

CHIPPEWA LOCAL SCHOOL DISTRICT
Board of Education Regular Meeting
Chippewa Jr/Sr High School Auditorium
Monday, May 13, 2024
6:00 p.m.

MEETING MINUTES

I. OPENING

A. Call to Order :: Moment of Silence :: Pledge of Allegiance

B. Present: Mr. DeAngelis, Mrs. Fenn, Mr. Golub, Mr. Mertic, Mr. Schafrath

RESOLUTION 039-24

C. Upon consideration to approve the minutes from the April 8, 2024 Regular Meeting and the April 19, 2024 Special Meeting.

Motion to approve by Mertic and 2nd by Schafrath

Roll Call: DeAngelis yes, Fenn Yes, Golub yes, Mertic yes, Schafrath yes

CARRIED

II. STUDENT RECOGNITION/STAFF RECOGNITION/INTRODUCTION OF GUESTS

A. Needle Mover: Olivia DeMeio

B. Staff Retirement Recognition: Rebecca Cargill
Greg McKeown
Karen Reeves
Karen Smith
Traci Zollinger

C. Students of the Month

Hazel Harvey

Kindergarten: Cori Hugus and Addison Pogvara

Grade 1: Carson Merrick and Ellie Schafrath

Grade 2: Emma Plata and Kaden Strauss

CIS

Grade 3: Lexi Hamilton and Graham Stoll

Grade 4: Rory Ungor and Oren Schreck

Grade 5: Julie Petit and Riley Kernan

Grade 6: Olivia Dulin and Abigail Ashcraft

D. Student Recognition: Presented by April Roth-Kimber

Art Awards

Addison Good

Cal Miller

Lily De Bonis

Cole Smith

Carter Simms

Sophie Koontz

WCSCC Top Seniors in Trade

Mackenzie Gnap-Early Childcare

Emilee Kyser-RAMTEC

Jake McMillen-Welding

Best in Workforce Senior

Jake McMillen

WCSCC Top Juniors in Trade

Luke Sommers-Engineering

Ashlee Messner- Graphic Design

Hayden Alexander-Welding

Regional Qualifiers

Duncan Harney-Job Demo Open-Silver

Nina Johnson
Alyssa Lanham
Sophia Yost
Hannah Schade

Top Math Student Junior
Rebecca Caples

Samantha Lower-Medical Math-Silver
Jake McMillen-Welding-Gold

Laws of Life Essay Contest by the Better Business Bureau

Allison Krummel-Gold winning \$250
Vincent Windows-Silver winning \$150

Madison Efaw-Practical Nursing Ohio State Winner 1st Place-Headed to Nationals

Tyler Lower- Business Professionals of America Ohio State Competition 3rd Place-Headed to Nationals

Meredith Wilson-Licensed Cosmetologist

Robotics Team

Cannen Adams
Ansel Armbrust
Lucas Berlin
Kane Bishop
Gavin Lepley
Kino Gorena

Emma Hookey
Grace Kirkhart
Blake Mingle
Brady Mitchell
Alberto Moreno
Wyatt Riggerbach

Garrett Sines
RJ Wade
Daniel Wilson
Sam Wolanski
Andrew Yost
Xavier Zollinger

10-minute break for refreshments

III. PUBLIC PARTICIPATION

1. Bernadette Rohr
2. Felicia Sayre

IV. CONSIDER APPROVAL OF DONATIONS

RESOLUTION 040-24

It is recommended that the Board of Education approve the following donation:

<u>Donor</u>	<u>Item</u>	<u>Value</u>	<u>Donated To</u>
Galehouse Lumber	Check	\$500.00	Camp Nuhop

Motion to approve by Mertic and 2nd by Golub

Roll Call: DeAngelis yes, Fenn Yes, Golub yes, Mertic yes, Schafrath yes

CARRIED

V. TREASURER'S UPDATE & ACTION ITEMS

A. Treasurer's Comments

- Review of the April Financial Report and the updated Five-Year Forecast

B. Action Items

RESOLUTION 041-24

1. Upon consideration to approve the April 2024 unaudited financial report (copy on file at the Doylestown Public Library).

Motion to approve by Golub and 2nd by Schafrath

Roll Call: DeAngelis yes, Fenn Yes, Golub yes, Mertic yes, Schafrath yes

CARRIED

RESOLUTION 042-24

2. Upon consideration to approve the May update of the Five Year forecast and related assumptions for the five years ending June 30, 2028. Exhibit 1

Motion to approve by Mertic and 2nd by Schafrath

Roll Call: DeAngelis yes, Fenn Yes, Golub yes, Mertic yes, Schafrath yes

CARRIED

RESOLUTION 043-24

3. Upon consideration to approve a 3 year agreement with Julian & Grube at a fixed cost of \$7,600.00 per year for the compilation and preparation of GAAP basis financial statements for the fiscal years of 2024,2025 and 2026. Exhibit 2

Motion to approve by Schafrath and 2nd by Golub

Roll Call: DeAngelis yes, Fenn Yes, Golub yes, Mertic yes, Schafrath yes

CARRIED

RESOLUTION 044-24

4. Upon consideration to approve the Jefferson Health Plan contract covering Medical, Rx, and Dental for the upcoming 2024-2025 school year. Exhibit 3

Motion to approve by Schafrath and 2nd by Mertic

Roll Call: DeAngelis yes, Fenn Yes, Golub yes, Mertic yes, Schafrath yes

CARRIED

VI. SUPERINTENDENT'S UPDATES:

- A. Grant from Colorado University for Botvin LifeSkills Training High School Program for the next two school years.

VII. SUPERINTENDENT'S AGENDA

RESOLUTION 045-24

- A. Upon consideration to approve the 6th grade overnight Outdoor Environmental Educational experience at Camp Nuhop, October 2-4, 2024. Exhibit 4

Motion to approve by Mertic and 2nd by Schafrath

Roll Call: DeAngelis yes, Fenn Yes, Golub yes, Mertic yes, Schafrath yes

RESOLUTION 046-24

- B. Upon consideration to approve the Director of Operations job description per Exhibit 5.

Motion to approve by DeAngelis and 2nd by Schafrath

Roll Call: DeAngelis yes, Fenn Yes, Golub yes, Mertic yes, Schafrath yes

RESOLUTION 047-24

- C. HB33: Requirements for Professional Development in the Science of Reading

Under state law, districts and schools must pay a stipend to each teacher who completes the Department's professional development course as follows:

*A stipend in the amount of \$1200 for each of the following:

-A teacher of grades kindergarten through 5

-An English language arts teacher of grades 6-12

-An intervention specialist, English learner teacher, reading specialist, or instructional coach who serves any of grades, prekindergarten through 12

*A stipend in the amount of \$400 to each teacher who teaches a subject area other than English language arts in grades 6-12.

Motion to approve by Golub and 2nd by DeAngelis

Roll Call: DeAngelis yes, Fenn Yes, Golub yes, Mertic yes, Schafrath yes

RESOLUTION 048-24

D. Upon consideration to approve the Master Marketing Agreement between Chippewa Local School District and Arcadia Towers. Exhibit 6

Motion to approve by Mertic and 2nd by Golub

Roll Call: DeAngelis yes, Fenn Yes, Golub yes, Mertic yes, Schafrath yes

RESOLUTION 049-24

E. Upon consideration to approve the hiring of Jud Hartman, Jr/Sr High School Assistant Principal, beginning August 1, 2024, administrative pay scale, Step 0, with up to 5 extended days at his per diem rate, as determined by the superintendent.

Motion to approve by Mertic and 2nd by DeAngelis

Roll Call: DeAngelis yes, Fenn Yes, Golub yes, Mertic yes, Schafrath yes

CARRIED

RESOLUTION 050-24

F. Upon consideration to approve the three-year contract for Tiffany McMillen, Executive Administrative Assistant to the Superintendent, effective August 1, 2024 through July 31, 2027, administrative pay scale, Step 1.

Motion to approve by DeAngelis and 2nd by Schafrath

Roll Call: DeAngelis yes, Fenn Yes, Golub yes, Mertic yes, Schafrath yes

CARRIED

RESOLUTION 051-24

G. Upon consideration to approve the hiring of Mr. Dana Stanger, Payroll/Treasurer's Assistant, two-year contract, administrative pay scale, Step 11, beginning August 1, 2024, plus extended days June 10-July 31, at his per diem rate, as determined by the treasurer.

Motion to approve by Mertic and 2nd by Schafrath

Roll Call: DeAngelis yes, Fenn Yes, Golub yes, Mertic yes, Schafrath yes

CARRIED

RESOLUTION 052-24

H. Upon consideration to approve the transition of Paige Schafrath from Hazel Harvey secretarial assistant to Jr/Sr High School secretarial assistant, 8 hours a day, 190 days, per the OAPSE negotiated contract, beginning August 1, 2024.

Motion to approve by Mertic and 2nd by DeAngelis

Roll Call: DeAngelis yes, Fenn Yes, Golub yes, Mertic yes, Schafrath abstain

CARRIED

VIII. SUPERINTENDENT'S CONSENT AGENDA

RESOLUTION 053-24

A. Upon consideration to approve the following supplemental contracts for 2023-2024:

Laura Klemp	HH Yearbook Advisor	1.75%
Nick Hann	4-12 Combined Musical Theater Director	3.5%
Adrienne Jones	4-12 Combined Musical Theater Director	3.5%

B. Upon consideration to approve the following supplemental contracts for 2024-2025:

Michelle Ries	HS Football Cheerleading	8%
Mora Miller	7-8 Football Cheerleading	6.25%
Scott Geiser	Varsity (Boys & Girls) Cross Country	10.50%
Aidan Douglas	7-8 (Boys & Girls) Cross Country	5%
Olivia DeMeio	Facility Manager	5.75%
Dan Edwards	Varsity Head Football	16%
Nate Samples	Offensive Coordinator-Football	12%
Michael McMorrow	Defensive Coordinator-Football	12%
Ian Leja	8 th Grade Head Football	7.25%
Jon Mitchen	7 th Grade Head Football	7.25%
Josh Cowan	8 th Grade Assistant Football	2.75%
Jason Egli	Varsity Boys Head Golf	9.5%
Michael Chmura	Varsity Boys Head Soccer	11.50%
Joe Henthorn	Varsity Boys Assistant Soccer	2.75%
Ruth Coney	Varsity Girls Head Soccer	12.50%
Bailee Cowan	Varsity Girls Assistant Soccer	2.75%
Beth Lewis	JV Girls Soccer	7.25%
Nick Pandrea	Varsity Girls Tennis	9.50%
Rick McMerrell	Weightlifting (Aug 1 – Nov 10)	3.5%
Sarah McCall	LPDC	2.0%
Jenny Walsh	LPDC	2.0%
Leslie Marshall	LPDC	2.0%
Bob Bartel	Event Worker	\$30
Adam Brown	Event Worker	\$30
Edna Burton	Event Worker	\$30
Vicky DeAngelis	Event Worker	\$30
Crystal Hershberger	Event Worker	\$30
Michael Hershberger	Event Worker	\$30
Ruth Coney	Event Worker	\$30
Olivia DeMeio	Event Worker	\$30
Tammy Hackenberg	Event Worker	\$30
Dave Johnson	Event Worker	\$30
Rhonda Johnson	Event Worker	\$30
Leslie Marshall	Event Worker	\$30
Beth Ogg	Event Worker	\$30
Nate Samples	Event Worker	\$30
Tim Adams	Event Worker	\$30

- C. Upon consideration to approve the transfer of Nicholas Popp to Hazel Harvey custodian, beginning August 1, 2024, per the OAPSE negotiated contract.
- D. Upon consideration to approve the Chippewa Jr/Sr High School Handbook for the 2024-2025 school year, a copy of which is hereto and incorporated herein. Exhibit 7
- E. Upon consideration to approve the Chippewa Intermediate School Handbook for the 2024-2025 school year, a copy of which is hereto and incorporated herein. Exhibit 8
- F. Upon consideration to approve the agreement with Connection Education Services Inc. Leap Program, for the 2024-2025 school year. Exhibit 9

G. Upon consideration to approve the MOU between Mount Vernon Nazarene University and Chippewa High School for CCP courses, for the 2024-2025 school year. Exhibit 10

H. Upon consideration to approve the resignation of Brady Jones, effective June 30, 2024.

I. Upon consideration to approve the retirement of Traci Zollinger, effective June 5, 2024.

J. Upon consideration to approve the resignation of Matt Rodriguez, effective July 5, 2024.

K. Upon consideration to approve the following staff be moved on the salary scale for the 2024-2025 school year:

Tim Robison BA/BS Step 12 to BA+150 Step 13

L. Upon consideration to approve Mindy Dannemiller an increase in contracted hours from 6 ½ to 8 hours per day, effective April 22, 2024.

