

June 28, 2018
Lincolnshire / 6:00 PM



Board of Education
Washington Local Schools

This is a meeting of the Washington Local Board of Education in public for the purpose of conducting school district business and is not to be considered a public community meeting. The time for public participation during this meeting is indicated on the agenda as Community Comment. R.C. 121.22, 3313.15

1. Opening
 - A. Call to Order by the President
 - B. Roll Call by the Treasurer
 - C. Pledge of Allegiance
 - D. Community Comment

TREASURER'S REPORTS AND RECOMMENDATIONS

2. Authorization for Payment of Legal Fees
3. Transfer
4. Appropriation Modifications/Amended Appropriations FY 2018
5. FY 2019 Appropriation Measure

SUPERINTENDENT'S REPORT

BOARD COMMUNICATION

ADMINISTRATOR REPORT

SUPERINTENDENT'S RECOMMENDATIONS

6. Award of Contract – 2018 Whitmer Auditorium ADA Stage Ramp
7. Purchases Over \$25,000
8. Board of Education Policy – First Reading
9. Student Handbooks
10. Additional Compensation
11. Salary Schedule
12. Executive Session
13. SAAWLS Reference Handbook
14. Non-Bargaining Classified Employees Reference Handbook
15. Personnel
16. Adjournment

1. Opening

A. Call to Order by the President

The June 28, 2018 meeting of the Board of Education of Washington Local Schools will come to order. It is now _____ P.M.

B. Roll Call by the Treasurer

_____ Mr. Hughes
_____ Ms. Canales
_____ Mr. Ilstrup
_____ Mr. Hunter
_____ Mr. Sharp

Also present:

_____ Dr. Hayward, Superintendent
_____ Mr. Davis, Assistant Superintendent
_____ Mr. Fouke, Treasurer

C. Pledge of Allegiance

D. Community Comment

The purpose of the Board of Education meeting is to conduct official Board business. The opportunity for people to address the Board of Education is a privilege that Boards of Education need not grant. This Board of Education has been interested in receiving information from the community. However, in order to provide time for the Board to carry on regular Board business, it becomes necessary to establish certain rules to be followed by those persons wishing to address the Board during Community Comment.

PROCEDURE FOR COMMUNITY COMMENT

1. Person addressing the Board should state his/her full name and address.
2. The number of delegates speaking on a particular topic should be limited to one whenever possible.
3. Person addressing the Board should limit his/her remarks to three minutes unless the presentation is of an unusual nature.
4. Questions pertaining to the school operation should be directed to the administration at a time other than during Community Comment.
5. Person addressing the Board should not engage in remarks that could be interpreted as libelous or inflammatory to a particular individual.
6. The Board of Education will attempt to complete the item of Community Comment within thirty minutes.

Adopted by the Washington Local Board of Education ~ June 7, 2014

2. Authorization for Payment of Legal Fees

The Treasurer recommends that the Board of Education approve the following payments of legal fees as presented:

Brickler & Eckler	May Services	\$8,016.88
Spengler Nathanson	May Services	\$2,173.75

Moved by: _____ Seconded by: _____

Mr. Hughes ____ Ms. Canales ____ Mr. Ilstrup ____ Mr. Hunter ____ Mr. Sharp ____

3. Transfer

The Treasurer recommends that the Board of Education approve the following transfer as presented:

Debit:	General Fund 001.7200.910	\$20,000.00
Credit:	Employee Recognition 007.5100.9067	\$20,000.00

Moved by: _____ Seconded by: _____

Mr. Hughes ____ Ms. Canales ____ Mr. Ilstrup ____ Mr. Hunter ____ Mr. Sharp ____

4. Appropriation Modifications/Amended Appropriations FY 2018

The Treasurer recommends that the Board approve the FY 2018 Amended Appropriation Measure at fund level, which reflects increases and decreases in some funds, as presented.

The General Fund appropriations are unchanged at \$88.2 million. Total appropriations, all funds, increased from \$115.0 million to \$115.2 million. These appropriations include prior year encumbrances.

Moved by: _____ Seconded by: _____

Mr. Hughes ____ Ms. Canales ____ Mr. Ilstrup ____ Mr. Hunter ____ Mr. Sharp ____

**WASHINGTON LOCAL SCHOOLS
FINAL APPROPRIATIONS
JUNE 30, 2018**

		Appropriation Measure December 2017	Amended Appropriation Measure June 2018	Increase/ (Decrease)
001	General Fund			
1100	Regular Instruction			
	100	24,343,897.00	24,258,897.00	(85,000.00)
	200	9,263,955.00	9,233,955.00	(30,000.00)
	400	559,452.47	544,322.47	(15,130.00)
	500	1,287,443.81	1,288,243.81	800.00
	600	568,943.00	571,533.00	2,590.00
Total-	1100 Regular Instruction	36,023,691.28	35,896,951.28	(126,740.00)
1200	Special Instruction			
	100	5,711,386.00	5,743,386.00	32,000.00
	200	2,564,001.00	2,539,001.00	(25,000.00)
	400	3,204,845.27	3,205,822.87	977.60
	500	23,911.80	23,284.20	(627.60)
Total-	1200 Special Instruction	11,504,144.07	11,511,494.07	7,350.00
1300	Vocational Instruction			
	100	1,675,676.00	1,700,676.00	25,000.00
	200	609,240.00	609,240.00	-
	400	208,629.91	182,257.71	(26,372.20)
	500	211,780.52	186,172.72	(25,607.80)
	600	450,000.00	509,977.00	59,977.00
	800	7,000.00	5,903.00	(1,097.00)
Total-	1300 Vocational Instruction	3,162,326.43	3,194,226.43	31,900.00
1900	Other Instruction			
	100	104,605.00	109,605.00	5,000.00
	200	42,055.00	43,055.00	1,000.00
	400	3,258,000.00	3,358,000.00	100,000.00
Total-	1900 Other Instruction	3,404,660.00	3,510,660.00	106,000.00
2100	Support Services-Pupils			
	100	3,868,160.00	3,943,160.00	75,000.00
	200	1,522,817.00	1,524,217.00	1,400.00
	400	922,120.39	921,370.39	(750.00)
	500	58,918.90	58,918.90	-
	800	2,250.00	2,250.00	-
Total-	2100 Support Services-Pupils	6,374,266.29	6,449,916.29	75,650.00

2200	Support Services/Instr Staff			
	100	1,329,298.00	1,334,298.00	5,000.00
	200	640,969.00	640,969.00	-
	400	11,113.00	11,113.00	-
	500	124,048.88	124,448.88	400.00
	800	3,000.00	3,000.00	-
Total-	2200 Support Services/Instr Staff	2,108,428.88	2,113,828.88	5,400.00
2300	Board of Education			
	100	20,000.00	20,000.00	-
	200	1,653.00	5,653.00	4,000.00
	400	195,073.31	195,073.31	-
	500	5,765.73	5,765.73	-
	800	60,000.00	62,000.00	2,000.00
Total-	2300 Board of Education	282,492.04	288,492.04	6,000.00
2400	Support Services/Admin.			
	100	3,532,330.00	3,532,330.00	-
	200	1,690,669.00	1,690,669.00	-
	400	340,430.76	346,330.76	5,900.00
	500	60,027.02	64,127.02	4,100.00
	800	44,291.50	66,901.33	22,609.83
Total-	2400 Support Services/Admin.	5,667,748.28	5,700,358.11	32,609.83
2500	Fiscal/Treasurer-Staff			
	100	534,043.00	534,043.00	-
	200	270,247.00	270,247.00	-
	400	103,114.56	78,114.56	(25,000.00)
	500	21,290.06	21,290.06	-
	800	801,500.00	794,890.17	(6,609.83)
Total-	2500 Fiscal/Treasurer-Staff	1,730,194.62	1,698,584.79	(31,609.83)
2600	Support Services/Business			
	100	312,283.00	312,283.00	-
	200	159,943.00	159,943.00	-
	400	29,875.81	30,275.81	400.00
	500	1,000.00	1,000.00	-
Total-	2600 Support Services/Business	503,101.81	503,501.81	400.00
2700	Plant Operation/Maint.			
	100	3,528,228.00	3,528,228.00	-
	200	1,509,060.08	1,509,170.08	110.00
	400	3,714,574.48	3,619,264.48	(95,310.00)
	500	809,774.68	813,774.68	4,000.00
	800	500.00	500.00	-
Total-	2700 Plant Operation/Maint.	9,562,137.24	9,470,937.24	(91,200.00)

2800	Pupil Transportation			
	100	1,956,177.00	1,931,177.00	(25,000.00)
	200	904,306.00	905,306.00	1,000.00
	400	467,828.27	443,828.27	(24,000.00)
	500	628,138.54	633,138.54	5,000.00
	800	500.00	500.00	-
Total-	2800 Pupil Transportation	3,956,949.81	3,913,949.81	(43,000.00)
2900	Support Services/District			
	100	485,383.00	495,383.00	10,000.00
	200	240,875.00	241,875.00	1,000.00
	400	338,231.61	302,981.61	(35,250.00)
	500	171,750.00	141,540.00	(30,210.00)
	600	76,500.00	96,800.00	20,300.00
	800	625.00	625.00	-
Total-	2900 Support Services/District	1,313,364.61	1,279,204.61	(34,160.00)
3100	Food Service			
	400	1,600.00	2,100.00	500.00
3200	Comm Serv/Non-Pub			
	100	1,000.00	2,000.00	1,000.00
	200	88.00	388.00	300.00
	800	18,000.00	18,000.00	-
Total -	3200 Comm Serv/Non-Pub	19,088.00	20,388.00	1,300.00
4100	Academic Activities			
	100	95,665.00	105,665.00	10,000.00
	200	7,528.00	17,528.00	10,000.00
Total-	4100 Academic Activities	103,193.00	123,193.00	20,000.00
4300	Occup Oriented Activities			
	100	20,419.00	20,719.00	300.00
	200	1,740.00	3,740.00	2,000.00
Total-	4300 Occup Oriented Activities	22,159.00	24,459.00	2,300.00
4500	Athletic Activities			
	100	570,725.00	650,725.00	80,000.00
	200	93,706.00	105,706.00	12,000.00
	400	119,947.75	107,247.75	(12,700.00)
	500	33,525.00	33,525.00	-
Total-	4500 Athletic Activities	817,903.75	897,203.75	79,300.00
4600	Schools & Public Service			
	100	58,725.00	63,725.00	5,000.00
	200	4,795.00	11,795.00	7,000.00
Total-	4600 Schools & Public Service	63,520.00	75,520.00	12,000.00

5100	Site Improvement				
	600	-	46,000.00	46,000.00	
5300	Architecture & Engineering				
	400	10,000.00	10,000.00	-	
5600	Building Improvement Services				
	600	1,123,582.46	1,023,582.46	(100,000.00)	
7200	Transfers Out				
	900	40,000.00	40,000.00	-	
7400	Advances Out				
	900	400,000.00	400,000.00	-	
TOTAL - GENERAL FUND		88,194,551.57	88,194,551.57	-	
003	Permanent Improvement				
1100	600	30,375.00	30,375.00	-	
1200	600	10,000.00	10,000.00	-	
2100	600	13,576.11	13,576.11	-	
2200	600	5,000.00	5,000.00	-	
2400	600	40,700.00	40,700.00	-	
	800	1,000.00	1,000.00	-	
Total-	2100	41,700.00	41,700.00	-	
2500	800	39,000.00	39,000.00	-	
2600	600	2,000.00	2,000.00	-	
2700	400	275,000.00	275,000.00	-	
	600	155,000.00	190,000.00	35,000.00	
Total-	2700	430,000.00	465,000.00	35,000.00	
2800	600	449,000.00	849,000.00	400,000.00	
2900	600	20,000.00	15,000.00	(5,000.00)	
3100	600	29,200.00	24,200.00	(5,000.00)	
4100	600	14,050.96	14,050.96	-	
5200	600	406,838.00	406,838.00	-	
5600	600	2,515,211.92	2,090,211.92	(425,000.00)	
6100	810	255,000.00	255,000.00	-	
	820	288,975.00	288,975.00	-	
Total-	6100	543,975.00	543,975.00	-	
Total Permanent Improvement		4,549,926.99	4,549,926.99	-	

006	Cafeteria			
2700	400	80,553.00	110,553.00	30,000.00
3100	100	1,127,232.00	1,127,232.00	-
	200	530,103.00	530,103.00	-
	400	18,441.00	19,441.00	1,000.00
	500	1,121,171.00	1,090,071.00	(31,100.00)
	600	3,587.00	3,587.00	-
	800	325.00	425.00	100.00
Total-	3100	2,800,859.00	2,770,859.00	(30,000.00)
7400	900	115,000.00	115,000.00	-
Total Cafeteria		2,996,412.00	2,996,412.00	-
007	Trust			
2500	800	5,000.00	5,000.00	-
2900	400	10,000.00	3,900.00	(6,100.00)
	500	15,000.00	21,100.00	6,100.00
Total-	2900	25,000.00	25,000.00	-
4600	400	200.00	200.00	-
	800	23,500.00	25,000.00	1,500.00
Total-	4600	23,700.00	25,200.00	1,500.00
Total Trust Funds		53,700.00	55,200.00	1,500.00
008	Endowment			
4600	800	2,500.00	3,500.00	1,000.00
Total Endowment Fund		2,500.00	3,500.00	1,000.00
009	Uniform Supply			
1100	500	166,489.99	177,239.99	10,750.00
1300	500	104,649.70	106,033.07	1,383.37
Total Uniform Supply		271,139.69	283,273.06	12,133.37
011	Customer Service			
1300	400	9,200.00	11,200.00	2,000.00
	500	108,096.40	108,596.40	500.00
Total-	1300	117,296.40	119,796.40	2,500.00
Total Customer Service		117,296.40	119,796.40	2,500.00

018	Public Support				
1200	500		4,825.00	5,825.00	1,000.00
2100	400		1,000.00	5,500.00	4,500.00
	500		4,150.00	4,150.00	-
Total-	2100		5,150.00	9,650.00	4,500.00
2200	400		4,000.00	8,000.00	4,000.00
	500		59,038.61	65,338.61	6,300.00
Total-	2200		63,038.61	73,338.61	10,300.00
3200	400		10,500.00	10,500.00	-
	500		19,500.00	19,500.00	-
	800		20,000.00	20,000.00	-
Total-	3200		50,000.00	50,000.00	-
Total Public Support			123,013.61	138,813.61	15,800.00
019	Other Grants				
1100	500		712.06	712.06	-
1200	500		94.96	94.96	-
1300	500		198.34	198.34	-
2100	500		18.85	18.85	-
Total Other Grants			1,024.21	1,024.21	-
022	District Agency				
4500	100		5,000.00	5,600.00	600.00
	200		760.00	960.00	200.00
	400		32,700.00	32,700.00	-
	500		1,500.00	1,500.00	-
Total-	4500		39,960.00	40,760.00	800.00
Total District Agency			39,960.00	40,760.00	800.00
024	Employee Benefits				
2900	200		10,654,361.34	10,654,361.34	-
	400		465,000.00	465,000.00	-
Total-	2900		11,119,361.34	11,119,361.34	-
Total Employee Benefits			11,119,361.34	11,119,361.34	-

070	Capital Projects			
2700	400	20,000.00	20,000.00	-
5500	600	40,000.00	40,000.00	-
Total Capital Projects		60,000.00	60,000.00	-
200	Student Managed Activity			
4100	100	-	250.00	250.00
	200	-	30.00	30.00
	400	34,810.00	37,360.00	2,550.00
	500	42,872.89	52,200.00	9,327.11
	800	5,000.00	6,500.00	1,500.00
Total-	4100	82,682.89	96,340.00	13,657.11
4300	400	48,291.00	50,901.00	2,610.00
	500	38,490.00	38,780.00	290.00
	600	200.00	200.00	-
	800	750.00	750.00	-
Total-	4300	87,731.00	90,631.00	2,900.00
4500	400	68,225.00	56,600.00	(11,625.00)
	500	57,831.95	68,701.60	10,869.65
Total-	4500	126,056.95	125,301.60	(755.35)
4600	100	-	858.00	858.00
	200	-	145.00	145.00
	400	40,640.00	43,890.00	3,250.00
	500	39,313.43	47,898.71	8,585.28
Total-	4600	79,953.43	92,791.71	12,838.28
Total Student Managed Activity		376,424.27	405,064.31	28,640.04
300	District Managed Activity			
3200	400	19,158.31	19,158.31	-
4100	400	75,000.00	83,000.00	8,000.00
	500	60,500.00	63,500.00	3,000.00
Total-	4100	135,500.00	146,500.00	11,000.00
4500	100	35,614.00	45,681.00	10,067.00
	200	6,192.00	7,986.00	1,794.00
	400	225,584.74	224,797.74	(787.00)
	500	273,287.00	359,357.00	86,070.00
	600	500.00	6,500.00	6,000.00
Total-	4500	541,177.74	644,321.74	103,144.00

4600	100	-	250.00	
	200	-	50.00	
	400	109,500.00	109,500.00	-
	500	153,838.22	164,942.22	11,104.00
	600	1,500.00	1,500.00	-
Total- 4600		264,838.22	276,242.22	11,404.00
Total District Managed Activity		960,674.27	1,086,222.27	125,548.00
401 Auxiliary Non-Public				
3200	400	1,136,465.48	1,137,107.91	642.43
Total Auxiliary Non-Public		1,136,465.48	1,137,107.91	642.43
451 Data Communications				
1100	400	19,800.00	19,800.00	-
Total Data Communications		19,800.00	19,800.00	-
461 Voc Ed Enhancement				
1300	100	1,560.00	1,560.00	-
	200	240.00	240.00	-
	400	-	4,078.49	4,078.49
Total- 1300		1,800.00	5,878.49	4,078.49
2200	100	8,000.00	8,000.00	-
	200	1,600.00	1,600.00	-
	400	10,000.00	10,000.00	-
Total- 2200		19,600.00	19,600.00	-
7400	900	5,000.00	5,000.00	-
Total Voc Ed Enhancement		26,400.00	30,478.49	4,078.49
499 Misc. State Grants				
1100	200	-	4,445.00	4,445.00
	400	-	690.00	690.00
	500	-	4,000.00	4,000.00
	600	-	865.00	865.00
		-	10,000.00	4,865.00
1300	400	775.23	775.23	-
2100	100	55,691.25	59,505.83	3,814.58
	200	8,785.61	9,413.11	627.50
Total- 2100		64,476.86	68,918.94	4,442.08
2200	200	-	2,675.00	2,675.00
7400	900	15,000.00	15,000.00	-
Total Misc. State Grants		80,252.09	97,369.17	17,117.08

516	Title VIB			
1200	100	1,230,393.45	1,232,393.45	2,000.00
	200	524,108.83	524,437.83	329.00
	500	15,291.54	9,762.54	(5,529.00)
Total-	1200	1,769,793.82	1,766,593.82	(3,200.00)
2100	400	10,250.00	10,250.00	-
	500	1,542.28	1,542.28	-
Total-	2100	11,792.28	11,792.28	-
2200	100	3,000.00	3,000.00	-
	200	1,000.00	1,000.00	-
	400		3,200.00	3,200.00
Total-	2200	4,000.00	7,200.00	3,200.00
3200	400	69,379.57	69,379.57	-
7400	900	95,000.00	95,000.00	-
Total Title VI-B		1,949,965.67	1,949,965.67	-
524	Perkins Grant			
1300	500	26,553.14	29,524.62	2,971.48
	600	33,035.45	33,035.45	-
Total-	1300	59,588.59	62,560.07	2,971.48
2200	100	15,100.00	15,095.00	(5.00)
	200	2,464.59	2,321.20	(143.39)
	400	40,987.36	41,076.75	89.39
Total-	2200	58,551.95	58,492.95	(59.00)
2400	100	3,800.00	3,800.00	-
	200	587.00	646.00	59.00
Total-	2400	4,387.00	4,446.00	59.00
7400	900	25,000.00	25,000.00	-
Total Perkins Grant		147,527.54	150,499.02	2,971.48
551	Title III Limited Eng Prof			
1100	200	554.52	554.52	-
1200	400	9,000.00	11,800.00	2,800.00
2100	400	2,885.65	2,885.65	-
2200	400	7,000.00	7,000.00	-

3200	400	2,800.00	-	(2,800.00)
7400	900	10,000.00	10,000.00	-
Total Title III Limited Eng Prof		32,240.17	32,240.17	-
572 Title I				
1100	200	2,619.09	2,619.09	-
1200	100	1,400,957.70	1,400,004.86	(952.84)
	200	504,213.68	504,210.68	(3.00)
	400	801.61	801.61	-
	500	167,021.41	166,514.62	(506.79)
Total-	1200	2,072,994.40	2,071,531.77	(1,462.63)
2200	400	66,952.31	66,952.31	-
3200	400	22,681.92	22,681.92	-
	500	18,741.48	18,741.48	-
Total-	3200	41,423.40	41,423.40	-
7400	900	95,000.00	95,000.00	-
Total Title I		2,278,989.20	2,277,526.57	(1,462.63)
590 Title II-A Teacher Quality				
1100	100	25,722.94	25,722.94	-
	200	10,881.52	10,881.52	-
Total-	1100	36,604.46	36,604.46	-
2200	100	60,000.00	60,000.00	-
	200	9,870.00	9,870.00	-
	400	167,756.06	174,756.06	7,000.00
	500	25,000.00	18,000.00	(7,000.00)
		262,626.06	262,626.06	-
3200	400	40,824.62	35,824.62	(5,000.00)
	500	-	5,000.00	5,000.00
		40,824.62	40,824.62	-
7400	900	40,000.00	40,000.00	-
Total II-A Teacher Quality		380,055.14	380,055.14	-
599 Misc. Federal Grants				
1100	500	32,954.74	32,458.27	(496.47)
2200	400	4,630.21	4,630.21	-

3200	400	5,687.26	5,511.84	(175.42)
	500	-	175.42	
		<hr/>		
		5,687.26	5,687.26	-
		<hr/>		
Total Misc. Federal Grants		43,272.21	42,775.74	(496.47)
 TOTAL - ALL FUNDS		<hr/> <hr/>		
		114,960,951.85	115,171,723.64	210,771.79
		<hr/> <hr/>		

	2018 Appropriations	Prior FY Carry Over	Total Appropriation
001 GENERAL			
1100 REGULAR INSTRUCTION			
100 PERSONAL SERVICES - SALARIES	24,258,897.00	.00	24,258,897.00
200 EMPLOYEES RETIRE. & INSUR. BEN	9,233,955.00	.00	9,233,955.00
400 PURCHASED SERVICES	526,612.00	17,710.47	544,322.47
500 SUPPLIES AND MATERIALS	1,191,172.00	97,071.81	1,288,243.81
600 CAPITAL OUTLAY	562,590.00	8,943.00	571,533.00
Total for 1100 REGULAR INSTRUCTION	35,773,226.00	123,725.28	35,896,951.28
1200 SPECIAL INSTRUCTION			
100 PERSONAL SERVICES - SALARIES	5,743,386.00	.00	5,743,386.00
200 EMPLOYEES RETIRE. & INSUR. BEN	2,539,001.00	.00	2,539,001.00
400 PURCHASED SERVICES	3,129,898.60	75,924.27	3,205,822.87
500 SUPPLIES AND MATERIALS	22,758.40	525.80	23,284.20
Total for 1200 SPECIAL INSTRUCTION	11,435,044.00	76,450.07	11,511,494.07
1300 VOCATIONAL INSTRUCTION			
100 PERSONAL SERVICES - SALARIES	1,700,676.00	.00	1,700,676.00
200 EMPLOYEES RETIRE. & INSUR. BEN	609,240.00	.00	609,240.00
400 PURCHASED SERVICES	167,627.80	14,629.91	182,257.71
500 SUPPLIES AND MATERIALS	180,446.20	5,726.52	186,172.72
600 CAPITAL OUTLAY	509,977.00	.00	509,977.00
800 MISCELLANEOUS OBJECTS	5,903.00	.00	5,903.00
Total for 1300 VOCATIONAL INSTRUCTION	3,173,870.00	20,356.43	3,194,226.43
1900 OTHER INSTRUCTION			
100 PERSONAL SERVICES - SALARIES	109,605.00	.00	109,605.00
200 EMPLOYEES RETIRE. & INSUR. BEN	43,055.00	.00	43,055.00
400 PURCHASED SERVICES	3,358,000.00	.00	3,358,000.00
Total for 1900 OTHER INSTRUCTION	3,510,660.00	.00	3,510,660.00
2100 SUPPORT SERVICES - PUPILS			
100 PERSONAL SERVICES - SALARIES	3,943,160.00	.00	3,943,160.00
200 EMPLOYEES RETIRE. & INSUR. BEN	1,524,217.00	.00	1,524,217.00
400 PURCHASED SERVICES	887,882.00	33,488.39	921,370.39
500 SUPPLIES AND MATERIALS	58,188.00	730.90	58,918.90
800 MISCELLANEOUS OBJECTS	2,250.00	.00	2,250.00
Total for 2100 SUPPORT SERVICES - PUPILS	6,415,697.00	34,219.29	6,449,916.29
2200 SUPP SERV- INSTRUCTIONAL STAFF			

	2018 Appropriations	Prior FY Carry Over	Total Appropriation
100 PERSONAL SERVICES - SALARIES	1,334,298.00	.00	1,334,298.00
200 EMPLOYEES RETIRE. & INSUR. BEN	640,824.00	145.00	640,969.00
400 PURCHASED SERVICES	10,199.00	914.00	11,113.00
500 SUPPLIES AND MATERIALS	110,856.00	13,592.88	124,448.88
800 MISCELLANEOUS OBJECTS	3,000.00	.00	3,000.00
Total for 2200 SUPP SERV- INSTRUCTIONAL STAFF	2,099,177.00	14,651.88	2,113,828.88
2300 SUPPORT SERV.-BD. OF EDUCATION			
100 PERSONAL SERVICES - SALARIES	20,000.00	.00	20,000.00
200 EMPLOYEES RETIRE. & INSUR. BEN	5,653.00	.00	5,653.00
400 PURCHASED SERVICES	179,008.00	16,065.31	195,073.31
500 SUPPLIES AND MATERIALS	5,000.00	765.73	5,765.73
800 MISCELLANEOUS OBJECTS	62,000.00	.00	62,000.00
Total for 2300 SUPPORT SERV.-BD. OF EDUCATION	271,661.00	16,831.04	288,492.04
2400 SUPPORT SERV- ADMINISTRATIVE			
100 PERSONAL SERVICES - SALARIES	3,532,330.00	.00	3,532,330.00
200 EMPLOYEES RETIRE. & INSUR. BEN	1,690,669.00	.00	1,690,669.00
400 PURCHASED SERVICES	318,342.00	27,988.76	346,330.76
500 SUPPLIES AND MATERIALS	59,897.00	4,230.02	64,127.02
800 MISCELLANEOUS OBJECTS	63,734.83	3,166.50	66,901.33
Total for 2400 SUPPORT SERV- ADMINISTRATIVE	5,664,972.83	35,385.28	5,700,358.11
2500 FISCAL SERVICES			
100 PERSONAL SERVICES - SALARIES	534,043.00	.00	534,043.00
200 EMPLOYEES RETIRE. & INSUR. BEN	270,247.00	.00	270,247.00
400 PURCHASED SERVICES	47,622.00	30,492.56	78,114.56
500 SUPPLIES AND MATERIALS	19,747.00	1,543.06	21,290.06
800 MISCELLANEOUS OBJECTS	794,890.17	.00	794,890.17
Total for 2500 FISCAL SERVICES	1,666,549.17	32,035.62	1,698,584.79
2600 SUPPORT SERVICES - BUSINESS			
100 PERSONAL SERVICES - SALARIES	312,283.00	.00	312,283.00
200 EMPLOYEES RETIRE. & INSUR. BEN	159,943.00	.00	159,943.00
400 PURCHASED SERVICES	27,400.00	2,875.81	30,275.81
500 SUPPLIES AND MATERIALS	1,000.00	.00	1,000.00
Total for 2600 SUPPORT SERVICES - BUSINESS	500,626.00	2,875.81	503,501.81
2700 OPERATION & MAINT OF PLANT SER			
100 PERSONAL SERVICES - SALARIES	3,528,228.00	.00	3,528,228.00
200 EMPLOYEES RETIRE. & INSUR. BEN	1,508,968.00	202.08	1,509,170.08
400 PURCHASED SERVICES	3,395,049.00	224,215.48	3,619,264.48

	2018 Appropriations	Prior FY Carry Over	Total Appropriation
500 SUPPLIES AND MATERIALS	768,825.00	44,949.68	813,774.68
800 MISCELLANEOUS OBJECTS	500.00	.00	500.00
Total for 2700 OPERATION & MAINT OF PLANT SER	9,201,570.00	269,367.24	9,470,937.24
2800 SUPPORT SERV - PUPIL TRANSPOR.			
100 PERSONAL SERVICES - SALARIES	1,931,177.00	.00	1,931,177.00
200 EMPLOYEES RETIRE. & INSUR. BEN	905,306.00	.00	905,306.00
400 PURCHASED SERVICES	406,707.00	37,121.27	443,828.27
500 SUPPLIES AND MATERIALS	551,000.00	82,138.54	633,138.54
800 MISCELLANEOUS OBJECTS	500.00	.00	500.00
Total for 2800 SUPPORT SERV - PUPIL TRANSPOR.	3,794,690.00	119,259.81	3,913,949.81
2900 SUPPORT SERVICES - CENTRAL			
100 PERSONAL SERVICES - SALARIES	495,383.00	.00	495,383.00
200 EMPLOYEES RETIRE. & INSUR. BEN	241,875.00	.00	241,875.00
400 PURCHASED SERVICES	281,825.00	21,156.61	302,981.61
500 SUPPLIES AND MATERIALS	141,290.00	250.00	141,540.00
600 CAPITAL OUTLAY	96,800.00	.00	96,800.00
800 MISCELLANEOUS OBJECTS	625.00	.00	625.00
Total for 2900 SUPPORT SERVICES - CENTRAL	1,257,798.00	21,406.61	1,279,204.61
3100 FOOD SERVICES OPERATIONS			
400 PURCHASED SERVICES	2,100.00	.00	2,100.00
Total for 3100 FOOD SERVICES OPERATIONS	2,100.00	.00	2,100.00
3200 COMMUNITY RECREATION SERVICES			
100 PERSONAL SERVICES - SALARIES	2,000.00	.00	2,000.00
200 EMPLOYEES RETIRE. & INSUR. BEN	388.00	.00	388.00
800 MISCELLANEOUS OBJECTS	18,000.00	.00	18,000.00
Total for 3200 COMMUNITY RECREATION SERVICES	20,388.00	.00	20,388.00
4100 ACADEMIC & SUBJECT ORIENTED			
100 PERSONAL SERVICES - SALARIES	105,665.00	.00	105,665.00
200 EMPLOYEES RETIRE. & INSUR. BEN	17,528.00	.00	17,528.00
Total for 4100 ACADEMIC & SUBJECT ORIENTED	123,193.00	.00	123,193.00
4300 OCCUPATION ORIENTED ACTIVITIES			
100 PERSONAL SERVICES - SALARIES	20,719.00	.00	20,719.00
200 EMPLOYEES RETIRE. & INSUR. BEN	3,740.00	.00	3,740.00

	2018 Appropriations	Prior FY Carry Over	Total Appropriation
Total for 4300 OCCUPATION ORIENTED ACTIVITIES	24,459.00	.00	24,459.00
4500 SPORT ORIENTED ACTIVITIES			
100 PERSONAL SERVICES - SALARIES	650,725.00	.00	650,725.00
200 EMPLOYEES RETIRE. & INSUR. BEN	105,706.00	.00	105,706.00
400 PURCHASED SERVICES	96,993.00	10,254.75	107,247.75
500 SUPPLIES AND MATERIALS	30,675.00	2,850.00	33,525.00
Total for 4500 SPORT ORIENTED ACTIVITIES	884,099.00	13,104.75	897,203.75
4600 SCHL & PUBLIC SERV CO-CURRIC.			
100 PERSONAL SERVICES - SALARIES	63,725.00	.00	63,725.00
200 EMPLOYEES RETIRE. & INSUR. BEN	11,795.00	.00	11,795.00
Total for 4600 SCHL & PUBLIC SERV CO-CURRIC.	75,520.00	.00	75,520.00
5100 SITE ACQUISITION SERVICES			
600 CAPITAL OUTLAY	46,000.00	.00	46,000.00
Total for 5100 SITE ACQUISITION SERVICES	46,000.00	.00	46,000.00
5300 ARCHITECTURE & ENGINEERING SER			
400 PURCHASED SERVICES	10,000.00	.00	10,000.00
Total for 5300 ARCHITECTURE & ENGINEERING SER	10,000.00	.00	10,000.00
5600 BUILDING IMPROVEMENT SERVICES			
600 CAPITAL OUTLAY	1,000,000.00	23,582.46	1,023,582.46
Total for 5600 BUILDING IMPROVEMENT SERVICES	1,000,000.00	23,582.46	1,023,582.46
7200 TRANSFERS			
900 OTHER USES OF FUNDS	40,000.00	.00	40,000.00
Total for 7200 TRANSFERS	40,000.00	.00	40,000.00
7400 ADVANCES OUT			
900 OTHER USES OF FUNDS	400,000.00	.00	400,000.00
Total for 7400 ADVANCES OUT	400,000.00	.00	400,000.00
Total for 001 GENERAL	87,391,300.00	803,251.57	88,194,551.57
003 PERMANENT IMPROVEMENT			

	2018 Appropriations	Prior FY Carry Over	Total Appropriation
1100 REGULAR INSTRUCTION			
600 CAPITAL OUTLAY	30,375.00	.00	30,375.00
Total for 1100 REGULAR INSTRUCTION	30,375.00	.00	30,375.00
1200 SPECIAL INSTRUCTION			
600 CAPITAL OUTLAY	10,000.00	.00	10,000.00
Total for 1200 SPECIAL INSTRUCTION	10,000.00	.00	10,000.00
2100 SUPPORT SERVICES - PUPILS			
600 CAPITAL OUTLAY	12,000.00	1,576.11	13,576.11
Total for 2100 SUPPORT SERVICES - PUPILS	12,000.00	1,576.11	13,576.11
2200 SUPP SERV- INSTRUCTIONAL STAFF			
600 CAPITAL OUTLAY	5,000.00	.00	5,000.00
Total for 2200 SUPP SERV- INSTRUCTIONAL STAFF	5,000.00	.00	5,000.00
2400 SUPPORT SERV- ADMINISTRATIVE			
600 CAPITAL OUTLAY	40,700.00	.00	40,700.00
800 MISCELLANEOUS OBJECTS	1,000.00	.00	1,000.00
Total for 2400 SUPPORT SERV- ADMINISTRATIVE	41,700.00	.00	41,700.00
2500 FISCAL SERVICES			
800 MISCELLANEOUS OBJECTS	39,000.00	.00	39,000.00
Total for 2500 FISCAL SERVICES	39,000.00	.00	39,000.00
2600 SUPPORT SERVICES - BUSINESS			
600 CAPITAL OUTLAY	2,000.00	.00	2,000.00
Total for 2600 SUPPORT SERVICES - BUSINESS	2,000.00	.00	2,000.00
2700 OPERATION & MAINT OF PLANT SER			
400 PURCHASED SERVICES	275,000.00	.00	275,000.00
600 CAPITAL OUTLAY	187,000.00	3,000.00	190,000.00
Total for 2700 OPERATION & MAINT OF PLANT SER	462,000.00	3,000.00	465,000.00
2800 SUPPORT SERV - PUPIL TRANSPOR.			

	2018 Appropriations	Prior FY Carry Over	Total Appropriation
600 CAPITAL OUTLAY	849,000.00	.00	849,000.00
Total for 2800 SUPPORT SERV - PUPIL TRANSPOR.	849,000.00	.00	849,000.00
2900 SUPPORT SERVICES - CENTRAL			
600 CAPITAL OUTLAY	15,000.00	.00	15,000.00
Total for 2900 SUPPORT SERVICES - CENTRAL	15,000.00	.00	15,000.00
3100 FOOD SERVICES OPERATIONS			
600 CAPITAL OUTLAY	24,200.00	.00	24,200.00
Total for 3100 FOOD SERVICES OPERATIONS	24,200.00	.00	24,200.00
4100 ACADEMIC & SUBJECT ORIENTED			
600 CAPITAL OUTLAY	13,725.00	325.96	14,050.96
Total for 4100 ACADEMIC & SUBJECT ORIENTED	13,725.00	325.96	14,050.96
5200 SITE IMPROVEMENT SERVICES			
600 CAPITAL OUTLAY	11,000.00	395,838.00	406,838.00
Total for 5200 SITE IMPROVEMENT SERVICES	11,000.00	395,838.00	406,838.00
5600 BUILDING IMPROVEMENT SERVICES			
600 CAPITAL OUTLAY	2,040,000.00	50,211.92	2,090,211.92
Total for 5600 BUILDING IMPROVEMENT SERVICES	2,040,000.00	50,211.92	2,090,211.92
6100 REPAYMENT OF DEBT			
810 REDEMPTION OF PRINCIPAL	255,000.00	.00	255,000.00
820 INTEREST	288,975.00	.00	288,975.00
Total for 6100 REPAYMENT OF DEBT	543,975.00	.00	543,975.00
Total for 003 PERMANENT IMPROVEMENT	4,098,975.00	450,951.99	4,549,926.99
006 FOOD SERVICE			
2700 OPERATION & MAINT OF PLANT SER			
400 PURCHASED SERVICES	109,453.00	1,100.00	110,553.00
Total for 2700 OPERATION & MAINT OF PLANT SER	109,453.00	1,100.00	110,553.00
3100 FOOD SERVICES OPERATIONS			

	2018 Appropriations	Prior FY Carry Over	Total Appropriation
100 PERSONAL SERVICES - SALARIES	1,127,232.00	.00	1,127,232.00
200 EMPLOYEES RETIRE. & INSUR. BEN	530,103.00	.00	530,103.00
400 PURCHASED SERVICES	19,441.00	.00	19,441.00
500 SUPPLIES AND MATERIALS	1,019,321.00	70,750.00	1,090,071.00
600 CAPITAL OUTLAY	3,587.00	.00	3,587.00
800 MISCELLANEOUS OBJECTS	425.00	.00	425.00
Total for 3100 FOOD SERVICES OPERATIONS	2,700,109.00	70,750.00	2,770,859.00
7400 ADVANCES OUT			
900 OTHER USES OF FUNDS	115,000.00	.00	115,000.00
Total for 7400 ADVANCES OUT	115,000.00	.00	115,000.00
Total for 006 FOOD SERVICE	2,924,562.00	71,850.00	2,996,412.00
007 SPECIAL TRUST			
2500 FISCAL SERVICES			
800 MISCELLANEOUS OBJECTS	5,000.00	.00	5,000.00
Total for 2500 FISCAL SERVICES	5,000.00	.00	5,000.00
2900 SUPPORT SERVICES - CENTRAL			
400 PURCHASED SERVICES	3,900.00	.00	3,900.00
500 SUPPLIES AND MATERIALS	21,100.00	.00	21,100.00
Total for 2900 SUPPORT SERVICES - CENTRAL	25,000.00	.00	25,000.00
4600 SCHL & PUBLIC SERV CO-CURRIC.			
500 SUPPLIES AND MATERIALS	200.00	.00	200.00
800 MISCELLANEOUS OBJECTS	25,000.00	.00	25,000.00
Total for 4600 SCHL & PUBLIC SERV CO-CURRIC.	25,200.00	.00	25,200.00
Total for 007 SPECIAL TRUST	55,200.00	.00	55,200.00
008 ENDOWMENT			
4600 SCHL & PUBLIC SERV CO-CURRIC.			
800 MISCELLANEOUS OBJECTS	3,500.00	.00	3,500.00
Total for 4600 SCHL & PUBLIC SERV CO-CURRIC.	3,500.00	.00	3,500.00
Total for 008 ENDOWMENT	3,500.00	.00	3,500.00
009 UNIFORM SCHOOL SUPPLIES			

	2018 Appropriations	Prior FY Carry Over	Total Appropriation
1100 REGULAR INSTRUCTION			
500 SUPPLIES AND MATERIALS	172,700.00	4,539.99	177,239.99
Total for 1100 REGULAR INSTRUCTION	172,700.00	4,539.99	177,239.99
1300 VOCATIONAL INSTRUCTION			
500 SUPPLIES AND MATERIALS	104,167.90	1,865.17	106,033.07
Total for 1300 VOCATIONAL INSTRUCTION	104,167.90	1,865.17	106,033.07
Total for 009 UNIFORM SCHOOL SUPPLIES	276,867.90	6,405.16	283,273.06
011 ROTARY-SPECIAL SERVICES			
1300 VOCATIONAL INSTRUCTION			
400 PURCHASED SERVICES	11,200.00	.00	11,200.00
500 SUPPLIES AND MATERIALS	98,289.00	10,307.40	108,596.40
Total for 1300 VOCATIONAL INSTRUCTION	109,489.00	10,307.40	119,796.40
Total for 011 ROTARY-SPECIAL SERVICES	109,489.00	10,307.40	119,796.40
018 PUBLIC SCHOOL SUPPORT			
1200 SPECIAL INSTRUCTION			
500 SUPPLIES AND MATERIALS	5,825.00	.00	5,825.00
Total for 1200 SPECIAL INSTRUCTION	5,825.00	.00	5,825.00
2100 SUPPORT SERVICES - PUPILS			
400 PURCHASED SERVICES	5,500.00	.00	5,500.00
500 SUPPLIES AND MATERIALS	4,000.00	150.00	4,150.00
Total for 2100 SUPPORT SERVICES - PUPILS	9,500.00	150.00	9,650.00
2200 SUPP SERV- INSTRUCTIONAL STAFF			
400 PURCHASED SERVICES	8,000.00	.00	8,000.00
500 SUPPLIES AND MATERIALS	65,262.16	76.45	65,338.61
Total for 2200 SUPP SERV- INSTRUCTIONAL STAFF	73,262.16	76.45	73,338.61
3200 COMMUNITY RECREATION SERVICES			
400 PURCHASED SERVICES	10,500.00	.00	10,500.00
500 SUPPLIES AND MATERIALS	19,500.00	.00	19,500.00
800 MISCELLANEOUS OBJECTS	20,000.00	.00	20,000.00

	2018 Appropriations	Prior FY Carry Over	Total Appropriation
Total for 3200 COMMUNITY RECREATION SERVICES	50,000.00	.00	50,000.00
Total for 018 PUBLIC SCHOOL SUPPORT	138,587.16	226.45	138,813.61
019 OTHER GRANT			
1100 REGULAR INSTRUCTION			
500 SUPPLIES AND MATERIALS	712.06	.00	712.06
Total for 1100 REGULAR INSTRUCTION	712.06	.00	712.06
1200 SPECIAL INSTRUCTION			
500 SUPPLIES AND MATERIALS	94.96	.00	94.96
Total for 1200 SPECIAL INSTRUCTION	94.96	.00	94.96
1300 VOCATIONAL INSTRUCTION			
500 SUPPLIES AND MATERIALS	198.34	.00	198.34
Total for 1300 VOCATIONAL INSTRUCTION	198.34	.00	198.34
2100 SUPPORT SERVICES - PUPILS			
500 SUPPLIES AND MATERIALS	18.85	.00	18.85
Total for 2100 SUPPORT SERVICES - PUPILS	18.85	.00	18.85
Total for 019 OTHER GRANT	1,024.21	.00	1,024.21
022 DISTRICT AGENCY			
4500 SPORT ORIENTED ACTIVITIES			
100 PERSONAL SERVICES - SALARIES	5,600.00	.00	5,600.00
200 EMPLOYEES RETIRE. & INSUR. BEN	960.00	.00	960.00
400 PURCHASED SERVICES	32,700.00	.00	32,700.00
500 SUPPLIES AND MATERIALS	1,500.00	.00	1,500.00
Total for 4500 SPORT ORIENTED ACTIVITIES	40,760.00	.00	40,760.00
Total for 022 DISTRICT AGENCY	40,760.00	.00	40,760.00
024 EMPLOYEE BENEFITS SELF INS.			
2900 SUPPORT SERVICES - CENTRAL			
200 EMPLOYEES RETIRE. & INSUR. BEN	10,650,000.00	4,361.34	10,654,361.34
400 PURCHASED SERVICES	465,000.00	.00	465,000.00

	2018 Appropriations	Prior FY Carry Over	Total Appropriation
Total for 2900 SUPPORT SERVICES - CENTRAL	11,115,000.00	4,361.34	11,119,361.34
Total for 024 EMPLOYEE BENEFITS SELF INS.	11,115,000.00	4,361.34	11,119,361.34
070 CAPITAL PROJECTS			
2700 OPERATION & MAINT OF PLANT SER			
400 PURCHASED SERVICES	20,000.00	.00	20,000.00
Total for 2700 OPERATION & MAINT OF PLANT SER	20,000.00	.00	20,000.00
5600 BUILDING IMPROVEMENT SERVICES			
600 CAPITAL OUTLAY	40,000.00	.00	40,000.00
Total for 5600 BUILDING IMPROVEMENT SERVICES	40,000.00	.00	40,000.00
Total for 070 CAPITAL PROJECTS	60,000.00	.00	60,000.00
200 STUDENT MANAGED ACTIVITY			
4100 ACADEMIC & SUBJECT ORIENTED			
100 PERSONAL SERVICES - SALARIES	250.00	.00	250.00
200 EMPLOYEES RETIRE. & INSUR. BEN	30.00	.00	30.00
400 PURCHASED SERVICES	37,360.00	.00	37,360.00
500 SUPPLIES AND MATERIALS	51,427.11	772.89	52,200.00
800 MISCELLANEOUS OBJECTS	6,500.00	.00	6,500.00
Total for 4100 ACADEMIC & SUBJECT ORIENTED	95,567.11	772.89	96,340.00
4300 OCCUPATION ORIENTED ACTIVITIES			
400 PURCHASED SERVICES	50,901.00	.00	50,901.00
500 SUPPLIES AND MATERIALS	38,780.00	.00	38,780.00
600 CAPITAL OUTLAY	200.00	.00	200.00
800 MISCELLANEOUS OBJECTS	750.00	.00	750.00
Total for 4300 OCCUPATION ORIENTED ACTIVITIES	90,631.00	.00	90,631.00
4500 SPORT ORIENTED ACTIVITIES			
400 PURCHASED SERVICES	54,975.00	1,625.00	56,600.00
500 SUPPLIES AND MATERIALS	55,869.65	12,831.95	68,701.60
Total for 4500 SPORT ORIENTED ACTIVITIES	110,844.65	14,456.95	125,301.60
4600 SCHL & PUBLIC SERV CO-CURRIC.			
100 PERSONAL SERVICES - SALARIES	858.00	.00	858.00
200 EMPLOYEES RETIRE. & INSUR. BEN	145.00	.00	145.00

	2018 Appropriations	Prior FY Carry Over	Total Appropriation
400 PURCHASED SERVICES	41,090.00	2,800.00	43,890.00
500 SUPPLIES AND MATERIALS	41,198.71	6,700.00	47,898.71
Total for 4600 SCHL & PUBLIC SERV CO-CURRIC.	83,291.71	9,500.00	92,791.71
Total for 200 STUDENT MANAGED ACTIVITY	380,334.47	24,729.84	405,064.31
300 DISTRICT MANAGED ACTIVITY			
3200 COMMUNITY RECREATION SERVICES			
400 PURCHASED SERVICES	10,370.61	8,787.70	19,158.31
Total for 3200 COMMUNITY RECREATION SERVICES	10,370.61	8,787.70	19,158.31
4100 ACADEMIC & SUBJECT ORIENTED			
400 PURCHASED SERVICES	83,000.00	.00	83,000.00
500 SUPPLIES AND MATERIALS	63,500.00	.00	63,500.00
Total for 4100 ACADEMIC & SUBJECT ORIENTED	146,500.00	.00	146,500.00
4500 SPORT ORIENTED ACTIVITIES			
100 PERSONAL SERVICES - SALARIES	45,681.00	.00	45,681.00
200 EMPLOYEES RETIRE. & INSUR. BEN	7,986.00	.00	7,986.00
400 PURCHASED SERVICES	220,719.00	4,078.74	224,797.74
500 SUPPLIES AND MATERIALS	352,804.00	6,553.00	359,357.00
600 CAPITAL OUTLAY	6,500.00	.00	6,500.00
Total for 4500 SPORT ORIENTED ACTIVITIES	633,690.00	10,631.74	644,321.74
4600 SCHL & PUBLIC SERV CO-CURRIC.			
100 PERSONAL SERVICES - SALARIES	250.00	.00	250.00
200 EMPLOYEES RETIRE. & INSUR. BEN	50.00	.00	50.00
400 PURCHASED SERVICES	97,600.00	11,900.00	109,500.00
500 SUPPLIES AND MATERIALS	162,979.00	1,963.22	164,942.22
600 CAPITAL OUTLAY	1,500.00	.00	1,500.00
Total for 4600 SCHL & PUBLIC SERV CO-CURRIC.	262,379.00	13,863.22	276,242.22
Total for 300 DISTRICT MANAGED ACTIVITY	1,052,939.61	33,282.66	1,086,222.27
401 AUXILIARY SERVICES			
3200 COMMUNITY RECREATION SERVICES			
400 PURCHASED SERVICES	1,097,596.28	39,511.63	1,137,107.91
Total for 3200 COMMUNITY RECREATION SERVICES	1,097,596.28	39,511.63	1,137,107.91

