

# **Record of Proceedings Minutes of Regular Meeting**

**Board of Education  
Regular Meeting**

**Monday  
June 11, 2018**

The Field Local School District Board of Education held its Regular Meeting on Monday, June 11, 2018 in the Field High School Cafeteria, 2900 State Route 43, Mogadore, OH 44260 at 7:00 P.M.

- **Pledge of Allegiance**
- **Silent Meditation**
- **Roll Call**

Steve Calcei-Yes, Julie Kline-Yes, Laura May-Yes, Larry Stewart-Yes, Randy Porter-Yes  
Student Representative-Abby Mortimer-Excused

Member Calcei moved, seconded by Member Stewart that the Field Local Board of Education approve the minutes from the May 14, 2018 regular meeting. **18-0034**  
*Roll Call: Calcei-Yes, Stewart-Yes, Kline-Yes, May-Yes, Porter-Yes.*  
*President declared the motion carried*

Member May moved, seconded by Member Kline that the Field Local Board of Education adopt the following agenda for the June 11, 2018 regular meeting. **18-0035**  
*Roll Call: May-Yes, Kline-Yes, Calcei-Yes, Stewart-Yes, Porter-Yes.*  
*President declared the motion carried*

## **Student Representative Report**

**Superintendent's Report** - Mr. Heflinger stated that he would be attending a legislative meeting in Columbus next week. Things have been moving very slowly as the House sought a new speaker. / Mr. Heflinger said that the end of the school year was terrific with a lot of activity in every building. It was a very smooth end of the year with the help of all staff.

## **Legislative Liaison Report**

## **Recognition of visitors**

Public participation is encouraged during this portion of the Field Local business meeting. If you have questions, suggestions, or concerns, your first contact should be with the teacher or principal at the school building level. If you are not satisfied with the response you may contact the superintendent. By following this procedure, you will generally receive a prompt, informed response. The Board of Education recognizes the value of public comment on educational issues and the importance of allowing citizens to present helpful suggestions for the school district. Public participation at board meetings is governed by the following guidelines:

Public comment is permitted during the recognition of visitors portion of the meeting and will not exceed thirty minutes total. Attendees must register their intention to participate in the public

portion of the meeting upon their arrival at the meeting. Speakers must be recognized by the presiding officer and preface their comments by stating their name, address, and group affiliation, if appropriate. Each speaker is limited to three minutes and may not speak twice on the same subject until all have spoken. Persons desiring more time should follow the procedure of the board to be placed on the regular agenda. All statements shall be directed to the presiding officer; no person may address or question Board members individually.

(R.C.3313.20 Board Policy | Chapter 1 - Board of Education | Policy 1.16 | Adopted August 10, 2015)

Member Calcei moved, seconded by Member Stewart that the Field Local Board of Education approve the consent agenda as presented. **18-0036**

*Roll Call: Calcei-Yes, Stewart-Yes, Kline-Yes, May-Yes, Porter-Yes.*

*President declared the motion carried*

## **CONSENT AGENDA**

### **Superintendent Items**

Mr. Heflinger introduced the new Athletic Director, Greg Kulick. We are very excited to have him.

Mr. Heflinger recognized Nicole Kosewick as the districts new Assistant High School Principal and we are excited about that.

Mr. Heflinger noted the resignation of Tasha Stanton, Assistant High School Principal, who accepted a new position in another school district and thanked her for her 5 years of service to the district.

Mr. Heflinger noted on a few other resignations and additions for the district.

Mr. Heflinger stated that the district is very fortunate to be able to buy new/used busses. This enables the district to replace some busses that are 20+ years old.

- **Employment** – The Superintendent recommends that the Field Local Board of Education employ the following pending proper paperwork:

### **Administrative Employment**

1. Nicole Kosewick, Assistant Principal at High School effective August 1, 2018.

Two year contract                      Step 1                      Rate of pay: \$70,735.00

2. Gregory Kulick, Athletic Director effective August 1, 2018.

Two year contract                      Step 0                      Rate of pay: \$69,010.00

**Certified Employment**

1. Sarah Dee-Intervention Specialist at Suffield Elementary effective August 22, 2018.  
Rate of pay per Negotiated Agreement.

One year contract                      B/150 Degree-Step 0                      Rate of pay: \$36,209.00

2. Approve the employment of summer Transition Back to School Instructors for the 2018-2019 school year. Rate of pay is \$25.00 per hour.

Caity Russ

3. Summer Reading Camp Instructors for the June 11-14, June 18-21, August 6-9 and August 13-16, 2018 sessions. Instructors will work up to 14.5 hours per week at the rate of pay is \$25.00 per hour and will be paid from Title I funds.

Chasity Dempsey  
Katie Kirby  
Holly Baker  
Chelsey Carpenter  
Ashley Eplin

Tami Rhoades  
Vikki Dahl  
Evan Tutak  
Jason Scherer  
Michelle Yoho

Laura Goldman  
Lora Sickle  
Marissa Kelsey  
Cailin McKinney  
Samantha Furino

4. Ashley Mack, Language Arts Teacher at Middle School effective August 22, 2018.  
Rate of pay per Negotiated Agreement.

One year contract                      BA Degree-Step 0                      Rate of pay: \$34,166.00

5. Kairie (Weber) Rawley, Math Teacher at High School effective August 22, 2018. Rate of pay per Negotiated Agreement.

One year contract                      BA Degree-Step 0                      Rate of pay: \$34,166.00

**Non-Certified Substitute Employment**

Clark Bookman, Classified Substitute Worker effective June 4, 2018 for the remainder of the 2017-2018 school year.

**Classified Employment**

1. Deborah Hoard, Bus Assistant for the 2018-2019 year effective August 22, 2018.  
Rate of pay per Negotiated Agreement.
2. Randall Ewing, Bus Driver for the 2018-2019 school year effective August 22, 2018.  
Rate of pay per Negotiated Agreement.

*\*\*The positions below have been posted and offered to those employees of the district who have a certificate of a type described in Section 3319.22 of the Ohio Revised Code and no such employee qualified to fill the position has accepted. The position has been advertised as available to any individual with such a certificate who is qualified to fill the position and is not employed by the board, and no such person has applied for and accepted the position\**

- **Supplemental Contract(s)** – The Superintendent recommends that the Field Local Board of Education employ the following beginning with the 2018-2019 school year.

**Supplemental – Academic**

1. Arwen Smith, Drama Play Director  
2 years experience, 1 year contract                      \$1,367.00
2. Charlotte Daugherty, Asst. Director of Percussion  
0 years experience, 1 year contract                      \$2,562.00

**Supplemental – Athletic**

1. Dominique Sanders, Head Varsity Boys Basketball Coach  
0 years experience, 1 year contract                      \$5,637.00
2. Megan Moore, Middle School Head Cheerleading Coach  
0 years experience, 1 year contract                      \$1,025.00
3. Malik Billingsley, Middle School 7<sup>th</sup> Gr. Boys Basketball Coach  
0 years experience, 1 year contract                      \$1,025.00

- **School Fees** – The Superintendent recommends that the Field Local Board of Education adopt the student fee schedule for the Middle School beginning with the 2018-2019 school year (Exhibit S-1)
- **School Fees** – The Superintendent recommends that the Field Local Board of Education adopt the student fee schedule for Brimfield & Suffield Elementary and High School beginning with the 2018-2019 school year (Exhibit S-8).
- **School Handbooks** – The Superintendent recommends that the Field Local Board of Education approve the district 2018-2019 school handbook. Suffield & Brimfield Elementary handbook information will be specific to grades K-5. High School/Middle School grade specific information will be omitted. (Exhibit S-7).

- **Leave of Absence** - The Superintendent recommends that the Field Local Board of Education approve the following parental leave of absence for certified personnel:

1. Melissa Reagan, Gifted Intervention Specialist effective September 4, 2018. Anticipated date of return is December 3, 2018.
2. Carrie Adamo, Intervention Specialist-Suffield effective October 10, 2018. Anticipated date of return is January 7, 2019.
3. Amy Henderson, Certified Teacher-Suffield effective October 23 2018, extending leave for one year.

- **Leave of Absence** - The Superintendent recommends that the Field Local Board of Education approve the following FMLA leave to run concurrent with sick days:

John Patch, Custodian at Brimfield Elementary effective June 25, 2018 – August 20, 2018.

- **Resignations** – The Superintendent recommends that the Field Local Board of Education accept the resignation(s) of the following:

1. Michelle Hufford-Math teacher at High School effective at the end of the 2017-2018 school year.
2. Nicole Kosewick-Athletic Director effective at the end of the 2017-2018 school year. (contingent on awarding of Assistant Principal contract-*see Administrative Employment*).
3. Tasha Stanton-Asst. Principal at High School effective July 1, 2018.
4. Lacey Miller-Intervention Specialist at High School effective June 7, 2018.

- **Operations/Vendor Contracts** – The Superintendent recommends that the Field Local Board of Education enter into a vendor contract with the following:

1. Approve the advertisement and award of six (6) used 72 passenger conventional school busses that were bid out for a two week period with published bid notice dates of May 23, 2018 and May 30, 2018 with a bid opening date of June 6, 2018. Said busses were awarded to Myers Equipment Corporation at an individual bus price of \$49,895.00.
2. Emerald Transportation-transporting of special education student to Maplewood. Effective date 8/27/18 – 6/16/19 (**Exhibit S-2**).
3. United Disability Service-special education services for the 2018-2019 school year. (**Exhibit S-3**).
4. Comfort Systems USA, preventive service & maintenance agreement (HVAC)-\$19,328.00 for the 2018-2019 school year (**Exhibit S-4**).
5. Renhill Group, certified substitute management services for the 2018-2019 school year. (**Exhibit S-5**).
6. Damon Quality Products, Image & Educational Enhancement Concept Agreement for the 2018-2019 school year (**Exhibit S-6**).

- **Field Trips** – The Superintendent recommends that the Field Local Board of Education approve Field Trip(s) to the following location(s):

Field Cross Country Team-Camp Glen in Tiffin, Ohio, August 2-5, 2018. (Exhibit S-9).

- **Board Policy** - The Superintendent recommends that the Field Local Board of Education conduct the second and final reading of the following policy(s) for Board adoption:

- 1.07 Board Member Conflict of Interest
- 3.10 Alcohol and Drug Abuse Testing
- 3.16 Intellectual Property (NEW)
- 6.18 Student Discipline Procedure
- 6.37 Suspected Child Abuse or Neglect
- 7.04 Promotion, Placement and Retention
- 7.14 Teaching about Religion
- 7.26 College Credit Plus
- 8.14 Stale Checks
- 9.23 Records Retention and Disposal Schedule (REPLACEMENT)
- 9.38 Student Meal Charges

#### **Treasurer Items**

- **Fiscal** – The Treasurer recommends that the Field Local Board of Education approve the following:

Financial reports for the period ending April 30, 2018.

- **Donations** – The Treasurer recommends that the Field Local Board of Education accept the following donation(s):

1. William & Marjorie Conroy-Field Endowment Scholarship Fund-\$1,000.00.
2. Larry & Amy Giovinazzo-to Brimfield Elementary for teacher supplies-\$1,500.00

**Informational Items**

1. Corrected date of Asst. Principal contract for Brian Callahan should read 8/1/18.
2. Corrected teaching contracts for Elise Gall-Middle School and Scott Wilson-Middle School (should be awarded 5 year contract).
3. Taylor Gosseck-Middle School Art supplemental contract.  
2 years experience, 1 year contract (corrected years experience)
4. George Wetzell-Middle School Head Football supplemental contract.  
18 years experience, 2 year contract-\$4,182.00 (corrected amount)


There being no further business to come before the Field Local Board of Education  
Member May moved, seconded by Member Stewart to adjourn the June 11, 2018  
regular meeting.

18-0037

*Roll Call: May-Yes, Stewart-Yes, Calcei-Yes, Kline-Yes, Porter-Yes.*

*President declared the motion carried*

The meeting was adjourned at 7:12 P.M.

  
\_\_\_\_\_  
Randy Porter, President

  
\_\_\_\_\_  
Attest: Todd Carpenter, Treasurer





## MIDDLE SCHOOL FEES FOR 2018/2019

### GENERAL FEES:

#### 6<sup>th</sup> GRADE

Exhibit S-1  
June 11, 2018

\$11.00	ELA: Literature Support
\$13.75	Math: Workbooks
\$16.00	Social Studies: Workbooks
\$5.00	Student Planner
\$10.00	Art Fee
\$7.75	Online Resource Fee
<u>\$12.50</u>	Assessment Fee
\$76.00	

#### 7<sup>th</sup> GRADE

\$11.00	ELA: Literature Support
\$13.75	Math: Workbooks
\$8.00	Science Supply Fee
\$5.00	Student Planner
\$10.00	Art Fee
\$7.75	Online Resource Fee
<u>\$12.50</u>	Assessment Fee
\$68.00	

#### 8<sup>th</sup> GRADE

\$11.00	ELA: Literature Support
\$13.75	Math: Workbooks
\$5.00	Student Planner
\$10.00	Art Fee
\$7.75	Online Resource Fee
<u>\$12.50</u>	Assessment Fee
\$60.00	

### ADDITIONAL COURSE FEES:

\$6.00	Algebra 1: Workbooks
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### Total Estimates Receipts:

165 6 <sup>th</sup> grade students at \$76.00 per student =	\$12,540.00
151 7 <sup>th</sup> grade students at \$68.00 per student =	\$10,268.00
138 8 <sup>th</sup> grade students at \$60.00 per student =	\$8,280.00
30 Algebra 1 students at \$6.00 per student =	180.00

**TOTAL** \$31,268.00

*Blake*  
5/31/18

5/30/18

## Field Local Schools Transportation Services Department

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### TRANSPORTATION CONTRACT

By this contract entered into on \_\_\_\_\_ by and between the Field Local School  
(date)  
District hereinafter referred to as the "Board" and Emerald Transportation for transporting  
services of the student(s) named below to Maplewood Career Center from Field High School  
effective 8/27/2018 The Board agrees to pay \$10 per day/per family for the 2018-2019  
school term with contract terminating on 6/16/2019.

Student(s): \_\_\_\_\_

By signing, the undersigned proclaims his/her agreement with, and understanding of the  
conditions herein. This contract will be binding for the remainder of the current school year  
unless both parties agree to terminate it. The signed contract **must be returned** to the Business  
Office **before** payment can be made.

By:

Emerald Transportation  
705 Oakwood St # 215, Ravenna, OH 44266  
(330) 673-9258    LBerry@fcs.ohio.org

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Signature	Title	Date
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***Invoices MUST be submitted monthly to:***

*David O. Heflinger  
Board of Education  
2900 S.R 43  
Mogadore, OH 44260*

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David O. Heflinger (signature)	Date
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Field Local Schools, Board President (signature)	Date
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EXPLORE  
ENGAGE  
EXCEL

Exhibit S-3  
June 11, 2018

**Akron Office**  
701 South Main Street  
Akron, OH 44311-1019  
p. 330-762-9755  
f. 330-762-0912

**Judith A. Read**  
**Low Vision Services**  
701 South Main Street  
Akron, OH 44311-1019  
p. 330-762-9755  
f. 330-996-4181

**Adult Services - Firestone Park**  
1275 Sweitzer Avenue  
Akron, OH 44301-1346  
p. 330-379-3337  
f. 330-379-3342

**Adult Services - Kent**  
1010 West Main Street  
Kent, OH 44240-2006  
p. 330-676-1493  
f. 330-676-1564

**Adult Services - Twinsburg**  
10735 Ravenna Road  
Twinsburg, OH 44087-3107  
p. 330-425-3159  
f. 330-425-3122

**The Steel Academy**  
1570 Creighton Avenue  
Akron, OH 44310-2656  
p. 330-633-1383  
f. 330-633-4512

With programs accredited by the  
Commission on Accreditation of  
Rehabilitation Facilities.

Federal Tax ID# 34-1374195

May 7, 2018

Megan Longfellow  
Special Education Director  
2900 State Route 43  
Mogadore, OH 44260

Re: Services for the 2018-2019 School Year

Dear Ms. Longfellow,

Enclosed please find the agreement for services to be provided by United Disability Services to the Field Local School District for the 2018-2019 school year.

Please review the contract and forward to the district Treasurer's office for review, approval and signature. Please return the signed agreement no later than June 30, 2018 to:

Ms. Teri Mino, Executive Assistant  
United Disability Services  
701 S. Main Street  
Akron, OH 44311-1019

If you have any questions or concerns regarding services to be provided, please contact me by phone at (330) 762-9755 ext. 229 or by email at [hchalmers@udsakron.org](mailto:hchalmers@udsakron.org). If there are any questions regarding the agreement, please contact Shelley Morris, Chief Financial Officer by phone at (330) 762-9755 ext. 225 or by email at [smorris@udsakron.org](mailto:smorris@udsakron.org).

Sincerely,

United Disability Services

*Heidi Chalmers*

Heidi Chalmers  
Office Coordinator, Low Vision Services

Enclosures: Quote for Services and Agreement

Cc: S. Morris, Chief Financial Officer  
T. Mino, Executive Assistant

## **AGREEMENT FOR SERVICES**

This Agreement is entered into effective as of the 1<sup>st</sup> day of July 2018 between Field Local School District (the District) and United Disability Services (UDS).

WHEREAS, the District wishes to enter into an Agreement with UDS to provide services to District students performed by a Teacher of the Visually Impaired (TVI) and/or Certified Orientation and Mobility Specialist (COMS).

NOW, THEREFORE, in consideration of the mutual covenants herein contained and for other good and valuable consideration, the parties hereby agree to the following:

1. The District will pay UDS \$148.00 per hour for services provided to District students by the Teacher of the Visually Impaired (TVI) and \$72.00 per hour for travel associated with such services. The District will pay UDS \$130.00 per hour for services provided to District students by the Certified Orientation and Mobility Specialist (COMS).
2. The Teacher of Visually Impaired Students shall perform functional low vision assessments, participate in the IEP, provide documentation of assessment and training, consult with teachers and related service providers, provide instruction in use of assistive technology, provide Braille instruction, and order and adapt materials as per the student's IEP or as requested by the District. The Orientation and Mobility Specialist shall perform assessments, participate in the IEP, teach skills and concepts as required to develop independent and efficient travel, instruct in route planning, intersection crossing, use of public transportation and travel in all types of indoor and outdoor environments. The Orientation and Mobility Specialist will provide documentation of assessment and training, and consult with teachers and related service providers as per the student's IEP or as requested by the district.
3. Frequency and duration of service and instruction will be as per IEP but no sub is required and no make- up will be necessary for absences on the part of student or provider. Initial assessment or reassessment may be up to four (4) hours in duration.
4. UDS will invoice the District monthly for all services performed the previous month, which will be due and payable upon receipt, net thirty (30) days.
5. Individuals Providing Services: The parties understand and agree that all individuals providing services as agreed upon in this contract are independent contractors of UDS and shall remain as such throughout the term of this agreement and UDS will be solely responsible for their compensation.
6. Compliance With Applicable Standards, Policies, Procedures and Agreements: UDS shall ensure that all services provided by UDS shall meet the relevant standards and policies and procedures established and required by any applicable regulatory agency, the District, and the terms and conditions of this Agreement.

7. Each party shall retain liability for, and shall provide for insurance against, acts and omissions related to the services provided by such party's personnel or any party with whom they contract to provide services on behalf of such party. Each party agrees to indemnify the other party for injuries that result solely from the negligence of its respective employees that are committed while performing services that are within the course and scope of the services described in this Agreement.
8. In the event that either the District or UDS becomes aware of any alleged injury arising out of the care or treatment of any person pursuant to this Agreement, each party has a duty to give the other written notice containing the particulars sufficient to identify the name, address of the alleged injured person, place and circumstances of the alleged incident and the addresses of any available witnesses.
9. The term of this Agreement shall be for one complete school year commencing on July 1, 2018 and ending on June 30, 2019. Either party may terminate this Agreement without cause during the term of this Agreement by providing sixty (60) days advance written notice to the other party.

IN WITNESS WHEREOF, the District and UDS have caused this Agreement to be executed effective as of July 1, 2018.

**UNITED DISABILITY SERVICES**

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**FIELD LOCAL SCHOOL DISTRICT**

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Solutions /

**Service & Maintenance**

Exhibit S-4  
June 11, 2018



# **PREVENTIVE SERVICE & MAINTENANCE AGREEMENT**

**PRESENTED TO:**



**HVAC EQUIPMENT LOCATED AT:**

**Brimfield Elementary School**  
4170 St Rt 43  
Kent OH 44240

**Suffield Elementary School**  
1128 Waterloo Road  
Mogadore OH 44260

**Field High School**  
2900 State Route 43  
Mogadore OH 44260

**Field Middle School**  
1379 Saxe Road  
Mogadore OH 44260

**Central Elementary School**

**PRESENTED BY:**

**Sal Saia**  
**Account Manager**

## INTRODUCTION

Comfort Systems is part of the nation's largest HVAC and facility automation systems company. We offer unmatched purchasing power, the best-trained employees, financial strength and industry expertise. Our national presence makes us a stronger local company. We share best practices, ideas and technology to enhance project quality, performance, and safety. Our alliances with leading technology companies have helped us become experts on the latest systems for building automation, security, systems integration, HVAC, plumbing and medical gas. We provide customers with high-quality, cost-effective solutions. We deliver on time with maintenance services available to protect your investment.