M. Upon consideration to approve Kristy Bentley, custodian, 4 hours per week, a one-year contract, per the OAPSE negotiated pay scale, for the 2024-2025 school year.

N. Upon consideration to approve Mary Stein, EMIS Coordinator, one-year contract, administrative pay scale, Step 1, for the 2024-2025 school year.

O. Upon consideration to approve the following Title I Tutors, one-year contracts for the 2024-2025 school year, per the CEA negotiated agreement.

Maribeth Williams

Rena Belmont

P. Upon consideration to approve the potential list of graduates in the Class of 2024:

Carter Timothy Babak	Duncan Alexander Harney	Rikki Maddison Myers
Joseph Nathaniel Bartoe	Lilian Rose Harrington	Kelsey Jane Newsom
Emily Louise Lillian Baxter	Ansen Daniel Harris	Hailey Nicole Nutter
Lauren Marie Beach	Connor Davidson Heaps	Lisa Marie Perry
Trent Michael Bennett	Grace Suzanne Heller	Rita Catherine Pierce
Lucas Gene Berlin	Anna Marie Henegar	Brooklyn Ruth Ratta
Zaida Joseph Betz	Jacob Matthew Hennis	Sky Raelyn Regan
Zachary Richard Bosley	Joshua Michael Hennis	Landon James Richards
Huston Thomas Bowen	Lillian Annette Hopkins	Trace Kenneth Ries
Braydan Charles Braswell	Tucker Grant Husk	Cadan Joseph Ries
Tillman Richard Brown	Macey Jordyn Inman	Dominic Allan Robison
Abigail Rose Browning	Benjamin Edward Jarvis	Morgan Marie Rockhold
Callee Marie Burkhart	Bryan Robert Jarvis	Grace Eileen Ruch
Jackson Douglas Burnette	Landri Deanne Jett	Jordyn Lisa Salazar
Brioni Lynn Cain	Lillyaunha Lynn Johnson	Jose Miguel Santiago
Caylee Ann-Dorie Carr	Nina Pearl Marie Johnson	Meghan Rai Sapper
Grace Victoria Castello	William Grant Johnson	Hannah Elizabeth Schade
Talan Warner Cole	Kristin Ann Johnson	Mark Wesley Schooling
Kayleigh Joy Conley	Mackenzie Lynn Jones	Quynne Alexis Sedlacko
Corbin Michael Cunningham	Grace Noelle Kirkhart	Hudson Miles Sheline
Ella Ann Darnell	Kendall Lynn Kohler	Alaina Rose Shipka
Madeline Rose Dean	Sophia Joy Koontz	Brock Williamson Shy

Dylan Matthew Dearborn
Joseph Robert Deeken
Bryce Martin Dietrich-Rebillot
Brendan Patrick Donnelly
Madison Michelle Efav
Emmitt Dwight Frame
Blaine Allen Freeman
Leah Jordan Gainer
Kathryn Anne Gartrell
Clara Marie Gasser
Kelcee Mae Gauder
Mackenzie Rae Gnap
Joaquin Dakota Gorena
Ian Tylor Halstead

Emilee Jane Kyser
Laura Marie Lance
Isabelle Diane Lattea
Samantha Rose Lower
Tyler Andrew Lower
Lauren Kathleen Luecke
Mason Jackson MacDonald
Jacob Scott McMillen
Delaney Mae McNab
Chase Matthew Meffe
Mallory Marie Mertic
Neil Scott Miller
Anna Rose Miller
Austin James Moss

Garrett Eisentrout Sines
Emma Jean Siniscalchi
Adelynn Grace Steiner
Samuel Nathan Taray
Grace Morgan Telloni
Olivia Brent-Lyn Vince
Max Jeffrey Warner
Riley Olivia Watson
Allana Nicole Whited
Scott Keith Williams
Meredith Elaine Wilson
Sophia Joy Yost
Smith Jackson Youngblood

Motion to approve by Golub and 2nd by Mertic

Roll Call: DeAngelis yes, Fenn Yes, Golub yes, Mertic yes, Schafrath yes

CARRIED

IX. BOARD DISCUSSION - None

X. NEW BUSINESS - None

XI. EXECUTIVE SESSION - None

XII. MOTION TO ADJOURN

Motion to adjourn by Mertic and 2nd by Golub

Roll Call: DeAngelis yes, Fenn Yes, Golub yes, Mertic yes, Schafrath yes

CARRIED

Time: 7:10 PM

NOTE: The next Regular Meeting will be held on June 10, 2024 at the Jr/Sr High School Auditorium beginning at 6:00 p.m.

APPROVED:

Henda H. Fenn

PRESIDENT

DATE:

June 10, 2024

Sam D. Henman

TREASURER

Chippewa Local School District

Wayne County

Schedule of Revenues, Expenditures and Changes in Fund Balances
For the Fiscal Years Ended June 30, 2021, 2022 and 2023 Actual;
Forecasted Fiscal Years Ending June 30, 2024 Through 2028

	Actual				Average Change	Forecasted				
	Fiscal Year 2021	Fiscal Year 2022	Fiscal Year 2023	Fiscal Year 2024		Fiscal Year 2025	Fiscal Year 2026	Fiscal Year 2027	Fiscal Year 2028	
May 2024 Update										
Revenues										
1.010 General Property Tax (Real Estate)	\$3,630,901	\$3,897,199	\$3,894,840	4,662,612	3.6%	5,142,612	5,245,464	5,350,374	5,457,381	
1.020 Tangible Personal Property Tax	1,927,305	2,068,668	1,949,668	739,211	0.8%	3,060,826	1,843,209	1,806,345	1,770,218	
1.030 Income Tax	2,103,920	2,397,903	2,584,432	2,517,446	10.9%	2,467,097	2,504,104	2,541,665	2,579,790	
1.035 Unrestricted State Grants-in-Aid	5,010,787	5,208,878	5,004,623	4,979,964	0.0%	4,969,379	5,000,000	5,000,000	5,000,000	
1.040 Restricted State Grants-in-Aid	101,238	95,073	366,172	305,639	139.5%	307,832	310,000	315,000	320,000	
1.045 Restricted Federal Grants-in-Aid - SFSE										
1.050 State Share of Local Property Taxes	563,982	584,737	600,126	695,582	3.2%	696,000	696,000	696,000	696,000	
1.060 All Other Revenues	1,400,523	301,852	657,186	1,015,912	19.6%	940,912	865,912	790,912	715,912	
1.070 Total Revenues	14,738,656	14,554,310	15,057,047	14,916,366	1.1%	17,594,658	16,464,689	16,500,296	16,539,301	
Other Financing Sources										
2.010 Proceeds from Sale of Notes										
2.020 State Emergency Loans and Advancements (Approved)										
2.040 Operating Transfers-In		650								
2.050 Advances-In		37,472	37,350							
2.060 All Other Financing Sources										
2.070 Total Other Financing Sources		38,122	37,350							
2.080 Total Revenues and Other Financing Sources	14,738,656	14,592,432	15,094,397	14,916,366	1.2%	17,584,658	16,464,689	16,500,296	16,539,301	
Expenditures										
3.010 Personal Services	7,269,632	7,476,875	7,810,553	8,149,651	3.7%	8,418,437	8,755,174	9,105,381	9,469,597	
3.020 Employees' Retirement/Insurance Benefits	2,072,055	3,164,839	3,267,805	3,394,218	28.0%	3,738,366	3,930,960	4,136,167	4,352,700	
3.030 Purchased Services	2,391,588	1,843,686	1,739,794	2,035,559	-14.3%	2,055,915	2,076,474	2,097,238	2,118,211	
3.040 Supplies and Materials	282,885	387,337	445,379	513,802	26.0%	539,492	566,467	594,790	624,530	
3.050 Capital Outlay	109,256	5,971	23,168	18,000	96.7%	18,000	18,000	18,000	18,000	
3.060 Intergovernmental										
Debt Service:										
4.010 Principal-All (Historical Only)										
4.020 Principal-Notes										
4.030 Principal-State Loans										
4.040 Principal-State Advancements										
4.050 Principal-HB 264 Loans										
4.055 Principal-Other										
4.060 Interest and Fiscal Charges										
4.300 Other Objects	203,279	203,506	243,429	228,179	9.9%	239,588	251,567	264,146	277,353	
4.500 Total Expenditures	12,328,695	13,082,214	13,530,128	14,339,409	4.8%	15,009,798	15,598,643	16,215,722	16,860,390	
Other Financing Uses										
5.010 Operating Transfers-Out	402,163	359,911	593,698	450,000	27.2%	1,130,000	1,130,000	1,130,000	1,130,000	
5.020 Advances-Out										
5.030 All Other Financing Uses	402,163	359,911	41,467	450,000	33.0%	1,130,000	1,130,000	1,130,000	1,130,000	
5.040 Total Other Financing Uses	12,730,858	13,442,125	14,165,293	14,789,409	5.5%	16,139,798	16,728,643	17,345,722	17,990,390	
5.050 Total Expenditures and Other Financing Uses	2,007,798	1,150,307	929,104	126,957	-31.0%	1,444,860	263,953-	845,426-	1,451,089-	
6.010 Excess of Revenues and Other Financing Sources over (under) Expenditures and Other Financing Uses										

Exhibit 1

7.010	Cash Balance July 1 - Excluding Proposed Renewal/Replacement and New Levies	5,092,538	7,100,336	8,250,643	27.8%	9,179,747	9,306,704	10,751,564	10,487,611	9,642,184
7.020	Cash Balance June 30	7,100,336	8,250,643	9,179,747	13.7%	9,306,704	10,751,564	10,487,611	9,642,184	8,191,096
8.010	Estimated Encumbrances June 30									
	Reservation of Fund Balance									
9.010	Textbooks and Instructional Materials									
9.020	Capital Improvements									
9.030	Budget Reserve									
9.040	DPIA									
9.045	Fiscal Stabilization									
9.050	Debt Service									
9.060	Property Tax Advances									
9.070	Bus Purchases									
9.080	Subtotal									
10.010	Fund Balance June 30 for Certification of Appropriations	7,100,336	8,250,643	9,179,747	13.7%	9,306,704	10,751,564	10,487,611	9,642,184	8,191,096
	Revenue from Replacement/Renewal Levies									
11.010	Income Tax - Renewal									
11.020	Property Tax - Renewal or Replacement									
11.300	Cumulative Balance of Replacement/Renewal Levies									
12.010	Fund Balance June 30 for Certification of Contracts, Salary Schedules and Other Obligations	7,100,336	8,250,643	9,179,747	13.7%	9,306,704	10,751,564	10,487,611	9,642,184	8,191,096
	Revenue from New Levies									
13.010	Income Tax - New									
13.020	Property Tax - New									
13.030	Cumulative Balance of New Levies									
14.010	Revenue from Future State Advancements									
15.010	Unreserved Fund Balance June 30	7,100,336	8,250,643	9,179,747	13.7%	9,306,704	10,751,564	10,487,611	9,642,184	8,191,096
	ADM Forecasts									
20.010	Kindergarten - October Count									
20.015	Grades 1-12 - October Count									
	State Fiscal Stabilization Funds									
21.010	Personal Services SF5F									
21.020	Employees Retirement/Insurance Benefits SF5F									
21.030	Purchased Services SF5F									
21.040	Supplies and Materials SF5F									
21.050	Capital Outlay SF5F									
21.060	Total Expenditures - SF5F									

See accompanying summary of significant forecast assumptions and accounting policies
 Includes: General fund, Emergency Levy fund, DPIA fund, Textbook fund and any portion of Debt Service fund related to General fund debt



Chippewa Local Schools 5-Year Forecast Assumptions May, 2024 Update

Ira D. Hamman, Treasurer

Revenues:

Line 1.010

Real Estate Tax

General property taxes are up significantly over last year due to property reappraisals in 2023. Residential/agricultural property values increased approximately 36.52% for Wayne County residence. Generally speaking, property taxes are collected in February and July based on the prior year values. As a result, only half of the increase shows up in the district's fiscal year ending June 30, 2024. Collections for FY-2025 will reflect the full increase in property values. For fiscal years 2026, 2027 and 2028, a modest 2% per year increase has been projected.

