

Record of Proceedings Minutes of Regular Meeting

**Board of Education
Regular Meeting**

**Monday
August 13, 2018**

The Field Local School District Board of Education held its Regular Meeting on Monday, August 13, 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

Member Calcei moved, seconded by Member Stewart that the Field Local Board of Education approve the minutes from the June 30, 2018 special meeting, July 31, 2018 special meeting and the July 9, 2018 regular meeting. **18-0047**

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 August 13, 2018 regular meeting. **18-0048**

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

President declared the motion carried

Superintendent's Report - Mr. Heflinger stated that on the legislation front, the Deregulation Bill was passed. However, the attendance piece was cut out of the Bill prior to the vote. The attendance part focuses on parents, courts and group sessions on why students are missing excused or unexcused. Hopefully, it will be attached to another Bill or a separate Bill moving forward./ Currently, the district is fully staffed and the buildings are approaching being ready./ The core group has met about the levy and we will be having a levy kickoff meeting for volunteers September, 5th at 6:30. A calendar and duties will be outlined for people who wish to volunteer./ Football numbers are down this year. There will not be a JV or freshman schedule played./ A county grant has been provided that will provide additional mental health counseling services for all districts. The district will be receiving these services every Thursday and Friday of this year.

Legislative Liaison Report - Mr. Stewart stated that as Mr. Heflinger mentioned, the attendance issue is a shame because that is one more thing that the administration has to do./ There are a lot of things that OSBA is having. Capital Conference is coming up and registration is needed prior to August 30th. There are also a couple of other workshops being offered if anyone is interested.

- **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 May that the Field Local Board of Education approve the consent agenda as presented. 18-0049

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

President declared the motion carried

CONSENT AGENDA

Superintendent Items

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

Certified Employment

1. Summer Reading Camp Instructors for the week of June 25-28, 2018. Instructor 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.

Victoria Dahl
Katie Kirby
Lori Sickle

Chasity Dempsey
Cailin McKinney
Michelle Yoho

Ashley Eplin
Jason Scherer
Cady Kommel

Laura Goldman
Tammi Rhoades

Summer Reading Camp Curriculum for week of June 11-14, June 25-28 and August 6-9, 2018 to prepare materials for camp. Rate of pay is \$750.00 each.

Terri Gempel

Kristen Luchka

Kari Walchalk

2. Nicole Mendiola, District Tutor, effective August 24, 2018. Rate of pay per Negotiated Agreement.
3. Rachel Costlow, Intervention Specialist-Brimfield effective August 22, 2018. Rate of pay per Negotiated Agreement.

One year contract BA Step 0 Rate of Pay: \$34,166.00

4. Home Instructors for the 2018-2019 school year:

Krystal Flory Heather Mowcomber Elise Gall Barb Marcello

Classified Employment

Kelli Mensch, 5.5 Hour Paraprofessional-Suffield effective August 24, 2018. Rate of pay per Negotiated Agreement.

Classified Substitute Employment for the 2018-2019 school year.

Gary Maupin	Danielle Skvarka	Pat Tucker	Heidi Kline
Theresa Benner	Deborah Hoard	Clarke Bookman	Ana Jackson
Janine Balzer	Linda King	Wendy Banks	Wanda Cain
Myrlena Burton	Michelle Coury	Paula Doepel	Carolyn Evans
Laura Eveleth	Marcia Gaug	Debbie Liptford	Edward Lowe
Marlena Morrow	Brooke Newman	Susan Noga	Cindy Reynolds
Michelle Ronowski	Heather Shinsky	Cortney Smith	Jodi Sollers
Darlene Steiner	Chris Villers	Debbie Yeich	Kylie Byers
Shana Deberte	Amy Donze	Larry Faulk	Barb Yerian
Richard Lindgren	Autumn Wright	Linda Ashley	Erin Roberts
Rozena Thomas	Amy Grant	Kelli Mensch	Mary McLaughlin

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

1. Danielle Huddleston, Quiz Bowl Advisor-\$444.00
0 years experience, 1 year contract

***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*

1. Donald Jones, JV/Asst. Boys Basketball Coach-\$3,758.00.
0 years experience, 1 year contract
 2. Falyn Davis, Head Middle School Cheerleading Advisor-\$1,025.00
0 years experience, 1 year contract
 3. Nick Messam, JV/Asst. Golf Coach-\$2,050.00
0 years experience, 1 year contract
- **Resignation(s) / Transfer(s) - The Superintendent recommends that the Field Local Board of Education approve the transfer(s) of the following:**
 1. Lorain Graves will transfer from Suffield Parapro to Brimfield Cook/Cashier effective August 22, 2018.
 2. Marlena Morrow will transfer from Suffield-Asst. Custodian to Bus Driver effective August 22, 2018.
 - **Resignations – The Superintendent recommends that the Field Local Board of Education accept the resignation(s) of the following:**
 1. Dawn Davis, Cook/Cashier-Brimfield effective July 21, 2018.
 2. Lucindia Smith, Alternative Learning Center monitor-Middle School effective July 1, 2018 due to retirement.
 3. Chelsea Luli, Intervention Specialist-Brimfield effective July 19, 2018.
 4. David Bauch, Bus Driver effective July 31, 2018.
 5. Cynthia Reynolds, Study Hall Monitor-High School effective August 23, 2018.
 - **Resolution – The Superintendent recommends that the Field Local Board of Education approve the revised effective date of resignation for Nicole Deikun to July 31, 2018 from August 23, 2018.**
 - **Volunteers – The Superintendent recommends that the Field Local Board of Education approve the athletic volunteers for the 2018-2019 school year:**

Remington Martin-Middle School Football
 - **Athletic Handbook – The Superintendent recommends that the Field Local Board of Education approve the additions/revisions to the 2018-2019 Athletic Handbook. (Exhibit S-1).**
 - **Operations/Vendor Contracts – The Superintendent recommends that the Field Local Board of Education enter into a vendor contract with the following:**

1. Teletronics, partner support for Shore Tel Phone System-1 year contract-\$20,693.00 (Exhibit S-2).
2. Brimfield Township, School Resource Officer Agreement effective for the 2018-2019 school year-\$54,000.00 (Exhibit S-3).
3. Portage Therapy Services, Occupational Therapy Services for the 2018-2019 and 2019-2020 school years (Exhibit S-4).

Treasurer Items

- **Fiscal – The Treasurer recommends that the Field Local Board of Education approve the following:**
 1. Financial reports for the period ending June 30, 2018.
 2. Petty cash accounts for the 2018-2019 school year as follows:

Treasurer's Office	\$100.00
Bus Garage	\$100.00
Suffield Elementary	\$100.00
Brimfield Elementary	\$100.00
Athletic Change Fund	\$2,000.00
Field High School	\$100.00
Field Middle School	\$100.00
Cafeteria Set Up	\$210.00

Informational Items

1. Correction to supplemental JV/Asst. Softball Coach for Dan Battaglia-\$2,050.00
2. Certified Teacher Degree Changes:

Marisa Kelsey B+15 to B+30 Transcript Received: 8/2/18

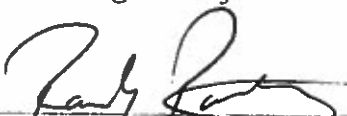
There being no further business to come before the Field Local Board of Education
Member Stewart moved, seconded by Member Porter to adjourn the August 13, 2018
regular meeting.

18-0050

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

President declared the motion carried

The meeting was adjourned at 7:15 P.M.


Randy Porter, President


Attest: Todd Carpenter, Treasurer

Field Local School District

Exhibit S-1 Revised
August 13, 2018



2018-2019 Athletic / Extracurricular Handbook

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

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

**Main High School Office: 330-673-9591
High School Athletic Office: 330-673-2387
Fax: 330-677-2520
www.fieldlocalschools.org**

Important Numbers

Field High School: 330-673-9591
Field High School Fax: 330-677-2520
FHS Athletic Office: 330-673-2387
Field Middle School: 330-673-4176
Field Middle School Fax: 330-673-5024

Field Local Schools Administration and Staff

David Heflinger, Superintendent
Jason Vancura, Business Operations/ Bus Transportation
Bev Bable, Executive Secretary
Amy Glass, EMIS Coordinator
Beth Calcei, Special Services Secretary

Field High School Administration and Athletics Staff

Michael Geraghty, Principal
Nicole Kosewick, Assistant Principal
Greg Kulick, Athletic Director
Kimberly Burke, Principal's Secretary
Brenda Richmond, Athletic Secretary
Michelle Noble, EMIS Secretary

Field Middle School Administration and Athletics Staff

Susan Blake, Principal
Jon Lynch, Assistant Principal
Lori Grund, Principal's Secretary
Jodi Sollers, EMIS Secretary

TABLE OF CONTENTS

Athletic Mission, Statement, Purpose, and Goals	3
Athletic Event Ticket Information	7
Athletic Training and Concussion Protocol	10
Attendance Requirements	8
Bench, Team Area, and Locker Room Guidelines	9
Calamity Days and School Closings	19
Cancellation of Competition Guidelines	19
Communication Guide for Parents and Coaches	17-18
Conflicting Participation	12
Extracurricular Activities	4
Falcon Interscholastic Sports	6
Field Local School District and OHSAA Eligibility Requirements	5
Fundraisers	18
General Regulations	4
Head Coaches Evaluation	25-32
Individual Sport Rules	6
Metro and County Athletic Director Contact Information	23-24
NCAA DI Academic Eligibility	22
Other Code of Conduct Violations	14-15
Outside Competition	11
Overnight Trips	20
Parent and Fan Code of Conduct	16
Parent/Guardian/Coaching Forms	18
Participation Fees	8
Prohibited Substances and Consequences	12-14
Portage Conference Teams	6
Risk of Participation	4
Sports Ceremonies and Athletic Awards	20-21
Sportsmanship Guidelines	8
Study Tables	11
Suspended or Expelled Students	16
Team Volunteers	18
Transportation Guidelines	9
Uniforms and Equipment	9
Weight Room Policy	20
 Appendix	 33

ATHLETICS: MISSION STATEMENT, PURPOSE, AND GOALS

Our Field Athletic program, grades 7-12, adhere to the rules and regulations set forth by the Ohio High School Athletic Association (OHSAA) and compete within the Portage Trail Conference (PTC) Metro Division. Field Local offers athletic opportunities for three sports seasons (fall, winter, and spring).