## EDUCATION

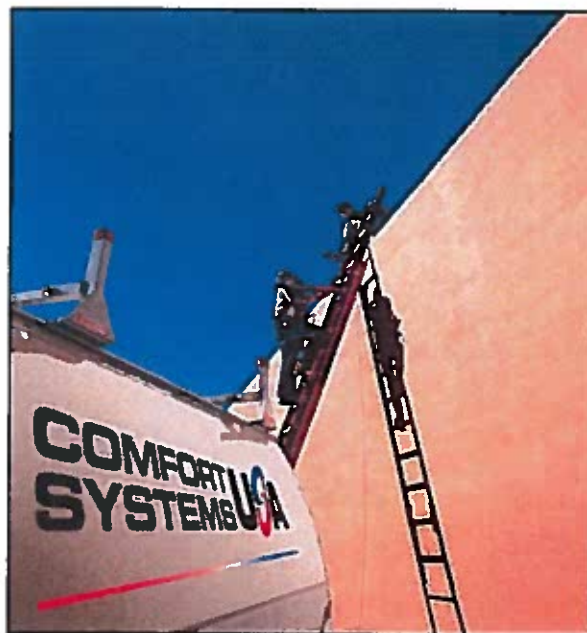
Our Technicians are graduates of a nationally recognized HVAC trade school and certified by the State of Ohio. To provide you with the best possible service, our technicians participate in rigorous, on-going training on all types of equipment. Our technicians have all necessary state certifications and are factory-certified to provide maintenance and warranty service for numerous equipment manufacturers. Our service team prides itself on helping others and keeping your building operating at peak performance. Emergencies are unavoidable but by having a dependable service provider, your investment will be just as important as it is today as it will be tomorrow.

## COMMUNICATIONS

Comfort Systems operates a region-wide, 24-hour, 7-days-per-week electronic dispatch system; so we can immediately dispatch a service technician to your facility. Our wireless technology and vehicle tracking ensures that technicians arrive at your location fully-informed with the right tools and equipment to evaluate your needs and make repairs.

## SAFETY

Comfort Systems employees receive comprehensive training and certification in OSHA 10 Hour Safety at a minimum. Managers and supervisors receive OSHA 30-hour training. In addition, we provide our employees with safety equipment and tools necessary to perform their work. Adherence to all Federal, State, and Local regulations is a given; in addition, our goal is also to eliminate unsafe acts and conditions that cause personal injury. Attitude means everything. Our expectation of zero accidents and injuries is achievable. Managers at all levels of our organization have a profound effect on the safety culture and continually create motivation for positive change to avoid complacency. Staying committed and involved keeps our workplace and work sites injury free!





### **PREVENTIVE MAINTENANCE AND SERVICE**

As part of the nation's largest service provider, Comfort Systems can help you reduce owning and operating costs for one facility or for hundreds. Our diverse talent provides you the competitive advantage of a partner that understands and services your entire building system. We provide highly skilled technicians to maintain and service your mechanical, security, and building automation systems.

With our customized preventive maintenance programs, we can help you optimize equipment performance and keep your facility operating at design efficiency. With energy costs continuing to rise, and HVAC equipment consuming an average of 35% of building utilities, maintaining your HVAC system is crucial to your bottom line. Our team of experts look forward to partnering with you to deliver bottom line results throughout the life of your facility.

**On average, Comfort Systems USA saves our customers three (3) to five (5) percent on operating costs through over 1,000 preventive maintenance programs.**

### **CONTRACTING**

Our Installation Department is equipped to handle jobs ranging in price from \$200.00 to \$2,000,000.00. We have an in-house sheet metal shop and engineering department. System design and building loads are accomplished by a highly sophisticated computerized system, which our designer operates, to provide computerized CAD drawings. We have an advantage in designing HVAC systems due to our large service department. With over 30 years of experience in design build and retrofit projects, we can provide you with the most cost effective solutions for your facility.

### **TEMPERATURE AUTOMATION AND ENERGY MANAGEMENT**

From initial evaluation, through design, installation, and on-going service; Comfort Systems is prepared to be your Building Automation Services partner, by offering solutions including:

- Building Automation System needs assessment
- Control system design and optimization
- Design/build installation
- Systems integration
- Internet and Wide Area Network (WAN) based solutions
- Commissioning
- Operator training
- Remote monitoring and diagnostics

When you're ready to evaluate the economic feasibility of a building automation system, or determine the benefits of integrating security, digital video, card access and HVAC & lighting controls; we can help. Whether the project involves energy engineering to determine the most effective energy saving control strategies, or developing a master plan for open systems integration, Comfort Systems has the technical knowledge and practical project experience to get the job done.



## MECHANICAL EQUIPMENT COVERED UNDER THIS AGREEMENT

<b>SCHOOL:</b>	Field High School
<b>ADDRESS:</b>	2900 State Route 43 Mogadore OH 44260

QTY	EQUIPMENT	MAKE	MODEL	SERIAL	LOC	W	SP	S	F
1	Hot Water Boiler						X		X
1	Hot Water Boiler						X		X

## MECHANICAL EQUIPMENT TASKING

The following are comprehensive checklists our technicians follow when performing maintenance inspections on your equipment. Tasking requirements may vary depending on the specific model and manufacturer.

### BOILER (S)

BOILER(S)				
DESCRIPTION	W	SP	S	F
• Visually inspect.		X		X
• Check controls.		X		X
• Check blow-downs.		X		X
• Test low water cut-off.		X		X
• Clean LWCO. (Steam Only)				X
• Check operating temperatures and pressures.		X		X
• Check safety valve.		X		X
• Check expansion tank.		X		X
• Check water make-up.		X		X
• Check condensate return (Steam Only)		X		X
• Check burner operation.		X		X
• Check pilots.				X
• Clean burners.				X
• Clean pilots.				X
• Combustion Analysis. (If Applicable)				(X)

## PREVENTIVE MAINTENANCE AGREEMENT

CSUSA will provide the following service maintenance on all equipment scheduled as required and applicable in our best judgment to keep the system operating properly.

**PREVENTIVE MAINTENANCE:** Job labor and travel labor required to clean, align, calibrate, tighten, adjust and lubricate equipment. These activities are intended to extend equipment life and assure proper operating conditions and efficiencies. Typical activities include:

- Cleaning fan impellers and blades, electrical contacts, burner orifices, passages and nozzles, pilots and ignitors, cooling tower baffles, basins, sumps and floats, chillers, compressor and boiler tubes, brush coil surfaces, etc.
- Aligning belt drives, drive couplings, air fins, etc.
- Calibrating safety controls, temperature and pressure controls, etc.
- Tightening electrical connections, mounting bolts, pipe clamps, refrigerant piping fittings, damper sections, etc.
- Adjusting belt tension, refrigerant charge, super heat, fan RPM, burner fuel/air ratios, gas pressure, set point of controls and limits, compressor cylinder unloaders, damper close off, sump floats, etc.
- Lubricating motors, fan and damper bearings, valve stems, damper linkages, fan vane linkages, etc.

**REPORTING:** Should system upgrades, corrective measures, or repairs be indicated during inspections, a report will be furnished to the owner with the recommendations and pricing as required. No additional work will be performed without approval of the owner or owner's agent.

**REPAIR, REPLACE AND EMERGENCY SERVICE:** Job labor, travel labor, parts procurement labor (locating, ordering, expediting and transporting) and other expenses are not included in this agreement price and will be billed with sellers then current rates with purchaser's approval.

**COMPONENTS, PARTS AND SUPPLIES:** Repair and replacement parts and components are not included in this agreement price.

**PRICE:** The total amount for this Agreement is \$2,985.00 ; to be billed in advance, in Semi Annual Payments of \$1,492.50

SCHEDULE:		AMENDMENTS:			
Winter Inspection	N/A	Labor To Change Filters	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Spring Inspection	Included	Cost Of Filters	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Summer Inspection	N/A	Labor To Change Belts	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Fall Inspection	Included	Cost of Belts	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Other		Chemically Clean Coils	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	

**EFFECTIVE DATE AND DURATION:** This agreement shall become effective May 1, 2018 and shall be deemed to be automatically renewed thereafter from year to year unless the agreement is otherwise terminated or changed as permitted under terms and conditions.

**SELLER'S ACCEPTANCE:**

Comfort Systems USA - Ohio  
7401 First Place  
Oakwood Village, Ohio 44146  
P. 440-703-1600  
F. 440-703-1601

BY: Sal Saia

SIGNATURE: \_\_\_\_\_

TITLE: Account Manager

DATE: \_\_\_\_\_

**PURCHASER'S ACCEPTANCE:**

Field Local Schools  
2900 St Rt 43 Door #5  
Mogadore OH 44260  
P. 330-673-2659  
F. \_\_\_\_\_

BY: David Heflinger

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**LOCATION:**

Field High School  
2900 State Route 43  
Mogadore OH 44260

## MECHANICAL EQUIPMENT COVERED UNDER THIS AGREEMENT

<b>SCHOOL:</b>	Field Middle School
<b>ADDRESS:</b>	1379 Saxe Road Mogadore OH 44260

QTY	EQUIPMENT	MAKE	MODEL	SERIAL	LOC	W	SP	S	F
1	Hot Water Boiler						X		X
1	Hot Water Boiler						X		X

## MECHANICAL EQUIPMENT TASKING

The following are comprehensive checklists our technicians follow when performing maintenance inspections on your equipment. Tasking requirements may vary depending on the specific model and manufacturer.

### BOILER (S)

BOILER(S)				
DESCRIPTION	W	SP	S	F
• Visually inspect.		X		X
• Check controls.		X		X
• Check blow-downs.		X		X
• Test low water cut-off.		X		X
• Clean LWCO. (Steam Only)				X
• Check operating temperatures and pressures.		X		X
• Check safety valve.		X		X
• Check expansion tank.		X		X
• Check water make-up.		X		X
• Check condensate return .(Steam Only)		X		X
• Check burner operation.		X		X
• Check pilots.				X
• Clean burners.				X
• Clean pilots.				X
• Combustion Analysis. (If Applicable)				(X)

## PREVENTIVE MAINTENANCE AGREEMENT

CSUSA will provide the following service maintenance on all equipment scheduled as required and applicable in our best judgment to keep the system operating properly.

**PREVENTIVE MAINTENANCE:** Job labor and travel labor required to clean, align, calibrate, tighten, adjust and lubricate equipment. These activities are intended to extend equipment life and assure proper operating conditions and efficiencies. Typical activities include:

- Cleaning fan impellers and blades, electrical contacts, burner orifices, passages and nozzles, pilots and ignitors, cooling tower baffles, basins, sumps and floats, chillers, compressor and boiler tubes, brush coil surfaces, etc.
- Aligning belt drives, drive couplings, air fins, etc.
- Calibrating safety controls, temperature and pressure controls, etc.
- Tightening electrical connections, mounting bolts, pipe clamps, refrigerant piping fittings, damper sections, etc.
- Adjusting belt tension, refrigerant charge, super heat, fan RPM, burner fuel/air ratios, gas pressure, set point of controls and limits, compressor cylinder unloaders, damper close off, sump floats, etc.
- Lubricating motors, fan and damper bearings, valve stems, damper linkages, fan vane linkages, etc.

**REPORTING:** Should system upgrades, corrective measures, or repairs be indicated during inspections, a report will be furnished to the owner with the recommendations and pricing as required. No additional work will be performed without approval of the owner or owner's agent.

**REPAIR, REPLACE AND EMERGENCY SERVICE:** Job labor, travel labor, parts procurement labor (locating, ordering, expediting and transporting) and other expenses are not included in this agreement price and will be billed with sellers then current rates with purchaser's approval.

**COMPONENTS, PARTS AND SUPPLIES:** Repair and replacement parts and components are not included in this agreement price.

**PRICE:** The total amount for this Agreement is \$2,985.00 ; to be billed in advance, in Semi Annual Payments of \$1,492.50

SCHEDULE:			AMENDMENTS			
Winter Inspection		N/A	Labor To Change Filters	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Spring Inspection		Included	Cost Of Filters	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Summer Inspection		N/A	Labor To Change Belts	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Fall Inspection		Included	Cost of Belts	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Other			Chemically Clean Coils	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	

**EFFECTIVE DATE AND DURATION:** This agreement shall become effective May 1, 2018 and shall be deemed to be automatically renewed thereafter from year to year unless the agreement is otherwise terminated or changed as permitted under terms and conditions.

**SELLER'S ACCEPTANCE:**

Comfort Systems USA - Ohio  
7401 First Place  
Oakwood Village, Ohio 44146  
P. 440-703-1600  
F. 440-703-1601

BY: Sal Saia

SIGNATURE: \_\_\_\_\_

TITLE: Account Manager

DATE: \_\_\_\_\_

**PURCHASER'S ACCEPTANCE:**

Field Local Schools  
2900 St Rt 43 Door #5  
Mogadore OH 44260  
P. 330-673-2659  
F.

BY: David Heflinger

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**LOCATION:**

Field Middle School  
1379 Saxe Road  
Mogadore OH 44260

## MECHANICAL EQUIPMENT COVERED UNDER THIS AGREEMENT

<b>SCHOOL:</b>	Brimfield Elementary School
<b>ADDRESS:</b>	4170 St Rt 43 Kent OH 44240

QTY	EQUIPMENT	MAKE	MODEL	SERIAL	LOC	W	SP	S	F
1	Hot Water Boiler						X		X
1	Hot Water Boiler						X		X

## MECHANICAL EQUIPMENT TASKING

The following are comprehensive checklists our technicians follow when performing maintenance inspections on your equipment. Tasking requirements may vary depending on the specific model and manufacturer.

### BOILER (S)

BOILER(S)				
DESCRIPTION	W	SP	S	F
• Visually inspect.		X		X
• Check controls.		X		X
• Check blow-downs.		X		X
• Test low water cut-off.		X		X
• Clean LWCO. (Steam Only)				X
• Check operating temperatures and pressures.		X		X
• Check safety valve.		X		X
• Check expansion tank.		X		X
• Check water make-up.		X		X
• Check condensate return (Steam Only)		X		X
• Check burner operation.		X		X
• Check pilots.				X
• Clean burners.				X
• Clean pilots.				X
• Combustion Analysis. (If Applicable)				(X)



## PREVENTIVE MAINTENANCE AGREEMENT

CSUSA will provide the following service maintenance on all equipment scheduled as required and applicable in our best judgment to keep the system operating properly.

**PREVENTIVE MAINTENANCE:** Job labor and travel labor required to clean, align, calibrate, tighten, adjust and lubricate equipment. These activities are intended to extend equipment life and assure proper operating conditions and efficiencies. Typical activities include:

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- Aligning belt drives, drive couplings, air fins, etc.
- Calibrating safety controls, temperature and pressure controls, etc.
- Tightening electrical connections, mounting bolts, pipe clamps, refrigerant piping fittings, damper sections, etc.
- Adjusting belt tension, refrigerant charge, super heat, fan RPM, burner fuel/air ratios, gas pressure, set point of controls and limits, compressor cylinder unloaders, damper close off, sump floats, etc.
- Lubricating motors, fan and damper bearings, valve stems, damper linkages, fan vane linkages, etc.

**REPORTING:** Should system upgrades, corrective measures, or repairs be indicated during inspections, a report will be furnished to the owner with the recommendations and pricing as required. No additional work will be performed without approval of the owner or owner's agent.

**REPAIR, REPLACE AND EMERGENCY SERVICE:** Job labor, travel labor, parts procurement labor (locating, ordering, expediting and transporting) and other expenses are not included in this agreement price and will be billed with sellers then current rates with purchaser's approval.

**COMPONENTS, PARTS AND SUPPLIES:** Repair and replacement parts and components are not included in this agreement price.

**PRICE:** The total amount for this Agreement is \$2,985.00 ; to be billed in advance, in Quarterly Payments of \$ 1,492.50

SCHEDULE:			AMENDMENTS:			
Winter Inspection		N/A	Labor To Change Filters	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Spring Inspection		Included	Cost Of Filters	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Summer Inspection		N/A	Labor To Change Belts	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Fall Inspection		Included	Cost of Belts	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Other			Chemically Clean Coils	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	

**EFFECTIVE DATE AND DURATION:** This agreement shall become effective **May 1, 2018** and shall be deemed to be automatically renewed thereafter from year to year unless the agreement is otherwise terminated or changed as permitted under terms and conditions.

**SELLER'S ACCEPTANCE:**

Comfort Systems USA - Ohio  
7401 First Place  
Oakwood Village, Ohio 44146  
P. 440-703-1600  
F. 440-703-1601

BY: Sal Saia

SIGNATURE: \_\_\_\_\_

TITLE: Account Manager

DATE: \_\_\_\_\_

**PURCHASER'S ACCEPTANCE:**

Field Local Schools  
2900 St Rt 43 Door #5  
Mogadore OH 44260  
P. 330-673-2659  
F.

BY: David Heflinger

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**LOCATION:**

Brimfield Elementary School  
4170 St Rt 43  
Kent OH 44240

## MECHANICAL EQUIPMENT COVERED UNDER THIS AGREEMENT

<b>SCHOOL:</b>	Suffield Elementary School
<b>ADDRESS:</b>	1128 Waterloo Road Mogadore OH 44260

QTY	EQUIPMENT	MAKE	MODEL	SERIAL	LOC	W	SP	S	F
1	Hot Water Boiler						X		X
1	Hot Water Boiler						X		X

## MECHANICAL EQUIPMENT TASKING

The following are comprehensive checklists our technicians follow when performing maintenance inspections on your equipment. Tasking requirements may vary depending on the specific model and manufacturer.

### BOILER (S)

BOILER(S)				
DESCRIPTION	W	SP	S	F
• Visually inspect.		X		X
• Check controls.		X		X
• Check blow-downs.		X		X
• Test low water cut-off.		X		X
• Clean LWCO. (Steam Only)				X
• Check operating temperatures and pressures.		X		X
• Check safety valve.		X		X
• Check expansion tank.		X		X
• Check water make-up.		X		X
• Check condensate return .(Steam Only)		X		X
• Check burner operation.		X		X
• Check pilots.				X
• Clean burners.				X
• Clean pilots.				X
• Combustion Analysis. (If Applicable)				(X)

## PREVENTIVE MAINTENANCE AGREEMENT

CSUSA will provide the following service maintenance on all equipment scheduled as required and applicable in our best judgment to keep the system operating properly.

**PREVENTIVE MAINTENANCE:** Job labor and travel labor required to clean, align, calibrate, tighten, adjust and lubricate equipment. These activities are intended to extend equipment life and assure proper operating conditions and efficiencies. Typical activities include:

- Cleaning fan impellers and blades, electrical contacts, burner orifices, passages and nozzles, pilots and ignitors, cooling tower baffles, basins, sumps and floats, chillers, compressor and boiler tubes, brush coil surfaces, etc.
- Aligning belt drives, drive couplings, air fins, etc.
- Calibrating safety controls, temperature and pressure controls, etc.
- Tightening electrical connections, mounting bolts, pipe clamps, refrigerant piping fittings, damper sections, etc.
- Adjusting belt tension, refrigerant charge, super heat, fan RPM, burner fuel/air ratios, gas pressure, set point of controls and limits, compressor cylinder unloaders, damper close off, sump floats, etc.
- Lubricating motors, fan and damper bearings, valve stems, damper linkages, fan vane linkages, etc.

**REPORTING:** Should system upgrades, corrective measures, or repairs be indicated during inspections, a report will be furnished to the owner with the recommendations and pricing as required. No additional work will be performed without approval of the owner or owner's agent.

**REPAIR, REPLACE AND EMERGENCY SERVICE:** Job labor, travel labor, parts procurement labor (locating, ordering, expediting and transporting) and other expenses are not included in this agreement price and will be billed with sellers then current rates with purchaser's approval.

**COMPONENTS, PARTS AND SUPPLIES:** Repair and replacement parts and components are not included in this agreement price.

**PRICE:** The total amount for this Agreement is \$2,985.00 ; to be billed in advance, in Semi Annual Payments of \$1,492.50

SCHEDULE:		AMENDMENTS:			
Winter Inspection	N/A	Labor To Change Filters	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Spring Inspection	Included	Cost Of Filters	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Summer Inspection	N/A	Labor To Change Belts	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Fall Inspection	Included	Cost of Belts	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Other		Chemically Clean Coils	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	

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**SELLER'S ACCEPTANCE:**

Comfort Systems USA - Ohio  
7401 First Place  
Oakwood Village, Ohio 44146  
P. 440-703-1600  
F. 440-703-1601

BY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**PURCHASER'S ACCEPTANCE:**

Field Local Schools  
2900 St Rt 43 Door #5  
Mogadore OH 44260  
P. 330-673-2659  
F. \_\_\_\_\_

BY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**LOCATION:**

Suffield Elementary School  
1128 Waterloo Road  
Mogadore OH 44260



## MECHANICAL EQUIPMENT COVERED UNDER THIS AGREEMENT

<b>SCHOOL:</b>	Central Elementary School
<b>ADDRESS:</b>	

QTY	EQUIPMENT	MAKE	MODEL	SERIAL	LOC	W	SP	S	F
1	HW Boiler						X		X

## MECHANICAL EQUIPMENT TASKING

The following are comprehensive checklists our technicians follow when performing maintenance inspections on your equipment. Tasking requirements may vary depending on the specific model and manufacturer.

### BOILER (S)

BOILER(S)				
DESCRIPTION	W	SP	S	F
• Visually inspect.		X		X
• Check controls.		X		X
• Check blow-downs.		X		X
• Test low water cut-off.		X		X
• Clean LWCO. (Steam Only)				X
• Check operating temperatures and pressures.		X		X
• Check safety valve.		X		X
• Check expansion tank.		X		X
• Check water make-up.		X		X
• Check condensate return .(Steam Only)		X		X
• Check burner operation.		X		X
• Check pilots.				X
• Clean burners.				X
• Clean pilots.				X
• Combustion Analysis. (If Applicable)				(X)

## PREVENTIVE MAINTENANCE AGREEMENT

CSUSA will provide the following service maintenance on all equipment scheduled as required and applicable in our best judgment to keep the system operating properly.

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- Aligning belt drives, drive couplings, air fins, etc.
- Calibrating safety controls, temperature and pressure controls, etc.
- Tightening electrical connections, mounting bolts, pipe clamps, refrigerant piping fittings, damper sections, etc.
- Adjusting belt tension, refrigerant charge, super heat, fan RPM, burner fuel/air ratios, gas pressure, set point of controls and limits, compressor cylinder unloaders, damper close off, sump floats, etc.
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**REPORTING:** Should system upgrades, corrective measures, or repairs be indicated during inspections, a report will be furnished to the owner with the recommendations and pricing as required. No additional work will be performed without approval of the owner or owner's agent.