	2018 Appropriations	Prior FY Carry Over	Total Appropriation
Total for 401 AUXILIARY SERVICES	1,097,596.28	39,511.63	1,137,107.91
451 DATA COMMUNICATION FUND			
1100 REGULAR INSTRUCTION			
400 PURCHASED SERVICES	19,800.00	.00	19,800.00
Total for 1100 REGULAR INSTRUCTION	19,800.00	.00	19,800.00
Total for 451 DATA COMMUNICATION FUND	19,800.00	.00	19,800.00
461 VOCATIONAL EDUC. ENHANCEMENTS			
1300 VOCATIONAL INSTRUCTION			
100 PERSONAL SERVICES - SALARIES	1,560.00	.00	1,560.00
200 EMPLOYEES RETIRE. & INSUR. BEN	240.00	.00	240.00
500 SUPPLIES AND MATERIALS	4,078.49	.00	4,078.49
Total for 1300 VOCATIONAL INSTRUCTION	5,878.49	.00	5,878.49
2200 SUPP SERV- INSTRUCTIONAL STAFF			
100 PERSONAL SERVICES - SALARIES	8,000.00	.00	8,000.00
200 EMPLOYEES RETIRE. & INSUR. BEN	1,600.00	.00	1,600.00
400 PURCHASED SERVICES	10,000.00	.00	10,000.00
Total for 2200 SUPP SERV- INSTRUCTIONAL STAFF	19,600.00	.00	19,600.00
7400 ADVANCES OUT			
900 OTHER USES OF FUNDS	5,000.00	.00	5,000.00
Total for 7400 ADVANCES OUT	5,000.00	.00	5,000.00
Total for 461 VOCATIONAL EDUC. ENHANCEMENTS	30,478.49	.00	30,478.49
499 MISCELLANEOUS STATE GRANT FUND			
1100 REGULAR INSTRUCTION			
100 PERSONAL SERVICES - SALARIES	4,445.00	.00	4,445.00
200 EMPLOYEES RETIRE. & INSUR. BEN	690.00	.00	690.00
400 PURCHASED SERVICES	4,000.00	.00	4,000.00
500 SUPPLIES AND MATERIALS	865.00	.00	865.00
Total for 1100 REGULAR INSTRUCTION	10,000.00	.00	10,000.00
1300 VOCATIONAL INSTRUCTION			
400 PURCHASED SERVICES	775.23	.00	775.23

	2018 Appropriations	Prior FY Carry Over	Total Appropriation
Total for 1300 VOCATIONAL INSTRUCTION	775.23	.00	775.23
2100 SUPPORT SERVICES - PUPILS			
100 PERSONAL SERVICES - SALARIES	59,505.83	.00	59,505.83
200 EMPLOYEES RETIRE. & INSUR. BEN	9,413.11	.00	9,413.11
Total for 2100 SUPPORT SERVICES - PUPILS	68,918.94	.00	68,918.94
2200 SUPP SERV- INSTRUCTIONAL STAFF			
400 PURCHASED SERVICES	2,675.00	.00	2,675.00
Total for 2200 SUPP SERV- INSTRUCTIONAL STAFF	2,675.00	.00	2,675.00
7400 ADVANCES OUT			
900 OTHER USES OF FUNDS	15,000.00	.00	15,000.00
Total for 7400 ADVANCES OUT	15,000.00	.00	15,000.00
Total for 499 MISCELLANEOUS STATE GRANT FUND	97,369.17	.00	97,369.17
516 IDEA PART B GRANTS			
1200 SPECIAL INSTRUCTION			
100 PERSONAL SERVICES - SALARIES	1,232,393.45	.00	1,232,393.45
200 EMPLOYEES RETIRE. & INSUR. BEN	524,437.83	.00	524,437.83
500 SUPPLIES AND MATERIALS	9,762.54	.00	9,762.54
Total for 1200 SPECIAL INSTRUCTION	1,766,593.82	.00	1,766,593.82
2100 SUPPORT SERVICES - PUPILS			
400 PURCHASED SERVICES	10,250.00	.00	10,250.00
500 SUPPLIES AND MATERIALS	1,177.08	365.20	1,542.28
Total for 2100 SUPPORT SERVICES - PUPILS	11,427.08	365.20	11,792.28
2200 SUPP SERV- INSTRUCTIONAL STAFF			
100 PERSONAL SERVICES - SALARIES	3,000.00	.00	3,000.00
200 EMPLOYEES RETIRE. & INSUR. BEN	1,000.00	.00	1,000.00
400 PURCHASED SERVICES	3,200.00	.00	3,200.00
Total for 2200 SUPP SERV- INSTRUCTIONAL STAFF	7,200.00	.00	7,200.00
3200 COMMUNITY RECREATION SERVICES			
400 PURCHASED SERVICES	69,379.57	.00	69,379.57

	2018 Appropriations	Prior FY Carry Over	Total Appropriation
Total for 3200 COMMUNITY RECREATION SERVICES	69,379.57	.00	69,379.57
7400 ADVANCES OUT			
900 OTHER USES OF FUNDS	95,000.00	.00	95,000.00
Total for 7400 ADVANCES OUT	95,000.00	.00	95,000.00
Total for 516 IDEA PART B GRANTS	1,949,600.47	365.20	1,949,965.67
524 VOC ED: CARL D. PERKINS - 1984			
1300 VOCATIONAL INSTRUCTION			
500 SUPPLIES AND MATERIALS	29,524.62	.00	29,524.62
600 CAPITAL OUTLAY	33,035.45	.00	33,035.45
Total for 1300 VOCATIONAL INSTRUCTION	62,560.07	.00	62,560.07
2200 SUPP SERV- INSTRUCTIONAL STAFF			
100 PERSONAL SERVICES - SALARIES	15,095.00	.00	15,095.00
200 EMPLOYEES RETIRE. & INSUR. BEN	2,321.20	.00	2,321.20
400 PURCHASED SERVICES	40,170.61	906.14	41,076.75
Total for 2200 SUPP SERV- INSTRUCTIONAL STAFF	57,586.81	906.14	58,492.95
2400 SUPPORT SERV- ADMINISTRATIVE			
100 PERSONAL SERVICES - SALARIES	3,800.00	.00	3,800.00
200 EMPLOYEES RETIRE. & INSUR. BEN	646.00	.00	646.00
Total for 2400 SUPPORT SERV- ADMINISTRATIVE	4,446.00	.00	4,446.00
7400 ADVANCES OUT			
900 OTHER USES OF FUNDS	25,000.00	.00	25,000.00
Total for 7400 ADVANCES OUT	25,000.00	.00	25,000.00
Total for 524 VOC ED: CARL D. PERKINS - 1984	149,592.88	906.14	150,499.02
551 LIMITED ENGLISH PROFICIENCY			
1100 REGULAR INSTRUCTION			
200 EMPLOYEES RETIRE. & INSUR. BEN	554.52	.00	554.52
Total for 1100 REGULAR INSTRUCTION	554.52	.00	554.52
1200 SPECIAL INSTRUCTION			

	2018 Appropriations	Prior FY Carry Over	Total Appropriation
400 PURCHASED SERVICES	11,800.00	.00	11,800.00
Total for 1200 SPECIAL INSTRUCTION	11,800.00	.00	11,800.00
2100 SUPPORT SERVICES - PUPILS			
400 PURCHASED SERVICES	2,885.65	.00	2,885.65
Total for 2100 SUPPORT SERVICES - PUPILS	2,885.65	.00	2,885.65
2200 SUPP SERV- INSTRUCTIONAL STAFF			
400 PURCHASED SERVICES	7,000.00	.00	7,000.00
Total for 2200 SUPP SERV- INSTRUCTIONAL STAFF	7,000.00	.00	7,000.00
7400 ADVANCES OUT			
900 OTHER USES OF FUNDS	10,000.00	.00	10,000.00
Total for 7400 ADVANCES OUT	10,000.00	.00	10,000.00
Total for 551 LIMITED ENGLISH PROFICIENCY	32,240.17	.00	32,240.17
572 TITLE I DISADVANTAGED CHILDREN			
1100 REGULAR INSTRUCTION			
200 EMPLOYEES RETIRE. & INSUR. BEN	2,619.09	.00	2,619.09
Total for 1100 REGULAR INSTRUCTION	2,619.09	.00	2,619.09
1200 SPECIAL INSTRUCTION			
100 PERSONAL SERVICES - SALARIES	1,400,004.86	.00	1,400,004.86
200 EMPLOYEES RETIRE. & INSUR. BEN	504,210.68	.00	504,210.68
400 PURCHASED SERVICES	801.61	.00	801.61
500 SUPPLIES AND MATERIALS	163,091.78	3,422.84	166,514.62
Total for 1200 SPECIAL INSTRUCTION	2,068,108.93	3,422.84	2,071,531.77
2200 SUPP SERV- INSTRUCTIONAL STAFF			
400 PURCHASED SERVICES	28,003.31	38,949.00	66,952.31
Total for 2200 SUPP SERV- INSTRUCTIONAL STAFF	28,003.31	38,949.00	66,952.31
3200 COMMUNITY RECREATION SERVICES			
400 PURCHASED SERVICES	22,681.92	.00	22,681.92
500 SUPPLIES AND MATERIALS	18,228.09	513.39	18,741.48

	2018 Appropriations	Prior FY Carry Over	Total Appropriation
Total for 3200 COMMUNITY RECREATION SERVICES	40,910.01	513.39	41,423.40
7400 ADVANCES OUT			
900 OTHER USES OF FUNDS	95,000.00	.00	95,000.00
Total for 7400 ADVANCES OUT	95,000.00	.00	95,000.00
Total for 572 TITLE I DISADVANTAGED CHILDREN	2,234,641.34	42,885.23	2,277,526.57
590 IMPROVING TEACHER QUALITY			
1100 REGULAR INSTRUCTION			
100 PERSONAL SERVICES - SALARIES	25,722.94	.00	25,722.94
200 EMPLOYEES RETIRE. & INSUR. BEN	10,881.52	.00	10,881.52
Total for 1100 REGULAR INSTRUCTION	36,604.46	.00	36,604.46
2200 SUPP SERV- INSTRUCTIONAL STAFF			
100 PERSONAL SERVICES - SALARIES	60,000.00	.00	60,000.00
200 EMPLOYEES RETIRE. & INSUR. BEN	9,870.00	.00	9,870.00
400 PURCHASED SERVICES	174,756.06	.00	174,756.06
500 SUPPLIES AND MATERIALS	18,000.00	.00	18,000.00
Total for 2200 SUPP SERV- INSTRUCTIONAL STAFF	262,626.06	.00	262,626.06
3200 COMMUNITY RECREATION SERVICES			
400 PURCHASED SERVICES	34,224.62	1,600.00	35,824.62
500 SUPPLIES AND MATERIALS	5,000.00	.00	5,000.00
Total for 3200 COMMUNITY RECREATION SERVICES	39,224.62	1,600.00	40,824.62
7400 ADVANCES OUT			
900 OTHER USES OF FUNDS	40,000.00	.00	40,000.00
Total for 7400 ADVANCES OUT	40,000.00	.00	40,000.00
Total for 590 IMPROVING TEACHER QUALITY	378,455.14	1,600.00	380,055.14
599 MISCELLANEOUS FED. GRANT FUND			
1100 REGULAR INSTRUCTION			
500 SUPPLIES AND MATERIALS	32,458.27	.00	32,458.27
Total for 1100 REGULAR INSTRUCTION	32,458.27	.00	32,458.27
2200 SUPP SERV- INSTRUCTIONAL STAFF			

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	2018 Appropriations	Prior FY Carry Over	Total Appropriation
400 PURCHASED SERVICES	4,630.21	.00	4,630.21
Total for 2200 SUPP SERV- INSTRUCTIONAL STAFF	4,630.21	.00	4,630.21
3200 COMMUNITY RECREATION SERVICES			
400 PURCHASED SERVICES	5,511.84	.00	5,511.84
500 SUPPLIES AND MATERIALS	175.42	.00	175.42
Total for 3200 COMMUNITY RECREATION SERVICES	5,687.26	.00	5,687.26
Total for 599 MISCELLANEOUS FED. GRANT FUND	42,775.74	.00	42,775.74
Grand Total All Funds	113,681,089.03	1,490,634.61	115,171,723.64

Fund Class/Name	Fund	2018 Appropriations
*** Governmental Fund Types ***		
General Fund		
GENERAL	001	87,391,300.00
Total General Fund		87,391,300.00
Special Revenue		
SPECIAL TRUST	007	30,000.00
PUBLIC SCHOOL SUPPORT	018	138,587.16
OTHER GRANT	019	1,024.21
DISTRICT MANAGED ACTIVITY	300	1,052,939.61
AUXILIARY SERVICES	401	1,097,596.28
DATA COMMUNICATION FUND	451	19,800.00
VOCATIONAL EDUC. ENHANCEMENTS	461	30,478.49
MISCELLANEOUS STATE GRANT FUND	499	97,369.17
IDEA PART B GRANTS	516	1,949,600.47
VOC ED: CARL D. PERKINS - 1984	524	149,592.88
LIMITED ENGLISH PROFICIENCY	551	32,240.17
TITLE I DISADVANTAGED CHILDREN	572	2,234,641.34
IMPROVING TEACHER QUALITY	590	378,455.14
MISCELLANEOUS FED. GRANT FUND	599	42,775.74
Total Special Revenue		7,255,100.66
Capital Projects		
PERMANENT IMPROVEMENT	003	4,098,975.00
CAPITAL PROJECTS	070	60,000.00
Total Capital Projects		4,158,975.00
*** Proprietary Fund Types ***		
Enterprise		
FOOD SERVICE	006	2,924,562.00
UNIFORM SCHOOL SUPPLIES	009	276,867.90
ROTARY-SPECIAL SERVICES	011	109,489.00
Total Enterprise		3,310,918.90
Internal Service		
EMPLOYEE BENEFITS SELF INS.	024	11,115,000.00
Total Internal Service		11,115,000.00
*** Fiduciary Fund Types ***		

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Fund Class/Name	Fund	2018 Appropriations
Agency Fund		
DISTRICT AGENCY	022	40,760.00
STUDENT MANAGED ACTIVITY	200	380,334.47
Total Agency Fund		421,094.47
Private Purpose Trust Fund		
SPECIAL TRUST	007	25,200.00
ENDOWMENT	008	3,500.00
Total Private Purpose Trust Fund		28,700.00
Total Appropriations - All Fund Types		113,681,089.03

5. FY 2019 Appropriation Measure

The Treasurer recommends that the Board approve the FY 2019 Appropriation Measure, at fund level, as presented.

General Fund appropriations are based on the *May 2018 Forecast*. The 2018/2019 appropriations of \$88.8 million are higher than 2017/2018 General Fund appropriations of \$87.4 million from December 2017. These appropriations exclude prior year purchase orders. This increase of \$1.4 million is approximately 1.6% and is mainly attributed to higher personnel costs.

The 2018/2019 total appropriations (all funds) are \$113.4 million, basically unchanged from 2017/2018 total appropriations of \$113.7 million. These appropriations also exclude prior year purchase orders.

We have included \$1.5 million in Permanent Improvement Fund for construction and related projects. We have also included funding for six (6) buses (new and used) as well as two (2) vehicles.

Moved by: _____ Seconded by: _____

Mr. Hughes ____ Ms. Canales ____ Mr. Ilstrup ____ Mr. Hunter ____ Mr. Sharp ____

001 GENERAL

1100 REGULAR INSTRUCTION

100 PERSONAL SERVICES - SALARIES	25,034,568.00
200 EMPLOYEES RETIRE. & INSUR. BEN	9,287,488.00
400 PURCHASED SERVICES	572,563.00
500 SUPPLIES AND MATERIALS	1,184,577.00
600 CAPITAL OUTLAY	404,700.00

Total for 1100 REGULAR INSTRUCTION 36,483,896.00

1200 SPECIAL INSTRUCTION

100 PERSONAL SERVICES - SALARIES	6,135,882.00
200 EMPLOYEES RETIRE. & INSUR. BEN	2,547,303.00
400 PURCHASED SERVICES	3,211,299.00
500 SUPPLIES AND MATERIALS	21,386.00

Total for 1200 SPECIAL INSTRUCTION 11,915,870.00

1300 VOCATIONAL INSTRUCTION

100 PERSONAL SERVICES - SALARIES	1,787,728.00
200 EMPLOYEES RETIRE. & INSUR. BEN	605,682.00
400 PURCHASED SERVICES	178,863.00
500 SUPPLIES AND MATERIALS	185,739.00
600 CAPITAL OUTLAY	550,000.00
800 MISCELLANEOUS OBJECTS	5,903.00

Total for 1300 VOCATIONAL INSTRUCTION 3,313,915.00

1900 OTHER INSTRUCTION

100 PERSONAL SERVICES - SALARIES	116,323.00
200 EMPLOYEES RETIRE. & INSUR. BEN	43,288.00
400 PURCHASED SERVICES	3,435,000.00

Total for 1900 OTHER INSTRUCTION 3,594,611.00

2100 SUPPORT SERVICES - PUPILS

100 PERSONAL SERVICES - SALARIES	4,161,323.00
200 EMPLOYEES RETIRE. & INSUR. BEN	1,542,069.00
400 PURCHASED SERVICES	901,382.00
500 SUPPLIES AND MATERIALS	58,798.00
800 MISCELLANEOUS OBJECTS	1,500.00

Total for 2100 SUPPORT SERVICES - PUPILS 6,665,072.00

2200 SUPP SERV- INSTRUCTIONAL STAFF

100 PERSONAL SERVICES - SALARIES	1,371,310.00
200 EMPLOYEES RETIRE. & INSUR. BEN	650,676.00
400 PURCHASED SERVICES	9,976.00

500 SUPPLIES AND MATERIALS	101,356.00
800 MISCELLANEOUS OBJECTS	1,500.00
Total for 2200 SUPP SERV- INSTRUCTIONAL STAFF	2,134,818.00
2300 SUPPORT SERV.-BD. OF EDUCATION	
100 PERSONAL SERVICES - SALARIES	20,000.00
200 EMPLOYEES RETIRE. & INSUR. BEN	4,711.00
400 PURCHASED SERVICES	197,338.00
500 SUPPLIES AND MATERIALS	5,000.00
800 MISCELLANEOUS OBJECTS	64,250.00
Total for 2300 SUPPORT SERV.-BD. OF EDUCATION	291,299.00
2400 SUPPORT SERV- ADMINISTRATIVE	
100 PERSONAL SERVICES - SALARIES	3,525,465.00
200 EMPLOYEES RETIRE. & INSUR. BEN	1,696,393.00
400 PURCHASED SERVICES	323,618.00
500 SUPPLIES AND MATERIALS	57,797.00
800 MISCELLANEOUS OBJECTS	61,222.00
Total for 2400 SUPPORT SERV- ADMINISTRATIVE	5,664,495.00
2500 FISCAL SERVICES	
100 PERSONAL SERVICES - SALARIES	623,492.00
200 EMPLOYEES RETIRE. & INSUR. BEN	271,318.00
400 PURCHASED SERVICES	76,999.00
500 SUPPLIES AND MATERIALS	20,347.00
800 MISCELLANEOUS OBJECTS	831,500.00
Total for 2500 FISCAL SERVICES	1,823,656.00
2600 SUPPORT SERVICES - BUSINESS	
100 PERSONAL SERVICES - SALARIES	319,541.00
200 EMPLOYEES RETIRE. & INSUR. BEN	158,283.00
400 PURCHASED SERVICES	27,455.00
500 SUPPLIES AND MATERIALS	1,000.00
Total for 2600 SUPPORT SERVICES - BUSINESS	506,279.00
2700 OPERATION & MAINT OF PLANT SER	
100 PERSONAL SERVICES - SALARIES	3,677,732.00
200 EMPLOYEES RETIRE. & INSUR. BEN	1,440,964.00
400 PURCHASED SERVICES	3,426,557.00
500 SUPPLIES AND MATERIALS	763,325.00
800 MISCELLANEOUS OBJECTS	500.00
Total for 2700 OPERATION & MAINT OF PLANT SER	9,309,078.00
2800 SUPPORT SERV - PUPIL TRANSPOR.	

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100 PERSONAL SERVICES - SALARIES	1,975,651.00
200 EMPLOYEES RETIRE. & INSUR. BEN	888,090.00
400 PURCHASED SERVICES	394,260.00
500 SUPPLIES AND MATERIALS	563,500.00
800 MISCELLANEOUS OBJECTS	500.00
Total for 2800 SUPPORT SERV - PUPIL TRANSPOR.	3,822,001.00
2900 SUPPORT SERVICES - CENTRAL	
100 PERSONAL SERVICES - SALARIES	506,940.00
200 EMPLOYEES RETIRE. & INSUR. BEN	249,926.00
400 PURCHASED SERVICES	389,475.00
500 SUPPLIES AND MATERIALS	168,000.00
600 CAPITAL OUTLAY	120,300.00
800 MISCELLANEOUS OBJECTS	625.00
Total for 2900 SUPPORT SERVICES - CENTRAL	1,435,266.00
3100 FOOD SERVICES OPERATIONS	
400 PURCHASED SERVICES	2,100.00
Total for 3100 FOOD SERVICES OPERATIONS	2,100.00
3200 COMMUNITY RECREATION SERVICES	
100 PERSONAL SERVICES - SALARIES	1,623.00
200 EMPLOYEES RETIRE. & INSUR. BEN	212.00
800 MISCELLANEOUS OBJECTS	14,000.00
Total for 3200 COMMUNITY RECREATION SERVICES	15,835.00
4100 ACADEMIC & SUBJECT ORIENTED	
100 PERSONAL SERVICES - SALARIES	113,633.00
200 EMPLOYEES RETIRE. & INSUR. BEN	17,705.00
Total for 4100 ACADEMIC & SUBJECT ORIENTED	131,338.00
4300 OCCUPATION ORIENTED ACTIVITIES	
100 PERSONAL SERVICES - SALARIES	23,118.00
200 EMPLOYEES RETIRE. & INSUR. BEN	3,430.00
Total for 4300 OCCUPATION ORIENTED ACTIVITIES	26,548.00
4500 SPORT ORIENTED ACTIVITIES	
100 PERSONAL SERVICES - SALARIES	694,240.00
200 EMPLOYEES RETIRE. & INSUR. BEN	110,778.00
400 PURCHASED SERVICES	104,115.00
500 SUPPLIES AND MATERIALS	44,175.00
Total for 4500 SPORT ORIENTED ACTIVITIES	953,308.00

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4600 SCHL & PUBLIC SERV CO-CURRIC.	
100 PERSONAL SERVICES - SALARIES	69,090.00
200 EMPLOYEES RETIRE. & INSUR. BEN	10,284.00
Total for 4600 SCHL & PUBLIC SERV CO-CURRIC.	79,374.00
5300 ARCHITECTURE & ENGINEERING SER	
400 PURCHASED SERVICES	10,000.00
Total for 5300 ARCHITECTURE & ENGINEERING SER	10,000.00
7200 TRANSFERS	
900 OTHER USES OF FUNDS	190,000.00
Total for 7200 TRANSFERS	190,000.00
7400 ADVANCES OUT	
900 OTHER USES OF FUNDS	400,000.00
Total for 7400 ADVANCES OUT	400,000.00
Total for 001 GENERAL	88,768,759.00
003 PERMANENT IMPROVEMENT	
1100 REGULAR INSTRUCTION	
600 CAPITAL OUTLAY	25,000.00
Total for 1100 REGULAR INSTRUCTION	25,000.00
1200 SPECIAL INSTRUCTION	
600 CAPITAL OUTLAY	10,000.00
Total for 1200 SPECIAL INSTRUCTION	10,000.00
2100 SUPPORT SERVICES - PUPILS	
600 CAPITAL OUTLAY	5,000.00
Total for 2100 SUPPORT SERVICES - PUPILS	5,000.00
2200 SUPP SERV- INSTRUCTIONAL STAFF	
600 CAPITAL OUTLAY	10,000.00
Total for 2200 SUPP SERV- INSTRUCTIONAL STAFF	10,000.00
2400 SUPPORT SERV- ADMINISTRATIVE	

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600 CAPITAL OUTLAY	30,000.00
Total for 2400 SUPPORT SERV- ADMINISTRATIVE	30,000.00
2500 FISCAL SERVICES	
600 CAPITAL OUTLAY	15,000.00
800 MISCELLANEOUS OBJECTS	40,000.00
Total for 2500 FISCAL SERVICES	55,000.00
2700 OPERATION & MAINT OF PLANT SER	
400 PURCHASED SERVICES	150,000.00
600 CAPITAL OUTLAY	195,000.00
Total for 2700 OPERATION & MAINT OF PLANT SER	345,000.00
2800 SUPPORT SERV - PUPIL TRANSPOR.	
600 CAPITAL OUTLAY	375,000.00
Total for 2800 SUPPORT SERV - PUPIL TRANSPOR.	375,000.00
3100 FOOD SERVICES OPERATIONS	
600 CAPITAL OUTLAY	25,000.00
Total for 3100 FOOD SERVICES OPERATIONS	25,000.00
4100 ACADEMIC & SUBJECT ORIENTED	
600 CAPITAL OUTLAY	10,000.00
Total for 4100 ACADEMIC & SUBJECT ORIENTED	10,000.00
5600 BUILDING IMPROVEMENT SERVICES	
600 CAPITAL OUTLAY	1,425,000.00
Total for 5600 BUILDING IMPROVEMENT SERVICES	1,425,000.00
6100 REPAYMENT OF DEBT	
810 REDEMPTION OF PRINCIPAL	255,000.00
820 INTEREST	278,775.00
Total for 6100 REPAYMENT OF DEBT	533,775.00
Total for 003 PERMANENT IMPROVEMENT	2,848,775.00
006 FOOD SERVICE	
2700 OPERATION & MAINT OF PLANT SER	

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400 PURCHASED SERVICES	60,000.00
Total for 2700 OPERATION & MAINT OF PLANT SER	60,000.00
3100 FOOD SERVICES OPERATIONS	
100 PERSONAL SERVICES - SALARIES	1,074,588.00
200 EMPLOYEES RETIRE. & INSUR. BEN	507,418.00
400 PURCHASED SERVICES	15,403.00
500 SUPPLIES AND MATERIALS	934,641.00
600 CAPITAL OUTLAY	3,578.00
800 MISCELLANEOUS OBJECTS	370.00
Total for 3100 FOOD SERVICES OPERATIONS	2,535,998.00
7400 ADVANCES OUT	
900 OTHER USES OF FUNDS	115,000.00
Total for 7400 ADVANCES OUT	115,000.00
Total for 006 FOOD SERVICE	2,710,998.00
007 SPECIAL TRUST	
2500 FISCAL SERVICES	
800 MISCELLANEOUS OBJECTS	5,000.00
Total for 2500 FISCAL SERVICES	5,000.00
2900 SUPPORT SERVICES - CENTRAL	
400 PURCHASED SERVICES	5,000.00
500 SUPPLIES AND MATERIALS	20,000.00
Total for 2900 SUPPORT SERVICES - CENTRAL	25,000.00
4600 SCHL & PUBLIC SERV CO-CURRIC.	
500 SUPPLIES AND MATERIALS	200.00
800 MISCELLANEOUS OBJECTS	23,000.00
Total for 4600 SCHL & PUBLIC SERV CO-CURRIC.	23,200.00
Total for 007 SPECIAL TRUST	53,200.00
008 ENDOWMENT	
4600 SCHL & PUBLIC SERV CO-CURRIC.	
800 MISCELLANEOUS OBJECTS	2,500.00
Total for 4600 SCHL & PUBLIC SERV CO-CURRIC.	2,500.00

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Total for 008 ENDOWMENT	2,500.00
009 UNIFORM SCHOOL SUPPLIES	
1100 REGULAR INSTRUCTION	
500 SUPPLIES AND MATERIALS	116,991.00
Total for 1100 REGULAR INSTRUCTION	116,991.00
1300 VOCATIONAL INSTRUCTION	
500 SUPPLIES AND MATERIALS	72,775.00
Total for 1300 VOCATIONAL INSTRUCTION	72,775.00
Total for 009 UNIFORM SCHOOL SUPPLIES	189,766.00
011 ROTARY-SPECIAL SERVICES	
1300 VOCATIONAL INSTRUCTION	
400 PURCHASED SERVICES	9,500.00
500 SUPPLIES AND MATERIALS	93,591.49
Total for 1300 VOCATIONAL INSTRUCTION	103,091.49
Total for 011 ROTARY-SPECIAL SERVICES	103,091.49
018 PUBLIC SCHOOL SUPPORT	
1200 SPECIAL INSTRUCTION	
400 PURCHASED SERVICES	1,500.00
500 SUPPLIES AND MATERIALS	3,900.00
Total for 1200 SPECIAL INSTRUCTION	5,400.00
2100 SUPPORT SERVICES - PUPILS	
400 PURCHASED SERVICES	2,600.00
500 SUPPLIES AND MATERIALS	3,000.00
Total for 2100 SUPPORT SERVICES - PUPILS	5,600.00
2200 SUPP SERV- INSTRUCTIONAL STAFF	
400 PURCHASED SERVICES	27,110.00
500 SUPPLIES AND MATERIALS	46,102.00
Total for 2200 SUPP SERV- INSTRUCTIONAL STAFF	73,212.00
3200 COMMUNITY RECREATION SERVICES	
400 PURCHASED SERVICES	10,000.00

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500 SUPPLIES AND MATERIALS	16,000.00
800 MISCELLANEOUS OBJECTS	20,000.00
Total for 3200 COMMUNITY RECREATION SERVICES	46,000.00
Total for 018 PUBLIC SCHOOL SUPPORT	130,212.00
019 OTHER GRANT	
1100 REGULAR INSTRUCTION	
500 SUPPLIES AND MATERIALS	537.32
Total for 1100 REGULAR INSTRUCTION	537.32
Total for 019 OTHER GRANT	537.32
022 DISTRICT AGENCY	
4500 SPORT ORIENTED ACTIVITIES	
100 PERSONAL SERVICES - SALARIES	2,500.00
200 EMPLOYEES RETIRE. & INSUR. BEN	385.00
400 PURCHASED SERVICES	20,000.00
Total for 4500 SPORT ORIENTED ACTIVITIES	22,885.00
Total for 022 DISTRICT AGENCY	22,885.00
024 EMPLOYEE BENEFITS SELF INS.	
2900 SUPPORT SERVICES - CENTRAL	
200 EMPLOYEES RETIRE. & INSUR. BEN	11,200,000.00
400 PURCHASED SERVICES	435,000.00
Total for 2900 SUPPORT SERVICES - CENTRAL	11,635,000.00
Total for 024 EMPLOYEE BENEFITS SELF INS.	11,635,000.00
070 CAPITAL PROJECTS	
2700 OPERATION & MAINT OF PLANT SER	
400 PURCHASED SERVICES	40,000.00
Total for 2700 OPERATION & MAINT OF PLANT SER	40,000.00
5600 BUILDING IMPROVEMENT SERVICES	
600 CAPITAL OUTLAY	40,000.00
Total for 5600 BUILDING IMPROVEMENT SERVICES	40,000.00
Total for 070 CAPITAL PROJECTS	80,000.00

200 STUDENT MANAGED ACTIVITY

4100 ACADEMIC & SUBJECT ORIENTED

400 PURCHASED SERVICES	37,810.00
500 SUPPLIES AND MATERIALS	59,675.00
800 MISCELLANEOUS OBJECTS	6,000.00

Total for 4100 ACADEMIC & SUBJECT ORIENTED 103,485.00

4300 OCCUPATION ORIENTED ACTIVITIES

400 PURCHASED SERVICES	53,851.00
500 SUPPLIES AND MATERIALS	37,150.00
600 CAPITAL OUTLAY	200.00
800 MISCELLANEOUS OBJECTS	1,750.00

Total for 4300 OCCUPATION ORIENTED ACTIVITIES 92,951.00

4500 SPORT ORIENTED ACTIVITIES

400 PURCHASED SERVICES	51,600.00
500 SUPPLIES AND MATERIALS	63,080.00

Total for 4500 SPORT ORIENTED ACTIVITIES 114,680.00

4600 SCHL & PUBLIC SERV CO-CURRIC.

400 PURCHASED SERVICES	38,000.00
500 SUPPLIES AND MATERIALS	22,955.00

Total for 4600 SCHL & PUBLIC SERV CO-CURRIC. 60,955.00

Total for 200 STUDENT MANAGED ACTIVITY 372,071.00

300 DISTRICT MANAGED ACTIVITY

4100 ACADEMIC & SUBJECT ORIENTED

400 PURCHASED SERVICES	36,500.00
500 SUPPLIES AND MATERIALS	58,000.00
600 CAPITAL OUTLAY	3,500.00

Total for 4100 ACADEMIC & SUBJECT ORIENTED 98,000.00

4500 SPORT ORIENTED ACTIVITIES

100 PERSONAL SERVICES - SALARIES	25,640.00
200 EMPLOYEES RETIRE. & INSUR. BEN	4,047.00
400 PURCHASED SERVICES	226,640.00
500 SUPPLIES AND MATERIALS	235,450.00
600 CAPITAL OUTLAY	10,000.00

Total for 4500 SPORT ORIENTED ACTIVITIES 501,777.00

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4600 SCHL & PUBLIC SERV CO-CURRIC.	
400 PURCHASED SERVICES	65,300.00
500 SUPPLIES AND MATERIALS	132,175.00
600 CAPITAL OUTLAY	4,000.00
Total for 4600 SCHL & PUBLIC SERV CO-CURRIC.	201,475.00
Total for 300 DISTRICT MANAGED ACTIVITY	801,252.00
401 AUXILIARY SERVICES	
3200 COMMUNITY RECREATION SERVICES	
400 PURCHASED SERVICES	1,020,000.00
Total for 3200 COMMUNITY RECREATION SERVICES	1,020,000.00
Total for 401 AUXILIARY SERVICES	1,020,000.00
451 DATA COMMUNICATION FUND	
1100 REGULAR INSTRUCTION	
400 PURCHASED SERVICES	19,800.00
Total for 1100 REGULAR INSTRUCTION	19,800.00
Total for 451 DATA COMMUNICATION FUND	19,800.00
461 VOCATIONAL EDUC. ENHANCEMENTS	
1300 VOCATIONAL INSTRUCTION	
400 PURCHASED SERVICES	7,500.00
500 SUPPLIES AND MATERIALS	8,379.60
Total for 1300 VOCATIONAL INSTRUCTION	15,879.60
2200 SUPP SERV- INSTRUCTIONAL STAFF	
100 PERSONAL SERVICES - SALARIES	3,000.00
200 EMPLOYEES RETIRE. & INSUR. BEN	1,000.00
400 PURCHASED SERVICES	1,054.08
Total for 2200 SUPP SERV- INSTRUCTIONAL STAFF	5,054.08
Total for 461 VOCATIONAL EDUC. ENHANCEMENTS	20,933.68
499 MISCELLANEOUS STATE GRANT FUND	
1100 REGULAR INSTRUCTION	
500 SUPPLIES AND MATERIALS	156.32

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Total for 1100 REGULAR INSTRUCTION	156.32
1300 VOCATIONAL INSTRUCTION	
400 PURCHASED SERVICES	480.43
Total for 1300 VOCATIONAL INSTRUCTION	480.43
2100 SUPPORT SERVICES - PUPILS	
100 PERSONAL SERVICES - SALARIES	67,416.45
200 EMPLOYEES RETIRE. & INSUR. BEN	10,972.06
Total for 2100 SUPPORT SERVICES - PUPILS	78,388.51
Total for 499 MISCELLANEOUS STATE GRANT FUND	79,025.26
516 IDEA PART B GRANTS	
1200 SPECIAL INSTRUCTION	
100 PERSONAL SERVICES - SALARIES	1,196,309.19
200 EMPLOYEES RETIRE. & INSUR. BEN	482,889.80
500 SUPPLIES AND MATERIALS	11,357.03
Total for 1200 SPECIAL INSTRUCTION	1,690,556.02
2100 SUPPORT SERVICES - PUPILS	
400 PURCHASED SERVICES	10,014.00
500 SUPPLIES AND MATERIALS	1,200.28
Total for 2100 SUPPORT SERVICES - PUPILS	11,214.28
2200 SUPP SERV- INSTRUCTIONAL STAFF	
100 PERSONAL SERVICES - SALARIES	6,000.00
200 EMPLOYEES RETIRE. & INSUR. BEN	1,500.00
400 PURCHASED SERVICES	6,200.00
Total for 2200 SUPP SERV- INSTRUCTIONAL STAFF	13,700.00
3200 COMMUNITY RECREATION SERVICES	
400 PURCHASED SERVICES	80,000.00
Total for 3200 COMMUNITY RECREATION SERVICES	80,000.00
Total for 516 IDEA PART B GRANTS	1,795,470.30
524 VOC ED: CARL D. PERKINS - 1984	
1300 VOCATIONAL INSTRUCTION	
500 SUPPLIES AND MATERIALS	22,817.00

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600 CAPITAL OUTLAY	33,000.00
Total for 1300 VOCATIONAL INSTRUCTION	55,817.00
2200 SUPP SERV- INSTRUCTIONAL STAFF	
100 PERSONAL SERVICES - SALARIES	15,100.00
200 EMPLOYEES RETIRE. & INSUR. BEN	2,446.00
400 PURCHASED SERVICES	40,000.00
Total for 2200 SUPP SERV- INSTRUCTIONAL STAFF	57,546.00
2400 SUPPORT SERV- ADMINISTRATIVE	
100 PERSONAL SERVICES - SALARIES	3,800.00
200 EMPLOYEES RETIRE. & INSUR. BEN	587.00
Total for 2400 SUPPORT SERV- ADMINISTRATIVE	4,387.00
Total for 524 VOC ED: CARL D. PERKINS - 1984	117,750.00
551 LIMITED ENGLISH PROFICIENCY	
1200 SPECIAL INSTRUCTION	
400 PURCHASED SERVICES	12,550.00
Total for 1200 SPECIAL INSTRUCTION	12,550.00
2100 SUPPORT SERVICES - PUPILS	
400 PURCHASED SERVICES	3,000.00
Total for 2100 SUPPORT SERVICES - PUPILS	3,000.00
2200 SUPP SERV- INSTRUCTIONAL STAFF	
400 PURCHASED SERVICES	6,000.00
Total for 2200 SUPP SERV- INSTRUCTIONAL STAFF	6,000.00
Total for 551 LIMITED ENGLISH PROFICIENCY	21,550.00
572 TITLE I DISADVANTAGED CHILDREN	
1200 SPECIAL INSTRUCTION	
100 PERSONAL SERVICES - SALARIES	1,498,913.33
200 EMPLOYEES RETIRE. & INSUR. BEN	543,199.96
400 PURCHASED SERVICES	801.61
500 SUPPLIES AND MATERIALS	141,897.76
Total for 1200 SPECIAL INSTRUCTION	2,184,812.66
2200 SUPP SERV- INSTRUCTIONAL STAFF	

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400 PURCHASED SERVICES	9,231.22
500 SUPPLIES AND MATERIALS	10,000.00
Total for 2200 SUPP SERV- INSTRUCTIONAL STAFF	19,231.22
3200 COMMUNITY RECREATION SERVICES	
400 PURCHASED SERVICES	21,432.62
500 SUPPLIES AND MATERIALS	20,474.29
Total for 3200 COMMUNITY RECREATION SERVICES	41,906.91
Total for 572 TITLE I DISADVANTAGED CHILDREN	2,245,950.79
590 IMPROVING TEACHER QUALITY	
1100 REGULAR INSTRUCTION	
200 EMPLOYEES RETIRE. & INSUR. BEN	260.00
Total for 1100 REGULAR INSTRUCTION	260.00
2200 SUPP SERV- INSTRUCTIONAL STAFF	
100 PERSONAL SERVICES - SALARIES	56,280.00
200 EMPLOYEES RETIRE. & INSUR. BEN	9,252.99
400 PURCHASED SERVICES	159,810.65
500 SUPPLIES AND MATERIALS	21,155.89
Total for 2200 SUPP SERV- INSTRUCTIONAL STAFF	246,499.53
3200 COMMUNITY RECREATION SERVICES	
400 PURCHASED SERVICES	41,279.08
500 SUPPLIES AND MATERIALS	9,376.00
Total for 3200 COMMUNITY RECREATION SERVICES	50,655.08
Total for 590 IMPROVING TEACHER QUALITY	297,414.61
599 MISCELLANEOUS FED. GRANT FUND	
1100 REGULAR INSTRUCTION	
500 SUPPLIES AND MATERIALS	66,820.53
Total for 1100 REGULAR INSTRUCTION	66,820.53
2200 SUPP SERV- INSTRUCTIONAL STAFF	
400 PURCHASED SERVICES	9,630.21
Total for 2200 SUPP SERV- INSTRUCTIONAL STAFF	9,630.21
3200 COMMUNITY RECREATION SERVICES	

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400 PURCHASED SERVICES	9,551.84
500 SUPPLIES AND MATERIALS	1.67
Total for 3200 COMMUNITY RECREATION SERVICES	9,553.51
Total for 599 MISCELLANEOUS FED. GRANT FUND	86,004.25
Grand Total All Funds	113,422,945.70

Fund Class/Name	Fund	2019 Appropriations
*** Governmental Fund Types ***		
General Fund		
GENERAL	001	88,768,759.00
Total General Fund		88,768,759.00
Special Revenue		
SPECIAL TRUST	007	30,000.00
PUBLIC SCHOOL SUPPORT	018	130,212.00
OTHER GRANT	019	537.32
DISTRICT MANAGED ACTIVITY	300	801,252.00
AUXILIARY SERVICES	401	1,020,000.00
DATA COMMUNICATION FUND	451	19,800.00
VOCATIONAL EDUC. ENHANCEMENTS	461	20,933.68
MISCELLANEOUS STATE GRANT FUND	499	79,025.26
IDEA PART B GRANTS	516	1,795,470.30
VOC ED: CARL D. PERKINS - 1984	524	117,750.00
LIMITED ENGLISH PROFICIENCY	551	21,550.00
TITLE I DISADVANTAGED CHILDREN	572	2,245,950.79
IMPROVING TEACHER QUALITY	590	297,414.61
MISCELLANEOUS FED. GRANT FUND	599	86,004.25
Total Special Revenue		6,665,900.21
Capital Projects		
PERMANENT IMPROVEMENT	003	2,848,775.00
CAPITAL PROJECTS	070	80,000.00
Total Capital Projects		2,928,775.00
*** Proprietary Fund Types ***		
Enterprise		
FOOD SERVICE	006	2,710,998.00
UNIFORM SCHOOL SUPPLIES	009	189,766.00
ROTARY-SPECIAL SERVICES	011	103,091.49
Total Enterprise		3,003,855.49
Internal Service		
EMPLOYEE BENEFITS SELF INS.	024	11,635,000.00
Total Internal Service		11,635,000.00
*** Fiduciary Fund Types ***		

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Fund Class/Name	Fund	2019 Appropriations
Agency Fund		
DISTRICT AGENCY	022	22,885.00
STUDENT MANAGED ACTIVITY	200	372,071.00
Total Agency Fund		394,956.00
Private Purpose Trust Fund		
SPECIAL TRUST	007	23,200.00
ENDOWMENT	008	2,500.00
Total Private Purpose Trust Fund		25,700.00
Total Appropriations - All Fund Types		113,422,945.70

6. Award of Contract – 2018 Whitmer Auditorium ADA Stage Ramp

The Superintendent recommends that the Board of Education award the bid for the 2018 Whitmer Auditorium ADA Stage Ramp project, as recommended by Stough & Stough Architects, as presented:

A. Utopia Construction, Inc.\$42,000.00

Moved by: _____ Seconded by: _____

Mr. Hughes ____ Ms. Canales ____ Mr. Ilstrup ____ Mr. Hunter ____ Mr. Sharp ____

SUSAN M. HAYWARD, Ph.D.
Superintendent



Ph: 419.473.8220
Fax: 419.473.8247

washington local schools

TO: Board of Education
FROM: Dr. Susan Hayward
DATE: June 28, 2018
RE: Award of Contract – 2018 Whitmer Auditorium ADA Stage Ramp

Enclosed please find the letter we received from Stough & Stough Architects regarding the bids that were opened on Friday, June 22, 2018, for the 2018 Whitmer Auditorium ADA Stage Ramp.

Bids were received from four (4) contractors for **Contract I** – Whitmer Auditorium ADA Stage Ramp. Included are the bid tabulation sheets.

The total budgeted amount for the Whitmer Auditorium Improvements is \$50,000.00. The lowest bid received totaled \$42,000.00 which includes, furnishing the materials and performing the labor of the Whitmer Auditorium stage ramp.

The total contracted amount, including architect fees at seven percent (7%) for the 2018 Whitmer Auditorium ADA Stage Ramp is \$44,940.00.

Therefore, I recommend to the Board of Education the contract as listed in Craig Stough's letter:

<u>Company</u>	<u>Contract - I</u>	<u>Amount</u>
Utopia Construction	Whitmer Auditorium ADA Stage Ramp	42,000.00

If you have any questions or need additional information, please feel free to contact me.

SMH/bsc

pc: Kristine Martin Jay Merritt
Thomas Snook Nathan Brown

individual attention. infinite opportunities.®

STOUGH AND STOUGH ARCHITECTS

6377 River Crossing – Suite 1 • Sylvania, Ohio 43560
Phone: 419/885-3583 • Fax: 419/885-3824

Robert E. Stough, AIA 1926 - 2012
Craig A. Stough, AIA, NCARB
Lyndsey A. Stough, Associate AIA

June 25, 2018

Jeffery Fouke, Treasurer
Washington Local Schools
3505 West Lincolnshire Blvd.
Toledo, Ohio 43606

RE: 2018 Whitmer Auditorium ADA Stage Ramp
Washington Local Schools
Architect Project 201807

Dear Mr. Fouke:

Competitive bids were received for "2018 Whitmer Auditorium ADA Stage Ramp – Washington Local Schools" on Friday, June 22, 2018 at 11:00 a.m. at the office of the Washington Local Schools Board of Education.

Bids were received from four Contractors for Contract I – Whitmer Auditorium ADA Stage Ramp. A complete listing of bids received is attached to this letter.

We have reviewed the scope and schedule of the improvements with the low bidder and recommend a Contract be awarded to the low bidder as follows:

Utopia Construction, Inc.
1961 Ottawa Lane
Perrysburg, Ohio 43551
419/810-4023

Proposal No. 1 – Contract I – Whitmer Auditorium ADA Stage Ramp \$42,000.00

All work is to be complete by August 17, 2018. Per the Invitation to Bidders, the Washington Local Schools Board of Education may take up to sixty days to award the Contract before the bids expire. However, a Contract should be awarded soon to allow the project to proceed per the schedule.

Respectfully submitted,



Craig A. Stough, AIA
STOUGH AND STOUGH ARCHITECTS

cc: Jay Merritt, Washington Local Schools
Nathan Brown, Washington Local Schools

7. Purchases Over \$25,000

Washington Local Schools Policy 6320—Purchases Limitations

All purchases (purchase order/contract) except utilities and emergency purchases, that are within the amount contained in the appropriation and were originally contemplated in the budgeting process may be made upon authorization of the Treasurer unless the contemplated purchase is for more than \$25,000, in which case prior approval is required from the Board of Education.

The Treasurer is authorized to adjust appropriations within a fund in order to make necessary purchases and shall report such modifications at the following regular Board meeting.

The Treasurer is authorized to make emergency purchases, without prior adjustment, or Board approval of those goods and/or services needed to keep the schools in operation. Emergency purchases that exceed \$25,000 will be submitted for approval at the next Board meeting.

Per Policy 6320, the Superintendent recommends that the Board of Education approve the following requests:

A. DHECS

Request from Dr. Bob Gulick, Director of Technology
1,100 Lenovo e100 Chromebooks with licensing
Purchase Total.....**\$225,159.00**

B. Connection

Request from Dr. Bob Gulick, Director of Technology
Computer equipment for Project Lead the Way and Senior Capstone
labs
Purchase Total.....**\$299,544.89**

C. Insight

Request from Dr. Bob Gulick, Director of Technology
Technology equipment for summer projects
Purchase Total.....**\$73,221.57**

Moved by: _____ Seconded by: _____

Mr. Hughes ____ Ms. Canales ____ Mr. Ilstrup ____ Mr. Hunter ____ Mr. Sharp ____

TO: Susan Hayward, PH.D.

RE: Recommendation to the WLS Board to Purchase 1,100 Chromebooks

DATE: 06/28/2018

Executive Summary

The 2018-2019 school year is year five of our five-year plan to expand the availability of Chromebooks for student use. This purchase is part of the 2018-2019 Annual Budget Plan for DIS. We are recommending this purchase now in order to have the Chromebooks ready for the Junior High Students. After reviewing the quotes itemized below I recommend that we purchase 1,100 Lenovo e100 Chromebooks with licensing from DHECS for \$225,159.00.

Background

Washington Local Schools has successfully moved beyond the initial need for ChromeBooks for State Testing and into the realm of providing ChromeBooks for instructional purposes. A multi-year plan has been developed for increasing the number of available devices every year for five years. Upon reaching the sixth and subsequent years the ChromeBooks that reach the five-year age mark will be replaced due to obsolescence. There is also an anticipated 10% loss per year of devices due to damage beyond repair and lost / stolen devices. This purchase is for year four of the five-year plan.

The Lenovo 100e Chromebook with 4 GB of memory was selected based upon the construction, keyboards and the costs for replacement parts. This model includes a 180° hinge, water resistant keyboard, 10-hour battery, and USB-C charging port. Under the current plan we will be repurposing existing carts to provide additional Chromebook carts to the primary grades.

The following Request for Quote was sent to five vendors.

- (1,100) Lenovo 100e Chromebook with Google EDU Management License

The quotes from the 4 responding vendors are summarized below.

VAR	CDWG	DHECS	Insight	SHI
TOTAL	\$225,500.00	\$225,159.00	\$227,689.00	\$231,550.00

After reviewing the quotes, I would recommend that we accept the quote from DHECS for a total price of \$225,159.00.