The Field Local School District recognizes the value of interscholastic athletics. It is an honor and a privilege for a student to be part of an athletic team and a representative of the school and community. The Athletic Department stresses the importance of eligibility standards, self-discipline, hard work, and places top priority on scholastic achievement while maximizing student participation.

Athletic Mission Statement

The Field Local School District believes that our school athletic programs are an integral part of the overall school experience. Our Field Athletic program is an extension of our educational program and all athletes are urged to strive for excellence in both the classroom and on the athletic field. To ensure future development and growth within our program, the Athletic Department encourages school personnel to be active stakeholders and assist in the growth and development of our student athletes.

Athletic Purpose

The purpose of interscholastic athletics at Field Local Schools is to teach the young men and women of our district a variety of physical and mental concepts beyond what they can learn in the classroom. We feel athletics provide the individuals with arenas to challenge themselves beyond the everyday classroom with people of like abilities. The idea of competition compels the athletes to work to their fullest potential. Athletics also provide the individuals with the opportunities to work as a member of a team. As a member of a team, the individual will learn to cooperate with others, build trust, and other leadership skills. We will never demand victory in every event. We will only hope to achieve 100% effort, commitment to the task, cohesiveness as a team, and full mental and physical preparation from every student athlete involved in Field Athletics. With this as our goal, it is our hope that participation in athletics motivates each athlete to pursue excellence in themselves and develops positive character traits that will carry over into all aspects of life.

Athletic Goals

1. Provide positive experiences to all participants in the athletic programs.
2. Provide a program that positively represents the community and school members.
3. Provide enough variety in the athletic program to cover the interest of the student body.
4. Provide a program that makes every aspect of the school district and community proud.
5. Provide a program that is concerned about the safety of all participants.
6. Provide a program that is structurally sound and based on principles of both educational and coaching methods.
7. Provide a program that promote sportsmanship at all levels.
8. Provide the best playing atmosphere possible for our student- athletes to excel.

Board Adopted: August 14, 2017

Revised: August 13, 2018

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are an integral and complementary part of Field's total program, but they are not part of the school's required academic program or regular curriculum. Field's extracurricular programs provide every participant the opportunity to grow mentally, morally, physically, and emotionally. To assure that programs can provide these opportunities, a degree of self-discipline is required from each participant. Self-discipline involves compliance with rules and regulations concerning personal behavior. Participation in extracurricular activities is not a right but a privilege for which the Board has the discretion and responsibility to determine the qualifications necessary for students to participate.

Extracurricular activities include the following groups: athletic teams, marching band, drama club, cheerleading, and any other group or club that has Board approval.

The rules and regulations set forth within this document will be in effect twenty-four hours a day, seven days a week for the entire school year. They will also be in effect for activities related to any/all extracurricular programs that commence before the beginning of the school year or extends beyond the school year when students are representing the school.

RISK OF PARTICIPATION FOR THE STUDENT-ATHLETE

All student-athletes and parents must realize the risk associated with athletic participation. Field Local School District will do all we can to minimize the risk of serious injury, disability, or death that can be caused during athletic participation. All coaches and student-athletes will be aware of these risks prior to play. We will provide concussion awareness along with concussion testing to make sure we are up to date on all necessary prevention.

GENERAL REGULATIONS

Students participating in athletic/extracurricular activities must follow not only the guidelines explained in the Athletic/Extracurricular Handbook and the Coach/Sponsor's Code of Conduct, but also the Student Code of Conduct as outlined in the student handbook.

The coach/sponsor must give his/her own guidelines (Coach/Sponsor's Code of Conduct) to the students before the activity begins. After reading the code of conduct, the students and their parent(s) or guardian(s) must sign and return a verification form to the coach/sponsor.

The Athletic Conduct Code for fall student-athletes will go into effect on the first allowable date of mandatory practice that is set by OHSAA and will continue year-round for the duration of the student's academic career. Winter and spring sports student-athletes must abide by the Extracurricular Code of Conduct on the first day of school in the fall and must follow it through their academic career at Field Local Schools. Any violations at the end or near the end of the season or activity will be enforced to the student athlete's next in-season sport. This will include off-season as well depending on the punishment set forth in the school's student handbook.

Board Adopted: August 14, 2017

Revised: August 13, 2018

FIELD LOCAL SCHOOL DISTRICT AND OHSAA ELIGIBILITY REQUIREMENTS

1. Student-athletes must be enrolled in a minimum of five classes during the sport season.
2. If a high school student enrolled in high school reaches the age of 19 before August 1, the student shall be ineligible to participate in high school interscholastic athletics for the school year commencing in that calendar year.
3. Student-athletes will **not** be eligible to participate in any sport until the following is completed/signed. These forms can be found on the Field Local Schools website by utilizing the Athletic Forms/Final Forms link on the Field Athletic web page.

1. Health History & Medical Profile Forms
2. Emergency Medical Authorization Form
3. Preseason OHSAA Student-athlete Meeting
4. OHSAA Athletic Department Student Information & Eligibility Checklist
5. OHSAA Concussion Sheet
6. Concussion Impact Testing (only for 9th, 11th and new athletes)
7. Lindsay's Law-Sudden Cardiac Arrest Sheet
8. OHSAA Authorization Form
9. OHSAA Extracurricular Code of Conduct form
10. Field's Athletic/Extracurricular Handbook
11. OHSAA Physical Examination form
12. Academic eligibility requirements
13. Participation Fees

4. Field Middle and High Schools are members of the OHSAA and observe the following academic eligibility guidelines established by the OHSAA:

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 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 4-4-5: 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.

FALCON INTERSCHOLASTIC SPORTS

Fall Sports Cheerleading (HS/MS) Boys Cross Country (HS/MS) Girls Cross Country (HS/MS) Football (HS/MS) Boys Golf (HS) Boys Soccer (HS/MS) Girls Soccer (HS/MS) Girls Volleyball (HS/MS) Girls Tennis (HS)	Winter Sports Boys Basketball (HS/MS) Girls Basketball (HS/MS) Cheerleading (HS/MS) Boys Wrestling (HS/MS)
Spring Sports Baseball (HS) Softball (HS) Boys Tennis (HS) Boys Track and Field (HS/MS) Girls Track and Field (HS/MS)	

PORTAGE CONFERENCE TEAMS

Metro Division Cloverleaf Coventry Field Local Norton Ravenna Springfield Streetsboro Woodridge	County Division Crestwood James A. Garfield Lake Center Christian Mogadore Rootstown Southeast Valley Christian
--	---

INDIVIDUAL SPORT RULES

Coaches may establish additional rules and regulations for their respective sports. Any penalties beyond the athletic code of conduct will be the coach's discretion. Participants and parents will be provided further knowledge of rules when applicable.

Board Adopted: August 14, 2017

Revised: August 13, 2018

ATHLETIC EVENT TICKET INFORMATION
2018-2019

Varsity/ Junior Varsity Games

Football Prices	All Other Sport Prices
Adults: \$6.00 Students: (Grades 1-12) \$6.00 Senior Citizens: \$4.00 Student Presale: \$4.00	Adults: \$6.00 Students: (Grades 1-12) \$4.00 Senior Citizens: \$4.00 No Presale Available

Student presale tickets are available in the Field High School Athletic Office during lunch periods and at Field Middle School.

Freshman/ 7th grade/8th grade games:	Adults: \$3.00
	Students: \$2.00

Pre-K and kindergarten students will be admitted free to all home games.

The Field Athletic Department offers **Home Only Event Passes**, which offer community members and students a discounted rate if they attend multiple games.