Line 1.020

Tangible Personal Property Tax

The collection of personal property tax for FY-2024 is down significantly due to payments of approximately \$1,180,000 received by the County after the final Spring settlement payments. This shortfall for FY-2024 has been included with the FY-2025 forecasted collections. The forecast also includes a 2% reduction in each of the following years as public utility personal property values depreciate (decrease).

As a side note, the district continues to wait on how the Ohio Department of Taxation is going to rule on the PUPP values associated with the Nexus Pipeline which runs through the district. Original property values were estimated at almost \$66 million. Nexus filed a complaint first in December of 2019 to reduce values by 38.5% and subsequently filed a second complaint in January of 2020 to reduce the values by 52%. Currently, Nexus is paying on approximately \$33 million of valuation. Forecasted revenues from Nexus are based on the reduced value with no

anticipated increase in valuation. Once the complaint is settled the value could be increased thus causing Nexus to owe the district additional tax dollars. Conversely, the value could be further reduced creating a District obligation to refund a portion of taxes already paid by Nexus. This revenue source will be updated once final value determination is completed.

Line 1.030

Income Tax

The district has a 1% SDIT that was renewed in the November 2022 general election. Collections for FY-2024 are down 2.6%. Due to the economy FY-2025 has been forecasted down another 2% and then increased by 1.5% per year for the final 3 years.

Line 1.035

State Basic Aide

Beginning in FY-2022, Ohio adopted the Fair School Funding Plan (FSFP). Funding is driven by a base cost methodology that incorporates the four components identified as necessary to support the education process. The Base Cost is currently calculated for two years using a statewide average from historical data.

The forecast assumes no growth for the life of this forecast. We are on a guarantee with the new state funding plan. The guarantee keeps us from having any reductions in state aid.

Line 1.040

Restricted State Aide

Restricted State Aide funding is part of the State's funding of public schools for the purpose of providing dollars for specific areas of education to include Disadvantaged Pupil Impact Aide; English Learners; Gifted Students; and Career Technical Education.

Student Wellness & Success monies, previously Fund 467, is now included in the state basic aid formula and shows up as part of the Restricted State Aide within the General Fund. No growth has been projected for this category.

Line 1.050

State Share of Local Property Taxes

This was tax reform from the 1970's when property taxes were rising significantly. The State passed two pieces of legislation. First, the Rollback which in effect rolled back 10% of taxes for all residential property owners. The second piece provided additional relief for seniors whose annual income fell beneath State guidelines. The State, in return, reimburses the school district for this lost revenue. This line item was previously titled as "Property Tax Allocation." Collections for FY-2024 are up due to the property reappraisal discussed above. There is no increase forecasted for the final 4 years.

Line 1.060**State of Ohio – Other Receipts**

Casino revenue is included in this line which began in FY 2013. Historically, there is minimal change in the amount of revenue the District receives on an annual basis.

Tuition & Open Enrollment

The District offers open enrollment for those families not living in the Chippewa district but wanting to enroll their students at one of our schools. Both open enrollment in and out will be “netted” and included with state unrestricted aid. The District continues to receive preschool tuition and special education tuition for any court placed students in our district. No changes are forecasted on this line.

Interest on Investments

Cash not needed for immediate operations is invested during the year. Interest rates for our investments have increased dramatically. FY-2024 includes approximately \$578,122 in interest income representing a 48% increase over FY-2023. Looking ahead, it is anticipated that this source of funding will decrease by approximately \$75,000 per year due to potential softening of interest rates along with a diminishing of cash balances.

Federal Revenue

The Medicaid Schools Program (MSP) has been developed to include federal Medicaid matching funding for specific direct services (including targeted case management), certain administrative activities, and specialized transportation.

Advances - In & Refund of Prior Years

There are no scheduled return of advances in the forecast.

Expenses:**Line 3.010****Salaries & Wages**

The district negotiated a 3.25, 2.75 & 2.75% base wage increase for FY-2024-FY-2026 for both bargaining units. An additional one-time bonus of \$55,000 is included in the FY-2024 forecast. The district has used Fund 467 (Student Wellness and Success Fund) since FY-2022 to cover the cost of the school nurse with those costs returning to the general fund in FY-2024.

Beginning in FY-2025, one additional teacher, one aide and a half-time nurse has been added to the staffing forecast.

Line 3.020
Fringe Benefits

STRS/SERS

The district pays 14% of each dollar paid in wages to either the State Teachers Retirement System or the School Employees Retirement System as required by Ohio law.

Health Insurance

FY-2024 includes no premium increase. A 14.25% increase is planned for FY-2025 with an additional increase of 6% per year for FY-2026 through FY-2028 includes a 6% premium increase.

Workers Compensation & Unemployment Compensation

Workers Compensation is expected to remain at about 0.6% of wages for this five year forecast which is in line with recent historic growth. Unemployment Compensation (UC) has been negligible.

Medicare

Medicare costs will continue to increase due to the projected increase in wages. The contribution rate is 1.45%. These amounts are growing at the general growth rate of wages.

Line 3.030
Purchased Services

Expenses in this category include: professional & legal services, utilities and contracted educational services. A 17% increase in FY-2024 is forecasted to account for an increase in special education needs. A more normal increase of one percent has been forecasted for the remaining years.

Line 3.040
Supplies, Materials, Textbooks

New textbooks or instructional materials can vary greatly between the years and can be a significant expense in this category. Major curriculum purchases for reading and math are planned for FY-2024 along with an increase in facility maintenance supplies. A 5% increase is forecasted for FY-2025 through FY-2028.

Line 3.050
Capital Expenditures & New Equipment

The expenditures represent administrative and instructional equipment, building and site improvements. Most large purchases are expected to be paid from the Permanent Improvement Fund.

Line 4.300
Other Objects

These expenditures include insurance, audit expenses and fees charged by the state and county for the collection of tax revenue.

Line 5.010
Transfers, Advances, Refunds Out

This account group covers fund to fund transfers and end of year short term advances (loans) from the General Fund to other Funds. Amounts advanced are limited in impact to the General Fund as the amounts are repaid as soon as dollars are received in the debtor fund.

Annually, the District will transferred funds to cover the cost of District Managed Student Activities (Fund 300) where the activities have not generated adequate funds to cover their costs. Such programs include Athletics, Drama, Music/Choir/Band and Yearbook.

The forecast includes the following transfers from the General Fund:

	FY-2024	FY-2025 through FY-2028
Capital Improvement Fund	\$300,000	\$300,000
District Managed Activities	\$130,000	\$130,000
Permanent Improvement Fund	\$ 20,000	\$700,000

The annual increase of \$700,000 to the PI fund reflects anticipated payments to add on to and to renovate the Intermediate school building converting the building from grades 3-6 to grades pk-6.

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Local Governments

JG | **Julian
& Grube**

COMPILATION PROPOSAL

Chippewa Local School District

For the Period
July 1, 2023 - June 30, 2024



333 County Line Road, West
Westerville, OH 43082
614-846-1899

jginc.biz

April 18, 2024

Mr. Ira Hamman, Treasurer/CFO
Chippewa Local School District
56 North Portage Street
Doylestown, Ohio 44230-1398

Dear Mr. Hamman:

We greatly appreciate the opportunity to submit our proposal to assist the Chippewa Local School District (the "District") in preparing the District's basic financial statements (BFS) in compliance with accounting principles generally accepted in the United States of America (GAAP) for the fiscal year ended June 30, 2024, including the related notes to the financial statements, and to perform a compilation engagement with respect to those financial statements. We are pleased to confirm our understanding of this engagement by means of this proposal.

Julian & Grube, Inc. (J&G) takes pride in its commitment to providing quality accounting and advisory services to the public sector. Your request represents a significant opportunity for us as well as a cost-effective means for the District to achieve excellence in financial reporting. We have enclosed for your information a complete list of our public-sector clients; please feel free to contact any of them.

The following proposal explains the GAAP reporting rules issued by the Auditor of State. We then set forth the approach and scope of our assistance based on our understanding of your needs, and finally, the fee schedule.

Rules for Reporting on a GAAP-Basis

The Auditor of State has issued various Administrative Rules requiring Ohio governmental entities to prepare their "Annual Financial Report" (AFR) in accordance with GAAP. GAAP-basis reporting provides users of the financial statements with a comprehensive view of the District's overall financial position as well as the results of operations. GAAP-basis reporting also provides significant details as to the District's accounting policies and activities.

In order to comply with the Auditor of State's requirement to issue a GAAP-basis AFR, the District has two options. The first option is to issue basic financial statements (BFS) which consist of a management discussion and analysis (MD&A), both government-wide and fund financial statements, appropriate note disclosures, and any required supplementary information. The second option is to prepare an Annual Comprehensive Financial Report, prepared under the guidelines of the GFOA's Certificate of Achievement for Excellence in Financial Reporting program, which would include the BFS mentioned above as well as an introductory section, combining statements and schedules and a statistical section. This proposal was prepared under the assumption that the District plans to issue BFS for the fiscal year ended June 30, 2024, which is consistent with 2023.

Mr. Ira Hamman, Treasurer/CFO
Chippewa Local School District
Page 2 of 7

The District should experience various benefits from preparing GAAP-basis BFS in addition to complying with the requirements set forth by the Auditor of State.

These benefits include:

- a. The District's elected officials and managers will benefit from the improved quality of the financial information available.
- b. Improved financial information will be available to the public.
- c. The District will be perceived to be more accountable for its actions by the public.
- d. The project will require the implementation of procedures to account for annual additions, deletions and the depreciation of capital assets. The District will also track and depreciate infrastructure assets.
- e. Should the District enter the capital funds market in the future, it could benefit from improved bond and note ratings as a result of improved accountability and quality of financial information. It should be noted that when issuing bonded debt GAAP-basis financial information is often requested and necessary.
- f. Since the District is preparing a GAAP-basis BFS for 2024, a more accurate analysis of results of operations from year to year will be possible.

Project Approach

Although the preparation of the GAAP-basis BFS is the responsibility of the District Treasurer, the project will require the cooperation of almost all District departments. Cooperation is essential to the success of the GAAP-conversion. The key to bringing about cooperation is proper planning and coordination of all aspects of the project.

We consider meetings of those District personnel involved with various aspects of the project, shared information, and on-going status updates of project completion to be the most important aspects in a successful conversion. In addition to being valuable planning tools for the project, the above will help identify any additional resources or information that may be needed. Our suggested approach to preparing your GAAP-basis financial statements can be summarized in three basic phases:

I. Basic Information Gathering and Preliminary Planning

Obtain and read the District's current accounting and financial reporting procedures for compliance with GAAP for governments. Define the procedures and resources necessary to convert the District's financial report from its cash-basis format to compliance with GAAP.

Mr. Ira Hamman, Treasurer/CFO
Chippewa Local School District
Page 3 of 7

II. Specific Task Planning

Using the information obtained during the previous phase, we will identify specific tasks necessary for the completion of the BFS. The District should delineate responsibility for completing all tasks and specify a timetable for completion of the tasks.