Quote

Quote Date:
Quote #:

6/13/2018
25473

Bill To:
Washington Local Schools
Accounts Payable
3505 West Lincolnshire Blvd
Toledo, Ohio 43606-1299

Ship To:
Washington Local Schools
Accounts Payable
5719 Clegg DR
Toledo, Ohio 43613

Phone: 419-473-8241 ext 1 **E-mail:** bgulick@wls4kids.org

Quote Expires:	P.O. NO.	Rep	Terms
3/31/2018	Required	MCD	Net 30

Item	Description	Qty.	Price	Total
81ER0002US	LENOVO : Lenovo 100e, Intel N3350, 11.6 HD Display, Google Chrome, 4 GB Memory, 32GB EMMC, WiFi 2X2 AC + BT4.1, 1.0M HD Camera, 3 Cell 45 WH Battery, Keyboard, 1 Year Mail in Warranty	1,100	180.94	199,034.00T
GOG-CROS-SW...	Google Chrome Management Console for Education	1,100	23.75	26,125.00T

Pricing is firm for 30 Days after receipt of quotation

After 30 Days, pricing is subject to change without notice. Please contact your account manager for more information. 888.290.6050 or Sales@dhecs.com

Subtotal	\$225,159.00
Sales Tax (0.0%)	\$0.00
Total	\$225,159.00

Signature: _____ Date: _____

DHE Computer Systems - 7076 S Alton Way, Building E2, Centennial CO 80112

QUOTE CONFIRMATION



DEAR DR. BOB GULICK,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
JVNJ432	6/5/2018	RFQ - SUMMER CHROMEBOOKS	1190865	\$225,500.00

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Lenovo 100e Chromebook - 11.6" - Celeron N3350 - 4 GB RAM - 32 GB SSD	1100	4977298	\$180.00	\$198,000.00
Mfg. Part#: 81ER0002US UNSPSC: 43211503 Contract: MARKET				
Google Chrome Management Console License	1100	3577022	\$25.00	\$27,500.00
Mfg. Part#: CROSSWDISEDU UNSPSC: 43232804 Electronic distribution - NO MEDIA Contract: MARKET				

PURCHASER BILLING INFO	SUBTOTAL	\$225,500.00
Billing Address: WASHINGTON LOCAL SCHOOLS ATTN ACCTS PAYABLE 3505 W LINCOLNSHIRE BLVD *****SHIP COMPLETE***** TOLEDO, OH 43606-1299 Phone: (419) 473-8251 Payment Terms: NET 30 Days-Govt/Ed	SHIPPING	\$0.00
	GRAND TOTAL	\$225,500.00
	DELIVER TO Shipping Address: WASHINGTON LOCAL SCHOOLS BOB GULICK 2774 LYCEUM PL ATTN: WAREHOUSE TOLEDO, OH 43613-2025 Phone: (419) 473-8251 Shipping Method: UPS Freight LTL, Dock to Dock	
Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515		

Need Assistance? CDW•G SALES CONTACT INFORMATION

	Michelle Rietema		(866) 224-4820		mmeyers@cdwg.com
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This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
 For more information, contact a CDW account manager
 © 2018 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239

SOLD-TO PARTY 10566316

WASHINGTON LOCAL SCHOOLS
3505 W LINCOLNSHIRE BLVD
TOLEDO OH 43606-1233

SHIP-TO PARTY

WASHINGTON LOCAL SCHOOLS
3505 W LINCOLNSHIRE BLVD
TOLEDO OH 43606-1233

We deliver according to the following terms:

Payment Terms : Net 30 days
Ship Via : Insight Assigned Carrier/Ground
Terms of Delivery : FOB DESTINATION
Currency : USD

Quotation	
Quotation Number	: 220154309
Document Date	: 04-JUN-2018
PO Number	:
PO Release	:
Sales Rep	: Brooks Barthel
Email	: BROOKS.BARTHEL@INSIGHT.COM
Telephone	: 4804096471

In order for Insight to accept Purchase Orders against this contract and honor the prices on this quote, your agency must be registered with U.S. Communities.
Our sales teams would be happy to assist you with your registration. Please contact them for assistance -- the registration process takes less than five minutes.

Material	Material Description	Quantity	Unit Price	Extended Price
81ER0002US	Lenovo 100e Chromebook - 11.6" - Celeron N3350 - 4 GB RAM - 32 GB SSD U.S. COMMUNITIES IT PRODUCTS & SERVICES(#4400006644)	1,100	183.24	201,564.00
CROSSWDISEDU	CHROME OS MGMT CONSOLE LIC EDU-LENOVO OPEN MARKET	1,100	23.75	26,125.00
			Product Subtotal	227,689.00
			TAX	0.00
			Total	227,689.00

Lease & Financing options available from Insight Global Finance for your equipment & software acquisitions. Contact your Insight account executive for a quote.

Thank you for considering Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Brooks Barthel
4804096471
BROOKS.BARTHEL@INSIGHT.COM
Fax 4807607448



Pricing Proposal
 Quotation #: 15502712
 Created On: 6/14/2018
 Valid Until: 6/29/2018

Washington Local Schools

Inside Account Executive

Bob Gulick
 3505
 West Lincolnshire Boulevard
 Toledo, OH 43606-8241
 United States
 Phone:
 Fax:
 Email: bgulick@wls4kids.org

Dan Pestalozzi
 290 Davidson Ave.
 Somerset, NJ 08873
 Phone: 800-477-6479
 Fax: 732-564-8224
 Email: Dan_Pestalozzi@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Lenovo 100e Chromebook 81ER - Celeron N3350 / 1.1 GHz - Chrome OS - 4 GB RAM - 32 GB eMMC - 11.6" 1366 x 768 (HD) - HD Graphics 500 - Wi-Fi, Bluetooth - black Lenovo - Part#: 81ER0002US	1100	\$187.00	\$205,700.00
2 Acad Chromeos Management Svc Only Perpetual Lics Term Google - Part#: CROSSWDISEDU	1100	\$23.50	\$25,850.00
		Total	\$231,550.00

Additional Comments

Please Note: Lenovo has a zero returns policy on any custom build machines. Lenovo also does not allow returns on open box/phased out products.

Please note: Google has a zero returns policy.

Thank you for choosing SHI International Corp! The pricing offered on this quote proposal is valid through the expiration date set above. To ensure the best level of service, please provide End User Name, Phone Number, Email Address and applicable Contract Number when submitting a Purchase Order.

SHI International Corp. is 100% Minority Owned, Woman Owned Business.
 TAX ID# 22-3009648; DUNS# 61-1429481; CCR# 61-243957G; CAGE 1HTF0

The Products offered under this proposal are subject to the SHI Return Policy posted at www.shi.com/returnpolicy, unless there is an existing agreement between SHI and the Customer.

TO: Susan Hayward, PH.D.

RE: Recommendation to the WLS Board to Purchase Computer Equipment for Project Lead the Way and Senior Capstone labs

DATE: 06/28/2018

Executive Summary

Both the Project Lead the Way Labs (five at the Junior Highs and two at the High School) and the Senior Capstone lab require more advanced computer hardware specifications as compared to our normal office / teacher / student Windows computer. This purchase is being made by the Whitmer CTC program and is part of their 2018-2019 budget. After reviewing the quotes itemized below I recommend that we accept the quote from Connection for \$299,544.89.

Background

The Project Lead the Way (PLTW) computer labs use a variety of 2D and 3D engineering programs. The Senior Capstone lab will be configured to handle almost any 2D or 3D project envisioned by the senior class students.

The base computer for all of these labs is a Lenovo ThinkStation P520c with a Xeon W-2123 3.6 processor with 16 GB of memory and 24" monitor. The Senior Capstone lab will also have an extra 16GB of memory installed to assist with 3D rendering. The software used in each lab requires a different video card. This purchase also includes notebook computers for the PLTW classes. The teachers will use these notebooks to attend the training sessions for the latest version of the PLTW software. This purchase is part of the 2018-2019 Whitmer Career Tech Program budget.

A Request for Quote for the following equipment was sent to six vendors.

- (190) Lenovo ThinkStation P520c - tower - Xeon W-2123 3.6 GHz - 16 GB - 512 GB HD
- (160) NVIDIA Quadro P600 - graphics card
- (160) 24" LED Monitor
- (5) Lenovo ThinkPad P71
- Additional memory and cables as required

The quotes from the 5 responding vendors are summarized below.

VAR	Connection	DHECS	Insight	SHI	Zones
TOTAL	299,544.89	\$310,766.40	\$324,398.32	\$309,594.40	\$319,019.08

After reviewing the quotes, I would recommend that we accept the quote from Connection for a total price of \$299,544.89.

SALES QUOTE

GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Account Executive: Barbara Ferrigno
Phone: (800) 800-0019 ext. 75077
Fax: 603-683-0156
Email: barbara.ferrigno@connection.com

24602175.03-W1
PLEASE REFER TO THE ABOVE QUOTE # WHEN ORDERING

Date: 6/14/2018
Valid Through: 6/30/2018
Account #: 575767

Account Manager:
Phone:
Fax:
Email:

Customer Contact: Bob Gulick
Email: bgulick@wls4kids.org

Phone: (419) 473-8321
Fax: (419) 473-8247

QUOTE PROVIDED TO:	SHIP TO:
AB#: 575767 WASHINGTON LOCAL SCHOOLS ACCOUNTS PAYABLE 3505 W LINCOLNSHIRE BLVD TOLEDO, OH 43606 (419) 473-8480	AB#: 5048625 WASHINGTON LOCAL SCHOOLS WLS-WAREHOUSE 2774 LYCEUM PLACE TOLEDO, OH 43613 (419) 473-8480

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Heavy Weight Ground	6,969.00 lbs	NET 30	

Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Company's Standard Terms of Sale, which describe important legal rights and obligations. You may review the Company's Standard Terms of Sale on the Company's website: www.govconnection.com, or you may request a copy via fax, e-mail, or mail by calling your account representative. The only exception to this policy is if your order is being placed under any one of our many national, state, educational or cooperative Agreements, in which case the Terms and Conditions of your Purchase Order are already pre-negotiated and stated in that Agreement. No other Terms and Conditions shall apply and any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. Please refer to our Quote Number in your order.

* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
1	5	34106786	20HK001RUS	TopSeller ThinkPad P71 Core i7-7820HQ 2.9GHz / 16GB / 512GB PCIe / ac / BT / FR / 8C / P3000M / 17.3" FHD / W10P64 Lenovo Commercial Systems	Lenovo Commercial Systems	\$ 2,353.21	\$ 11,766.05
2	190	35096719	30BX002DUS	TopSeller ThinkStation P520c Tower Xeon QC W-2123 3.6GHz / 16GB / 512GB SSD OPAL / DVD+RW / GbE / W10P64 Lenovo Commercial Systems	Lenovo Commercial Systems	\$ 1,258.63	\$ 239,139.70
3	160	33761594	VCQP600-PB	NVIDIA Quadro P600 PCIe 3.0 x16 Graphics Card, 2GB GDDR5 PNY Graphics	PNY Graphics	\$ 158.15	\$ 25,304.00
4	160	33398959	UM.FV6AA.011	24" V246HL bip Full HD LED-LCD Monitor, Black Acer Monitors	Acer Monitors	\$ 126.47	\$ 20,235.20
5	160	10880937	MDP2DPMM6	Mini DisplayPort to DisplayPort M / M Adapter Cable, Black, 6ft StarTech.com	StarTech.com	\$ 8.47	\$ 1,355.20
6	6	33761586	VCQP1000-PB	NVIDIA Quadro P1000 PCIe 3.0 x16 Graphics Card, 4GB GDDR5 PNY Graphics	PNY Graphics	\$ 290.79	\$ 1,744.74
Subtotal						\$ 299,544.89	
Fee						\$ 0.00	
Shipping and Handling						\$ 0.00	
Tax						Exempt!	
Total						\$ 299,544.89	



Pricing Proposal
 Quotation #: 15502531
 Created On: 6/14/2018
 Valid Until: 6/29/2018

Washington Local Schools

Inside Account Executive

Bob Gulick
 3505
 West Lincolnshire Boulevard
 Toledo, OH 43606-8241
 United States
 Phone:
 Fax:
 Email: bgulick@wls4kids.org

Dan Pestalozzi
 290 Davidson Ave.
 Somerset, NJ 08873
 Phone: 800-477-6479
 Fax: 732-564-8224
 Email: Dan_Pestalozzi@shii.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Lenovo ThinkPad P71 20HK - Core i7 7820HQ / 2.9 GHz - Win 10 Pro 64-bit - 16 GB RAM - 512 GB SSD TCG Opal Encryption 2, NVMe - 17.3" IPS 1920 x 1080 (Full HD) - Quadro P3000 / HD Graphics 630 - Wi-Fi, Bluetooth - WWAN upgradable - black Lenovo - Part#: 20HK001RUS	5	\$2,472.00	\$12,360.00
2 Lenovo ThinkStation P520c 30BX - Tower - 1 x Xeon W-2123 / 3.6 GHz - RAM 16 GB - SSD 512 GB - TCG Opal Encryption - DVD-Writer - no graphics - GigE - Win 10 Pro 64-bit - monitor: none - TopSeller Lenovo - Part#: 30BX002DUS	190	\$1,288.00	\$244,720.00
3 NVIDIA Quadro P600 - Graphics card - Quadro P600 - 2 GB GDDR5 - 4 x Mini DisplayPort - for ThinkStation P320; P410; P510; P520; P520c; P710; P720; P910; P920 Lenovo - Part#: 4X60N86659	160	\$149.99	\$23,998.40
4 AOC 75 series E2475SWQE - LED monitor - 24" (23.6" viewable) - 1920 x 1080 Full HD (1080p) - TN - 250 cd/m - 1 ms - HDMI, VGA, DisplayPort - black Envision Peripherals - Part#: E2475SWQE	160	\$116.00	\$18,560.00
5 6FT MINI DISPLAY PORT MALE TO DISPLAY PORT MALE TTI Cable - Part#: MDP/DP-06MM	160	\$5.60	\$896.00
6 NVIDIA Quadro P1000 - Graphics card - Quadro P1000 - 4 GB GDDR5 - 4 x Mini DisplayPort - for ThinkStation P320; P410; P510; P520; P520c; P710; P720; P910; P920 Lenovo - Part#: 4X60N86661	6	\$320.00	\$1,920.00
7 Axiom AX - DDR4 - 16 GB - DIMM 288-pin - 2666 MHz / PC4-21300 - CL19 - 1.2 V - registered - ECC - for Lenovo ThinkStation P520; P520c; P720; P920 Axiom Memory Solutions - Part#: 4X70P98202-AX	30	\$238.00	\$7,140.00
		Total	\$309,594.40



Quote

Quote Date:
Quote #:

6/4/2018
25329

Bill To:
Washington Local Schools
Accounts Payable
3505 West Lincolnshire Blvd
Toledo, Ohio 43606-1299

Ship To:
Washington Local Schools
Accounts Payable
5719 Clegg DR
Toledo, Ohio 43613

Phone: 419-473-8241 ext 1 **E-mail:** bgulick@wls4kids.org

<u>Quote Expires:</u>	<u>P.O. NO.</u>	<u>Rep</u>	<u>Terms</u>
6/28/18	Required	MCD	Net 30

Item	Description	Qty.	Price	Total
20HK001RUS	ThinkPad P71, Intel Core i7-7820HQ (2.90GHz, 8MB) 17.3 1920x1080 , Windows 10 Pro 64, 16.0GB, 1x512GB SSD PCIe, NVQuadro P3000M, Bluetooth 4.1, 720p HD Camera, 8 Cell Lithium-Ion, 3 Year Depot	5	2,358.88	11,794.40T
30BX002DUS	ThinkStation P520c, Intel W-2123 (3.60GHz, 8.25MB), Windows 10 Pro 64, 16.0GB, 1x512GB SSD PCIe, DVD Recordable, (x), 3 Year On-site	190	1,259.95	239,390.50T
VCQP600-PB	NVIDIA Quadro P600 - PCI Express 3.0 x16 - 2 GB - GDDR5 SDRAM	160	168.00	26,880.00T
UM.FV6AA.011	Acer V EPEAT Gold Monitor, 24, 1920 x 1080, anti-glare, VGA, HDMI, DisplayPort, 1000:1	160	135.75	21,720.00T
MDP2DPMM6	Startech 6 ft Mini DP to DP Cable	160	9.99	1,598.40T
4X60N86661	NVIDIA Quadro P1000 4GB 4 MiniDP Graphics Adapter with HP Bracket (FH)	6	318.90	1,913.40T
4X70P98202	16GB DDR4 2666MHz ECC RDIMM Memory	30	248.99	7,469.70T

Pricing is firm for 30 Days after receipt of quotation

After 30 Days, pricing is subject to change without notice. Please contact your account manager for more information. 888.290.6050 or Sales@dhecs.com

Subtotal	\$310,766.40
Sales Tax (0.0%)	\$0.00
Total	\$310,766.40

Signature: _____ Date: _____

DHE Computer Systems - 7076 S Alton Way, Building E2, Centennial CO 80112

ZONES™

6/14/2018

Bill To:
 WASHINGTON LOCAL SCHOOLS A/P
 3505 W LINCOLNSHIRE BLVD
 TOLEDO, OH 43606
 Phone : (419) 473-8220

Ship To:
 BOB GULICK
 WASHINGTON LOCAL SCHOOLS
 2774 LYCEUM PLACE
 TOLEDO, OH 43613
 USA

Account # 0071003307
Quote : K1034721
PO# :

Software prices subject to change
 Hardware quotes are valid for 7 business days
 Memory Prices are valid for 24 hours only, call for verification

REMIT PAYMENT TO:
 ZONES INC
 PO Box 34740
 Seattle WA 98124-1740

**PLEASE SEND PURCHASE
 ORDERS DIRECTLY TO YOUR
 ZONES INC ACCOUNT EXECUTIVE
 VIA FAX OR EMAIL**

Peter Fasano
Account Executive
Phone:(253) 205-3000
Fax:(253) 205-3862

Email:Peter.Fasano@zones.com

Item #	Qty.	Mfr. Name	Description	Manufacturers Part #	Unit Price	Total
004921403-NEW	5	LENOVO INC.	Lenovo ThinkPad P71 20HK - Core i7 7820HQ / 2.9 GHz - Win 10 Pro 64-bit - 16 GB RAM - 512 GB SSD TCG Opal Encryption 2, NVMe - 17.3 IPS 1920 x 1080 (Full HD) - Quadro P3000 / HD Graphics 630 - Wi-Fi, Bluetooth - WWAN upgradable - black	20HK001RUS	2410.04	12,050.20
005487774-NEW	190	LENOVO INC.	Lenovo ThinkStation P520c 30BX - Tower - 1 x Xeon W-2123 / 3.6 GHz - RAM 16 GB - SSD 512 GB - TCG Opal Encryption - DVD-Writer - no graphics - GigE - Win 10 Pro 64-bit - monitor none - TopSeller	30BX002DUS	1316.73	250,178.70
004690476-EDU	160	PNY TECHNOLOGIES INC	PNY NVIDIA Quadro P600 graphics card - VCQP600-PB - 2 GB - 4x DPort	VCQP600-PB	161.32	25,811.20
004551668-NEW	160	ACER AMERICA	Acer V246HL - LED monitor - 24 - 1920 x 1080 Full HD (1080p) - TN - 250 cd/m - 10001 - 5 ms - HDMI, VGA, DisplayPort - black	UM.FV6AA.011	130.52	20,883.20
005112527-PUB	160	STARTECH.COM USA LLP	CABLE, STARTECH MINI DISPLAY PORT TO DISPLAYPORT VIDEO CABLE MFR Part	MDP2DPMM6	5.55	888.00
004875682-NEW	6	LENOVO INC.	NVIDIA Quadro P1000 - Graphics card - Quadro P1000 - 4 GB GDDR5 - 4 x Mini DisplayPort - for ThinkStation P320 P410 P510 P520 P520c P710 P720 P910	4X60N86661	320.38	1,922.28
005234618-NEW	30	LENOVO INC.	Lenovo - DDR4 - 16 GB - DIMM 288-pin - 2666 MHz / PC4-21300 - 1.2 V - registered - ECC - for ThinkStation P520 30BE, 30BF, 30BQ P520c 30BX, 30BY P720 30BA, 30BB, 30BU P920 30BD	4X70P98202	242.85	7,285.50

ZONES INC
 1102 15th Street S.W. Suite 102
 Auburn, USA 98001
 Phone: (800) 419-9663



CERTIFIED
 as an NMBC
 MINORITY BUSINESS
 ENTERPRISE
 by the NMSDC

IN THE EVENT THAT YOU HAVE AN AGREEMENT ("AGREEMENT") IN PLACE WITH ZONES, INC., THAT GOVERNS SALES, SUCH AGREEMENT SHALL GOVERN ANY SALE; OTHERWISE THE TERMS AND CONDITIONS OF SALE SET FORTH ON THE WEB PAGE LINKED AT WWW.ZONES.COM/TERMSOFSALE ("TERMS AND CONDITIONS"), SHALL GOVERN. ZONES EXPRESSLY LIMITS THE TERMS AND CONDITIONS OF ANY SALE TO SUCH AGREEMENT OR THE TERMS AND CONDITIONS, AS APPLICABLE, AND ZONES EXPRESSLY OBJECTS TO, DISCLAIMS, AND REJECTS ANY DIFFERENT OR ADDITIONAL TERMS SET FORTH IN ANY OF CUSTOMER'S DOCUMENTS OR COMMUNICATIONS. ZONES EXPRESSLY DISCLAIMS ALL EXPRESS AND IMPLIED WARRANTIES.

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6/14/2018

Bill To:
WASHINGTON LOCAL SCHOOLS A/P
3505 W LINCOLNSHIRE BLVD
TOLEDO, OH 43606
Phone : (419) 473-8220

Ship To:
BOB GULICK
WASHINGTON LOCAL SCHOOLS
2774 LYCEUM PLACE
TOLEDO, OH 43613
USA

Account # 0071003307
Quote : K1034721
PO# :

Software prices subject to change
Hardware quotes are valid for 7 business days
Memory Prices are valid for 24 hours only, call for verification

REMIT PAYMENT TO:
ZONES INC
PO Box 34740
Seattle WA 98124-1740

**PLEASE SEND PURCHASE
ORDERS DIRECTLY TO YOUR
ZONES INC ACCOUNT EXECUTIVE
VIA FAX OR EMAIL**

Peter Fasano
Account Executive
Phone:(253) 205-3000
Fax:(253) 205-3862

Email:Peter.Fasano@zones.com

Item #	Qty.	Mfr. Name	Description	Manufacturers Part #	Unit Price	Total
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ASK US ABOUT

Installation Services

On-site Technical Services and Hourly Service Rates

Remote Help Desk and Remote Network OS Support

Sub-Total: \$319,019.08

Estimated Sales Tax: \$0.00

FedEx Freight: \$0.00

Grand Total: \$319,019.08

Visit us on the web: <http://www.zones.com>

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ZONES INC
1102 15th Street S.W. Suite 102
Auburn, USA 98001
Phone: (800) 419-9663



CERTIFIED
as an NMBC
MINORITY BUSINESS
ENTERPRISE
by the NMSDC

IN THE EVENT THAT YOU HAVE AN AGREEMENT ("AGREEMENT") IN PLACE WITH ZONES, INC., THAT GOVERNS SALES, SUCH AGREEMENT SHALL GOVERN ANY SALE; OTHERWISE THE TERMS AND CONDITIONS OF SALE SET FORTH ON THE WEB PAGE LINKED AT WWW.ZONES.COM/TERMSOFSALE ("TERMS AND CONDITIONS"), SHALL GOVERN. ZONES EXPRESSLY LIMITS THE TERMS AND CONDITIONS OF ANY SALE TO SUCH AGREEMENT OR THE TERMS AND CONDITIONS, AS APPLICABLE, AND ZONES EXPRESSLY OBJECTS TO, DISCLAIMS, AND REJECTS ANY DIFFERENT OR ADDITIONAL TERMS SET FORTH IN ANY OF CUSTOMER'S DOCUMENTS OR COMMUNICATIONS. ZONES EXPRESSLY DISCLAIMS ALL EXPRESS AND IMPLIED WARRANTIES.

WE APPRECIATE THIS OPPORTUNITY TO EARN YOUR BUSINESS, AND LOOK FORWARD TO SERVING YOU SOON! THANK YOU!

SOLD-TO PARTY 10566316

WASHINGTON LOCAL SCHOOLS
 3505 W LINCOLNSHIRE BLVD
 TOLEDO OH 43606-1233

SHIP-TO PARTY

WASHINGTON LOCAL SCHOOLS
 3505 W LINCOLNSHIRE BLVD
 TOLEDO OH 43606-1233

We deliver according to the following terms:

Payment Terms : Net 30 days
Ship Via : Insight Assigned Carrier/Ground
Terms of Delivery : FOB DESTINATION
Currency : USD

Quotation	
Quotation Number	: 220154436
Document Date	: 04-JUN-2018
PO Number	:
PO Release	:
Sales Rep	: Brooks Barthel
Email	: BROOKS.BARTHEL@INSIGHT.COM
Telephone	: 4804096471

In order for Insight to accept Purchase Orders against this contract and honor the prices on this quote, your agency must be registered with U.S. Communities.
 Our sales teams would be happy to assist you with your registration. Please contact them for assistance -- the registration process takes less than five minutes.

Material	Material Description	Quantity	Unit Price	Extended Price
20HK001RUS	Lenovo ThinkPad P71 - 17.3" - Core i7 7820HQ - 16 GB RAM - 512 GB SSD U.S. COMMUNITIES IT PRODUCTS & SERVICES(# 4400006644)	5	2,411.10	12,055.50
30BX002DUS	Lenovo ThinkStation P520c - tower - Xeon W-2123 3.6 GHz - 16 GB - 512 GB U.S. COMMUNITIES IT PRODUCTS & SERVICES(# 4400006644)	190	1,342.23	255,023.70
VCQP600-PB	NVIDIA Quadro P600 - graphics card - Quadro P600 - 2 GB U.S. COMMUNITIES IT PRODUCTS & SERVICES(# 4400006644)	160	169.17	27,067.20
UM.FV6AA.011	Acer V246HL - LED monitor - Full HD (1080p) - 24" U.S. COMMUNITIES IT PRODUCTS & SERVICES(# 4400006644)	160	126.91	20,305.60
MDP2DPMM6	StarTech.com 6 ft Mini DisplayPort to DisplayPort 1.2 Cable 4k - DisplayPort cable - 6 ft U.S. COMMUNITIES IT PRODUCTS & SERVICES(# 4400006644)	160	6.00	960.00
4X60N86661	NVIDIA Quadro P1000 - graphics card - Quadro P1000 - 4 GB U.S. COMMUNITIES IT PRODUCTS & SERVICES(# 4400006644)	6	320.52	1,923.12
4X70P98202-AX	Axiom AX - DDR4 - 16 GB - DIMM 288-pin U.S. COMMUNITIES IT PRODUCTS & SERVICES(# 4400006644)	30	235.44	7,063.20

Product Subtotal	324,398.32
TAX	0.00
Total	324,398.32

Lease & Financing options available from Insight Global Finance for your equipment & software acquisitions. Contact your Insight account executive for a quote.

Thank you for considering Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Brooks Barthel
4804096471
BROOKS.BARTHEL@INSIGHT.COM
Fax 4807607448

U.S. Communities IT Products, Services and Solutions Contract No. 4400006644

Insight Public Sector (IPS) is proud to be a contract holder for the U.S. Communities Technology Products, Services, Solutions & Related Products and Services Contract.

This competitively solicited contract is available to participating agencies of the U.S. Communities Government Purchasing Alliance. U.S. Communities assists local and state government agencies, school districts (K-12), higher education, and nonprofits in reducing the cost of purchased goods by pooling the purchasing power of public agencies nationwide. This is an optional use program with no minimum volume requirements and no cost to agencies to participate.

Thanks for choosing Insight!

Insight Global Finance has a wide variety of flexible financing options and technology refresh solutions. Contact your Insight representative for an innovative approach to maximizing your technology and developing a strategy to manage your financial options.

This purchase is subject to Insight's online Terms of Sale unless you have a separate purchase agreement signed by both your company and Insight, in which case, that separate agreement will govern. Insight's online Terms of Sale can be found at: http://www.insight.com/en_US/help/terms-of-sale-products-ips.html

TO: Susan Hayward, PH.D.

RE: Recommendation to the WLS Board to Purchase Technology Equipment for Summer Projects

DATE: 06/28/2018

Executive Summary

This collection of equipment is needed for a variety of obsolescence projects and new installations. We also need additional external mice to support the expansion of the 1-to-1 Chromebook project. This purchase is part of the normal technology budget. After reviewing the quotes itemized below I recommend that we accept the quote from Insight for \$73,221.57.

Background

After a review of the pending summer projects and obsolescence plan for classroom printers and projectors the following request for quote was sent to six vendors.

- (100) HP LaserJet Pro M402n Monochrome Printer
- (50) Casio Ecolite CORE XJ-V2 - DLP projector
- (50) Peerless PRGS-UNV Projector Mount Kit
- (2) Tripp Lite 550VA 300W UPS Desktop Battery Back Up Compact 120V DB9 RJ11 PC
- (2) Tripp Lite 1300VA UPS Smart Tower AVR 120V Battery Back Up
- (25) HoverCam Solo5 - document camera
- (20) WD Red Pro NAS Hard Drive WD4003FFBX - hard drive - 4 TB - SATA 6Gb/s
- (10) WD Red Pro NAS Hard Drive WD2002FFSX - hard drive - 2 TB - SATA 6Gb/s
- (10) Crucial MX300 - solid state drive - 525 GB - SATA 6Gb/s (substitutions acceptable as long as 500GB +/-)
- (3000) Logitech B100 - mouse - USB MFG#: 910-001439 (substitutions acceptable)

One vendor did not return a quote. Two vendors were unable to quote all of the items. Three vendors returned a quote within the allotted time. The results are listed below.

VAR	Connection	DHECS	Insight
TOTAL	\$84,140.28	\$94,244.50	\$73,221.57

After reviewing the quotes, I would recommend that we accept the quote from Insight for a total price of \$73,221.57.

SOLD-TO PARTY 10566316

WASHINGTON LOCAL SCHOOLS
 3505 W LINCOLNSHIRE BLVD
 TOLEDO OH 43606-1233

SHIP-TO PARTY

WASHINGTON LOCAL SCHOOLS
 3505 W LINCOLNSHIRE BLVD
 TOLEDO OH 43606-1233

We deliver according to the following terms:

Payment Terms : Net 30 days
Ship Via : Insight Assigned Carrier/Ground
Terms of Delivery : FOB DESTINATION
Currency : USD

Quotation	
Quotation Number	: 220154062
Document Date	: 04-JUN-2018
PO Number	:
PO Release	:
Sales Rep	: Brooks Barthel
Email	: BROOKS.BARTHEL@INSIGHT.COM
Telephone	: 4804096471

Material	Material Description	Quantity	Unit Price	Extended Price
C5F93A#BGJ	HP LaserJet Pro M402n - printer - monochrome - laser OPEN MARKET	100	144.00	14,400.00
XJ-V2	Casio Ecolite CORE XJ-V2 - DLP projector - portable OPEN MARKET	50	584.96	29,248.00
PRGS-UNV	Peerless PRGS-UNV - mounting kit OPEN MARKET	50	76.43	3,821.50
INTERNET550SER	Tripp Lite UPS 550VA 300W Desktop Battery Back Up Compact 120V DB9 RJ11 PC - UPS - 300 Watt - 550 VA OPEN MARKET	2	56.24	112.48
SMART1300LCDT	Tripp Lite UPS Smart 1300VA 720W Tower LCD Back Up AVR Coax RJ45 USB - UPS - 720 Watt - 1300 VA OPEN MARKET	2	122.87	245.74
HCS5	HOVERCAM SOLO 5 OPEN MARKET	25	198.31	4,957.75
WD4003FFBX	WD Red Pro NAS Hard Drive WD4003FFBX - hard drive - 4 TB - SATA 6Gb/s OPEN MARKET	20	177.92	3,558.40
WD2002FFSX	WD Red Pro NAS Hard Drive WD2002FFSX - hard drive - 2 TB - SATA 6Gb/s OPEN MARKET	10	119.31	1,193.10
CT525MX300SSD-CRCT	Crucial MX300 - solid state drive - 525 GB - SATA 6Gb/s OPEN MARKET	10	131.46	1,314.60
910-001439	Logitech B100 - mouse - USB OPEN MARKET	3,000	4.79	14,370.00

Product Subtotal	73,221.57
TAX	0.00
Total	73,221.57

Lease & Financing options available from Insight Global Finance for your equipment & software acquisitions. Contact your Insight account executive for a quote.

Thank you for considering Insight. Please contact us with any questions or for additional information about Insight's complete IT solution offering.

Sincerely,

Brooks Barthel
4804096471
BROOKS.BARTHEL@INSIGHT.COM
Fax 4807607448

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SALES QUOTE

GovConnection, Inc.
732 Milford Road
Merrimack, NH 03054

Account Executive: Barbara Ferrigno
Phone: (800) 800-0019 ext. 75077
Fax: 603-683-0156
Email: barbara.ferrigno@connection.com

24602387.03-W1
PLEASE REFER TO THE ABOVE
QUOTE # WHEN ORDERING

Date: 6/14/2018
Valid Through: 6/18/2018
Account #: 575767

Account Manager:
Phone:
Fax:
Email:

Customer Contact: Bob Gulick **Phone:** (419) 473-8321
Email: bgulick@wls4kids.org **Fax:** (419) 473-8247

QUOTE PROVIDED TO:	SHIP TO:
AB#: 575767 WASHINGTON LOCAL SCHOOLS ACCOUNTS PAYABLE 3505 W LINCOLNSHIRE BLVD TOLEDO, OH 43606 (419) 473-8480	AB#: 5048625 WASHINGTON LOCAL SCHOOLS WLS-WAREHOUSE 2774 LYCEUM PLACE TOLEDO, OH 43613 (419) 473-8480

DELIVERY	FOB	SHIP VIA	SHIP WEIGHT	TERMS	CONTRACT ID#
5-30 Days A/R/O	Destination	Heavy Weight Ground	4,119.00 lbs	NET 30	

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* Line #	Qty	Item #	Mfg. Part #	Description	Mfg.	Price	Ext
1	100	30006358	C5F93A#BGJ	LaserJet Pro 400 M402n Printer (\$269-\$100 instant rebate=\$169. expires 6 / 30) Hewlett Packard Printing & Imaging	Hewlett Packard Printing & Imaging	\$ 249.81	\$ 24,981.00
2	50	31009489	XJ-V2	XJ-V2 XGA DLP Projector, 3000 Lumens, White Casio	Casio	\$ 529.24	\$ 26,462.00
3	50	15131409	PRGS-UNV	Precision Gear Mount for Projectors up to 50 Pounds Peerless Industries	Peerless Industries	\$ 75.09	\$ 3,754.50
4	2	6052653	INTERNET550SER	550VA UPS Compact Low Profile Standby (8) Outlet with DB9 Port Tripp Lite	Tripp Lite	\$ 55.64	\$ 111.28
5	2	15196860	SMART1300LCDT	Smart LCD Tower 1300VA / 720W UPS AVR 120V USB RJ-45, Instant Rebate - \$5 Tripp Lite	Tripp Lite	\$ 119.90	\$ 239.80
6	20	35605122	WD4003FFBX	4TB WD Red Pro SATA 6Gb / s 3.5" Internal Hard Drive - 256MB Cache Western Digital	Western Digital	\$ 173.05	\$ 3,461.00
7	10	32153853	WD2002FFSX	2TB WD Red Pro SATA 6Gb / s 3.5" Internal Hard Drive - 64MB Cache Western Digital	Western Digital	\$ 115.98	\$ 1,159.80
8	10	32396425	CT525MX300SSD1	525GB MX300 2.5" Internal SSD (512GB Class SSD) Micron Consumer Products Group Inc	Micron Consumer Products Group Inc	\$ 132.09	\$ 1,320.90
9	3000	11432247	910-001439	B100 Optical Mouse, USB Logitech	Logitech	\$ 7.55	\$ 22,650.00
Subtotal						\$ 84,140.28	
Fee						\$ 0.00	
Shipping and Handling						\$ 0.00	
Tax						Exempt!	
Total						\$ 84,140.28	



Quote

Quote Date:
Quote #:

6/4/2018
25331

Bill To:
Washington Local Schools
Accounts Payable
3505 West Lincolnshire Blvd
Toledo, Ohio 43606-1299

Ship To:
Washington Local Schools
Accounts Payable
5719 Clegg DR
Toledo, Ohio 43613

Phone: 419-473-8241 ext 1 **E-mail:** bgulick@wls4kids.org

<u>Quote Expires:</u>	<u>P.O. NO.</u>	<u>Rep</u>	<u>Terms</u>
3/31/2018	Required	MCD	Net 30

Item	Description	Qty.	Price	Total
C5F93A#BGJ	HP LaserJet Pro M402n	100	199.99	19,999.00T
XJ-V2	3000 Lumens Ecolite LampFree Projector	50	654.99	32,749.50T
PRGS-UNV	PRG PRO UNIVERSAL PROJECTOR KIT BLK	50	91.00	4,550.00T
INTERNET550S...	550VA 300W UPS Desktop Battery Back Up Compact 120V DB9 RJ11 PC	2	72.00	144.00T
SMART1300LCDT	1300VA UPS Smart LCD Back Up Tower AVR 120V USB Coax RJ45	2	215.00	430.00T
HCS5-DUP	HoverCam Solo5 - document camera	25	255.00	6,375.00T
WD4003FFBX	WD RED PRO 4TB SATA. 3.5inch, 256MB	20	205.00	4,100.00T
WD2002FFSX	WD Red Pro 2TB NAS 3.5 HDD	20	138.50	2,770.00T
CT525MX300SS...	Crucial MX300 525GB 2.5 inch SSD	10	137.70	1,377.00T
910-001439	B100 - Mouse - Optical - 3 - Wired - USB	3,000	7.25	21,750.00T

Pricing is firm for 30 Days after receipt of quotation

After 30 Days, pricing is subject to change without notice. Please contact your account manager for more information. 888.290.6050 or Sales@dhecs.com

Subtotal	\$94,244.50
Sales Tax (0.0%)	\$0.00
Total	\$94,244.50

Signature: _____ Date: _____

DHE Computer Systems - 7076 S Alton Way, Building E2, Centennial CO 80112

8. Board of Education Policy – First Reading

The Superintendent recommends that the Board of Education hold First Reading on the Board policy as presented:

A. Policy 2271 – College Credit Plus Program – REVISED

Motion to waive First Reading:

Moved by: _____ Seconded by: _____

Mr. Hughes _____ Ms. Canales _____ Mr. Ilstrup _____ Mr. Hunter _____ Mr. Sharp _____

RECOMMENDATION IF FIRST READING IS WAIVED:

The Superintendent recommends that the Board of Education approve the Board policy as presented:

A. Policy 2271 – College Credit Plus Program – REVISED

Moved by: _____ Seconded by: _____

Mr. Hughes _____ Ms. Canales _____ Mr. Ilstrup _____ Mr. Hunter _____ Mr. Sharp _____



Book	Policy Manual
Section	Policies Adopted by the Board 36-2/Tech/Special
Title	Special Update - April 2018 Revised COLLEGE CREDIT PLUS PROGRAM
Number	po2271
Status	
Adopted	July 27, 2005
Last Revised	June 30, 2015

2271 - COLLEGE CREDIT PLUS PROGRAM

The Board of Education recognizes the value to students and to the District for students to participate in programs offered by accredited colleges and universities in Ohio.

The Board will approve participation by students who apply to the participating college or university ("institute of higher education" or "IHE") and meet the IHE's and relevant academic program's established standards for admission, enrollment, and course placement. Participating students will be eligible to receive secondary credit for completing any of these programs. To be eligible, students must be in seventh, eighth, ninth, tenth, eleventh, or twelfth grade and achieve "remediation free" status on an assessment established under ~~R.C. 3345.06(f)~~ R.C. 3345.061(F) or meet alternative criteria under the law.

The Board will provide information about the College Credit Plus Program prior to February 1st to all students enrolled in grades six through eleven and their parents as outlined in AG 2271. The Board will also promote the College Credit Plus program on its website, including the details of the Board's current agreements with partnering IHEs.

Underperforming and Ineligible Students

If a student participating in the College Credit Plus Program under the option set forth in R.C. 3365.06 (B) either: A) fails to maintain a grade point average of 2.0 or higher in the college courses taken through the College Credit Plus Program; or B) withdraws from, or receives no credit for two or more courses in the same term, the student will be considered an "underperforming student." If a student maintains underperforming student status for two (2) consecutive terms of enrollment, the student will be deemed "ineligible."

Probation

Immediately after determining a student has obtained underperforming student status, the Superintendent shall place the student on probation within the College Credit Plus Program, and notify the underperforming student, his/her parents, and each IHE in which the student is enrolled of his/her status. The underperforming student and his/her parents shall also be notified of the following requirements for continued participation in the Program while on probation:

- A. The student shall only enroll in one college course during any term.
- B. The student shall refrain from enrolling in a college course in the same subject as a college course in which the student earned a grade of "D" or "F" or for which the student received no credit.
- C. If the student had registered for more than one college course for the next term prior to being placed on probation, the student shall request each IHE in which he/she is enrolled to dis-enroll the student from those courses that conflict with the terms of his/her probationary status.

1. If a student elects to remain enrolled in one course for the next term, he/she shall inform the IHE of the course in which the student would like to remain enrolled.
 2. If the student fails to dis-enroll from any courses that conflict with his/her probationary status, the Superintendent shall immediately notify the student and his/her parents that the student shall assume responsibility for any and all tuition, fees, and costs for textbooks for any courses from which the student was required to dis-enroll. In this notification, the student and his/her parents shall also be advised that the student shall be deemed an ineligible student and dismissed from the program for the next term in accordance with the dismissal procedures set forth below.
- D. If a student takes a course after being placed on probation and such course raises the student's cumulative grade point average to 2.0 or higher in the college courses taken through the College Credit Plus Program, the student shall be removed from probation. The student may participate in the Program without restrictions unless he/she is declared to be an underperforming student again.
- E. If a student takes a course after being placed on probation and such course does not raise the student's cumulative grade point average to 2.0 or higher in the college courses taken through the College Credit Plus Program, the student shall be dismissed from the Program in accordance with the dismissal procedures set forth below.

Dismissal

If a student is deemed ineligible to participate in the College Credit Plus Program, he/she will be dismissed from the Program. The Superintendent shall notify the ineligible student, his/her parents, and each IHE in which the student is enrolled of his/her dismissal. The ineligible student and his/her parents shall also be notified that the student shall not take any college courses through the Program following his/her dismissal.

If the student had registered for more than one college course for the next term prior to being dismissed from the Program, the student shall request each IHE in which he/she is enrolled to dis-enroll the student from the Program.

If the student fails to dis-enroll following his/her dismissal from the Program, the Superintendent shall immediately notify the student and his/her parents that the student shall assume responsibility for any and all tuition, fees, and costs for textbooks for any courses from which the student was required to dis-enroll. In this notification, the student and his/her parents shall also be advised that the Superintendent shall extend/continue the student's dismissal from the Program for an additional term.

Reinstatement

Following one term of dismissal, a student may submit a request to the Superintendent to be reinstated to the College Credit Plus Program. Summer shall only be counted as a term if the student is enrolled in one or more high school courses during the summer. Upon receipt of the reinstatement request, the student's full high school and college academic record will be reviewed to determine whether the student has achieved academic progress and whether s/he will be reinstated on probation or without restriction.

Reinstatement on Probation: In order to be reinstated to the College Credit Plus Program on probation, the student must meet the following academic progress criteria:

- A. **Limited to one CDP Course if their cumulative GPA is below 3.0.**
- B. **Passing performances in all classes.**

Reinstatement without Restriction: In order to be reinstated without any restrictions, the student must meet the following academic progress criteria:

- A. **Passing performances in all classes.**
- B. **In good standing for all graduation requirements including end of course exam points and grade level credits.**
- C. **Cumulative GPA is 3.0 or higher in all classes.**

If the student fails to demonstrate academic progress as defined above, the Superintendent shall extend/continue the student's dismissal for an additional term(s). During the dismissal period, the student shall remain ineligible to participate in the College Credit Plus Program until academic progress is achieved.

Appeals

Any student who is dismissed from the College Credit Plus Program or prohibited from taking a course in which the student earned a grade of "D" or "F" or for which the student received no credit, may appeal the decision to the Superintendent. The appeal must be

filed within five (5) business days after the student is notified of the dismissal or prohibition against taking a course. Upon receiving the appeal, the Superintendent must immediately notify each IHE in which the student is enrolled that the student has filed an appeal.

When reviewing a student's appeal, the Superintendent shall consider any extenuating circumstances separate from the student's academic performance that may have affected or otherwise impacted the student's status in the College Credit Plus Program. After considering such information, the Superintendent may:

- A. allow the student to participate in the Program without restrictions;
- B. allow the student to take a course in which the student earned a grade of "D" or "F" or for which the student received no credit;
- C. allow the student to participate in the Program on probation; or
- D. maintain the student's dismissal from the Program.

The Superintendent shall issue a decision on the student's appeal within ten (10) business days after the date the appeal is filed. The Superintendent's decision shall be final, and he/she shall immediately provide notification of the decision to each IHE in which the student is enrolled.

- A. If the Superintendent decides to continue the student's dismissal from the College Credit Plus Program, and the student is enrolled in an Institution of Higher Education, such IHE shall permit the student to withdraw from all courses in which the student is enrolled without penalty. The Board shall not be required to pay for such courses.
- B. If the Superintendent fails to issue a timely decision after the date the appeal is made, and the student is enrolled in an Institution of Higher Education, such IHE shall permit the student to withdraw from all courses in which the student is enrolled without penalty. If the decision is issued after the IHE's no-fault withdrawal date, the Board shall be required to pay for such courses.

Home-Schooled Students

If a home-schooled student participating in the College Credit Plus Program is placed on probation or dismissed from the Program, the parent of the student shall be responsible for notifying each IHE in which the student is enrolled of such probation or dismissal.

The Board will provide information about the College Credit Plus Program prior to February 1st to all students enrolled in grades six through eleven and their parents as outlined in AG 2271. The Board will also promote the College Credit Plus Program on its website, including the details of the Board's current agreements with partnering IHEs.

All students must meet the requirements for participating in the College Credit Plus Program outlined in AG 2271.

The Board ~~(→ shall ←)~~ may deny high school credit for the College Credit Plus Program courses any portion of which are taken during the period of a student's expulsion. If the student has elected to receive credit for course(s) toward fulfilling graduation requirements as well as the College Credit Plus Program credit, that election is automatically revoked for all college courses in which the student enrolled during the college term in which the expulsion is imposed.

When a student is expelled, the Board directs the Superintendent to send written notice of the expulsion to any college in which the expelled student is enrolled under R.C. 3365.03 (College Credit Plus Program) at the time the expulsion is imposed. This notice shall indicate the date the expulsion is scheduled to expire and that the Board has adopted a policy under R.C. 3313.613 to deny high school credit for College Credit Plus Program courses taken during an expulsion. If the expulsion period is later extended, the Superintendent shall notify the college of the extension.

The Board will collect, report, and track program data annually in accordance with data reporting guidelines adopted by the chancellor and the Superintendent of Public Instruction pursuant to R.C. 3365.15.

The Superintendent shall establish the necessary administrative guidelines to comply with State law which will thereafter be properly communicated to both students and their parents. The Superintendent shall also establish guidelines and procedures for the awarding of credit and the proper entry on a student's transcript and other records of his/her participation in a College Credit Plus Program.

R.C. 3313.613, 3365.01 through 3365.09

A.C. 3333-1-65.13

Revised 11/20/13

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Legal R.C. 3313.613, 3365.01 through 3365.09
A.C. 3333-1-65.13

Last Modified by Lori Berryman on June 22, 2018

9. Student Handbooks

The Superintendent recommends that the Board of Education approve student handbooks for the 2018-2019 school year as presented:

A. Elementary Student Handbook 2018-2019

B. Junior High School Student Handbook 2018-2019

C. Whitmer High School Student Handbook 2018-2019

Moved by: _____

Seconded by: _____

Mr. Hughes ____ Ms. Canales ____ Mr. Ilstrup ____ Mr. Hunter ____ Mr. Sharp ____

Washington Local Schools
2018-19
Elementary Student Handbook

Home of the

Welcome letter from principal

ABSENCES/TARDIES

1. Parents or guardians are expected to call the school any day their child is absent or tardy. Please call as early as possible (8:00 a.m.) in the morning or use the attendance line. The attendance line is available 24 hours.
2. A note to the teacher explaining the child's absence or tardiness upon their return is required **even though a call has been made**. Absences and tardies are considered unexcused unless a written excuse is received. Absences or tardies from school may be excused on the basis of any one or more of the following conditions.
 - Personal illness: The building administrator may require a physician's statement if deemed necessary.
 - Quarantine of the home: The absence of students from school is limited to the length of quarantine as fixed by the proper health officials.
 - Death of a relative: The absence is limited to a period of three days unless a reasonable cause may be shown by the student for a longer absence.
 - Observance of religious holy days: Students of any faith shall be excused for the purpose of observing a religious holy day.
3. Parents or guardians may notify the school by note or telephone if their child will be absent for an extended time. This will eliminate daily calling to the school.
4. All absences after an accumulation of 10 days will require a doctor's excuse.
5. Students, who accumulate 3 unexcused tardies during a semester, will be assigned a 1 hour after school detention.
6. If students are to leave school before dismissal, a parent or guardian must sign them out.
7. Make-up work will be provided when the student returns to school. It is the responsibility of the parent or guardian and child to complete and return assignments.
8. If an absence from school is for personal convenience (e.g. vacation, out of town travel, family outings) a leave form may be obtained from the office and must be completed by teachers and parents/guardians prior to the absence. The absence is considered as "unexcused" under Washington Local policy, but completing the form will enable students to make up any missed work.
9. A call to the school office to report an absence due to a contagious disease would aid the school staff in the detection of symptoms among other students.