Varsity/ Junior Varsity Home Only Pass Prices:

10 Event Adult Pass- Good for any 10 Varsity/ Junior Varsity Home Events - \$40.00 (savings of \$20.00)

10 Event Student Pass- Good for any 10 Varsity/ Junior Varsity Home Events- \$25.00 (savings of \$15.00)

Freshman/ 7th grade/ 8th grade Home Only Pass Prices:

10 Event Adult Pass- Good for any 10 Freshman/7th/8th grade Home Events- \$25.00 (savings of \$5.00)

10 Event Student Pass- Good for any 10 Freshman/7th/8th grade Home Events- \$15.00 (savings of \$5.00)

Family Passes:

Family passes are available for all members of the same household. This pass allows each family member entry into any home sporting event for an entire fall or winter season. Cost is \$140.00 per family per season.

Fall Season: football, soccer, and volleyball **Winter Season:** boys/girls' basketball and wrestling

Passes are available for all home games. Checks should be made payable to Field Local Schools.

Board Adopted: August 14, 2017

Revised: August 13, 2018

SPORTSMANSHIP GUIDELINES

The Field Athletic Department believes good sportsmanship should be portrayed by everyone involved in both home or away athletic events.

Player Expectations

Field student-athletes are expected to represent their community in a manner that influences others. Players before, during, and after games should always respect the game and show good sportsmanship. They are expected to treat opponents with respect, shake hands win or lose, and congratulate each other. We expect our student-athletes to respect the privilege we give them to represent Field Athletics and the community that supports them.

Coach, Parent, and Fan Expectations

Field coaches, parents, and fans are expected to show good sportsmanship when supporting student-athletes during all athletic events. We expect these three groups to represent the community well by welcoming visitors and refraining from behavior that disrespects the Field Athletic Department. Inappropriate behavior that is not acceptable at any athletic event includes:

1. Vulgar language toward visiting fans, team, school representatives, or officials
2. Throwing objects onto the playing surface
3. Entering the playing area
4. Damaging school property

ATTENDANCE REQUIREMENTS

Student-athletes are required to be in attendance at school for half of the official school day in order to be eligible on that day for participation in an athletic practice/contest. A student athlete must be in attendance for at least 3 hours and 25 minutes of the school day. In any case of missing the entire day of school, the student-athlete's parent or guardian must contact the athletic director for consideration of waiving the attendance requirement. Students with excessive tardy or unexcused absences could be restricted from participation in the future.

PARTICIPATION FEES

In order to be a member of a team, all athletes are required to pay the participation fee as set by the Board of Education. The fee is due before the first sport contest is played. An athlete may not participate in a scrimmage or contest until the fee is paid. No fees will be returned after an athlete has participated in a scrimmage or contest regardless of injury or ineligibility.

UNIFORMS AND EQUIPMENT

Uniforms

- Uniforms issued to student-athletes are expected to come back in the same condition given at the beginning of each season.
- Any alterations or loss of uniforms will be charged to the student-athlete at replacement cost.
- If a uniform is not returned, the price for the uniform will be added to a student's school fees.

Equipment

- Student-athletes are expected to take proper care and security of all issued equipment.
- All equipment issued must be returned at the end of the student-athlete's playing season.
- The cost to replace any lost or damaged equipment needs to be reimbursed to the Athletic Department by the student-athlete.
- Denial of participation in the next sport can be enforced if the costs are not reconciled with the Athletic Department.

BENCH, TEAM AREA, AND LOCKER ROOM GUIDELINES

The bench, team area, and locker room are restricted to student-athletes, coaches, volunteer coaches, managers, athletic trainers, paramedics, physicians, team videographers, or other personnel approved by the coach or athletic director. Students, parents, and fans are expected to stay in spectator areas before, during, and after the athletic event.

TRANSPORTATION GUIDELINES

Student-athletes and coaches are expected to travel to and from away practices, scrimmages, and contests by utilizing the transportation provided by Field Local Schools. All athletes and coaches are required to ride school transportation when the away event is within 60 miles of Field Local Schools. Exceptions for extenuating circumstances may be granted with the athletic director's approval. In order to receive the athletic director's approval, he/she must be notified one day prior to the athletic event. Once notification occurs, the student-athlete can print a Travel Release Form off the Field athletic website for his or her parent/guardian to fill out and sign. This form will include an explanation of why their son/daughter will not be using school transportation to go to or from an athletic event. This form will then be signed by the athletic director. If the student-athlete participates in track or wrestling, he or she can fill out a Track and Wrestling Travel Release Form in order to leave a meet early. Coaches/AD have the right of refusal. Further concerns should be discussed with the athletic director.

The Board of Education authorizes transportation by private vehicle of students in the district. Any such transportation must be approved in advance and in writing by the athletic director. Paperwork for the driver with signature must be filed with the athletic director. No person shall be approved for the transportation of students in a private vehicle who is not under contract with the Board, an employee of this Board, an approved volunteer, or the parent of a student enrolled in this District and the holder of a currently-valid license to operate a motor vehicle in the State of Ohio. Forms are available in the Athletic Office, on the athletic website and in the appendix.

Board Adopted: August 14, 2017

Revised: August 13, 2018

ATHLETIC TRAINING AND CONCUSSION PROTOCOL

Definition

Athletic Trainers (ATs) are health care professionals who collaborate with physicians. The services provided by ATs include preventative care, emergency care, clinical diagnosis, therapeutic intervention, and rehabilitation of injuries and medical conditions. ATs work under the direction of physicians, as prescribed by state licensure statutes.

Field Athletic Training

Field Local School District contracts with Children's Hospital Medical Center of Akron for our Athletic Training sport coverage. The trainer will cover team events at Field Local Schools along with injury evaluation before or after events. Akron Children's trainer will also provide concussion baseline testing at the beginning of each sports season to keep a record for further testing if necessary throughout the season.

Athletic Trainers will be present at:

1. Football- Freshman and JV (home games only), Varsity (home and away games), and practices
2. Volleyball- Freshman, JV, and Varsity home games
3. Soccer- Boys/Girls JV and Varsity home games
4. Basketball- Boys/Girls Freshman, JV, and Varsity home games
5. Playoff Games- All home tournament games and away games if possible

Return to play protocol (Non-Concussion)

The Athletic Trainer assigned to Field High School will have the ultimate decision, under the supervision of a physician, to return student-athletes to athletic practice and competition. Family physician and specialist notes will need to be approved by the Athletic Trainer or team physician prior to student athlete returning to athletic competition.

Return to play protocol (Concussion)

If a student athlete is removed from practice or competition due to a suspected concussion or head injury, the coach or official who removes the student shall not permit the student to return to play that day. In order for that student to return to practice or competition, a physician or licensed health care provider must give Field Local Schools written authorization that it is safe for that student to return. A return to play form to clear a student athlete is located on OHSAA's Medical Authorization at ohsaa.org/medicine/AuthorizationToReenter.pdf.

STUDY TABLES

Study Tables are designed for any athlete who earns below a 2.0 for the quarter prior to the season, below a 2.0 at any time during the season, or earns an "F" in any class during the season. Although Study Tables are effective in improving student's grades, they are only meant to be a supplement. Student-athletes will need to also utilize time outside of Study Tables to complete their academic work.

Attendance is mandatory for those who earned below a 2.0 until the end of the next grading period. If a student is currently earning an "F" in a class, the athletic director will recheck the student-athlete's grades in two weeks. If the grade is above an "F", the athletic director will excuse the student-athlete from Study Tables until the next grade check. Study Tables will take place for each student-athlete in the Controlled Learning Center (CLC) during his or her study hall. If a student does not have a study hall, but does have lockout, the student must forfeit his or her lockout for Study Tables on Mondays and Wednesdays. If the student does not have study hall or lockout, the student will forfeit the last 20 minutes of his or her lunch three times a week. Failure to complete the required amount of Study Table hours will result in consequences set forth by the Athletic Department including loss of playing time.

Each student-athlete will be required to adhere to the guidelines of the Study Table Learning Contract. This learning contract serves also as a behavioral contract. By signing the contract student-athletes confirm that they have read, understand, and agree to abide by the policies related to Study Table use. If dismissed from Study Tables for violating any of the policies, the student-athlete will not be permitted to return to Study Tables until the next assigned day. If this behavior continues and the athlete is dismissed from Study Tables again, consequences set forth by the Athletic Department including loss of playing time may occur.

Rules of Study Tables

1. Student must arrive to the CLC on time.
2. Student may not give a teacher or a study hall monitor an attitude about attending Study Tables.
3. All Study Table areas are **always** to remain as quiet as possible.
4. No sleeping or sitting idle.
5. If the student chooses to use a computer, he or she is to use it for academic work only.
6. Cell phones or other distracting electronic devices are banned from Study Tables.
7. No eating or drinking while in the CLC.
8. If a student is dismissed from Study Tables as a result of violating any of the previously mentioned guidelines, he or may lose playing time.

OUTSIDE COMPETITION

According to OHSA rules, no student may participate on a non-school team of the same sport during the same season. This includes leagues, tournaments, charity games, all-star games, three-on-three tournaments, college classes, etc. Always check with the athletic director if there is any doubt as to whether a competition is permissible. Participation in a non-school event of the same sport will render the athlete ineligible and the team will forfeit all games that athlete played in after the illegal event.

CONFLICTING PARTICIPATION

The following guidelines apply in the event that a student wishes to be considered for participation in extra or co-curricular activities that have conflicting practice and/or performance times outside of school. The student must inform the coach and/or directors in charge of the conflicting activities prior to trying out for the conflicting activity.