III. BFS Preparation

The year-end cash-basis financial statements (reports) will be converted to GAAP-basis through analysis of (1) financial transactions necessary to prepare accrual entries (2) the effect of reversing prior year accrual entries, and (3) other information pertinent to the BFS (debt transactions, capital asset activity, investment activity, etc.).

At the completion of this phase, an unaudited BFS with appropriate note disclosures will have been prepared. Additionally, various workpapers and schedules will have been prepared to assist the Independent Public Accountant (IPA) to review and audit the adjustments.

Project Scope

J&G would assist the District in the preparation of its BFS. Our role would be primarily to:

- a. Perform a review of the District's current accounting and financial reporting procedures and determine changes necessary to comply with GAAP.
- b. Delineate responsibility for completing tasks and develop a timetable for completion of the project after meeting with the District management and other personnel.
- c. Provide technical assistance, consultation and review during the project.
- d. Prepare and post all current year adjusting accrual entries to the cash-basis financial statement and reverse the prior year's accrual entries.
- e. Prepare all footnote disclosures and assist with the preparation of the MD&A and other required supplementary information.
- f. Submit to your auditors a complete, ready-for-audit BFS, and file the BFS with the Auditor of State on or before November 30, 2024.
- g. Act as the District's liaison with its auditors on matters related to the compilation of the GAAP-basis BFS. We will assist the auditors by answering various inquiries and explaining our procedures and workpapers. Should the auditors request additional assistance or work to be performed by J&G beyond the scope of our engagement, we would only perform such tasks with the approval of the District Treasurer.

Mr. Ira Hamman, Treasurer/CFO
Chippewa Local School District
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J&G Employees

The employees of J&G are not “public employees” for the purpose of the State Teachers Retirement System of Ohio (STRS) or the School Employees Retirement System of Ohio (SERS).

Timing

In accordance with Ohio Revised Code Section 117.38 and Ohio Administrative Code Section 117-2-03 (B), the District is required to file its GAAP basis annual financial report by November 30, 2024. Failure to do so may result in a maximum penalty of \$750 assessed by the Auditor of State. In order to meet this required deadline, J&G *must* receive all requested source data from the District by October 10, 2024 to ensure completion by November 30, 2024. We will complete the compilation of your fiscal year 2024 BFS and, after the District’s approval, we will file it with the Auditor of State on or before November 30, 2024.

Our Responsibilities

The objective of our engagement is to:

- a. Prepare financial statements in accordance with GAAP based on information provided by you, and
- b. Apply accounting and financial reporting expertise to assist you in the presentation of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for them to be in accordance with GAAP.

We will conduct our compilation engagement in accordance with Statements on Standards for Accounting and Review Services (SSARs) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA’s Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care when preparing the financial statements and performing the compilation engagement.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion nor provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities since performing those procedures or taking such action would impair our independence.

Mr. Ira Hamman, Treasurer/CFO
Chippewa Local School District
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The District's Responsibilities

The engagement to be performed is conducted on the basis that you acknowledge and understand that our role is to prepare financial statements in accordance with GAAP and assist you in the presentation of the financial statements in accordance with GAAP. You have the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARs:

- a. The selection of GAAP as the financial reporting framework to be applied in the preparation of financial statements.
- b. The preparation and fair presentation of financial statements in accordance with GAAP and the inclusion of all informative disclosures that are appropriate for GAAP.
- c. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statements that are free from material misstatement, whether due to fraud or error.
- d. The prevention and detection of fraud.
- e. To ensure that the entity complies with the laws and regulations applicable to its activities.
- f. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement.
- g. To provide us with:
 - Access to all information of which you are aware is relevant to the preparation and presentation of the financial statements, such as records, documentation, and other matters.
 - Additional information that we may request from you for the purpose of the compilation engagement.
 - Unrestricted access to persons at the District of whom we determine it necessary to make inquiries.

You are also responsible for all management decisions and responsibilities and for designating an individual with suitable skills, knowledge, and experience to oversee our preparation of your financial statements. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.

Mr. Ira Hamman, Treasurer/CFO
Chippewa Local School District
Page 6 of 7

Our Report

As part of our engagement, we will issue a report that will state that we did not audit or review the financial statements and that, accordingly, we do not express an opinion, a conclusion, nor provide any assurance on them. There may be circumstances in which the report differs from the expected form and content. If, for any reason, we are unable to complete the compilation of your financial statements, we will not issue a report on such statements as a result of this engagement.

The supplementary information accompanying the financial statements will be prepared and presented for purposes of additional analysis. Such supplementary information is the responsibility of management and will be subject to our compilation engagement. Our report will not express an opinion, a conclusion, nor provide any assurance on such information.

You agree to include our accountant’s compilation report in any document containing financial statements that indicates that we have performed a compilation engagement on such financial statements and, prior to inclusion of the report, to ask our permission to do so.

Professional Fees

You may choose between a one-year or multi-year contract. In either case, this is a fixed fee (i.e., you will not be billed additional amounts for any out-of-pocket expenses we may incur). You will be billed one-third of the appropriate amount below on August 1, October 1, and upon report completion each year.

- 1. FY24 BFS\$8,000
- 2. Two-year engagement\$7,800
- 3. Three-year engagement\$7,600

We at J&G are dedicated to quality service and client satisfaction. If, during the course of a multi-year contract, the District is dissatisfied with our services, and it is a situation that cannot be rectified, the District may cancel the remaining portion of the contract. Both J&G and the District reserve the right to cancel the remaining portion of any contract period with a 90-day written notice to the other party.

We greatly appreciate the opportunity to be of assistance to the District. We believe there are many benefits to converting to GAAP-basis financial reporting. The District will not only be in compliance with the requirements set forth by the Auditor of State, but the public should perceive better accountability of the District’s financial resources.

The terms as stated in this proposal will remain open until June 30, 2024. If the proposed terms are acceptable, please sign and return the one copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our engagement to prepare the financial statements described herein and to perform a compilation engagement with respect to those same financial statements, and our respective responsibilities.

Mr. Ira Hamman, Treasurer/CFO
Chippewa Local School District
Page 7 of 7

Should you have any questions please contact me at (614) 846-1899. Thank you again!

Very truly yours,



Steven C. Julian, CPA
Julian & Grube, Inc.

We accept your proposal to assist the Chippewa Local School District in preparing the basic financial statements and to performing a compilation engagement with respect to those same financial statements for the fiscal year ended June 30, 2024. We have chosen fee option _____ (1, 2, or 3). Acknowledged and agreed on behalf of the District by:

Treasurer / Date

Superintendent or Purchasing Agent / Date



Jefferson
HEALTH PLAN

Chippewa Local Schools

Renewal Effective 7/1/2024

Confidential

**Protection you can rely on.
Experience you can trust.**



The Jefferson Health Plan

Member Group: Chippewa Local Schools - Med/Rx

Accrual Rate Election Sheet - Renewal Effective: 7/1/2024 - 6/30/2025

	Current Enrollment			Current Accrual Rates			Renewal Accrual Rates		
	Medical	Drug	Total	Medical	Drug	Total	Medical	Drug	Total
PPO \$100 80% \$1250	39	39	\$779.22	\$613.52	\$165.70	\$779.22	\$700.95	\$189.31	\$890.26
Employee	85	85	\$1,890.20	\$1,562.14	\$328.06	\$1,890.20	\$1,784.74	\$374.81	\$2,159.55
Family	124	124	\$191,057	\$156,709	\$34,347	\$191,057	\$179,040	\$39,242	\$218,282
Monthly Total									
Total Contracts as of : 1/2024	124	124	\$191,057	\$156,709	\$34,347	\$191,057	\$179,040	\$39,242	\$218,282
Estimated Monthly Accrual Total			\$2,297,679	\$1,880,510	\$412,169	\$2,297,679	\$2,148,479	\$470,903	\$2,619,383
Estimated Annual Accrual Total									
Annual Base Rate Funding Increase									
Recommended Reserve (Supplemental) Funding Renewal Increase									
Renewal % Increase/Decrease							14.25%	14.25%	14.25%

Assumed Plan Parameters:

LCRP Deductible Level: \$50,000

Note: JHP recommended a 15.38% increase. The group requested a 14.25% increase.

Please sign below to accept the renewal rates as shown above:

Member Group Representative Name (Print) _____ Position/Title _____

Member Group Representative (Signature) _____ Date _____

Notes:

- Signed election sheet must be returned The Jefferson Health Plan by May 15, 2024 via mail or email to: renewals@thejeffersonhealthplan.org
- Please remember to also forward a copy of the signed election sheet to your claims administrator (TPA) for their records.
- All network and/or plan changes need to be conveyed in writing to JHP, the TPA, and the PBM/PBA 60+ days prior to the effective date.
- The standard JHP Large Claim Reimbursement Plan (LCRP) Period and Aggregate Plan Period, if applicable, cover paid dates between July 1st and June 30th.
- Changes to LCRP deductible levels can only be made effective July 1st if communicated in writing to JHP at least 30 days prior (June 1st).

The Jefferson Health Plan
 Member Group: Chippewa Local Schools - Dental/Vision
 Accrual Rate Election Sheet - Renewal Effective: 7/1/2024 - 6/30/2025

	Current Enrollment	Current Accrual Rates	Renewal Accrual Rates
Employee	Dental Plan 1 28	Dental Plan 1 \$104.60	Dental Plan 1 \$117.02
Family	104	\$104.60	\$117.02
Monthly Total	132	\$13,807	\$15,447
Total Contracts as of : 1/2024			
Estimated Monthly Accrual Total		\$13,807	\$15,447
Estimated Annual Accrual Total		\$165,686	\$185,360
Renewal % Increase/Decrease			11.87%

Please sign below to accept the renewal rates as shown above:

Member Group Representative Name (Print) _____ Position/Title _____

Member Group Representative (Signature) _____ Date _____

Notes:
 - Signed election sheet must be returned The Jefferson Health Plan by May 15, 2024 via mail or email to: renewals@thejeffersonhealthplan.org

Letter for Todd and School Board for Outdoor Education October of 2024

Jamie Zollinger <Jamie.Zollinger@chippewaschools.com>

Mon 4/15/2024 11:53 AM

To: Todd Osborn <Todd.Osborn@chippewaschools.com>; Tiffany McMillen <Tiffany.McMillen@chippewaschools.com>

Mr. Osborn,

I would like to formally recommend our annual overnight Outdoor Environmental Educational experience for our 6th grade students. Our goal is to provide our students with a team building, community centered, cooperative learning environment that will provide experiences that can be built upon throughout the entire 6th grade year. Students would attend Camp Nuhop, located in Perrysville, October 2nd-4th, leaving our school Wednesday morning and returning early afternoon on Friday. This experience will connect to our Science standards of Earth and Space sciences, rocks, minerals, and soil, Language Arts writing standards to develop writing experiences using relevant descriptive details, as well as skills needed in each class of making sense of our surroundings and persevering to grow in understanding. The activities at camp also engage our students in life skills of communication, collaboration, and working through peer social situations through team building. Our sixth grade students enjoyed their time at camp this school year and have referenced back to lessons, cabins, conversations, games, songs, and counselors throughout our entire school year. We hope to continue this experience with all sixth graders for years to come.