**REPAIR, REPLACE AND EMERGENCY SERVICE:** Job labor, travel labor, parts procurement labor (locating, ordering, expediting and transporting) and other expenses are not included in this agreement price and will be billed with sellers then current rates with purchaser's approval.

**COMPONENTS, PARTS AND SUPPLIES:** Repair and replacement parts and components are not included in this agreement price.

**PRICE:** The total amount for this Agreement is \$1,492.00 ; to be billed in advance, in Semi Annual Payments of \$746.00

SCHEDULE:			AMENDMENTS:			
Winter Inspection		N/A	Labor To Change Filters	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Spring Inspection		Included	Cost Of Filters	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Summer Inspection		N/A	Labor To Change Belts	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Fall Inspection		Included	Cost of Belts	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
Other			Chemically Clean Coils	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	

**EFFECTIVE DATE AND DURATION:** This agreement shall become effective May 1, 2018 and shall be deemed to be automatically renewed thereafter from year to year unless the agreement is otherwise terminated or changed as permitted under terms and conditions.

**SELLER'S ACCEPTANCE:**

Comfort Systems USA - Ohio  
7401 First Place  
Oakwood Village, Ohio 44146  
P. 440-703-1600  
F. 440-703-1601

BY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**PURCHASER'S ACCEPTANCE:**

Field Local Schools  
2900 St Rt 43 Door #5  
Mogadore OH 44260  
P. 330-673-2659  
F.

BY: \_\_\_\_\_

David Heflinger

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**LOCATION:**

Central Elementary School

## TERMS & CONDITIONS

Terms & Conditions apply as follows:

- I. This agreement shall automatically renew with a cost of living increase unless notified in writing 30 days before next inspection. In addition, this agreement may be terminated at any time with thirty (30) days written notice. CSUSA shall be reimbursed for the value of all services provided under the scope of this agreement.
- II. **\*\*\*NOTE: SHOULD THIS AGREEMENT BE CANCELLED PRIOR TO THE FULL EXECUTION; A BALANCE MAY BE DUE FOR ALL SERVICES RENDERED.**
- III. Any deletion or addition of equipment may change sellers cost and may change agreement price to purchaser. If so, thirty (30) days advance notice will be given to purchaser to accept or terminate agreement.
- IV. Should any payment due by purchaser become thirty (30) days or more delinquent, seller may terminate this agreement by written notice and all monies owed seller by purchaser shall be immediately payable upon request. 1.5% per month shall be charged on delinquent accounts over thirty (30) days old.
- V. For services not covered under this agreement and performed by CSUSA upon purchaser's authorization, you agree to pay CSUSA upon presentation of itemized invoices at CSUSA's then current labor rate, transportation, and material charges.
- VI. This agreement does not include responsibility for the design of the system(s), obsolescence, safety test, removal and reinstallation of valve bodies and dampers, repair or replacement necessitated by freezing weather, electrical power failure, low voltage, burned-out main or branch fuses, low water pressure, vandalism, misuse or abuse of the system(s), negligence of others (including Customer), failure of Customer to properly operate the system(s), requirements of governmental, regulatory or insurance agencies, or other causes beyond control of Contractor.
- VII. In no event shall CSUSA be liable for business interruption losses, or consequential or speculative damages beyond its control. However, this shall not relieve CSUSA of liability for damages to property or injury to persons resulting from accidents caused directly by the negligence of CSUSA in the performance of its obligations under this agreement.

## QUALITY ASSURANCE

### Our Agreements include:

- Discounted rates on labor and parts
- Minimize chance of business interruption
- Lower equipment operating cost
- Extend equipment operating life
- Improve comfort conditions, productivity and reliability
- Priority emergency service in case of equipment failure
- Computerized maintenance scheduling and dispatching
- Assigned factory trained technicians
- Provide single source responsibility and "peace of mind"



CSUSA's maintenance agreements are designed to provide **CUSTOMER NAME** with an on-going maintenance program. This program will be initiated, scheduled, administered, monitored and updated by CSUSA. The service activities will be directed and scheduled on a regular basis by our computerized maintenance scheduling system based on manufacturer's recommendations and our own expertise.

**CUSTOMER NAME** will be informed of any recommended repairs or system upgrades after each inspection has been completed for approval and signature.

CSUSA will maintain and schedule all mechanical equipment as listed on the enclosed equipment schedule and perform maintenance tasks as listed on the enclosed mechanical equipment tasking schedules.

**With energy costs continuing to rise, and HVAC equipment consuming an average of 35% of building utilities, maintaining your HVAC system is crucial to your bottom line. Our team looks forward to partnering with you to deliver bottom line results throughout the life of your facility.**



Solutions /

**Service & Maintenance**

**COMFORT  
SYSTEMS USA®**

# **PREVENTIVE SERVICE & MAINTENANCE AGREEMENT**

**PRESENTED TO:**



**FIELD** LOCAL SCHOOLS

**HVAC EQUIPMENT LOCATED AT:**

**Brimfield Elementary School**  
4170 St Rt 43  
Kent OH 44240

**Suffield Elementary School**  
1128 Waterloo Road  
Mogadore OH 44260

**PRESENTED BY:**

Sal Saia  
Account Manager

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This agreement is the property of Comfort Systems USA – Ohio (CSUSA) and is provided for Customer's use only. The scope of work defined herein is the intellectual property of Comfort Systems USA and is protected by United States copyright laws. CSUSA guarantees the prices stated in this agreement for thirty (30) days from the proposal date. Customer by execution of this agreement, acknowledges that it has been reviewed and understands the attached terms and condition had has the authority to enter into this agreement.



## INTRODUCTION

Comfort Systems is part of the nation's largest HVAC and facility automation systems company. We offer unmatched purchasing power, the best-trained employees, financial strength and industry expertise. Our national presence makes us a stronger local company. We share best practices, ideas and technology to enhance project quality, performance, and safety. Our alliances with leading technology companies have helped us become experts on the latest systems for building automation, security, systems integration, HVAC, plumbing and medical gas. We provide customers with high-quality, cost-effective solutions. We deliver on time with maintenance services available to protect your investment.



## EDUCATION

Our Technicians are graduates of a nationally recognized HVAC trade school and certified by the State of Ohio. To provide you with the best possible service, our technicians participate in rigorous, on-going training on all types of equipment. Our technicians have all necessary state certifications and are factory-certified to provide maintenance and warranty service for numerous equipment manufacturers. Our service team prides itself on helping others and keeping your building operating at peak performance. Emergencies are unavoidable but by having a dependable service provider, your investment will be just as important as it is today as it will be tomorrow.

## COMMUNICATIONS

Comfort Systems operates a region-wide, 24-hour, 7-days-per-week electronic dispatch system; so we can immediately dispatch a service technician to your facility. Our wireless technology and vehicle tracking ensures that technicians arrive at your location fully-informed with the right tools and equipment to evaluate your needs and make repairs.

## SAFETY

Comfort Systems employees receive comprehensive training and certification in OSHA 10 Hour Safety at a minimum. Managers and supervisors receive OSHA 30-hour training. In addition, we provide our employees with safety equipment and tools necessary to perform their work. Adherence to all Federal, State, and Local regulations is a given; in addition, our goal is also to eliminate unsafe acts and conditions that cause personal injury. Attitude means everything. Our expectation of zero accidents and injuries is achievable. Managers at all levels of our organization have a profound effect on the safety culture and continually create motivation for positive change to avoid complacency. Staying committed and involved keeps our workplace and work sites injury free!



### **PREVENTIVE MAINTENANCE AND SERVICE**

As part of the nation's largest service provider, Comfort Systems can help you reduce owning and operating costs for one facility or for hundreds. Our diverse talent provides you the competitive advantage of a partner that understands and services your entire building system. We provide highly skilled technicians to maintain and service your mechanical, security, and building automation systems.

With our customized preventive maintenance programs, we can help you optimize equipment performance and keep your facility operating at design efficiency. With energy costs continuing to rise, and HVAC equipment consuming an average of 35% of building utilities, maintaining your HVAC system is crucial to your bottom line. Our team of experts look forward to partnering with you to deliver bottom line results throughout the life of your facility.

**On average, Comfort Systems USA saves our customers three (3) to five (5) percent on operating costs through over 1,000 preventive maintenance programs.**

### **CONTRACTING**

Our Installation Department is equipped to handle jobs ranging in price from \$200.00 to \$2,000,000.00. We have an in-house sheet metal shop and engineering department. System design and building loads are accomplished by a highly sophisticated computerized system, which our designer operates, to provide computerized CAD drawings. We have an advantage in designing HVAC systems due to our large service department. With over 30 years of experience in design build and retrofit projects, we can provide you with the most cost effective solutions for your facility.

### **TEMPERATURE AUTOMATION AND ENERGY MANAGEMENT**

From initial evaluation, through design, installation, and on-going service; Comfort Systems is prepared to be your Building Automation Services partner, by offering solutions including:

- Building Automation System needs assessment
- Control system design and optimization
- Design/build installation
- Systems integration
- Internet and Wide Area Network (WAN) based solutions
- Commissioning
- Operator training
- Remote monitoring and diagnostics

When you're ready to evaluate the economic feasibility of a building automation system, or determine the benefits of integrating security, digital video, card access and HVAC & lighting controls; we can help. Whether the project involves energy engineering to determine the most effective energy saving control strategies, or developing a master plan for open systems integration, Comfort Systems has the technical knowledge and practical project experience to get the job done.



## MECHANICAL EQUIPMENT COVERED UNDER THIS AGREEMENT

<b>CUSTOMER:</b>	Brimfield Elementary School
<b>ADDRESS:</b>	4170 St Rt 43 Kent OH 44240

QTY	EQUIPMENT	MAKE	MODEL	SERIAL	LOC	W	SP	S	F
1	Air Cooled Chiller						X		X

## MECHANICAL EQUIPMENT TASKING

The following are comprehensive checklists our technicians follow when performing maintenance inspections on your equipment. Tasking requirements may vary depending on the specific model and manufacturer.

### CHILLER (S), AIR-COOLED

AIR-COOLED CHILLER (S)				
DESCRIPTION	W	SP	S	F
• Visually inspect unit for loose or damaged components.		X		X
• Complete unit log and review, compare to information on name plate of unit.		X		X
• Clean Unit.		X		X
• Check terminals for tightness, tighten as necessary.		X		X
• Clean control panel interior.		X		X
• Visually inspect components for signs of overheating.		X		X
• Verify compressor operation.		X		X
• Leak test refrigeration.		X		X
• Check sight glass for clean flow.		X		X
• Clean air cooled condenser coils.		X		X
• Check fan blades for tightness on shaft.		X		X
• Check fans for loose rivets and cracks.		X		X
• Check coil fins for damage.		X		X
• Note any differences on chiller.		X		X

## PREVENTIVE MAINTENANCE AGREEMENT

CSUSA will provide the following service maintenance on all equipment scheduled as required and applicable in our best judgment to keep the system operating properly.

**PREVENTIVE MAINTENANCE:** Job labor and travel labor required to clean, align, calibrate, tighten, adjust and lubricate equipment. These activities are intended to extend equipment life and assure proper operating conditions and efficiencies. Typical activities include:

- Cleaning fan impellers and blades, electrical contacts, burner orifices, passages and nozzles, pilots and ignitors, cooling tower baffles, basins, sumps and floats, chillers, compressor and boiler tubes, brush coil surfaces, etc.
- Aligning belt drives, drive couplings, air fins, etc.
- Calibrating safety controls, temperature and pressure controls, etc.
- Tightening electrical connections, mounting bolts, pipe clamps, refrigerant piping fittings, damper sections, etc.
- Adjusting belt tension, refrigerant charge, super heat, fan RPM, burner fuel/air ratios, gas pressure, set point of controls and limits, compressor cylinder unloaders, damper close off, sump floats, etc.
- Lubricating motors, fan and damper bearings, valve stems, damper linkages, fan vane linkages, etc.

**REPORTING:** Should system upgrades, corrective measures, or repairs be indicated during inspections, a report will be furnished to the owner with the recommendations and pricing as required. No additional work will be performed without approval of the owner or owner's agent.

**REPAIR, REPLACE AND EMERGENCY SERVICE:** Job labor, travel labor, parts procurement labor (locating, ordering, expediting and transporting) and other expenses are not included in this agreement price and will be billed with sellers then current rates with purchaser's approval.

**COMPONENTS, PARTS AND SUPPLIES:** Repair and replacement parts and components are not included in this agreement price.

**PRICE:** The total amount for this Agreement is \$2,948.00; to be billed in advance, in Quarterly Payments of \$737.00.

SCHEDULE:			AMENDMENTS:			
Winter Inspection	N/A	Labor To Change Filters	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Spring Inspection	Included	Cost Of Filters	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Summer Inspection	N/A	Labor To Change Belts	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Fall Inspection	Included	Cost of Belts	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Other		Chemically Clean Coils	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

**ADDITIONAL INFORMATION AND COMMENTS:** Chemical coil cleaning one (1) time per year.

**EFFECTIVE DATE AND DURATION:** This agreement shall become effective **May 1, 2018** and shall be deemed to be automatically renewed thereafter from year to year unless the agreement is otherwise terminated or changed as permitted under terms and conditions.

**SELLER'S ACCEPTANCE:**

Comfort Systems USA - Ohio  
7401 First Place  
Oakwood Village, Ohio 44146  
P. 440-703-1600  
F. 440-703-1601

BY: Sal Sala

SIGNATURE: \_\_\_\_\_

TITLE: Account Manager

DATE: \_\_\_\_\_

**PURCHASER'S ACCEPTANCE:**

Field Local Schools  
2900 St Rt 43 Door #5  
Mogadore OH 44260  
P. 330-673-2659  
F. \_\_\_\_\_

BY: David Heflinger

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**LOCATION:**

Brimfield Elementary School  
4170 St Rt 43  
Kent OH 44240

## MECHANICAL EQUIPMENT COVERED UNDER THIS AGREEMENT

<b>CUSTOMER:</b>	Suffield Elementary School
<b>ADDRESS:</b>	1128 Waterloo Road Mogadore OH 44260

QTY	EQUIPMENT	MAKE	MODEL	SERIAL	LOC	W	SP	S	F
1	Air Cooled Chiller						X		X

## MECHANICAL EQUIPMENT TASKING

The following are comprehensive checklists our technicians follow when performing maintenance inspections on your equipment. Tasking requirements may vary depending on the specific model and manufacturer.

### CHILLER (S), AIR-COOLED

AIR-COOLED CHILLER (S)				
DESCRIPTION	W	SP	S	F
• Visually inspect unit for loose or damaged components.		X		X
• Complete unit log and review, compare to information on name plate of unit.		X		X
• Clean Unit.		X		X
• Check terminals for tightness, tighten as necessary.		X		X
• Clean control panel interior.		X		X
• Visually inspect components for signs of overheating.		X		X
• Verify compressor operation.		X		X
• Leak test refrigeration.		X		X
• Check sight glass for clean flow.		X		X
• Clean air cooled condenser coils.		X		X
• Check fan blades for tightness on shaft.		X		X
• Check fans for loose rivets and cracks.		X		X
• Check coil fins for damage.		X		X
• Note any differences on chiller.		X		X

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- Tightening electrical connections, mounting bolts, pipe clamps, refrigerant piping fittings, damper sections, etc.
- Adjusting belt tension, refrigerant charge, super heat, fan RPM, burner fuel/air ratios, gas pressure, set point of controls and limits, compressor cylinder unloaders, damper close off, sump floats, etc.
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7401 First Place  
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BY: Sal Sala

SIGNATURE: \_\_\_\_\_

TITLE: Account Manager

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**PURCHASER'S ACCEPTANCE:**

Field Local Schools  
2900 St Rt 43 Door #5  
Mogadore OH 44260  
P. 330-673-2659  
F. \_\_\_\_\_

BY: David Heflinger

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**LOCATION:**

Suffield Elementary School  
1128 Waterloo Road  
Mogadore OH 44260

## TERMS & CONDITIONS

Terms & Conditions apply as follows:

- I. This agreement shall automatically renew with a cost of living increase unless notified in writing 30 days before next inspection. In addition, this agreement may be terminated at any time with thirty (30) days written notice. CSUSA shall be reimbursed for the value of all services provided under the scope of this agreement.
- II. **\*\*\*NOTE: SHOULD THIS AGREEMENT BE CANCELLED PRIOR TO THE FULL EXECUTION; A BALANCE MAY BE DUE FOR ALL SERVICES RENDERED.**
- III. Any deletion or addition of equipment may change sellers cost and may change agreement price to purchaser. If so, thirty (30) days advance notice will be given to purchaser to accept or terminate agreement.
- IV. Should any payment due by purchaser become thirty (30) days or more delinquent, seller may terminate this agreement by written notice and all monies owed seller by purchaser shall be immediately payable upon request. 1.5% per month shall be charged on delinquent accounts over thirty (30) days old.
- V. For services not covered under this agreement and performed by CSUSA upon purchaser's authorization, you agree to pay CSUSA upon presentation of itemized invoices at CSUSA's then current labor rate, transportation, and material charges.
- VI. This agreement does not include responsibility for the design of the system(s), obsolescence, safety test, removal and reinstallation of valve bodies and dampers, repair or replacement necessitated by freezing weather, electrical power failure, low voltage, burned-out main or branch fuses, low water pressure, vandalism, misuse or abuse of the system(s), negligence of others (including Customer), failure of Customer to properly operate the system(s), requirements of governmental, regulatory or insurance agencies, or other causes beyond control of Contractor.
- VII. In no event shall CSUSA be liable for business interruption losses, or consequential or speculative damages beyond its control. However, this shall not relieve CSUSA of liability for damages to property or injury to persons resulting from accidents caused directly by the negligence of CSUSA in the performance of its obligations under this agreement.

## QUALITY ASSURANCE

### Our Agreements include:

- Discounted rates on labor and parts
- Minimize chance of business interruption
- Lower equipment operating cost
- Extend equipment operating life
- Improve comfort conditions, productivity and reliability
- Priority emergency service in case of equipment failure
- Computerized maintenance scheduling and dispatching
- Assigned factory trained technicians
- Provide single source responsibility and "peace of mind"



CSUSA's maintenance agreements are designed to provide **CUSTOMER NAME** with an on-going maintenance program. This program will be initiated, scheduled, administered, monitored and updated by CSUSA. The service activities will be directed and scheduled on a regular basis by our computerized maintenance scheduling system based on manufacturer's recommendations and our own expertise.

**CUSTOMER NAME** will be informed of any recommended repairs or system upgrades after each inspection has been completed for approval and signature.

CSUSA will maintain and schedule all mechanical equipment as listed on the enclosed equipment schedule and perform maintenance tasks as listed on the enclosed mechanical equipment tasking schedules.

**With energy costs continuing to rise, and HVAC equipment consuming an average of 35% of building utilities, maintaining your HVAC system is crucial to your bottom line. Our team looks forward to partnering with you to deliver bottom line results throughout the life of your facility.**







Exhibit S-5  
June 11, 2018



### Vendor Agreement

This Vendor Agreement is made as of May 24, 2018 by and between the Summit ESC, Renhill Group, hereafter referred to as the "Company" and Field Local Schools, referred to as the "Customer."

Whereas, the Summit ESC and Renhill Group have a Strategic Alliance Agreement authorizing Summit ESC to act as an official affiliate for substitute staffing related services.

Whereas, the Customer is a public school system that requests the type of services that the Company and ESC provides. All parties have agreed that the terms and conditions of their relationship are as follows:

#### A. SCOPE OF SERVICES

Our substitute staffing management solution is comprehensive.

- Company will provide substitute personnel (hereinafter referred to as "Employee" or "Employees") at various specified locations as requested by the Customer who will meet the general qualifications as set by the Customer.
- Company will provide targeted recruiting—all year round—that not only identifies qualified, but quality, candidates based on desired skill sets and qualifications for all Employees assigned to Customer.
- We ensure the Ohio Department of Education compliance requirements are met.
- Company will serve as administrator of the district-provided Aesop software, managing all substitute needs and absences in the system.
- As the employer of record, Company assumes responsibility for the accurate and timely processing of payroll, withholding and submission of all applicable federal and state employment taxes to the appropriate authorities, and STRS payroll deduction in accordance to Ohio Revised Code, as well as school year end letter of reasonable assurance and auditing of personnel files related to all Employees.

#### B. FEES AND PAYMENT:

- a. Customer agrees to pay Renhill for each Employee assigned based upon the rates established in the pricing schedule provided (see J.), or any Amendment attached to this Agreement.
- b. Renhill must be notified of any billing errors within ten (10) days of the date of the invoice.
- c. Payment will be made by Customer within fifteen (15) calendar days of the invoice date.

#### C. ADMINISTRATION AND SUPERVISION:

*This proposal is submitted in confidence and contains privileged, confidential trade secrets/proprietary detail. The information contained here is to be used only for your evaluation purposes and for no other purpose including, but not limited to, dissemination to individuals to whom it is not addressed. This information may be subject to an exception of public record under ORC 149.43 and therefore not a public record.*



- a. All Employees supplied to the Customer are employees of Company and as the employer, Company retains the right to hire, evaluate, replace, discipline, layoff, terminate and reassign all Employees assigned to the Customer.
- b. Customer has the right to direct the work activities of Company Employees including work location, function, and hours of work. Customer has the right to notify Company of employees that are no longer desired at their facilities, including the reason why.
- c. Customer agrees to use the Customer's employees only to perform the duties for specific position they were assigned and agrees that the duties will not be altered or expanded in any way without prior written consent of the Company.
- d. Customer will provide Company Employees with a safe work environment as well as any necessary orientation, training or instruction related to Customer's specific policies and procedures.
- e. Customer agrees that it will ensure safe working conditions for Employees that it will comply with all applicable State and Federal laws, including labor, health, and safety laws, that it will provide safety equipment, safety clothing, safety devices and safety training required by federal and state law.

**D. SUMMIT ESC'S RESPONSIBILITIES:**

- a. Summit ESC to provide an ESC approved sub list for certified teachers.
- b. Summit ESC to sign off on all substitute licenses.