The coaches and/or directors of the student activity are to discuss the potential practice and performance conflicts to see if an agreement can be reached. If an agreement can be reached, the agreed upon schedule is to be in writing with coaches and/or advisors, and the student needs to receive a copy. If an agreement cannot be reached between the coaches and/or advisors, the student will have to choose between activities. In the event a student chooses to drop from a co-curricular activity to participate in an extracurricular activity, the student will be permitted to withdraw without receiving a failing grade. Alternative assignments may be assigned to replace the performance grade.

PROHIBITED SUBSTANCES AND CONSEQUENCES

Any student planning to and/or participating in athletic / extracurricular activities will NOT at any time possess, use, sell, conceal, consume, or come to school under the influence of drugs, alcohol, tobacco/nicotine products, or anabolic steroids. All medication or prescriptions must be authorized by a licensed physician and with proof, will not be in violation of this policy.

Student-athletes may NOT remain in proximity of drug use or illegal alcohol consumption. An athlete who does not remove his or her self from the situation will be considered in proximity of the illegal use of alcohol or of drugs. Investigation into this matter will be held by the athletic director, building administrator, or coach to further discipline the student athlete for the violation. Field students participating in extracurricular activities or athletics are supporting the Field brand and will be held accountable for their actions in any circumstance violating the Code of Conduct.

Steroids

Steroids intended to enhance the performance of a student-athlete are NOT permitted unless approved by the athletic director, board-approved designee, or doctor.

Warning: "Improper use of anabolic steroids* may cause serious or fatal health problems, such as heart disease, stroke, cancer, growth deformities, infertility, personality changes, severe acne, and baldness. Possession, sale, or use of anabolic steroids without a valid prescription is a crime punishable by a fine and imprisonment." *A complete list of those compounds which are classified as anabolic steroids is set forth in O.R.C. §3719.41, Schedule III.

Supplements

All over-the-counter supplements, stimulants, or beverages intended to enhance the performance of a student-athlete are NOT permitted unless approved by the athletic director or board-approved designee.

Board Adopted: August 14, 2017

Revised: August 13, 2018

Examples include but are not limited to protein powders, Red Bull, Nos Tork, 5-Hour Energy, NoDoz, and a range of athletic supplements that claim to enhance athletic performance.

Drugs, Alcohol, Steroids: Possession Sale, Distribution, or Use

Students shall not be involved with any drugs/alcohol including marijuana, alcohol, steroids, or prescription drugs, narcotics, hallucinogens, or paraphernalia related to any substance.

First Offense

- Student will be denied participation in 50% of the contests/events/practices, based on the number of regular season/scheduled events.

Second Offense

- Student will be denied participation in 100% of the contests/events/practices, based on the number of regular season/scheduled events.

Third Offense

- Student will be denied participation for one calendar year from the date of violation.

Tobacco/Nicotine: Possession, Sale, Distribution or Use

Students under no circumstance may possess or use tobacco/nicotine in any form as outlined in the student Code of Conduct. If a student chooses to possess or use tobacco/nicotine, he or she will face the following consequences:

First Offense

- Student will be denied participation in 20% of the contests/events/practices, based on the number of regular season/scheduled events.

-

Second Offense

- Student will be denied participation in 50% of the contests/events/practices, based on the number of regular season/scheduled events.

Third Offense

- Student will be denied participation for the remainder of the current school year from any athletic/extracurricular activity.

***The administration has the authority to skip any of the above steps in order to enforce consequence(s) based on their findings in the investigation of violation.**

Student Referral (*regarding Prohibited Substances*)

Students referred to the school through any law enforcement agency will adhere to the appropriate consequence(s).

Self-Referral (*regarding Prohibited Substances*)

If a student refers himself/herself to the coach, athletic director, assistant principal, or principal, the honesty and integrity of the student will be considered. The administration will investigate the violation and the student will go through a professional assessment with recommendations to follow. If these measures are not followed, it will be considered a first offense.

Prior Involvement (*regarding Prohibited Substances*)

Any student who violates the school's alcohol, tobacco, or drug policy within the school year and then wishes to participate in any athletic / extracurricular activity will already have a first offense on his or her record. If any involvement during that activity happens, a second offense will be applied.

Due Process Procedures (*regarding Prohibited Substances*)

1. Student-athletes receive notice of the rules and consequences prior to the start of each sports season. Once received, the Code of Conduct is in effect and all students, parents, and/or guardian(s) are responsible to adhere to the rules.
2. If a student-athlete violates the School Code of Conduct and the Athletic/Extracurricular Code of Conduct, their coach, sponsor, athletic director, or building administrators will conduct an investigation on the reported violation. After the investigation is concluded a coach/sponsor and athletic director or building administrator will inform the student-athlete of his or her disciplinary consequences as prescribed by the rules in the code of conduct.
3. The student or parent can appeal the decision to the principal.

OTHER CODE OF CONDUCT VIOLATIONS

Ejection from a Contest

- The OHSAA addresses athletes and coaches who are ejected from a contest for unsportsmanlike conduct or a flagrant foul. According to their policy, any athlete ejected from a contest will be denied participation for the next two contests in all sports except for football (one game in football). An athlete under this suspension may not sit on the team bench, enter the locker room, ride the team bus, or be affiliated with the team before, during, or after the contests. The penalty will carry over to the next sports season if it occurs during the last game of the season. A second ejection will result in a suspension of the student-athlete for the remainder of the season in that sport. Field Athletic Director or coach may increase the penalties if he/she deems necessary.

Hazing

- Hazing is defined as doing any act or coercing another, including the victim to do any act of initiation toward any student or other organization that causes or creates a substantial risk for causing mental or physical harm to any person. No athlete shall participate, encourage or engage in any acts in person or through technology to cause mental or physical harm to another.
- The penalty is at the coaches and administration's discretion. Minimum penalty is a one game suspension.

Insubordination, Profanity or Vulgar Displays

- Insubordination is when a student refuses to comply with coaches or administrators request or direction. Profanity or vulgar occurs when gestures either verbal or nonverbal are shown in response to a reasonable request.

Physical Confrontations

- Initiating, instigating, or participating in a physical confrontation before, during or after an athletic contest will result in a one contest/game suspension. The athletic director or coach can deny further participation if necessary after further investigation of the incident.

Social Networking

- Participation in social network sites is not prohibited by Field Local Schools. However, all students participating in extracurricular activities must be aware that everything he/she puts on social network websites is seen by the public. All users of these websites must abide by all policies, rules, and regulations set forth by Field Athletic Department, OHSA rules and federal, state, and local laws.
- Content posted to social media sites with violations to any athletic policy are subject to investigation and punishable to the full extent of the athletic code of conduct. Field students need to be aware of these consequences and should exercise caution when participating in any social networking website.

Theft

- Theft is defined as the taking of another person's property without that person's permission or consent with the intent to deprive the rightful owner of it.

Vandalism

- Deliberate destruction of or damage to public or private property is called vandalism.

Violating Team Rules

- All student-athletes are expected to follow all team rules set forth by the head coach.

Unsportsmanlike Conduct

- Unsportsmanlike conduct is an act in a manner detrimental to the team, Field HS/MS or Field Local School District. This can be during an athletic event or in the off season. We expect our athletes to represent Field Local Schools in a demeanor that supports the mission of our school.

SUSPENDED OR EXPELLED STUDENTS

Students who have been suspended out-of-school or expelled from school are not permitted on school property or at any school sponsored event, home or away, for the duration of such disciplinary action.

If a student fails to follow the FHS or FMS discipline policy, which results in an out-of-school suspension, he or she will have one of the following consequences applied:

First Offense

- Student will be denied participation for all contests/practices during the duration of the suspension period while in-season. In addition to the contests/practices missed during suspension period, the student athlete will miss a minimum of 10% of the entire sports seasons contests (regular season or any tournament contest). The coach/advisor may extend the denial of participation for the student upon return at his or her own discretion. Coach or advisor will notify athletic director if any further punishment is added prior to enforcement.

Second Offense

- Second out of school suspension will lead to a denial of participation in 20% of the contests/practices in that sports season's contests (regular season or tournament).

Third Offense

- Third out of school suspension will lead to a denial of participation for the remainder of the current sports season.

PARENT AND FAN CODE OF CONDUCT

Parents or fans who do not respect the guidelines set forth during athletic events will have one of the following consequences applied by the Field administration:

First Offense

- The spectator will serve a two-game ban from Field athletic contests.

Second Offense

- The spectator will be removed from all home athletic events in that season at Field Local Schools. A letter from the athletic director will be sent to the spectator with notification of this policy.

Third Offense

- The spectator will be removed from all home athletic events for one calendar year starting at the time of the violation. The athletic director will send a letter of notification to the spectator.

***District administration has the authority to skip any steps of this procedure to enforce the appropriate penalty based on their discoveries during the investigation of the violation.**

COMMUNICATION GUIDE FOR PARENTS AND COACHES

The Field Athletic Department strives to promote effective communication between athletes, coaches, parents, and administrators. It is the goal of the coaches and administration to be accessible to parents. All communication with Field coaches or athletic staff should be done in person, by phone call, or district email.