Thank you for taking this into consideration,

Jamie Zollinger

**Jamie Zollinger
Principal
Chippewa Intermediate School
330.658.2214**

**CHIPPEWA LOCAL SCHOOLS BOARD OF EDUCATION
JOB DESCRIPTION**

Position: District Supervisor of Facilities and Operations

Reports to: Superintendent

Employment Status: Regular/Full-time

FLSA Status: Non-Exempt

Description: Perform maintenance duties which relate to the school plant, buildings, facilities, equipment and grounds operation

NOTE: The below lists are not ranked in order of importance

Essential Functions:

- Ensure facility safety for students, faculty and the general public
- Maintenance and Grounds Care
- Food Services
- Information Technology Department
- Transportation Department
- The coordination of purchasing and replacement of equipment for the district
- The coordination of the district's utility programs
- All construction and renovation projects that take place within the district

Qualifications:

- Business Manager's License degree, valid Superintendent or Principal's License, or experience in a related field as a supervisor
- Valid driver's license; and possess or able to obtain a Commercial Driver's License, CDL class A or B
- Alternatives to the above qualifications as the Superintendent and/or Board of Education may find appropriate

Other Duties and Responsibilities:

- Supervise and train all staff to ensure smooth operations of all district buildings and grounds
- Make sure all shifts are filled; call substitutes if needed
- Plan and oversee all maintenance and custodial work, maintaining a high standard of safety, cleanliness, and efficiency
- Instruct custodians and maintenance workers on proper methods of procedure, and proper use of tools
- Manage the ordering, storing and recording for supplies and labor relative to assignments
- Maintain the inventory of district-owned hand tools, equipment, hardware, materials and supplies
- Work with staff, principals, and public for special building and ground needs for extra activities (graduation, dances, concerts, athletic events, banquets, etc.)
- Work with necessary inspectors (Fire Marshall, Bureau of Workers Compensation, OSHA, Health Department, etc.)
- Conduct routine and periodic inspections of school and facilities as part of a preventative maintenance program such as, but limited to, fire equipment inspections (fire alarm, sprinkler system, fire extinguishers, and kitchen fire systems, etc.)
- Complete paperwork as necessary
- Recommend supplies and equipment for purchase
- Advise Superintendent, Treasurer and/or Principals of building and site needs and provides progress reports concerning work assigned. Estimate cost of repair projects in terms of labor and material. Determine which repair jobs must be performed by outside contractors and advise Superintendent accordingly.
- Supervise and evaluate transportation department personnel
- Maintain maintenance and cost records on each district-owned vehicle in the transportation system
- Recommend needed equipment for district-owned buses and vehicles
- Secure bids for bus purchases
- Help prepare the transportation department budget
- Maintain respect at all times for confidential information, e.g., staff records, drug testing information, personnel records
- Perform other duties as assigned by the Superintendent

Required Knowledge, Skills, and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills
- Basic understanding of electricity, plumbing, welding, carpentry, roofing and glazing
- Training in the proper care and storage of chemicals, e.g., hazards communication training
- Ability to read and understand verbal and written instructions, written warnings, and labels
- Basic understanding of electricity, plumbing, welding, carpentry, roofing, and glazing
- Ability to operate machinery
- Ability to distinguish colors for electrical wiring purposes
- Training in OSHA/PERRP rules and regulations

Equipment Operated:

- Pickup truck
- Welding tools
- Carpentry tools
- Electrical tools
- Various hand tools and power tools
- School Bus
- Telephone
- Copy Machine
- Computer
- Two-way radio

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids and tissue
- Occasional operation of a vehicle in inclement weather conditions, i.e., must be prepared to come to school on all scheduled work days except calamity days
- Occasional evening/weekend work
- Frequent requirement to sit
- Ability to lift 75 pounds
- Occasional exposure to inclement weather conditions
- Frequent travel between buildings and to get supplies
- Occasional repetitive hand motion, e.g., use of hand tools
- Frequent requirement to work near moving mechanical parts, e.g., drill press, circular saw, table saw, hand tools
- Occasional requirement to work in high places
- Occasional exposure to fumes, airborne particles, toxic, dangerous, or caustic chemicals, e.g., chlorine, asbestos, welding dust
- Occasional exposure to loud noises, e.g., power tools
- Occasional requirement to travel

Terms of Employment:

- Salary, work year, and terms and conditions of employment are determined by the Chippewa Board of Education in compliance with policy.

Evaluation:

- Performance of this position will be evaluated by the Superintendent/Designee in compliance with Chippewa Board Policy, ODE and State of Ohio Revised Code.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

Superintendent or designee

Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

Signature

Date

Adoption date:

MASTER MARKETING AGREEMENT

This MASTER MARKETING AGREEMENT ("Agreement") is dated this 5/14/24 (the "Effective Date"), by and between **Chippewa Local School District**, a political subdivision of the State of Ohio, ("Board") and Arcadia Infrastructure I, LLC, a Delaware limited liability company ("Arcadia"), (each a "Party" and collectively the "Parties").

WHEREAS, the School Board owns certain real estate, buildings, and other improvements on real property located in Wayne County, Ohio, and more fully described on **Exhibit A** (each a "Property" or collectively "Properties"); and

WHEREAS, the School Board and Arcadia wish enter into this Agreement by which the School Board shall provide Arcadia with the exclusive right to market Properties and enter into a lease(s) for all or a portion of such Properties for purpose of constructing one or more monopoles or other similar structures and leasing space thereon and subleasing ground space to wireless service providers.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Agreement to Market and Lease. Subject to the terms and conditions set forth below, and subject to the terms and conditions of any Option and Lease Agreement (as defined below), Arcadia may market each Property to telecommunications providers licensed by the Federal Communications Commission ("Wireless Carrier") for the attachment of such Wireless Carrier's equipment. As to each Approved Site (as hereinafter defined), Board and Arcadia shall enter into an option and lease agreement ("Option and Lease Agreement") whereby Board shall lease to Arcadia a mutually acceptable portion of the Property (a "Site") sufficient for the construction of up to 1 monopole or similar structures and related equipment necessary for the installation, operation, and maintenance of wireless communications transmission and receiving antennas and related buildings, shelters, structures or other facility and equipment ("Communications Facility"), and on which Communications Facility Arcadia shall sublease space to Wireless Carriers (each sublease a "Carrier Lease"). Together with the Option and Lease Agreement, Board shall provide Arcadia with the necessary easements for access and utility ingress and egress to the Site, such access and utility easements to be reasonably acceptable to the Board.

2. Term of Agreement; Fee.

a. The term of this Agreement shall be five (5) years commencing on the Effective Date of this Agreement, and subject to any earlier termination as set forth herein (the "Initial Term"). In addition, this Agreement shall automatically renew and extend for five (5) additional one (1) year extension option ("Renewal Term"), unless either Party wishes to terminate this Agreement at the conclusion of the Initial Term or any Renewal Term, in which case it shall provide written notice to other Party no later than sixty (60) days prior to the expiration of the Initial Term. As used herein, "Term" shall mean the Initial Term and, if applicable, the Renewal Term.

b. If prior to the end of the Term Arcadia and Board have executed an Option and Lease Agreement for a Site where Arcadia has not yet exercised the Option (as defined in the Option and Lease Agreement), Arcadia shall have up to an additional twelve (12) months from the expiration of this

Agreement to exercise such Option under the Option and Lease Agreement. Arcadia shall keep Board apprised of the status of any such Option and Lease Agreement.

c. Board and Arcadia acknowledge and agree that the expiration of the Term hereof shall in no way affect, reduce, or terminate the term of any Option and Lease Agreement then in existence or Arcadia's rights thereunder, nor any pending Option and Lease Agreement subject thereafter in accordance with Section 2(b) above.

d. For each Site developed by Arcadia, Board shall have the right to reserve one (1) level on each pole or similar structure and ground space at the Communications Facility as set forth in each Option and Lease Agreement. If the Monopole is replacing another structure upon which the Board currently has equipment, the Board's reserved level on the Monopole will not be significantly lower than the current location of the equipment. In such a situation, the Board's equipment shall be considered to be preexisting to another other equipment on the Monopole for all purposes, including interference. Board shall have the right to freely assign its rights in and to such reserved space to any non-commercial wireless tenant upon prior written notice to Arcadia.

e. Arcadia hereby agrees to pay the Board the sum of One Thousand and 00/100 Dollars (\$1,000.00) upon execution of this Agreement and the payment of an additional Five Hundred and 00/100 Dollars (\$500.00) at each Renewal Term, if necessary.

3. Term of Option and Lease Agreements; Termination

a. Except otherwise stated in each applicable Option and Lease Agreement (i) the initial term of each Option and Lease Agreement shall be ten (10) years, commencing upon the Commencement Date (as defined in the Option and Lease Agreement), and (ii) each Option and Lease Agreement shall automatically renew and extend for up to eight (8) additional five-year extension terms unless Arcadia provides thirty (30) days advance written notice to Board of its intent not to renew prior to the end of the then-current term of the Option and Lease Agreement. Notwithstanding anything in this Agreement to the contrary, each Option and Lease Agreement shall control over any contrary provision of this Agreement. Prior to executing an Option and Lease Agreement, the Board may refuse to enter into an Option and Lease Agreement or condition the approval of any Option and Lease Agreement for any reason.

b. Each lease for a Site shall be in the form of Option and Lease Agreement attached hereto as **Exhibit B**, with such modifications as may be agreed by the parties.

c. Each lease for a Site shall contain and be subject to the following determinations to be made by the Board for each Site:

The Board has determined that the Property is not presently needed for school purposes, is not anticipated to be needed for school purposes during the Initial Term and all Renewal Terms of this Agreement and cannot advantageously be disposed of by sale. Board further has determined that for the Initial Term and all Renewal Terms of this Agreement will be advantageous to the school district,

regardless of the fact that it may be renewed solely at the option of Tenant.

4. Carrier Leases. Arcadia shall be entitled to sublease space on a Communications Facility without Board's prior approval as more specifically set forth in the Option and Lease Agreement. Arcadia will obtain all required zoning approvals prior to allowing any additional Wireless Carrier to install facilities on Communications Facility.

5. Site Assessments; Approved Sites; Development.

a. Within sixty (60) days after the Effective Date, Arcadia shall, at its sole cost and expense, prepare and deliver to Board a site assessment ("Site Assessment") with regard to each Property. Should Arcadia wish to perform any on-site tests or studies with respect to any Property, Arcadia shall first contact Board, where appropriate, to arrange a mutually acceptable time for such tests and studies to be conducted. Board may elect to have Board personnel accompany the persons performing such tests and studies. Following any such tests and studies, Arcadia shall immediately restore the Property to its previous condition, reasonable wear and tear excepted. Arcadia shall not conduct tests at such times or in such a manner to interfere with the use of the Property for school purposes. Arcadia shall use commercially reasonable efforts to perform any such tests and studies in a manner so as to minimize any impact on any school or school-related activities. Arcadia's right of access to conduct a Site Assessment is subject to Board's right to require reasonable alternate times and dates for the Site Assessment in order to make sure the on-site tests do not interfere with any school or school-related activities. Board shall have the right to withhold its consent to any tests or studies which, in the sole and absolute determination of Board, may materially and adversely alter any Site or materially and adversely interfere with any school or school-related activities. Arcadia shall furnish proof that Arcadia and its contractors have the insurance coverage required under Section 11 hereof upon execution of this Agreement, execution of any Option and Lease Agreement, and at any other time upon Board request. Board hereby grants Arcadia and its consultants, contractors, and inspectors a non-exclusive license to access the Properties for the purposes set forth in this paragraph.

b. During the Term, Arcadia may submit to Board one or more "Request for Approval" with respect to the development of one or more Sites. Upon submission of Arcadia's Request for Approval, the following shall occur:

i. Board shall contact the manager of the Property as designated by the Board ("Project Manager") for the purpose of scheduling a meeting to solicit the parties' input into and concerning development of the Site, and thereafter obtaining a preliminary approval ("Preliminary Approval").

ii. At such time as Preliminary Approval has been obtained for a Site, Arcadia shall cause to be prepared and deliver to the Project Manager a site plan for the Property ("Site Plan") consistent with the Preliminary Approval.

iii. At such time as the Site Plan is approved by the Project Manager ("Final Approval"), it shall be presented to the Board for its approval, which the Board may withhold in its sole discretion. Upon the Board's approval, the Board shall execute an Option and Lease

Agreement for the applicable Site.

iv. Upon execution of the Option and Lease Agreement for the applicable Site, the Site shall then be considered approved ("Approved Site"). Arcadia shall promptly file a zoning and permitting application with respect to the Approved Site and shall thereafter diligently seek all other required governmental approvals and permits ("Governmental Approvals"). Board agrees to reasonably cooperate, at Arcadia's expense, in making application for and obtaining all Governmental Approvals required for approval of the Communications Facility. Arcadia shall promptly provide the Project Manager with copies of such zoning and permitting applications when filed and shall keep the Project Manager apprised of its progress.

c. Board agrees that it shall not, without prior written consent of Arcadia, during the Term, lease, license, or grant any interest in any portion of any Property to any other telecommunications or other wireless service provider, or to any party constructing monopoles for lease to telecommunications or wireless service providers, other than Arcadia.