ACCIDENTS/EMERGENCY MEDICAL/PARENT CONTACT

Even though reasonable safety precautions are observed at all times, accidents involving students sometimes happen. If a minor accident does occur, the staff member who is supervising the student notifies the office to make the principal aware of the situation. If an accident is deemed serious, the proper steps are immediately taken in accordance with the student's Emergency Medical Information. These forms are completed each year by the parents or guardians. **It is essential that parents and guardians keep emergency information, change of address, contact persons or phone numbers up to date on Info Snap.**

BICYCLES

Only students in grades 4 through 6 are permitted to ride bicycles to school. However, due to safety concerns, students are discouraged from riding bicycles to school. Parents or guardians should consider all relevant factors before deciding to allow their child to ride their bicycle to school. Students must walk their bicycles on the school grounds when students are going to and from school. Students should lock their bicycles to the rack. The school is not responsible for stolen or damaged bicycles.

CANCELLATION OR DELAY OF SCHOOL

Tune to Toledo radio and television stations during bad weather for information regarding delays or cancellations. You can also call the Washington Local Schools Weather Hotline at 419-473-8499 for information. **DO NOT CALL THE SCHOOL.** School telephone lines are frequently jammed after school closing announcements.

If school is canceled before the completion of the school day, announcements will also be made on the radio. Parents or guardians should develop a plan in advance for these emergencies.

CELL PHONES

Cell phones are not allowed to be used or displayed during school hours. Violation of this rule will result in the confiscation of the cell phone. Confiscated cell phones can be picked up in the office by a parent or guardian.

CONFERENCES

Parent-Teacher conferences for all students will be held on November 19th and 20th, and February 15th. Parents or guardians are given the opportunity to reserve times for the November conferences during Open House. Conferences will be held with students as needed. We encourage parents or guardians to contact the school to set up additional conference time with teachers or the principal.

CUMULATIVE RECORDS

Cumulative records (sometimes called permanent records or CRFs) are kept in the office for each pupil enrolled. Information, including the student's academic progress, health record, test scores, and attendance is part of the cumulative record. Teachers and other support personnel have access to cumulative records. The Federal Rights and Privacy Act state that the material in these records is confidential. This information can be released only with written permission of a parent or legal guardian, or with the written permission of the students if over eighteen years of age. This act also states that the parent or guardian must be granted the right to view these records if they choose. A records review session may be scheduled by contacting the principal.

DIRECTORY INFORMATION

Ohio Law provides for the release of "directory information" without the written consent of the parent. "Directory information" may include the following: a student's name, address, telephone number, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, height and weight, dates of attendance, date of graduation, awards received, honor rolls, and/or scholarships. The district will make this directory information available upon a legitimate request unless a parent, guardian, or adult student notifies the school in writing. Within five days from the date of this notification any or all such information will be removed from the directory. Contact the school in writing with this request.

DISCIPLINE

Good conduct and self-control is expected of all students in the halls, classrooms, on the playground and on field trips. Pupils are expected to follow all rules of the school and their classrooms and demonstrate respect for others and themselves. Our building rules are listed on the school's matrix.

Consequences for breaking these rules include but not limited to:

1. An office conference with the student.
2. Parents or guardians contacted by phone, letter, or discipline referral form.
3. A conference with parents or guardians.
4. Before or after school detention.
5. A written reflection.
6. Loss of recess (es).
7. Time out in the office.
8. In-school suspension.
9. Out of school suspension.
10. Expulsion.

The consequence depends on the severity of the misbehavior and how often the student has been in trouble. Fighting and other severe problems will immediately merit severe consequences.

Please refer to the Student Code of Conduct for more detailed information regarding discipline.

DRESS CODE

Dress and appearance are important factors in school pride and discipline. This is a shared responsibility among parents, children, and the school. Please share this dress code with your children and work together to follow these important rules. Clothing should not present health or safety problems or cause disruption or distraction.

Wearing listed items may result in students being asked to correct dress at school or parents being called to bring alternative clothing before the student is admitted to class. The principal will use his/her discretion and has the final say in regards to what they feel is inappropriate.

Students are not allowed to wear/display the following:

- Halter tops or any midriff-length shirts or blouses
- Shirts with suggestive or obscene messages
- Shirts that promote alcohol, drug or tobacco usage
- Skirts and shorts need to be fingertip length when arms are at the sides
- Spandex shorts, spandex stretch or other stretch/yoga pants that are too tight
- Pajama bottoms
- Body piercing other than ears (pierced ears are allowed)
- Flip flops (due to safety concerns)
- Hats, caps, and bandanas are not to be worn inside school buildings

EARLY DISMISSAL FROM SCHOOL

If a parent or guardian needs to pick up a child from school during the school day, the parent or guardian should report to the office rather than the child's classroom. The office will call the classroom and notify the teacher that the parent or guardian is picking up the student. When possible, notify the teacher in writing that your child will be leaving early. All students must be signed out in the office. This policy is to ensure the safety of your child while in school.

FIELD TRIPS

Teachers sometimes arrange field trips to complement classroom instruction. Written permission is obtained from all parents or guardians on the Washington Local Schools Authorization Form at the beginning of the year. Parents or guardians will be kept informed of times and destinations of field trips.

While on a field trip, students are to behave as if they are within the school building. It is important to remember that each student on a trip represents not only the school and his/her parents or guardians, but the community as well. Students whose behavior has displayed a lack of responsibility may be denied the opportunity to go on the field trip. Please note that bus suspensions are in effect for all field trips.

Parents or guardians are often asked to be group leaders on field trips. Parents or guardians need to read and sign a **Washington Local Chaperone Guidelines** form before they attend a field trip. **Please note that younger children are not allowed to accompany classes or ride buses on field trips. All chaperones must pay for a background check by visiting the link below prior to chaperoning any field trip.**

<https://bib.com/securevolunteer/washington-local-school-district/>

FREE LUNCH/BREAKFAST

In order to assure that all students have the opportunity to eat a well-balanced breakfast and lunch, free or reduced price lunches and breakfasts are provided for families who qualify. Families who have received a letter of Direct Certification explaining that their child will receive free breakfast and lunch are not required to fill out an application at school for free or reduced lunches. Families who have not received a letter confirming free lunches should fill out an application at the beginning of the school year or as their situation warrants. Any student eligible for free and reduced price lunches last school year will remain eligible until Friday, September 28th. After that date a new 2018-19 school year application form must be submitted. Look for your form in your beginning of the year folder. This form can also be completed online by going to the Washington Local Website: www.wls4kids.org and looking under the "Departments" tab and then clicking on "Nutritional Services". We receive federal money according to the number of students that qualify for free or reduced lunches. We encourage you to apply even though you may not use the program.

GRADE CARDS

Grade cards are distributed four times a year after the end of each grading period. **(Students in kindergarten do not receive a grade card at the end of the first quarter.)** These dates will be announced in the newsletter. When parents or guardians have questions or concerns regarding grades received, they should contact the appropriate teacher. It is the goal of our school that each student works to meet or exceed his or her potential. Parent involvement is important in achieving this goal. After reviewing your child's grade card, **please sign the envelope and return it to school.** The grade card is the parent or guardian's copy. **Please note that students who owe instructional fees will not receive their grade cards.**

HOMEWORK

Homework is designed to provide practice and to expand the students' academic skills. While parents or guardians may assist with homework, teachers expect that homework be written and accomplished by the student. Each teacher will communicate his or her specific homework procedures with parents or guardians and students at the beginning of the year.

Work missed due to absence will be given upon return to school. The teacher will inform the student when the work is due. It is the responsibility of the student and parents or guardians to see the make-up assignments are completed and returned. Consequences for students who have not completed and returned homework are determined by the teacher.

HOURS

School will be in session from 9:00 am to 3:15 pm. The office is open from 8:00 am to 4:00 pm each school day. Adult supervision is not available for children on the school grounds prior to 8:45 am and after 3:15 pm. Therefore, we ask parents or guardians of students to plan their departure time from home so that their arrival at school will be between 8:40 am and 8:55 am, when they may come directly into the building. We also ask that students go directly home when dismissed from classrooms at 3:15 pm and not remain on school grounds unsupervised. We, along with you as parents or guardians, are concerned about the safety of your child.

IMMUNIZATIONS

All public school students are required by law to immunized, or be in the process of receiving immunizations for mumps, polio, rubella, diphtheria, pertussis and tetanus (O.R.C. 3313.671) or must file with the school a statement by a physician that certifies that such immunizations would be dangerous to the child. In accordance with state guidelines, students who have not received those required immunizations by October 15th may be excluded from school.

INSTRUCTIONAL FEES

District-wide instructional fees were approved by the Board of Education to help offset the cost of materials for children in grades kindergarten through six. The fees assessed will be used to help pay for the cost of learning aids, such as workbooks and art materials used for instructional purposes. The fee is \$20.00 per student, but no family will be assessed more than \$30.00 for these fees. These fees will be collected in September. Families in serious financial need may contact the building principal for fee waiver information. It is important to note that these fees are charged for system-wide instructional costs. Elementary schools may need to assess a charge for class-specific materials, projects, or activities.

LUNCH/BREAKFAST

All students will eat lunch and then have recess for the remainder of their lunch period. The cost of a student lunch, including milk, is \$2.75. The cost of breakfast is \$1.50. The cost of a reduced student breakfast is \$.30 and reduced lunch is \$.40. It is extremely important that your child brings his/her lunch or is prepared to buy lunch. Washington Local Schools allow a maximum of 3 lunch charges. Lunch charges are to be repaid in the cafeteria the following day. Parents may prepay for lunches if desired. Parents can also pay for student lunches online by using **PayForIt.com** found on the school website. We strongly discourage parents or guardians from dropping off fast food lunches.

MEDICATION

If a child is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication, only the school nurse, principal, or the principal's designee can administer medicine in compliance with the following rules:

1. Written instructions signed by the physician and parent or guardian containing all the information indicated on the form entitled "Administering Prescription Medicine to Students" must be sent to school prior to beginning the administration of medication. These forms are available in the office.
2. A record will be kept of the administration of the medication.
3. The parents or guardians of the child must assume responsibility for informing the school

- of any change in the child's health or medication. Adjustments to dosage must be accompanied by the physician's orders.
4. Medication such as aspirin or other "over the counter drugs" **cannot be administered** to students under any circumstances unless accompanied by the medical form and physician's orders.
 5. Medications are not to be sent to school with students. Parents or guardians are to deliver the medications to the school office.

Communicable Diseases – Please report all communicable diseases to the school office or nurse.

PARENT/GUARDIAN RESPONSIBILITIES

Learning is a cooperative effort between the home and school. To ensure a successful school experience for each student, we encourage parents or guardians to consider the following suggestions in an effort to foster this spirit of cooperation.

Attendance

- It is not advisable to plan family vacations during school time.
- Try to schedule doctor and dentist appointments outside of the school day.
- Advise teachers of any serious or continuing health problems.
- It is important that students are on time to school.

Morning

- Start each day with a nourishing breakfast.
- Make sure your child is prepared with all items needed for that day (including books, assignments, lunch money, and supplies).
- Have your child arrive at school at the assigned time; do not plan extra time to play on the playground. No one is supervising the playground before school.

Homework

- Make sure that assigned work (homework, absent work, or special projects) is completed and returned on time.
- Prevent preschool children or pets from destroying homework.
- Ask questions about schoolwork, giving praise when earned and encouragement when needed.
- Set aside a daily time for reading with your child. Reading to your child, as well as listening to him/her read to you, is important.
- Provide necessary school supplies and replace them promptly when they are needed.
- Be aware that students in grades one through six have daily assignment books.

School Communications

- Complete and return all forms sent home from school.
- Read our school newsletter and discuss items of interest with your child.

Experience shows that most students usually live up to their parents' expectations! If you suspect that your child is not living up to your expectations, please call the school to schedule an appointment to discuss your concerns. Good communication between home and school is a vital link in the chain of academic progress.

PARENT CLUB

The Parent Club is a great support for our students. Meetings are held monthly and announced in advance. We encourage you to become involved with the Parent Club. Please note that meeting dates and times may be subject to change. Parents and guardians will be notified in advance of any changes.

PLAYGROUND RULES

The following rules are established for the safety of your child. All students are expected to know and follow them.

1. Students are to stay in their assigned areas.
2. If a ball goes beyond the fence, please ask an adult for help. Do not go after it yourself.
3. Do not kick balls near the building.
4. There is no eating on the playground.
5. Remember that students are in classrooms learning. Do not play by the windows.
6. If you have a problem with another student, walk away and think before you make a bad choice. Get an adult to help if you can't make a good choice.
7. Use the playground equipment properly.
 - One student on a slide at a time. The student must be seated and go down the slide feet first.
 - One student on a swing at a time and the student must be seated.
8. Play in a way that you or others don't get hurt. Remember to keep all hands, feet and other objects to yourself. There will be no game playing that involves physical contact or tackling.
9. Line up immediately at your assigned spot when recess is over.

Students will have outdoor recess unless it is raining or the wind chill factor is less than 20 degrees. Students should come to school **dressed to be outside during cold weather**. During indoor recess students are expected to remain in their classrooms and follow supervisor and classroom rules.

POWER SCHOOL PARENT PORTAL

Power School Parent Portal has been set to allow parents and guardians day-to-day access of your child's educational progress. If you need information to set up your account, please contact your building secretary.

To access your account go to www.wls4kids.org. Go to Resources for Parents and Power School Information. Annually Returning Student Registration is required of all returning students. This update is done in the fall to update your emergency medical information as well as your student's permissions. It can be accessed on your Power School Parent Portal.

We are excited to bring you this technology to help you keep current with your child's academic progress.

TELEPHONE CALLS

The office phone may be used by students for emergencies only. Students will not be called to the phone during the school day. Messages of extreme importance will be relayed to students.

TRANSPORTATION

Parents or guardians of those students who need bus transportation or a long term change to another stop for childcare purposes should complete and return a "Change of Transportation" form. These forms are available in the office.

Any changes in normal transportation arrangements must be communicated to the school in writing. Phone calls to change a transportation arrangement need to be done by 11:00 am. This will ensure that the change gets to the student and the teacher. The transportation office must approve bus changes. Students are not allowed to ride home with another student without a note. Without a note, students will be sent home the regular way. Student rules of conduct for bus transportation are as follows:

1. Students must obey the bus driver promptly and respectfully.
2. Students should arrive at their assigned bus stop before the bus is scheduled to arrive and wait in a location clear of traffic and off the roadway.
3. Students are expected to conduct themselves responsibly. Behavior at a school bus stop or aboard a bus must not threaten life, limb, or property of any individual.
4. Upon entering a bus, students must proceed directly to an available or assigned seat. Students must remain clear of the aisle.
5. Conversations at a quiet level are permitted, but must be refrained from at railroad crossings.
6. Eating and drinking on the bus is not permitted. Chewing gum and tobacco is not permitted.
7. Smoking or a flame of any sort is prohibited.
8. Students may carry on the bus only objects that can be held in their hands. Any object, which might be detrimental aboard a bus, will not be permitted.
9. Students will not throw or pass objects on, from, or into the bus.
10. Littering is not permitted.
11. Students need to stay seated until the bus has come to a complete stop.
12. Students should not stick their arms, etc. out of the windows.

Students that violate these rules may receive a school discipline referral. The consequences for receiving a school bus discipline referral may include:

1. First Referral – Principal/student conference
2. Second Referral – Principal/student conference and a one-day bus suspension of all bus riding privileges.
3. Third Referral – Principal/student conference and a three-day bus suspension of all bus riding privileges.
4. Fourth Referral – Principal/student conference and a ten-day bus suspension of all bus riding privileges.
5. Fifth Referral – Recommendation to the Superintendent for expulsion of all bus riding privileges (minimum of 30 days).

NOTE: For Severe Violations – If school officials deem the offense serious enough, any of the above steps may be superseded and the next step enforced and permanent loss of bus privileges may be the result.

VISITORS

All visitors are required to report to the office, sign in, wear a visitor's badge, and sign out. Visitation by children from other schools is not permitted. Families and friends are encouraged to support building activities. Please call if you have a physical limitation requiring special accommodations for you to attend.

VOLUNTEERS

Our school welcomes the services of parents or guardians, grandparents and community members who are kind enough to volunteer some of their time. Some of the more common services include tutoring, listening to students read, or assisting with special projects. **Volunteers need to sign in and out of the office.**

NONDISCRIMINATION AND ANTI-HARASSMENT

The Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its employment policies and practices or access to educational opportunities, programs and activities, and will enforce prohibitions against unlawful discrimination or harassment of any kind.

Definitions

1. Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, sexual harassment is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's work or educational opportunity/performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Physical assault.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.
- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Inappropriate and/or unwelcome boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life. Examples of inappropriate boundary invasions could include, but are not limited to the following:
 - 1. hugging, kissing, or other physical contact with a student
 - 2. telling sexual jokes to students
 - 3. engaging in talk containing sexual innuendo or banter with students
 - 4. talking about sexual topics that are not related to curriculum
 - 5. showing pornography to a student
 - 6. taking an undue interest in a student (i.e. having a "special friend" or a "special relationship")

7. initiating or extending contact with students beyond the school day for personal purposes
8. using e-mail, text-messaging or websites to discuss personal topics or interests with students
9. giving students rides in the staff member's personal vehicle or taking students on personal outings without administrative approval
10. invading a student's privacy (e.g. walking in on the student in the bathroom, locker- room, asking about bra sizes or previous sexual experiences)
11. going to a student's home for non-educational purposes
12. inviting students to the staff member's home without proper chaperones (i.e. another staff member or parent of student)
13. giving gifts or money to a student for no legitimate educational purpose
14. accepting gifts or money from a student for no legitimate educational purpose
15. being overly "touchy" with students
16. favoring certain students by inviting them to come to the classroom at non-class times
17. getting a student out of class to visit with the staff member
18. providing advice to or counseling a student regarding a personal problem (i.e. problems related to sexual behavior, substance abuse, mental or physical health, and/or family relationships, etc.), unless properly licensed and/or authorized to do so
19. talking to a student about problems that would normally be discussed with adults (i.e. marital issues)
20. being alone with a student behind closed doors without a legitimate educational purpose
21. telling a student "secrets" and having "secrets" with a student
22. other similar activities or behavior:

NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in Ohio Revised Code 2907.03. The issue of consent is irrelevant in regard to such criminal charge

and/or with respect to the application of this policy to District employees or other adult members of the School District community.

2. Harassment – Protected Classes

Conduct constituting harassment on the basis of race, color, national origin, disability, age (except as authorized by law), religion, military status, ancestry, or genetic information may take different forms, including, but not limited to, the following:

Verbal:

The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's protected class.

Nonverbal:

Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's protected class.

Physical:

Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting on or by a fellow staff member, student, or other person associated with the District, or third parties, based upon the person's protected class.

3. Discrimination - Protected Classes

Prohibited discrimination occurs when an individual's access to employment opportunities or educational programs are based illegally upon an individual's protected class and when the conduct has the purpose or effect of interfering with the individual's work or educational opportunity/performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from an employment opportunity or an educational program or activity.

Such discrimination may occur where conduct is directed at the characteristics of a person's protected class or where access to employment or educational programs is illegally restricted or denied based on an individual's protected class. Discrimination may also include conduct related to race, color, national origin, sex, disability, age (except as authorized by law), religion, military status, ancestry, or genetic information such as slurs, nicknames implying stereotypes, epithets, and/or negative references relative to customs, traditions, clothing, manner of speaking, language, surnames and the like; or based on an individual's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

4. School District Community

For purposes of this policy, "School District community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

5. Third Parties

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off School District property).

Compliance Officers

The Superintendent shall appoint the Assistant Superintendent and the Director of Human Resources to serve as compliance officers. The compliance officers' names and contact information will be published annually in the parent and staff handbooks, on the School District's web site, posted in each building and distributed as an addendum to this policy upon request.

The Compliance Officers are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officers shall also verify that proper notice of nondiscrimination for Title II of Americans with Disabilities Act (as amended), Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination Act of 1975 is provided to students, their parents, staff members, and the general public.

Complaint Procedure

Members of the School District community are directed to promptly report incidents of possible discriminating and/or harassing conduct to a Compliance Officer or to another administrator, supervisor or other School District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent.

Any Board employee who directly observes unlawful discrimination or harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers. Thereafter, the Compliance Officer/designee must contact the complainant, if age eighteen (18) or older or the complainant's parents if under the age eighteen (18), to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer/designee to conduct an investigation following all the procedures outlined for a formal complaint.

Members of the School District community or third parties who believe they have been unlawfully discriminated against and/or harassed by another member of the School District community or a third party are entitled to utilize the Board's complaint process. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a member of the School District community or

third party who believes s/he has been unlawfully harassed. This informal procedure is not required as a precursor to the filing of a formal complaint and will only be utilized where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in such process.

The informal complaint procedure and mediation will not be used to resolve sexual assault complaints and may not be appropriate in all situations. For example, all complaints of harassment involving a District employee will be formally investigated, as will complaints against any other adult where a student is involved.

As an initial course of action, if a member of the School District community or third party feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. A Compliance Officer/designee is available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint.

A member of the School District community or third party who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: (1) to a building administrator in the building where the individual is employed; (2) to a building administrator in the building where the student attends; (3) to a Compliance Officer. All informal complaints must be reported to a Compliance Officer who will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide members of the School District community and third parties who believe they are being unlawfully harassed with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the member of the School District community or third party claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the member of the School District community or third party about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the Nondiscrimination and Anti-Harassment Policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.
- C. If both parties agree, a Compliance Officer/designee may arrange and facilitate a meeting between the member of the School District community or third party claiming harassment and the individual accused of harassment to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, a Compliance Officer/designee will exercise his/her authority to attempt to resolve all informal complaints within two (2) weeks of receiving the informal complaint.

When a member of the School District community or third party is dissatisfied with the results of the informal complaint process, or when a Complainant elects to file a formal complaint, such complaint must be submitted to a Compliance Officer/designee.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, or if the member of the School District community or third party elects to file a formal complaint initially, the formal complaint process shall be implemented.

A member of the School District community or third party who believes s/he has been subjected to offensive conduct/harassment hereinafter referred to as the "Complainant", should file a formal complaint, either orally or in writing with the building administrator or Compliance Officer/designee. If a Complainant informs any other employee of the School District, either orally or in writing, about any complaint of harassment, that employee must immediately report such information to the building administrator or a Compliance Officer. Thereafter the assigned Compliance Officer/designee must contact the Complainant to determine whether the Complainant wishes to file a formal or an informal Complaint.

Throughout the course of the process, the Compliance Officer/designee should keep the Complainant informed of the status of the investigation and the decision making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and, identification of the resolution which the Complainant seeks.

If the Complainant is unwilling to provide a written statement including the information set forth above, the Compliance Officer/designee shall ask for such details in an oral interview. Thereafter the Compliance Officer/designee will prepare a written summary of the oral interview which will be presented to the Complainant for verification by signature. If the Complainant does not wish to verify or sign the document, the Compliance Officer/designee shall proceed with the investigation process regardless.

Upon receiving a formal complaint, the Compliance Officer/designee will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation including but not limited to, a change of job assignment or a change of class schedule. In making such a determination, the Compliance Officer/designee should consult the Complainant to assess his/her agreement to any action deemed appropriate. If the Complainant is unwilling to consent to any change which is deemed appropriate by the Complaint Coordinator/designee, the Compliance Officer/designee may still take whatever actions s/he deem appropriate in consultation with the Superintendent.

Within two (2) business days of receiving a formal complaint, the Compliance Officer/designee will inform the individual alleged to have engaged in the harassing conduct, hereinafter referred to as the "Respondent," that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of the Board Anti-Harassment Policy shall be provided to the Respondent at that time. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Within two (2) business days of receiving the complaint, the Compliance Officer/designee will initiate a formal investigation to determine whether the Complainant has been subject to offensive conduct/harassment.

Although certain cases may require additional time, the Compliance Officer/designee will attempt to complete an investigation into the allegations of harassment within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information, which is reasonably believed to be relevant to the allegations.

In determining whether the alleged conduct constitutes a violation of this policy the District will consider:

- A. the nature of the behavior;
- B. how often the conduct occurred;
- C. whether there were past incidents or past continuing patterns of behavior;
- D. the relationship between the parties involved;
- E. the race, national origin, sex, religion, age and/or disability of the victim; and in case of genetic information harassment, the genetic information of the victim;
- F. the identity of the perpetrator, including whether the perpetrator was in a position of power over the person allegedly subjected to harassment;
- G. the number of alleged harasser(s);
- H. the age of the alleged harasser(s);
- I. where the harassment occurred;
- J. whether there have been other incidents in the school involving the same or other individuals;
- K. whether the conduct adversely affected the person's work or educational opportunity/performance or environment;
- L. the context in which the alleged incidents occurred;

- M. whether or not speech or expression that is alleged to constitute harassment is protected by the First Amendment to the United States Constitution; and
- N. whether a particular action or incident constitutes a violation of Policy 5517 requires a determination based on all the facts and surrounding circumstances.

At the conclusion of the investigation, the Compliance Officer/designee shall prepare and deliver a written report to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subject to unlawful harassment. The Compliance Officer's/designee's recommendations must be based upon the preponderance of the evidence, taking into account the ages and maturity levels of those involved.

Absent extenuating circumstances, within five (5) business days of receiving the report of the Compliance Officer/designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation shall, in most circumstances, be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above. The decision of the Superintendent shall be final.

If the investigation results in findings of harassment or discrimination in violation of this policy, appropriate disciplinary action up to and including the discharge of an employee, or the suspension/expulsion of a student will be enforced, after applicable due process is afforded. The Superintendent/designee's final decision shall also include assurances of the steps the District will take to prevent recurrence of harassment or discrimination and steps to correct the discriminatory effects on the complainant and/or others as appropriate.

Confidentiality/Privacy

The School District will make all reasonable efforts to protect the confidentiality rights of the Complainant and the Respondent. The School District will respect the privacy of the Complainant, the Respondent, and all witnesses in a manner consistent with the School District's legal obligations under State and Federal law, as well as with the School District's obligations to investigate, to take appropriate action, and to conform with any appropriate discovery or disclosure requests. Confidentiality cannot always be guaranteed. All Complainants proceeding through the formal investigation process should be advised that their identities may be disclosed to the Respondent.

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the School District community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

Office of Civil Rights

The Informal and Formal Complaint procedures set forth in this policy are not intended to interfere with the rights of a member of the School District community or a third party to pursue a complaint of unlawful harassment or discrimination with the United States Department of Education, Office for Civil Rights. The Office for Civil Rights may be contacted at:

U.S. Department of Education Office for Civil Rights
600 Superior Avenue, East, Suite 750, Cleveland, Ohio 44114-2611
Office main line: (216) 522-4970
TTY: (800) 877-8339
Fax: (216) 522-2573
Web: www.ed.gov/OCR Email: ocr.cleveland@ed.gov
To file a complaint: <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

Employees of the district may also pursue a complaint with the Ohio Civil Rights Commission or the Equal Employment Opportunity Commission.

Record Retention

All public records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the Board's records retention policy. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Any records which are considered student records in accordance with the *Family Educational Rights and Privacy Act* or under Ohio's student records law will be maintained in a manner consistent with the provisions of the Federal and State law.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty-one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer / designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

State law defines certain contact between a teacher and a student as "sexual battery." If the Compliance Officer / designee has reason to believe that the Complainant has been the victim of criminal conduct as defined in Ohio's Criminal Code, such knowledge should be immediately reported to local law enforcement.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer / designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Allegations Involving Conduct Unbecoming the Teaching Profession/ Suspension

The Superintendent will file a report to the Ohio Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery, and will, in accordance with Policy 8141, suspend such employee from all duties that concern or involve the care, custody, or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

Compliance Officers

The following persons are designated as the District’s Civil Rights Compliance Officer(s):

Brian Davis

Assistant Superintendent
3505 W. Lincolnshire Blvd
Toledo, OH 43606
Phone: 419-473-8221
Fax: 419-473-8247
Email: bdavis@wls4kids.org

Lori Berryman

Director of Human Resources
3505 W. Lincolnshire Blvd
Toledo, OH 43606
Phone: 419-473-8225
Fax: 419-473-8247
Email: lberryma@wls4kids.org



7-12 Campus

Student Handbook

BUILDING NAME

JUNIOR HIGH

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Counselor	
Nurse	
Attendance	

**WASHINGTON LOCAL SCHOOLS
CALENDAR FOR 2018-19**

**Revised and Approved 6/20/18
Approved 1/18/18**

FIRST QUARTER AUGUST 23 TO OCTOBER 26

THURSDAY	AUG	23	PROFESSIONAL MEETING DAY
FRIDAY	AUG	24	TEACHERS' WORK DAY [GRADES K-12]
MONDAY	AUG	27	SCHOOLS OPEN. CLASSES IN SESSION A FULL DAY
MONDAY	SEP	03	LABOR DAY OBSERVANCE. SCHOOLS CLOSED
THURSDAY	SEP	13	DELAYED START – STUDENTS REPORT 2 HOURS LATE
TUESDAY	OCT	16	DELAYED START – STUDENTS REPORT 2 HOURS LATE
FRIDAY	OCT	26	END OF FIRST QUARTER

SECOND QUARTER OCTOBER 29 TO JANUARY 17

MONDAY	OCT	29	TEACHERS' WORK DAY [GRADES K-12]. SCHOOLS CLOSED GRADES K-12
MONDAY	NOV	19	PARENT/TEACHER CONFERENCES [GRADES K-12]. SCHOOLS CLOSED GRADES K-12
TUESDAY	NOV	20	PARENT/TEACHER CONFERENCES [GRADES K-12]. SCHOOLS CLOSED GRADES K-12
WEDNESDAY	NOV	21	SCHOOLS CLOSED FOR STUDENTS GRADES K-12
THURSDAY	NOV	22	THANKSGIVING DAY. SCHOOLS CLOSED
FRIDAY	NOV	23	THANKSGIVING BREAK. SCHOOLS CLOSED
FRIDAY	DEC	21	LAST DAY OF CLASS BEFORE BREAK
THURSDAY	JAN	03	CLASSES RESUME
THURSDAY	JAN	17	END OF FIRST SEMESTER

THIRD QUARTER JANUARY 18 TO MARCH 28

FRIDAY	JAN	18	TEACHERS' WORK DAY [GRADES K-12]. SCHOOLS CLOSED GRADES K-12
MONDAY	JAN	21	MARTIN LUTHER KING, JR., DAY. SCHOOLS CLOSED
FRIDAY	FEB	15	PARENT/TEACHER CONFERENCES [GRADES K-12]/OAPSE PROFESSIONAL DEVELOPMENT DAY. SCHOOLS CLOSED GRADES K-12
MONDAY	FEB	18	PRESIDENTS' DAY. SCHOOLS CLOSED
WEDNESDAY	MAR	13	DELAYED START – STUDENTS REPORT 2 HOURS LATE
THURSDAY	MAR	28	END OF THIRD QUARTER

FOURTH QUARTER MARCH 29 TO JUNE 07

FRIDAY	MAR	29	TEACHERS' WORK DAY [GRADES K-12]. SCHOOLS CLOSED GRADES K-12
FRIDAY	APR	12	LAST DAY OF CLASS BEFORE BREAK
TUESDAY	APR	23	CLASSES RESUME
MONDAY	MAY	27	MEMORIAL DAY OBSERVANCE. SCHOOLS CLOSED
THURSDAY	JUN	06	LAST DAY OF INSTRUCTION [GRADES K-12]
FRIDAY	JUN	07	TEACHERS' WORK DAY [GRADES K-12]

Junior High Bell Schedule

DAILY BELL SCHEDULE	
Period 1	8:12 - 9:00
Period 2	9:03 - 9:51
Period 3	9:54 - 10:42
Period 4 Academic Assist	10:45 - 11:04
Period 5	A Lunch 11:07 - 11:37 Class 11:40 - 12:28
	Class 11:07 - 11:55 B Lunch 11:58 - 12: 28
Period 6	12:31 - 1:18
Period 7	1:21 - 2:09
Period 8	2:12 - 3:00

2-Hour Delay BELL SCHEDULE	
Period 1	10:12 - 10:46
Period 2	10:49 - 11:23
Period 5	A Lunch 11:26 - 11:56 Class 11:59 - 12:33
	Class 11:26 - 12:00 B Lunch 12:03 - 12:33
Period 3	12:36 - 1:10
Period 6	1:13 - 1:47
Period 7	1:50 - 2:24
Period 8	2:27 - 3:00

ATTENDANCE POLICIES & PROCEDURES

Absence Reporting Line:
JEFFERSON: 419-473-8462
WASHINGTON: 419-473-8483

The law requires that schools have contact with parents when there is an absence. We request that parents call the attendance line, which can be reached 24 hours a day. Please state student's name, reason for absence and your relationship to the student. Building hours are from 7:45 am to 3:30 pm. The building is open to students starting at 8:05 am. Breakfast is available from 7:50 am to 8:10 am in the cafeteria.

When a student is absent: The student is required to bring a note from their parent or guardian when they return (even if they called the office) with the student's first and last name, explaining the reason for the absence and the dates. The student will give the note to their first hour teacher, who will give them an admit slip for the rest of their teachers to sign. After any absence, the student needs to make up all work missed and is responsible for finding out from their teachers what work must be made up.

When a student is late to school: After 8:12 am, the student is late to school and they are to report to the attendance office to get a pass to be admitted to class. After 8:22 am, the student will need a note from their parent or guardian explaining the reason for their tardiness. Oversleeping is not excused.

When a student needs an early excusal: Student is to bring a note from their parent or guardian and report to the attendance office BEFORE school starts. They will then be given a pass to leave school. The student's parent/guardian will need to come into the building to sign them out.

When a student needs to accompany their parents on a trip during school time: The student should have the parents contact the school office at least two days prior to the absence. A vacation form must be completed and signed by each teacher so that school work can be made up even though vacation is an unexcused absence.

Definition of Truancy and Excessive Absences

Excessive Absence- Absent 38 or more hours in one school month with or without a legitimate excuse; or absent 65 or more hours in one school year with or without a legitimate excuse.

Habitually Truant- Absent 30 or more consecutive hours without a legitimate excuse; absent 42 or more hours in one school month without a

legitimate excuse; or absent 72 or more hours in one school year without a legitimate excuse.

Habitually Truancy Procedures

All cases involving habitual truancy will be referred to the WLS Attendance Specialist for investigation. Referrals will demonstrate that the following procedures have been observed:

1. Verified absences and warning letters sent.
2. Intervention conferences held with truant students and parent/guardian with school personnel and the Attendance Specialist.
3. Informal Hearing at county office and or family mediation.
4. Potential for referrals to Children's Services Board to seek recommendation.
5. Unruly/Truancy complaint filed with the Lucas County Juvenile Court.

BOARD OF EDUCATION POLICIES

*All Board Policies can be found at:

www.wls4kids.org

District > School Board > Policies

SCHOOL PROCEDURES

*Alphabetical by topic

Arrival

In the morning, school doors will remain locked until 22 minutes before the start of classes. Breakfast is available on regular school days beginning at 7:50 am. Students are discouraged from arriving any earlier as they will not be under direct supervision. If students must arrive before these times, they are to remain outside the building unless prior arrangements have been made with school staff. Students will be allowed to wait inside when temperatures drop below 32 degrees.

Bookbags

No book bags, cinch bags, purses or athletic bags are permitted in classrooms/cafeteria. These are to be stored in the student's locker during the entire school day.

Bus Passes

Occasionally, a student will need to ride a bus with another student. The student must provide a note to the office (before 9:00 am) with the following five details: date, both student names, bus number that the students will ride and the parent signature of the student requesting the pass. Phone calls will not be accepted.

Cafeteria

The cafeteria is to be kept clean, and proper conduct is to be maintained. Students eat only during their assigned lunch period. The following

protocol exists during lunch and/or breakfast:

1. Students will be in the cafeteria by posted times. Tardiness will result in detentions, IRP, or other consequences. Restroom privileges will be allowed during cafeteria time with an ID.
2. Students are responsible for the cleanliness of their table and floor area.
3. Students are responsible to report any spills/problems at their table to cafeteria supervisors immediately.
4. Students are required to take trays to the conveyors and place trash, and other debris in the trash barrels.
5. Students must wait their turn in line. Line jumping is subject to disciplinary action.
6. Students will use conversational voice and polite language such as “please” and “thank you” to EVERYONE.
7. Students will report bullying to an adult.
8. Students must be in a seat or in line. Only students purchasing food are to be in line.
9. Students will remain in their seat until dismissed by their cafeteria supervisor.
10. Students who violate cafeteria rules may be assigned a “permanent” seat by a cafeteria supervisor.

These rules need to be followed, or detentions and/or other disciplinary action can result.

Cell Phones

Student cell phones are to be turned off, kept in lockers, and not used during the school day. Violation of this rule will result in disciplinary action and confiscation of the cell phone. A confiscated cell phone will be returned to owner at the end of the day, provided there are not concerns with the contents of the phone. On a second cell phone violation, the cell phone will be confiscated and kept by the administration until the student’s parent(s)/guardian(s) claim it from the office. The school is not responsible for lost, stolen or broken devices.

Contents of cell phones may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

Students may use the office phones for emergency reasons only during the school day. Student cell phone use is not allowed during the school day. Parents should not call students on their cell phone during school hours. If parents need to contact

their student, they MUST do so by calling the school office.

Counseling Services

During adolescence young people are faced with difficult situations with which they sometimes need help. Some areas of concern are personal, social, and academic in nature. The school counselor is here to facilitate problem-solving and to assist students in exploring their options. If a parent would like an appointment with the counselor, please have them call the counselor’s office. If a student wishes to see the counselor, they are to write a note about their concern and will be seen as soon as possible.

Custody and Residency Issues

In order to update student information records in the District Computer System, parents/guardians who have experienced a legal change of custody through the court system, or have moved to a new address in the Washington Local District, must provide the proper documents to prove custody and/or residency. The following documents are the only acceptable verification to change student/family data:

1. A final **file stamped and journalized** complete court affidavit for custody with case number and parent/guardian’s name.
2. Utility bill (gas, electric, water, cable, and “landline: phone) in parent/guardian’s name with the residency address.
3. Lease agreement of at least six (6) months in parent/guardian’s name.
4. Government/Social Services check stub in parent/guardian’s name with address

When the Washington Local School District determines that there is sufficient evidence that the legal parent/guardian lives outside the district, school administration will withdraw that student immediately. Any parent/guardian who falsifies residency documents provided for school registration is in violation of the Ohio Revised Code and **may be held liable for back tuition from the date of original enrollment to the date of discovery of residence outside the district.** Per Washington Local School Policy students that do not live in the WLS district may not attend school in this district. Any changes of custodial parent or residency issues can be processed at any time in the Attendance Office. Changes of phone numbers are also critical and can be changed by contacting the Associate Principal. Individuals who have custody and residency questions are asked to contact the Associate Principal.

Dismissal Process

Students must proceed to the buses at the end of the school day. Loitering, bus-hopping and other delaying activities are prohibited. Once a student gets onto their bus, they should not exit it again until arrival at their bus stop. Buses will pull out of the parking lot by 3:10 pm. Any student not on their bus by this time will need to report to the office to make alternate arrangements for pick-up. Students are never to run after or try to enter a moving bus. Students need to be in their assigned location for after-school activities within 15 minutes of the school dismissal bell. All other students must be out of the building by this time. Students loitering in hallways or in unauthorized areas without a pass will be subject to disciplinary action. Unless a student's after-school activity begins immediately following the dismissal bell, he/she is not allowed to wait for the activity at school. These students should ride the bus home and return at the specified time for his/her practice or meeting.

Emergency Drills

Regular drills for fire, tornado, lockdown, and evacuation are practiced throughout the school year, so that students and staff members are prepared, if there is ever an emergency. **Students not following the directions or procedures during a drill, or real emergency, are subject to disciplinary consequences.** Drill directions and exit routes should be posted in each classroom.

Emergency Notification

School emergencies will be announced by all call, social media, local radio and television stations. Please do not call the schools or Central Office, as we will need all lines open to communicate with local emergency officials.

Hallway Conduct

While in the hallways of a Washington Local Junior High School, students will be expected to do the following:

Behavior

1. Students will keep their hands to themselves.
2. Students will use a conversational voice and polite language.
3. Students will throw all trash in the garbage and recycle when appropriate.
4. Students must clean or report all spills to an adult.
5. Students will walk, stay to the right, and keep moving at all times.
6. Students will report bullying to an adult.

Hall Passes

1. Except during class changes, students in the hallway are required to have a hall pass/agenda book that is signed by a school personnel with them at all times.
2. Students are not to be late to a class for reasons such as making up class work, lab work, or food sales, unless they have prior permission from all regularly scheduled classroom teachers.
3. Being in the hall without a pass may result in a disciplinary consequence.

ID Cards

Students are required to wear a school issued ID card at all times. Students need their student ID to use the library, ride the bus, late bus, attend athletic events and to attend dances. If this ID is lost or misplaced, the student must assume responsibility, and the expense of replacing the card. Two dollars must be paid to the school cashier, in the Athletic/Activities Office, before the library will replace the ID card.

Lockers

Lockers are the property of the Washington Local Board of Education. The locker and contents are subject to random searches, at any time.

Each locker has a combination lock. The office can change the combination if a problem exists. A student ID is required to receive locker information, or assistance for locker entry. Key-type padlocks, or bicycle locks, are prohibited. If the combination is not on file, or in an emergency situation, the lock will be cut off.

The following guidelines for lockers should be followed:

1. Students should not share the locker combination with any other student. Only one student is assigned per locker. Students are encouraged to keep their lockers closed and locked at all times.
2. Keep locker neat.
3. Students are responsible for the upkeep of their assigned locker. Students are not permitted to write, scratch, or use contact paper, or stickers, in decorating their locker. Cost of cleaning and/or repairing a locker will be assessed to a student if damage occurs as a result of student misuse and/or abuse.
4. No hitting or kicking lockers. If the locker will not open, student should go to the office for assistance.

Lost & Found

If a student finds something that does not belong to them, student should give the item to a teacher or place in the Lost and Found. Lost and Found items are placed in the lost and found designated area. At the end of each semester, unclaimed items are donated to the WLS Clothing Closet.

Make Up Work

See Board Policy 5200

School Delays and Cancellations

School closings and delays will be announced on social media, local radio and television stations. Decisions to close/delay the schools are usually announced between 5:30 am and 6:30 am. Please do not call the schools or Central Office. Students may receive updates by calling the Weather Hotline, 419-473-8499.

School Nurse

The School Nurse (Mrs. Kraus RN, MSN) is in the building two days a week. She is on the campus the other days of the week and is available for urgent medical needs. The school should be aware of any changes to the student's health status. These can be provided to Mrs. Kraus at 419-473-8424 (WJHS) 473-8447 (JJHS) or at mkraus@wls4kids.org

Medication

The administration of medication is primarily the responsibility of the parent. If it is necessary for student to take over the counter medication or prescribed medication during school hours, a form must be completed by the physician and the parents. This form can be obtained from the main office or it is available online from the web site. Staff are not permitted to administer any type of medication (over the counter included) without this form. Medication must also be brought to school by a parent.

Allergies/Asthma

If a student has severe allergies or asthma, the school needs to be aware of this. For students with severe allergies, an allergy action plan will be developed for school. Please contact the School Nurse to discuss this. Students are permitted to carry inhalers and epipens with physician approval. A medication form will need to be completed for both. In the case of epipens, the student may carry an epipen, provided a backup dose has been provided to the school.

Immunizations

The State of Ohio requires all students to have a complete vaccination record on file within 15 days of attendance. All 7th grade students are required to have a Tetanus Diphtheria and Pertussis (Tdap)

prior to entry. If you have any questions regarding immunizations, please contact the School Nurse.

School Records

Student Cumulative Record Files (CRF) are maintained in the Counseling Center. With advanced notice, students who are 18 years old and/or parents may review the CRF.

Search and Seizures

See Board Policy 5331

Student lockers, desks, cabinets, and similar property are the property of the Washington Local 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 any time and without warning.

Student Financial Assistance

Financial assistance is available through the free and reduced lunch program as long as the "financial need" criteria are met. Any student who has financial need may pick up an application in the Principal's Office. (CTC courses are not eligible for this assistance.)

Student Record "Directory Information"

Ohio law provides for the release of "directory information" without the consent of the parent; or, if the student is eighteen (18) years of age or older, the written consent of the student. "Directory information" includes the following: a student's name, address, telephone number, date and place of birth, photograph, major field of study, participation in officially-recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, awards received, honor rolls, or scholarships.

The District will make "directory information" available upon a legitimate request unless a parent, guardian, or adult student notifies the school in writing within five days from the date of this notification that he/she will not permit distribution of any or all such information. Contact the building principal or Counseling Center for this request.

Surveillance Cameras

For student safety and welfare, video surveillance cameras are placed throughout the building, school grounds, and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

Textbooks

Student textbooks are to be covered and cared for at all times. Students are responsible for excessive wear or damage and will be charged for it. Report book damage that a student sees when a book is first issued.

Visitors

Visitors must report to the main office to obtain permission to visit the building, contact students or speak with school personnel. Students from other schools are not permitted to visit without prior arrangement made with a staff member.

Work Permits

The State of Ohio requires all students under the age of 18 to have a work permit in order to be employed. Applications for permits can be obtained on the WLS website and in the Principal's Office.

ACADEMICS

*Alphabetical by topic

Academic Honesty

Students in Washington Local Schools are expected to pursue their academic goals with honesty and integrity. Plagiarism, cheating, and other unethical academic practices will not be tolerated. Students who participate in unethical academic practices are subject to disciplinary and/or academic consequences.

Academic Honor Roll

To be on the Honor Roll students need a 3.0 average and cannot have any D's, F's, U's or I's. We have three (3) honor rolls to recognize student achievement:

<i>Commendable</i>	GPA 3.0 – 3.49
<i>Distinguished</i>	GPA 3.5 – 3.99
<i>Exemplary</i>	GPA 4.0

College Credit Plus (CC+)

The College Credit Plus program in Ohio is designed to allow students (grades 7-12) the opportunity to earn college and high school credit concurrently. CC+'s goal is to provide additional opportunities for high school students to experience course work at the college or university level.

The parent/guardian must attend a mandatory meeting explaining the program and sign a letter of intent to participate in the CC+ program by April 1st of each year. Students and their families are required to apply to the university. Once accepted, the student will complete the steps to register for classes. Transportation to the college or university is not provided by Washington Local Schools.

Grading System

Report cards are issued four times during the year. Grade cards are mailed home throughout the year. A mid-term report is sent home to parents/guardians prior to the end of the fifth week of the grading period if the student is earning a letter grade of a D or F. Students are encouraged to ask questions and seek extra help if needed. Parents are encouraged to call the counselor to set up a teacher conference if they have questions.

If an extended illness, students may be given an "I" (Incomplete). The "I" must be made up by the end of the quarter. The "I" will become an "F" if the work is not completed in the allotted time frame.

<u>10-Point Grading Scale</u>				
% Grade	Letter Grade	Quality Points	Honors Quality Points	AP Quality Points
93-100	A	4.0	4.5	5.0
90-92	A-	3.7	4.2	4.7
87-89	B+	3.3	3.8	4.3
83-86	B	3.0	3.5	4.0
80-82	B-	2.7	3.2	3.7
77-79	C+	2.3	2.8	3.3
73-76	C	2.0	2.5	3.0
70-72	C-	1.7	2.2	2.7
67-69	D+	1.3	1.8	2.3
63-66	D	1.0	1.5	2.0
60-62	D-	0.7	1.2	1.7
0-59	F	0	0	0

Homework

See Board Policy 2330

Testing

It is important for all students to understand that during any testing session, they are responsible for not sharing any information from the test with anyone outside of the testing room. Also, any use of an electronic device during a test administration is a security violation and may be punishable by having their device handed over to the teacher/test administrator and their test invalidated. For further questions regarding test security, please see the building principal.

STUDENT CODE OF CONDUCT

*Alphabetical by topic

Below are examples of violations and are not intended to be exclusive. Offenses may/will result in one or more of the following: Lunch Detention, After School Detention, Community Service, IRP, Out-of-School Suspension, and/or loss of school privileges (e.g. dances and school assemblies).

1. Being in another building on campus unauthorized
2. Being in halls and restrooms during class time without permission
3. Bullying
4. Class tardiness
5. Disrespectful/defiant and/or insubordinate (severe cases may result in suspension)
6. Disruption of education
7. Dress and appearance that presents health or safety issues or causes disruption or distraction
8. Excessive show of affection: Any excessive show of affection between couples that attracts attention shall be considered in poor taste and is prohibited. This will include close body contact, hugging, kissing and like action
9. General misconduct on school property
10. Illegal parking on school property and traffic violations
11. Leaving classroom and/or building without permission
12. Misuse of school computers
13. No ID card
14. Safety violations in classroom and labs
15. Skipping a class
16. Throwing food, leaving trays and debris in the cafeteria or other areas of school
17. Truancy
18. Verbal harassment; and/or vulgar language
19. Violation of school/classroom rules

Severe Code of Conduct Violations: The following are examples of severe conduct violations. Lists of specific offenses following each category are not intended to be exclusive, but are intended to illustrate the types of offenses encompassed in the category.

Assault and Fighting on School Property or at School Sponsored Events

See Board Policy 5501

1. Physical threat or violence to persons including posturing, striking, kicking, pushing or threatening with any weapon (including fists).
2. Harassment – verbal and/or physical.