If a coach plans to use texting for immediate and urgent contact with student-athletes, the coach must be transparent about such use. At the beginning of the season, the coach must make parents aware that he/she may use texting as a form of communication.

Using social media to communicate with team members may be appropriate as a supplemental method of communicating electronically if it is setup correctly. If a coach decides to establish a Facebook page, Remind101 account, website, or Twitter feed, the parents must be notified that this site will be used to communicate information in addition to other methods (email, formal letters, etc.) and that these pages may contain commercial advertising that is not endorsed by the district. Since not every student has a Twitter account, Facebook page, or even access to any social media websites, the coach must consider this when posting. The Field Local School District cannot require student-athletes to have any social media accounts like Facebook or Twitter, as this should be a family and/or personal decision. Therefore, coaches must make any information posted accessible by alternate means.

Employees or students must report to a school administrator any communication that may be construed as inappropriate.

Parent/Guardian Communication

Coaches will inform parents/guardians about:

1. Schedules and locations of all practices and contests
2. His/her coaching philosophy
3. Expectations he/she has for all athletes on the team
4. Requirements to be part of the team
5. Injury reports if necessary
6. Disciplinary actions when they result in denial of participation

Coach Communication

Appropriate discussions with coaches:

1. Student-athlete health concerns
2. Scheduling conflicts that may come up
3. Student-athlete struggles with grades or academics
4. Ways to work with student-athlete at home on skills or development
5. Any changes in behavior or attitude you may be aware of in your student-athlete
6. Conflicts that may arise with other sports

Parent procedure to discuss concerns with a coach:

1. Ask the student-athlete to talk to the coach first.
2. Make an appointment with the coach, if the student-athlete talk does not resolve the problem.
3. Never approach a coach after a game or practice unless it is agreed upon by the coach.
4. Contact the athletic director if further resolution is needed.

Chain of command for conflict resolution:

1. A player must first speak to his or her coach.
2. The head coach will discuss his/her concerns with the athletic director.
3. If any player, parent, or assistant coach approaches the athletic director, he or she will be referred immediately to the head coach.
4. The athletic director will report to the principal if necessary.
5. The principal will then report to the superintendent.

Inappropriate discussions with coaches:

1. Playing time
2. Team strategy or play calling
3. Other student-athletes

PARENT/GUARDIAN/COACHING FORMS

Visit the Field Local Schools website to see the most up to date athletic forms.

<http://www.fieldlocalschools.org/Forms.aspx>

TEAM VOLUNTEERS

All team volunteers, not considered a coach, must be approved by the coach, athletic director, and Board of Education. These include, but are not limited to, stat keepers, videographers, weight room attendants, or anyone involved with the team that will be around the student-athletes. Permission must be granted prior to the athletic season in order for the volunteer to ride the bus or supervise the student-athletes in any capacity. Any volunteer who will have contact with students must have FBI/BCI background check on file with the Athletic Department. All volunteers must have the following certifications: Pupil Activity Permit, Concussion, Sudden Cardiac and Fundamentals of Coaching certifications as well as First Aid training.

FUNDRAISERS

All fundraisers must be authorized by the athletic director using the Athletic Fundraiser Request Form before they can be presented to the school treasurer or the superintendent for approval. All funds must be accounted for; any missing funds will be the responsibility of the head coach. Athletic teams or extracurricular activities may not participate in Crowdfunding fundraisers.

Board Adopted: August 14, 2017

Revised: August 13, 2018

CALAMITY DAY OR SCHOOL CLOSING

The following procedures will be used to determine if extracurricular activities shall be held on days when schools are closed due to a calamity or school closing. Calamities may be caused by hazardous weather, utility failure, or other causes.

Middle School Procedures

All middle school extracurricular activities including practices will be postponed or cancelled on a school day closing or calamity day. This includes home and away events.

High School Procedures

High school extracurricular activities may be held on calamity days under certain circumstances:

1. Host/home school has the responsibility to determine if an event will be held.
2. If Field Local Schools are closed but the home school wishes to continue with a scheduled event, then the trip will be made if travel conditions are not considered to be hazardous. Administration has the final decision.
3. Home events will be held if the school administration deems it safe to travel.
4. When determining whether a home event will be held or an away event will be attended, the following people will be consulted: superintendent, athletic director, principal, and operations manager.
5. If school is closed due to weather, practices for junior varsity and varsity sports must be cleared by the athletic director.
6. Practices on days of school closings are voluntary for student-athletes. Parents can hold their child/children out if they deem weather conditions unsafe.

It is the responsibility of the coach to inform student-athletes of these procedures. A student-athlete who does not attend an event on these days will not be penalized.

CANCELLATION OF COMPETITIONS

These are the guidelines to follow if a cancellation of a competition occurs:

1. The athletic director must be notified immediately if a coach is going to cancel or postpone a home or away athletic event.
2. The athletic director will notify athletic event staff, faculty manager, concessions, opposing team, custodial staff, officials, and student body.
3. Cancellations of both home and away events will be posted for parents on the district website with possible make up dates.

OVERNIGHT TRIPS

1. All contests played, necessitating overnight stays, will follow OHSAA regulations.
2. All overnight trips are subject to prior approval of the building principal, superintendent, and Board of Education.
3. Coaches and approved chaperones are responsible for the supervision of all student-athletes on overnight trips at all times. Chaperones must be fingerprinted and Board approved.
4. Expectations:
 - Room assignments will be made by the coach in charge.
 - Periodic room checks must be made until one hour past designated "lights out".
 - Plans must be made for use of time when not in active competition.
 - Activities will be done in groups under the supervision of the coach or chaperone.
 - Meals will be eaten in groups and under the supervision of the coach or chaperone.
 - One coach/chaperone per 10 athletes will be present.
 - Board approved drug/alcohol free workplace policy applies to all coaches, chaperones, and athletes on overnight trips.

WEIGHT ROOM POLICY

All in-season and off-season weight room activity will be approved by the coach and athletic director. Weight room policies will follow OHSAA rules set forth for both in-season and/or off-season activity. Use of the weight room before, during, or after school, must be approved through the athletic director. The weight room supervisor and/or coach who covers the weight room must be approved by the Board of Education and have all required coaching forms completed. Students in the 7th & 8th grade are not permitted to participate in an off-season workout program intended for a varsity sport. However, 8th graders may participate in an off-season workout program at the beginning of the second semester. **No student athlete is permitted in the weight room without the weight room supervisor and /or coach present.**

SPORTS AWARD CEREMONIES AND ATHLETIC AWARDS

Ceremonies will be held at the end of each season: fall, winter, and spring. Coaches will determine the ceremony date, time, and location. All student-athletes notified by the coach are expected to attend.

* If any student-athlete quits and/or is removed from the team at any time during the season, he or she forfeits his or her varsity letter for that season.

**All seniors will receive a varsity letter *(unless he/she quit or was removed from the team)*.

Requirements for individual sports are noted below. The head coach will have the final say on letter recipients.

- A. Varsity Football
 - a. Play in 50% of the varsity quarters. A quarter is two consecutive plays
- B. Cross Country
 - a. Top 7 players from team scoring average for the year
- C. Varsity Boys and Girls Basketball
 - a. Play in 50% of the quarters during the season
- D. Varsity Baseball
 - a. Participate in 50% of the innings
 - b. Pitchers will be at discretion of the coach
- E. Varsity Softball
 - a. Participate in 50% of the innings
 - b. Pitchers will be at discretion of the coach
- F. Varsity Girls and Boys Track
 - a. Must score 10 points during the season
 - b. Participate in 50% of dual meets
 - c. Relay team members will be awarded total points
- G. Varsity Wrestling
 - a. Participate in 50% of dual matches
 - b. Win points for varsity team
- H. Varsity Golf
 - a. Participate in 50% of all matches
- I. Varsity Soccer
 - a. Participate in 50% of the halves during the season
- J. Varsity Tennis
 - a. Participate in 50% of all varsity matches
- K. Varsity Volleyball
 - a. Participate in 50% of the varsity matches
- L. Varsity Cheerleading
 - a. Participate in 50% of varsity matches during the football or basketball season

Scholar Athlete Awards

Portage Trail Conference Scholar Athlete Award Guidelines

- 1. Student-athlete must earn a varsity letter
- 2. Grading period GPA of 3.4 or higher
 - a. If a sport spans over two grading periods, the average GPA of the two respective grading periods will be used to determine the final GPA.

NCAA DIVISION I INITIAL ACADEMIC ELIGIBILITY

To participate in Division I athletics or receive an athletic scholarship during the first year of college, a student-athlete must:

Complete the 16 core-course requirements in eight semesters:

- 4 years of English
- 3 years of math (Algebra 1 or higher)
- 2 years of natural or physical science (including one year of lab science if offered by the high school)
- 1 extra year of English, math, or natural or physical science
- 2 years of social science
- 4 years of extra core courses (from any category above, or foreign language, non-doctrinal religion or philosophy)
- Earn a minimum required grade-point average in core courses
- Earn a combined SAT or ACT sum score that matches the core course grade-point average and test-score sliding scale. (For example, a 3.000 core-course grade-point average needs at least a 620 SAT).