6. Duties of Arcadia; Compensation.

a. Arcadia shall exercise commercially reasonable efforts to market and lease Properties to generate revenue to both parties.

b. As its sole compensation for performing any of the duties hereunder and for performing the obligations of the sublandlord under any Carrier Lease, Arcadia shall be entitled to retain SEVENTY-FIVE PERCENT (75%) of the monthly rent collected from all Carrier Leases derived from the use, leasing, or occupancy of any Communications Facility pursuant to the applicable Option and Lease Agreement ("Monthly Gross Rental Revenues").

7. Duties of Board; Compensation.

a. Board shall receive no consideration from Arcadia for entering into this Agreement.

b. In consideration of the leasing of any particular Site under and pursuant to an Option and Lease Agreement, unless otherwise expressly set forth in said applicable Option and Lease Agreement, no later than the tenth day of each calendar month, Arcadia shall pay to Board an amount equal to TWENTY-FIVE PERCENT (25%) of the monthly rent collected from all Carrier Leases derived from the use, leasing, or occupancy of any Communications Facility pursuant to the applicable Option and Lease Agreement.

c. Board shall appoint from time to time a Project Manager for the performance of Board's review function hereunder. Project Manager shall have the authority to review and approve those submissions to be made by Arcadia hereunder, and to attend meetings and represent Board at such meetings. Any Option and Lease Agreements will be executed in accordance with the laws of the State of Ohio.

8. Assignment; Financing.

a. This Agreement may be assigned in whole or in part, without the prior written consent of Board, to any corporation, partnership or other entity (i) which is controlled by, controlling, or under

common control with Arcadia; (ii) shall merge or consolidate with or into Arcadia; (iii) in which Arcadia, or a wholly owned affiliate of Arcadia, is at all times the general partner or manager; or (iv) to an entity that acquires substantially all of the assets or ownership interest of Arcadia. As to other parties, this Agreement may not be assigned without the prior written consent of the Board, which consent shall not be unreasonably conditioned, delayed, or withheld (and any such approved assignment shall be subject to assignee assuming all of Arcadia's obligations herein).

b. Individual Option and Lease Agreements may be collaterally assigned by Arcadia to a Lender as security for Arcadia's financing without Board's prior consent, subject to the terms and conditions set forth therein.

9. Exclusive. During the Term (and any extension of the Term) and thereafter during the term of each Option and Lease Agreement, Board shall not lease any Property to a person or entity competing with Arcadia in the business of constructing wireless communications infrastructure for lease or license to third parties. If Board is contacted by any Wireless Carrier or service provider with regard to a Property, Board shall direct such carrier to discuss with Arcadia the possibility of Arcadia constructing a monopole or similar structure. If Board breaches this Section, Arcadia shall have the right to pursue any and all remedies available to Arcadia under this Agreement, the applicable Option and Lease Agreement, or applicable law including, without limitation, injunctive relief.

10. Subject to Board Uses. Notwithstanding any other provision of this Agreement, Arcadia acknowledges the absolute primacy of Board's use and operation of the Property for public school purposes, and that Arcadia's rights under this Agreement and all Option and Lease Agreements are subject and subordinate to Board's use and operation of the Property. Arcadia shall use commercially reasonable efforts to avoid any materially adverse construction, operation, or other impacts on the Property and Board's use and operation thereof, whether such impacts arise from activities conducted on or off the Property. Prior to any entry upon any Property before an Option and Lease Agreement is executed for an Approved Site on such Property, Arcadia shall provide reasonable advance notice to Board of such entry and of any work or activities to be conducted on the Property. Such entry, work and other activities shall occur only at such times and manner as may be required by Board to avoid any adverse impacts.

11. Insurance. Throughout the Term of this Agreement, prior to accessing a Property, Arcadia shall purchase and carry (or cause its consultant, contractors, or inspectors to carry) a policy of commercial general liability insurance with combined single limits for each occurrence of at least Two Million Dollars (\$2,000,000) with respect to bodily injury or death and property damage. The policy shall name the Board as an additional insured. Insurance required to be carried under the Option and Lease Agreements shall be as set forth, and governed under, the provisions of said Option and Lease Agreements.

12. Indemnity; Waiver.

a. Arcadia shall defend, indemnify and hold Board, its officers, directors, representatives, and agents harmless from and against any and all damages, claims, judgments, fines, penalties, costs, liabilities (including, sums paid in settlement of claims) or loss, including reasonable fees of attorneys, arising from (i) breach of Arcadia's obligations under this Agreement, or (ii) any negligent act or omission

of Arcadia, its agents or employees during Arcadia's entry into any of the Properties in connection with its investigations.

b. The indemnities set forth in this Section 12 shall survive the termination or expiration of this Agreement.

13. Default; Remedies.

a. Each of the following shall be an "Event of Default" of Arcadia under this Agreement:

i. Failure to cure, within five (5) business days after written notice to Arcadia (with specificity), any failure in the payment when due of any amount required to be paid by Arcadia under this Agreement; or

ii. Failure to cure, within thirty (30) days after written notice to Arcadia, any failure by Arcadia in the performance or observance of, or compliance with, any non-monetary covenant, agreement, term, or condition contained in this Agreement (or such additional time as may be reasonably necessary to cure such failure, so long as Arcadia commences the cure within the initial 30-day cure period and thereafter diligently prosecutes such cure to completion); or

iii. The liquidation, termination, or dissolution of Arcadia; or

iv. An event of Bankruptcy.

b. Upon the occurrence of an Event of Default hereunder, Board shall, in addition to any other remedy that may be available to it at law or in equity, have the following remedies:

i. To terminate this Agreement with written notice to Arcadia; or

ii. To seek specific performance of this Agreement.

Notwithstanding anything in this Agreement to the contrary, Board shall in no event have any right to obtain a judgment against Arcadia in the nature of consequential, special, or punitive damages arising out of this Agreement. The termination of this Agreement shall not, of itself, cause the termination of any Option and Lease Agreement which has been executed by Arcadia and Board.

14. Representations and Warranties.

a. Arcadia is duly organized under the laws of the State of Delaware, is qualified to do business in the State of Ohio and has all corporate power and authority necessary to perform its obligations hereunder.

b. Arcadia is in the business of and has substantial expertise in locating, permitting, leasing, licensing, operating, and constructing Communications Facilities.

c. Arcadia shall exercise commercially reasonable efforts to obtain entitlements, approvals, permits, and Carrier Leases for as many of the Sites as practicable in an effort to generate revenue and benefit to Board and Arcadia.

d. Arcadia shall not knowingly violate any federal, state, municipal, or other governmental law, ordinance, rule, or regulation in performing its services under this Agreement and Arcadia shall use reasonable diligence to comply with any and all such laws, ordinances, rules, and regulations affecting the Sites.

15. Monthly Reports; Access to Records.

a. On or before the tenth (10th) day of each calendar month (or such other date as Project Manager may agree to in writing), Arcadia shall provide Board with a written report setting forth in reasonable detail (a) the status of Arcadia's progress on all Sites which have received Final Approval, and (b) any Sites which Arcadia intends to submit a Request for Approval within the next ninety (90) days.

b. Arcadia shall keep full and correct records and books of account in accordance with generally accepted accounting principles, consistently applied, showing in detail all income and expenses relating to the Sites and this Agreement, and shall permit Board or its representatives to examine such books and records upon its request and to make copies or extracts thereof.

16. Notices. All notices, payments, demands and requests hereunder shall be in writing and shall be deemed to have been properly given upon delivery (or if delivery is refused, upon the date of such refusal), when mailed by Registered or Certified Mail, postage prepaid, or delivered by reliable overnight courier or hand delivery (i.e., Federal Express), and addressed as follows:

If to Board:

Chippewa Local School District
56 North Portage St
Doylestown, OH 44230
Attn: Superintendent

If to Arcadia:

Arcadia Infrastructure I, LLC
101 Main Street Suite 300
Milford, Ohio 45150
ATTN: Sam Johnston

With a copy to:

Dinsmore & Shohl, LLP
191 West Nationwide
Blvd Suite 200
Columbus, OH 43215
ATTN: Jason Sims

or to such other addresses as either of the parties may designate from time to time by giving prior written notice as herein required.

17. Miscellaneous.

a. Except as otherwise expressly set forth in this Agreement (including, without limitation, the license granted under Section 5(a) of this Agreement), nothing in this Agreement shall confer any property right or right in and to any Site to Arcadia until the execution of an Option and Lease Agreement.

b. In performing its duties under this Agreement, Arcadia shall at all times be an independent contractor, and not an agent, employee, or partner of Board. Arcadia shall have no right or authority, expressed or implied, to commit or otherwise obligate Board in any manner.

c. The rights and remedies herein provided shall be cumulative and not exclusive of any rights or remedies provided by law.

d. Waiver of any of the terms or provisions hereof may only be in writing and shall be operative only for the time and to the extent therein stated. No waiver of any default or breach of any of the terms or provisions hereof by either party hereto shall be implied from the failure by either party to take action on account of such default or breach. No waiver shall affect any default other than the default specified in the waiver. No waiver of any term or provision contained herein by either party shall be construed as a waiver of any subsequent breach of the same term or provision. The consent or approval by either party to, or of, any act by the other party requiring further consent or approval shall not be deemed to waive or render unnecessary their consent or approval to, or of, any subsequent similar acts.

e. Any provision of this Agreement may be amended only if such amendment is in writing and is signed by Board and Arcadia.

f. The provisions of this Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

g. This Agreement shall be deemed to be a contract made under seal and shall be governed by and construed in accordance with the laws of the State of Ohio, without reference to conflicts of laws principles.

h. This Agreement may be signed in any number of counterparts, each of which shall be an original, with the same effect as if the signatures thereto and hereto were upon the same instrument. This Agreement shall become effective when Board shall have received counterparts hereof signed by both parties.

i. Any legal action or proceeding with respect to this Agreement or any document related hereto or thereto shall be brought in the courts of the State of Ohio in Wayne County.

j. This Agreement sets forth the entire agreement of the parties with respect to the subject matter hereof and thereof and supersedes all previous understandings, written or oral, in respect thereof.

k. All rights, remedies and powers provided in this Agreement may be exercised only to the extent that the exercise thereof does not violate any applicable provision of law, and all the provisions of this Agreement are intended to be subject to all applicable mandatory provisions of law which may be controlling and be limited to the extent necessary so that they will not render this Agreement invalid or unenforceable in whole or in part. If any provision hereof is or becomes invalid and unenforceable, then, to the fullest extent permitted by law, the other provisions hereof shall remain in full force and effect in such jurisdiction and shall be strictly construed in order to carry out the intentions of the parties hereto as nearly as may be possible.

l. Neither Arcadia nor Board intends by any provision of this Agreement to confer any right, remedy, or benefit upon any third party.

m. Board and the person executing and delivering this Agreement on Board's behalf each represents and warrants that such person is duly authorized to so act and has the power and authority to enter into this Agreement; and that all action required to authorize Board and such person to enter into this Agreement has been duly taken.

IN WITNESS WHEREOF, the parties hereto execute this Agreement in two parts on the dates indicated.

CHIPPEWA LOCAL SCHOOL DISTRICT

ARCADIA INFRASTRUCTURE I, LLC

An Ohio Political Subdivision

A Delaware Limited Liability Company

By: Chippewa L.S.D.