Bullying - Student Procedure

See Board Policy 5517.07

With increased awareness and reporting of school violence and bullying behavior, state legislatures have responded by mandating that school officials adopt policy and procedural steps to address this problem. Forty-nine of the fifty states have statutes addressing bullying in schools. Ohio is one of many states that has developed a model policy for schools, and requires that each school board develop and adopt an official board policy on bullying. Washington Local Schools has complied with this requirement through Policy 5517.01 – BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR adopted on 3/19/08. Our policy aligns with the Ohio model policy and meets all requirements determined by the Ohio Revised Code.

Policy requirements include:

1. A definition of bullying.
2. Defined reporting procedures for parents, students, and staff members of incidents that are suspected to constitute bullying, harassment, or intimidation.
3. Requirement that school employees must report to their building administrator or the superintendent any situation that they believe to be aggressive behavior directed toward a student.
4. Requirement that school administrators must:
 - a. Promptly investigate complaints about aggressive behavior that may violate this policy.
 - b. Prepare a written report of their investigation.
 - c. Report to parents of perpetrators their investigation findings in writing along with notice of any disciplinary action taken.
 - d. Report to parents, of targeted student outcomes, of their investigation of aggressive acts toward their child.
5. When the investigation finds an instance of harassment, intimidation, or bullying has occurred, a requirement that it will result in prompt and appropriate remedial and/or disciplinary action.
6. Requirement that the district administration semi annually provide the president of the WLS Board a written summary of all reported incidents and post the summary on the WLS web site.

Administrative Investigation of Possible Bullying Incident Form – This form is designed to assist building administrators (or their designee) in

complying with WLS Board policy on bullying. It leads the administrator through an investigative process for the purpose of making a determination of whether or not an incident constitutes bullying. It also documents interventions selected and parent contacts made.

Aggressive Behavior – is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It can include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Bullying, Harassment, or Intimidation – any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Cyberbullying – electronically transmitted acts (i.e., internet, email, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students(s).

Diversity - Washington Local Schools has a multicultural environment. The student body, faculty, and staff represent many different backgrounds in race, ethnic groups, and religion. All are welcome and bring a cultural-diversity to the school. It is expected that all will make positive contributions to the school community. Harassment based upon race, ethnic, religious or cultural background will not be tolerated and appropriate disciplinary steps will be taken through the implementation of the code of student conduct.

Burglary and Theft
See Board Policy 5501

1. Burglary – unauthorized entry to school premises and the removal of school or personal property.

2. Robbery – Theft of property by force or threat of force.
3. Larceny – theft of school property or personal property.
4. Extortion, Blackmail, or Coercion – obtaining money or property by violence or threat of violence or forcing another to do something against his/her will by force or threat of force.

Bus Misconduct
See Board Policy 3327.014

Student misbehavior on the bus presents a significant safety concern for both riders and the driver. Common misbehaviors include student harassment, loud or unnecessary distractions, seat hopping, tossing of objects and generally distracting behavior that could pose a safety threat to those onboard. Bus misbehavior is turned over to building administrators to determine appropriate disciplinary consequences ranging from warnings to suspension of bus riding privileges for the remainder of the year.

Dress & Appearance
See Board Policy 5511

Dress Expectations – Students are to dress at all times with a sense of good taste so as not to cause disruption to the educational process. A student whose dress goes beyond the bounds of good taste and is judged by school personnel to be inappropriate, offensive, and/or educationally disruptive will be reprimanded, receive behavior consequences and/or be required to immediately change apparel.

Tops

1. Tops must have sleeves with no holes.
2. Must have a neckline that does not show cleavage.
3. No undergarments should be visible.
4. If a garment is worn with a hood, the hood cannot be placed or worn on the head.
5. All tops must be long enough to tuck into pants, so that no midsection shows.

Tops may not

1. Have any sexual or sexually suggestive reference including hidden or double meaning.
2. Depict drugs, alcohol, tobacco or illegal items.
3. Depict any illegal, violent, dangerous or gang activity.
4. Depict, or refer to, obscenity or profanity.
5. Discriminate/demean/put down other people (on issues such as race, color, religion, gender, national origin, sexual

orientation or disability).

Bottoms (Pants, Skirts & Dresses)

1. No visible skin or undergarments above the bottoms of the fingertips.
2. All bottoms, including skirts and shorts, must reach the bottom of the fingertips.
3. Pajama bottoms or similar to pajamas are prohibited.
4. Sagging of pants is not allowed at any time. Pants must be worn at waist.

Footwear

1. Footwear must be worn at all times. Bedroom slippers are prohibited.

Headwear

1. No visible headwear, including hats, bandanas, knit caps, or scarves are allowed from the time students enter the building until 3:00 p.m., unless for religious reasons.

We Strongly Discourage

1. Open toed sandals and or flip flops as they can be a safety hazard on the stairs.
2. Any piercing other than the ears. We reserve the right to ask a student to remove piercings if we deem them to be a safety issue, a distraction or disruptive in any way to the learning environment.
3. Unnaturally colored hair and costume like makeup. We reserve the right to ask a student to remove hair color or makeup if we deem the makeup or hair color to be a safety issue, a distraction or disruptive in any way to the learning environment.
4. Students must follow the dress requirements provided by the Physical Education Department.
5. Chains are not permitted. Additionally, chains are not to be worn as choker collars or belts. Safety pins and spiked jewelry are not allowed to be worn at school.

Damage/Destruction of School Property

See Board Policy 5513

1. Mischievous Behavior – unintentional destruction of school or personal property resulting from mischievous behavior.
2. Vandalism – intentional destruction of school or personal property such as writing on buildings, walls, breaking windows, driving on lawn.

Disrespect/Disregard of Directions of School Personnel

See Board Policy 5501

1. Any verbal or written disrespect or obscene gestures

2. Failure to obey lawful instructions of school district personnel.
3. Refusal to identify self upon request to proper school authorities on the school property or at school sponsored events.

Disruption of School

See Board Policy 5501

1. Arson – intentional setting of fire to school, or personal property, including property of the student on school premises.
2. False Fire Alarm – causing the evacuation of school by activating the fire alarm.
3. Interference with School Authorities – interfering with administrators, teachers or other school personnel by force of violence.
4. Intimidation of School Authorities – interference with administrators, teachers, or other school personnel by intimidation with threat of force or violence.
5. Unauthorized assemblies or student demonstration.

Electronic Devices

Students who take unauthorized pictures or videos of other students are subject to possible disciplinary consequences.

Possession, Sale and/or Use of Narcotics, Alcohol and Other Dangerous Drugs

See Board Policy 5530

1. Alcoholic Beverage – possession, use, sale or being under the influence of alcohol on school property or at school sponsored events. Being under the influence is understood to include the prevalent odor of alcohol.
2. Narcotics, Illegal Drugs, Mind-Altering Substances and Other Dangerous Drugs – possession, sale, or use of the above, except when used as prescribed by a physician, on school property or at school sponsored events.
3. School authorities will confiscate drugs, alcohol, and drug paraphernalia.

Smoking/Possession of Tobacco Products

See Board Policy 5501

Smoking, holding or passing a cigarette on school property, chewing and/or possession of any tobacco product or alternative nicotine products, including e-cigarettes, on school property results in the following disciplinary action:

Consequences for Smoking/Possession of Tobacco Products:

1st Offense: Students will be assigned to a Tobacco Prevention program. Failure to attend the program will result in suspension.

2nd Offense: 2 days of IRP, with the possibility of a ticket issued (Ohio School Law 9.63.2) for students under the age of 18.

3rd Offense: 2 days out of school suspension, with the possibility of a ticket issued (Ohio School Law 9.63.2) for students under the age of 18.

STUDENT HAZING

See Board Policy 5516

Hazing activities of any type shall be prohibited at all times in school facilities, on school property, and at any school-sponsored events. No employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

1. Hazing is understood to mean any act or coercing another, including the victim, to do any act of intimidation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.
2. All employees of the school district shall be particularly alert to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, it shall be reported immediately to the building principal/supervisor, who will then notify the superintendent.
3. Employees and/or students who fail to abide by this policy may be liable for civil and criminal penalties in accordance with Ohio law.

Technology Misuse

See Board Policy 5514

Student access to and use of the Network (computers, District Intranet, electronic mail, electronic bulletin boards, and information sharing) and the Internet is a privilege intended for educational purposes. This access is intended to assist in collaboration and exchange of information, facilitate personal growth in the use of technology, and enhance information-gathering and communication skills. The District has implemented technology protection measures which block/filter Internet access to inappropriate displays.

District protection/safety software and/or hardware will be utilized to:

- A. Monitor online student activity
- B. Restrict student access to material that is obscene, objectionable, inappropriate, or harmful to minors
- C. Prohibit unauthorized access (hacking) and other unlawful activities by students
- D. Prohibit disclosure of personal identification information of minors

Misuse by students shall include but not be limited to:

- A. Copyright infringement
- B. Deletion of computer files
- C. Disrupting Network operation through abuse of hard or software
- D. Improper or inappropriate use of computers including, but not limited to, accessing information unrelated to school purposes or activities.
- E. Intentionally seeking information on other users.
- F. Knowingly introducing computer viruses.
- G. Malicious use of Network or Internet through hate mail, harassment, profanity, or discriminatory remarks.
- H. Obtaining copies of or modifying files, data, or passwords of other users.
- I. Students misrepresenting themselves or other users on the Network or Internet.
- J. Unauthorized copying of any hard copy material or software
- K. Unauthorized entry into school computers, sites, or information databases.

Any misuse of the Network or the Internet will result in suspension of privileges and/or other disciplinary action including but not limited to detention, suspension, and expulsion.

Trespassing

Unauthorized entry of school property or refusal to leave when ordered. Safe school ordinance will be invoked by administration/designee and school resource officer.

Weapons and Dangerous Instruments

See Board Policy 5772

- 1.) Firearms – possession or use of firearms or other dangerous weapons or instruments on school property or at school sponsored events.
- 2.) Stun Guns (tasers): Possession or use of stun guns (tasers) on school property or at school sponsored events.
- 3.) Explosives – possession or use on school property or at school sponsored

events of explosive materials including firecrackers, caps, smoke bombs, stink bombs, or any form of firework.

- 4.) School authorities will confiscate all weapons and/or dangerous instruments.
- 5.) Knives - possession or use of knives on school property or at school sponsored events.

STUDENT CODE OF CONDUCT VIOLATION

Violation of the Code of Conduct may result in verbal or written warning or reprimand, referral to counselor or associate principal, parental contact or conference, detention, in-school reassignment, community service, emergency removal, referral to law enforcement agencies, suspension or expulsion.

Disciplinary Actions

Student discipline follows a progressive policy. Consequences increase with each offense. More severe consequences may be issued dependent upon the infraction. It is the intent of the progressive nature to allow for personal responsibility and self-correction by the student. The following may be assigned as a consequence when a student fails to comply with the behavioral expectations outlined in this student handbook.

Lunch Detention - is an exclusion from the cafeteria. Requirement to eat lunch in the lunch detention classroom and complete a given assignment.

After School Detention - is a requirement to spend additional time after school for a student violation of the conduct code. It is held Tuesday through Thursday from 3:05-4:00pm.

In-School Reassignment (IRP) - is an exclusion from regular class. Students will be assigned to an alternative program by the principal or his/her designee. Teachers will provide students with academic assignments to be completed for credit. Students who serve in IRP will not be allowed to participate or attend any after school activities, including sports and clubs. Students serving in IRP will be required to turn their phones into the IRP teacher. Failure to comply with this request will result in student receiving an out of school suspension. If not present on the assigned IRP day, the IRP will be served when the student returns to school.

Out-of-School Suspension - is an exclusion from school or class assigned by the principal or his/her designee. Students will not be allowed to participate or attend any after school activities including sports and clubs for the duration of the

suspension. Students are not to be on the schools grounds while under out-of-school suspension.

Expulsion - is the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct. Only the superintendent may expel a student.

Due Process Rights

See Board Policy 5611

Procedural Rules/Regulations for Suspension and Expulsion

The constitutional rights of individuals assure the protections of due process of law; therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the Washington Local School District.

1. The hallmark of the exercise of disciplinary authority shall be fairness.
2. Administrators and faculty members shall make every effort to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian.
3. The determination of whether to impose sanctions for any conduct prescribed by this policy and the severity of such sanctions may accord due regard to the circumstances in which the violation is committed, the severity of the violation, the repetitive nature of the violation and the likelihood of danger to persons or property resulting from the violation.

Procedures for Suspension

1. As soon as it is practical upon the referral of a student from class, or school-from class, or school sponsored event, or for the commission of an offense while under the supervision of the school, for which the maximum recommendation is suspension, the principal, or his/her designee, shall hold a hearing with the student.
2. As part of the hearing, the student shall be issued a notice of intention to suspend listing the violation(s) of the conduct code with which he/she is charged. The principal, or his/her designee, shall advise the students of the evidence, which supports the charge(s).
3. The student shall have the right to present evidence at the hearing, which supports his/her position.

4. If, as a result of the hearing, the principal or his/her designee determines that the violation(s) warrants suspension, the parent, guardian, or custodian shall be notified. The suspension shall be imposed immediately if it were judged that the student's return to class would impose a danger to him/her and others, or would be disruptive to the educational process. In other cases, suspension shall be imposed the first school day following the hearing. In cases of 18-year-old students, the parent, guardian or custodian notification is not mandatory.
5. Within twenty-four hours following the hearing and notice of suspension, the principal shall notify the parent, guardian or custodian by ordinary U.S. mail and the Board Treasurer of the suspension. In cases where students are 18 years of age, notice shall be provided to the student. The notice shall include reason(s) for suspension, dates the suspension is in effect, the method of serving the suspension, and the right to appeal.
6. A request for any appeal must be submitted in writing within five days after the hearing or appeal. The appeal(s) will be scheduled as soon as practical.
7. At an appeal, the student, parent, guardian, or custodian and representative, if any, may present written or oral statements, as they deem relevant to the fact of the offense, the surrounding circumstances, and the gravity of the sanction. They shall be permitted to review all written documents presented and to hear all verbal testimony given at an appeal, but shall have no formal right of cross-examination. A record of an appeal shall be kept by tape recording for notary's transcription at the discretion of the appeal officer.
8. If, as a result of appeal, the student is reinstated or the number of days is reduced, the student will return to school under the terms set forth by the appeal officer.

Procedures for Expulsion

1. A student, due to the severity of the violation of the conduct code and/or after repeated violation of the conduct code, may be suspended for a period of ten (10) days with a recommendation for expulsion.
2. The superintendent shall, as soon as is practical after the imposition of a suspension with recommendation for expulsion, provide written notice of the

intended expulsion, and the reason(s), by ordinary U.S. mail. The notice shall inform the student, parent, guardian, or custodian, with or without a representative, of the right to appear before the superintendent or designee to challenge his action or to otherwise explain the student's action(s). A time and place at which the hearing shall be conducted shall be specified and shall be not less than three or more than five days after the date of the written notice. The superintendent may grant a request for an extension of time provided the hearing is conducted prior to the conclusion of the ten day suspension.

3. After the hearing the superintendent may expel the student not to exceed the lesser of eighty (80) days or the number of school days remaining in the school year.
4. Within twenty-four (24) hours of the notice to expel, the superintendent shall notify the parent, guardian, or custodian of the student and Board Treasurer of the intent to expel (in cases of students over the age of 18, notice shall be provided to the student). This notice shall be sent by ordinary U.S. mail and shall include reason(s) for the expulsion, a statement of the right of the student, his/her parent, guardian or custodian to appeal, the right to be represented at the appeal, and to request that the appeal be held in private. The Board of Education hereby designates the Assistant superintendent to hear expulsion appeals.
5. A request for an appeal must be submitted in writing within five school days after the expulsion hearing.
6. At the appeal, the student, his her parent, guardian, or custodian and their representative, if any, may present such written or oral statements as they deem relevant to the fact of the offense, the surrounding circumstances, and the gravity of the sanction and shall be permitted to review all written documents presented and to hear all verbal testimony, but shall have not formal right of cross examination. Tape recording or notary's transcription shall keep a record of the appeal at the discretion of the appeal officer.
7. If, as a result of the appeal, the student is reinstated or the number of days is reduced, the student will return to school under the terms set forth by the appeal office.
 - a. Home Instruction, etc.

- b. Consult with the building psychologist and/or the Handicapped Child Management Coordinator
- c. To develop an intervention plan designed to prevent a recurrence of the misconduct.

Possible Reduction of Expulsion Period

The superintendent may consider the following factors on a case-by-case basis when imposing a penalty of less than a one-year expulsion for violation of this policy:

1. Information contained in the student’s permanent record file.
2. The student’s prior disciplinary record, and any records of behavioral problems not contained in the disciplinary record.
3. The student’s response to the imposition of prior discipline or sanctions
4. The seriousness of the offense and aggravating factors relating to the offense.
5. Mitigating circumstances surrounding the offense.
6. Probable danger posed to the health and safety of other students or employees by the student’s continued presence in school.
7. Probable disruption of teaching by the student’s continued presence in school. Students may be excluded from schools of this District under this policy while the Board of Education is considering whether to request permanent expulsion, or while a request for permanent expulsion is pending.

**Admission of Student Expelled by Other Districts
See Board Policy 5111**

**STUDENT ACTIVITIES CODE OF CONDUCT
GRADES 7-12**

See Board Policy 5610.05, 2431

PREAMBLE

The Washington Local Schools’ extracurricular programs provide student participants with the opportunity to grow mentally, morally, physically and emotionally. The Code of Conduct policy seeks to promote and enforce compliance with rules and regulations for participation.

Students and parents/guardians will be provided with an opportunity to sign a Student Commitment Form as a reinforcement of the importance of following the Extracurricular Code of Conduct. Students who participate in extracurricular activities are held to the Code of Conduct,

regardless of whether a commitment form is signed by the student and parent/guardian.

Penalties imposed under this Code of Conduct are independent of, and in addition to, any academic suspension, expulsion, or other disciplinary penalty. The terms of this Code of Conduct apply to student conduct throughout the calendar year, regardless of whether school is in session or whether a violation occurs at school or a school-related event.

Violations of this Code of Conduct by a junior high student will not be counted toward cumulative violation when the student enters Whitmer High School.

For further information please visit the OHSAA website at: <http://www.ohsaa.org/eligibility/default.asp>

ACADEMIC/EXTRACURRICULAR ACTIVITIES ELIGIBILITY

Junior High: Academic Requirements will be defined in club or organization constitutions; enforcement is the responsibility of the club advisor.

High School: Academic requirements will be defined in club or organization constitutions; enforcement is the responsibility of the club advisor.

PROHIBITIONS

Participants in an extracurricular activity may NOT:

Tobacco: Possess, use, sell, or distribute tobacco products in any form including “smokeless,” e-cigarettes, or vapors.

Alcohol: Possess, use, sell or distribute alcoholic beverages. This prohibition is understood to include being observed drinking, admitting to drinking, having alcohol odor detectable on breath, or being in possession of alcohol.

Drug and Substance Abuse: Possess, dispense, sell, use, drugs or drug paraphernalia. This prohibition includes, but is not limited to, narcotics, inhalants, mind-altering substances, anabolic steroids, human growth hormones, and drug look-alike substances. This prohibition does not include use of medications as prescribed for the student by a physician. The prohibition does include dispensing and/or selling prescribed drugs to other students.

Attendance: No student –athlete shall attend any party or other social gathering where underage drinking and/or drug use occurs.

CUMULATIVE VIOLATIONS

After the first violation of any prohibition under this Code of Conduct, any additional violation will be dealt with as a next-level violation, regardless of whether the additional violations involve different prohibitions. For example, if a student has violated the ban on tobacco use, and subsequently violates that ban on the use of alcohol, the penalty imposed will be that prescribed for the second violation under the alcohol abuse provisions of this Code of Conduct.

PENALTIES FOR VIOLATIONS

1. Parent/guardians and student participants will be notified in writing by the athletic director when violations are found to have occurred. Copies of notices will be kept on file with the athletic director.
2. A student participant who is penalized for a violation of this Code of Conduct shall not be permitted to participate in any extracurricular activity during the term of the penalty.
3. When a student is denied participation for a number of school days under this Code of Conduct, the student will also be denied participation during any intervening weekends, holidays, or other days when school is not in session.
4. Denial of participation is for all activities if a student is involved in multiple activities simultaneously.

PENALTIES FOR TOBACCO, ALCOHOL AND OTHER DRUG ABUSE

First Violation

Student will be denied participation for the remainder of the school year in which the violation occurred.

If the student found in violation agrees to have a substance abuse assessment approved by the school administration and demonstrates he/she is following program assessment and treatment recommendations, the period of time the student is denied participation may be reduced by the athletic director and /or Hearing Council.

1. Regardless of participation in a substance abuse assessment or rehabilitation program, the student will be denied participation for a minimum of ten (10) days during regular season contests or during the club/activity year.
2. If the violation occurs while the student is not currently

participating, the student will be denied participation ten (10) days, starting the first day of regular season, contests, ten (10) days of rehearsals, performances, competitions and events for the extracurricular activities.

3. A student denied ten (10) days of participation may still actively try out for a team or event and practice. The penalty will be enforced when the athletic contest, performance, or competition begins for the next season or event.

Second Violation

Students will be denied participation in extracurricular activities for fifty percent (50%) of the regular competition season or fifty percent (50%) of the extracurricular calendar year, except as exempted under cumulative violations for junior high.

Third Violation

A junior high student will be denied participation in all extracurricular programs for the remainder of his/her junior high career. A high school student will be denied participation in all extracurricular programs for the remainder of his/her high school career.

Self-referral

If a student seeks assistance for dealing with an ongoing substance abuse problem by self-referral to a coach, advisor, counselor, and/or school administrator, and the student agrees to participate in a substance abuse assessment and rehabilitation program approved by the school administration and agrees to follow assessment/treatment recommendations, there shall be NO DENIAL of participation from extracurricular activities, unless a subsequent violation occurs. Refusal or failure to follow assessment/treatment recommendations will result in the application of the first-violation procedures.

The self-referral provision will not apply if a violation has already occurred and is then discovered as the result of investigation (active and/or ongoing) by school officials. For example, a student cannot use the self-referral provision if an investigation has been initiated for a suspected violation. Self-referral will not apply as a means of avoiding a code violation.

Second Violations: Student will be denied participation in extracurricular activities for fifty

percent (50%) of the regular competition season or fifty percent (50%) of the extracurricular calendar year from the date of the violation, except as exempted under cumulative violations for junior high.

Third Violation: A junior high student will be denied participation in all extracurricular programs for the remainder of his/her junior high career. A high school student will be denied participation in all extracurricular programs for the remainder of his/her high school career.

The student and his/her parent/guardian are responsible for any expense incurred in connection with the student's participation in any substance abuse assessment, rehabilitation, or treatment program.

GENERAL MISCONDUCT

Coaches or advisors may suspend a student from an individual activity for behavior not conducive to good morale. Violations of particular rules such as breaking curfew, being late for meetings, practices or contests, general disrespect towards coaches or advisors, players, other students, fans, unsportsmanlike conduct, or any other behavior detrimental to the players, students or team will also be handled by the coach or advisor.

Repeat violations may result in further suspensions or denial of participation from the activity. The appropriate advisor may direct any hearing and make any determination regarding a participation penalty, unless otherwise directed by the Athletic Director. Such determinations may be appealed pursuant to the due process sections of this code.

CRIMINAL LAW VIOLATIONS

Coaches or advisors will, upon consultation with the principal and athletic director, take disciplinary action in all cases of criminal law violations not previously addressed under this Code of Conduct. The disciplinary options available to coaches and advisors for students in grades 7 – 12 range from oral reprimand to a maximum penalty of denial of participation in extracurricular activities for the remainder of the student's career in this school district, as appropriate to the severity of the violation

DISCIPLINARY PROCEDURE

Coaches, advisors, and the respective Hearing Council will consider the recommendation from court officials in handling civil or criminal law violations. The Hearing Council may also recommend penalties up to and including permanent denial of participation.

1. The Associate Principal/Athletic Director or designee will investigate the alleged violation by contacting the student, the student's parent/guardian, and any other individuals deemed necessary. The Associate Principal/Athletic Director or designee will establish the appropriate penalty as soon as reasonably possible.
2. The Associate Principal/Athletic Director shall notify the student and the student's parent (s) of alleged violation of this code. (Prohibitions)
3. The student and parent/guardian will be notified in writing by the associate principal/athletic director when a violation is found to have occurred.
4. The decision may be appealed by submitting written request to the respective principal and should state the exact reason the decision is being appealed within five (5) days of the date of determination of the code (SEE APPEAL PROCESS).
5. The appeal will be heard by the building Hearing Council which will issue its findings to the principal. The principal will notify the student and parent guardian of the Council's decision.

APPEAL PROCESS/DUE PROCESS

1. The principal will establish a date for the Appeal Hearing
2. The appeal will be heard by the building principal in which all findings completed by the athletic director will be reported to the principal.

Approved by the Board of Education

STATEMENT OF COMPLIANCE WITH FEDERAL LAWS

The Washington Local School District complies with federal laws which prohibit discrimination in programs and activities receiving federal assistance.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex.

The following grievance procedure is being established to specifically deal with complaints of discrimination from federal grant recipients or

beneficiaries in the Washington Local School system arising from Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color, or national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination on the basis of handicap; and Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex. The Board of Education shall designate a person to coordinate compliance with federal laws.

Step 1: Any student who wishes to grieve any act that is prohibited under the regulations of Title VI, Section 504, or Title IX may, within ten (10) calendar days of the alleged violation or knowledge thereof, file with the building principal a written grievance on the form provided by the superintendent's office, with a copy forwarded to the compliance coordinator of Washington Local Schools.

Step 2: The building principal will render a decision on the grievance and communicate in writing to the grievant and the compliance coordinator within ten (10) calendar days after receipt of the written grievance.

Step 3: In the event the grievance has not been satisfactorily resolved at the second step, the grievant may, within ten (10) calendar days of the principal's written decision, file a written appeal to the compliance coordinator.

Step 4: The compliance coordinator will meet with the grievant within ten (10) calendar days of receipt of the written appeal and render a decision within ten calendar days of said meeting.

Step 5: In the event the grievance has not been satisfactorily resolved at the fourth step, the grievant may, within ten (10) calendar days of the compliance coordinator's written decision, file a written appeal to the superintendent who functions as the final mediator at the local level.

Step 6: In the event the grievance has not been satisfactorily resolved at the fifth step, the grievant may appeal to the Office for Civil Rights, U.S. Department of Education, 55 Erievue Plaza, Room 300, Cleveland, Ohio 44114-1816.

The Age Discrimination Act of 1975 prohibits discrimination on the basis of age.

The Washington Local School District also complies with the Family Education Rights and Privacy Act of 1974 which grants to parents/guardians the rights to examine their children's official school records.

Inquiries regarding unlawful discrimination may be directed to Director/Human Resources, Washington

Local Schools, 3505 West Lincolnshire Boulevard, Toledo, Ohio 43606, or by calling 473-8225.

Notice To Students-Provisions Guaranteed by 504 Regulations:

No one may be excluded from any course, or courses of study, on account of handicap.

Classes will be rescheduled for students with mobility impairments if the classrooms are inaccessible.

Course requirements may be modified in certain instances to ensure full participation by handicapped classrooms. Alternate methods of testing and evaluation are available in all courses offered by the schools for students with requirements for such methods. The schools make auxiliary aides available for students with impaired sensory, manual, or speaking skills. Certain school rules and regulations may be waived if they limit the participation of handicapped students.

BOARD OF EDUCATION POLICIES

*All Board Policies can be found at:

www.wls4kids.org

District > School Board > Policies



7-12 Campus

Student Handbook

Whitmer High School

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Career & Technology Center	#
Counseling Center	#
Whitmer Library and Paul Zielinski	#
Science Resource Center	#

Important Phone Numbers

Principal's Office	(419) 473 - 8490
Associate Principal's Office - Assistance and Resource Center	(419) 473 - 8206
Associate Principal's Office - Counseling Center	(419) 473 - 8473
Athletic Director	(419) 473 - 8382
CTC Director	(419) 473 - 8335
Counselors - A - D - E - K - L - R - S - Z - Career - Transitional	(419) 473 - 8403 (419) 473 - 8474 (419) 473 - 8401 (419) 473 - 8471 (419) 473 - 8470 (419) 473 - 8333
Deans - A - D - E - K - L - R - S - Z	(419) 473 - 8347 (419) 473 - 8325 (419) 473 - 8364 (419) 473 - 8495
Attendance Line	(419) 473 - 8406

Washington Local Schools

CALENDAR FOR 2018-19

FIRST QUARTER AUGUST 23 TO OCTOBER 26

<u>THURSDAY</u>	<u>AUG</u>	<u>23</u>	<u>PROFESSIONAL MEETING DAY</u>
<u>FRIDAY</u>	<u>AUG</u>	<u>24</u>	<u>TEACHERS' WORK DAY [GRADES K-12]</u>
<u>MONDAY</u>	<u>AUG</u>	<u>27</u>	<u>SCHOOLS OPEN. CLASSES IN SESSION A FULL DAY</u>
<u>MONDAY</u>	<u>SEP</u>	<u>03</u>	<u>LABOR DAY OBSERVANCE. SCHOOLS CLOSED</u>
<u>THURSDAY</u>	<u>SEP</u>	<u>13</u>	<u>DELAYED START – STUDENTS REPORT 2 HOURS LATE</u>
<u>TUESDAY</u>	<u>OCT</u>	<u>16</u>	<u>DELAYED START – STUDENTS REPORT 2 HOURS LATE</u>
<u>FRIDAY</u>	<u>OCT</u>	<u>26</u>	<u>END OF FIRST QUARTER</u>

SECOND QUARTER OCTOBER 29 TO JANUARY 17

<u>MONDAY</u>	<u>OCT</u>	<u>29</u>	<u>TEACHERS' WORK DAY [GRADES K-12]. SCHOOLS CLOSED GRADES K-12</u>
<u>MONDAY</u>	<u>NOV</u>	<u>19</u>	<u>PARENT/TEACHER CONFERENCES [GRADES K-12]. SCHOOLS CLOSED GRADES K-12</u>
<u>TUESDAY</u>	<u>NOV</u>	<u>20</u>	<u>PARENT/TEACHER CONFERENCES [GRADES K-12]. SCHOOLS CLOSED GRADES K-12</u>
<u>WEDNESDAY</u>	<u>NOV</u>	<u>21</u>	<u>SCHOOLS CLOSED FOR STUDENTS GRADES K-12</u>
<u>THURSDAY</u>	<u>NOV</u>	<u>22</u>	<u>THANKSGIVING DAY. SCHOOLS CLOSED</u>
<u>FRIDAY</u>	<u>NOV</u>	<u>23</u>	<u>THANKSGIVING BREAK. SCHOOLS CLOSED</u>
<u>FRIDAY</u>	<u>DEC</u>	<u>21</u>	<u>LAST DAY OF CLASS BEFORE BREAK</u>
<u>THURSDAY</u>	<u>JAN</u>	<u>03</u>	<u>CLASSES RESUME</u>
<u>THURSDAY</u>	<u>JAN</u>	<u>17</u>	<u>END OF FIRST SEMESTER</u>

THIRD QUARTER JANUARY 18 TO MARCH 28

<u>FRIDAY</u>	<u>JAN</u>	<u>18</u>	<u>TEACHERS' WORK DAY [GRADES K-12]. SCHOOLS CLOSED GRADES K-12</u>
<u>MONDAY</u>	<u>JAN</u>	<u>21</u>	<u>MARTIN LUTHER KING, JR., DAY. SCHOOLS CLOSED</u>
<u>FRIDAY</u>	<u>FEB</u>	<u>15</u>	<u>PARENT/TEACHER CONFERENCES [GRADES K-12]/OAPSE PROFESSIONAL DEVELOPMENT DAY. SCHOOLS CLOSED GRADES K-12</u>
<u>MONDAY</u>	<u>FEB</u>	<u>18</u>	<u>PRESIDENTS' DAY. SCHOOLS CLOSED</u>
<u>WEDNESDAY</u>	<u>MAR</u>	<u>13</u>	<u>DELAYED START – STUDENTS REPORT 2 HOURS LATE</u>
<u>THURSDAY</u>	<u>MAR</u>	<u>28</u>	<u>END OF THIRD QUARTER</u>

FOURTH QUARTER MARCH 29 TO JUNE 07

<u>FRIDAY</u>	<u>MAR</u>	<u>29</u>	<u>TEACHERS' WORK DAY [GRADES K-12]. SCHOOLS CLOSED GRADES K-12</u>
<u>FRIDAY</u>	<u>APR</u>	<u>12</u>	<u>LAST DAY OF CLASS BEFORE BREAK</u>
<u>TUESDAY</u>	<u>APR</u>	<u>23</u>	<u>CLASSES RESUME</u>
<u>MONDAY</u>	<u>MAY</u>	<u>27</u>	<u>MEMORIAL DAY OBSERVANCE. SCHOOLS CLOSED</u>
<u>THURSDAY</u>	<u>JUN</u>	<u>06</u>	<u>LAST DAY OF INSTRUCTION [GRADES K-12]</u>
<u>FRIDAY</u>	<u>JUN</u>	<u>07</u>	<u>TEACHERS' WORK DAY [GRADES K-12]</u>

Revised and Approved 6/20/18

Approved 1/18/18

Whitmer Matrix

	Campus	Cafeteria	Hallway	Restroom	Office	Classroom
Respectful	<ul style="list-style-type: none"> • Comply with adult directions • Use respectful language • Honor others' personal space and belongings • Respect school property • Follow event procedures 	<ul style="list-style-type: none"> • Wait your turn in line • Use conversational voice • Use kind language, such as "Please" and "Thank You" to EVERYONE 	<ul style="list-style-type: none"> • Keep hands to yourself • Use conversational voice • Use kind language • PDA is limited to hand holding and hugging 	<ul style="list-style-type: none"> • Keep the restrooms clean and vandalism free • Use conversational voice • Use proper language 	<ul style="list-style-type: none"> • Be patient and wait your turn • Use kind language • Say please and thank you 	<ul style="list-style-type: none"> • Use kind language • Comply with adult directions • Honor others' personal space and belongings • Follow individual teachers cell phone & electronics policy • Treat all classroom equipment with care • Allow others the best opportunity to learn
Responsible	<ul style="list-style-type: none"> • Follow parking and driving regulations • Make transportation arrangements • Clean up after yourself • Leave campus immediately at the end of the school day or event • Use good judgment when using social media 	<ul style="list-style-type: none"> • Arrive on Time • Clean your area/table • Trays stay in cafeteria • Clear tray and place on conveyer belt • Clean or report spills 	<ul style="list-style-type: none"> • Throw all trash in garbage • Recycle when appropriate • Clean or report spills 	<ul style="list-style-type: none"> • Clean up after yourself • Use closest possible bathroom • Return promptly 	<ul style="list-style-type: none"> • Use conversational voice • Take signed pass back to class 	<ul style="list-style-type: none"> • Arrive on time • Come prepared to learn • Clean up after yourself • Wear proper and acceptable attire
Safe	<ul style="list-style-type: none"> • Maintain personal space Follow parking and driving regulations • Leave campus immediately at the end of the school day or event • Report bullying 	<ul style="list-style-type: none"> • Be in a seat or in line • Remain in seat until dismissed • Only one earbud • Report Bullying • ID or Pass must be shown to leave the cafeteria 	<ul style="list-style-type: none"> • Walk/keep moving • Stay to the right • Only one ear bud • Report Bullying 	<ul style="list-style-type: none"> • Report any problems to an adult • Use restroom for intended purpose • Wash hands with soap and water before leaving • Report Bullying 	<ul style="list-style-type: none"> • If waiting, stay seated • Report emergencies to an adult 	<ul style="list-style-type: none"> • Maintain personal space • In case of an Emergency, follow specified procedures • Get permission prior to leaving the classroom • Report Bullying

2018 – 2019 Clubs & Advisors

Club

Art Club
Broom Ball
Bowling
Business Professionals of America

Chess Club
Dance Team
Diversity Club
Drama Club
Educators Rising
FCCLA
Feminist Club
French Club & Honorary
Gaming Club
German Club & Honorary
Health Care Occupation Students of America
Latino Club
Math Honorary
National Honor Society
National Technical Honor Society
Newspaper
Panthers for Christ
Panther Nation
Science and Environmental Club
Secret Spirits
Skills USA
Spanish Club & Honorary
Social Studies Club
Speech & Debate
Student Council: Jodie Tucker
 - Freshmen Class
 - Sophomore Class
 - Junior Class
 - Senior Class
Youth Advocates/Y2Y

Advisor

Ann Burkart and Lisa Keller
Marya Knuth
Steve Murray
Brian Anderson, Linda Good, Adam Pickard &
Tadek Stadniczuk
Randy Baughman
Angela Katafiasz and Kylene Maroon
Felicia Singleton
Andrea Schreiner
Jodie Tucker
Steve Zampardo
Michelle Finley
Angela Hetrick-Goff
Eric Worstell
Matt Scheiber
Teresa Crozier, Karen O’Sullivan & Brad Tolly
Aida Sheehan
Jason Whitacre
Paula Giovanoli and Melanie Karcsak
Menyonn Daniels
Katie Peters
Leslie Elendt and Curt Hinkle
Katie Peters
Jeff Mackenzie
Laurie Ewing, Gina Chadwick
Mark White
Jill Loesel

Marie Wetzel

April McNamara and Josh Scholl
Jason Rubley and Eric Puffenberger
Leslie Fish and Lauren Boudreaux
Chris Hodnicki and Melissa Hieronimus
Tina Dake and Becky Swisher

For the most current club and activity information including advisors email addresses, please check out our website at: www.wls4kids.org

Whitmer Bell Schedules

Daily Bell Schedule	
1A	7:30 - 8:14
1B	8:20 - 9:04
2A	9:10 - 9:54
2B	10:00 - 10:44
3	10:50 - 12:44 (Lunch Block)
	A Lunch 10:44 - 11:14
	B Lunch 11:14 - 11:44
	C Lunch 11:44 - 12:14
	D Lunch 12:14 - 12:44
4A	12:50 - 1:34
4B	1:40 - 2:25

2-Hour Delay Bell Schedule	
1A	9:30 - 9:54
1B	10:00 - 10:24
2A	10:30 - 10:54
2B	11:00-11:24
3	11:30 - 1:24 (Lunch Block)
	A Lunch 11:24 - 11:54
	B Lunch 11:54 - 12:24
	C Lunch 12:24 - 12:54
	D Lunch 12:54 - 1:24
4A	1:30 - 1:54
4B	2:00 - 2:25

ATTENDANCE POLICIES & PROCEDURES

Maintaining good communication with parents is our goal. In order to ensure academic success and positive school attendance, parents are asked to call the WHS attendance line when their student will be absent or late. With this in mind, excessive absences may negatively affect your student's grades

Absence Reporting Line: 419-473-8406

BOARD OF EDUCATION POLICIES

*All Board Policies can be found at:

www.wls4kids.org

District > School Board > Policies

SCHOOL PROCEDURES

*Alphabetical by topic

Arrival

In the morning, school doors will remain locked until 7:00 a.m.. Breakfast is available on regular scheduled school days beginning at 7:00 am. Students are discouraged from arriving any earlier as they will not be under direct supervision. If students must arrive before these times, they are to remain outside the building unless prior arrangements have been made with school staff.

Student Absence

- If a student is to be absent from school, due to illness or other legitimate reasons, parents are asked to leave a detailed message on the Attendance Line at 419-473-8406 informing the Attendance Office of their student's absence. If a phone call is not received from a parent, an automated call will be processed, the afternoon of the absence, to the parent.
- The student must return to school with a note even if a parent called in their student's absence. The student should present his/her note, signed by his/her parent/guardian, stating the date(s) of absence, and the reason for the absence to his/her first period teacher. If the student does not have a note, please make sure your student brings in a note the following day.
- After ten (10) days of absences, a student is required to submit a physician's note, or a professional statement, to qualify for an excused absence. The physician must state

that the student was medically unable to attend school. The beginning and ending date of the illness, or incapacitation, must be included. A student without a physician/professional document will have his/her absences coded as "absent over 10". (The rules governing make-up work can be found in the next section titled Absent Work.)

- Students meeting truancy levels are referred to the WLS Attendance Specialist for court action per ORC 3321.13(B). Intervention services are offered for students with excessive absences/truancy.
- Absences resulting from college visits, vacations, etc. require a submission of paperwork before the student plans to be absent. Those "special" forms are available in the Attendance/Counseling Center and must be completed, returned, and approved, before a student's absence will be acceptable. (Refer to College Visits, in Counseling Center section in the handbook, and Family Vacations which can be found below.)
- Observance of Religious Holy Days: Students shall be excused for the purpose of observing a formally recognized holy day. A note from a parent, or religious organization, is required.

Definition of Truancy and Excessive Absences

Habitually Truant:

- Absent 30 or more consecutive hours without a legitimate excuse;
- Absent 42 or more hours in one school month without a legitimate excuse; or
- Absent 72 or more hours in one school year without a legitimate excuse.

Excessive Absence

- Absent 38 or more hours in one school month with or without a legitimate excuse; or
- Absent 65 or more hours in one school year with or without a legitimate excuse.

Habitually Truant Procedures

- All cases involving habitual truancy will be referred to the WLS Attendance Specialist for investigation. Referrals will demonstrate that the following procedures have been observed:
 - Verified absences and warning letters sent.
 - Intervention conferences held with truant students and parent/guardian with school personnel and the Attendance Specialist.
 - Informal Hearing at county office and or family mediation.

- Potential for referrals to Children’s Services Board to seek recommendation.
- Unruly/Truancy complaint filed with the Lucas County Juvenile Court.

Excessive Absences Procedure

- All cases involving Excessive Absences will be referred to the WLS Attendance Specialist for investigation and to avoid potential truancy. Referrals will demonstrate that the following procedures have been observed:
 - Verified absences and warning letters sent.
 - Intervention conferences may be held with students and parent/guardian with school personnel and the Attendance Specialist.
 - The district may refer the student and family to community resources as appropriate.

Tardy to School (Before 7:40)

Students are expected to arrive to school and to class on time. Students arriving after 7:30, but before 7:40, are to report directly to first period. This is considered tardy to school/class.

Tardy to School and Tardy to Class Consequences

These Consequences are per teacher or period, and start over at the semester:

- 3 Times Tardy – After School Detention (2:35pm – 3:35pm)
- 6 Times Tardy – Tuesday School (2:35pm – 5:10pm)
- 9 Times Tardy – 1 Day IRP
- 12 Times Tardy and every 3 thereafter will be handled by the Attendance and Resource Center

Late to School (After 7:40)

- For each semester, a student is allowed four (4) late arrivals with a parent/guardian note.
- A student must report to the ARC when he/she arrives after 7:40.
- After the student has used the four (4) parent/guardian notes, only professional notes (i.e. doctor, dentist, court, etc.) will be accepted to excuse the lateness. Students arriving late after the 4th parent note and without a professional note are assigned a consequence. Consequences include, but are not limited to: an after school detention, Tuesday school, IRP, loss of extracurricular activities, or suspensions. Excessive lateness to school will be turned over to the county truancy office.

- Notes must be turned in no later than the next day after the late.

Late to School Consequences

- 3 Times Late – After School Detention (2:35pm – 3:35pm)
- 6 Times Late – Tuesday School (2:35pm – 5:10pm)
- 9 Times Late – 1 Day IRP
- 12 Times Late and every 3 thereafter will be handled by the Attendance and Resource Center

Half-Day Absence

Students must be in school for 3 & ½ hours (2 full blocks or 4 periods) in order to be considered in attendance for a half-day.

For participation in athletics or extracurricular activities students must be in attendance a half-day.

Early Excusals

Students needing to leave school for an appointment during school hours are required to bring a written request signed by the parent to the Attendance secretary before school begins. All early excusals will be verified with the parent/guardian; therefore, telephone number(s) must be included on the note. If the parent/legal guardian will be unable to receive a phone call, he/she should still send a note, but also leave a message verifying the need for an early excusal for his/her child on the Attendance Line 419-473-8406 or 419-473-8421. All students leaving school early as a result of an approved “early excusal” MUST sign out prior to leaving the building. Any student leaving the building without signing out at the assigned location is subject to school consequences.

Family Vacation

Family vacations are not recognized as excused absences by state law; therefore, a student that is not in school because of a family vacation will have his/her absence coded as unexcused. Exam dates for students will not be changed to accommodate a family vacation.

- The vacation/leave form must be completed, received, and approved by the Associate Principal in charge of the ARC two weeks prior to the vacation/leave. The vacation form can be picked up in the ARC.
- All work given to a student prior to the vacation must be completed and submitted to teachers.

- Students have an amount of time equal to the amount of time absent to make up the work to receive full credit. Due to the nature of some work missed (E.I. group work, labs, etc.) it may not be possible to make up the work.

Miscellaneous Attendance Information

Withdrawal from School

Per state of Ohio Law, students under the age of eighteen are expected to attend school until they graduate. If you have questions concerning withdrawals, call 419-473-8402. Transcripts will not be released if a student has outstanding fees or debts.

Adult Students

Eighteen-year-old students must comply with the rules and regulations of Whitmer High School and attend school consequences as assigned. Parents are requested to write notes for dependent eighteen-year-old students. Students living on their own must prove residency as requested by the administration. Students who are eighteen years old or older, may be withdrawn from school for excessive unexcused absences back to their 18th birthday or their last day of attendance.

Eighteen year old students may request in writing that they wish to be recognized as a legal adult responsible for their own education. When this request is made, all school correspondence will be directed towards the student and the parent must communicate directly with their child regarding their education. Upon receipt of the request in writing, a notice will be sent to the parent informing them of this decision.

Bus Passes

Occasionally, a student will need to ride a bus with another student. This student must provide a note to the office (before 9:00am) with the following 5 things: Date, both student names, bus number that the students will ride and the parent signature of the student requesting the pass. Phone calls will not be accepted.

Cafeteria

The cafeteria is to be kept clean, and proper conduct is to be maintained. Students must eat only during their assigned lunch period. Please obey the following rules during lunch or breakfast. These rules need to be followed, or detentions and/or other disciplinary action may result.

- Students must wait their turn in line. Line jumping is subject to disciplinary action

- Students will use conversational voice and polite language such as “please” and “thank you” to EVERYONE.
- Students are responsible for the cleanliness of their table and floor area.
- Students are required to keep trays in cafeteria, take trays to the conveyors, and place trash and other debris, in the trash barrels.
- Students are responsible for reporting any spills/problems at their table to cafeteria supervisors immediately.
- Students must be in a seat or in line. Only students purchasing food are to be in line.
- Students will remain in their seat until dismissed by their cafeteria supervisor.
- Students will wear only one (1) ear bud and no audible music is allowed.
- Students will report bullying to an adult.
- Students must arrive in the cafeteria by the posted times. Students will only be allowed to leave the cafeteria with a pass or a school I.D.

*****NO ORDERING FOOD FOR DELIVERY TO STUDENTS. ANY FOOD DELIVERED TO WHITMER WILL BE SENT BACK OR CONFISCATED. ANY STUDENT WHO ORDERS FOOD TO WHITMER WILL RECEIVE A CONSEQUENCE.**

Senior Courtyard

During the fall and spring season (weather permitting) seniors may eat in the senior courtyard. If the courtyard is misused it will be closed indefinitely.

- Seniors must show a current ID to exit the cafeteria.
- **All school rules are in effect in the courtyard;** (i.e., no hats or other misconduct).
- Cafeteria trays must be returned by the user during the last five minutes of the scheduled cafeteria time.
- All garbage must be appropriately disposed of and the senior courtyard must be kept clean of debris.

Chromebooks

The Washington Local Schools (hereinafter referred to as “District”) will assign to the student one Google Chromebook and charger (hereinafter referred to collectively as “Chromebook”) in good working order. While on school grounds, that Chromebook will operate on a District-provided wireless network (hereinafter referred to a “Network.”) It is the responsibility of the student to ensure that this Chromebook is maintained in good working order. This Chromebook and all software and applications installed by the District are, and at all times remains, the property of the District and is provided to the student for educational purposes.

The District retains control, custody, and supervision of all Chromebooks and, in accordance with the law, reserves the right to monitor all activity by the student, and they may be the subject of random search. The student should have no expectation of privacy in their use of school Chromebooks, including, but not limited to, email, stored files, or Internet sites visited. School officials reserve the right to search Chromebooks and the files thereon when there may be a violation of the Student Code of Conduct and/or when order, health, and the safety of persons may be an issue. This standard also applies to all school-sponsored activities at any location. 2 The District is responsible for tracking and monitoring the Chromebook assigned to the student. Any Chromebook assigned to the student is inventoried and tagged. Identification labels have been placed on the Chromebook. These labels are not to be removed or modified. If the labels become damaged or missing, District technology support services will ensure replacement once notified according to procedure. Additional stickers, labels, or markings of any kind may not be added to the Chromebook or the case. The student will return the Chromebook in good condition to the District at the end of the school year. If the student withdraws prior to the end of the school year, the Chromebook will be returned before their last day. If the assigned Chromebook is not returned, then the family will be financially responsible for the replacement cost of the Chromebook. The Chromebook is assigned to an individual student. The student should never swap or share their Chromebook with another student. The student may not make any attempt to add, delete access, or modify other users' accounts on the Chromebook or on any school owned computer or device. The student may use the Chromebook for non-commercial, personal purposes in accordance with District policies, procedures, guidelines, and rules, including the District's Acceptable Use and Internet Safety Policy, the Student Handbook and Code of Conduct, and local, state, and federal statutes and regulations. A small number of Chromebooks will serve as spares for assignment to students as needed. Spares will be temporarily assigned to the student when their assigned Chromebook needs to be retained for repair. These daily loaner units will be available in the building "Chromebook Depot." For more information please visit the district website at <http://www.wls4kids.org>

Custody and Residency Issues

In order to update student information records in the District Computer System, parents/guardians who have experienced a legal change of custody through the court system, or have moved to a new address in the Washington Local District, must provide the proper documents to prove custody

and/or residency. The following documents are the only acceptable verification to change student/family data:

- A final **file stamped and journalized** complete court affidavit for custody with case number and parent/guardian's name.
- Utility bill (gas, electric, water, cable, and "landline: phone) in parent/guardian's name with the residency address.
- Lease agreement of at least six (6) months in parent/guardian's name.
- Government/Welfare check stub in parent/guardian's name with address.