*Student-athletes enrolling in college in August 2016 and later must meet all of the above requirements to receive aid in the first year and practice in the first term. In order to compete in the first year, prospects must meet all of the above and

- Earn at least a 2.3 GPA in core courses
- Meet an increased sliding-scale standard
- Complete 10 core-courses prior to the start of the seventh semester, at least seven in English, math, and science.

*If a student-athlete earns nine credits in the first term, he or she can continue to practice the remainder of the year. If not, he or she can remain on aid but cannot practice.

Metro Conference Contact Information

Cloverleaf	<p>Athletic Director: Craig Walkup Athletic Office: 330-302-0315 Cell: 330-958-1404 Email Address: Craig.Walkup@cloverleaflocal.org Fax: 330-721-3554</p>
Coventry	<p>Athletic Director: Danny Savage Athletic Office: 330-644-3004 ext. 624016 Cell: 330-575-0122 Email Address: dsavage@coventryschools.org Fax: 330-644-4222</p>
Field	<p>Athletic Director: Greg Kulick Athletic Office: 330-673-2387 Cell: 216-925-2022 Email Address: greg.kulick@fieldlocalschools.org Fax: 330-677-2520</p>
Norton	<p>Athletic Director: Don Shimek Athletic Office: 330-825-7300, ext. 532115 Cell: 330-936-3106 Email Address: dshimek@nortonschools.org Fax: 330-825-4275</p>
Ravenna	<p>Athletic Director: Jim Lunardi Athletic Office: 330-296-3844, ext. 1308 Cell: 330-958-3757 Email Address: jim.lunardi@ravennaschools.us Fax: 330-296-1855</p>
Springfield	<p>Athletic Director: Kevin Vaughn Athletic Office: 330-798-1080 Cell: 330-352-0324 Email Address: sp_vaughn@springfieldspartans.org Fax: 330-798-1162</p>
Streetsboro	<p>Athletic Director: Randy Tevepaugh Athletic Office: 330-626-4902, ext. 2 Cell: 440-759-9870 Email Address: rtevepaugh@rockets.sparcc.org Fax: 330-626-8102</p>
Woodridge	<p>Athletic Director: Nick Mayer Athletic Office: 330-929-3191, ext. 592104 Cell: 440-477-0622 Email Address: nmayer@woodridge.k12.oh.us Fax: 330-928-5036</p>

Board Adopted: August 14, 2017

Revised: August 13, 2018

County Conference Contact Information

Crestwood	Athletic Director: Brett Koch Athletic Office: 330-375-8205, ext. 1008 Cell: 419-515-0196 Email Address: bkoch@crestwoodschoools.org Fax: 330-274-3150
Garfield	Athletic Director: Jim Pfleger Athletic Office: 330-527-0039 Cell: 330-221-1301 Email Address: jpfleger@jagschools.org Fax: 330527-0039
Lake Center Christian	Athletic Director: Shane Byler Athletic Office: 330-877-2049, ext. 273 Cell: 330-354-0852 Email Address: sbyler@lakecenterchristian.org Fax: 330-877-2040
Mogadore	Athletic Director: Stephen Lutz Athletic Office: 330-628-7262 Cell: Email Address: mo_lutz_1@mogadore.net Fax: 330-628-6657
Rootstown	Athletic Director: Keith Waesch Athletic Office: 330-325-2006 Cell: 330-322-2899 Email Address: waesch@roversk12.org Fax: 330-325-8506
Southeast	Athletic Director: Steve Sigworth Athletic Office: 330-654-1960 Cell: 330-787-3949 Email Address: ssigworth@sepirates.org Fax: 330-654-9110
Youngstown Christian	Athletic Director: Dolph Carroll Athletic Office: 330-788-8088 Cell: 330-727-1507 Email Address: dolphcarroll@yahoo.com Fax: 330-788-2875

Board Adopted: August 14, 2017

Revised: August 13, 2018

Field High School Athletic Department

Head Coach Evaluation

Head Coach:

Sport:

Coach as Manager: Administrative Responsibilities

	Ineffective	Developing	Skilled	Accomplished
<i>Follows rules and procedures established by all governing agencies including the OHSAA, Board of Education, and athletic director</i>	Rules and procedures are not followed.	Some rules and procedures are followed.	All rules and procedures are followed.	All rules and procedures are followed independently by coach without directive from administration.
<i>Completes necessary certifications before the start of the season.</i>	Certifications were not completed before the first day of the season.	Some coaching certifications were completed by the first day of the season.	All coaching certifications were completed by the first day of the season.	All coaching certifications were completed before the start of the season without directive from administration.
<i>Ensures necessary certifications for his/her assistants are completed before the start of the season.</i>	Certifications for assistants were not completed before the first day of the season.	Some coaching certifications for assistants were completed by the first day of the season.	All coaching certifications for each assistant were completed by the first day of the season.	All coaching certifications for each assistant were completed before the start of the season without directive from administration.

Board Adopted: August 14, 2017

Revised: August 13, 2018

<i>Effectively manages the distribution and collection of all equipment</i>	The coach does not keep records of distributed equipment and/or fails to account for all equipment issued at the end of the season.	The coach has some records of distributed equipment and collects the majority of issued equipment at the end of the season.	The coach keeps accurate record of distributed equipment and collects all issued equipment within two weeks of the season ending. Athletes are billed for lost or missing items.	The coach keeps accurate record of distributed equipment and collects all issued equipment within one week of the season ending. Athletes are billed for lost or missing items.
<i>Is cooperative in helping service clubs and organizations in their projects which in turn relate to our athletic program</i>	The coach did not seek out opportunities to work cooperatively with service clubs and organizations that relate to our athletic program.	The coach reluctantly works with service clubs and organizations that relate to our athletic program.	The coach works cooperatively with service clubs and organizations that promote our athletic program.	The coach works cooperatively with service clubs and organizations as well as initiates projects that will promote our athletic program.
<i>Comments:</i>				

Coach as Communicator: Interpersonal Skills and Relationships

	Ineffective	Developing	Skilled	Accomplished
<i>Over the course of the season the coach articulates clear and specific expectations and processes of the program to athletes, parents, other coaches, and athletic director</i>	The coach does not communicate expectations and processes.	The coach communicates expectations and processes in an unclear way.	The coach effectively communicates expectations and processes.	The coach effectively communicates expectations and processes using a proactive approach.
<i>Works to develop rapport with the entire coaching staff, athletes, and parents</i>	The coach refuses to communicate with coaching staff, athletes, and/or parents.	The coach has poor relationships with coaching staff, athletes, and parents.	The coach has a positive, working relationship with coaching staff, athletes, and parents.	The coach has a positive, working relationship with coaching staff, athletes, and parents while taking an active role in campus and community events.
<i>Maintains communication/public relations, as necessary, with newspapers, media, booster clubs, and community</i>	The coach did not establish a relationship with the media, booster club, and community. The coach fails to provide accurate or timely results to local media outlets or does so to a negative effect.	The coach communicates with some members of the media, booster club, and community but not effectively. The coach provides some results of competitions to local media outlets and the Field AD.	The coach communicates effectively with all members of the media, booster club, and community. The coach ensures results of competitions are sent to local media outlets and the Field AD.	The coach seeks to promote individuals and team through various outlets using the media, booster club, and community. The coach ensures results of competitions are sent to local media outlets and the Field AD.

<i>Shows self-control and poise in all areas related to coaching responsibilities</i>	The coach does not demonstrate respect to opponents, officials, and fans.	The coach demonstrates some respect to opponents, officials, and fans, but not to all necessary parties.	The coach demonstrates respect to opponents, officials, and fans.	The coach demonstrates respect to opponents, officials, and fans and encourages others to do the same.
<i>Works to build a foundational youth program to support growth and development in the sport.</i>	The coach focuses only on varsity team.	The coach focuses only on high school programs and fails to support youth or developmental programs.	The coach works cooperatively with middle school coaches, assistant coaches, and/or community programs to improve the sport.	The coach works cooperatively with middle school coaches, assistant coaches, and/or community programs to improve sport knowledge and involvement at all age levels.
<i>Comments:</i>				

Coach as Teacher: Coaching Performance and Mentoring

	Ineffective	Developing	Skilled	Accomplished
<i>Is well versed and knowledgeable in matters pertaining to the sport</i>	The coach does not use proven coaching techniques, methods, and principles.	The coach reluctantly uses proven coaching techniques, methods, and principles.	The coach utilizes proven coaching techniques, methods, and principles.	The coach keeps up with the most current trends in coaching techniques and ideas in addition to utilizing proven methods and principles.
<i>Organizes, supervises, coordinates, and evaluates all practices and events during a season while maintaining team discipline and control</i>	The coach does not develop well-organized or challenging practices or events and has little to no command over team discipline and control.	The coach does develop well-organized or challenging practices and events but not both while inconsistently maintaining team discipline and control.	The coach develops well-organized and challenging practices and events throughout the season while maintaining team discipline and control.	The coach develops well-organized and challenging practices and events using a variety of techniques and skills directed by team needs while maintaining team discipline and control.
<i>Appropriately supervises the student athlete in team areas- including but not limited to: locker rooms, training areas, and while being transported to and from events</i>	The coach does not supervise the student athlete in team areas.	The coach supervises student-athletes inconsistently in team areas.	The coach always provides supervision of student-athletes in team areas.	The coach always provides supervision of student-athletes in team areas while teaching and modeling safe and appropriate student athlete behavior.