**E. COMPANY RESPONSIBILITIES:**

- a. Company will be responsible for all administrative and payroll obligations of its Employees, including obtaining Employee information for payroll and other regulatory requirements and holding the Customer harmless from any liability for failure to perform these obligations in regard to the Company Employees during the term of this Agreement.
- b. Company will maintain in full force and effect during the term of this Agreement, Workers' Compensation Insurance and general liability coverage for all employees supplied to the Customer.
- c. Company is responsible for compliance with the requirements of the Federal Employment Eligibility Verification system, including, but not limited to Immigration and Naturalization Service Form I-9 and inspection requests by the Department of Labor and the Department of Justice.
- d. Company will be responsible for managing the administrative burden of the Affordable Care Act for all Company Employees working in Customer facilities. This includes administration;

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reporting and governmental agency interface; tracking of hours to manage potential costs, and assuming responsibility for regulatory compliance. The cost of the coverage is passed through to the district on a monthly basis for those subs that qualify and elect coverage.

- e. Company is responsible for collecting and keeping in each Employee's file, all of the Ohio state requirements necessary to work in a school system position.

#### F. Equal Opportunity Employer

Customer and Company agree that they are equal Opportunity Employers and do not discriminate based on an employee's race, color, sex, age, religion, national origin, mental or physical disability, ancestry, military discharge status, sexual orientation, marital status, source of income, parental status, housing status, or other protected status, in accordance with applicable federal and state law.

#### G. RESPONSIBILITIES UNDER THE AFFORDABLE CARE ACT

- a. As the common law Employer of all Employees staffed by Company for Customer, Company will be responsible for compliance with Internal Revenue Code § 4980H and corresponding statutory and regulatory provisions under the Affordable Care Act, as those responsibilities relate to Company's sponsored employee benefit plans offered to Employees staffed by Company for Customer.
- b. Company will be responsible for taxes, penalties or other liabilities arising from Company's sponsored employee benefits plans for Employees that are staffed by Company for Customer and who are determined to be common law employees of Company. Company also agrees to be responsible for applicable employer information reporting provisions under code §§ 6055 and 6056 and related regulations as those provisions and regulations relate to Company's sponsored employee benefits plans offered to Employees staffed by Company for Customer.
- c. In no event will Company be responsible for compliance with Internal Revenue Code § 4980H or corresponding statutory and regulatory provisions under the ACA as those responsibilities relate to employees hired and staffed directly by Customer or as those responsibilities relate to Customer's sponsored employee benefit plans. Further, in no event will Company be responsible for taxes, penalties or other liabilities assessed against Customer based on its failure to comply with §4980H as it relates to employees hired and staffed directly by Customer and who are determined to be common law employees of Customer.
- d. Customer will be responsible for, and agrees to comply with, the duties imposed upon it by law, rule, or regulation, including, as applicable, ERISA, HIPPA, COBRA, the ACA, and the Internal Revenue Code and Customer assumes responsibility for taxes, penalties and fees assessed against Customer based on its responsibilities under those laws.

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#### H. AGREEMENT TERM:

This agreement is valid for one school year and will automatically renew unless either party provides a written 90 day notification to the other of their desire to terminate. Each party's indemnification duties and any obligations for payment arising from this Agreement will survive any termination and remain in full force and effect.

#### I. SUBSTITUTE PRICING SCHEDULE:

The Company shall provide personnel as needed at a rate equal to hourly pay, tax burden, workers' compensation, unemployment costs, recruiting, and administrative services.

Substitute Teachers

Bill rate = pay rate + 12.6%

Substitute Aides

Bill rate = pay rate + 13%

#### J. PAYROLL SERVICES, RETIREMENT CHARGE AND REPORTING PROCEDURE

Company will process payroll in a timely manner. Company will deduct and remit the state required retirement contribution from the substitute teachers' paychecks for STRS. Company will submit a STRS report to the Customer's treasurer's office containing the necessary information. This report is also submitted electronically to STRS with your school code. The required year-end STRS report is submitted in a format that will merge with your district report, to be sent onto the state.

Company is responsible for submitting the STRS membership information to the state and the required SSA forms. Any request for missing information from the state may be forwarded on for Company to provide.

Renhill will manage the deduction for STRS, and provide the employee contribution along with the state required reporting. Renhill will be responsible for the timely deposit of the 14% employer retirement contribution for STRS. Field Local Schools will receive a separate invoice for the retirement contribution.

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#### K. MUTUAL CONFIDENTIALITY

Both parties agree to use the other's confidential information for the sole purpose of evaluating the transaction. The information contained in this agreement may only be disclosed to those who need to know this information and who also agree to hold it in confidence.

IN WITNESS WHEREOF, the parties hereto have executed this Vendor Agreement (total of five pages) this \_\_\_\_\_ day of \_\_\_\_\_, 2018 to be deemed effective between the parties on August 1, 2018 and thereafter.

Prepared and Agreed by:  
Summit ESC

By: \_\_\_\_\_  
Print name: \_\_\_\_\_  
Title: \_\_\_\_\_

Acknowledged and Agreed by:  
Field Local Schools

By: \_\_\_\_\_  
Print name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Print name: \_\_\_\_\_  
Title: \_\_\_\_\_

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## **IMAGE AND EDUCATIONAL ENHANCEMENT CONCEPT AGREEMENT**

**Damon Industries, Inc. (Damon) and Field Local School District (client) agree that for an annual cost of \$68,268.00, to be billed in 12 monthly installments of \$5,689.00, Damon will provide the following products and services.**

**Agreement Period:** July 1, 2018 through June 30, 2019

**Damon Will Provide:**

- Products, procedures and tools necessary to attain the results agreed on
- Supplies in quantities to assure availability as needed, to be ordered by Damon Account Manager
- Specific supplies as identified on Program Price List
- Service and maintenance of Chemical Management Devices
- Guaranteed price for one year
- Safety and regulatory requirements attainment
- Provide use of Damon owned and maintained dispensers for chemicals, paper and hand soap
- Monthly billing for included items
- Provide training of staff in proper procedures and safety in use of chemicals and equipment
- Periodically review program results, product consumption vs. projected use, etc.

**Client Agrees To:**

- Assign program responsibility
- Permit Training Programs for staff
- Control access to supplies
- Assure agreed to procedures are followed
- Participate in periodic reviews with Damon Account Manager
- Pay cost of repair / replacement for abuse to Damon tools, equipment and dispensers
- Have eyewash station(s) installed and operating where corrosive chemicals are used, according to ANSI Standard Z358.1-2009 for the protection of client's and Damon's employees.

This agreement will remain in force for one (1) year as specified above. Intention not to renew will be provided 60 days prior to the specified contract end date.

All hardware, tools, equipment, dispenser and durable goods remain the property of Damon and will be removed upon termination of the agreement. Consumable items (chemical, paper products, liners, etc.) for one year are included in this agreement. Damon will ship to client various amounts of these consumables at such times deemed appropriate by Damon based



*More than just chemicals... we provide solutions!*

*Since 1938*

30700 11

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More than just chemicals... we provide solutions!

Since 1938

30700 11

July 1, 20187

Field Local Schools Image and Educational Enhancement Concept equipment monthly pricing.

**MONTHLY BILLING:** for simplicity and minimum initial investments.

FIELD LOCAL SCHOOLS EQUIPMENT AS OF: March 24, 2017		Serial No.	Monthly charge per machine	Monthly Total
4 ea	56601897 Advance Advenger REV 28" Rider, with 420 ah batteries	4000124652 4000125974 4000125623 4000125975	\$345.79	\$1,383.16
4 ea	82011 SSS Square Cat GT-20 Oscillating Floor Machine	1624100122 1624100127 1629100818 1629100820	35.86	143.44
2 ea	Micromatic 17 B Battery Scrubber	716 006	95.00	190.00
2 ea	Viper 20 Venom Floor Machine	7260 7345	45.00	90.00
2 ea	2717BCAT Propane Buffer	2434 4893	98.00	196.00
1 ea	Viper Shovelnose Wet/Dry Vacuum	9264	15.00	15.00
1 ea	Advance AquaClean 16SP	4000104809	76.69	76.69
1 ea	ES300XP Advance Extractor	4000107762	76.69	76.69
Monthly equipment rental total per month				\$2,170.98

All equipment remains the property of Damon Industries, Inc. Field Local Schools will be responsible for abuse, wear items, improper use, and neglect of equipment. The above equipment is only to be used to support Damon Products. Program may be terminated by either party with a 60 day notification.

Amy Damon  
Damon Industries, Inc.

Accepted by:

Field Local Schools

Date

Purchase order number \_\_\_\_\_

**Damon Industries, Inc.**  
12435 Rockhill Avenue NE, Alliance, Ohio 44601 Phone: 330-821-5310 Toll Free: 1-800-362-9850  
Fax: 330-821-6355 E-mail: info@DamonQ.com



More than just chemicals... we provide solutions!

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Damon Industries, Inc.

Accepted by:

Field Local Schools

Date

Purchase order number \_\_\_\_\_

**Damon Industries, Inc.**

12435 Rockhill Avenue NE, Alliance, Ohio 44601 Phone: 330-821-5310 Toll Free: 1-800-362-9850  
Fax: 330-821-6355 E-mail: info@DamonQ.com

Field Local Schools  
2018-2019



**Field High School**  
2900 St. Rt. 43  
Mogadore, OH 44260  
330-673-9591

**Field Middle School**  
1379 Saxe Rd.  
Mogadore, OH 44260  
330-673-4176

**Administrative Offices**  
2900 St. Rt. 43  
Mogadore, OH 44260  
330-673-2659

**Brimfield Elementary School**  
4170 St. Rt. 43  
Kent, OH 44240  
330-673-8581

**Suffield Elementary School**  
1128 Waterloo Rd.  
Mogadore, OH 44260  
330-552-5252

**THIS STUDENT HANDBOOK/AGENDA BELONGS TO:**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_



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## **SECTION I: INTRODUCTION**

### **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because this handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with its contents. It is a valuable resource for both you and your parents. This edition of the student handbook replaces all prior handbooks and other written material on the same subjects.

### **MISSION STATEMENT**

The professional staff of Field Local Schools believes that education, above all, is learning. Therefore, the prime mission of the school is to help students gain the skills that will enable them to become informed, self-directed learners who will be productive members of society and ultimately contribute in a positive manner to its' future.

### **EQUAL EDUCATION OPPORTUNITY**

This District provides an equal educational opportunity for all students. Any person, who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, or national origin, has the right to file a complaint. Complaints and/or questions should be directed to the School District's compliance officer.

Complaints will be investigated and a response provided to the person filing the complaint in a timely manner. The compliance officer can provide additional information concerning equal access to educational opportunities. Under no circumstances will the District threaten or retaliate against anyone who raises a complaint.

### **INDIVIDUALS WITH DISABILITIES**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies both to the student and also to all individuals who have access to the District's programs and facilities.

A student can access special education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the Director of Special Services at (330) 673-2659.

### **RESPONSIBILITIES**

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and obey all school rules.

The staff expects students to come to school prepared to learn. It is the student's responsibility to arrive on time and to participate in the educational program. If, for some reason, this is not possible, the student should seek help from the guidance counselor or school principal.

### **WELL-BEING**

School safety is the responsibility of both students and staff. Field Local School District has in place an Emergency and Crisis Response Plan which addresses all emergency situations. The plan is provided to all staff members and is available in each room. If a student is aware of any dangerous situation or accident, he/she must notify a staff member immediately.

State law requires that all students have an emergency medical authorization completed, signed by a parent or guardian, and on file in the school office. Students with specific health care needs should alert the school regarding those needs, in writing, with proper documentation by a physician. This should be given to the school office for the school nurse to review.

## **SECTION II: GENERAL INFORMATION**

### **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of the school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the guidance office. It is important to note that some courses requested by the student may be denied because of available space or the need to take prerequisites. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

#### **BELL SCHEDULES**

##### **HIGH SCHOOL**

Warning Bell	7:50 a.m.
1 <sup>st</sup> period	7:55 - 8:47
2 <sup>nd</sup> period	8:51 - 9:38
3 <sup>rd</sup> period	9:42 - 10:29
4 <sup>th</sup> period	10:33 - 11:20
5 <sup>th</sup> period	11:24 - 12:11
6 <sup>th</sup> period	12:15 - 1:02
7 <sup>th</sup> period	1:06 - 1:53
8 <sup>th</sup> period	1:57 - 2:45

##### **MIDDLE SCHOOL**

Warning Bell	7:50 a.m.
1 <sup>st</sup> period	7:55 - 8:42
2 <sup>nd</sup> period	8:46 - 9:28
3 <sup>rd</sup> period	9:32 - 10:13
4 <sup>th</sup> period	10:17 - 10:59
5 <sup>th</sup> period	11:03 - 11:43
6 <sup>th</sup> period	11:47 - 12:30
7 <sup>th</sup> period	12:34 - 1:14
8 <sup>th</sup> period	1:18 - 1:59
9 <sup>th</sup> period	2:03 - 2:45

#### **SCHEDULING CHANGE REGULATIONS**

Requests for schedule changes without penalty will be considered as follows:

Acceptable reasons for schedule changes:

- Mechanical or computer error
- Changes necessary to meet graduation requirements
- Changes to adjust for physical health conditions (health care provider's note required)
- Changes to adjust for summer school credit
- Addition of a class to replace a study hall (same period)
- To reduce overload (minimum 5 credits required; no course substitutions)
- Misplacement (principal's or assistant principal's approval required)

All requests for schedule changes must be submitted in writing to the guidance office. High school students must provide a written request within 10 school days from the beginning of the course. Middle school students must provide a written request within 5 school days from the beginning of the course. Special permission from the principal and/or designee is required for schedule adjustments after 15 school days. If a course is dropped from a student's schedule as a result of disciplinary action and/or poor attendance, a study hall will be assigned. Replacement courses will not be added until the next semester. Schedule changes that do not comply with the standards listed above will be subject to academic penalty (withdrawal/failure).

#### **EARLY DISMISSAL**

No student will be allowed to leave school prior to dismissal time without either (a) a written request signed by the parent or guardian or (b) the parent or guardian coming to the school office to request the release. No student will be released to a person other than those listed on the emergency medical authorization form.

#### **VISITORS**

Visitors, especially parents, are welcome at the school. To properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to sign in and obtain a pass. Any visitor found in the building without signing in will be reported to the principal. If a person wishes to confer with a member of the staff, he/she should call for an appointment prior to coming to the school in order to prevent any inconvenience. Students may not bring visitors to school without first obtaining written permission from the principal.

## **FEES AND FINES**

Field Local Schools charge specific fees for certain activities and courses. This includes a fee for participation in extracurricular activities. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees or damage to school property. The school and staff do not make a profit. A listing of fees and charges for the current school year is available in the school office. Fees may be waived where there is financial hardship. Contact the building principal for information regarding the waiving of fees.

Students using school property and equipment can be fined for excessive wear and abuse. Late fines can be avoided when students return borrowed materials promptly. Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

## **LOCKERS**

The lockers supplied by the Board and used by the students are the property of the Board. Therefore, the lockers and the contents of all lockers are subject to random search at any time without regard to whether there is a reasonable suspicion that any locker or its contents contains evidence of a violation of a criminal statute or a school rule.

### **Locker Guidelines**

- Nothing is permitted on the outside of lockers unless approved by an administrator.
- Permanent marking is not permitted inside lockers.
- Students are responsible for removing decorations at the end of the school year.
- Offensive materials are not permitted.

## **STUDY HALL GUIDELINES**

- Study hall is to be used for its intended purpose: to study.
- Come prepared to work with all necessary materials.
- Be in the study hall prior to the tardy bell.
- No talking without permission from the study hall monitor.
- Remain in your assigned seat.
- Radios, MP3 players, CD players, electronic games, games, cards, food and drink are not permitted unless approved by monitor.
- Students going to another room must first present an approved pass to the study hall monitor.

## **ELECTRONIC DEVICES**

The school supplies most electronic equipment necessary in school. Students should not bring non-educational electronic equipment or communication devices to school. Students using any of these devices during school hours without consent of the principal or his/her designee will be subject to confiscation and disciplinary action.

## **VALUABLES/LOST AND FOUND**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like should be left at home. The school is not responsible for their safekeeping and will not be liable for any loss or damage to personal valuables. Check for lost and found locations with each school office. Periodically, unclaimed items will be given to charity.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

### **USE OF TELEPHONES**

Office telephones are not to be used for personal calls. Parents calling for students will be asked to leave a message to be delivered to the student, unless it is an emergency situation. The student will be able to return the call when they receive the message.

Students are not to use personal telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

Please refer to individual buildings for guidelines and procedures regarding the use of cell phones and other electronic devices.

### **USE OF THE LIBRARY**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books may be checked out for a period of two weeks. To check out any other materials, contact the librarian. Materials checked out of the library must be returned according to the building library policy.

### **PARKING PRIVILEGE**

Students in grades 11-12 are permitted to drive to school and park in the school parking lot provided they have purchased a parking permit and received permission from the administration. Each permit is assigned a designated area. If the student accumulates tardies or parking lot violations, he/she may lose the parking privilege.

1st Parking ticket - \$10 - 1st warning

2nd Parking ticket - \$10 + after school detention

3rd Parking ticket - \$10 + car can be towed at owner's expense

### **MEAL SERVICE**

The District participates in the National School Breakfast and Lunch Programs and makes meals available to students. Regular breakfast, lunch and a la carte items are available. Students may also bring their own lunches to school to be eaten in the school's cafeteria. No student will be allowed to leave school premises during the lunch period without specific written permission granted by the principal.

Applications for the school's free and reduced-priced meal programs are available in each school office.

### **EMERGENCY DRILLS**

The District complies with all fire safety laws and will conduct fire and safety (ALICE) drills in accordance with state law. Specific instructions on how to proceed will be provided to the students. The staff will oversee the safe, prompt, and orderly evacuation of the building. Tornado drills will be conducted during the tornado season using the procedures prescribed by the state.

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. In addition, there are also other trips that are part of the school's co-curricular and extracurricular program. Medications normally administered at school will be administered while on field trips. The student code of conduct applies to all field trips. Attendance rules apply to all trips. While the District encourages the student's participation in trips, alternative assignments will be provided for any student whose parent does not give permission to attend. Students who violate school rules may lose the privilege to go on trips. Arrangements for makeup work must be made in advance of the trip.

### **EMERGENCY CLOSING, DELAYS, OR EMERGENCY DISMISSAL**

If the school must be closed, the opening delayed, or students must be dismissed early because of inclement weather, emergency situations, or other conditions, the school will use the parent notification system and will notify the following radio and television stations:

### Television

WKYC - Channel 3 ([www.wkyc.com](http://www.wkyc.com))  
WEWS - Channel 5 ([www.newsnet5.com](http://www.newsnet5.com))  
WJW - Channel 8 ([www.fox8.com](http://www.fox8.com))  
WOIO - Channel 19 ([www.cleveland19.com](http://www.cleveland19.com))

### Radio

WNIR - 100 FM ([www.wnir.com](http://www.wnir.com))  
WHBC - MIX 94.1 FM ([www.mix941.com](http://www.mix941.com))

## **FUNDRAISING**

Students participating in school sponsored groups and activities will be allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. For all fundraising activities occurring on District premises or at a District sponsored event, or involving students or District employees, the following general rules will apply:

1. All fundraising activities will be approved in advance by the Superintendent or his/her designee.
2. No student may participate in a fundraising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Superintendent or his/her designee.
3. Student participation in fundraising activities will be voluntary and will be approved by the Superintendent or his/her designee.
4. A student will not be allowed to participate in a fundraising activity for a group in which he/she is not a member without the approval of the coordinator.
5. Instructional time will not be used to organize or conduct a fundraising activity. Likewise, fundraising activities will not interfere with any co-curricular or extracurricular activity.
6. Students involved in the fundraiser are not to interfere with students participating in other activities in order to solicit funds.
7. No student may participate in fundraising activities off school property without proper supervision by approved staff or other adults.

## **ENROLLING IN THE SCHOOL**

Students are required to enroll in the school district in which they live unless enrolling under the District's open enrollment policy.

Students who are new to Field Local Schools are required to enroll with their parents or legal guardians. When enrolling, the following must be provided:

1. An original birth certificate with raised seal. Other documents may be substituted. See BOE policy 6.02 for a complete list.
2. Court papers allocating parental rights and responsibilities, or custody (if applicable)
3. Two (2) proofs of residency
4. Proof of immunizations
5. Copy of social security card

Under certain circumstances, temporary enrollment may be permitted. If that is done, the parents or guardians will be told what records are needed to make the enrollment permanent.

Students enrolling from another school must have an official transcript from the previous school in order to receive credit from that school. The office staff will assist in obtaining the transcript, if not presented at the time of enrollment.

Adult students (eighteen years of age or older) may enroll themselves; but if residing with their parents/guardians, are encouraged to include them in the process. Adult students have the responsibilities of both student and parent.

A student who has been suspended or expelled by another public school in Ohio may be denied admission to the district's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the district. Likewise, a student who has been expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired, may be temporarily denied admission to the district's schools. The period of expulsion or removal will last for the duration of time as proscribed by the School Board guidelines. Prior to denying admission, however, the Superintendent will offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

## WITHDRAWAL/TRANSFER FROM SCHOOL

If a student plans to transfer to another school, the parent or guardian must notify the principal. School records will be transferred when a records request is received from the new school. No student under the age of eighteen will be allowed to withdraw from school without the written consent of his/her parents or guardians and in compliance with state law. A student who withdraws from school will be reported to the Juvenile Judge of the county and to the Registrar of Motor Vehicles for suspension of his/her driver's license, if he/she is under the age of eighteen.

## RECORDS

Teachers, counselors, and administrative staff keep many student records. Student records include directory information and confidential records. Directory information can be given to any person or organization for nonprofit making purposes when requested, unless the parents of the student notify the principal in writing that they wish to restrict the release of such information.

Unless specified otherwise in these guidelines, student records will be considered to be no longer needed by this District for educational purposes when:

- A. the student graduates or receives a certificate of completion; or
- B. the student has reached his/her twenty-second (22nd) birthday.

When certain records within a student's file are considered no longer needed, the school will ensure that in the event certain records are to be destroyed, the following minimal data be permanently maintained:

- A. student's name, address, and phone number;
- B. birth date;
- C. classes attended and grades;
- D. attendance record including building attended;
- E. grade level completed and year completed.