When the Washington Local School District determines that there is sufficient evidence that the legal parent/guardian lives outside the district, school administration will withdraw that student immediately. Any parent/guardian who falsifies residency documents provided for school registration is in violation of the Ohio Revised Code and **may be held liable for back tuition from the date of original enrollment to the date of discovery of residence outside the district.** Per Washington Local School Policy students that do not live in the WLS district may not attend school in this district. Any changes of custodial parent or residency issues can be processed at any time in the Attendance Office. Changes of phone numbers are also critical and can be changed by contacting the Residency Secretary. Individuals who have custody and residency questions are asked to contact the Residency Secretary at (419) 473-8421.

Dismissal Process

Students not involved in extracurricular activities or not actively supervised by a school staff member must leave the building by 2:35 p.m.

Electronic Devices

An "electronic device" includes any wireless communication devices that emit an audible signal, vibrate, display a message or otherwise summon or deliver a communication to the possessor.

Students will be permitted to use their electronic devices during the following times:

- Before and after school
- During after school/extracurricular activities and at school-related functions
- Between classes (during travel time)
- During their lunch period

Electronic use during the above indicated times must not create a distraction, disruption or otherwise interfere with the educational environment. Devices are to remain inaudible at all times during the school day; ringers must be silenced, only one earbud should be worn. Large headphones (ex. Beats) are not allowed from the time a student enters the building for school until 2:25 p.m.

Distracting behavior that creates an unsafe environment will not be tolerated. Students are prohibited from the following:

- Using an electronic device to capture, record or transmit words, audio and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images.
- Using an electronic device in any way that may reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.
- Using an electronic device, including but not limited to those with cameras, at any time during the school day where a reasonable expectation of personal privacy exists. These locations include, but are not limited to, locker rooms, shower facilities, restrooms and any other area where students or others may change clothes or be in any stage of disrobing.

Charging Stations will be placed throughout Whitmer for students to charge their personal devices. Students must monitor their device while using the Charging Stations, as Whitmer High School and Washington Local Schools assume no responsibility for theft, loss, damage or vandalism to electronic devices.

Electronic Devices may be used for educational and instructional purposes in the classroom ONLY with teacher permission and supervision. Teachers may permit student use of electronic devices in their classrooms as they feel it is appropriate for educational use. Students will be expected to follow the electronic policy established in each classroom. Any student who does not follow the classroom policy may receive consequences.

Consequences for violating the electronics policy will result in confiscation of the device (will be returned at the end of the day) along with the following possibilities:

- Parent Pick-Up, After School Detention, Tuesday School, IRP (In-School Suspension), Out of School Suspension or Expulsion based on the severity of the offense. Repeat offenders will be dealt with using a progressive discipline approach.

Please note – Any violation that is deemed illegal will also be referred to law enforcement (i.e. child pornography). In addition, violations that are more severe may result in an immediate out of school suspension.

Students are solely responsible for the care and security of their electronic device. Whitmer High School and Washington Local Schools assume no responsibility for theft, loss, damage or vandalism to electronic devices brought on its property, or the unauthorized use of such devices.

Emergency Drills

Regular drills for fire, tornado, lockdown, and evacuation are practiced throughout the school year, so that students and staff members are prepared, if there is ever an emergency. **Students not following the directions or procedures during a drill, or real emergency, are subject to**

disciplinary consequences. Drill directions and exit routes should be posted in each classroom.

Emergency Notification

School emergencies will be announced on school messenger, social media, local radio and television stations. Please do not call the schools or Central Office, as we will need all lines open to communicate with local emergency officials.

Fees

Math	\$1.00	Calculator Batteries, Dry Erase Markers, Pencils, Binders, Graphing and Construction Supplies
Physical Education	\$2.50	Workbooks, First Aid cards and supplies, cooking supplies, classroom supplies
Music	\$2.00	Instrument maintenance supplies, workbooks, classroom supplies
Language Arts	\$6.00	Books for students, ACT prep and AP prep workbooks for students, classroom supplies for student use on projects
World Languages	\$7.00	Dictionaries, dry erase markers, binders, folders, grammar cards, verb cards, classroom magazines
Science	\$15.00	Extensive list of science lab materials and classroom supplies needed in order to follow the curriculum mandated by the State of Ohio.
Art	\$15.50	Large and varied assortment of art supplies for painting, ceramics, drawing, photography, etc.
Business	\$3.00	printer paper, pencils/pens, folders, binders, sheet protectors, classroom supplies

Student Financial Assistance

Financial assistance is available, through the free and reduced lunch program as long as the “financial need” criteria are met. Any student who has financial need may pick up an application in the Principal’s Office. (CTC courses are not eligible for this assistance.) This process can also be completed online.

Field Trips

A field trip is educational experience outside the classroom designed to supplement the activity of the classroom. Students are required to follow all rules

and regulations of the Student Code of Conduct regardless of how far the field trip may be from the school. Students must comply with and understand the following field trip procedure:

- A field trip is part of the school day regardless of when it happens or where it happens.
- Parent permission must be given on the student verification form.
- Students are not permitted to drive to any field trip.
- A teacher has the right not to take any student on a field trip if they feel the behavior of the student is detrimental to the intent of the trip.
- If a student leaves with the class they must return with the class. Field trips are intended to be educational.

Hallway Conduct

While in the hallways of Whitmer High School, students will be expected to do the following:

- Students will keep their hands to themselves.
- Students will use a conversational voice and polite language.
- Public display of affections (PDA) is limited to hand-holding and hugging.
- Students will throw all trash in the garbage container and recycle when appropriate.
- Students must clean or report all spills to an adult.
- Students will walk, stay to the right, and keep moving at all times.
- Students will wear only one ear bud and no audible music is allowed.
- Students will report bullying to an adult.

Hall Passes

- Except during class changes, students in the hallway are required to have a documented, current pass with them at all times that is signed by a school authority.
- Students are not to be late to a class for reasons such as making up class work, lab work, or food sales, unless they have prior permission from all regularly scheduled classroom teachers.
- Being in the hall without a pass may result in a disciplinary consequence.

ID Cards

Students are required to have and display a school issued ID card with them at all times. Students need their student ID to ride the bus, late bus, attend athletic events and to attend dances. If this ID is lost or misplaced, the student must assume responsibility, and the expense of replacing the card. Two dollars must be paid to the school cashier, in the Athletic/ Activities Office, before the library will replace the ID card.

Library and Paul Zielinski Science Resource Center

Libby Ziegler Teacher/Librarian (419) 473-8366
Melissa Begin Library Media Clerk (419) 473-8366

The Whitmer Library/ZSRC is available for reading, study, research, and computer use. Students will become acquainted with the facility and its resources through Freshman English classes. The library staff is always happy to help students with their reading and research needs. Guidelines are as follows:

- Library hours are from 7:00 a.m. to 3:00 p.m. When Panther + homework help is in session, the Library is open until 3:30.
- A pass is needed when coming to the Library during class time.
- Students must sign in at the desk when coming in from a class, during lunch, and before or after school.
- Students must present a Whitmer ID when checking out materials.
- Books and magazines are loaned for 3 weeks. Renewals may be made on or before the due date. Fines are five cents per day on overdue material.
- A reminder is sent when materials are overdue.
- If a book or magazine is lost, the library should be notified at once, and the fine will be stopped.
The student must pay the fine in addition to the replacement cost of the material.
- No food or drink is permitted.
- Printing from computers is limited to 5 color and 10 black and white pages at one time.
- Students may use the library during their lunch hour instead of going to the cafeteria. A pass is not needed at that time. Students must sign in when the period begins and stay the entire time – no food allowed.
- The Library has a school store. Pens, pencils, paper, notebooks, and earbuds can be purchased.

Lockers

Lockers are the property of the Board of Education. The locker and contents are subject to random searches, at any time.

Each locker has a combination lock. The office can change the combination, if a problem exists. A student ID is required to receive locker information, or assistance for locker entry. Key-type padlocks, or bicycle locks, are prohibited. If the combination is not on file, or in an emergency situation, the lock will be cut off.

The following guidelines for lockers should be followed:

- Do not share your locker combination with any other student. Only one student is assigned per locker. Students are encouraged to keep their lockers closed and locked at all times.
- Keep your locker neat
- Students are responsible for the upkeep of their assigned locker. Students are not permitted to write, scratch, or use contact paper, or stickers, in decorating their locker. Cost of cleaning and/or repairing a locker will be assessed to a student if damage occurs as a result of student misuse and/or abuse.
- Do not hit or kick your locker. If the locker will not open, please see the Athletics and Activities Office for assistance.

Lost & Found

If you find something that does not belong to you, please give the item to one of your teachers. Lost and found items are placed in the lost and found designated area. At the end of each semester, unclaimed items are donated to the WLS Clothing Closet.

Make Up Work

School Delays and Cancellations

School closings and delays will be announced on social media, local radio and television stations. Decisions to close/delay the schools are usually announced between 5:30 and 6:30 AM. Please do not call the schools or Central Office. You may receive updates by calling the Weather Hotline, (419)473-8499.

School Nurse

The School Nurse (Julie Worstell, RN, M. Ed.) is in the nurse's office M-F during school hours. The nurse should be made aware of any changes in your child's health by contacting Mrs. Worstell at 419-473-8330 or at jworstell@wls4kids.org. In addition, please remember to update information in PowerSchool to reflect changes to your child's medical or contact information.

Nurse's early excusal

Students must come to the nurse's office with a pass to evaluate their illness before an early excusal will be written. Failure to follow this procedure may result in disciplinary action through the deans. (Students aren't permitted to go home for illness before they are seen and evaluated by the nurse).

Medication

If it is necessary for your child to take over the counter or prescribed medication during school hours, a medication administration form must be completed by the physician and parents. This form

can be obtained from the nurse's office or online from the Whitmer web site. Staff are not permitted to administer any type of medication (including over the counter medications) without this completed form. In addition, students are not permitted to carry medication with the exception of physician prescribed inhalers and epipen. Any other medications need to be transported to and from school by a parent, and must be received in the original labeled bottle from the pharmacy.

Allergies/Asthma

The school should be made aware if your child has severe allergies or asthma. For students with severe allergies, an allergy action plan should be completed by your child's physician. With physician authorization, students are permitted to carry inhalers and epipens, but a backup dose of an epipen must be brought for the nurse's office.

Physician notes

A doctor's note is required for students requesting extra time to travel in between classes due to an injury or illness, as well as to carry and ingest snacks or drinks other than water throughout the day.

Elevator Keys

Elevator keys are available through the nurse's office for student use with a physician note. A refundable cash deposit is required when keys are issued to the student.

Physical education (PE) excuses

Excuses from PE are processed by the school nurse in cooperation with the PE teacher, counselor, and physician.

Screenings

Vision and hearing screenings will be completed for ninth and eleventh grade students per state mandate. Additional vision and hearing screenings will be done by referral to the school nurse.

Immunizations

The Ohio Department of Health requires all students to have a complete vaccination record on file within 15 days of attendance. All juniors are required to have the meningitis vaccine or its booster before the start of their senior year. If you have any questions regarding immunizations, please contact the School Nurse.

School Records

Student Cumulative Record Files (CRF) are maintained in the Counseling Center. With advanced notice, students who are 18 years old and/or parents may review the CRF.

Search and Seizures

Student lockers, desks, cabinets, and similar property are the property of the Washington Local 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 any time and without warning.

Student Financial Assistance

Financial assistance is available, through the free and reduced lunch program as long as the “financial need” criteria are met. Any student who has financial need may pick up an application in the Principal’s Office. (CTC courses are not eligible for this assistance.)

Student Parking

Parking on Washington Local property is a privilege, not a right. The school reserves the right to search vehicles parked on school property. The areas designated for student parking are the parking lots across from Washington and Jefferson Junior Highs, on Whitmer Drive. Bicycles should be securely locked in the bike racks provided. The District shall not be responsible for motor vehicles or contents which are lost, stolen or damaged, or theft of, or damage to bikes. All vehicles parked on school grounds must be registered with the Attendance and Resource Center.

- All registered vehicles must display a current permit from the rear view mirror. Passes should only be hanging while parked in the student parking lot. Passes should be removed prior to operating the vehicle as the ORC considers this an obstructed view.
- Passes should be purchased before the first Friday in September. Passes are available for purchase through the Attendance and Resource Center.
- All new vehicles (drivers) are required to purchase their pass prior to driving to school.
- All students must park in areas designated for student parking from 7:00 a.m. until 3:15 p.m.
- The parking spaces along Clegg Drive, Edgar Drive, CTC parking lot, and the parking lot between the field house and the bleachers are designated as Staff Parking. Improper student parking will result in disciplinary action, forfeiture of parking permit, and possible booting/towing of the student’s motor vehicle at the student’s expense.
- Passes are not transferable to other students.
- Unsafe operation of any motor vehicle on or near school property may result in immediate

forfeiture of student’s parking privileges and may also result in the arrest of the offender(s).

- Parking permits will cost \$10.00 if purchased during the first semester and \$5 if purchased during the second semester.
- The Security and Safety Department and the Criminal Justice program will monitor student parking.

Parking violations WITH a permit

- 1st Offense – After School Detention (2:35 pm – 3:35 pm)
- 2nd Offense – Tuesday School (2:35 pm – 5:10 pm)
- 3rd Offense – loss of parking privilege for the remainder of semester and must apply for a new permit
- 4th & subsequent Offenses – Boot applied with \$50 boot removal fee, loss of parking privilege for the remainder of the semester and must apply for a new permit

Parking violations WITHOUT a permit

- 1st Offense – must apply for permit and after school detention
- 2nd Offense – Tuesday School (2:35 pm – 5:10 pm) with loss of parking privileges for the remainder of the semester and must apply for a new permit
- 3rd & Subsequent Offenses – boot applied with \$50 boot removal fee, loss of parking privileges for remainder of semester and must apply for a new permit

Student Record “Directory Information”

Ohio law provides for the release of “directory information”: without the consent of the parent; or, if the student is eighteen (18) years of age or older, the written consent of the student. “Directory information” includes the following: a student’s name; address; telephone number; date and place of birth; photograph; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received, honor rolls, or scholarships.

The District will make “directory information” available upon a legitimate request unless a parent, guardian, or adult student notifies the school in writing within five days from the date of this notification that he/she will not permit distribution of any or all such information. Contact the building principal or Counseling Center for this request.

Surveillance Cameras

For student safety and welfare, video surveillance cameras are placed throughout the building and school grounds and on buses. Actions recorded on

these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

Textbooks

Student textbooks are to be covered and cared for at all times. Students are responsible for excessive wear or damage and will be charged for it. Report book damage, that you see, when a book is first issued to you.

Visitors

Visitors must report to the main office to obtain permission to visit the building, contact students or speak with school personnel. Students from other schools are not permitted to visit without prior arrangement made with a staff member.

Work Permits

- The State of Ohio requires all students under the age of 18 to have a work permit in order to be employed. Applications for permits can be obtained on the WLS website and in the Principal's Office.
- Students seeking to obtain a work permit must be enrolled and attending school.
- We reserve the right to deny permits to minors who have been expelled, have withdrawn, or are not in regular attendance.
- We reserve the right to revoke a work permit for students who become expelled, withdraw, or cease to attend school regularly.
- Whitmer High School will issue work permits for currently enrolled Washington Local students who are working in Ohio.
- Students who obtain employment in another state, like Michigan, must obtain a workers permit through the local school district in the state where their employer is located.
- Proof of age requirement – All WLS students have their birth certificate in their cumulative record file and therefore are not required to provide additional proofs of age.
- Physician's Certificate for Minor Work Permit – required by the State of Ohio
- If a student has a sports' physical on file in the Athletics' Office and it is dated within one year it will be accepted for the work permit applications
- Completed work permit applications that are received in the office by 10:30 a.m. will be available for pick-up after 1:00 p.m. the same day. Work permit applications turned in after 10:30 a.m. will be available for pick-up after 8:30 a.m. the next business day.
- Student workers are responsible for planning ahead and turning in all required application

paperwork in a timely fashion in order to obtain their work permit by their employer's deadline.

ACADEMICS

*Alphabetical by topic

Academic Honesty

Students in Washington Local Schools are expected to pursue their academic goals with honesty and integrity. Plagiarism, cheating, and other unethical academic practices will not be tolerated. Students who participate in unethical academic practices are subject to disciplinary and/or academic consequences.

Academic Honor Roll

To be on the Honor Roll you need a 3.0 average and cannot have any D's, F's, U's or I's. We have three (3) honor rolls to recognize student achievement:

Whitmer	
Merit	GPA 3.0-3.499
Cum Laude	GPA 3.5-3.7499
Summa Cum Laude	GPA 3.7499-3.999
Magna Cum Laude	GPA 4.0 and above

College Credit Plus (CCP)

The College Credit Plus program in Ohio is designed to allow students (grades 7-12) the opportunity to earn college and high school credit concurrently. **CCP's** goal is to provide additional opportunities for high school students to experience course work at the college or university level.

The Parent/guardian must attend a mandatory meeting explaining the program and sign a letter of intent to participate in the **CCP** program by April 1st of each year. Students and their families are required to apply to the university. Once accepted, the student will complete the steps to register for classes. Transportation to the college or university is not provided by Washington Local Schools.

Grading System

Report cards are mailed home **four times a year**. A mid-term report is sent home prior to the end of the fifth week of the grading period if the student is earning a letter grade of a **C, D or F**. **Students are encouraged to ask questions and seek extra help if needed. Parents are encouraged to email the teachers or call the counselor to set up a teacher conference if they have questions.**

If you have had an extended illness, you may be given an "I" (Incomplete). The "I" must be made up

by the end of the quarter. The "I" will become an "F"

if the work is not completed in the allotted time frame.

GRADING SCALE AND WEIGHTED GRADES (Board Adopted Grading Scale – 10 – Point Grading Scale)

<u>% Grade</u>	<u>Letter Grade</u>	<u>Quality Points</u>	<u>Honors Quality Points</u>	<u>AP Quality Points</u>
93 – 100	A	4.0	4.5	5.0
90 – 92	A-	3.7	4.2	4.7
87 – 89	B+	3.3	3.8	4.3
83 – 86	B	3.0	3.5	4.0
80 – 82	B-	2.7	3.2	3.7
77 – 79	C+	2.3	2.8	3.3
73 - - 76	C	2.0	2.5	3.0
70 – 72	C-	1.7	2.2	2.7
67 – 69	D+	1.3	1.8	2.3
63 – 66	D	1.0	1.5	2.0
60 – 62	D-	0.7	1.2	1.7
0 – 59	F	0	0	0

Homework

Capstone Project

The Whitmer English Capstone project is an action research activity that encourages discovery, exploration, and participation. It also serves as your senior defense, a vindication that you have met all the requirements in your four years of English Language Arts to graduate from Whitmer High School.

You will identify a personal topic of interest, related to your 12th grade English elective course, that requires creativity and curiosity. This might include investigating a topic you have always been curious about or choosing something you know a little about, and taking your understanding of it to a new and challenging level. This project is a requirement for all English 12 classes.

Testing

It is important for all students to understand that during any testing session, they are responsible for not sharing any information from the test with anyone outside of the testing room. Also, any use of an electronic device during a test administration is a security violation and may be punishable by having their device handed over to the teacher/test

administrator and their test invalidated. For further questions regarding test security, please see your building principal.

STUDENT CODE OF CONDUCT

*Alphabetical by topic

Below are examples of violations and are not intended to be exclusive. Offenses may/will result in one or more of the following: After School Detention, Tuesday School, IRP, Out-of-School Suspension, and/or loss of school privileges (e.g. dances and school assemblies).

- Being in another building on campus unauthorized
- Being in halls and restrooms during class time without permission
- Bullying
- Class tardiness
- Disrespectful/defiant and/or insubordinate (severe cases may result in suspension)
- Disruption of education
- Dress and appearance that presents health or safety problems or causes disruption or distraction
- Excessive show of affection: Any excessive show of affection between couples that attracts attention shall be considered in poor taste and

is prohibited. This will include close body contact, hugging, kissing and like action.

- General misconduct on school property
- Illegal parking on school property and traffic violations
- Leaving classroom and/or building without permission
- Misuse of school computers
- No ID card
- Safety violations in classroom and labs
- Skipping a class
- Throwing food, leaving trays and debris in the cafeteria or other areas of school
- Truancy
- Verbal harassment; and/or vulgar language
- Violation of school/classroom rules

Severe Code of Conduct Violations

The following are examples of severe conduct violations. Lists of specific offenses following each category are not intended to be exclusive, but are intended to illustrate the types of offenses encompassed in the category.

Assault and Fighting on School Property or at School Sponsored Events

- Physical threat or violence to persons including posturing, striking, kicking, pushing or threatening with any weapon (including fists).
- Harassment – verbal and/or physical.

Bullying - Student Procedure

With increased awareness and reporting of school violence and bullying behavior, state legislatures have responded by mandating that school officials adopt policy and procedural steps to address this problem. Forty-nine of the fifty states have statutes addressing bullying in schools. Ohio is one of many states that has developed a model policy for schools, and requires that each school board develop and adopt an official board policy on bullying. Washington Local Schools has complied with this requirement through Policy 5517.01 – BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR adopted on 3/19/08. Our policy aligns with the Ohio model policy and meets all requirements determined by the Ohio Revised Code.

Policy requirements include:

- A definition of bullying.
- Defined reporting procedures for parents, students, and staff members of incidents that are suspected to constitute bullying, harassment, or intimidation.
- Requirement that school employees must report to their building administrator or the

superintendent any situation that they believe to be aggressive behavior directed toward a student.

- Requirement that school administrators must:
 - Promptly investigate complaints about aggressive behavior that may violate this Policy.
 - Prepare a written report of their Investigation.
 - Report to parents of perpetrators their investigation findings in writing along with notice of any disciplinary action taken.
 - Report to parents, of targeted student outcomes, of their investigation of aggressive acts toward their child.
- When the investigation finds an instance of harassment, intimidation, or bullying has occurred, a requirement that it will result in prompt and appropriate remedial and/or disciplinary action.
- Requirement that the district administration semi annually provide the president of the WLS Board a written summary of all reported incidents and post the summary on the WLS web site.

Administrative Investigation of Possible Bullying Incident Form

This form is designed to assist building administrators (or their designee) in complying with WLS Board policy on bullying. It leads the administrator through an investigative process for the purpose of making a determination of whether or not an incident constitutes bullying. It also documents interventions selected and parent contacts made.

Aggressive Behavior

Aggressive Behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Bullying, Harassment, or Intimidation

Any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it

creates an intimidating, threatening, or abusive educational environment for the other student(s).

Cyberbullying

Cyberbullying is electronically transmitted acts (i.e., internet, email, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students(s).

Diversity

Washington Local Schools has a multicultural environment. The student body, faculty, and staff represent many different backgrounds in race, ethnic groups, and religion. All are welcome and bring a cultural-diversity to the school. It is expected that all will make positive contributions to the school community. Harassment based upon race, ethnic, religious or cultural background will not be tolerated and appropriate disciplinary steps will be taken through the implementation of the code of student conduct.

Burglary and Theft

- Burglary – unauthorized entry to school premises and the removal of school or personal property.
- Robbery – Theft of property by force or threat of force.
- Larceny – theft of school property or personal property.
- Extortion, Blackmail, or Coercion – obtaining money or property by violence or threat of violence or forcing another to do something against his/her will by force or threat of force.

Bus Misconduct

Student misbehavior on bus presents a significant safety concern for both riders and the driver. Common misbehaviors include student harassment, loud or unnecessary distractions, seat hopping, tossing of objects and generally distracting behavior that could pose a safety threat to those onboard. Bus misbehavior is turned over to building administrators to determine appropriate disciplinary consequences ranging from warnings to suspension of bus riding privileges for the remainder of the year.

Dress & Appearance

Dress Expectations – Students are to dress at all times with a sense of good taste so as not to cause disruption to the educational process. A student whose dress goes beyond the bounds of good taste and is judged by school personnel to be inappropriate, offensive, and/or educationally disruptive will be reprimanded, receive behavior consequences and/or be required to immediately change apparel.

Tops

- Tops must have sleeves with no holes.
- Must have a neckline that does not show cleavage.
- No undergarments should be visible.
- If a garment is worn with a hood, the hood cannot be placed or worn on the head.
- All tops must be long enough to tuck into pants, so that no midsection shows.

Tops may not

- Have any sexual or sexually suggestive reference including hidden or double meaning.
- Depict drugs, alcohol, tobacco or illegal items.
- Depict any illegal, violent, dangerous or gang activity.
- Depict, or refer to, obscenity or profanity.
- Discriminate/demean/put down other people (on issues such as race, color, religion, gender, national origin, sexual orientation or disability).

Bottoms (Pants, Skirts & Dresses)

- No visible skin or undergarments above the bottoms of the fingertips.
- All bottoms, including skirts and shorts, must reach the bottom of the fingertips.
- Pajama bottoms or similar to pajamas are prohibited.
- Sagging of pants is not allowed at any time. Pants must be worn at waist.

Footwear

- Footwear must be worn at all times. Bedroom slippers are prohibited.

Headwear

- No visible headwear, including hats, bandanas, knit caps, or scarves are allowed from the time students enter the building until 3:00 p.m., unless for religious reasons.

Other Dress Code Requirements

- Students must follow the dress requirements provided by the Physical Education Department.
- Chains are not permitted. Additionally, chains are not to be worn as choker collars or belts.

Safety pins and spiked jewelry are not allowed to be worn at school.

Damage/Destruction of School Property

- Mischievous Behavior – unintentional destruction of school or personal property resulting from mischievous behavior.
- Vandalism – intentional destruction of school or personal property such as writing on buildings, walls, breaking windows, driving on lawn.

Disrespect/Disregard of Directions of School Personnel

- Any verbal or written disrespect or obscene gestures
- Failure to obey lawful instructions of school district personnel.
- Refusal to identify self upon request to proper school authorities on the school property or at school sponsored events.

Disruption of School

- Arson – intentional setting of fire to school, or personal property, including property of the student on school premises.
- False Fire Alarm – causing the evacuation of school by activating the fire alarm.
- Interference with School Authorities – interfering with administrators, teachers or other school personnel by force of violence.
- Intimidation of School Authorities – interference with administrators, teachers, or other school personnel by intimidation with threat of force or violence.
- Unauthorized assemblies or student demonstration.

Electronic Devices and Cell Phones

Students who take unauthorized pictures or videos of other students are subject to possible disciplinary consequences.

Possession, Sale and/or Use of Narcotics, Alcohol and Other Dangerous Drugs

- Alcoholic Beverage – possession, use, sale or being under the influence of alcohol on school property or at school sponsored events. Being under the influence is understood to include the prevalent odor of alcohol.
- Narcotics, Illegal Drugs, Mind-Altering Substances and Other Dangerous Drugs – possession, sale, or use of the above, except

when used as prescribed by a physician, on school property or at school sponsored events.

- School authorities will confiscate drugs, alcohol, and drug paraphernalia.

Smoking/Possession of Tobacco Products

Smoking, holding or passing a cigarette on school property, chewing and/or possession of any tobacco product or alternative nicotine products, including e-cigarettes, on school property results in the following disciplinary action:

Consequences for Smoking/Possession of Tobacco Products:

- **1st Offense:** Students will be assigned to a Tobacco Prevention program. Failure to attend the program will result in suspension.
- **2nd Offense:** 2 days of IRP, with the possibility of a ticket issued (Ohio School Law 9.63.2) for students under the age of 18.
- **3rd Offense:** 2 days out of school suspension, with the possibility of a ticket issued (Ohio School Law 9.63.2) for students under the age of 18.

STUDENT HAZING

Hazing activities of any type shall be prohibited at all times in school facilities, on school property, and at any school-sponsored events. No employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

- Hazing is understood to mean any act or coercing another, including the victim, to do any act of intimidation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.
- All employees or the school district shall be particularly alert to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, it shall be reported immediately to the building principal/supervisor, who will then notify the Superintendent.
- Employees and/or students who fail to abide by this policy may be liable for civil and criminal penalties in accordance with Ohio law.

Technology Misuse

Student access to and use of the Network (computers, District Intranet, electronic mail, electronic bulletin boards, and information sharing) and the Internet is a privilege intended for educational purposes. This access is intended to assist in collaboration and exchange of information, facilitate personal growth in the use of technology, and enhance information-gathering and communication skills. The District has implemented technology protection measures which block/filter Internet access to inappropriate displays.

District protection/safety software and/or hardware will be utilized to:

- Monitor online student activity
- Restrict student access to material that is obscene, objectionable, inappropriate, or harmful to minors
- Prohibit unauthorized access (hacking) and other unlawful activities by students
- Prohibit disclosure of personal identification information of minors

Misuse by students shall include but not be limited to:

- Copyright infringement
- Deletion of computer files
- Disrupting Network operation through abuse of hard or software
- Improper or inappropriate use of computers including, but not limited to, accessing information unrelated to school purposes or activities.
- Intentionally seeking information on other users.
- Knowingly introducing computer viruses.
- Malicious use of Network or Internet through hate mail, harassment, profanity, or discriminatory remarks.
- Obtaining copies of or modifying files, data, or passwords of other users.
- Students misrepresenting themselves or other users on the Network or Internet.
- Unauthorized copying of any hard copy material or software
- Unauthorized entry into school computers, sites, or information databases.

Any misuse of the Network or the Internet will result in suspension of privileges and/or other disciplinary action including but not limited to detention, suspension, and expulsion.

Trespassing

Unauthorized entry of school property or refusal to leave when ordered. Safe school ordinance will be invoked by administration/designee and school resource officer.

Weapons and Dangerous Instruments

- Firearms – possession or use of firearms or other dangerous weapons or instruments on school property or at school sponsored events.
- Stun Guns (tasers): Possession or use of stun guns (tasers) on school property or at school sponsored events.
- Explosives – possession or use on school property or at school sponsored events of explosive materials including firecrackers, caps, smoke bombs, stink bombs, or any form of firework.
- School authorities will confiscate all weapons and/or dangerous instruments.
- Knives - possession or use of knives on school property or at school sponsored events.

STUDENT CODE OF CONDUCT VIOLATION

Violation of the Code of Conduct may result in verbal or written warning or reprimand, referral to counselor or associate principal, parental contact or conference, detention, in-school reassignment, community service, exclusion from extra-curricular activities, social probation, emergency removal, referral to law enforcement agencies, suspension or expulsion.

Disciplinary Actions

Student discipline follows a progressive policy. Consequences increase with each offense. More severe consequences may be issued dependent upon the infraction. It is the intent of the progressive nature to allow for personal responsibility and self-correction by the student. The following may be assigned as a consequence when a student fails to comply with the behavioral expectations outlined in this student handbook.

After School Detention

After school detention is a requirement to spend additional time after school for a student violation of the conduct code. It is held Monday thru Thursday from 2:35 pm until 3:35 pm.

Tuesday School

Tuesday school is an extended detention held on Tuesdays from 2:35 pm to 5:10 pm.

In-School Reassignment (IRP)

IRP is an exclusion from regular class. Students will be assigned to an alternative program by the principal or his/her designee. Teachers will provide students with academic assignments to be completed for credit. Students who serve in IRP will

not be allowed to participate or attend any after school activities including sports and clubs. Students serving in IRP will be required to turn their phones into the IRP teacher. Failure to comply with this request will result in student receiving an out of school suspension.. If not present on the assigned IRP day, the IRP will be served when the student returns to school.

Out-of-School Suspension

Out-of-School Suspension is an exclusion from school or class assigned by the principal or his/her designee. Students will not be allowed to participate or attend any after school activities including sports and clubs for the duration of the suspension. Students are not to be on the schools grounds while under out-of-school suspension.

Expulsion

Expulsion is the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct. Only the superintendent may expel a student.

Due Process Rights

Procedural Rules/Regulations for Suspension and Expulsion

The constitutional rights of individuals assure the protections of due process of law; therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the Washington Local School District.

- The hallmark of the exercise of disciplinary authority shall be fairness.
- Administrators and faculty members shall make every effort to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian.
- The determination of whether to impose sanctions for any conduct prescribed by this policy and the severity of such sanctions may accord due regard to the circumstances in which the violation is committed, the severity of the violation, the repetitive nature of the violation and the likelihood of danger to persons or property resulting from the violation.
- As soon as it is practical upon the referral of a student from class, or school-from class, or school sponsored event, or for the commission of an offense while under the supervision of the school, for which the maximum recommendation is suspension, the principal, or his/her designee, shall hold a hearing with the student.
- As part of the hearing, the student shall be issued a notice of intention to suspend listing the violation(s) of the conduct code with which he/she is charged. The principal, or his/her designee, shall advise the students of the evidence, which supports the charge(s).
- The student shall have the right to present evidence at the hearing, which supports his/her position.
- If, as a result of the hearing, the principal or his/her designee determines that the violation(s) warrants suspension, the parent, guardian, or custodian shall be notified. The suspension shall be imposed immediately if it were judged that the student's return to class would impose a danger to him/her and others, or would be disruptive to the educational process. In other cases, suspension shall be imposed the first school day following the hearing. In cases of 18-year-old students, the parent, guardian or custodian notification is not mandatory.
- Within twenty-four hours following the hearing and notice of suspension, the principal shall notify the parent, guardian or custodian by ordinary U.S. mail and the Board Treasurer of the suspension. In cases where students are 18 years of age, notice shall be provided to the student. The notice shall include reason(s) for suspension, dates the suspension is in effect, the method of serving the suspension, and the right to appeal.
- A request for any appeal must be submitted in writing within five days after the hearing or appeal. The appeal(s) will be scheduled as soon as practical.
- At an appeal the student, parent, guardian, or custodian and representative, if any, may present written or oral statements, as they deem relevant to the fact of the offense, the surrounding circumstances, and the gravity of the sanction. They shall be permitted to review all written documents presented and to hear all verbal testimony given at an appeal, but shall have no formal right of cross-examination. A record of an appeal shall be kept by tape recording for notary's transcription at the discretion of the appeal officer.
- If, as a result of appeal, the student is reinstated or the number of days is reduced, the student will return to school under the terms set forth by the appeal officer.

Expulsion

Is the exclusion from school for an extended period of time. A student is not to be on school grounds or participate in school activities while under expulsion. No credit will be granted for work missed as a result of expulsion.

- A student, due to the severity of the violation of the conduct code and/or after repeated violation of the conduct code, may be suspended for a period of ten (10) days with a recommendation for expulsion.
- The superintendent shall, as soon as is practical after the imposition of a suspension with recommendation for expulsion, provide written notice of the intended expulsion, and the reason(s), by ordinary U.S. mail. The notice shall inform the student, parent, guardian, or custodian, with or without a representative, of the right to appear before the superintendent or designee to challenge his action or to otherwise explain the student's action(s). A time and place at which the hearing shall be conducted shall be specified and shall be not less than three or more than five days after the date of the written notice. The superintendent may grant a request for an extension of time provided the hearing is conducted prior to the conclusion of the ten day suspension.
- After the hearing the superintendent may expel the student not to exceed the lesser of eighty (80) days or the number of school days remaining in the school year.
- Within twenty-four (24) hours of the notice to expel, the superintendent shall notify the parent, guardian, or custodian of the student and Board Treasurer of the intent to expel (in cases of students over the age of 18, notice shall be provided to the student). This notice shall be sent by ordinary U.S. mail and shall include reason(s) for the expulsion, a statement of the right of the student, his/her parent, guardian or custodian to appeal, the right to be represented at the appeal, and to request that the appeal be held in private. The Board of Education hereby designates the Assistant Superintendent to hear expulsion appeals.
- A request for an appeal must be submitted in writing within five school days after the expulsion hearing.
- At the appeal, the student, his her parent, guardian, or custodian and their representative, if any, may present such written or oral statements as they deem relevant to the fact of the offense, the surrounding circumstances, and the gravity of the sanction and shall be permitted to review all written documents presented and to hear all verbal testimony, but

shall have not formal right of cross examination. Tape recording or notary's transcription shall keep a record of the appeal at the discretion of the appeal officer.

- If, as a result of the appeal, the student is reinstated or the number of days is reduced, the student will return to school under the terms set forth by the appeal office.
 - Home Instruction, etc.
 - Consult with the building psychologist and/or the Handicapped Child Management Coordinator
 - To develop an intervention plan designed to prevent a recurrence of the misconduct.
- The superintendent may consider the following factors on a case-by-case basis when imposing a penalty of less than a one-year expulsion for violation of this policy:
- Information contained in the student's permanent record file.
- The student's prior disciplinary record, and any records of behavioral problems not contained in the disciplinary record.
- The student's response to the imposition of prior discipline or sanctions
- The seriousness of the offense and aggravating factors relating to the offense.
- Mitigating circumstances surrounding the offense.
- Probable danger posed to the health and safety of other students or employees by the student's continued presence in school.
- Probable disruption of teaching by the student's continued presence in school. Students may be excluded from schools of this District under this policy while the Board of Education is considering whether to request permanent expulsion, or while a request for permanent expulsion is pending.

STUDENT ACTIVITIES CODE OF CONDUCT GRADES 7-12

Preamble

The Washington Local Schools' extracurricular programs provide student participants with the opportunity to grow mentally, morally, physically and emotionally. The Code of Conduct policy seeks to promote and enforce compliance with rules and regulations for participation.

Students and parents/guardians will be provided with an opportunity to sign a Student Commitment Form as a reinforcement of the importance of following the Extracurricular Code of Conduct. Students who participate in extracurricular activities are held to the Code of Conduct, regardless of whether a commitment form is signed by the student and parent/guardian.

Penalties imposed under this Code of Conduct are independent of, and in addition to, any academic suspension, expulsion, or other disciplinary penalty. The terms of this Code of Conduct apply to student conduct throughout the calendar year, regardless of whether school is in session or whether a violation occurs at school or a school-related event.

Violations of this Code of Conduct by a junior high student will not be counted toward cumulative violation when the student enters Whitmer High School.

For further information please visit the OHSAA website at:
<http://www.ohsaa.org/eligibility/default.asp>

Academic/Extracurricular Activities Eligibility

Junior High: Academic Requirements will be defined in club or organization constitutions; enforcement is the responsibility of the club advisor.

High School: Academic requirements will be defined in club or organization constitutions; enforcement is the responsibility of the club advisor.

Prohibitions

Participants in an extracurricular activity may NOT:

Tobacco

Possess, use, sell, or distribute tobacco products in any form including “smokeless,” e-cigarettes, or vapors.

Alcohol

Possess, use, sell or distribute alcoholic beverages. This prohibition is understood to include being observed drinking, admitting to drinking, having alcohol odor detectable on breath, or being in possession of alcohol.

Drug and Substance Abuse

Possess, dispense, sell, use, drugs or drug paraphernalia. This prohibition includes, but is not limited to, narcotics, inhalants, mind-altering substances, anabolic steroids, human growth hormones, and drug look-alike substances. This prohibition does not include use of medications as

prescribed for the student by a physician. The prohibition does include dispensing and/or selling prescribed drugs to other students.

Attendance: No student –athlete shall attend any party or other social gathering where underage drinking and/or drug use occurs.

Cumulative Violations

After the first violation of any prohibition under this Code of Conduct, any additional violation will be dealt with as a next-level violation, regardless of whether the additional violations involve different prohibitions. For example, if a student has violated the ban on tobacco use, and subsequently violates that ban on the use of alcohol, the penalty imposed will be that prescribed for the second violation under the alcohol abuse provisions of this Code of Conduct.

Penalties for Violations

- Parent/guardians and student participants will be notified in writing by the athletic director when violations are found to have occurred. Copies of notices will be kept on file with the athletic director.
- A student participant who is penalized for a violation of this Code of Conduct shall not be permitted to participate in any extracurricular activity during the term of the penalty.
- When a student is denied participation for a number of school days under this Code of Conduct, the student will also be denied participation during any intervening weekends, holidays, or other days when school is not in session.
- Denial of participation is for all activities if a student is involved in multiple activities simultaneously.

PENALTIES FOR TOBACCO, ALCOHOL AND OTHER DRUG ABUSE

First Violation

Student will be denied participation for the remainder of the school year in which the violation occurred. If the student found in violation agrees to have a substance abuse assessment approved by the school administration and demonstrates he/she is following program assessment and treatment recommendations, the period of time the student is denied participation may be reduced by the athletic director and /or Hearing Council.

- Regardless of participation in a substance abuse assessment or rehabilitation program, the student will be denied participation for a minimum of ten (10) days during regular season contests or during the club/activity year.

- If the violation occurs while the student is not currently participating, the student will be denied participation ten (10) days, starting the first day of regular season, contests, ten (10) days of rehearsals, performances, competitions and events for the extracurricular activities.
- A student denied ten (10) days of participation may still actively try out for a team or event and practice. The penalty will be enforced when the athletic contest, performance, or competition begins for the next season or event.

Second Violation

Students will be denied participation in extracurricular activities for fifty percent (50%) of the regular competition season or fifty percent (50%) of the extracurricular calendar year, except as exempted under cumulative violations for junior high.

Third Violation

A junior high student will be denied participation in all extracurricular programs for the remainder of his/her junior high career. A high school student will be denied participation in all extracurricular programs for the remainder of his/her high school career.

Self-referral

If a student seeks assistance for dealing with an ongoing substance abuse problem by self-referral to a coach, advisor, counselor, and/or school administrator, and the student agrees to participate in a substance abuse assessment and rehabilitation program approved by the school administration and agrees to follow assessment/treatment recommendations, there shall be NO DENIAL of participation from extracurricular activities, unless a subsequent violation occurs. Refusal or failure to follow assessment/treatment recommendations will result in the application of the first-violation procedures.

The self-referral provision will not apply if a violation has already occurred and is then discovered as the result of investigation (active and/or ongoing) by school officials. For example, a student cannot use the self-referral provision if an investigation has been initiated for a suspected violation. Self-referral will not apply as a means of avoiding a code violation.

Student will be denied participation in extracurricular activities for fifty percent (50%) of the regular competition season or fifty percent (50%) of the extracurricular calendar year from the date of the violation, except as

exempted under cumulative violations for junior high.

A junior high student will be denied participation in all extracurricular programs for the remainder of his/her junior high career. A high school student will be denied participation in all extracurricular programs for the remainder of his/her high school career.

The student and his/her parent/guardian are responsible for any expense incurred in connection with the student's participation in any substance abuse assessment, rehabilitation, or treatment program.

General Misconduct

Coaches or advisors may suspend a student from an individual activity for behavior not conducive to good morale. Violations of particular rules such as breaking curfew, being late for meetings, practices or contests, general disrespect towards coaches or advisors, players, other students, fans, unsportsmanlike conduct, or any other behavior detrimental to the players, students or team will also be handled by the coach or advisor.

Repeat violations may result in further suspensions or denial of participation from the activity. The appropriate advisor may direct any hearing and make any determination regarding a participation penalty, unless otherwise directed by the Athletic Director. Such determinations may be appealed pursuant to the due process sections of this code.

Criminal Law Violations

Coaches or advisors will, upon consultation with the principal and athletic director, take disciplinary action in all cases of criminal law violations not previously addressed under this Code of Conduct. The disciplinary options available to coaches and advisors for students in grades 9 – 12 range from oral reprimand to a maximum penalty of denial of participation in extracurricular activities for the remainder of the student's career in this school district, as appropriate to the severity of the violation

Disciplinary Procedure

- Coaches, advisors, and the respective Hearing Council will consider the recommendation from court officials in handling civil or criminal law violations. The Hearing Council may also recommend penalties up to and including permanent denial of participation.
- The Associate Principal/Athletic Director or designee will investigate the alleged violation by contacting the student, the student's parent/guardian, and any other individuals

deemed necessary. The Associate Principal/Athletic Director or designee will establish the appropriate penalty as soon as reasonably possible.

- The Associate Principal/Athletic Director shall notify the student and the student's parent (s) of alleged violation of this code. (Prohibitions)
- The student and parent/guardian will be notified in writing by the associate principal/athletic director when a violation is found to have occurred.
- The decision may be appealed by submitting written request to the respective principal and should state the exact reason the decision is being appealed within five (5) days of the date of determination of the code (SEE APPEAL PROCESS).
- The appeal will be heard by the building Hearing Council which will issue its findings to the principal. The principal will notify the student and parent guardian of the Council's decision.

Appeal Process/Due Process

- The principal will establish a date for the Appeal Hearing
- The appeal will be heard by the building principal in which all findings completed by the athletic director will be reported to the principal.

Approved by the Board of Education

Statement of Compliance with Federal Laws

The Washington Local School District complies with federal laws which prohibit discrimination in programs and activities receiving federal assistance.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex.

The following grievance procedure is being established to specifically deal with complaints of discrimination from federal grant recipients or beneficiaries in the Washington Local School system arising from Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color, or national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination on the basis of handicap;

and Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex. The Board of Education shall designate a person to coordinate compliance with federal laws.

Step 1: Any student who wishes to grieve any act that is prohibited under the regulations of Title VI, Section 504, or Title IX may, within ten (10) calendar days of the alleged violation or knowledge thereof, file with the building principal a written grievance on the form provided by the superintendent's office, with a copy forwarded to the compliance coordinator of Washington Local Schools.

Step 2: The building principal will render a decision on the grievance and communicate in writing to the grievant and the compliance coordinator within ten (10) calendar days after receipt of the written grievance.

Step 3: In the event the grievance has not been satisfactorily resolved at the second step, the grievant may, within ten (10) calendar days of the principal's written decision, file a written appeal to the compliance coordinator.

Step 4: The compliance coordinator will meet with the grievant within ten (10) calendar days of receipt of the written appeal and render a decision within ten calendar days of said meeting.

Step 5: In the event the grievance has not been satisfactorily resolved at the fourth step, the grievant may, within ten (10) calendar days of the compliance coordinator's written decision, file a written appeal to the superintendent who functions as the final mediator at the local level.

Step 6: In the event the grievance has not been satisfactorily resolved at the fifth step, the grievant may appeal to the Office for Civil Rights, U.S. Department of Education, 55 Erievue Plaza, Room 300, Cleveland, Ohio 44114-1816.

The Age Discrimination Act of 1975 prohibits discrimination on the basis of age.

The Washington Local School District also complies with the Family Education Rights and Privacy Act of 1974 which grants to parents/guardians the rights to examine their children's official school records.

Inquiries regarding unlawful discrimination may be directed to Director/Human Resources, Washington Local Schools, 3505 West Lincolnshire Boulevard, Toledo, Ohio 43606, or by calling 473-8225.

Notice To Students-Provisions Guaranteed by 504 Regulations:

No one may be excluded from any course, or courses of study, on account of handicap. Classes will be rescheduled for students with mobility impairments if the classrooms are inaccessible.

Course requirements may be modified in certain instances to ensure full participation by handicapped classrooms. Alternate methods of testing and evaluation are available in all courses offered by the schools for students with requirements for such methods. The schools make auxiliary aides available for students with impaired sensory, manual, or speaking skills. Certain school rules and regulations may be waived if they limit the participation of handicapped students.

BOARD OF EDUCATION POLICIES

*All Board Policies can be found at:

www.wls4kids.org

District > School Board > Policies

*In numerical order

Whitmer Offices

Activities and Athletics Office

For the most current information including announcements, athletic and activity calendars, roster of coaches and school events visit our website at: www.wls4kids.org

ID Cards

Students are required to have a school issued ID card with them at all times. Students need their student ID to ride the bus, late bus, attend athletic events and to attend dances. If this ID is lost or misplaced, the student must assume responsibility, and the expense of replacing the card. Two dollars must be paid to the school bookkeeper, in the Athletic/ Activities Office, before the library will replace the ID card.

Homecoming, Turnabout and Prom Dance Dress Expectations

Students are to dress at all times with a sense of good taste so as not to cause disruption. A student whose dress goes beyond the bounds of good taste and is judged by school personnel to be inappropriate, offensive, and/or disruptive will be asked to change or leave

Behavior Expectations

Any Behavior deemed as inappropriate will be subject to disciplinary actions, including being removed from dance.

Other Important Dance Information

- You must have a picture ID to enter the dance, No Exceptions
- There will be no admittance to the dance after 8:00pm. No refunds or exceptions
- There will be no guest purchases allowed at the door.
All guests must be pre-paid and pre-approved.
- Once you leave the dance, there will be no re-entry.

- If you are under suspension or expulsion, you may not attend the dance.
- You must be between the age of 9th grade and 18 years old, or attending high school to attend.

Lockers/Locks

Lockers are the property of the Board of Education. The locker and contents are subject to random searches, at any time. Students are assigned lockers through at the Activities Center. Each locker has a combination lock. The office can change the combination, if a problem exists. A student ID is required to receive locker information, or assistance for locker entry. Key-type padlocks, or bicycle locks, are prohibited. If the combination is not on file, or in an emergency situation, the lock will be cut off.

The following guidelines for lockers should be followed:

- Do not share your locker combination with any other student. Only one student is assigned per locker. Students are encouraged to keep their lockers closed and locked at all times.
- Keep your locker neat
- Students are responsible for the upkeep of their assigned locker. Students are not permitted to write, scratch, or use contact paper, or stickers, in decorating their locker. Cost of cleaning and/or repairing a locker will be assessed to a student if damage occurs as a result of student misuse and/or abuse.
- Do not hit or kick your locker. If the locker will not open, please see the Athletics and Activities Office for assistance.