By: _____

Name: Todd S. Osborn

Name: _____

Title: Superintendent

Title: _____

[Acknowledgement on following page]

CHIPPEWA JUNIOR/SENIOR HIGH SCHOOL

466 South Portage Street

Doylestown, OH 44230

Phone: (330) 658-2011

Fax: (330) 658-3339

www.chippewa.k12.oh.us/chs



Mr. Rob Marshall

Assistant Principal

robert.marshall@chippewaschools.com

Mr. Mike Bohley

Athletic Director/Dean of Students

michael.bohley@chippewaschools.com

Mr. Matthew Rodriguez

Principal

matthew.rodriguez@chippewaschools.com

Mrs. April Roth-Kimber

School Counselor

april.rothkimber@chippewaschools.com

Mrs. Jenna Berens

School Counselor

jenna.berens@chippewaschools.com

Board of Education

Mrs. Linda Fenn	President
Mr. John Mertic	Vice President
Mr. T.J. DeAngelis	Member
Jeremy Golub	Member
Mr. Kyle Schafrath	Member

Central Office Administration

Mr. Todd Osborn	Superintendent
Mrs. Tiffany McMillen	Secretary
Mr. Ira Hamman	Treasurer
Mrs. Becky Cargill	Assistant Treasurer
Mrs. Marilyn Roehrich	Treasurer Aide
Mrs. Caity Schrock	Director of Student Services
Mrs. Jodi Hughes	Literacy Coordinator

Chippewa Junior/Senior High School Faculty

Mr. Matthew Rodriguez	Principal
Mr. Rob Marshall	Assistant Principal
Mr. Mike Bohley	Dean of Students/Athletic Director
Mrs. Traci Zollinger	Secretary
Mrs. Crystal Hershberger	Athletic Secretary
Mrs. Karen Reeves	Attendance Secretary
Mrs. April Roth-Kimber	School Counselor
Mrs. Jenna Berens	School Counselor
Mrs. Tricia Barr	Guidance Secretary
Miss. Brittany Akins	Business/Computer
Ms. Kim Barnhouse	Intervention Specialist
Miss. Elle Bonnema	Science
Mr. Adam Brown	History
Mrs. Lesli Carroway	Aide
Mrs. Ruth Coney	Science
Mr. Drew Conyers	Physical Education/Health
Mrs. Kris Cornell	Cafeteria
Mrs. Emily Costanzo	Math
Miss. Olivia DeMeio	Social Studies
Mr. Dan Edwards	Intervention Specialist
Mrs. Rachel Ferris	French
Mr. Ken Gasser	Mathematics
Mr. Scott Geiser	Mathematics
Mrs. Annette Gibson	Cafeteria
Mr. Nicholas Hann	Band
Mrs. Kathy Hillyard	Cafeteria
Mr. Jeff Hetsch	Custodian
Mrs. Connie Jennings	Aide
Mr. Brady Jones	Social Studies
Mr. C.J. Julian	Social Studies

Mrs. Kati Kager	English
Mrs. Shauna Knight	Choir
Mrs. Mary Kay Lattea	Aide
Mrs. Susan Leach	Mathematics
Mr. Ian Leja	Intervention Specialist
Mr. Daryl Lepley	Technology/History
Ms. Kelly Leway	Intervention Specialist
Mr. TJ Lindeman	History
Mr. Sean Linder	Technology
Mr. Steve Liptak	History
Mrs. Leslie Marshall	English
Mr. Rick McMerrell	Mathematics
Mr. Pat McNutt	Science
Mrs. Sarah Mitchell-Skuza	Cafeteria
Mrs. Beth Ogg	Science
Mr. Jeff Ogg	Aide
Mr. Nathan Reutter	Science
Mr. Tim Robison	Mathematics
Mr. Nate Sample	Resource Officer
Mr. Michael Santee	Spanish
Mrs. Chrissy Schafrath	Cafeteria Supervisor
Ms. Cortney Schtucka	Language Arts
Ms. Hailee Sellers	Math/ELA
Mrs. Margaret Shaffer	Online Learning
Mrs. Rachel Silasi	Art
Mrs. Lisa Smith	Language Arts
Mr. Steve Smith	English
Mr. Bryan Spence	Custodian
Mrs. Angela Sprain	Intervention Specialist
Miss. Maegan Storad	Social Studies
Mr. Josh Strauss	Art
Mrs. Kyle Metzger	Intervention Specialist
Mrs. Jennifer Wolfe	English
Mrs. Emily Yost	Nurse
Mrs. Katie Zollinger	Aide

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Chippewa Local Schools 2024/2025 School Year Calendar

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2024-2025 Chippewa SENIOR High School Bell Schedule

PERIOD 1	7:30-8:19
PERIOD 2	8:21-9:10
PERIOD 3	9:12-10:01
PERIOD 4	10:03-10:53
PERIOD 5	10:55-11:55
PERIOD 6	A LUNCH 11:55-12:25
	B LUNCH 12:25-12:55
PERIOD 7	12:57-1:46
PERIOD 8	1:48-2:37

**Late Arrival for 1st period is available to 11th & 12th graders*

***Early release for 8th period is available to 11th & 12th graders*

****Flex schedule to arrive early **AND/OR** late based on classes available to 12th graders only
(1st OR 8th period for Juniors only)*

2024-2025 Chippewa JUNIOR High School Bell Schedule

PERIOD 1	7:27-8:16
PERIOD 2	8:18-9:07
PERIOD 3	9:09-9:59
PERIOD 4	10:01-10:51
PERIOD 5	A LUNCH 10:51-11:21
	B LUNCH 11:21-11:51
PERIOD 6	11:53-12:53
PERIOD 7	12:55-1:44
PERIOD 8	1:46-2:35

Academic Policies and Procedures

Curriculum Guidelines

High School

Exhibit 7

- Skills, College Prep, Honors, and AP Courses
 - 60% Assessments
 - 10% Practice
 - 30% Final Exam
- College Prep Mathematics (CPM)
 - 50% Assessments
 - 10% Practice
 - 10% Team Assessments
 - 30% Final Exam

Junior High

- Language Arts, Social Studies, Science
 - 60% Assessments
 - 20% Practice
 - 20% Final Exam
- College Prep Mathematics (CPM)
 - 50% Assessments
 - 10% Practice
 - 10% Team Assessments
 - 30% Final Exam

Interventions

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

Curriculum Policy

Grades will be based on 80% assessment 20% practice

Semester grades

- 35% first quarter assessment
- 35% second quarter assessment
- 30% end of semester exam

Other Changes

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

Exams

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

Grade Cards

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

Grade Point Average (GPA)

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

Grading System

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

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

Incomplete Grades

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

ProgressBook

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

State Testing

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

Junior High Assessments

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

High School End of Course Assessments

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

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

Athletic Information, Policies and Procedures

Athletic Passes

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

1. **Senior citizens, of Doylestown, can get a free pass at Chippewa Jr./Sr. High Athletic office. This will be good for all home, regular season games.**
2. **Chippewa Adult Backer and Chippewa Student Backer passes will be available. These passes will get an adult or student into 10 HOME contests. Adult passes are \$60 (savings of \$15) and student passes are \$30 (savings of \$10).**

Attendance for Athletes- Practices & Games

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

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

Behavior at Athletic Events

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

Eligibility and Requirements for Participation

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

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

In order to be eligible, a student in grades 9, 10, 11, and 12 must abide by OHSAA eligibility regulations and the Chippewa School Board approved athletic handbook.

OHSAA Regulations: In order to maintain eligibility for grades 9-12, you must have received passing grades in a minimum of five (5) one credit courses, or the equivalent, in the immediately preceding grading period.

Added Annual Requirements for Athletic Participation:

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

Fees

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

Final Forms

All athletes must complete Final Forms on the school website, have a current physical on file with the athletic department, and meet OHSAA eligibility guidelines.

Insurance

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

Interscholastic Athletics

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

Meet the Team Nights

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

Attendance Policies and Procedures

*Attendance is measured in hours NOT days. *

Attendance Letters

A letter will be sent home when a student has missed 33 hours of school per nine-week period. On a student's 34th hour of absence and every absence thereafter during a nine-week period, proper documentation is needed in order for the student to be excused from school.

Change of Address, Email or Phone Number

Update your Final Forms account as soon as possible of any change of address, email or phone number.

Early Dismissal

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

Excused vs. Unexcused Absences

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

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

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

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

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

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

Extended Illness

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

Late Arrival and Early Release Privileges

Grades 7-10

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

Grade 11

- Juniors are eligible for Late Arrival (arriving for 2nd period) OR Early Release (leaving after 7th period).

Grade 12

- Seniors are eligible for Late Arrival OR Early Release.
- Seniors must have permission from the principal in order to leave between scheduled classes.
- Seniors must be present for 5 credits verified through the Guidance Office

Important!

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

Leaving School

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

Reporting a Student Off

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

Requesting Make-up Work

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

Returning to School After an Absence

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

School Closings and Delays

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

Tardiness

Students who are tardy must come to the office to sign-in and receive a late slip. Tardies will be marked as unexcused and will count in a student's total number of unexcused hours missed.

Truancy

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

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

- 30 or more consecutive hours or
- 42 or more hours in one school month or

- 72 hours or more in a school year

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

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

CLINIC

Administering Medicines to Students

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, all medication should be given by the parent(s) at home. If this is not possible, it is done in compliance with the following.

1. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.
2. The school nurse or an appropriate person appointed by the Board supervises the secure and proper storage and dispensation of medications. The drug must be received in the container in which it was dispensed by the prescribing physician or others licensed to prescribe medication.
3. Written permission must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
4. The school nurse or other designated individual must receive and retain a statement which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
5. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
6. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or failing to administer the drug, unless he/she acts in a manner which would constitute "gross negligence or wanton or reckless misconduct."
7. No person employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Inhalers for Asthma

Students have the right to 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 right applies at school or at any activity, event or program sponsored by or in which the student's school is a participant.

In order for a student to possess the inhaler, he/she must have written approval from the student's physician and parent or other caretaker. The principal and/or the school nurse must have received copies of these required written approvals.

Epinephrine Autoinjectors

Students are permitted to carry and use an epinephrine autoinjector (EpiPen) to treat anaphylaxis (severe allergic reactions). The right to carry and use an EpiPen extends to any activity, event or program sponsored by the student's school or activity, event or program in which the school participates.

Student possession of an EpiPen is permitted only if the student has written approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

Diabetes Medication

If a student's treating physician determines a student with diabetes is capable of performing diabetes care tasks, the student is permitted to attend to the self-care and management of his/her diabetes during regular school hours, and at school-sponsored activities upon

written request from the student's parent/guardian or other person having care or charge of the student. Students may perform these tasks in the classroom, in any area of the school or school grounds, and at any school-sponsored activity. Students are permitted to possess, at all times, the necessary supplies and equipment to perform the tasks in accordance with the student's treating physician's orders. This right may be revoked if the student performs any care tasks or uses medical equipment for purposes other than the student's own care. The student is provided with a private area for performing self-care tasks if requested by the student, student's parent/guardian or other person having care or charge of the student.

STUDENT ILLNESS

Students who become ill during the school day should obtain a pass from their teacher and report to the office. Students will be given the opportunity to call home and to have parents take them home. Students must be picked up if they have a temperature above normal (100.0). Students can only be released to a parent or someone listed on their emergency cards.

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

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

Students who are experiencing diarrhea and vomiting may not return to school until they are symptom free for 24 hours. Additionally, students who have a fever above 99.0 should not be sent to school.

COMMUNICABLE DISEASES:

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

Chicken Pox: Hepatitis: Impetigo

Measles (3 days) Measles (9 days) Mononucleosis Mumps Pediculosis (Lice) Pink Eye

Ring Worm Scabies Scarlet Fever Strep Throat

Lice Control

Minimum: 7 days or doctor's release. Doctor's release required

Until lesions are dry

Minimum of 10 days after rash appears Minimum of 10 days after rash appears Minimum of 7 days

Until swelling is gone

(see below)

Until discharge disappears Until under treatment
(see below)

Minimum of 5 days Doctor release required

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

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

Scabies Control:

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

INFORMATION CONCERNING CONTAGIOUS DISEASES:

Chicken Pox

Severe itching rash which later forms pustules. Sore Throat.

3 Day Measles (Rubella)

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

Measles

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

Mumps

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

Scarlet Fever

Fever vomiting, sore throat, rash and strawberry tongue.