If a student is identified as a student with a disability in special education, the school will ensure:

- A. records are maintained for five (5) years after termination of special education programs, services, and/or graduation;
- B. parents/adult students are notified when information is no longer needed to provide educational services and will be destroyed.

The personally identifiable information on a disabled student will be retained permanently unless the parents/adult students request that it be destroyed as specified in these guidelines. The COR should remind them that the records may be needed by the student or the parents for Social Security benefits or other purposes.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents, or the adult student. The only exception is to comply with State and Federal laws that authorize the release of such information without consent.

Confidential records include test scores, psychological reports, behavioral data, disciplinary actions, and communications with family and outside service providers. The school must have the parents' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Students and parents have the right to review all educational records generated by the school district, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying cost may be charged to the requestor. To review records, please contact the school principal, in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions.

## EMPLOYMENT

The school does not encourage students to take jobs outside of school that could interfere with their success in school. If a student believes that he/she must maintain a job in addition to going to school, he/she must first make contact with his/her counselor to discuss any legal requirements and obtain any needed documents.



## **ADVERTISING OUTSIDE ACTIVITIES**

No announcements or posting of outside activities will be permitted without the approval of the principal. A minimum of twenty-four (24) hour notice is required to ensure that the principal has the opportunity to review the announcement or posting.

## **SECTION III: ACADEMIC INFORMATION**

### **HOME/SCHOOL COMMUNICATIONS**

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The school, however, may use email, U.S. mail or the student to ensure contact. Parents/guardians are encouraged to check the Field Local Schools web site regularly at [www.fieldlocalschools.org](http://www.fieldlocalschools.org). Parents and guardians are also encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

**Report Cards:** Students will receive a report card at the end of each nine-week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

### **GRADES**

Field Local Schools has a standard grading procedure, as well as additional notations that may indicate work in progress or incomplete work. The purpose of a grade is to indicate the extent to which the student has acquired the necessary knowledge and/or skills. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas whereas 75% of the assessment is formal in nature and 25% is informal. Students will be informed of a teacher's individual expectations at the beginning of the course work. To pass a semester a student must achieve a minimum grade average of a 60% (D-). If a student is not sure how his/her grade will be determined, he/she should ask the teacher.

At the middle and high school levels, parents and guardians can check student grades online through Parent Internet Viewer (P.I.V.). Personal identification numbers for accessing P.I.V. will be distributed at the beginning of each school year.

### **MIDDLE AND HIGH SCHOOL EXAMS**

In order to receive credit for a course a student must achieve a minimum grade of a D-. Students may be required to take semester and/or final exams. Students who do not take a required exam or turn in a blank paper will receive an "O" for the exam. If work is not completed, the student will receive an "I" until all work is completed. The student is responsible for contacting the building principal in order to makeup the exam. Exams must be made up by June 30<sup>th</sup> of the current school year.

### **GRADING POLICY**

The object of taking a course is attaining knowledge and proficiency of the subject matter. Assessments and awarding of grades show a benchmark of understanding of the subject matter at certain times during the term of a course (nine weeks and semester grades). In school these benchmarks are reviewed at the end of a course to determine if there has been sufficient progress in knowledge and in proficiency to award credit.

## GRADE POINT AVERAGE GRADING SCALE

The school uses the following grading system:

A	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	50-59	0.0
I	incomplete	
P	acceptable achievement	

## SEMESTER, YEAR AVERAGE AND GRADE POINT AVERAGE

A semester average will be calculated using the percentage earned in each grading period and the exam in that semester. Each grading period counts as 40% of the semester average (total of 80%) and the exam counts as 20%. The year average will be the percentage average of the two semesters.

To calculate a grade point average (G.P.A.), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half-credit course with an earned grade of a C would be  $.5 \times 2 = 1$ . Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned for the G.P.A. This can be done by grading period, semester, year, or for a series of school years.

## PROMOTION, ACCELERATION, AND RETENTION

**Middle School:** Promotion to the next grade (or level) is based on the following criteria:

- current level of achievement
- potential for success at the next level
- emotional, physical, and/or social maturity

### Retention Occurs in Grades 6, 7 and 8 if:

**Middle School:** A student receives a failing grade for the year in 3 of the core subjects: Math, Language Arts, Science or Social Studies

-OR-

A student receives a failing grade in 2 of the core subjects listed above and also receives a failing grade in one year-long encore class

-OR-

A student receives a failing grade in 2 of the core subjects listed above and also receives a failing grade in two semester encore classes.

**High School:** High school grade status is based on the number of credits earned at the end of each school year. Contact the high school guidance department for more information.

Freshman	fewer than 4.75 credits
Sophomore	5 – 9.75 credits
Junior	10 – 14.75 credits
Senior	15 or more credits

## GRADUATION REQUIREMENTS

Regular Diploma - normally a student will complete graduation requirements in four years. In order to receive a diploma and graduate, a student will need to pass all state-mandated tests, meet the school requirements for basic course-work, and earn the total number of minimum credits. For a student enrolled in special education, the requirements of the state-mandated tests and the extent of participation in those tests will be determined by their individualized education plan.

Specific course requirements for the class of 2011 and beyond are:

English	4 units
Mathematics**	4 units
Science**	4 units <i>(must have 1 unit biological and 1 unit physical sciences)</i>
Social Studies*	4 units <i>(must have ½ unit American history and ½ unit American government)</i>
Electives	4 units <i>(must have 1 unit or 2 half units in business/technology, fine arts, or foreign language)</i>
Health	½ unit
Physical Education	½ unit
Total	21 units

\*Maplewood Career Center student's course requirements may vary from Field's course requirements. The guidance department will provide specific information to these students.

\*\* One additional Mathematics or Science unit is required during the senior year.

**Students attempting to graduate before their expected graduating class:**

Students referred for possible early high school graduation will be evaluated based on past academic performance, measures of achievement based on state academic content standards, and successful completion of state mandated graduation requirements. The committee will consider the student's own thoughts on possible accelerated placement in its deliberations.

The acceleration evaluation committee will issue a written decision to the principal and the student's parent or legal guardian based on the outcome of the evaluation process. If a consensus recommendation cannot be reached by the committee, a decision regarding whether or not to accelerate the student will be determined by a majority vote of the committee membership. Students who complete the Field High School curriculum but do not meet all the requirements regarding state-mandated testing will not graduate with their class. Participation in commencement exercises will be denied.

## HONORS DIPLOMA

Field Local Schools will award the Diploma with Honors to any student who has fulfilled the following requirements:

- Demonstrated at least the required grade level of literacy and basic competency on the state-mandated tests
- Meet all state and local graduation requirements

**Criteria for Diploma with Honors for the Graduating Class of 2012 and Beyond**

The student who completes the high school Academic Pathway must meet at least seven of the following eight criteria:

1. Earn four units of English;
2. Earn at least four units of Mathematics which will include Algebra I, Algebra II, Geometry and another higher level course, or a four- year sequence of courses which contains equivalent content;
3. Earn at least four units of Science including one unit of Physics and one unit of Chemistry;
4. Earn four units of Social Studies;
5. Earn three units of World Languages (must include no less than two units for which credit is sought), i.e., three units of one world language or two units of two different languages;
6. Earn one unit of fine arts;

7. 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; or
8. Obtain a composite score of 27 on the American College Testing services assessment (excluding the optional writing test) or a combined score of 1210 on the College Board's SAT verbal and mathematics sections (excluding the required writing section).

The student who completes an intensive **Career-Technical Education Pathway** must meet at least seven of the following eight criteria:

1. Earn four units of English;
2. Earn at least four units of Mathematics which will include Algebra I, Algebra II, Geometry and another higher level course, or a four- year sequence of courses which contains equivalent content;
3. Earn at least four units of Science, including two advanced Sciences;
4. Earn four units of Social Studies;
5. Earn four units in a career-technical education program that leads to an industry-recognized credential, results in an apprenticeship or is part of an articulated career pathway, which can lead to post-secondary credit. If the student's program design does not provide for any of these outcomes, then the student must achieve the proficiency benchmark established for the applicable Ohio career-technical competency assessment or the equivalent;
6. Achieve the proficiency benchmark established for the Ohio Career-Technical Competency Assessment (available at [http://www.webxam.org/info\\_docs.asp](http://www.webxam.org/info_docs.asp), with additional content available by clicking [here](#)) or equivalent assessment aligned with state-approved and industry validated technical standards;
7. Maintain an overall high school grade point average of at least 3.5 on a 4.0 scale up to the last grading period of the senior year; or
8. Obtain a composite score of 27 on the American College Testing services assessment (excluding the optional writing test) or a combined score of 1210 on the College Board's SAT verbal and mathematics sections (excluding the required writing section).

**It is the student's responsibility to maintain contact with his/her counselor to ensure that his/her graduation requirements are being met.**

### **ASSESSMENTS AND STATE-MANDATED TESTS**

Unless exempted, students must fulfill at least one option listed below to show that they are ready for college or a job.

#### **Ohio's State Tests**

Earn at least 18 points on seven end-of-course state tests. End-of-course state tests are:

Algebra I or Integrated Math I	English I
Geometry or Integrated Math II	English II
American Government	Biology
American History	

Each test score earns you up to five graduation points. You must have a minimum of four points in Math, four points in English and six points across Science and Social Studies. Your school and District receive grades on the Ohio School Report Cards for all students' scores *and participation* on state tests.

OR

#### **Industry Credential and Workforce Readiness**

Earn a minimum of 12 points by receiving a State Board of Education-approved, industry-recognized credential or group of credentials in a single career field and earn a 13 on WorkKeys, a work readiness test. The state of Ohio will pay one time for you to take the WorkKeys test.

OR

#### **College and Career Readiness Tests**

Earn the "remediation-free" scores\* on either:

<b>ACT</b>	<b>SAT</b>
English – 18 or higher	Writing – 430 or higher
Mathematics – 22 or higher	Mathematics – 520 or higher
Reading – 22 or higher	Reading – 450 or higher

The District will choose either the ACT or SAT for all students to take for free during a one-time statewide spring test in grade 11.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests are used to help the staff determine instructional needs.

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

Vocational and interest surveys may be given to identify particular areas of student interests or talent. The guidance staff often gives these surveys. College entrance testing information can be obtained from the guidance office.

### **EDUCATIONAL OPTIONS**

Field Local Schools provides alternative means by which a student can achieve his/her personal educational goals as well as the goals of the District. Inquire about approved educational options in the guidance office. In order to participate in an educational option, the student must first submit an application for approval by the principal. Students under the age of eighteen may only participate with the written consent of their parent or guardian. Applications are available in the school office. Credit will be granted upon the successful completion of an approved program and will be placed on the student's transcript. Student performance will be evaluated as either pass or fail, or by awarding letter grades.

### **COLLEGE CREDIT PLUS**

Any student in grades 7 through 12 may enroll in a post-secondary program providing he/she meets the requirements established by law, by the District, and by the post-secondary institution. A student may be denied high school credit for any portions or for the entire class if taken during a period of expulsion. Any interested student should contact the high school guidance department to obtain the necessary information.

### **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the principal.

### **ACADEMIC RECOGNITION AWARDS**

Merit Roll – 3.0 to 3.39      Honor Roll – 3.4 to 3.59      Falcon Scholar – 3.6 to 3.99      Principal's List - 4.0

### **ATHLETIC AWARDS**

Each head coach, with the approval of the athletic director, develops requirements for athletic awards. These requirements will be reviewed with interested students by the appropriate coach.

### **SPECIAL AWARDS**

Some examples are listed below:

**High School:** Academic Letter Program, Brimfield Chamber of Commerce Scholarship Award, Brimfield Lions Scholarship, Buckeye Boys State/Girls State, DAR Good Citizen Award, FLTA Joan Dolbow Memorial Scholarship Award, FLTA Scholarship, Press of Ohio Scholarship, Dr. Hefty Memorial Scholarship, Manhood/Womanhood Award, National Merit Scholarship Semi-Finalist Award, National Council of Teachers of Mathematics Awards, Ohio Student Aid Commission Scholarship, Ohio Council of Teachers of Mathematics Awards, Outstanding Senior Male/Female Athletic Awards, Field Band Boosters Instrumental Music Excellence.

**Middle School:** Academic Recognition Awards, American Mathematics Competition, Boy's and Girl's Leadership, Future Problem Solving, Midwest Talent Search, SOAR Awards, Portage County Language Arts Festival, Power of the Pen, Presidential Academic Fitness Awards, Archie Griffin Sportsmanship Awards, Spelling Bee, Portage County Art Show Awards.

## **PORTAGE COUNTY TEENS OF THE MONTH**

The Portage County Teen Board presents this recognition monthly. Portage County high schools nominate a senior boy and senior girl each month for review by the Teen Board. Nominees are selected by the school administration and must have recommendations from two faculty members. Board membership includes a senior representative from each county high school and county office personnel. Selection is based on scholarship, activities, and service to the community. Selected students receive a commendation letter from the County Superintendent and publicity in the Record Courier. Teens of the month are recognized at a formal luncheon in May. The board seeks a teen of the year from a listing of monthly award winners.

## **GRADUATION HONORS GUIDELINES**

Beginning with the class of 2018, students will have the opportunity to be recognized through the Laude System. The system will utilize grade point average. All members of the senior class are rated equally.

The Laude graduation honors system will use the following guidelines:

Summa Cum Laude	GPA of 4.00 and have met all of the requirements for an honors diploma
Magna Cum Laude	GPA of 3.75 – 3.99
Cum Laude	GPA of 3.50 – 3.74

To be eligible for Laude graduation honors:

- A. A student must attend classes, on campus, for at least three (3) consecutive semesters before the end of the first semester of the senior year and earn at least five (5) credits toward graduation;
- B. Students who accumulate five (5) or more credits evaluated by a non-numeric grade (pass/fail, satisfactory/unsatisfactory, etc.) will not be considered for Laude honors;
- C. A student who transfers from an appropriately accredited or chartered high school and enrolls in Field High School because the student and his/her parents have moved into the school district, is exempt from meeting the three (3) consecutive semester residency requirements as mentioned above;
- D. Students transferring from a non-chartered school or home school must have completed at least four (4) consecutive semesters, on campus at Field High School;
- E. GPA is rounded to three decimal places (all subjects include) after seven (7) semesters of academic record.

## **SECTION IV: ATTENDANCE**

### **INTRODUCTION**

Attending school is necessary and required by law. State law requires school attendance until the age of eighteen. Students, who do not maintain good attendance may fail, lose certain privileges, and/or have their parents or guardians taken to court. Field Local Schools has an attendance policy to avoid these negative consequences.

### **ATTENDANCE ACCOUNTING/MISSING CHILDREN**

The Board of Education believes in the importance of trying to decrease the number of missing children; therefore, efforts will be made to identify possible missing children and notify the proper adults or agencies. Please see Board Policy 6.10.

### **ATTENDANCE PROCEDURES**

Students are expected to be in all classes, study halls, or other assigned areas during the school day. Attending classes regularly helps students to receive the full academic benefit of the school program. Frequent absences results in a disruption of the continuity of the educational process and time lost can never be fully regained even through makeup work. The following procedures should be followed if it is necessary for a student to be absent.

**A parent or guardian must call the school office between 7:15 A.M. and 8:00 A.M. on the day of absence, reporting the name of the absent student, the reason for absence, and when the student is expected to return to school. A note, signed by a parent or guardian stating the date(s) and reason for absence must be submitted when the student returns to school. If a**

note is not received within 1 day after the student returns to school, the absence will be recorded as unexcused. **Makeup work is permitted only if an absence is excused.**

**Students who arrive at school after 7:55 A.M. are marked tardy and must report directly to the office.** A note from a parent or guardian, stating the reason for the late arrival is required. **Students who arrive after 9:30 A.M. are marked absent for one-half day.** A decision to excuse or unexcuse a tardy will be made by the Principal and/or his designee. A transportation problem is not an excused tardy. **Students who leave prior to 11:25 A.M. are marked absent for one-half day.**

Absences and tardies due to medical and dental appointments must be substantiated by a note from a physician or dentist when the student returns to school.

If a student, under the age of eighteen, is truant and meets certain guidelines defined by the State of Ohio, the Field Local School District may refer a student to Juvenile Court for truancy and to the Bureau of Motor Vehicles for suspension of his/her license.

The skipping of classes or any part of the school day is considered an unexcused absence and no makeup work will be permitted. Disciplinary action will follow.

#### **AUTHORIZED ABSENCE**

**Field Trips/School Business:** Treated as an extension of the classroom. Work is given for credit. A student is not academically penalized.

**Excused Absence:** Work is given for credit.

#### **ABSENCES AND EXCUSES**

Absences for the following reasons will be considered as excused:

- A. Personal illness
- B. Serious illness or death of a family member
- C. Funeral
- D. Medical and dental appointments that cannot be arranged during non-school hours
- E. Unusual or emergency situations at home
- F. Religious holidays and activities
- G. Authorized school sponsored activities
- H. Approved college visits
- I. Acts of God
- J. Quarantine
- K. Out-of-state travel, not to exceed four (4) days per school year, for participation in an enrichment activity approved by the Board of Education or an extracurricular activity, defined as a student activity program operated by the District but not included in a graded course of study
- L. At the Superintendent's discretion, a visit with a parent or legal guardian who is an active duty member of the Army, Navy, Air Force, Marine Corps, Coast Guard, or Commissioned Corps of the National Oceanic and Atmospheric Administration and Public Health Service and who has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting.

An absence for any reason other than those listed above will be classified as unexcused.

A student will have the opportunity to make up school work missed due to an excused absence; however, it will be the responsibility of the student to initiate a makeup procedure and schedule with his or her teacher(s). All makeup work will be completed within a reasonable time following the excused absence. A student will receive full credit for school work made up pursuant to an excused absence.

The principal or his or her designee may request written verification of a student's illness from a physician licensed to practice medicine in the state in the event of frequent or extended absences attributed to personal illness.



A student must be in attendance at school for half of the school day (4 periods) in order to participate in any school sponsored activity that is conducted on that day; in cases of emergency the principal or his/her designee may grant an exception to this limitation.

**Out-of-School Suspension:** Work is assigned.

**\*\*A student may accumulate up to 5 days excused absence (per semester) with a parent or guardian telephone call for illness.** Any absences after 5 excused absences will require a medical note from a physician, dentist, therapist, or other professional health care provider for each absence in order for the absence to be considered excused. **The medical note must be in the school office within 24 hours of the return of the student to school.** Absence for illness will be unexcused without a medical note. Projects (assignments) that are given during the absence will be due with arrangement of the instructor, not to exceed the number of days absent.

### **COMPULSORY SCHOOL ATTENDANCE**

A child between six and eighteen years of age is "of compulsory school age" for the purpose of O.R.C. 3321.01 to 3321.13, inclusive. A child under age six who has been enrolled in kindergarten also will be considered "of compulsory school age" unless at any time the child's parent or guardian, at the parent's or guardian's discretion and in consultation with the child's teacher and principal, formally withdraws the child from kindergarten. All children of compulsory school age whose parents, as defined in O.R.C. 3321.01, reside in the District will be compelled to attend the schools of this District or another school that conforms to the minimum standards prescribed by the State Board of Education.

### **UNAUTHORIZED ABSENCE**

In the event of an unauthorized or unexcused absence, work is given but credit is denied. We encourage all students to keep current with assignments even if there can be no credit given. Examples of unauthorized absence and tardiness include but are not limited to oversleeping, car trouble, missing the bus, haircut/beauty shop appointments, babysitting, errands, etc. Cutting class is an unauthorized absence. Three (3) tardies to class equals one (1) unauthorized absence to that class.

### **EARLY DISMISSAL**

No staff member will permit or cause any student to leave school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents.

The building principal will not excuse a student before the end of the school day without a request for the early dismissal by the student's parents or the request of the student if he/she is eighteen (18) or older. Telephone requests for early dismissal of a student will be honored only if the caller can be positively identified as the student's parent or guardian.

Additional precautions will be taken by the administration which are appropriate to the age of students and as needs arise.

No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the principal.

### **TARDINESS**

Students are considered tardy if they are not in class when the bell rings. All students who are tardy to school must report to the school office to sign in. When a teacher detains a student after class he/she will issue a late pass for the student's next class. This is optional at the elementary level.

Students who are tardy to class or study halls will be considered unexcused unless they have an excused slip from the office or a signed pass from a teacher. Tardiness to school due to medical and dental appointments or circumstances which constitute good and sufficient cause as determined by the principal or assistant principal are considered excused. The school must receive a note from a parent or a medical note from a physician, dentist, therapist, or other professional health care provider.

Teachers are to refer cases of chronic tardiness to the principal or assistant principal. Excessive/habitual absenteeism may result in consequences such as, but not limited to, referral to juvenile court, detention, and/or loss of parking privileges at Field High School.

### **VACATIONS DURING THE SCHOOL YEAR**

Vacations during the school year are undesirable. Conditions for vacation approval:

- The student's current year attendance record must be satisfactory as determined by the principal.
- Students requesting a vacation must get written approval from their parents and be accompanied by a parent, legal guardian, or an adult relative on the vacation.
- If the student is not maintaining an average grade of "C" or better, permission for excused absences are the discretion of the principal or assistant principal.
- A maximum of five (5) school days per year will be granted. Exceptions to this rule must be a special emergency situation. At the discretion of the school authority, class work may or may not be made up upon return from vacation. If makeup work is permitted, the student will have a maximum of two weeks to complete the work.
- Work missed and not made up will be given a grade of "F" and be averaged according to the grading procedure. A minor or eighteen year old student who goes on vacation without the school's approval will be in violation of the attendance rules. This will be an unexcused absence and be truancy for a minor.
- Written permission by the principal or his/her designee must be given to the student prior to going on vacation and a copy of this permission is to be placed in the student's permanent folder.

### **MAKEUP OF TESTS AND OTHER SCHOOL WORK**

Students who have an absence from school that is excused will be given the opportunity to make up work that has been missed. The student should contact his/her teachers as soon as possible to obtain assignments.