Career & Technology Center

Application Process

Once a student completes an application, the following information is reviewed to determine if a student is prepared to enter the two-year commitment for a career tech program:

- Attendance
- Cumulative Grade Point Average (GPA)
- Discipline Record
- On target to graduate

National Technical Honor Society (Criteria)

- Currently enrolled in a Whitmer Career Tech Program
- Have an accumulative GPA of 3.390
- 10 service hours are required, as well as attend the WHS Yardfest, CTC Open House and Kids In Action
- Students must exhibit a positive image for career and technical education and promote critical workplace values including skill development, honesty, responsibility, service, citizenship, and leadership
- Students will also work on a service project partnering with the National Honor Society

College Credit

All Whitmer CTC programs are College Tech Prep, which means the courses have a postsecondary focus to include seamless curriculum, which makes it easier to enroll at a college or university. Students in a career-tech program have the opportunity to further their education, which could be college, adult workforce education, or apprenticeships.

Senior Projects

Seniors, nearing the completion of 12 years of education, have taken a variety of courses, and developed a variety of skills, throughout these years. Now they have an opportunity to combine the knowledge and skills they have learned in their career tech program, and display them. Their senior project provides an opportunity for students to choose an area of interest, perform in-depth research, and demonstrate problem-solving, decision-making, and independent learning skills. It contributes to a strong senior year of challenging courses, and practical experiences, that prepare them for the next step in the workplace and lifelong education. All career tech students complete a senior project. In the spring, the top two students, from each program, will be chosen to present to teachers and business and industry members from our community.

Lab Fees

Due to the uniqueness of career tech, according to the law (HB-153), lab fees for a career-tech program may be charged; students are not exempt due to free or reduced lunch. These fees pay for tools, equipment, and materials that are necessary for workforce-readiness training and materials that may be retained, by the students, after course completion. Examples of items purchased with lab fees may include: workbooks, uniforms, miscellaneous supplies and items used for certification examinations

Career Passport

The Career Passport is a portfolio presented to senior students who have met the established criteria for graduation. The career tech student portfolio is based on assessments of the individual's occupational skills and achievements, acquired in their career technical training. The Career Passport that the student receives upon graduating is the beginning of the documentation process for significant career achievements. The passport is designed for the student to keep up-to-date records, including a resume of their professional growth, throughout their career. Professional growth records will include future work experiences, educational activities, and other career achievements.

Career Technical Student Organization

Intra-curricular component of career-technical programs, with activities designed to support instructional objectives and attainment of academic and technical competencies, while helping students develop citizenship, interpersonal and leadership skills. All career tech program students are required to belong to a career-tech student organization.

Counseling Center

Academic Ethics

Students at Whitmer High School are expected to pursue their academic goals with honesty and integrity. Plagiarism, cheating, and other unethical academic practices will not be tolerated. Students who participate in unethical academic practices are subject to disciplinary and/or academic consequences.

Student Schedules

Academic scheduling occurs in February, March and April for the upcoming school year. Parents/guardians are asked to have input regarding their student's academic selections. All scheduling is completed with standards set forth by the State of Ohio Department of Education and the Washington Local School Board.

Schedule Changes

It is important that families give serious attention to the selection of courses for the next year. Schedule changes after the selections are submitted are difficult, and at times, impossible. If a schedule change is desired and a student has parent approval, request and appointment with the counselor prior to the end of the **previous school year. Students may not request specific teachers. Schedules will not be changed after June 1st for the following year.**

Counseling Services

Students are encouraged to set up appointments to see their counselors. Parents/guardians are welcome to call during school hours for an appointment with their son or daughter's counselor. Below is a sampling of how counselors can help:

- Coping with the demands of high school
- Opportunities for involvement in school and community life
- Course selection and scheduling
- Self-Advocacy
- Management of personal concerns and relationships with others
- Management of situations which affect school performance
- Interpretation of standardized test scores

- Refer to appropriate community resources (i.e., family and/or individual counseling, medical needs).
- Career assessment and opportunities
- Completion of applications to colleges and technical schools

College Credit Plus (CCP)

The College Credit Plus program in Ohio is designed to allow high school students the opportunity to earn college and high school credit concurrently. CCP's goal is to provide additional opportunities for high school students to experience course work at the college or university level. The Parent/guardian must attend a mandatory meeting explaining the program held by January 31st and sign a letter of intent to participate in the CCP program by April 1st of each year. Students and their families are required to apply to the university. Once accepted, the student will complete the steps to register for classes. Transportation to the college or university is not provided by Washington Local Schools.

Transcripts

Transcripts of grades include: semester grades, grade point average, and test scores. All transcripts for current students and alumni are processed through Parchment. The link to Parchment can be found on both the WLS and Whitmer High School home pages. Official transcripts are sent directly to employers or schools, as requested. Please allow 3-5 business days for the transcript request to be completed. At age 18, the student or graduate is the only one who may authorize the release of the transcript.

College Visits

Students are allowed four College Visits throughout their Junior and Senior year. Students must fill out and submit a college visit form prior to their college visit. Upon return, written documentation from the college/university will be required for the absence to be excused and the student to make-up missed work.

School Records

Student Cumulative Record Files (CRF) are maintained in the Counseling Center. With advanced notice, students who are 18 years old and/or parents may review the CRF.

Student Record "Directory Information"

Ohio law provides for the release of "directory information": without the consent of the parent; or, if the student is eighteen (18) years of age or older, the written consent of the student. "Directory information" includes the following: a student's name; address; telephone number; date and place of birth; photograph; major field of study;

participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received, honor rolls, or scholarships.

The District will make "directory information" available upon a legitimate request unless a parent, guardian, or adult student notifies the school in writing within five days from the date of this notification that he/she will not permit distribution of any or all such information. Contact the building principal or Counseling Center for this request.

Class Rank

A numerical rank assigned to students according to their cumulative grade point average (GPA). Academic and elective subjects are used in computing class rank. The GPA is recorded at the end of each semester and is determined by the number of credits and the grade received in each course.

Graduation Requirements Board Policy 5460

It shall be the policy of the Washington Local Board of Education to acknowledge each student's successful completion of the instructional program of the district, as well as personal proficiency, by awarding a diploma.

Graduation Requirements for the class of 2018 & 2019

English	4 units
Health	½ unit
Mathematics	4 units
Algebra II	1 unit
Physical Education	½ unit
Science	3 units
Biological Science	1 unit
Physical Science	1 unit
Science Elective	1 unit
Social Studies	3 units
American History	1 unit
World History	1 unit
American Government	1 unit
Electives	9.5 units

Electives must include instruction in Economics/ Financial Literacy and 2 semesters of Fine Arts anytime during grades 7-12. Students enrolled in a Career Technology Program are exempt from the fine arts requirement.

Fine Arts 2 units earned during the 7th – 12th grade years

Total credits to Graduate – 25

Students must also meet one of the following three criteria:

- Earn a cumulative passing score on seven end-of-course exams. The scores will be set by

the State Board of Education. All students take end-of-the-year course exams in: Algebra I and Geometry Physical Science for the class of 2018, Biology for the class of 2019 and beyond American History and American Government English I and English II (English 9 & 10)

- Earn a remediation-free score on nationally recognized college admission exam such as ACT or SAT. The State of Ohio will pay for all 11th grade students to take exam free of charge.
- 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.

College Credit Plus (CCP)

Courses in the subject area, will satisfy the end-of-course graduation test requirement for American history, American government, physical science (class of 2018 only) and biology. The college course grade earned under College Credit Plus may earn graduation points in place of the end-of-course tests as provided here. It is important to note, while students can earn graduation points for CCP coursework in biology, all schools must administer the biology end-of-course tests to all students in order to satisfy federal testing requirements. CCP students may use their course grade OR the biology end-of-course test score to earn graduation points, whichever is higher. A student completing a CCP course in American history or American government will not need to sit for the end-of-course tests in the subject area and may earn graduation points based on the letter grade in the course. There are no CCP substitutions for mathematics or English language arts. Students may use math and English language arts CCP courses to satisfy the graduation curriculum requirements. But schools must administer the end-of-course tests to students to earn graduation points.

Graduation Requirements for the class of 2020 and beyond

English	4 units	
Health	1 unit	
Mathematics	4 units	
Algebra II	1 unit	
Physical Education	½ unit	
Science	3 units	
Biological Science	1 unit	
Physical Science	1 unit	
Science Elective	1 unit	
Social Studies		3 units
American History	1 unit	
World History	1 unit	

American Government	1 unit
Electives	5.5 units

Which must include instruction in Economics/ Financial Literacy and 2 semesters of Fine Arts anytime during grades 7-12 Fine Arts encompass artistic works in the areas of visual arts or music. Students enrolled into Career Technology Programs are exempt from the fine arts requirement.

Total credits to Graduate – 21

Students must also meet one of the following three criteria:

- Earn a cumulative passing score on seven end-of-course exams. The scores will be set by the State Board of Education. All students take end-of-the-year course exams in: Algebra I, and Geometry, Biology, American History and American Government, English I and English II (English 9 & 10)
- Earn a remediation-free score on nationally recognized college admission exam such as ACT or SAT. The State of Ohio will pay for all 11th grade students to take exam free of Charge.
- 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.

College Credit Plus (CCP) courses in the subject area, will satisfy the end-of-course graduation test requirement for American history, American government, and biology. The college course grade earned under College Credit Plus may earn graduation points in place of the end-of-course tests as provided here. It is important to note, while students can earn graduation points for CCP coursework in biology, all schools must administer the biology end-of-course tests to all students in order to satisfy federal testing requirements. CCP students may use their course grade OR the biology end-of-course test score to earn graduation points, whichever is higher. A student completing a CCP course in American history or American government will not need to sit for the end-of-course tests in the subject area and may earn graduation points based on the letter grade in the course. There are no CCP substitutions for mathematics or English language arts. Students may use math and English language arts CCP courses to satisfy the graduation curriculum requirements. But schools must administer the end-of-course tests to students to earn graduation points.

Any pre-approved education options (summer school or online courses) needed to meet graduation requirements must be completed, and on file in the high school Counseling Center, by the designated deadlines.

The Board will award diplomas to students who properly complete the goals and objectives specified in their Individualized Education Programs (IEP) including either the exemption from, or the requirement to complete, the state graduation tests.

A diploma with Honors shall be awarded to students who meet the State Board of Education's established requirements.

Early Graduation

A parent/guardian must petition for early graduation by completing the required forms. The application must be completed by December 1st, of the graduating school year. If the application is approved, the principal or designee will notify the counselor, and the student's name will be placed on the Early Graduation List. The student will then be eligible to participate in the commencement ceremonies at the end of the school year pending all graduation requirements are met.

GRADES, AWARDS AND STUDENT RECORDS

GRADE LEVEL/CLASS PLACEMENT (9 – 12):

Students will be placed in the appropriate grade level/graduating class and will advance one grade level for each year of attendance as follows:

Years of Attendance	Class Placement
Year One.....	Freshman
Year Two.....	Sophomore
Year Three.....	Junior
Year Four or More.....	Senior

Online Learning/Educational Options

See

The Board of Education recognizes the need to provide alternative means by which students achieve the educational goals of the District. Therefore, the Board supports educational programs that serve students in ways adapted to differing abilities and needs.

Educational options are experiences or activities where students can earn credit, which may supplement or replace the regular school curriculum. In providing such experiences, educational standards and integrity of credits earned must be maintained.

Malcolm-Bain Academy (Whitmer's Alternative Online School)

The MBA is an alternative to attending traditional classes at Whitmer High School in order to earn credits and/or a high school diploma. Entrance into the MBA is by application only. If a student is interested in the MBA, he/she must see his/her counselor for an application. While in the Malcolm – Bain Academy, a student may earn credits by:

- Taking online courses (attendance is mandatory) with help provided by classroom teachers, as needed
- Participating in service learning opportunities and life skill lessons
- Participating in the Career Based Intervention (CBI) program

Credit Recovery

If approved by the board, Whitmer High School will offer fall and/or spring sessions of credit recovery using a computer-based online learning program. This program is offered at an extra cost. Registration forms can be accessed in the Counseling Center.

Summer School

If approved by the Board, Whitmer High School will offer a computer-based online learning program for students to earn credit over the summer months. This program is designed to allow students to recover credit from failed courses. A complete course listing will be available in the late spring. The physical education course will be offered in a traditional format, and the student's grade will be determined by participation. Priority is given to Whitmer students for summer enrollment in physical education, but students from surrounding districts may also attend. Summer credits earned any place other than Whitmer must be pre-approved. Whitmer offers summer school at an additional cost. Registration forms can be accessed in the Counseling Center.

Notice to Students - Provisions Guaranteed by 504 Regulations

No one may be excluded from any course, or courses of study, on account of a disability. Classes will be rescheduled for students with mobility impairments if they are scheduled for inaccessible classrooms. Course requirements may be modified in certain instances to insure full participation by students with disabilities.

Alternate methods of testing and evaluation are available in all courses offered by the schools for students with requirements for such methods. The schools make auxiliary aides available for students with impaired sensory, manual, or speaking skills.

Certain school rules and regulations may be waived if they limit the participation of students with disabilities.

College Credit Plus (CCP) courses will be weighted the same as honors and AP courses offered in the same subject area at Whitmer High School for class ranking and grade point averages.

Honors Recognition

Graduates will be recognized in the following categories: Summa Cum Laude, Magna Cum Laude, and Cum Laude. Student will be identified in the graduation program and will be awarded honors to wear during the senior assembly and at graduation. The categories for distinction under the “Cum Laude Honors” graduation recognition are as follow:

Summa Cum Laude – meaning “with the highest praise” is the highest recognition awarded at graduation. To graduate summa cum laude, a student must achieve a 4.0 or higher grade point average on a weighted 4.0 scale.

Magna Cum Laude – meaning “with great praise” is the second highest recognition awarded at graduation. To qualify for magna cum laude, a student must achieve a 3.750 – 3.9999 grade point average on a weighted 4.0 scale.

Cum Laude – meaning “with praise” is the third recognition awarded at graduation. To qualify for cum laude, a student must achieve a 3.500 – 3.749 grade point average on a weighted 4.0 scale.

Beginning with the graduating class of 2020

Students will be recognized using the Latin Honors in place of Valedictorian and Salutatorian. Determination for graduation honors will be based on a student’s cumulative grade point average at the end of the 8th semester of high school. Students achieving Summa Cum Laude honors wishing to deliver a speech during the graduation ceremony will be permitted to complete the application process.

Awards and Scholarships

Each year Whitmer High School will facilitate the awarding of scholarships to students who demonstrate academic ability, service to the school, good citizenship traits and financial need. A committee of faculty and administration review the applications, and award the scholarships to deserving students.

Students are encouraged to review the scholarship board in the Counseling Center, check the WLS website and listen for public announcements for specific information about each scholarship. These announcements usually begin in late January, or

early February, and the recipients are announced at the Senior Assembly. Seniors must fill out the scholarship form/survey in April to verify scholarships received for recognition during Senior Assembly and graduation.

Awards Selection Process

Departmental awards selection criteria will be developed through the department presenting the award and will be made available upon request. Approved awards granted through outside sources will follow the selection criteria established by the award-granting agency.

Academic Letter

Students who achieve a 3.5 accumulated grade point average (GPA) after five semesters, or seven semesters, qualify for an academic letter.

President’s Award for Educational Excellence

Recognizes students with a GPA of 3.5 or above, and achievement in the 85th percentile or higher, in reading or math on the SAT or ACT. Check with your counselor for any changes in criteria.

Ohio State Tests, Graduation, Diplomas and Extra Help

Diplomas

Upon meeting both credit and testing requirements identified by the state of Ohio, students will be awarded a diploma:

Graduation Requirements for the Class of 2018 and Beyond

Students must meet credit requirements and one of the three options listed below that show readiness for the next steps in college and careers.

1) Ohio State Tests -Students earn a cumulative passing score of 18 points using seven end-of-course Ohio state tests. To ensure students are well rounded, they must earn a minimum of four points in math, four points in English, and six points across science and social studies.

○ End-of-course exams are:

- ❖ Algebra I and geometry
 - ❖ Biology (or physical science for the Class of 2018 only)
 - ❖ American history and American government
 - ❖ English 9 and English 10
- 2) Industry credential and workforce readiness
- 3) Remediation-free scores in English language arts and mathematics on nationally recognized college admission exam taken during 11th grade.

Regular Diploma

For students who complete the required curriculum

of Whitmer High School and have met the state of Ohio testing requirements.

Diploma with Honors for the Class of 2018, 2019, and 2020

Students who complete the high school academic curriculum shall meet at least seven of the following eight criteria:

- Earn four units of English
- Earn at least four units of mathematics, which shall include: Algebra I, Algebra II, Geometry and another higher level course of a four-year sequence of courses, which contains equivalent content
- Earn at least four units of science, including one unit of Physics and one unit of Chemistry
- Earn four units of social studies
- Earn either three units of one foreign language or two units each of two foreign languages
- Earn one unit of Fine Arts (must be music, art, or drama)
- 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 ACT or a composite score of 1210 on the SAT.

Career-Technology Diploma with Honors

Students shall meet at least seven of the following eight criteria:

- English – 4 units
- Math – 4 units
- Science – 4 units including two units of advanced science
- Social Studies – 4 units
- Electives – 4 units of Career-Technical minimum. Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which leads to post-secondary credit.
- GPA – 3.5
- ACT 27, SAT 1210
- Additional Assessment – Achieve proficiency benchmark established for appropriate Ohio Career Technical Competency Assessment, or equivalent.

Honors Diploma for students in the class of 2021 and beyond.

Students in the classes of 2018, 2019 and 2020 may also use the criteria in the chart on the next page to earn an honors diploma.

Graduation

Every senior must have successfully completed all required credits, and met the academic requirements of Whitmer High School and the State

of Ohio, and passed State Assessment Tests in order to graduate. Parents and students are encouraged to maintain an ongoing dialogue with their counselor to ensure preparation for graduation. Participation in Commencement Exercises – Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants. Participation in any senior prank is prohibited. For the purpose of this policy, prank will be defined as anything that is illegal, destructive, involves trespassing, causes a disruption of education, or has the intent to create harm or chaos. A student will be excluded from the graduation ceremony and will not be permitted to work for the school district for 5 years if found to have been involved in any senior prank vandalism activity.

Students who do not attend Senior Breakfast practice and the Senior Assembly will not be allowed to participate in commencement. Appropriate dress is expected for commencement. Graduation caps must remain free from decoration of any type. The ladies are encouraged to wear dress clothing and appropriate shoes. Gentlemen are asked to wear a shirt, tie, dark slacks, socks and shoes. Jeans, shorts and flip flops will not be permitted.

Graduation is a significant achievement for every senior and should be approached accordingly. It is important to follow directions, ask questions and assist in making the commencement ceremony a dignified occasion for everyone. Failure to comply with the aforementioned items may forfeit a student's privilege to participate in commencement, but the student will still be able to receive his/her diploma. The diploma can be picked up in the Principal's Office the Monday after the graduation ceremony as long as all fees have been satisfied.

Extra Help

Whitmer High School offers services to assist students who are struggling to meet credit requirements or one of the graduation pathways.

Panther + Tutoring - After school Monday through Friday from 2:30 p.m. until 3:30 p.m. Teachers provide tutoring to students in any needed subject.

Advisory Time - Students have additional time attached to their 3rd block class to focus on student based skills and to receive academic supports.

Criterion	Ohio Diploma	Academic Honors Diploma	International Baccalaureate Honors Diploma	Career Tech Honors Diploma	STEM Honors Diploma	Arts Honors Diploma (Includes dance, drama/theatre, music, and visual art)	Social Science & Civic Engagement Honors Diploma
Math	4 units, must include one unit of algebra II or equivalent	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	5 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content ⁴	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content	4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content
Science	3 units	4 units, including two units of advanced science ²	4 units, biology, chemistry, and at least one additional advanced science ²	4 units, including two units of advanced science ²	5 units, including two units of advanced science ²	3 units, including one unit of advanced science ²	3 units, including one unit of advanced science ²
Social Studies	3 units	4 units	4 units	4 units	3 units	3 units	5 units
World Languages	N/A	3 units of one world language, or no less than 2 units of each of two world languages studied	4 units minimum, with at least 2 units in each language studied	2 units of one world language studied	3 units of one world language, or no less than 2 units of each of two world languages studied	3 units of one world language, or no less than 2 units of each of two world languages studied	3 units of one world language, or no less than 2 units of each of two world languages studied
Fine Arts	2 Semesters	1 unit	1 unit	N/A	1 unit	4 units	1 unit
Electives	5 units	N/A	N/A	4 units of Career-Technical minimum ³	2 units with a focus in STEM courses	2 units with a focus in fine arts course work	3 units with a focus in social sciences and/or civics
GPA	N/A	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale
ACT/SAT/WorkKeys ⁴	N/A	27 ACT/1280 SAT ⁴	27 ACT/1280 SAT ⁴	27 ACT/1280 SAT ⁴ /WorkKeys (6 Reading for Information & 6 Applied Mathematics) ⁷	27 ACT/1280 SAT ⁴	27 ACT/1280 SAT ⁴	27 ACT/1280 SAT ⁴
Field Experience	N/A	N/A	Complete a field experience and document the experience in a portfolio specific to the student's area of focus ⁵	Complete a field experience and document the experience in a portfolio specific to the student's area of focus ⁵	Complete a field experience and document the experience in a portfolio specific to the student's area of focus ⁵	Complete a field experience and document the experience in a portfolio specific to the student's area of focus ⁵	Complete a field experience and document the experience in a portfolio specific to the student's area of focus ⁵
Portfolio	N/A	N/A	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts ⁶	Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts ⁶	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus that is reviewed and validated by external experts ⁶	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus that is reviewed and validated by external experts ⁶	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus that is reviewed and validated by external experts ⁶
Additional Assessments	N/A	N/A	N/A	Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent	N/A	N/A	N/A

10. Additional Compensation

The Superintendent recommends that the Board of Education approve payment for additional compensation to Melissa Cogar, Secretary to the Assistant Superintendent, beginning June 13, 2018 in the amount of \$50.00 per day. This additional compensation is for her temporary assistance in the Superintendent's office.

Moved by: _____

Seconded by: _____

Mr. Hughes ____ Ms. Canales ____ Mr. Ilstrup ____ Mr. Hunter ____ Mr. Sharp ____

11. Salary Schedule

The Superintendent recommends that the Board of Education approve the Salary Schedule for Associate Principal – Junior High and Elementary, as presented.

Moved by: _____

Seconded by: _____

Mr. Hughes ____ Ms. Canales ____ Mr. Ilstrup ____ Mr. Hunter ____ Mr. Sharp ____

Associate Principal / Junior High / Elementary

Schedule 3.2

214 Days (Includes 4 flex days)
210 Days — Daily Rate

Step	2018/19	2019/20
0	79,680	81,274
1	81,884	83,522
2	84,088	85,770
3	86,292	88,018
4	88,496	90,266
5	90,700	92,514
6	92,904	94,762
7	95,108	97,010
8	97,312	99,258
9	99,516	101,506
10	101,720	103,754
Step Differential	2,204	2,248
MA + 18 sem hours	1,800	1,800
MA + 36 sem hours	3,600	3,600
Specialist degree	4,500	4,500
Ph.D. Education / Ed.D.	5,000	5,000

12. Executive Session

The Superintendent recommends that the Board of Education enter into Executive Session to:

1. Consider the **APPOINTMENT** of a public employee or official.
2. Consider the **EMPLOYMENT** of a public employee or official.
3. Consider the **DISMISSAL** of a public employee or official.
4. Consider the **DISCIPLINE** of a public employee or official.
5. Consider the **PROMOTION** of a public employee or official.
6. Consider the **DEMOTION** of a public employee or official.
7. Consider the **COMPENSATION** of a public employee or official.
8. Consider the **INVESTIGATION OF CHARGES OR COMPLAINTS** against a public employee, official, licensee, or student.
9. Consider the **PURCHASE OF PROPERTY** for public purposes.
10. Consider the **SALE OF PROPERTY** at competitive bidding.
11. **CONFER WITH AN ATTORNEY** for the Board of Education concerning disputes involving the Board that are the subject of pending or imminent court action.
12. **CONSIDER INFORMATION THAT CONCERNS A DISPUTE** which is or may become subject to litigation or other legal proceeding, and would be harmful to the interests of the School District if disclosed to any opposing party or parties.
13. **CONSIDER INFORMATION THAT CONCERNS A PROPOSED NEGOTIATION AND/OR CONTRACTUAL AGREEMENT** with a person, firm, labor organization, or governmental entity, and would impair the School District’s position with respect to such negotiations or agreement(s) if such information were to be disclosed publicly.
14. **PREPARE FOR NEGOTIATIONS OR BARGAINING SESSIONS** with public employees concerning their compensation or other terms and conditions of employment.
15. **CONDUCT NEGOTIATIONS OR BARGAINING SESSIONS** with public employees concerning their compensation or other terms and conditions of employment.
16. **REVIEW NEGOTIATIONS OR BARGAINING SESSIONS** with public employees concerning their compensation or other terms and conditions of employment.
17. **CONSIDER MATTERS REQUIRED TO BE KEPT CONFIDENTIAL** by federal law or regulations or state statutes.
18. **DISCUSS DETAILS RELATIVE TO THE SECURITY ARRANGEMENTS** and emergency response protocols for the Board of Education.
19. **CONSIDER CONFIDENTIAL INFORMATION** related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance.
20. **CONSIDER CONFIDENTIAL INFORMATION** related to negotiations with other political subdivisions respecting requests for economic development assistance.

Moved by: _____ Seconded by: _____

Mr. Hughes ____ Ms. Canales ____ Mr. Ilstrup ____ Mr. Hunter ____ Mr. Sharp ____

TIME ENTERED INTO EXECUTIVE SESSION: _____ P.M.

Let the minutes reflect that at _____ P.M., the Washington Local Board of Education **RETURNED FROM EXECUTIVE SESSION** and did, in fact:

- # _____ (list numbers from above list as appropriate)
- All board of education members returned to the meeting.
- The following board member(s) did not return to the meeting: _____

13. SAAWLS Reference Handbook

The Superintendent recommends that the Board of Education approve changes to the Supervisors and Administrators of Washington Local Schools (SAAWLS) Reference Handbook, as presented.

Moved by: _____ Seconded by: _____

Mr. Hughes ____ Ms. Canales ____ Mr. Ilstrup ____ Mr. Hunter ____ Mr. Sharp ____

REFERENCE HANDBOOK

Supervisors and Administrators Of Washington Local Schools

July 1, 2018 – June 30, 2020

Approved by the Board of Education on

Notes

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Preface

This handbook contains information regarding practices, procedures, benefits, evaluation, and salary schedules. Board of Education resolution is required for revisions to this document. Employees covered under this handbook are expected to comply with these provisions as well as Board of Education policies, state mandates, job description responsibilities, Master Agreement provisions, and directives.

For purposes of this handbook, employees shall be understood to mean current administrators, supervisors, classified supervisors, and any subsequent positions approved by the Board of Education as administrative, supervisory, or included under these provisions.

ARTICLE 1 – EQUAL OPPORTUNITY

Section 1.1 – Equal Opportunity Employer

The Board of Education will provide equal opportunity for employment and advancement regardless of race, color, national origin, sex, disability, religion, military status, ancestry, genetic information or age (except as authorized by law) provided the candidate meets the qualifications of the vacant position and is the most qualified of those interviewed.

Section 1.2 – Selection Procedure

In the event of an administrative vacancy not filled by transfer, the district will follow applicable state certification laws and the procedures below to qualify as an equal opportunity employer.

The Director of Human Resources shall develop a notice which includes the vacant position, the job description, salary range, contractual year, and application deadline.

The vacancy notice will be posted publicly on the district website. The Superintendent shall appoint a committee to conduct interviews of qualified candidates. The committee will refer the top candidate(s) to the Superintendent and/or Assistant Superintendent for further consideration. All candidates will be notified regarding the status of their applications.

ARTICLE 2 – CONTRACTS

Section 2.1 – Contractual Year

- Administrators: August 1 - July 31
- Classified Supervisors: July 1 - June 30

Actual number of workdays per contractual year will vary according to position. Supervisors/administrators not on twelve-month contracts shall follow the teachers' calendar plus additional days as designated in the salary scale.

Section 2.2 – Salary and Daily Rate of Pay (Per Diem)

Total Regular Salary includes the placement on the appropriate salary schedule plus the education stipend, if applicable.

Per diem is the total regular salary divided by the number of “daily rate” days. This rate is used for purposes of determining severance, retirement, and personal leave compensation.

200 days	Special Education Case Manager
210 days	Junior High Associate Principals
210 days	Elementary Principals
210 days	Supervisor of Safety and Security
215 days	Assistant Principal – Whitmer
230 days	12 month Supervisors/ Administrators

Section 2.3 – Holidays

Employees on twelve-month contracts shall be entitled to the following:

1. Labor Day Observance	
2. Thanksgiving Day	
3. The day after Thanksgiving	
4. The day before Christmas	December 24
5. Christmas Day	December 25
6. The day before New Year's	December 31
7. New Year's Day	January 1
8. Martin Luther King Jr. Observance	
9. Presidents' Day	
10. Good Friday	
11. Memorial Day Observance	
12. Independence Day	July 4

Any additional days granted to bargaining-unit members.

Restrictions:

- Twelve-month employees shall be required to report for work on designated holidays should those days be included in the teachers’ calendar; that holiday may be taken at another time as approved.
- If December 24 and December 31 fall on Friday, (December 25 and January 1 on Saturday), Thursday and Friday will be observed as holidays.
- If December 24 and December 31 fall on Saturday (December 25 and January 1 on Sunday), Friday and Monday will be observed as holidays.
- If December 24 and December 31 fall on Sunday (December 25 and January 1 on Monday), Monday and Tuesday will be observed as holidays.
- If July 4 falls on Saturday, Friday will be observed as the holiday; if July 4 falls on Sunday, Monday will be observed as the holiday.

Section 2.4 – Salary Schedule Placement

Administrators

Up to eight (8) years of experience as an administrator may be recognized at the time of the initial employment contract. Non-administrative employees who are recommended for an administrative contract may be placed at step 3 of the administrative schedule with salaries frozen until experience reaches that point.

Classified Supervisors

Placement on the salary schedule will be determined by an evaluation of the qualifications of the candidate, to include, but not be limited to, training, experience, and previous salary. Up to eight (8) years of experience as a supervisor may be recognized at the time of the initial employment contract.

- RSO/RSB: Certification as a Registered School Business Official (RSBO) or certification as a Registered School Business Administration (RSBA) through the Ohio Association of School Business Officials is recognized as professional advancement with stipend granted in addition to the supervisor/administrator's position on the salary schedule.

Section 2.5 – Term of Contract

Experience as a supervisor/administrator in the district will be considered when new contracts are recommended. Contracts may be issued for periods of time ranging from one to four years.

Section 2.6 – Supplemental Contract

The availability of the administrator for consultation with students, parents and professional colleagues is essential. Supervisors/administrators may serve as coaches or sponsors of school activities, and may supervise programs for which additional compensation is received and which does not conflict with established workdays, only with prior approval of the Superintendent/designee.

Section 2.7 – Direct Deposit

Employees shall be paid by direct deposit; however, those employed prior to the 1993/94 contract year have the option of payroll deposit.

ARTICLE 3 – BENEFITS

Section 3.1 – Complimentary Passes

Full-time employees are encouraged to attend athletic events and other school programs involving student participation for which admission is charged to the general public. Therefore, upon presentation of a district ID card, employees will receive free general admission.

Section 3.2 – Professional Organization Dues

Reimbursement for professional organization dues shall be paid, not to exceed 3 memberships selected from the following categories: national, state, community.

Section 3.3 – Retirement Pay

Retirement pay shall be based upon the following and shall be paid from sick leave accumulation. Persons retiring may not receive both severance and retirement pay.

1. 30% of sick leave accumulation for days 1 through 120
50% of sick leave accumulation for days 121 through 200

65% of sick leave accumulation for days 201 through 340

80% of sick leave accumulation for days 341 and above

TIMES: 10% for each year in the Washington Local school district (cannot exceed 100%).

Definition: A year in the Washington Local School District shall be 12 full months. For purposes of calculating severance and retirement, for the first contract year of employment 120 days worked will be given a full year of service credit in the Washington Local Schools. Partial-year credit will not be granted for any subsequent year.

TIMES: The daily rate of pay.

2. In order to qualify for any retirement pay benefit, the employee must have been employed by the district a minimum of five (5) years.
3. The date from which sick leave may be accumulated for retirement pay purposes will be based on the opinion of the Attorney General of the State of Ohio.
4. The amount paid will be the per diem rate of the employee's total regular salary in effect at the time of retirement.
5. Supplemental contracts or extra duty contracts are not included in the calculation of retirement pay.
6. Retirement pay will be issued as follows:

The maximum IRS 415 contribution will be deposited by the Treasurer into the VOYA account not later than sixty (60) days following the effective retirement date of the employee, provided proof from a recognized retirement system has been submitted. Any amount of money exceeding current annual IRS 415 limit will be deposited at the maximum contribution level allowed by IRS 415 for up to five (5) years beyond retirement until all monies are paid out. Future contributions will be made in January of each year following retirement.
7. Retirement is defined as the process whereby an employee leaves the Washington Local Schools and is immediately eligible for monthly retirement income for life from the State Teachers Retirement System or School Employees Retirement System based on contributions to the retirement system by the employee and/or the Board of Education.
8. Seven (7) additional days' retirement pay shall be granted for early notification of retirement: October 1 for mid-year retirement (excludes building administrators) and March 1 for end-of-the-year retirement. Pay for these seven (7) days will be separate from the regular severance and retirement.

Section 3.4 – Retirement and/or Severance Pay Upon Death During Employment

In the event of the death of an employee who has otherwise qualified for receipt of retirement and/or severance pay pursuant to any agreement or Board of Education resolution, said payment should be made to the designated beneficiary/beneficiaries. The designation shall be made in writing by the employee using Form RS-100 and forwarded to the Director of Human Resources for placement in the Employment Record File (ERF). In the absence of such designation, payment shall be made to the surviving spouse, if any, or in the absence of a surviving spouse, to the deceased employee's estate.

Within fifteen (15) days following receipt of death notice of an employee whose spouse and/or dependents are covered by insurance provided by the Board, the Treasurer shall mail the option for conversion to an individual policy, as provided by Section 3923.122 O.R.C., to the spouse and/or dependents at the last-known address.

Section 3.5 – Severance Pay

Upon leaving the district, severance pay will be issued based upon the following considerations:

1. 25% of accumulated sick leave for the first 120 days (not to exceed 30 days)

TIMES: 10% for each year in the Washington Local District (cannot exceed 100%)

Definition: A year in the Washington Local School District shall be 12 full months. For purposes of calculating severance and retirement, for the first contract year of employment 120 days worked will be given a full year of service credit in the Washington Local Schools. Partial-year credit will not be granted for any subsequent year.

TIMES: The daily rate of pay

2. In order to qualify for any severance pay benefits, the employee must have been employed by the district a minimum of five (5) years and have accumulated at least sixty (60) days' sick leave.
3. The date from which sick leave may be accumulated for severance pay purposes will be based on the opinion of the Attorney General of the State of Ohio.
4. The amount paid will be the per diem rate of the employee's total regular salary in effect at the time of severance.
5. Supplemental contracts (extra-service or additional duties) are not included in the calculation of severance.
6. Severance pay will not be granted to employees who have been terminated from employment with the district for reasons of unsatisfactory work performance.
7. An employee may qualify for severance pay only once in a lifetime.

Section 3.6 – Travel Reimbursement

Employees who use personal automobiles for school business, during the regular workday within the district and proximity, will be reimbursed at the IRS rate in effect at the time of travel.

A mileage log must be maintained. Travel reimbursement forms must be submitted for approval to immediate supervisors by January 1 and July 1 of each year.

Section 3.7 – Tuition Reimbursement

Eligibility for reimbursement is based upon employment for at least one full year in the supervisory or administrative position and is for classes that relate directly to professional growth at an amount not to exceed \$1,400.00 per year per employee for July 1, 2016 through June 30, 2018.

Employees must commit to work in the district for a period of one year from the time of reimbursement or repay the district the total amount.

Section 3.8 – Vacation

Twelve-Month Supervisors/Administrators

Years' Experience	Days	
1 to 21	20	Plus any additional vacation benefits granted to bargaining units.
22 to 24	22	
25 or more	25	

Vacation requests must be submitted on Aesop. Previous employment by the State of Ohio or any political subdivision of the state entitles the employee to service credit counted to determine the total number of vacation days. Vacation days are subject to prior approval and may be used during the year for which the contract is issued.

Employees under contract less than one (1) full contractual year shall receive prorated vacation. EXAMPLE: 5/12 times 20/1 equals 8.3 rounded to the highest full day will be nine (9) days of vacation. Administrators may carry over a maximum of ten (10) days' vacation into the following contractual year.

Section 3.9 – STRS / SERS Retirement Pick-up

The Board agrees to pick-up retirement and pick-up on the pick-up.

The Board agrees to pick up the total amount of employee contributions required by Section 3307.26, Revised Code, to be contributed by Administrators and Supervisors to STRS Ohio and SERS Ohio. Washington Local Schools is permitted to pick up employee contributions pursuant to Section 3307.27, Revised Code, and Section 414(h)(2) of the Internal Revenue Code. These picked-up contributions, although designated as employee contributions, are being paid by Washington Local Schools in lieu of employee contributions and shall be paid by the Board as a fringe benefit in addition to the contract salary otherwise payable to the employee. These contributions shall be treated as additional compensation and included in salary for retirement purposes. Administrators and Supervisors may not opt out of the picked-up contributions or elect to receive the contributed amounts directly instead of having them picked up by the Board and paid to STRS or SERS Ohio.

Section 3.10 – SERS Annuity (403b/457) Contribution

The Board agrees to pay administrators who are members of SERS the difference between the STRS employee contribution percentage and the SERS employee contribution percentage in a pre-tax annuity as follows. These contributions shall be paid by the Board as a fringe benefit in addition to the contract salary otherwise payable to the employee. These contributions shall be treated as earned compensation and included in salary for retirement purposes.

Year	STRS %	SERS %	Annuity Contribution by Board *
2013-14	11	10	1% of base salary
2014-15	12	10	2% of base salary
2015-16	13	10	3% of base salary
2016-17	14	10	4% of base salary

- If the STRS employee contribution decreases or SERS employee contribution increases prior to FY 2017, a comparable adjustment will be made in the annuity contribution by the board.

Section 3.11 – Professional Meetings

Attendance at conferences of educational value that lead to management strength and curriculum growth will be encouraged. Reimbursement shall be governed by district 106-form procedures for attendance and expenses. Excluded from this provision are conferences mandated by the State Department of Education. Advance approval is required by the employee's supervisor.

Section 3.12 – Enrollment of Employees' Children

The district shall permit tuition-free enrollment of the dependents of full-time staff members, regardless of the district of residence. Employees must submit written notification to the superintendent by April 1 of the year

preceding enrollment in WLS. Notification shall include the name, age, building, and grade level of children to be enrolled and the reason for building preference. No child may be admitted under this provision after the first day of classes of any school year. Assignment of students to buildings and classes shall be made or denied after reviewing enrollment data. If a full time staff member dies while in the employment of Washington Local Schools, any dependent already enrolled in Washington Local Schools, and any dependent already alive at the time of the employee's death but not yet of school age, shall be eligible to attend Washington Local Schools, tuition free, until they choose to leave the district or until they graduate.

ARTICLE 4 – INSURANCE

Section 4.1 – Health Care

The Board will provide a comprehensive hospitalization and physician group plan for employees who work at least a seven-hour day and are employed for the school year. Both single and family coverage will be provided. Effective July 1, 2013, each employee shall pay \$60.00 per month for family coverage or \$25.00 per month for single coverage. Effective July 1, 2014, each employee receiving either single or family health coverage shall pay ten percent (10%) of the health care / prescription premiums. New employees shall not be given the opportunity to choose the flex health-care option.

Employees opting other health coverage at date of hire are able to enroll in the WLS' program at a later date. Open enrollment for eligible employees without evidence of insurability will be August 15 to September 15 with coverage effective October 1.

A working spouse who is eligible for a health care plan through another employer and pays 50% or less of the monthly premium, must take at least single coverage through that employer to be eligible for coverage through the district. If a spouse must enroll or re-enroll in his/her company's plan, this must be done at the first available window period after September 1. All employees will be required to re-enroll in order to determine eligibility.

Employees may elect not to be covered under the health care insurance plan. In lieu of this insurance coverage, the employee may elect to receive a \$1,368.00 payment pursuant to the provisions of the Section 125 Employee Benefit Plan.

Employees who are eligible for family coverage and who select single coverage will receive \$960.00 for medical and \$348.00 for prescription annually.

Should a change in coverage be needed due to a major life event (e.g. death of spouse, divorce, dissolution, spouse loss of job), causing a cessation of the employee's alternate source of coverage during the waiver year, the employee may reinstate coverage effective the first day of the following month without having to meet any pre-existing condition requirement provided the employee has filed the proper application with the Treasurer. This re-entry into the insurance program will preclude the employee from receiving the health care insurance waiver payment made in lieu of coverage as indicated during the waiver year. Waiver payment shall be made on a pro rata basis.

Section 4.2 – Dental

Dental insurance will be provided for employees who work at least a seven-hour (7) day and are employed for the school year. Single and family coverage will be offered.

Section 4.3 – Vision

Vision insurance will be provided for employees who work at least a seven-hour (7) day and are employed for the school year. Single and family coverage will be offered.

Section 4.4 – Prescription Drugs

The same prescription drug insurance plan shall be provided as granted to bargaining units. In lieu of insurance coverage, employees may elect to receive \$636.00 annually.

Section 4.5 – Liability

Insurance will be provided as required by O.R.C. in the amount of \$2,000,000 per claim or \$5,000,000 aggregate.

Section 4.6 – Life

A \$250,000 insurance policy will be provided for supervisors and administrators.

Section 4.7 – Cobra

Pursuant to 4117.10(A), it is hereby provided that Title XXII of the Public Health Service Act, 41, U.S.C. §201, et seq., shall specify the Board's obligation to offer continuation of group health care benefits to covered employees and their qualified beneficiaries, as those terms are defined in the Public Health Service Act.

Section 4.8 – Continuation of Insurance

For continuation purposes, the Board shall carry employees on its payroll records, as it pertains to insurance other than group health care covered by the Public Health Service Act, for twelve (12) months.

Section 4.9 – 125 Plan

The Board will contribute \$876.00 toward the employee's 125 Plan.

Per legal requirements for implementation of 125 plans, subject to minimum and maximum contributions and the employment of a 125 plan administrator, the Board will shelter designated dollars per employee request for child care, elder care, and medical expenses.

ARTICLE 5 – EVALUATION

Section 5.1 – Evaluation

Principals will be evaluated in compliance with requirements of Ohio Revised Code.

Employees shall submit goals and objectives, drafted in cooperation with immediate supervisors, to immediate supervisors by the first week in October.

An annual evaluation conference shall be held for the purpose of measuring employee progress toward attainment of goals and effective performance of duties as included in the job description. A copy of the goals and objectives will be attached to the evaluation document and placed in the Employment Record File. A subjective statement by the supervisor shall be given to the employee concerning the evaluation. The employee shall sign the evaluation document and a copy shall be placed in the Employment Record File. The employee may write an attachment to the evaluation document.

Deficiencies should be identified and corrective measures suggested by the supervisor. In order to provide time to show progress in correcting deficiencies, the employee shall receive the completed evaluation in accordance with Ohio Revised Code. Additional evaluations may be made.

The Superintendent shall consider the evaluation document when making contractual recommendations to the Board of Education.

Statements of concern or recognition may be added to the Employment Record File at any time. All statements must be filed with the knowledge of both parties.

ARTICLE 6 – LEAVES OF ABSENCE

Section 6.1 – Leaves

Employees who have completed a minimum of two (2) school years of full-time employment in the district, and who have the approval of the Board of Education, are entitled to take a leave of absence without pay for up to twenty-four consecutive months, subject to the following restrictions:

Applications for a leave of absence must be submitted in writing to the Superintendent; the duration of the leave shall not exceed twenty-four months; the leave shall terminate at the end of a semester and shall be contingent upon the availability of a qualified replacement, if needed. Should the initial grant be for less than two years, an extension may be requested prior to the termination of the leave. In no case may the total time of the original leave plus the extended leave exceed twenty-four months.

The contractual status of a continuing-contract employee shall not be adversely affected by a leave of absence. While on leave of absence, employees will not receive sick leave credit, experience credit on the salary schedule, or salary remuneration.

Employees who return from approved leave of one semester or less will be returned to their original school and assignment. The semester may include sick leave, maternity or paternity leave, adoption leave, or a combination thereof. Employees returning from a leave of longer than one semester should expect to return to a comparable, but not necessarily the same, position. However, if organization does not permit employees to return to the same or comparable positions, employees may be assigned to other positions for which they are qualified.

The Superintendent will determine whether employees on leave may return earlier than the approved time to full-time or part-time employment.

Employees on leave shall notify the Superintendent, in writing no later than thirty (30) calendar days prior to the termination of the leave, regarding their intention to return to employment or to resign.

Section 6.2 – Assault Leave

Notwithstanding the provision of O.R.C. Section 3319.141, the district will grant assault leave to employees absent due to physical disability resulting from assault under the following conditions:

Employees absent due to disability resulting from an unprovoked attack which occurs on Board premises or while in attendance at an official school function and is in the course of the employee's employment, shall, subject to the approval of the Superintendent or designee, be granted up to twenty (20) workdays assault leave. The period of absence, as defined in this provision, shall be termed "assault leave." During this leave, employees shall be maintained on full-pay basis.

Assault is defined as intentional physical contact that results in injury. If permanently disabled, employees shall apply for disability retirement and no assault leave shall be granted after retirement has been approved. Before assault leave can be approved, employees shall furnish the Superintendent with the following information:

1. A signed statement describing the circumstances and events surrounding the assault and its cause, including location and time of assault, names and addresses of participants, victims, and witnesses to the extent available.
2. A signed statement from a physician regarding the nature and duration of the disability and the necessity of absence from regular employment.
3. A signed statement of the employee's intent to file criminal assault charges, or if not, a written statement of the reasons for not doing so.

Falsification of either 1 or 2 above shall be grounds for suspension or termination of employment under 3319.16 O.R.C.

Assault leave, approved by the Superintendent, shall not be charged against sick leave earned or earnable by employees on leave granted under regulations adopted by the Board pursuant to 3319.08 R.C. or any other leave to which employees are entitled. Assault leave benefits shall not be paid concurrently with Worker's Compensation wage benefits. The Board shall reimburse employees whose personal effects are damaged or destroyed as a result of an assault hereunder to the extent not otherwise reimbursed from any other source but not to exceed the total sum of \$500.00. The employee may receive additional reimbursement, with proper receipts, through a written request to, and with the approval of, the Superintendent.

In the event of assault that results in more than twenty [20] days of lost time, the Superintendent may authorize additional days of leave.

Section 6.3 – Funeral Leave

An absence of up to five (5) workdays shall be granted to employees who have a death in the immediate family, including mother, father, grandmother, grandfather, brother/sister-in-law, mother/father-in-law, daughter/son-in-law, sister, brother, husband, wife, child, grandchild, or anyone who has virtually held the position of parent or child or anyone who is a permanent member of the household of the employee.

An absence of up to three (3) workdays shall be granted to employees who have a death in the extended family, including aunt, uncle, niece, nephew, guardian, or a person whose legal residence is in the same household.

Employees attending the funeral of someone not in the immediate or extended family will be granted absence for the day of the funeral. The Superintendent may authorize additional funeral leave. Any days taken for funeral leave will be deducted from the number of sick leave days accumulated by the employee.

Section 6.4 – Jury Duty

Employees appointed to jury duty during the work week shall be excused and shall be paid for the absence without deduction from sick leave or personal leave days.

It is understood the employee may retain monies received from the Clerk of Courts for jury service, provided a copy of the summons or jury check stub is forwarded to the Treasurer's office for verification of days absent.

Section 6.5 – Maternity, Paternity, Adoption

The Board of Education may grant a leave of absence for maternity, paternity or adoption, without pay, to any full-time employee upon written request to the Superintendent. A request for a maternity or adoption leave shall include the proper written certification of pregnancy or adoption.

A leave may be granted for a period of time not to exceed twenty-four (24) consecutive months, but must terminate at the end of the semester. Should the initial grant be for less than twenty-four months, an extension

may be requested prior to the termination of the leave. In no case may the total time of the original leave plus the extension exceed twenty-four consecutive months.

Employees may apply to the maternity leave, accumulated sick leave during any portion of the maternity leave, for which a physician certifies the employee physically incapable of performing duties by reason of pregnancy or any other disabling illness or injury incurred during the maternity leave. A doctor's statement attesting to the physical ability to perform normal duties may be required by the Superintendent. It shall be left to the discretion of the Superintendent whether an employee may return earlier than the specified time to full-time or part-time employment.

Employees who return from approved leave of one semester or less will be returned to their original school and assignment. The semester may include sick leave, maternity leave, paternity leave, adoption leave, or a combination.

Employees returning from a leave of longer than one semester should expect to return to a position of comparable status, similar to, but not necessarily the same position. However, if organization does not permit the employee to be assigned to the same or comparable position, the employee may then be assigned to some other position for which the employee is qualified.

Employees on leave shall notify the Superintendent, in writing no later than thirty (30) calendar days prior to the termination of the leave, regarding the employee's intention to return to employment, request an extension of the leave (not to exceed twenty-four months), or to resign.