<i>Is prompt in meeting team for practices and games</i>	The coach is frequently late to meet his or her team for practices and games. AD was notified by team or bus garage.	The coach has been late to meet his or her team for a practice and/or game. AD was notified by team or bus garage.	The coach is prompt to meet his or her team for every practice and game. AD has not been notified by team or bus garage.	The coach arrives early to meet his or her team for practices and games. AD has not been notified by team or bus garage.
<i>Serves as an appropriate role model regarding appearance, manners, behavior, and language while promoting an attitude that produces positive efforts by participants</i>	Appearance, manners, behavior, and language do not reflect those of a role model nor promote sportsmanship.	The coach presents self as a role model for student-athletes in some areas regarding appearance, manners, behavior, and language while inconsistently demonstrating sportsmanship.	The coach presents self as a positive role-model for student-athletes while demonstrating sportsmanship.	The coach presents self as a positive role model for student-athletes, other coaches, parents, and community members while demonstrating sportsmanship.
<i>Supports athletes as well-rounded individuals by being fair, understanding, tolerant, sympathetic, and patient while emphasizing lasting values to each individual</i>	The coach does not support student-athletes in all endeavors including academics, athletics, and extracurricular activities. Demonstrates no flexibility to allow individuals to develop to fullest potential.	The coach inconsistently supports student-athletes in all endeavors including academics, athletics, and extracurricular activities. Demonstrates some flexibility to allow individuals to develop to fullest potential.	The coach supports student-athletes in all endeavors including academics, athletics, and extracurricular activities. Demonstrates flexibility, when necessary, to allow all individuals to develop to fullest potential.	The coach recognizes the importance of involvement in all endeavors for the individual and develops a plan with the athlete to support that involvement. Demonstrates flexibility, when necessary, to allow all individuals to develop to fullest potential.

<i>Aids in the development of assistant coaches by effectively delegating coaching responsibilities while remaining accountable</i>	The coach makes no effort to delegate responsibilities to assistant coaches and completes all coaching tasks him/herself.	The coach makes an effort to delegate responsibilities to assistant coaches but completes task him/herself.	The coach delegates responsibilities to assistant coaches while providing necessary supervision.	The coach effectively delegates responsibilities to assistant coaches and empowers assistants to work confidently and contribute to the success of the program.
<i>Comments:</i>				

Summary of Evaluation

<i>Areas of Strength:</i>				
<i>Areas to Improve:</i>				
<i>Overall Summative Rating:</i>	<i>Ineffective</i>	<i>Developing</i>	<i>Skilled</i>	<i>Accomplished</i>
<i>Recommendation:</i>	<i>Rehire</i>	<i>No determination at this time</i>	<i>Not rehired</i>	

<i>Signature of Head Coach:</i>		<i>Date:</i>
--	--	---------------------

<i>Signature of Appraiser:</i>		<i>Date:</i>
---------------------------------------	--	---------------------

APPENDIX

- **Athletic Fundraiser Request Form**
- **Individual Competing in a Meet**
- **OHSAA Private Vehicle Authorization to Re-Enter**
- **Parent/Guardian Consent for Transportation by Private Vehicle**
- **Travel Release Form**

Exhibit S-2
August 13, 2018

Support Renewal
Quote #BT1000085 v1



TECHNICALLY, PEOPLE MATTER

TELETRONICS

Prepared for
Field Local Schools



Quotation

Attention: Jason Vancura
Field Local Schools
2900 State Route 43
Mogadore, OH 44260
jason.vancura@fieldlocalschools.org

Quote ID: BT1000085
Date: 07/20/2018
Expires: 08/16/2018

RE: Support Renewal

Dear Jason,

Thank you for the opportunity to quote Field Local Schools. We appreciate your business and hope that we have exceeded your expectations. If we have fallen short in any way please take a moment to let us know how we could serve Field Local Schools better.

If you have any questions regarding this quote please contact me at your convenience.

Sincerely


B. Turner
Account Manager
TTX Inc

Quote ID: BT1000085

22550 Ascoa Ct | Strongsville, OH 44149 | P: 216.778.6500 | F: 216.778.6511 | W: www.ttx-inc.com

TECHNICALLY, PEOPLE MATTER.

July 20, 2018

Page 2/5

**Prepared For:**

Field Local Schools
Jason Vancura
2900 State Route 43
Mogadore, OH 44260
jason.vancura@fieldlocalschools.org

Prepared By

BTurner
Phone: 216.739.2826
Email: Bturner@ttx-inc.com

Quote ID: BT1000085**Date:** 07/20/2018**Expires:** 08/16/2018**Hardware & Software**

Description	Price	Qty	Ext. Price
VOICE SWITCH- SG220T1A MADE IN USA	\$0.00	1	\$0.00
VOICE SWITCH- SG50 MADE IN USA	\$0.00	2	\$0.00
VOICE SWITCH- SG90 MADE IN USA	\$0.00	3	\$0.00
VOICE SWITCH- SG30 MADE IN USA	\$0.00	2	\$0.00
VOICE SWITCH- SGT1K MADE IN USA	\$0.00	1	\$0.00
VOICE SWITCH- SGT1K MADE IN USA	\$0.00	2	\$0.00
LICENSE- EMERGENCY NOTIFICATION- 6 OR MORE	\$0.00	1	\$0.00
LICENSE- EXTENSION & MAILBOX	\$0.00	205	\$0.00
LICENSE- EXTENSION ONLY	\$0.00	37	\$0.00
LICENSE- MAILBOX ONLY	\$0.00	1	\$0.00
LICENSE- ADDITIONAL SITE	\$0.00	5	\$0.00
MOBILE ACCESS LICENSE	\$0.00	1	\$0.00
LICENSE- PROFESSIONAL ACCESS	\$0.00	25	\$0.00
LICENSE- PERSONAL ACCESS	\$0.00	205	\$0.00

Quote ID: BT1000085

22550 Ascoa Ct | Strongsville, OH 44149 | P: 216.778.6500 | F: 216.778.6511 | W: www.ttx-inc.com

TECHNICALLY, PEOPLE MATTER.

July 20, 2018

Page 3/5



Hardware & Software

Description	Price	Qty	Ext. Price
LICENSE- OPERATOR ACCESS	\$0.00	18	\$0.00
Hardware & Software Subtotal			\$0.00

Support

Description	Price	Qty	Ext. Price
SHTL Partner Support 1 Year (No Phones) Partner support for above listed ShoreTel HW & SW for 1 year Does not include phones, servers, or network support Please renew agreements 2 weeks prior to expiration to avoid ShoreTel 20% reinstatement penalty Software upgrades are free under support. TTx labor to preform upgrades included in MAVEN agreement Contact TTx NOC for support related issues at; Email: HelpDesk@ttx-inc.com Phone: 216.739.4800	\$6,554.00	1	\$6,554.00
Support Subtotal			\$6,554.00

TTX Srvcs

Description	Price	Qty	Ext. Price
40 Hour Block of Time 40 hour Block of Time for labor needs outside of MAVEN agreement	\$5,000.00	1	\$5,000.00
TTX Srvcs Subtotal			\$14,139.00

Quote ID: BT1000085

22550 Ascoa Ct | Strongsville, OH 44149 | P: 216.778.6500 | F: 216.778.6511 | W: www.ttx-inc.com

TECHNICALLY, PEOPLE MATTER.

July 20, 2018

Page 4/5



Quote Summary

Description		Amount
Hardware & Software		\$0.00
Support		\$6,554.00
TTX Srvc		\$14,139.00
Total		\$20,693.00

At Order

Description	No. of Payments		Amount
100% Due on Order	1	None	\$20,693.00

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Signature _____

Date _____

Quote ID: BT1000085

22550 Ascoa Ct | Strongsville, OH 44149 | P: 216.778.6500 | F: 216.778.6511 | W: www.ttx-inc.com

TECHNICALLY, PEOPLE MATTER.

July 20, 2018

Page 5/5



**Brimfield Police Department
and
Field Local School District
School Resource Officer Agreement**

2018-2019

This Agreement is made effective the 1st day of September 2018 by and between the Field Local School District Board of Education (FIELD LOCAL SCHOOLS) and the Brimfield Township Trustees (TOWNSHIP) as follows:

WHEREAS, the TOWNSHIP agrees to provide for the FIELD LOCAL SCHOOLS a School Resource Officer (SRO) and to manage a SRO Program in the FIELD LOCAL SCHOOLS consisting of one (1) full-time SRO;

WHEREAS, the FIELD LOCAL SCHOOLS and the TOWNSHIP understand that the staffing of the SRO position and the administration of the program is a joint decision between the Superintendent of the FIELD LOCAL SCHOOLS and the TOWNSHIP. The TOWNSHIP reserves the right to modify or discontinue the staffing and assignments of any SRO position in the FIELD LOCAL SCHOOLS at its sole discretion and at any time based upon the needs of the TOWNSHIP; and

WHEREAS, the FIELD LOCAL SCHOOLS and the TOWNSHIP desire to set forth in this Agreement the specific terms and conditions of the services to be performed and provided by the SRO in the FIELD LOCAL SCHOOLS.