A student may make up units of study with a properly licensed teacher if the principal has granted prior approval.

Students will be given the opportunity for making up worked missed due to approved absences. The length of time for completion of makeup work will be commensurate with the length of the absence.

### **EXCESSIVE AND HABITUAL ABSENTEEISM**

The discipline of students who are excessively and/or habitually absent will be in accordance with Board Policy 6.09 and House Bill 410. Legislators and the Board of Education have established this policy in order to provide guidance to employees in addressing and improving the attendance practice of any student who is a habitually absent.

If the absenteeism persists, and the student becomes "habitually absent," the school will convene an absence intervention team which may include parents, educators, and other supportive adults to develop an absence intervention plan. Absence intervention plans may incorporate academic and non-academic supports to remove barriers to regular attendance. Parent engagement in this process is critical.

Every day counts. Missing school even 10% of the time has a significant negative impact on reading and math achievement as children progress through school. The state of Ohio put a law (HB 410) into effect with expectations of attendance for all students. Field Local Schools adopted this policy and has changed all guidelines to reflect this. Please review this with your son/daughter and make sure they are aware of the changes and understand the process that will be followed.

Attendance Definitions:

- **Excessive Absenteeism:**
  - Absent 38 or more hours in one school month with or without a legitimate excuse
  - Absent 65 or more hours in one school year with or without a legitimate excuse
- **Habitual Absenteeism:**
  - Absent 30 or more consecutive hours without a legitimate excuse
  - Absent 42 or more hours in one school month without a legitimate excuse
  - Absent 72 or more hours in one school year without a legitimate excuse

- If your student meets the definition of habitual absenteeism, the district will:
  - assign the student to an absence intervention team.
  - attempt to secure parent participation on the absence intervention team.
  - develop an absence intervention plan.
  - If the student does not make progress on the plan or continues to be absent, the district may file a complaint in the juvenile court.
- If your student meets the definition of excessive absenteeism, the district will:
  - notify the family in writing
  - The student and family may be referred to community resources.

Thank you for all you do to support your child's school success and well-being, as well as our district's. We look forward to working with you this year and to having your child learn and grow at Field Local Schools!

#### **DETENTION OF STUDENTS BEFORE/AFTER SCHOOL**

Reasonable detention at the beginning or end of the school day is allowed. In all cases where students will be detained at the end of school, parents are to be notified in advance. In all cases involving bus riders, parents are to be notified a day in advance so that alternate transportation may be arranged.

### **SECTION V: STUDENT ACTIVITIES**

#### **INTRODUCTION**

Field Local Schools provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain school subject matter.

The school has many student groups that are authorized by the school. It is the District's policy that authorized groups are only those approved by the Board of Education and sponsored by a staff member. Extracurricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

#### **SCHOOL SPONSORED CLUBS AND ACTIVITIES**

According to the policy of the Board of Education, co-curricular activities exist to meet the wide range of vocational, recreational, social, and cultural needs and interests of the students. Therefore, all students should be urged to join at least one club or activity.

##### **A. Existing Clubs or Activities**

At the start of the school year, all students should be provided with information on existing clubs, co-curricular, and extracurricular activities and encouraged to participate.

##### **B. New Activities**

All new activities will be approved in the following manner:

1. Requests for new activities should be submitted to the principal and contain the following:
  - a. purpose and rationale
  - b. intended outcomes for students
  - c. participation
  - d. plan of operation
  - e. costs
  - f. persons in charge
2. The Superintendent will review each request and either reject or submit each for board approval.
3. Upon approval, an activity will be listed as a part of the co-curricular or extracurricular program and its fiscal account established by the treasurer.

### **C. Fiscal Compliance**

Both co-curricular and extracurricular activities will comply with financial and bookkeeping controls established in conformance with the recommendations of the state auditor. Each activity advisor or coach is to provide the building principal with a periodic update on the fiscal status of the activity.

### **D. Operating Guidelines**

The principal will prepare and publish operating procedures for all co-curricular/extracurricular activities which ensure that:

1. students participate in ways that do not interfere with their academic programs,
2. the safety and welfare of the students are adequately safeguarded,
3. all activities have proper planning, direction, and supervision,
4. faculty members work cooperatively so that some activities do not interfere with the operations of others,
5. staff members and students are encouraged to attend activities involving student performances,
6. each activity is assessed continuously relative to its stated purpose and goals, and
7. building facilities and equipment are being used safely and as intended and are being maintained in proper condition.

### **E. Activity Conflicts**

Many students have multiple talents and interests they wish to develop or pursue through participation in District sponsored activities and groups. Since the District's policy is to encourage such participation, the following guidelines have been established for dealing with potential schedule conflicts a student could experience when participating in more than one (1) activity.

1. At the beginning of each semester or season, each staff member in charge of a credit course, co-curricular, or extracurricular activity is to prepare a schedule for any practices, performances, or other after-school obligations involved in participation. This information will be sent to the school office and the guidance department.
2. By the first day of an activity, students are to be made aware of the schedule of any practices and performances as well as other obligations. Each staff member in charge is to determine which, if any, students will have conflicts with other activities in which they wish to participate.
3. If such conflicts exist, the staff members in charge of the activities in conflict are to meet for the purpose of resolving the conflict. The emphasis should be on modifying the requirements so the student can participate in multiple activities.
4. If it is not possible to resolve the conflict without seriously undermining the integrity of the activity program, the following procedure will be followed:
  - a. If one of the activities provides the student with credit and the other one doesn't, the student and his/her parents are to be made aware of the possible consequences of not enrolling in each activity and of not meeting the obligations for participation.
  - b. If both activities are credit activities, the student is to be advised to contact his/her counselor to work out a solution that does not penalize the student.
  - c. If one of the activities is an after-school, off-school of a credit activity, but is not a credit activity (e.g. jazz band from concert band) the requirements for the credit activity may not be imposed as a condition for participating in the noncredit after-school activity.
  - d. If the conflict cannot be settled, the student may have to choose between activities.
5. When the activity or program begins, the students are responsible for the following:
  - a. If a student encounters a previously unforeseen conflict during the semester or season, he/she should inform all staff members in charge as soon as possible in order to increase the likelihood that an accommodation can be worked out.
  - b. If, during the year, an unanticipated situation develops which creates a conflict in the schedule for a student, he/she should discuss the conflict with the counselor who, in turn, will work with the staff members in charge to try to reach an accommodation that is most advantageous to the student and least disadvantageous for the activities involved.

- c. If a student is experiencing difficulty in deciding between activities, he/she should make contact with the counselor to discuss the alternatives rather than discuss it with the staff members in charge.

#### **F. Prohibition from Extracurricular Activities**

Participation in extracurricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, principals, and assistant principals and other authorized personnel employed by the District to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extracurricular activities of the District for offenses or violations of the Student Code of Conduct/Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct/Student Discipline Code took place.

In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein.

##### **1. Suspension from Extracurricular Activities**

Before being suspended, the person considering the suspension will provide the student with the following:

- a. Written notice of the intention to suspend and the reasons for the intended suspension; and
- b. An opportunity to appear at an informal hearing before a person authorized to suspend a student from any or all extracurricular activities, to challenge the reason for the suspension or to otherwise explain the student's actions.

If a suspension is imposed, the student will receive written notice of the suspension, including the reasons and the date the suspension begins and the date it ends.

The student may appeal the decision of an assistant principal, teacher, coach or activity advisor to his/her building principal. The decision of the principal on such an appeal will be final.

If a building principal, rather than another staff member, initiates the removal of a student from extracurricular activities, the student may appeal the initial decision of the principal to the Superintendent. The decision of the Superintendent will be final.

#### **ATHLETICS**

Field Local Schools provides a variety of athletic activities in which students may participate, providing they meet District and state eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 6.43.

For a current list of activities contact the Athletic Director at 330-673-2387.

#### **Athletic Ticket Prices (Subject to change)**

Administrators in the Portage Trail Conference set ticket prices for single game events at the middle and high school level. The single game prices are as follows:

**Varsity/Junior Varsity Games:** Adults \$6.00 Students (Grades 1-12) \$4.00  
Students Pre-Sale Football \$4.00 (\$6.00 at the gate)  
\*Presale tickets are available in the offices of FHS and FMS. Only Field students attending Maplewood may purchase football tickets at the gate for \$4.00

**Freshman and 8<sup>th</sup>/7<sup>th</sup> Grade Games:** Adults \$3.00 Students \$2.00

Pre-K and Kindergarten students will be granted free admission to all home events. *Students are not permitted to re-enter an event unless accompanied by an adult!*

#### **Varsity/Junior Varsity Event Passes**

The Field Local Athletic Department offers home only event passes, which offer community members and students a discounted rate if they attend multiple events or games. The passes may be shared between adults or students. Passes may be purchased at any of the events. Checks must be made payable to Field Local Schools.

Ten Event Pass (can be used for ALL sports and it does not expire):

Adults \$40.00

Students \$25.00

Family Pass (for all members of the household): Fall \$140, Winter \$140

Staff Employee Pass: \$20.00

#### **Freshman and 8<sup>th</sup>/7<sup>th</sup> Grade Event Passes**

The Field Local Athletic Department offers home only event passes, which offer community members and students a discounted rate if they attend multiple events or games. The passes may be shared between adults or students. Passes may be purchased at any of the events. Checks must be made payable to Field Local Schools.

Ten Event Pass (can be used for all sports for grades 7, 8, or 9 only)

Adults \$25.00

Students \$15.00

#### **Athletic Eligibility**

Field Middle and High Schools are members of the Ohio High School Athletic Association (OHSAA), and athletic eligibility will comply with State regulations and the provisions set forth by the OHSAA, which include:

**Rule 4-4-1:** In order to be eligible in grades 9-12 a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of **FIVE** one-credit courses or the equivalent, which count toward graduation.

**Rule 4-4-3:** The eligibility or ineligibility of a student continues until the start of the fifth (5<sup>th</sup>) school day of the next grading period, at which time the grades from the immediately preceding grading period become effective. Eligibility or ineligibility for the first grading period commences with the start of the fall sports season.

**Rule 4-4-4:** A student enrolled in the first grading period after the advancement from the eighth grade must have passed a minimum of five of all subjects carried the immediately preceding grading period in which the student was enrolled.

**Rule 4-4-5:** A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grades 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades during that grading period in the percentage or credit deemed necessary by the OHSAA.

#### **Age Limitations**

**Grades 9-12:** If a student enrolled in high school attains the age of 19 before August 1, the student will be ineligible to participate in high school interscholastic athletics for the school year commencing in that calendar year.

## **Field Local Schools Eligibility Policy**

1. A complete physical form must be on file in the athletic office in order for an athlete to be eligible to compete.
2. OHSAA Rule 4-4-1
3. Any high school student below a 1.0 average for a nine week period will be ineligible for the next grading period.
4. Any student athlete who earns below a 2.0 will be placed on probation. Probation will consist of each of the following:
  - a. Student will be placed within academic study tables as set forth by the Athletic/Extracurricular Handbook.
  - b. A passing or improved report from each teacher on the students' schedule.
  - c. If both requirements (a & b) are met by the end of the quarter, the student will be taken off probation.
  - d. A deficiency in either requirement (a or b) will result in the athlete becoming ineligible for the remainder of the nine weeks and/or will result in additional consequences set forth by the Athletic Department including loss of play time.

### **ATTENDANCE AT SCHOOL EVENTS**

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. However, in order to ensure that students attending evening events as nonparticipants are properly safeguarded, it is strongly advised that a parent or adult chaperone accompany students when they attend the event. The school is not responsible for supervising unaccompanied students, nor will it be responsible for students who arrive without an adult chaperone.

### **NON SCHOOL SPONSORED CLUBS AND ACTIVITIES**

Non school sponsored student groups may meet in the school building during non-instructional hours for a fee. The application for permission to use school facilities can be obtained from the principal. The application must verify that students are initiating the activity, attendance is voluntary, the event will not interfere with school activities, and non-school persons do not play a regular role in the meeting. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or other secret society as proscribed by law is not permitted. All groups must comply with school rules and must provide equal opportunity to participate.

Non-school sponsored organizations may not use the name of the school or school mascot on any materials or information.

## **SECTION VI: MEDICAL INFORMATION**

### **IMMUNIZATIONS**

Each student must have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, in accordance with state law, the principal or designee will require compliance with a set deadline or may remove the student. This is for the safety of all students. Any questions about immunizations or waivers should be directed to the District RN.

### **EMERGENCY MEDICAL AUTHORIZATION**

The board has established a policy that every student must have an Emergency Medical Authorization form completed and signed by his/her parent in order to participate in any activity on or off school grounds. This includes field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The form is available in the school office.



## **INJURY AND ILLNESS**

All injuries must be reported to a teacher, the school clinic or office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the clinic/office will follow the school's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the clinic/office. The clinic/office staff will determine whether or not the student should remain in school or go home. No student will be released from the school without proper permission from a parent or guardian.

## **USE OF MEDICATIONS**

### **Prescribed Medications**

In those circumstances where a student must take prescribed medication during the school day, according to state law the following guidelines are to be observed:

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The "Prescription Medication Administered at School" form must be filed with the clinic staff before the student will be allowed to begin taking any medication during school hours.
- C. All medications must be registered with the clinic staff.
- D. Medication that is brought to the office will be properly secured. Medication **MAY NOT** be sent to school in a student's lunch box, pocket, or other means on or about the student. An exception to this would be prescriptions for emergency medications, for allergies and/or reactions, or asthma inhalers.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of the school year.
- F. The parents will have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. A log for each prescribed medication will be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.
- H. Medications must be provided in the containers in which they were dispensed by the prescribing physician or licensed pharmacist.

### **Non-prescribed (over-the-counter) Medications**

Parents may authorize the school to administer a non-prescribed medication using a "Non-Prescription Medication Administered at School" form, which is available in the clinic or school office. The student is not permitted to keep this medication in his/her possession.

If a student is found using or possessing a non-prescribed medication without parent authorization, he/she will be brought to the school office and the parents or guardians will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the school's code of conduct and will be disciplined in accordance with the drug-use provision of the code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms. The inhaler may be used at school or at an activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is filled out and on file in the principal's office. A student who is authorized to possess and

use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

## **COMMUNICABLE DISEASES**

### **Casual Contact**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or high-transient pest, such as lice. Specific diseases include: diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the local and state health departments. Removal will be only for the contagious period.

### **Non-casual Contact**

In the case of non-casual contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the county health department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion. Non-casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human Immunodeficiency), Hepatitis B, Hepatitis C, and other disease that may be specified by the State Board of Health.

As required by federal law, parents or guardians will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **SECTION VII - TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

The school provides bus transportation for all K-8 students who live farther than one mile from school. Presently, there is no school provided transportation for students in 9-12. The bus schedule and route is available by contacting the administration office at 330-673-2659. Transportation for students experiencing homelessness will be provided in accordance with the McKinney-Vento Act, 42 U.S.C.11431 et seq.

All students must ride their regularly scheduled bus to and from school unless they have a written request from their parent or legal guardian describing an emergency situation. This note must be presented to the building principal on the morning of the request.

### **BUS CONDUCT**

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school-owned buses as well as any contracted transportation that may be provided. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

#### **Prior to loading (on the road and at school)**

Each student will do the following:

1. Be on time at the designated loading zone five minutes prior to scheduled stop,
2. stay off the road at all times while walking to and waiting for the bus,
3. line up single file off the roadway to enter,
4. wait until the bus is completely stopped before moving forward to enter,
5. refrain from crossing a highway until the bus driver signals it is safe, and
6. go immediately to a seat and be seated.

It is the parent's or guardian's responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

#### **During the trip**

Each student will do the following:

1. Remain seated while the bus is in motion,
2. keep head, hands, arms, and legs inside the bus at all times,
3. keep the level of noise to a minimum,
4. not litter in the bus or throw anything from the bus;
5. keep books, packages, coats, and all other objects out of the aisle,
6. be courteous to the driver and to other bus riders,
7. not eat or play games, cards, etc, and
8. not tamper with the bus or any of its equipment.

#### **Exiting the bus**

Each student will do the following:

1. Remain seated until the bus has stopped,
2. cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe, and
3. be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless he/she has proper authorization from school officials.

### **PENALTIES FOR INFRACTIONS**

A student who becomes a behavior problem on the bus will be disciplined in accordance with the student discipline code and may be deprived of the privilege of riding on the bus.

### **VIDEOTAPES ON SCHOOL BUSES**

The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on videotape, the tape will be submitted to the principal and may be used as evidence of misbehavior.

## **SECTION VIII: COMPUTER TECHNOLOGY, NETWORKS AND OTHER ELECTRONIC DEVICES**

### **EMAIL, INTERNET AND COMPUTER USE**

Before any student may take advantage of the school's email, Internet or computers, he/she and his/her parents or guardians must sign an agreement, which defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's privileges and possible disciplinary action as outlined in the student code of conduct or referral to law enforcement authorities.

Students are encouraged to use the School District's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of Board Policy 6.48, may result in cancellation of the privilege, disciplinary action consistent with the student handbook, and/or civil or criminal liability. Prior to using school computers or accessing student email or the Internet, parents must sign the Technology, Internet and Photo Usage Form. Smooth operation of the School District's network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- A. Users will not violate federal or state law or encourage others to violate the law.
- B. Users may not cause harm to others or damage to their property.

- C. Users should not disclose or share their password with others or impersonate another user.
- D. Students and other users may not sell or buy anything over the Internet.
- E. All users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
  - a. Be polite.
  - b. Use appropriate language.
  - c. Avoid language and uses which may be offensive to other users.
  - d. Do not assume that a sender of email is giving his or her permission to forward or redistribute the message to third parties or to give his or her email address to third parties.
  - e. Do not use the network in such a way that would disrupt the use of the network by other users.
  - f. Be considerate when sending attachments with email.
- F. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials that are inappropriate for school-aged students.
- G. In using the computer network and Internet, users should not reveal personal information.
- H. It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access.
- I. Users should never give out private or confidential information about themselves or others on the Internet.

### **CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES**

Personal electronic devices may be used for educational purposes only, at the teacher's discretion during class time. At no time are students allowed to "play" on their devices without an educational purpose and/or teacher direction. Students are never permitted to make calls, create recordings or take pictures unless directed to do so by a teacher. If a student violates the electronic device policy, the device can be confiscated. For more specific details, please refer to each school building's policies governing cell phone and electronic device use.

## **SECTION IX: CODE OF CONDUCT**

### **INTRODUCTION**

A major component of the educational program at Field is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards.

### **EXPECTED BEHAVIORS**

Each student will be expected to:

- Abide by national, state, and local laws as well as the rules of the school,
- respect the rights of others,
- act courteously to adults and fellow students,
- be prompt to school and attentive in class,
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background,
- complete assigned tasks on time and as directed,
- help maintain a school environment that is safe, friendly, and productive,
- exhibit responsibility and self-control, and
- act at all times in a manner that reflects pride in self, family, and in the school.

### **HARASSMENT (Bullying)**

The harassment of a student, staff member, or other person associated with the District is not permitted. Harassment includes any speech or action that creates a hostile, intimidating, or offensive learning environment. Pulling down the pants of another individual is a form of harassment. Under no circumstances will the school tolerate threats or retaliation against anyone who raises or files a harassment complaint.

Sexual harassment includes unwelcome sexual advances or any form of improper physical contact or sexual remark. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which will require that the student-abuser be reported to the proper authorities.

Harassment of a student by other students or any staff member is a violation of federal law and is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn. Anyone found to have violated this policy and/or the code of conduct will be subject to disciplinary action up to and including dismissal from the District.

Any student who believes he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the District, or by third parties should make contact with the principal.

The student may make contact by a written report, telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report will be prepared promptly and a copy forwarded to the principal.

Each report of harassment will be investigated in a timely and confidential manner by the principal and/or his/her designee. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

Given the nature of harassing behavior, the school recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges.

#### **DRESSING AND GROOMING**

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

Students should consider the following questions when dressing for school:

- Am I dressed appropriately for the weather? (yes)
- Do I feel comfortable with my appearance? (yes)
- Does my clothing expose too much? (no)
- Does my clothing advertise something that is prohibited to minors? (no)
- Are there obscene, profane, lewd, drug-related, gang-related, or inflammatory messages on my clothing? (no)

#### **DRESS CODE**

Students' dress should be appropriate to the educational activities and the school environment and should be governed by good sense, good taste, and cleanliness. Much responsibility is placed upon parents for student appearance.

The Board of Education prohibits student dress or grooming practices which:

1. present a hazard to the health or safety of the student himself/herself or to others in the school;
2. materially interfere with schoolwork, create disorder, or disrupt the educational program;
3. cause excessive wear or damage to school property;
4. prevent the student from achieving his or her own educational objectives because of blocked vision or restricted movement.

Clothing is prohibited that bears statements, slogans, images, illustrations or insignia that are indecent, offensive, obscene, profane, lewd, vulgar; or that harasses, threatens, intimidates, demeans, suggests or promotes violence against an individual or group of individuals because of their sex, color, race, religion, disability, or nation origin, or otherwise constitutes sexual or other forms of harassment prohibited by Board policy or the Student Handbook; or that advertises, promotes or depicts alcoholic beverages, tobacco products or illegal drugs.

Gang-related paraphernalia (gang symbols, jewelry, emblems) or signs in communication (written or oral) are not permitted.

The following specific limitation will be observed:

1. No blouses or shirts that expose the midriff or that have an inappropriate neckline.
2. Shorts, if in good taste, may be worn at the discretion of the student. Spandex/bicycle and short-short shorts are NOT permitted.
3. Length of shorts, skirts, and dresses will be determined by student's height. Students will need to leave shorts, skirts and dresses long enough to extend past their arm length while standing straight and arms extended toward their knee.
4. No shirts with inappropriate or obscene images or writing (e.g., gang related, advertisements for alcohol, tobacco or sexual reference).
5. No hats or bandanas.
6. No underwear shirts and sleeveless shirts/blouses (tank tops, halter tops).
7. No bare feet.
8. No see-through shirts without an undershirt.
9. No torn or cut jeans, shirts, and shorts.
10. No sagging or excessively baggy pants.
11. No coats worn in classroom.
12. No flip flops or unsafe shoes.
13. Tattoos, slogans, insignia, buttons, and other paraphernalia may not be worn or displayed if their message may be reasonably anticipated to substantially or materially disrupt or interfere with the educational process. In the case of exposed areas, the building principal may require the student to cover a tattoo with a bandage, or by some other means, while at school.