Contractual status of employees on maternity leave, paternity leave, or adoption leave shall not be adversely affected. While on leave, the employee will not receive sick leave credit or experience credit on the salary schedule. Adopting employees will be granted the same leave privileges as natural parents, with every consideration made to expedite the leave.

Paternity leave may be granted, if requested, to full-time employees according to conditions set forth for maternity or adoption leave.

Section 6.6 – Military Leave

Leaves of absence shall be granted to all employees who are inducted into the armed forces, or volunteer for service. Leaves of absence shall be granted to all employees who are alerted to active service from any recognized branch of the armed forces reserves.

Section 6.7 – Personal Leave

Employees under regular contract shall be entitled to **three** ~~two~~ personal leave days per contractual year, to be credited July 1 through June 30. Eligible personal leave shall be granted automatically upon request, except when that day falls immediately before or after holidays, vacation, or non-paid days. Employees requesting leave immediately before or after holidays, vacations, or non-paid days shall be required to show, in writing, justifiable cause for the request, with the Assistant Superintendent deciding whether leave should be granted.

Upon receipt of written request, the Superintendent may authorize additional days of personal leave and may authorize the use of up to two additional days of leave for a religious holy day as identified by a duly constituted religious body.

Unused personal leave days will be compensated at the daily rate of pay.

Section 6.8 – Sabbatical Leave

Employees who have completed five (5) years of WL service, three of which are consecutive years in this district immediately preceding the leave, may, with the approval of the Board of Education as recommended by the Superintendent, be entitled to take leave of absence with partial pay for one or two semesters, subject to the following restrictions:

Employees shall present to the Superintendent, prior to leave approval, a plan for professional growth and shall, at the conclusion of the leave, provide evidence that the plan was followed. Employees shall be required to return to the district at the end of the leave for a period of one year for each semester of leave.

The Board of Education may deny leave unless there is a satisfactory substitute available, may not grant such leaves to more than five (5) percent of the professional staff at any one time, nor grant a leave to any employee more than once for each five (5) years of service, nor grant a leave a second time to the same individual when other members of the staff have filed a request for such a leave.

Employees shall be paid the difference between the substitute's salary and the regular employee's expected base salary. Employees returning from sabbatical leave shall be assured a similar position in this district. A request for the position must be submitted to the Director of Human Resources, in writing, by the second Monday of February.

Section 6.9 – Sick Leave

Employees shall be entitled to accumulate a maximum of fifteen (15) days' sick leave per contractual year, to be earned at 1.25 days of credit for each completed month of service. Sick leave shall be computed and credited at the end of each completed month of service. Sick leave shall be cumulative with no maximum.

Sick leave shall be paid for absences due to the following:

1. Personal illness: Employees absent for more than twenty (20) consecutive workdays due to personal illness shall, upon return to work, provide the Office of Human Resources with a doctor's statement verifying that the employee is physically able to return to work
2. Personal injury
3. Quarantine
4. Illness in the immediate family including mother, father, grandmother, grandfather, brother/sister-in-law, mother/father-in-law, daughter/son-in-law, sister, brother, husband, wife, child, grandchild, or anyone who has virtually held the position of parent or child or anyone who is a permanent member of the household of the employee.

New employees will be credited with an advancement of five days' sick leave at the beginning of the first year of service after completion of five workdays. That advancement will be charged against the sick leave subsequently accumulated under this provision and employees will not be eligible for additional sick leave until the period of service has entitled them to more.

Employees re-entering this district after a separation of less than ten years shall be entitled to unused balance of any accumulated sick leave credit previously earned from public service within the state of Ohio, provided credit is substantiated by written affidavit from previous employer.

Employees returning to service of this district after a separation of less than ten years from public service shall be granted previous accumulated sick leave which shall be placed to the employee's credit upon re-employment in the public schools.

Sick leave credit from previous employment shall not exceed the accumulated total that is currently granted by the Board of Education.

ARTICLE 7 – TRANSFERS

The Superintendent, utilizing the following procedures, shall make the decisions regarding transfers and/or assignments:

Section 7.1 – Voluntary

1. Transfer requests must be submitted in writing to the Superintendent.
2. Approval or denial of all transfers shall be at the discretion of the Superintendent, with notification of the decision made for the next school year as soon as possible.
3. Unless notified in writing of a change by the Superintendent, two weeks prior to the close of school, current assignments will remain in effect. Changes in assignment may be made, however, after the last two weeks of school, or during the school year, in the event of a resignation, retirement, or other extraordinary circumstance.
4. New transfer requests may be submitted annually, or as vacancies occur.
5. Parents, staff, and students will be notified of changes in assignment prior to the close of the school year if possible.

Section 7.2 – Involuntary

1. The Superintendent will hold a conference with the employee/s involved for the purpose of discussing proposed changes in assignment.
2. Formal notification in writing shall be received from the Superintendent two weeks prior to the close of school. Unless notified of changes, current assignments will remain in effect. Changes in assignment may be made, however, after the last two weeks of school, or during the school year, in the event of a resignation, retirement, or other extraordinary circumstances.
3. Parents, staff, and students will be notified of changes in assignment prior to the close of school if possible.

Section 7.3 – Period of Assignment

Every effort will be made to retain principals in positions for a minimum of two (2) years.

ARTICLE 8 – SALARY SCHEDULES

Special Education Case Manager

**Schedule 1
204 Days (Includes 4 flex days)
200 Days – Daily Rate**

Step	2018/2019	2019/2020
0	67,574	68,925
1	69,778	71,173
2	71,982	73,421
3	74,186	75,669
4	76,390	77,917
5	78,594	80,165
6	80,798	82,413
7	83,002	84,661
8	85,206	86,909
9	87,410	89,157
10	89,614	91,405
Step Differential	2,204	2,248
MA + 18 sem hours	1,800	1,800
MA + 36 sem hours	3,600	3,600
Specialist degree	4,500	4,500
PhD. Education / Ed.D.	5,000	5,000

Elementary Principal

Schedule 2
214 Days (Includes 4 flex days)
210 Days – Daily Rate

Step	2018/2019	2019/2020
0	83,069	84,730
1	85,273	86,978
2	87,477	89,226
3	89,681	91,474
4	91,885	93,722
5	94,089	95,970
6	96,293	98,218
7	98,497	100,466
8	100,701	102,714
9	102,905	104,962
10	105,109	107,210
Step Differential	2,204	2,248
MA + 18 sem hours	1,800	1,800
MA + 36 sem hours	3,600	3,600
Specialist degree	4,500	4,500
PhD. Education / Ed.D.	5,000	5,000

Unassigned Schedule

Schedule 3.1
214 Days (Includes 4 flex days)
210 Days – Daily Rate

Step	2016/2017	2017/2018
0	62,432	63,056
1	64,572	65,217
2	66,712	67,378
3	68,852	69,539
4	70,992	71,700
5	73,132	73,861
6	75,272	76,022
7	77,412	78,183
8	79,552	80,344
9	81,692	82,505
10	83,832	84,666
Step Differential	2,140	2,161
MA + 18 sem hours	1,800	1,800
MA + 36 sem hours	3,600	3,600
Specialist degree	4,500	4,500
PhD. Education / Ed.D.	5,000	5,000

Associate Principal / Junior High

Schedule 3.2
214 Days (Includes 4 flex days)
210 Days – Daily Rate

Step	2018/2019	2019/2020
0	79,680	81,274
1	81,884	83,522
2	84,088	85,770
3	86,292	88,018
4	88,496	90,266
5	90,700	92,514
6	92,904	94,762
7	95,108	97,010
8	97,312	99,258
9	99,516	101,506
10	101,720	103,754
Step Differential	2,204	2,248
MA + 18 sem hours	1,800	1,800
MA + 36 sem hours	3,600	3,600
Specialist degree	4,500	4,500
PhD. Education / Ed.D.	5,000	5,000

Assistant Principal - Whitmer

**Schedule 4
219 Days (Includes 4 flex days)
215 Days – Daily Rate**

Step	2018/2019	2019/2020
0	79,680	81,274
1	81,884	83,522
2	84,088	85,770
3	86,292	88,018
4	88,496	90,266
5	90,700	92,514
6	92,904	94,762
7	95,108	97,010
8	97,312	99,258
9	99,516	101,506
10	101,720	103,754
Step Differential	2,204	2,248
MA + 18 sem hours	1,800	1,800
MA + 36 sem hours	3,600	3,600
Specialist degree	4,500	4,500
PhD. Education / Ed.D.	5,000	5,000

Special Education Coordinator Supervisor

**Schedule 5.1
12 months
230 Days – Daily Rate**

Step	2018/2019	2019/2020
0	77,787	79,343
1	79,991	81,591
2	82,195	83,839
3	84,399	86,087
4	86,603	88,335
5	88,807	90,583
6	91,011	92,831
7	93,215	95,079
8	95,419	97,327
9	97,623	99,575
10	99,827	101,823
Step Differential	2,204	2,248
MA + 18 sem hours	1,800	1,800
MA + 36 sem hours	3,600	3,600
Specialist degree	4,500	4,500
PhD. Education / Ed.D.	5,000	5,000

Junior High Principal

**Schedule 5.2
219 Days
215 Days – Daily Rate**

Step	2018/2019	2019/2020
0	85,779	87,495
1	87,983	89,743
2	90,187	91,991
3	92,391	94,239
4	94,595	96,487
5	96,799	98,735
6	99,003	100,983
7	101,207	103,231
8	103,411	105,479
9	105,615	107,727
10	107,819	109,975
Step Differential	2,204	2,248
MA + 18 sem hours	1,800	1,800
MA + 36 sem hours	3,600	3,600
Specialist degree	4,500	4,500
PhD. Education / Ed.D.	5,000	5,000

Associate Principal / High School – 12 Month

**Schedule 5.3
12 Months
230 Days – Daily Rate**

Step	2018/2019	2019/2020
0	87,709	89,463
1	89,913	91,711
2	92,117	93,959
3	94,321	96,207
4	96,525	98,455
5	98,729	100,703
6	100,933	102,951
7	103,137	105,199
8	105,341	107,447
9	107,545	109,695
10	109,749	111,943
Step Differential	2,204	2,248
MA + 18 sem hours	1,800	1,800
MA + 36 sem hours	3,600	3,600
Specialist degree	4,500	4,500
PhD. Education / Ed.D.	5,000	5,000

Associate Principal / High School – 214 Days

**Schedule 5.4
214 Days
210 Days – Daily Rate**

Step	2018/2019	2019/2020
0	81,965	83,604
1	84,169	85,852
2	86,373	88,100
3	88,577	90,348
4	90,781	92,596
5	92,985	94,844
6	95,189	97,092
7	97,393	99,340
8	99,597	101,588
9	101,801	103,836
10	104,005	106,084
Step Differential	2,204	2,248
MA + 18 sem hours	1,800	1,800
MA + 36 sem hours	3,600	3,600
Specialist degree	4,500	4,500
PhD. Education / Ed.D.	5,000	5,000

Curriculum Specialist

**Schedule 5.5
214 Days
210 Days – Daily Rate**

Step	2018/2019	2019/2020
0	81,965	83,604
1	84,169	85,852
2	86,373	88,100
3	88,577	90,348
4	90,781	92,596
5	92,985	94,844
6	95,189	97,092
7	97,393	99,340
8	99,597	101,588
9	101,801	103,836
10	104,005	106,084
Step Differential	2,204	2,248
MA + 18 sem hours	1,800	1,800
MA + 36 sem hours	3,600	3,600
Specialist degree	4,500	4,500
PhD. Education / Ed.D.	5,000	5,000

Supervisor of Safety and Security

**Schedule 6.0
210 Days**

Step	2018/2019	2019/2020
0	54,978	56,078
1	57,182	58,326
2	59,386	60,574
3	61,590	62,822
4	63,794	65,070
5	65,998	67,318
6	68,202	69,566
7	70,406	71,814
8	72,610	74,062
9	74,814	76,310
10	77,018	78,558
Step Differential	2,204	2,248
MA + 18 sem hours	1,800	1,800
MA + 36 sem hours	3,600	3,600
Specialist degree	4,500	4,500
PhD. Education / Ed.D.	5,000	5,000

**Supervisor of Nutrition Services
Supervisor of Transportation**

**Schedule 6.1 / without degree
12 Months
230 Days - Daily Rate**

Step	2018/2019	2019/2020
0	60,216	61,420
1	62,420	63,668
2	64,624	65,916
3	66,828	68,164
4	69,032	70,412
5	71,236	72,660
6	73,440	74,908
7	75,644	77,156
8	77,848	79,404
9	80,052	81,652
10	82,256	83,900
Step Differential	2,204	2,248

Supervisor of Facilities / Technical Services
EMIS Coordinator
Supervisor of Nutrition Services (with degree)
Supervisor of Transportation (with degree)

Schedule 6.1.1
12 Months
230 Days - Daily Rate

Step	2018/2019	2019/2020
0	65,282	66,588
1	67,486	68,836
2	69,690	71,084
3	71,894	73,332
4	74,098	75,580
5	76,302	77,828
6	78,506	80,076
7	80,710	82,324
8	82,914	84,572
9	85,118	86,820
10	87,322	89,068
Step Differential	2,204	2,248
MA + 18 sem hours	1,800	1,800
MA + 36 sem hours	3,600	3,600
Specialist degree	4,500	4,500
PhD. Education / Ed.D.	5,000	5,000

**Assistant Supervisor of Facilities
Assistant Supervisor of Transportation
Information Technology Manager**

**Schedule 6.2
12 Months
230 Days - Daily Rate**

Step	2018/2019	2019/2020
0	54,813	55,909
1	57,017	58,157
2	59,221	60,405
3	61,425	62,653
4	63,629	64,901
5	65,833	67,149
6	68,037	69,397
7	70,241	71,645
8	72,445	73,893
9	74,649	76,141
10	76,853	78,389
Step Differential	2,204	2,248
RSBO	1,850	1,850
ASE-2	750	750
CNE OR VCP	1,850	1,850
MCNE	2,750	2,750

CNE (Certified Novell Engineer)
VCP (VMware Certified Professional)
MCNE (Master Certified Novell Engineer)

Administrator / Computer Services

**Schedule 6.3
12 Months
230 Days - Daily Rate**

Step	2018/2019	2019/2020
0	79,680	81,274
1	81,884	83,522
2	84,088	85,770
3	86,292	88,018
4	88,496	90,266
5	90,700	92,514
6	92,904	94,762
7	95,108	97,010
8	97,312	99,258
9	99,516	101,506
10	101,720	103,754
Step Differential	2,204	2,248
MA + 18 sem hours	1,800	1,800
MA + 36 sem hours	3,600	3,600
Specialist degree	4,500	4,500
PhD. Education / Ed.D.	5,000	5,000

**High School Principal
Director of Curriculum
Director of Human Resources
Director of Student Services
(Director of CTC*)
Director of Technology**

**Schedule 6.4
12 Months
230 Days - Daily Rate**

* Director of CTC position is converted to HS Associate Principal. Debra Heban is grandfathered into this pay scale until she vacates the position.

Step	2018/2019	2019/2020
0	100,364	102,371
1	102,568	104,619
2	104,772	106,867
3	106,976	109,115
4	109,180	111,363
5	111,384	113,611
6	113,588	115,859
7	115,792	118,107
8	117,996	120,355
9	120,200	122,603
10	122,404	124,851
Step Differential	2,204	2,248
MA + 18 sem hours	1,800	1,800
MA + 36 sem hours	3,600	3,600
Specialist degree	4,500	4,500
PhD. Education / Ed.D.	5,000	5,000

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14. Non-Bargaining Classified Employees Reference Handbook

The Superintendent recommends that the Board of Education approve changes to the Non-Bargaining Classified Employees Reference Handbook, as presented.

Moved by: _____ Seconded by: _____

Mr. Hughes ____ Ms. Canales ____ Mr. Ilstrup ____ Mr. Hunter ____ Mr. Sharp ____

REFERENCE HANDBOOK

Non-Bargaining Classified Employees Of Washington Local Schools

July 1, 2018 – June 30, 2020

Approved by the Board of Education on

Notes

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PREFACE

This handbook contains information regarding procedures, benefits, and salary schedules. Board of Education resolution is required for revisions to this document.

Employees covered under this handbook are expected to comply with these provisions as well as Board of Education policies, state mandates, job description responsibilities, Master Agreement provisions, and directives.

For purposes of this handbook, employees shall be understood to mean current employees as listed and any subsequent positions approved by the Board of Education as non-bargaining unit classified personnel under these provisions.

- Assistant to Treasurer
- Coordinator of School Information
- Executive Secretary to Superintendent
- Federal Program Analyst
- Payroll Clerk – Classified Salaries
- Secretary to Assistant Superintendent
- Secretary/Assistant to Director of Human Resources
- Secretary – Business Services

SECTION 1 – General

Definitions

- **TOTAL REGULAR SALARY** is the remuneration per placement on the appropriate salary schedule plus the education stipend, if applicable.
- **DAILY RATE OF PAY / PER DIEM** is the total regular salary divided by the number of contractual days. Two hundred thirty (230) days shall be used to calculate the daily rate of pay for employees on a twelve-month contract.

Direct Deposit

Employees shall be paid by direct deposit.

Enrollment of Children of Employees

Student enrollment in Washington Local Schools of the dependent(s) of Non-Bargaining Classified employees, regardless of school district in which they reside, shall be tuition free.

Equal Opportunity Employer

The Board of Education will provide equal opportunity for employment and advancement regardless of race, color, national origin, handicap, creed, gender, age, ancestry, genetic information, and military status provided the candidate meets the qualifications of the vacant position and is the most qualified of those interviewed.

Evaluation

Employees shall receive a minimum of two written evaluations during the first year of employment with a minimum of one written evaluation per year thereafter. Evaluations shall be completed by immediate

supervisor(s) on appropriate forms. The original evaluation will be placed in the Employment Record File with a copy given to the employee.

The employee will be requested to sign the evaluation to indicate acknowledgement but not necessarily agreement. If the employee refuses to sign the document, the refusal shall be noted on the evaluation form.

Documents containing statements of concern or recognition may be placed in an Employment Record File at any time; however, all documents must be filed with the knowledge of the author and the employee.

The employee has the right to attach a rebuttal to any document placed in the Employment Record File. Upon request, the Office of Human Resources will provide employees with copies of their evaluations.

Reduction in Force

Procedures outlined below will be used in the event a need arises to reduce a non-bargaining position due to:

- Decrease in enrollment
 - Decrease in financial resources
 - Closing of building or department within a building
 - Change in program assigned to a building
1. If a classified non-bargaining unit position is eliminated, the employee in that position will be notified of the reason for reducing the position and placed on a recall list for that same position for up to 28 months from the last day of service in the position.
 2. If another non-bargaining classified position is vacant, the employee will be granted an interview for the position if the employee meets the requirements of the job description.
 3. If a vacancy exists in the OAPSE unit after the bid and transfer process has concluded, a non-bargaining classified employee who meets the qualifications of the job description may be granted assignment to the OAPSE vacancy. The employee may accept or decline such assignment and remain on the recall list for his/her former non-bargaining assignment for up to 28 months.

Voluntary Transfer

A non-bargaining classified employee has no seniority transfer rights to other positions within the district. However, non-bargaining classified employees may apply and be considered for other vacancies within the non-bargaining unit, OASPE, TAWLS or SAAWLS for which they are qualified.

Involuntary Transfer

In the event a poor working situation arises due to personality conflict, inability to perform the work effectively, or other pressures within a building or department, an employee may be requested to transfer to another position after a conference between the employee, the immediate supervisor and the Superintendent/designee. The immediate supervisor may recommend an involuntary transfer to the Superintendent if all efforts to resolve the situation have failed.

This provision may be implemented only if a vacancy exists. Discipline shall be considered where appropriate. This procedure is not required to be utilized in lieu of discipline.

SECTION 2 – Benefits

Complimentary Passes

Full-time employees are encouraged to attend athletic events and other school programs involving student participation for which admission is charged to the general public. Therefore, upon presentation of a district ID card, employees will receive free general admission.

Holidays

Employees on twelve-month contracts shall be entitled to the following 12 Holidays:

- Labor Day
- Thanksgiving and Day After Thanksgiving
- Day before Christmas & Christmas Day (see exceptions below)
- Day before New Year's & New Year's Day (see exceptions below)
- Martin Luther King Day
- Presidents' Day
- Good Friday
- Memorial Day
- Independence Day (see exceptions below)

To qualify for holiday pay, employees must be on pay status on the workdays immediately before and after the designated holiday. Restrictions:

Exceptions:

Twelve-month employees shall be required to report for work on designated holidays should those days be included in the teachers' calendar; that holiday may be taken at another time as approved.

If December 24 and December 31 fall on Friday, the holidays will be observed on Thursday and Friday

If December 24 and December 31 fall on Saturday, the holidays will be observed on Friday and Monday

If December 24 and December 31 fall on Sunday, the holidays will be observed on Monday and Tuesday

If July 4 falls on Saturday, the holiday will be observed on Friday

If July 4 falls on Sunday, the holiday will be observed on Monday

Professional Meetings

Attendance at conferences that lead to professional growth will be encouraged. Participation shall be governed by the following:

Reimbursement shall be governed by district 106-form procedures for attendance and expenses. Excluded from this provision are conferences mandated by the State Department of Education.

Retirement and/or Severance Pay Upon Death During Employment

In the event of the death of an employee who has otherwise qualified for receipt of retirement and/or severance pay pursuant to any agreement or Board of Education resolution, said payment should be made to the designated beneficiary/beneficiaries. The designation shall be made in writing by the employee using Form RS-100 and forwarded to the Director of Human Resources for placement in the Employee Record File. In the absence of such designation, payment shall be made to the surviving spouse, if any, or in the absence of a surviving spouse, to the deceased's estate.

Within fifteen (15) days following receipt of death notice of an employee whose spouse and/or dependents are covered by insurance provided by the Board, the Treasurer shall mail the option for conversion to an individual policy, as provided by Section 3923.122 O.R.C., to the spouse and/or dependents at the last-known address.

Retirement Pay

Retirement shall be based upon the following:

1. Sixty-five percent (65%) for days 1 to 300
Eighty percent (80%) for days 301 and beyond

TIMES: Ten percent (10%) for each year in the Washington Local school district (cannot exceed 100%).

TIMES: The daily rate of pay.

2. In order to qualify for any retirement pay benefit, the employee must have been employed by the Washington Local Board of Education a minimum of five (5) years.
3. The date from which sick leave may be accumulated for retirement pay purposes will be based on the opinion of the Ohio Attorney General.
4. The amount paid will be the per diem rate of the employee's total regular salary in effect at the time of retirement.
5. Retirement pay will be issued as follows:

The maximum IRS 415 contribution will be deposited by the Treasurer into the VOYA account not later than sixty (60) days following the effective retirement date of the employee, provided proof from a recognized retirement system has been submitted. Any amount of money exceeding current annual IRS 415 limit will be deposited at the maximum contribution level allowed by IRS 415 for up to five (5) years beyond retirement until all monies are paid out. Future contributions will be made in January of each year following retirement.

6. Retirement is defined as the process whereby an employee leaves the Washington Local Schools and is immediately eligible for monthly retirement income for life from the School Employees Retirement System based on contributions to the retirement system by the employee and the Board of Education.

Retirement Notification

Five (5) additional days' retirement pay shall be granted for a minimum sixty (60) calendar days early notification of retirement. Seven (7) additional days' retirement pay shall be granted for a minimum ninety (90) calendar days notice of retirement. Pay for these days will be separate from the regular severance and retirement. These days shall be paid at the individual per diem rate.

Retirement Pick-Up

The Board shall designate each employee's mandatory contributions to the SERS as "picked up" by the Board as contemplated by Internal Revenue Service Revenue 77-464 and 81-36, although they shall continue to be designated as employee contributions as permitted by Attorney General Opinion 82-097, in order that the amount of the employee's income reported by the Board as subject to federal and Ohio income tax shall be the employee's total gross income reduced by the then-current percentage amount of the employee's mandatory SERS contribution which has been designated as "picked up" by the Board, and that the amount designated as "picked up" by the Board shall be included in computing final average salary, provided that no employee's total salary is increased by such "pick up," nor is the Board's total contribution to the SERS increased thereby.

In the event that there is a determination that the foregoing adversely affects the qualified status under the Internal Revenue Code of the contributions by the Board of the "pick up" contributions or of the SERS retirement plan, this "pick up" provision shall be null and void.

SERS Retirement Pick-Up

The Board agrees to pick-up retirement and pick-up on the pick-up for all employees covered under this agreement.

Severance Pay

Upon leaving the district, severance pay will be issued based upon the following considerations:

1. 25% of accumulated sick leave for the first 120 days (not to exceed 30 days)
TIMES: 10% for each year in the Washington Local District (cannot exceed 100%)
TIMES: The daily rate of pay
2. In order to qualify for any severance pay benefits, the employee must have been employed by the district a minimum of five (5) years and have accumulated at least sixty (60) days' sick leave.
3. The date from which sick leave may be accumulated for severance pay purposes will be based on the opinion of the Ohio Attorney General.
4. The amount paid will be the per diem rate of the employee's total regular salary in effect at the time of severance. Supplemental contracts are not included in the calculation of severance pay.
5. Severance pay will not be granted to employees who have been terminated from employment with the district for reasons of unsatisfactory work performance. Severance pay will not be granted if an employee elects to take retirement pay.
6. An employee may qualify for severance pay only once in a lifetime.
7. Severance pay will be issued in one lump sum after the employee has officially resigned from WLS.

Travel Reimbursement

Employees who use personal automobiles for school business, during the regular workday within the district and proximity, will be reimbursed at the IRS rate in effect at the time of travel.

A mileage log must be maintained. Travel reimbursement forms must be submitted to the immediate supervisor by January 1 and July 1 of each year.

Vacation

The Board of Education recognizes vacations with pay for employees who work twelve-month contracts. Employees must receive advance approval from immediate supervisors prior to use of vacation days.

After Completion of Year(s)	Days Granted
1 – 5	10
6	11
7	12
8	13
9	14
10	15
11	16
12	17
13	18
14	19
15	20
16 – 21	21
22 – 24	22
25 and thereafter	25

Previous employment by the State of Ohio or any political subdivision of the state entitles the employee to service credit counted to determine the total number of vacation days.

Employees under contract less than one (1) full contractual year shall receive prorated vacation. EXAMPLE: $5/12$ times $20/1$ equals 8.3 rounded to the highest full day will be nine (9) days of vacation.

SECTION 3 – Insurance

Health Care

The Board will provide a comprehensive hospitalization and physician group plan for employees who work at least a seven-hour day and are employed for the school year. Both single and family coverage will be provided. Each employee receiving health coverage shall pay the following premiums beginning September 1, 2016 and September 1, 2017:

- Family – 6% of monthly premium for 2016-2017 and 8% of monthly premium for 2017-2018 with a cap of \$125 per month each year
- Single – 6% of monthly premium for 2016-2017 and 8% of monthly premium for 2017-2018 with a cap of \$35 per month each year

Employees opting other health coverage at date of hire are able to enroll in the WLS program at a later date. Open enrollment for eligible employees without evidence of insurability will be August 15 to September 15 with coverage effective October 1. Continuous enrollment for eligible employees with evidence of insurability will be the first of the next month after approval of medical survey by carrier.

A working spouse who is eligible for a health care plan through another employer and pays 50% or less of the monthly premium, must take at least single coverage through that employer to be eligible for coverage through Washington Local Schools. If a spouse must enroll or re-enroll in their company's plan, this must be done at the first available window period.

Employees may elect not to be covered under the health care insurance plan. In lieu of this insurance coverage, the employee may elect to receive a \$1,368.00 payment pursuant to the provisions of the Section 125 Employee Benefit Plan.

Should a change in coverage be needed due to a major life event (e.g. death of spouse, divorce, dissolution, spouse loss of job), causing a cessation of the employee's alternate source of coverage during the waiver year, the employee may reinstate coverage effective the first day of the following month without having to meet any pre-existing condition requirement provided the employee has filed the proper application with the Treasurer. This re-entry into the insurance program will preclude the employee from receiving the health care insurance waiver payment made in lieu of coverage as indicated during the waiver year. Waiver payment shall be made on a prorated basis.

Employees who are eligible for family coverage and who select single coverage will receive \$960.00 for medical and \$348.00 for prescription annually.

125 Plan

The Board will shelter premiums paid toward health-care plans.

Per legal requirements for implementation of 125 plans, and subject to minimum and maximum contributions and the employment of a 125 plan administrator, the Board will shelter designated dollars per employee request for child care, elder care, and medical expenses.

Dental

Dental insurance will be provided for employees who work at least a seven-hour (7) day and are employed for the school year. Single and family coverage will be offered.

Vision

Vision insurance will be provided for employees who work at least a seven-hour (7) day and are employed for the school year. Single and family coverage will be offered.

Prescription Drugs

A prescription drug insurance plan shall be provided with a deductible for generic prescriptions and multiple-source or single-source brand prescriptions as granted to bargaining units. In lieu of insurance coverage, employees may elect to receive \$636.00 annually.

Life Insurance

The Board of Education will provide a life insurance policy, as listed, for employees covered in this handbook who work at least a seven-hour day and are employed for the school year: \$50,000.

Liability Insurance

Insurance will be provided as required by O.R.C. in the amount of \$1,000,000 per claim or \$5,000,000 aggregate.

Cobra

Pursuant to 4117.10(A), it is hereby provided that Title XXII of the Public Health Service Act, 41, U.S.C. §201, et seq., shall specify the Board's obligation to offer continuation of group health care benefits to covered employees and their qualified beneficiaries, as those terms are defined in the Public Health Service Act.

Continuation of Insurance

For continuation purposes, the Board shall carry employees on its payroll records, as it pertains to insurance other than group health care covered by the Public Health Service Act, for twelve (12) months.

SECTION 4 – Leaves of Absence

Leave of Absence

Employees who have completed a minimum of two (2) school years of full-time employment in the district, and who have the approval of the Board of Education, are entitled to take a leave of absence without pay for up to twenty-four consecutive months, subject to the following restrictions:

Applications for a leave of absence must be submitted in writing to the Superintendent; the duration of the leave shall not exceed twenty-four months; the leave shall terminate at the end of a semester and shall be contingent upon the availability of a qualified replacement, if needed. Should the initial grant be for less than two years, an extension may be requested prior to the termination of the leave. In no case may the total time of the original leave plus the extended leave exceed twenty-four months.

The contractual status of a continuing-contract employee shall not be adversely affected by a leave of absence. While on leave of absence, employees will not receive sick leave credit, experience credit on the salary schedule, or salary remuneration.

A leave of absence for six months or less shall be defined as SHORT-TERM and the employee may return to his/her original job. An employee on short-term leave shall notify the Human Resources' office in writing no later than twenty-one (21) days prior to the termination of the leave regarding the intention to return to employment, request an extension of leave (total leave not to exceed twenty-four months), or resign.

A leave of absence for six months to two years shall be defined as a LONG-TERM leave. An employee on long-term leave shall notify the Human Resources' office in writing no later than sixty days prior to the termination of the leave regarding the intention to return to employment, request an extension of leave (total leave not to exceed twenty-four months), or resign.

It shall be left to the discretion of the Superintendent whether an employee on leave may return earlier than the specified time to full- or part-time employment.

Assault Leave

Notwithstanding the provision of O.R.C. Section 3319.141, the district will grant assault leave to employees absent due to physical disability resulting from assault under the following conditions:

Employees absent due to disability resulting from an unprovoked attack which occurs on Board premises or while in attendance at an official school function and is in the course of employment, shall, subject to the approval of the Superintendent or designee, be granted up to twenty (20) work days' assault leave. The period of absence, as defined in this provision, shall be termed "assault leave." During this leave, employees shall be maintained on full-pay basis.

Assault is defined as intentional physical contact that results in injury. If permanently disabled, employees shall apply for disability retirement and no assault leave shall be granted after retirement has been approved. Before assault leave can be approved, employees shall furnish the Superintendent with the following information:

1. A signed statement describing the circumstances and events surrounding the assault and its cause, including location and time of assault, names and addresses of participants, victims, and witnesses to the extent available.
2. A signed statement from a physician regarding the nature and duration of the disability and the necessity of absence from regular employment.
3. A signed statement of the employee's intent to file criminal assault charges, or if not, a written statement of the reasons for not doing so.

Falsification of either 1 or 2 above shall be grounds for suspension or termination of employment under 3319.16 O.R.C.

Assault leave, approved by the Superintendent, shall not be charged against sick leave earned or earnable by employees on leave granted under regulations adopted by the Board pursuant to 3319.08 R.C. or any other leave to which employees are entitled. Assault leave benefits shall not be paid concurrently with Worker's Compensation wage benefits. The Board shall reimburse employees whose personal effects are damaged or destroyed as a result of an assault hereunder to the extent not otherwise reimbursed from any other source but not to exceed the total sum of \$200.00. The employee may receive additional reimbursement, with proper receipts, through a written request to, and with the approval of, the Superintendent.

In the event of assault that results in more than twenty (20) days of lost time, the Superintendent may authorize additional days of leave.

Funeral Leave

An absence of up to five (5) workdays shall be granted to employees who have a death in the immediate family, including mother, father, grandmother, grandfather, brother/sister-in-law, mother/father-in-law, daughter/son-in-law, sister, brother, husband, wife, child, grandchild, or anyone who has virtually held the position of parent or child or anyone who is a permanent member of the household of the employee.

An absence of up to three (3) workdays shall be granted to employees who have a death in the extended family, including aunt, uncle, niece, nephew, guardian, or a person whose legal residence is in the same household.

Employees attending the funeral of someone not in the immediate or extended family will be granted absence for the day of the funeral. The Superintendent may authorize additional funeral leave. Any days taken for funeral leave will be deducted from the number of sick leave days accumulated by the employee.

Jury Duty

Employees appointed to jury duty during the work week shall be excused and shall be paid for the absence without deduction from sick leave or personal leave days.

It is understood the employee may retain monies received from the Clerk of Courts for jury service, provided a copy of the summons or jury check stub is forwarded to the Treasurer's office for verification of days' absent.

Maternity, Paternity, Adoption Leave

The Board of Education may grant a leave of absence for maternity, paternity or adoption, without pay, to any full-time employee, upon written request to the Superintendent. A request for a maternity or adoption leave shall include the proper written certification of pregnancy or adoption.

A leave may be granted for a period of time not to exceed twenty-four (24) consecutive months, but must terminate at the end of the semester. Should the initial grant be for less than twenty-four months, an extension may be requested prior to the termination of the leave. In no case may the total time of the original leave plus the extension exceed twenty-four consecutive months.

Employees may apply to the maternity leave, accumulated sick leave during any portion of the maternity leave, for which a physician certifies the employee physically incapable of performing duties by reason of pregnancy or any other disabling illness or injury incurred during the maternity leave. A doctor's statement attesting to the physical ability to perform normal duties may be required by the Superintendent. It shall be left to the discretion of the Superintendent whether an employee may return earlier than the specified time to full-time or part-time employment.

Employees who return from approved leave of one semester or less will be returned to their original school and assignment. The semester may include sick leave, maternity leave, paternity leave, adoption leave, or a combination. Employees returning from a leave of longer than one semester should expect to return to a position of comparable status, similar to, but not necessarily the same position. However, if organization does not permit the employee to be assigned to the same or comparable position, the employee may then be assigned to some other position for which the employee is qualified.

Employees on leave shall notify the Superintendent, in writing no later than thirty (30) calendar days prior to the termination of the leave, regarding the employee's intention to return to employment, request an extension of the leave (not to exceed twenty-four months), or to resign.

Contractual status of employees on maternity leave, paternity leave, or adoption leave shall not be adversely affected. While on leave, the employee will not receive sick leave credit or experience credit on the salary schedule. Adopting employees will be granted the same leave privileges as natural parents, with every consideration made to expedite the leave.

Paternity leave may be granted, if requested, to full-time employees according to conditions set forth for maternity or adoption leave.

Military Leave

Military leave shall be granted pursuant to provisions of the Ohio Revised Code and applicable federal statutes.

Personal Leave

Employees under regular contract shall be entitled to two personal leave days per contractual year, to be credited July 1 through June 30. Eligible personal leave shall be granted automatically, upon request. (Exception—when that day falls immediately before or after holidays, vacations, or non-paid days, the person requesting leave shall be required to show justifiable cause in writing for the request, with the Director of Human Resources deciding whether leave should be granted.)

Upon receipt of written request, the Superintendent may authorize additional days of personal leave and may authorize the use of up to two additional days of leave for a religious holy day as identified by a duly constituted religious body.

Unused personal leave days will be compensated at the rate of 100% of the per diem rate for each unused day.

Sick Leave

Employees shall be entitled to accumulate a maximum of fifteen (15) days' sick leave per contractual year, to be earned at 1.25 days of credit for each completed month of service. Sick leave shall be computed and credited at the end of each completed month of service. Sick leave shall be cumulative with no maximum.

Sick leave shall be paid for absences due to the following:

1. Personal illness: Employees absent for more than twenty (20) consecutive workdays due to personal illness shall, upon return to work, provide the Office of Human Resources with a doctor's statement verifying that the employee is physically able to return to work
2. Personal injury
3. Quarantine
4. Illness in the immediate family including mother, father, grandmother, grandfather, brother/sister-in-law, mother/father-in-law, daughter/son-in-law, sister, brother, husband, wife, child, grandchild, or anyone who has virtually held the position of parent or child or anyone who is a permanent member of the household of the employee.

New employees will be credited with an advancement of five days' sick leave at the beginning of the first year of service after completion of five workdays. That advancement will be charged against the sick leave subsequently accumulated under this provision and employees will not be eligible for additional sick leave until the period of service has entitled them to more.

Employees re-entering this district after a separation of less than ten years shall be entitled to unused balance of any accumulated sick leave credit previously earned from public service within the state of Ohio, provided credit is substantiated by written affidavit from previous employer.

Employees returning to service of this district after a separation of less than ten years from public service shall be granted previous accumulated sick leave which shall be placed to the employee's credit upon re-employment in the public schools.

Sick leave credit from previous employment shall not exceed the accumulated total that is currently granted by the Board of Education.

SECTION 5 – Salary Schedules

Longevity

The Board recognizes that employee loyalty and length of continuous service are imperative to maintaining a quality school system. Longevity is based on continuous years of service completed with the district regardless of the service within the employees' particular job classifications. The employee will be paid on the basis of the step the employee falls under on the regular schedule.

Salary Stipend

Each employee shall receive a one-time salary stipend of \$250 paid between October 1, 2016 and October 31, 2016, to currently contracted employees.

Coordinator of School Information

Experience Steps

Step	2018/2019	2019/2020
0	41,741	42,576
1	43,554	44,425
2	45,371	46,278
3	47,120	48,062
4	49,379	50,367
8	51,698	52,732

Longevity steps

Years of Service	Step	2018-2019 Per Hour	2019-2020 Per Hour
10	L1	1.05	1.05
12	L2	1.20	1.20
15	L3	1.35	1.35
16	L4	1.50	1.50
18	L5	1.65	1.65
20	L6	1.80	1.80
22	L7	1.95	1.95
24	L8	2.10	2.10
25	L9	2.25	2.25
26	L10	2.40	2.40
28	L11	2.55	2.55

Executive Secretary to Superintendent

Experience Steps

Step	2018/2019	2019/2020
0	47,014	47,954
1	48,848	49,825
2	50,704	51,718
3	52,680	53,734
4	54,535	55,626
5	56,511	57,641
6	58,367	59,534
7	60,271	61,476
8	61,494	62,724
9	64,009	65,289
10	65,984	67,304
11	67,841	69,198
12	69,628	71,021
14	71,719	73,153
15	72,966	74,425

Longevity steps

Years of Service	Step	2018-2019 Per Hour	2019-2020 Per Hour
10	L1	1.05	1.05
12	L2	1.20	1.20
15	L3	1.35	1.35
16	L4	1.50	1.50
18	L5	1.65	1.65
20	L6	1.80	1.80
22	L7	1.95	1.95
24	L8	2.10	2.10
25	L9	2.25	2.25
26	L10	2.40	2.40
28	L11	2.55	2.55

Secretary / Assistant to Director of Human Resources

Experience Steps

Step	2018/2019	2019/2020
0	21.64	22.07
1	22.22	22.66
2	22.78	23.24
3	23.34	23.81
4	23.92	24.40
5	24.48	24.97
6	25.06	25.56
7	25.59	26.10
8	26.17	26.69
9	26.78	27.32
10	27.33	27.88
11	27.89	28.45
12	28.45	29.02
14	29.04	29.62
15	29.66	30.25

Longevity steps

Years of Service	Step	2018-2019 Per Hour	2019-2020 Per Hour
10	L1	1.05	1.05
12	L2	1.20	1.20
15	L3	1.35	1.35
16	L4	1.50	1.50
18	L5	1.65	1.65
20	L6	1.80	1.80
22	L7	1.95	1.95
24	L8	2.10	2.10
25	L9	2.25	2.25
26	L10	2.40	2.40
28	L11	2.55	2.55

Assistant to Treasurer

Experience Steps

Step	2018/2019	2019/2020
0	47,014	47,954
1	48,848	49,825
2	50,704	51,718
3	52,680	53,734
4	54,535	55,626
5	56,511	57,641
6	58,367	59,534
7	60,271	61,476
8	61,494	62,724
9	64,009	65,289
10	65,984	67,304
11	67,841	69,198
12	69,628	71,021
14	71,719	73,153
15	72,966	74,425

Longevity steps

Years of Service	Step	2018-2019 Per Hour	2019-2020 Per Hour
10	L1	1.05	1.05
12	L2	1.20	1.20
15	L3	1.35	1.35
16	L4	1.50	1.50
18	L5	1.65	1.65
20	L6	1.80	1.80
22	L7	1.95	1.95
24	L8	2.10	2.10
25	L9	2.25	2.25
26	L10	2.40	2.40
28	L11	2.55	2.55

**Secretary to Assistant Superintendent
Secretary – Business Services**

Experience Steps

Step	2018/2019	2019/2020
0	44,678	45,572
1	45,780	46,696
2	46,881	47,819
3	47,892	48,850
4	48,882	49,860
5	49,938	50,937
6	51,063	52,084
7	52,053	53,094
8	53,042	54,103
9	54,255	55,340
10	55,178	56,282
11	56,236	57,361
12	57,315	58,461
14	58,415	59,583
15	59,697	60,891

Longevity steps

Years of Service	Step	2018-2019 Per Hour	2019-2020 Per Hour
10	L1	1.05	1.05
12	L2	1.20	1.20
15	L3	1.35	1.35
16	L4	1.50	1.50
18	L5	1.65	1.65
20	L6	1.80	1.80
22	L7	1.95	1.95
24	L8	2.10	2.10
25	L9	2.25	2.25
26	L10	2.40	2.40
28	L11	2.55	2.55

Clerk – Classified Salaries Payroll

Experience Steps

Step	2018/2019	2019/2020
0	43,790	44,666
1	44,511	45,401
2	45,339	46,246
3	46,039	46,960
4	46,824	47,760
5	47,524	48,474
6	48,351	49,318
7	48,924	49,902
8	49,688	50,682
9	50,431	51,440
10	51,109	52,131
11	51,936	52,975
12	52,743	53,798
14	53,740	54,815
15	54,992	56,092

Longevity steps

Years of Service	Step	2018-2019 Per Hour	2019-2020 Per Hour
10	L1	1.05	1.05
12	L2	1.20	1.20
15	L3	1.35	1.35
16	L4	1.50	1.50
18	L5	1.65	1.65
20	L6	1.80	1.80
22	L7	1.95	1.95
24	L8	2.10	2.10
25	L9	2.25	2.25
26	L10	2.40	2.40
28	L11	2.55	2.55

Federal Program Analyst

Experience Steps

Step	2018/2019	2019/2020
0	45,933	46,852
1	47,461	48,410
2	48,941	49,920
3	50,470	51,479
4	51,974	53,013
5	53,385	54,453
6	54,983	56,083
7	56,345	57,472
8	57,851	59,008
9	59,402	60,590
10	60,883	62,101
11	62,270	63,515
12	63,728	65,003
14	65,115	66,417
15	66,383	67,711

Longevity steps

Years of Service	Step	2018-2019 Per Hour	2019-2020 Per Hour
10	L1	1.05	1.05
12	L2	1.20	1.20
15	L3	1.35	1.35
16	L4	1.50	1.50
18	L5	1.65	1.65
20	L6	1.80	1.80
22	L7	1.95	1.95
24	L8	2.10	2.10
25	L9	2.25	2.25
26	L10	2.40	2.40
28	L11	2.55	2.55

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15. Personnel

The Superintendent recommends that the Board of Education approve, via consent motion, personnel items as presented:

1. RESIGNATIONS

A. Extra Duty Personnel

1. Menyonn Daniels #129L-4 CTSO Chapter Advisor 06/22/2018
2. Corey Folop** #089-2 Weight Room Adv-1st Semester 06/25/2018

**Consultant

2. LEAVES OF ABSENCE

A. Workers Compensation

1. Leslie Lewallen Unpaid Leave 06/07/2018 – 08/23/2018

3. NOMINATIONS – 2017/18

A. Classified Summer Help (As Needed Basis)

Bus Cleaning/Seat Repair	@ \$9.80/hr.
Computer Services Help	@ \$9.80/hr.
Custodian	@ \$9.80/hr.
Lawn Crew	@ \$9.80/hr.

1. Judith Omey

B. Substitute Bus Monitors (hired for Bus Driver Training) @ \$8.75/hr.

1. Melissa Hartsel
2. Christopher Sizemore

3. Carrie Qurban-Ali Shoreland Step 0 \$ 28.77/hr.

C. Classified Personnel

1. Lisa Paul* Floating Bus Monitor – AM-PM 08/27/2018

4 hrs./day, Monday – Thursday
Sched. K, Step 0 @ \$15.86/hr.

*Currently employed as a Safety Aide, making her a two (2) position employee

2. Pamela Perkins Safety Aide – McGregor 08/27/2018

2 hrs./day
Sched. K, Step 0 @ \$15.86/hr.

3. Deborah Tubbs* Floating Bus Monitor – AM-PM 08/27/2018

4 hrs./day, Monday – Thursday
Sched. K, Step 0 @ \$15.86/hr.

*Currently employed as a Nutrition Service Worker, making her a two (2)
position employee

D. Extra Duty Personnel

1. Molly Badovick #086-2a Volleyball-Jr Hi Coach \$ 3,500.00

2. Jamie Fletcher #086-3a Volleyball-Jr Hi Coach \$ 3,500.00

3. John Kazmaier #086-1a Volleyball-Jr Hi Coach \$ 3,800.00

4. Haley Paonessa** #084-1b Volleyball-Assoc. Coach \$ 3,100.00

5. Haley Paonessa** #085-1b Volleyball-Freshman Coach \$ 700.00

6. Heidi Revels** #086-4a Volleyball-Jr Hi Coach \$ 3,000.00

7. Victoria Roper #085-1a Volleyball-Freshman Coach \$ 4,000.00

8. Tera Sakowski #135L Jr Hi Natl Honor Soc(7th Grade) \$ 1,502.00

9. Lindsey Wagner #084-1a Volleyball-Assoc. Coach \$ 2,906.00

10. Lindsey Wagner #087 Volleyball-Elementary Coordinator \$ 1,126.00

11. Emily Williams** #085-1c Volleyball-Freshman Coach \$ 180.00

12. Emily Williams**	#086-1b Volleyball-Jr Hi Coach	\$ 705.00
13. Emily Williams**	#086-2b Volleyball-Jr Hi Coach	\$ 1,005.00
14. Emily Williams**	#086-3b Volleyball-Jr Hi Coach	\$ 1,005.00
15. Emily Williams**	#086-4b Volleyball-Jr Hi Coach	\$ 1,505.00

**Consultants

E. District Wellness Chairpersons @ \$16.40/hr.

Not to exceed 100 hours

1. Ann Clark
2. Christina Dake

5. CHANGE OF CONTRACTS

A. Administrative Personnel

1. Suzanna Leone From Special Ed. Case Manager, Sched. 1, Step 10 @

\$87,859 + Educational Stipend \$5,000 = \$92,859 to
Special Ed. Supervisors, Sched. 5.1, Step 10 @
\$99,827 + Educational Stipend \$5,000 = \$104,827
Effective: August 1, 2018

2. Brittani Paszko From Special Ed. Case Manager, Sched. 1, Step 6 @

\$79,215 + Educational Stipend \$3,600 = \$82,815 to
Special Ed. Supervisors, Sched. 5.1, step 6 @
\$91,011 + Educational Stipend \$3,600 = \$94,611
Effective: August 1, 2018

3. Shannon Twigg From Special Ed. Case Manager, Sched. 1, Step 5 @

\$77,054 + Educational Stipend \$4,500 = \$81,554 to
Special Ed. Supervisors, Sched. 5.1, Step 5 @
\$88,807 + Educational Stipend \$4,500 = \$93,307
Effective: August 1, 2018

B. Classified Personnel

1. Tony Pollauf

From Preventative Bus Maintenance-Trans.

(4hrs./day), Sched. D, Step 5 @ \$19.87/hr. to
Preventative Bus Maintenance-Trans. (4hrs./day),
Sched. D, Step 5 @ \$19.87/hr. + Longevity \$.80/hr. =
\$20.67/hr.

Effective: June 6, 2018

Moved by: _____ Seconded by: _____

Mr. Hughes ____ Ms. Canales ____ Mr. Ilstrup ____ Mr. Hunter ____ Mr. Sharp ____

16. Adjournment

Moved by: _____

Seconded by: _____

Mr. Hughes _____ Ms. Canales _____ Mr. Ilstrup _____ Mr. Hunter _____ Mr. Sharp _____

Motion to adjourn carried

_____ Yes

_____ No

_____ Absent

_____ Abstention

Let the record show that an audio recording of this meeting has been made and is on file in the Office of the Treasurer.

The meeting stands adjourned at _____ P.M.