NOW, THEREFORE, the parties hereto agree as follows:

1.0 Goals and Objectives

It is understood and agreed that the FIELD LOCAL SCHOOLS and the TOWNSHIP share the following goals and objectives with regard to the SRO Program:

- 1.1 To foster educational programs and presentations, as well as activities that will increase student knowledge of and respect for the law and the function of law enforcement agencies.
- 1.2 To encourage SRO attendance at extra-curricular activities outside normal school hours when feasible and aligned with the SRO's duty schedule and Brimfield Police Department policies.
- 1.3 To act swiftly and cooperatively when responding to major disruptions and flagrant criminal offenses at school including, but not limited to, disorderly conduct, trespassers, possession and use of weapons, illegal sale or distribution of controlled substances.

- 1.4 To report serious crimes that occur on campus and to cooperate with law enforcement officials in their investigation of crimes that occur on school grounds.

2.0 Employment and Assignment

- 2.1 The TOWNSHIP agrees to supply one (1) SRO to be placed within the school district within the jurisdictional boundaries of Brimfield Township. The SRO is an employee of the TOWNSHIP and shall be subject to the administration, supervision and control of the TOWNSHIP while working in liaison with school administrators.
- 2.2 The SRO shall be subject to all personnel policies of the FIELD LOCAL SCHOOLS and is recognized as a school official.
- 2.3 The TOWNSHIP, in its sole discretion, shall have the authority to hire, discharge, discipline, assign, or re-assign the SRO.
- 2.4 In the event the SRO is absent from work, the SRO shall notify BPD and the FIELD LOCAL SCHOOLS Superintendent or his designee. FIELD LOCAL SCHOOLS understands that the absence of the assigned SRO due to illness, injury, leave of absence, vacation, etc. will not result in a replacement SRO being assigned during the absence.

3.0 Duty Hours

- 3.1 Duty hours will normally be BPD day shift hours, Monday-Friday. During that time period the SRO shall be allowed one half hour for lunch.
- 3.2 The parties understand that assigned SRO hours must maintain a degree of flexibility while the SRO concurrently performs D.A.R.E. functions, when such position is assigned.
- 3.3 It is understood that time spent by the SRO attending required court appearances arising from his/her employment with the TOWNSHIP shall be considered as hours worked under this Agreement and may periodically require absence from SRO duties.
- 3.4 In the event of operational mandate, the SRO may be ordered by BPD command staff to temporarily leave the school grounds in order to perform needed police services for the TOWNSHIP.

4.0 Qualifications

To serve as an SRO, an officer should meet the following qualifications:

- 4.1 Shall be a commissioned police officer with a minimum of two (2) years experience;
- 4.2 Shall possess sufficient knowledge of applicable laws and ordinances and pertinent school policies and regulations;
- 4.3 Shall possess an even temperament and set a positive example for students;
- 4.4 Shall possess communication skills which would enable the SRO to function effectively within the school environment;
- 4.5 Shall possess the necessary certification/training to serve in the capacity of a SRO. Nothing in this Agreement prohibits assignment from being made while a candidate is enrolled in training, or has training pending.

5.0 Duties

- 5.1 To enforce criminal laws and ordinances. The SRO will refrain from functioning as a school disciplinarian. However, the SRO, as a recognized school official, may report school policy violations through proper channels.
- 5.2 To investigate criminal activity;
- 5.3 To counsel students;
- 5.4 To answer questions students may have about Ohio criminal or juvenile laws;
- 5.5 To assist other law enforcement officers with outside investigations concerning students attending the school;
- 5.6 To work in liaison with the Superintendent or his/her designee to develop programs/topics of instruction as an educational resource.

6.0 Chain of Command

- 6.1 As an employee of the TOWNSHIP, the SRO shall follow the chain-of-command as established by the Brimfield Police Department.
- 6.2 In the performance of duties, the SRO shall coordinate and communicate with the principal or his/her designee.

7.0 Training

- 7.1 The SRO may be required by the TOWNSHIP to attend briefing/training sessions from time to time. These sessions will be held at the direction of the TOWNSHIP and may temporarily require time away from designated SRO hours.
- 7.2 The SRO may attend the Ohio School Resource Officers Association Training Conference each year, held during summer months. The TOWNSHIP and FIELD LOCAL SCHOOLS agree that this training enhances the value of our SRO Program. The TOWNSHIP and FIELD LOCAL SCHOOLS further agree to share equally in the cost of the training conference for the SRO. The TOWNSHIP agrees to supply FIELD LOCAL SCHOOLS with a minimum thirty (30) days notice.

8.0 Dress Code & Equipment

- 8.1 The SRO is required to wear the Brimfield Township Police Department uniform of the day, which includes issued equipment and being armed.
- 8.2 The SRO shall carry a TOWNSHIP issued portable radio.
- 8.3 The SRO will drive a TOWNSHIP issued police cruiser to the school, dependent upon availability. Otherwise, the SRO may be picked up and dropped off by TOWNSHIP police personnel.

9.0 Transporting Students

It is agreed that the SRO shall not transport students in their police vehicles except:

- 9.1 When a student is the victim of a crime, under arrest, or an exigent circumstance exists.
- 9.2 If a circumstance requires the SRO to transport a student, the SRO may contact BPD to arrange for another on-duty police officer to handle the transport, if feasible.
- 9.3 The SRO is required to report a student transport, regardless of circumstances, to Dispatch and to the Principal or his/her designee.

10.0 Investigation Procedures

- 10.1 The SRO shall conduct investigations, interviews, searches and arrests in accordance with law.

10.2 The Agreement in no way restricts the ability of FIELD LOCAL SCHOOLS to conduct investigations, interviews, searches and discipline in accordance with the law as applied to public school systems.

11.0 Bomb Threats

In the event of a bomb threat, school administrators, the SRO, police & fire officials shall cooperate in the implementation of chosen response procedure(s).

12.0 Education Records

The FIELD LOCAL SCHOOLS shall provide the TOWNSHIP access to directory and student information in accordance with law and the policies of the FIELD LOCAL SCHOOLS.

13.0 Release of Information

News releases and media communications regarding reported criminal incidents that take place on school grounds will be coordinated with school administrators.

14.0 Cost

For the services provided in this Agreement, the FIELD LOCAL SCHOOLS shall pay the TOWNSHIP a sum of \$54,000 for the 2018-2019 school year, broken down into two payments as follows:

\$27,000 due by October 15, 2018

\$27,000 due by April 15, 2019

15.0 Term of Agreement

The term of this Agreement is one (1) year, commencing on September 1, 2018 and ending on August 31, 2019. Discussion for a new Agreement shall commence no sooner than ninety (90) days prior to the expiration date of this Agreement.

This Agreement may be terminated by either of the Parties upon thirty (30) days written notice to the other party.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as follows.

FOR THE FIELD LOCAL SCHOOL DISTRICT:

By: _____

_____, In his/her official capacity only
(print name and title)

(Date)

AUTHORIZED PURSUANT TO BOARD RESOLUTION NO. _____

*This Agreement has no binding legal effect absent Board approval.

FOR THE BRIMFIELD TOWNSHIP TRUSTEES

By: 

Nick Chia, TRUSTEE in his/her official capacity only
(print name and title)

7/18/18
(Date)

LIMITED CONTRACT AGREEMENT

This agreement is entered into on August 7, 2018 by and between Field Local Schools District and Portage Therapy Services Inc.. The Field Local Schools District hereby employs Portage Therapy Services Inc. effective for two school years (the school year 2018-2019 and 2019-2020). The contract is to provide occupational therapy (OT) and occupational therapy assistant (COTA) services, as a team. The occupational therapy assistants will be supervised by Wendy Davis and Susan Gaskill and carry out student treatment per IEP. Job duties of the COTA position include student treatment, paperwork support/daily notes/billing/progress reports, consultation with supervising OT, collaboration with team members and attending student specific meetings as needed.

The Field Local Schools agrees as follows:

1. To pay Portage Therapy Services Inc. a rate of \$64.00 per hour for OT services (Wendy Davis and Susan Gaskill) and \$55.00 per hour for COTA services, to be paid on a bi weekly basis, in response to billing/invoices submitted by Portage Therapy Services Inc.
2. OT caseload is currently at 94 students, which is 9 days of OT services. Each work day is a maximum of 7.5 hours in length.
3. OT caseload growth ratio is as follows: 5 new weekly students would require 1/2 day of additional OT services. Approval by Megan Longfellow would be required before additional OT treatment days are added.

The Portage Therapy Services Inc. agrees:

1. Provide weekly billing/invoice sheets to Field indicating details of services.
2. Occupational Therapy staff will furnish throughout the term of this contract valid fingerprinting and licensing to perform duties of the position, per request.

Superintendent

Date

Treasurer

Date

Wendy Davis OT/L

Date