Final interpretations of appropriate dress and grooming reside with the building principal and/or his or her designees. The building administrator may make modifications to this code if special events or activities are planned. Nothing herein is intended to interfere with a student's ability to exercise his or her religious rights. Students may apply for an exemption from this policy if it interferes with a sincerely held religious belief.

Students who violate this policy will be subjected to the following disciplinary actions: A warning will be issued and the student's parents/guardian will be notified that they have to come pick the child up or bring alternative clothing for him/her to wear. If the offensive clothing is a shirt, the student will be requested to turn the shirt inside out for the remainder of the school day. If the student should miss any class time because of dress code violations or is sent home to change, his or her absence will be considered unexcused. Repeated violations may result in other student discipline pursuant to the student code of conduct, including but not limited to detention, in-school restriction, suspension, and/or expulsion.

Students who are representing Field Local Schools at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

#### **CARE OF PROPERTY**

Students are responsible for the care of their own personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school is not responsible or liable for damage to or theft of personal property.

If a student damages or loses school property, the student or his/her parents/guardians will be required to pay for the damage or replacement of the property. If the damage or loss was intentional, the student will be subject to discipline according to the student discipline code.

## **CONDUCT (ZERO TOLERANCE)**

A student who fails to comply with established school rules or with any reasonable request made by school personnel in accordance with Board of Education policy is subject to approved student discipline. The Board will not tolerate violent, disruptive, or inappropriate behavior, including excessive truancy, by its students.

## **DISCIPLINE**

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the board but that is connected to activities or incidents that have occurred on property owned or controlled by the board. Furthermore, students may be disciplined for conduct that is directed at a board official or employee, or the property of such official or employee, regardless of where or when it occurs.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school will attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two (2) types of discipline are possible: informal and formal.

### **Informal Discipline**

Informal discipline takes place within the school. It includes, but is not limited to:

- Writing assignments
- Change of seating
- In-school restriction
- Lunchtime detentions
- Before or after school detentions
- Disciplinary removal
- Community service
- Parental contact
- Schedule changes
- Loss of parking privileges (high school)

The following rules will apply to in-school restriction:

1. Assignments are provided and credit is given for assignments that are completed during the in-school restriction.
2. Students are required to have class assignments with them. If a student does not bring work, the monitor will provide work.
3. Students are not to communicate with each other unless given special permission to do so.
4. Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
5. Students will not be allowed to put their heads down or sleep.
6. No radios, cell phones, cards, magazines, or other recreational articles will be allowed in the room.
7. No food or beverages will be consumed with the exception of lunch.

A student missing any portion of his/her assigned time during in-school discipline may be given additional time. Failure to timely serve in-school discipline may lead to suspensions from school. Any such restriction will be in accordance with District guidelines.

### **Formal Discipline**

Students being considered for in-school restriction, suspension, expulsion, or permanent exclusion are entitled to an informal hearing with the building administrator prior to removal at which time the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extracurricular activities such as band and athletics can lose their eligibility for violation of the school rules. This is especially true for infractions involving drugs, alcohol, tobacco use, or harassment.

If a student commits a crime while under the school's jurisdiction, he/she may be subject to school disciplinary action as well as legal action.

- A. Suspension is defined as the denial to a student for a period of at least one but not more than ten days of permission to attend school and to take part in any school function. Credit is given for work missed due to out-of-school suspension.
- B. Expulsion is defined as the denial to a student of permission to attend school and to take part in any school function, for a period exceeding ten school days but not exceeding the greater of 80 school days, or one year in certain circumstances, or the number of school days remaining in the semester or term in which the incident that gives rise to the expulsion takes place, unless the expulsion is extended. Whenever an incident occurs that may lead to an expulsion the principal may suspend a student prior to the expulsion hearing.
- C. Emergency removal is defined as the denial of permission to be on school premises or at curricular activities to a student whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
- D. In-school restriction is an action less severe than suspension, expulsion, or emergency removal and defined as the denial to a student of permission to attend the classes in which he/she is enrolled.
- E. Permanent exclusion means the prohibition of a student forever from attending any public school in Ohio that is operated by a city, local, exempted village, or joint vocational school district.
  - 1. A student may be permanently excluded from attending any of the public schools of this state if the student is convicted of or adjudicated a delinquent child for committing, when he/she was 16 years of age or older, an act that would be a criminal offense if committed by an adult and if the act is any of the following: O.R.C. 2923.122, 2923.12, 2925.03, 2925.11, 2903.01, 2903.02, 2903.03, 2903.04, 2903.11, 2903.12, 2907.02, 2907.05, or former O.R.C. 2907.12. Also complicity in any violation set forth in the section on reasons for permanent exclusion that was alleged to have been committed in the manner described above, regardless of whether the act of complicity was committed on property owned or controlled by, or at an activity held under the auspices of a Board of Education.
  - 2. If the Superintendent obtains or receives proof that a student has been convicted of committing a violation listed in the section on reasons for permanent exclusion when he/she was 16 years of age or older or was adjudicated a delinquent child for the commission, when he/she was 16 years of age or older, of a violation listed in the section on reasons for permanent exclusion, the Superintendent may issue to the Board a request that the student be permanently excluded from public school attendance in accordance with O.R.C. 3313.662.

#### **DUE PROCESS RIGHTS**

Before a student may be suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. See BOE policy 6.18 for more detail.

#### **DISCIPLINE OF STUDENTS WITH DISABILITIES**

Students with disabilities will be entitled to the rights and procedures afforded by the Individuals with Disabilities Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

#### **SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES**

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, an administrator will make a decision whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year. If a student's bus riding/transportation privileges are suspended, he/she and his/her parents or guardians will be notified, in writing within one (1) day, of the reason for and the length of the suspension.

#### **SEARCH AND SEIZURE**

School authorities are charged with the responsibility of safeguarding the safety and well-being of the students in their care. School authorities may search the person or property (including vehicles, lockers, purses, backpacks, gym bags, etc.) of a student, with or without the student's consent, whenever they



reasonably suspect that the search is required to discover evidence of a violation of law or of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice.

When the police have probable cause to believe that a student is in possession of unlawful or dangerous items, a search may be conducted without a previously issued warrant.

In collaboration with police, properly trained canines may be used to sniff lockers, automobiles, and other places on the District premises.

If there is a reasonable basis for suspecting that a particular student has committed, or is committing a violation of a law or District rule, a properly trained canine may be used to detect evidence of that violation by sniffing that student. If a canine indicates the presence of evidence of the violation of laws or District rules on the student's person, the student may be searched for evidence of the suspected violation.

Anything that is found in the course of a search that may be used as evidence of a violation of school rules or the law may be taken, held, or turned over to the police. The school reserves the right not to return items which have been confiscated.

### **RIGHTS OF EXPRESSION**

The school recognizes the right of students to express themselves within the Code of Conduct guidelines. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet the following school guidelines:

- A. Material cannot be displayed if it:
  - 1. is obscene, libelous, indecent or vulgar,
  - 2. advertises any product or service not permitted to minors by law,
  - 3. intends to be insulting or harassing, or
  - 4. intends to incite fighting or presents a likelihood of disrupting school or a school event.
- B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods and after school in designated locations, as long as exits are not blocked and there is proper access to the building.

Students must present materials to be displayed to the building administrator twenty-four (24) hours prior to display.

### **CODE OF STUDENT CONDUCT**

The items in this Code are applicable to misconduct by a student that occurs on property owned or controlled by the District and off of property owned or controlled by the District but that is connected to activities or incidents that have occurred on property owned or controlled by the District and misconduct by a student that, regardless of where it occurs, is directed at a District official or employee or the property of such official or employee and all students when properly under the authority of school personnel during a school activity, function, or event whether on property owned, rented, or maintained by the Board of Education or property owned, rented, or maintained by another party. Additionally, the provisions of this Code will apply to students if the prohibited act(s) takes place while on properties immediately adjacent to school property, within the line of sight of school property, on school transportation, or if the act affects the operation of the schools.

This Code will also be inclusive for the right to exercise authority and for personal and property protection of administrators, teachers, librarians, or clerks, substitute teachers, teacher aides, monitors, authorized volunteers, tutors, secretaries, cooks, custodians, bus drivers, visitors, or other authorized school personnel.

Violation by a student of any one or more of the following items from the code of conduct may result in disciplinary action(s) which may include detention, parental contact, referral to legal authorities, emergency removal, in-school restriction, suspension, expulsion, or permanent exclusion. A student may be suspended pending the outcome of expulsion proceedings.

- 1. Use, possession, concealment, transmitting, or being under the influence of ALCOHOLIC BEVERAGES, or LOW ALCOHOL BEER, that being a brewed or fermented malt product containing

either no alcohol or not more than 0.5% of alcohol by volume. Being under the influence of ALCOHOLIC BEVERAGES OR MIND ALTERING SUBSTANCES while on school property; (including buses) or at any school sponsored activities.

2. ARSON or attempted arson, and related offenses.
3. ASSAULT, ASSAULT AND BATTERY, or threat thereof to any school personnel, other student, or visitor.
4. Any other form of BEHAVIOR which is detrimental to a proper school and/or school activity atmosphere as prescribed by the Administration and as outlined in the student/parent handbook for the building in which the student is enrolled.
5. CHEATING.
6. COLLUSION, COMPLICITY, OR AIDING AND ABETTING anyone in the commission of conduct prohibited by Board policy, or state or federal law.
7. Any attempts to engage in CONDUCT prohibited by this policy.
8. DAMAGE, DESTRUCTION, DEFACEMENT OR VANDALISM of school property or private property on school premises; (including buses) or at any school.
9. Open DISPLAYS OF AFFECTION between members of the same or opposite sex.
10. DISRESPECT to any individual.
11. DISRUPTION OF SCHOOL by use of violence, force, coercion, threat, harassment, noise, or disorderly conduct. This will include use of same to incite others toward acts of disruption.
12. Violation of school policies pertaining to DRESS AND APPEARANCE.
13. DRIVING in an unsafe manner.
14. Violation of school building policy regarding the usage of personal ELECTRONIC DEVICES.
15. The act of EXTORTION from any person on school property; (including buses) or at any school-sponsored activity.
16. FALSE ALARMS - including fire and/or bomb threats.
17. The act of FALSELY REPORTING INCIDENTS, making accusations, or giving testimony to school personnel.
18. FALSIFYING in writing the name of another person, times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.
19. Violation of FEDERAL OR STATE STATUTES on school premises or involving school activities.
20. FIGHTING, hitting, pushing, kicking, biting, slapping, tripping, scratching, and/or poking among two or more students on school property; (including buses) or at any school sponsored activity. This will include inciting and/or encouraging others to fight.
21. Possession of a FIREARM: Firearm has the same meaning as provided pursuant to the "Gun-Free Schools Act of 1994." At the time this policy was adopted, the above-referenced statute defined a firearm as any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; including the frame or receiver of any such weapon; and any firearm muffler or silencer; or any destructive device. A firearm does not include: an antique firearm; a rifle that the owner intends to use solely for sporting and recreational or cultural purposes; any device that is neither designed or redesigned for use as a weapon; any device, although originally designed as a weapon, redesigned as a signaling, pyrotechnic, line throwing, safety or like device, surplus ordnance, sold, loaned or given by the Secretary of the Army or Class C common fireworks. If the definition of a firearm as Field Local School District Board of Education 6.19 Policy Manual page 4 Chapter VI – Pupil Personnel provided by the "Gun Free Schools Act of 1994" changes, then the definition set forth in this policy will automatically change to conform to it.
22. Possession, use or threatened use of FIREWORKS, EXPLOSIVES, OR OTHER SUCH INSTRUMENTS capable of inflicting bodily injury or disrupting the operation of the schools.
23. GAMBLING for money or valuables on school property (including buses) or at any school sponsored activity.

24. The Superintendent may prohibit a student from attending and/or participating in the District's GRADUATION CEREMONIES as part of a student's suspension, expulsion, or removal from school.
25. HAZING AND INTIMIDATION, subjecting other students to pranks or humiliation causing mental or physical harm.
26. Commission of an IMMORAL ACT.
27. INSUBORDINATION AND/OR DISOBEDIENCE in refusing to comply with directions of school personnel.
28. Violation of policies governing INTERNET USAGE.
29. LEAVING SCHOOL PROPERTY or assigned area prior to specified dismissal time without official permission.
30. LOITERING, LITTERING, or causing a disturbance on public or private property adjacent to, across from, or in close proximity to a school site, while either coming to and from school or school activities, or during the school day, or during school activities.
31. Persistent, willful MISCONDUCT. Violation of a reasonable and uniformly enforced rule or policy. Intentionally doing that which should not be done or intentionally failing to do that which should be done.
32. MISUSE OF SCHOOL PROPERTY.
33. Use, possession, concealment, buying, selling, transmitting, or being under the influence of any NARCOTIC DRUG OR OTHER CONTROLLED SUBSTANCE, including, but not limited to marijuana, as well as any counterfeit or "look alike" controlled substance or any prescription drug or medication which is not in its original container and prescribed for the student. Field Local School District Board of Education 6.19 Policy Manual page 2 Chapter VI – Pupil Personnel
34. Failure to PAY TUITION or other approved charges.
35. PLAGIARISM.
36. Use of PROFANE, INDECENT, OR OBSCENE LANGUAGE written or verbal; directed toward school personnel or students. This will include use of obscene gestures, pictures, or signs.
37. POSSESSION OF A KNIFE: Knife, for the purposes of this policy, is defined as a cutting instrument consisting of a sharp blade or edge.
38. Those acts or violations listed in the PERMANENT EXCLUSION PORTION OF THE BOARD POLICY ON STUDENT DISCIPLINARY PROCEDURES.
39. REPEATED OFFENSES OR FLAGRANT VIOLATIONS of any school rules or accepted standards of school behavior.
40. REPEATED TARDINESS to class or school.
41. VIOLATION OF TERMS OF SUSPENSION, EXPULSION, OR OTHER FORMS OF DISCIPLINE.
42. Violation of STATE STUDENT MANDATES, including, but not limited to, required immunization
43. THEFT of school property or equipment, of personal property of any school personnel, or of another student or visitor, including property at school sponsored activities.
44. Unauthorized THROWING OF ANY OBJECT including, but not limited to, snowballs.
45. TOBACCO/NICOTINE. A student will not possess, use, transmit, or conceal any tobacco product, any alternative nicotine product or device, including electronic, vapor, or other substitute forms of cigarettes, or any tobacco or nicotine cessation product on school premises, during school activities, or events off school grounds.
46. TRESPASSING OR LOITERING.
47. TRUANCY from school; including study hall, class, or any other assigned activity for class, or any other assigned activity for part or all of a day, without school authorization.
48. Possession, use, or threatened use of WEAPONS, or any object which might be considered a dangerous weapon or instrument of violence, including counterfeit or look-alike weapons.

## **SECTION X: WRITING GUIDELINES**

### **MLA STANDARDS**

The English Department uses MLA standards for page formatting, research practices and standards for documentation. Students may consult The MLA Style Center at <https://style.mla.org/> or Purdue OWL: MLA Formatting and Style Guide at <https://owl.english.purdue.edu/owl/resource/747/01/>.

### **PLAGIARISM**

When using outside sources in your writing, parenthetical documentation and the Works Cited page are required. Using information obtained from a source without citing the source or turning in as your own a paper or part of a paper accessed through the Internet or any other source is plagiarism. Using a paper previously written for another course is also plagiarism. Plagiarism is theft and is illegal. **Students caught plagiarizing will receive a zero on the assignment and will be given no chance to make up the work.** A second offense will result in failure of the course.

**Note:** Be advised that the following forms can be found on the school website at [www.fieldlocalschools.org](http://www.fieldlocalschools.org) under Board of Education - Board Policies - Chapter 9 or are available in the school offices.

- Title IX Grievance Form Notice of Nondiscrimination and Grievance Procedures for Title II, Title VI, Title VII, Title IX, Section 504 and ADA
- Authorization for Prescription Medication Administered at School
- Authorization for Non-prescription Medication Administered at School
- Authorization for the Possession and Use of Asthma Inhalers
- Parent/Student Acknowledgement of Student Handbook
- Notification to Parents Regarding Student Records
- Notification to Parents on Blood-borne Pathogens

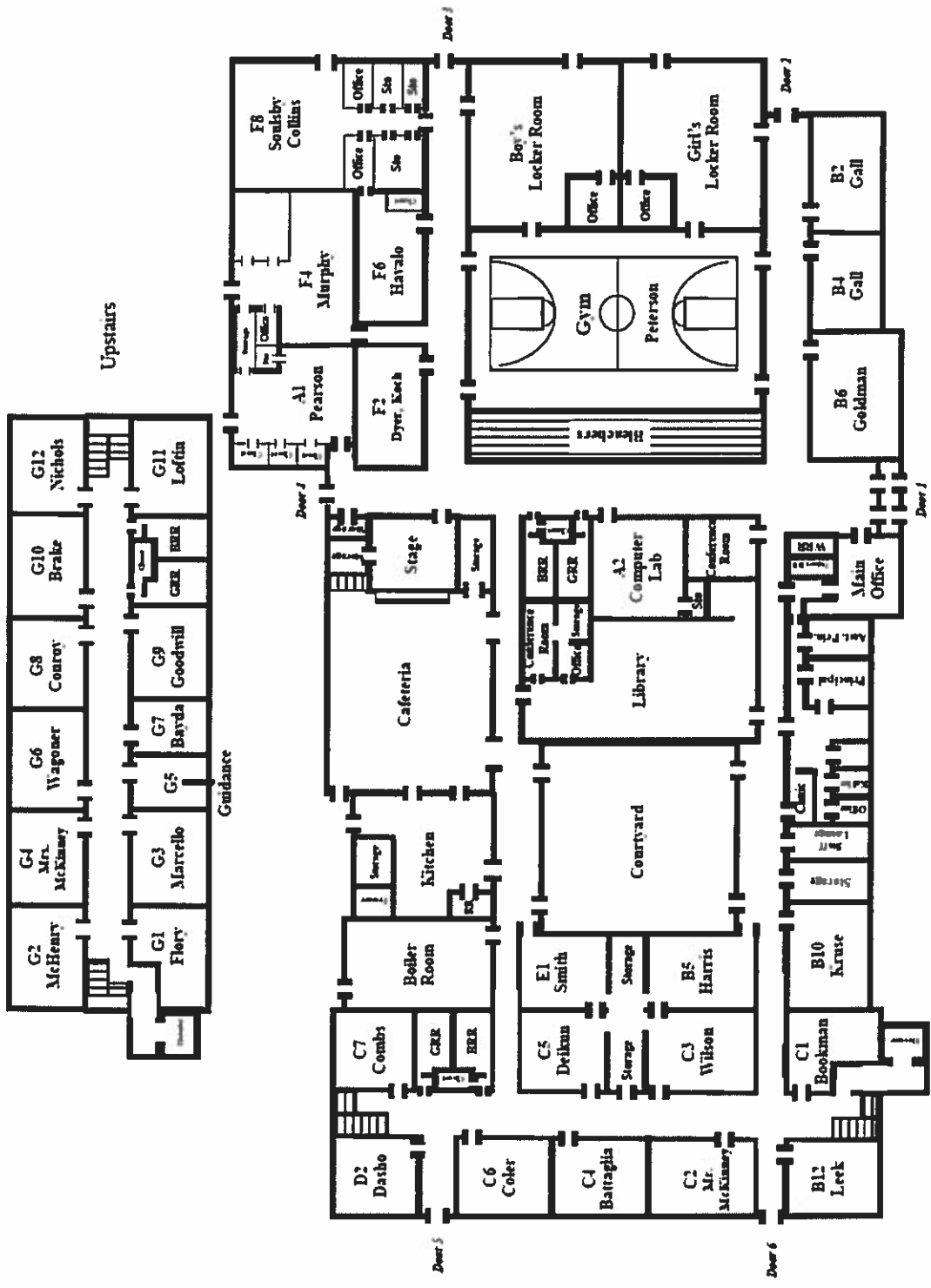
### **SIGNATURE PARAGRAPH**

**We have read the school policies and requirements and agree to follow all rules and guidelines.**

_____	/	_____	_____
Parent signature		Student signature	Date



# FIELD MIDDLE SCHOOL



MAIN ENTRANCE

# Field High School

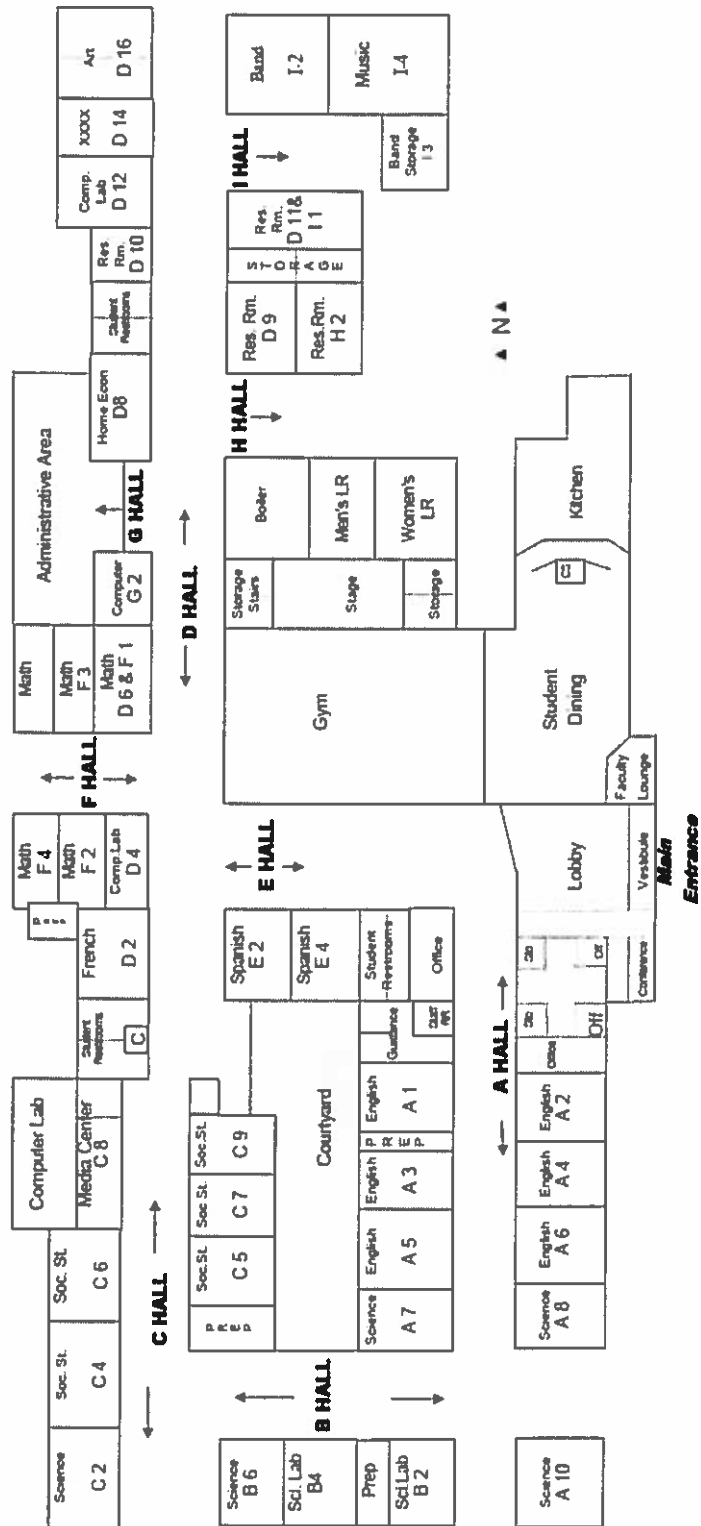


Exhibit S-8  
June 11, 2018

**Proposed Fees  
Elementary School  
2018-2019 School Year**

**Kindergarten**

Reading	8 FD
Math	31 SS/MM
Report Card	1
Consumables	19
MAP	13
Communication	2
Art	6
	80

**First**

Reading/Writing	27 FD/SS/J
Math	31 SS/MM*
Art	6
Communication	2
MAP	13
Report Card	1
	80

**Second**

Reading/Writing	30 SS/ZB
Math	31 SS/MM
Art	6
MAP/Online Res	19
Report Card	1
Communication	6
	93

**Third**

Reading/Writing	30 SS/ZB
Math	31 SS/MM
Art	6
MAP/Online Res	19
Report Card	1
Communication	6
	93

**Fourth**

Reading	25 SS/SW
Math	31 SS/MM
MAP/Online Res	19
Art	6
Communication	6
Report Card	1
Soc. St.	8 OW
Science	7 Gizmos
	103

**Fifth**

Reading	25 SS/SW
Math	31 SS/MM
MAP/Online Res	19
Art	6
Communication	6
Report Card	1
Social Studies	8 SSW
Science	7 Gizmos
	103

SSW=Social Studies Weekly      J=Journal  
Gizmos - Grade 4/5 Sci & Math      SW=Story Works  
OW=Ohio Weekly  
SS=Simple Solutions Workbook (Grammar or Math)  
FD=Foundations  
ZB=Zander-Bloser Handwriting  
MM=My Math WB

\*K Math=  
SF-My Math/SS  
BF-SS and TPT/Journal

## High School FEES FOR 2018 - 2019

### ART

Art I	\$25.00	Tools, paint, paper, etc.
Art II	\$35.00	Tools, paint, paper, etc.
Adv. Art	\$40.00	Tools, paint, paper, etc.
Portfolio Development	\$50.00	Tools, paint, paper, etc.
Sculpture	\$40.00	ceramic tools, and supplies
Ceramic 2	\$50.00	ceramic tools and supplies
Independent Art Study	\$40.00	Tools, paint, paper, etc.
Arts and Literature	\$10.00	Tools, paint, paper, etc.
Art History	\$10.00	Tools, paint, paper, etc.
Painting	\$35.00	Tools, paint , paper, etc.
Drawing	\$35.00	Tools, paint, paper. etc.
Environmental Art	\$10.00	Tools, paint, paper etc.

### VO. ED. & Comp. Ed. Bus.

Accounting I	\$29.00	Aplia Accounting Software
Accounting II	\$29.00	Aplia Accounting Software
Business Foundations	\$ 5.00	Project supplies, print paper and ink, etc.
Coding	\$10.00	Project supplies, print paper and ink, etc.
Design Techniques	\$10.00	Project supplies, print paper and ink, etc.
Entrepreneurship	\$ 5.00	Project supplies, print paper and ink, etc.
Marketing Principles	\$ 5.00	Project supplies, print paper and ink, etc.
Video and Sound I	\$10.00	Props, camera and printing supplies, etc.
Video and Sound II	\$10.00	Props, camera and printing supplies, etc.
Web Design	\$10.00	Project supplies, printer paper and ink, etc.

### SCIENCE

Biology/Honors Biology	\$15.00	Lab supplies, coach workbook, chemicals and preserved specimens
Advanced Biology	\$15.00	Lab supplies, chemicals, preserved specimens
Chemistry/Honor Chemistry	\$15.00	Lab supplies and chemicals
Chemistry II	\$15.00	Lab supplies and chemicals
Conceptual Chemistry	\$15.00	Lab supplies and chemicals
Physics Lab	\$ 5.00	(see all the above for science)
Conceptual Physics	\$ 5.00	Lab supplies
Zoology	\$15.00	Lab supplies
Forensics	\$15.00	Lab supplies
Anatomy and Physiology	\$15.00	Lab supplies
Environmental Science	\$15.00	Lab supplies



## **SOCIAL STUDIES**

Current Issues	\$20.00	US News/Time Magazine
AP US History	\$25.00	Amsco Review Practice Book

## **SPORTS**

Extra Curricular Participation	\$100.00	Board Set Fee
<b>BAND</b>	\$45.00	Cleaning and Maintenance

## **GENERAL**

Senior Fee	\$50.00	Board Set Fee
Parking Permit	\$25.00	Board Set Fee
Parking Violation	\$10.00	Board Set Fee
Student Assignment Book	\$ 5.00	Board Set Fee
Replacement Assignment Book	\$ 5.00	Board Set Fee
Book Rebind	\$15.00	Board Set Fee

## **WORKBOOKS**

English 9 and Honors 9	\$15.00	Workbook
English 10 and Honors 19	\$11.00	Non-fiction book
French I	\$15.00	Workbook
French II	\$15.00	Workbook
Spanish I	\$15.95	Workbook
Spanish II	\$15.95	Workbook
Spanish III	\$15.95	Workbook

## **GENERAL**

Assessment Fee	\$12.50	Testing Board Set Fee
Naviance	\$11.00	College and Career Planning/ACT Prep

To: Field School Board  
Field Athletic Department

I am excited to tell you about a fantastic team camp that we went to last summer with the Field Cross Country team. Camp Glen is located in Tiffin Ohio, and features some of the best cross county programs in the State. It is a team camp that is organized by Ron Martin, a former teacher and coach. The athletes will run at least twice a day, and are encouraged to meet runners from other schools as the week progresses. Often these runners see each other throughout the cross country season. Because the camp is run by the coaches of each school, the cost of the camp is only \$120 for four days. Other camps are easily over \$300 and are often supervised by college athletes. Our camp requires students to be accountable to our staff, and the coaches from four other schools. This camp has six different time periods, Field Cross Country is scheduled for August 2<sup>nd</sup> through the 5<sup>th</sup>. This is right before the mandatory practice week of August 6<sup>th</sup>. Boys and Girls stay in cabins with their entire team in the same area. Boys stay in separate cabin areas than the girls. Coaches take turns checking the cabins on a regular basis, and have numerous activities throughout the day, including team challenges. There is a central area for volleyball, swimming, bow and arrow, and canoeing. These activities other than volleyball have supervision at all times. Teams are also required to help with all meals, including KP duty at least once during the week. All meals are with coaches and other teams, and the athletes never go hungry. We will stop on the way home for ice cream, and of course all school policies and expectations will be followed. The runners will be paying for their portion of the trip, however, if needed I will make sure all runners can go to the camp by using our cross country funds that we have in our Booster Club account. I have included numerous papers to help understand more about the camp and the awesome opportunity this is for our runners. Also included are the directions to Camp Glen.

Thank you, Ed Conroy.

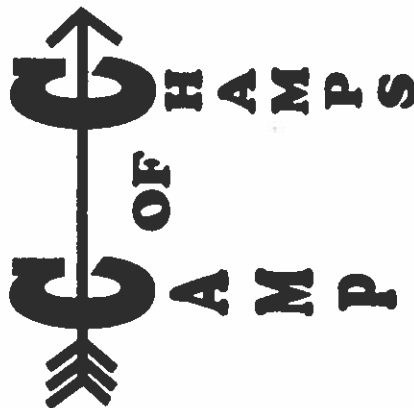
2 miles turn right onto Akron Canfield Road 224  
8.4 miles continue to 1-277 West  
3.8 mile continue 1-76 West  
17 mile take exit 1A for 1-71 South  
33 mile take exit 176 US 30  
700 feet keep left for US 30  
32 mile take the exit onto OH-4

.2 turn right Sandusky Ave  
.5 turn left onto Quaker rd.  
.7 turn right onto state route 19  
4.3 continue onto Lemert Rd  
600 ft Keep right onto OH-19  
2.0 Turn left onto Wickham Rd  
4.0 keep right 5.5 miles turn left onto E. county Road 6  
1.2 mile turn right onto S. township road 17  
.4 the destination is on your left 6580 S township Road 17, Tiffin.

TEAM

&

INDIVIDUAL



Sponsored by



July 27<sup>th</sup> – July 30<sup>th</sup>, 2017

Camp Glen

6580 South Township Road 131

Tiffin, Ohio 44883

Phone: 419-447-7459

Questions? Contact:

Ron Martin

419-618-6211

[rmartin3@heidelberg.edu](mailto:rmartin3@heidelberg.edu)



## TEAM REGISTRATION

A Team Camp of Champions T-Shirt is an Additional \$10

\*\*\*There will be a camp store where ice cream, candy, Gatorade, shirts, shorts, and other items will be for sale.

\*Includes Coach's Gift  
Head and Assistant Coach is admitted free!

Athletes and Other Assistant Coaches cost is \$120

\*\*\*This includes lodging, 3 meals a day, use of the camps facilities, speakers, entertainment, and opportunity to learn about the best sport around the great programs that will attend with you.

Teams attending this camp:

Delta Boys and Girls, Tallmadge Boys and Girls, Field Boys and Girls, Liberty Center Boys & Girls, Greenville Boys & Girls

I hereby of myself or my executors release Ron Martin and his Camp Staff, and the Team Camp of Champions organizers at Camp Glen from all claims of injury, damage, and course of action whatsoever growing out of my team's participation in the cross country Team Camp of Champions. I hereby certify that my team members are physically fit to participate and we are aware of the possible hazards of attending this camp.

Coach's Signature

Date

Phone Number

Coach's or Individual's E-Mail Address

School Attending

Coach's Name

City

State

Zip

Phone

Number of coaches & team members attending

\*\*\*Team deposit of \$200.00 should be made out to Ron Martin to secure your spot.

Send in these registration panels & mail them to:

Ron Martin  
256 E. Hocking St.  
Canal Winchester, Ohio 43110

# **RUNNING ROUTES AT CAMP GLEN**

**5.0 MILER —** Start at the Dining Hall! Go left at the bottom of the hill onto Twp. Rd. 131! At the Stop Sign, Turn right onto Rt. 6. Go 1 mile and turn left onto Twp. Rd. 58. Stay on Twp. Rd. 58 as it will curve sharply to the right and becomes very hilly. Stay on Twp. Rd. 58 until you come to the first stop sign which is St. Rt. 19, turn right onto St. Rt. 19. Go to the first stop sign and turn right onto Rt. 6. Stay on Rt. 6 until you cross the river (bridge), then turn left onto Twp. Rd. 131. Only go a short distance and Camp Glen is on your right. Always run up the hill to the dining hall to complete your run.

**5.5 MILER —** Start at Dining Hall! Go left at the bottom of the hill onto Twp. Rd. 131! At the Stop Sign, turn left onto Rt. 6, go .4 of a mile and turn left onto TR 54. At the Dead End Stop Sign, Turn right onto TR 117(This is 1.2 miles into the run). Only go .2 miles on TR 117 and turn left onto TR 115 (This is 1.4 miles into the run). Stay on TR 115 until you get to the stop sign at TR 26, turn left (this is 2.3 miles into the run). Stay on TR 26 for 1 mile, which is the very first stop sign and then turn left onto Twp. Rd. 131. Go 2.2 more miles and Camp Glen is on your left. Always run up the hill to the dining hall to complete your run.

**7.8 MILER —** Start at the Dining Hall! Go left at the bottom of the hill onto Twp. Rd. 131! At the Stop Sign, turn right onto Rt. 6, go to the Stop Sign at State Rt. 19(2 miles). Turn right onto St. Rt. 19 and go to the next road which is Twp. Rd. 28(3 miles) and turn right. Stay on Twp. Rd. 28 and after you cross the bridge, turn right onto the very first road, which is Twp. Rd. 38. This road has a 400 meter hill on it and goes past Howard Collier Park. Twp. Rd. 38 dead ends into Twp. Rd 131 (5 miles). This is the road that Camp Glen is on. Turn right onto Twp. Rd. 131 and go another 2.6 miles and Camp Glen is on your left. Turn left into camp and run up the hill to the dining hall. Total miles: 7.8 miles

**8.5 MILER** - Start at the Dining Hall! Go left at the bottom of the hill onto Twp. Rd. 131! At the Stop Sign, turn right onto Rt. 6, go to the Stop Sign at State Rt. 19(2 miles). Turn right onto St. Rt. 19 and go to the next road which is Twp. Rd. 28(3 miles) and turn right. Stay on Twp. Rd. 28 until it dead ends into Twp. Rd. 131(5.5 miles). This is the road that Camp Glen is on. Turn right onto Twp. Rd. 131 and go another 2.8 miles and Camp Glen is on your left. Turn left into camp and run up the hill to the dining hall. Total miles: 8.5 miles

**9 MILER** — Start at Dining Hall! Go Left at bottom of the hill onto Twp. Rd. 131! At Stop Sign (Rt. 6) turn left, go .4 of a mile and turn left onto TR 54. At the Dead End Stop Sign, turn right onto TR 117 (This is 1.2 miles into the run). Only go .2 miles on TR 117 and turn left onto TR 115(This is 1.4 miles into the run). Stay on TR 115 for a long time and it dead ends onto Co. Rd. 58 and Turn left. Stay on Co. Rd. 58 it will eventually curve sharply left and become Twp. Rd. 131. Our old camp is on the right shortly after it turns into Twp. Rd. 131. Continue on Twp. Rd. 131 for 3.5 more miles and it brings you back to Camp Glen. Always run up the hill to the dining hall to complete your run.

**OUT AND BACKS** — Start at the Dining Hall! Go right at the bottom of the hill onto Twp. Rd. 131 and every mile will be marked on the road. The longest out and back on Twp. Rd. 131 will be 12 miles. 6 miles out and 6 miles back. This will be a very lightly traveled road but it is also very curvy at the beginning and end of each run. It will also have many roller coaster hills. Please follow the rules of the road, especially when cresting a hill or on a curvy portion of the road. Always run facing traffic. You may not pass a car for the entire run but if you do they may be driving very fast because they are not expecting over 100 runners on the road.

## **Rules for the Team Camp of Champs**

**\*\*\*READ THESE RULES TO YOUR ATHLETES!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!**

### **Swimming Pool Rules**

- 1. Same rules that apply at every pool.**
- 2. No running or horseplay.**
- 3. Nobody in the pool without a CAMP GLEN lifeguard present.**
- 4. Footwear is required to and from the pool.**
- 5. Do not leave items at pool. Take what you bring to the pool.**
- 6. There will be specific pool hours that we will need to follow.**
- 7. Coaches can request additional hours but we will need a day or two notice.**

### **Dining Hall Rules**

- 1. Fill up your water bottles in the water dispenser.**
- 2. Clean up after yourself.**
- 3. If the water, milk, or juice containers are empty, please let the staff know so they can be refilled. Hydration is important.**
- 4. Dispose of all plastic and paper products, in the trash cans.**
- 5. When garbage bags begin to overflow, please let the team that has KP know that they need to empty the garbage.**
- 6. All dishes and silverware are to remain in the dining hall.**
- 7. Only take what you are going to eat. Don't waste food or drink! If you take it, eat or drink it. We keep the cost of this camp so low because we don't waste food.**
- 8. KP duties are emptying trash, clearing tables.**
- 9. KP people are also in charge of cleaning up after snacks.**
- 10. The teams coach that have KP are in charge of supervising.**

## **Bathroom Rules**

- 1. Flush and hold handle down when done. Make sure toilets flush.**
- 2. When out of toilet paper, do not use paper towels. They clog toilets and others will not be happy. Replace toilet paper and paper towels, when needed.**
- 3. Conserve water when showering, brushing your teeth, or washing your hands. Make sure faucets are turned off when done. Do not let the water continue to run.**
- 4. Coaches should make trips periodically to supervising and making sure that the bathrooms are clean.**

## **General Rules That Need To Be Mentioned**

- 1. Golf Carts and vehicles are off limits to all athletes. Coaches are more than welcome to use these.**
- 2. If you are keeping snacks in your cabin, they MUST be kept in some kind of tight sealed container. If not, you might get visitors.**
- 3. There are some cats that hang around but then again, there are some animals that look like cats (skunks). Know the difference.**
- 4. Ice will be available for injuries.**
- 5. \*\*\*Always run facing traffic and run single file. You may never pass a car, but if you do, they may be flying. Be Smart.**
- 6. Keep grounds clean, this includes wrappers from the camp store.**
- 7. If you have any vegetarians, please let our cooks know.**
- 8. No swimsuits in dining hall (during meals) unless covered up by shirt and shorts.**



### Camp Regulations

1. Shoes/Sandals must be worn at all times
2. Don't leave camp grounds for any reason unless a coach has given permission
3. Return all recreational equipment that you use to the coaches cabin.
4. No males in females cabins and females in male cabins
5. High Ropes course is completely off limits!
6. Kitchen is off limits to all, except to get ice!
7. No swimming unless a coach or a lifeguard is on duty
8. Only take what you are going to eat
9. Must leave the camp better than the way we found it!
10. Each team will have kitchen patrol and potty patrol. Your coach should supervise
11. Don't throw paper towels in the toilets
12. Clean up after yourself at meals and snack time!
13. No water guns or water balloon fights on or near cabin area.
14. Clean up after all water balloon fights, animals will eat balloon pieces.
15. No destruction of camp equipment, includes writing on cabin walls!

### What to Bring to Camp

Sleeping bag/pillow/Sheet to cover up with!  
Clothes for 5 days & Two pair of running shoes(suggestion) & swimsuit  
Light Jacket  
Flashlight with your name on it! - This is important because the camp is not well lite!  
Bug Spray  
Bathroom essentials & Including Towels for showering and Swimming  
Umbrella for rainy days  
Spending money for camp store (most items are a \$1).  
\*There is new Heidelberg apparel costing between \$3 - \$20  
Emergency medical forms & first aid kit(there are some supplies at camp)  
Talent for talent show & God blessed you all with talent, use it!  
Leadership qualities, good manners, desire to have a blast!!!  
Manners - a thank you goes a long way, especially to cooks who prepare your food!  
Board Games are available but may not be the ones you like to play! Bring Yours!  
Coaches bring items that you need for team building

### Directions to Camp

Coming from the North. From Tiffin, follow State Rt. 224 until you get to South St. Rt. 53. Head South on 53 toward Upper Sandusky. Go about 5 or so miles until you get to Co. Rd. 6. Turn left onto 6 and go about 1.5 miles and you will see the Sandusky River. Turn Right onto Twp. Rd. 131 which only comes in from your right. If you cross the river, you have gone too far. Once turning right onto 131, you go about 300 yds and Camp Glen(Campfire Girls) in on your right. Drive to the top of the hill and unload.

next page for directions coming from the south

Coming from the South(State Rt. 30) - you will head North onto St. Rt. 53 and go thru McCutchenville. About 3 or 4 miles outside of McCutchenville, you will turn right onto Co. Rd. 6. Go about 1.5 miles on 6 or until you see the Sandusky River bridge, turn right onto Twp. Rd. 131 before you cross the bridge. Twp. Rd. 131 only comes in from the right. Go about 300 yds and Camp Glen(Campfire Girls) is on your right, Drive to the top of the hill and unload.

### Camp Information

Teams will have practices handled by the team's coach.

\*3 meals will be provided each day. \*Store will be open 2-3 times during the day so you can get a snack or purchase clothing items.

\*Team building and camp Olympic activities will take place each day in the form of some physical, mental, or social activities.

**\*Have Fun and Come Together As a Team!**

Map Key:

- 2-1. Main Lodge

2-2. First Aid Cabin

2-3. Office

2-4. Cabin #1

2-5. Cabin #2

2-6. Cabin #3

2-7. Cabin #4

2-8. Cabin 5A

2-9. Cabin 5B

2-10. Craft Cabin
- 2-11. Archery Shed

2-12. Main Bath House

2-13. Pool Filter House

2-14. Lift Station

2-15. Bath House

2-16. Director's House

2-17. Retreat Center

2-18. Well House/Water Treatment

2-19. Lift Station

2-20. Stone House
- 2-21. Nature Center

2-22. Horse Barn

2-23. Flag Pole, Bridges, Gates, and Fence

2-24. Bunk House

2-25. Pavillion

2-26. High Ropes Course

2-27. Duplicate Entry (Removed)

2-28. High Ropes Shed

2-29. Maintenance Garage

2-30. Storage Shed