Whooping Cough

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

Pink Eye

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

Impetigo

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

Pediculosis (Head Lice)

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

Strep Throat

Severe sore throat, fever, headache and swollen glands.

WHEN CHILD MAY RETURN TO SCHOOL:

When scabs are cleared up (dried and crusted)

When all rash has disappeared.

When all rash has disappeared.

When all swelling is down.

Only with doctor’s permission.

When cough has subsided. (Usually 3 weeks)

When all discharges have ceased and eyes are clear.

When all lesions have entirely healed.

When all nits and lice are gone.

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

Code of Conduct, Rules and Expectations

Bullying

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

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

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

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

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

Bus Rules

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

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

Bus Rules:

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

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

Cell Phone Policy

Grades 7-12

- Cell phones, smart watches, and/or other personal electronic devices are **NOT** permitted at any time during the school day. These devices should be left at home or locked in students' lockers during the day. Students are not permitted to carry devices on them.

- Headphones/ear buds may only be used with teacher permission and for educational purposes.
- **All phone calls home must be made in the office.**

Code of Conduct and Basic Rules

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

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

26. PLAIGARISM/CHEATING - Plagiarizing or cheating on any assignment. See the curriculum policy listed on page 14.
27. PUBLIC DISPLAY OF AFFECTION - Performing any public display of affection beyond hand holding is considered inappropriate for in school behavior.
28. RESTROOM BEHAVIOR- One student per stall. No goofing around, horse play, or lingering in the restrooms.
29. SOCIAL MEDIA- Inappropriate use of social media and/or photographing or videotaping others without their consent.
30. TARDINESS - Being tardy to school or class.
31. THEFT - Unauthorized possession of school or personal property.
32. THREAT - Making a threat of any kind towards a student, staff member, or the school in general.
33. TOBACCO/SMOKING/VAPING - Smoke, use or possess tobacco products or vape products on school grounds, on a bus or during school activities. This includes electronic cigarettes and cigars. (It is illegal in the State of Ohio for anyone under the age of 18 to possess tobacco products.)
34. TRUANCY – Skipping class without permission or be truant.
35. VANDALISM – Damage or destroy property. Perform acts of vandalism.

Dress Code Policy

The dress code applies to all students.

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

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

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

Leggings/Yoga Pants: Leggings and yoga pants are allowed. Any tears or mesh cut-outs must be below mid-thigh.

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

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

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

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

Fighting & Assault

Fighting will not be tolerated. When a fight occurs, parents/guardians must pick up all student involved from school. Disciplinary action will follow.

If a student assaults another student, parents/guardians must pick up all student involved from school. Disciplinary action will be taken and charges may be filed with the Doylestown Police Department and/or Wayne County Sheriff's Department.

Harassment/Hazing/Intimidation

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

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

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

Plagiarism Policy

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

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

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

Technology

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

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

Discipline Policies and Procedures

Disciplinary Actions

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

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

- Lunch Detention- Will be served in the ISS room. Lunch detentions can be issued the day of or after the infraction.
- Teacher Detention- Issued at the discretion of the teacher for missing work.
- One Hour Detention- One-hour detention will be held from 2:30-3:30. Students cannot change the date or time of their detention.
- Two Hour Detention- Two-hour detention will be held from 2:30-4:30. Students cannot change the date or time of their detention.
- In-School Suspension- In-school suspension is an alternative to out-of-school suspensions. In-School Suspension is held daily from 7:15-2:28.
- Out-of-School Suspension- Due process will be guaranteed to the student by specifying the code of conduct violation in writing and providing the student an opportunity to respond to the code of conduct violation. During the out-of-school suspension, students are not permitted to be on school grounds or attend extracurricular activities, including practices or any extracurricular events. The principal has the authority to suspend up to 10 days. Students are responsible to make up work and assignments.
- Expulsion- The administration may choose to recommend/refer a student to the Superintendent for expulsion.

Student Grievance Procedure

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

General School Policies and Procedures

Automobiles

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

Students must register all vehicles with the office. The cost of the permit is \$10.00. The parking permit must be displayed at all times. Failure to display the parking tag or failure to purchase a parking permit may result in the towing of the vehicle at the owner's expense. All vehicles must display a Chippewa parking permit by the first Friday in September. The number on a student's parking permit will correspond to their parking spot.

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

Backpacks

Any backpack left unattended, will be confiscated and searched.

Breakfast and Lunch

\$1.50 – Breakfast

\$3.00 – Lunch

\$.50 – Milk

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

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

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

Building Hours

School "officially" begins promptly at 7:27 a.m. with doors opening to the building at 7:15 a.m. Students may not enter the building until 7:15 a.m. Students should not arrive early to school unless they are under the supervision of a teacher.

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

Dance Policy

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

- For homecomings and prom, students must complete the "Visitor Form" if bringing a date from outside Chippewa High School.
- No junior high students are permitted to attend.
- No guests can attend who are 21 or older.
- If the student is a high school student from another school, the principal from his or her home school must sign the "Visitor Form."
- If a guest has graduated from CHS, the form must be completed.
- Coming to school or school events intoxicated or impaired is prohibited and could result in disciplinary and legal action being taken. Given reasonable suspicion, if a student refuses an evaluation conducted by the authorities they will be disciplined as if they are guilty.

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

Drug and Contraband Search/Lock Down

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

Extra-Curricular Activities

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

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

Family Education Rights and Policy Act (FERPA)

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

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

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

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

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

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

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

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

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

Family Policy Compliance Office
U.S. Department of Education

400 Maryland Avenue, SW
Washington, DC 20202-46054

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

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

Dear Parent(s)/Guardian(s):

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

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

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

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

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

Date:

PRINT name of student:

Grade:

Parent/Guardian Signature:

Fees

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

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

Fees for the 2024-2025 school year are listed below:

7th grade fee - \$45.00

8th grade fee - \$45.00

9th grade fee - \$45.00

10th grade fee - \$45.00

11th grade fee - \$45.00

12th grade fee - \$45.00

12th grade graduation fee- \$25.00 which covers diplomas, diploma covers, breakfast, etc.

All fees include any student that is enrolled in the Chippewa Virtual Learning Academy

Career center students:

11th grade fees are due **UNLESS** you are attending the Career Center **FULL TIME**

12th grade fees are due **UNLESS** you are attending the Career Center **FULL TIME**

12th grade **GRADUATION fees are due for ALL SENIORS**

Elective Classes: *There are additional minimal fees (\$20) added to the classes listed below. The \$20.00 fees are used to help offset the cost of the consumable materials used in the following classes:

Intro to 2D/3D Art

Fiber Art

Ceramics & Stained Glass

Drawing & Painting

Advance Drawing & Painting

Advanced Art

Advance Ceramics and Stained Glass

Makers Industrial

Expressive makers

Advanced Makers

Robotics I & II

Advanced Placement Classes

*If your student is enrolled in an AP (advanced placement) class for the 2024/2025 school year, there will be a \$97.00 testing fee added to your student's fees.

Final Forms

In order to complete the enrollment process, any student enrolled in Chippewa Local School District (CCP, online, career center, etc.) must complete Final Forms. New enrollees must bring in the required documents to the building you are enrolling your student or take to the Administration office if enrolling during the summer.

Final forms must be completed and signed yearly. Please log in to Final Forms and update all information at the beginning of each year <http://www.chippewa.k12.oh.us/district/final-forms> . In the event of an emergency requiring medical treatment the school will follow the information provided on the forms.

Final Forms will open up on March 1st for returning currently open enrolled students. On April 1st, Final Forms will open for new students wanting to open enroll in Chippewa Locals schools for the 2024/2025 school year.

Lockers and Locks

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

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

Outside Deliveries and Non-School Items

Deliveries of balloons, food, flowers, gifts, etc. will be retained in the office until the student departs for the day.

Students may not sell non-school or unapproved items on school property. Students are not permitted to bring in fast food or have fast food dropped off during the day.

Protection of Pupil Rights Amendment (PPRA)

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

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parent; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of-
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- Inspect, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes;
 3. Instructional material used as part of the educational curriculum.

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

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

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

Safety Drills

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

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

Visitors

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

Work Permits

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

The Guidance Department

Academic Awards

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

College and Career Planning

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

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

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

College visitation is encouraged and an excused absence is granted. This must be a planned day with the office and teachers informed.

Please see the CHS-Guidance website page for links to career planning resources.

Class Schedules and Changes

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

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

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

All schedule changes must be signed-off by the PRINCIPAL AND GUIDANCE OFFICE. There will be no schedule changes considered for freshmen and sophomore students as both grades have a full schedule.

Exhibit 7

1. Credit recovery students will be placed on Acellus at no charge and will have the opportunity to regain credit in the necessary courses.
2. If credit recovery students do not make adequate progress, they will be removed from the Acellus program. The student will then be responsible for a new \$100 Acellus license fee to re-enroll in their credit recovery courses.
3. Any students taking a course on Acellus that is offered in person at Chippewa Jr/Sr High School, will be assessed a \$100 fee per semester per course.
4. Any students taking a course on Acellus that is not offered in person at Chippewa Jr/Sr High School, will be assessed a \$50 fee per semester per course.
5. Application and school fees must be paid before enrollment into CVLA. The deadline for this is Monday, August 12th.

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

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

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

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

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

Graduation Requirements- 3 parts to graduate

Class of 2025: Will need 20 credits to graduate:

Part one: Courses

4 credits of English

4 credits of Math – including Algebra II

3 credits of Science

3 credits of Social Studies

- 1/2 credit of Physical Education*
- 1/2 credit of Health
- 1/2 credit of Financial Literacy
- 1 credit of Fine Arts
- 3½ credits of electives (any class above requirements)

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

- A major requirement is payment of all class dues, book fines, library fines.
- No transfer of credit for correspondence courses or tutoring will be given unless prior approval of the principal is obtained. In addition, credit cannot be granted unless all State minimum standards are met.
- All students must be enrolled in at least five (5) – or the equivalent of five (5)- classes each semester.

Part two: Show competency

Earn a passing score on Ohio's high school Algebra I and English II tests. Students who do not pass the test will be offered additional support and must retake the test at least once.

Part three: Show readiness

Earn two diploma seals, choosing those that line up with your goals and interests. These seals give you the chance to demonstrate academic, technical and professional skills and knowledge that align to your passions, interests and planned next steps after high school.

Honors Diploma (Purple Chord)- New options are available. See Guidance)

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

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

National Honor Society

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

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

Additional Honors Diplomas are available. Please contact the Guidance office for more information.

Special Academic Programming

- **Advanced Placement (AP):** AP Exams are rigorous, multiple-component tests that are administered at high schools each May. The Advanced Placement (AP) program is a series of college level courses and examinations that give Chippewa High School students opportunities to receive advanced placement and/or credit in college. High school students can earn college credit, placement, or both for qualifying AP Exam scores. Each AP Exam has a corresponding AP course and provides a standardized measure of what students have learned in the AP classroom. The cost of each test is \$94.00.
- **College Credit Plus (CCP):** The College Credit Plus are courses that allow students to receive no cost college credit at the same time as they receive high school credit. These options are available to students that meet certain eligibility requirements. The requirements vary somewhat depending on which College or University is being used for the credit. These credits will then transfer to any Public Universities or Regional Campuses in the State of Ohio as well as on a case by case option for many private and out of state schools. College Credit Plus replaces the PSEOP, post-secondary enrollment options. Please see the Guidance page on the CHS website or contact a counselor in the guidance department for more information.

Testing Programs

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

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

ACT - We encourage all 10th and 11th graders to take the ACT.



Chippewa Intermediate School

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

Mrs. Jamie Zollinger, Principal

2024-2025 Student-Parent Handbook and Agenda

This agenda book belongs to:

Name: _____

Grade: _____ Homeroom: _____ Bus _____

Welcome to Chippewa Intermediate School!

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

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

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

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Academic Policies

Curriculum

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

Homework

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

Plagiarism

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

Examples of plagiarism include but are not limited to:

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

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

These could include:

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

Statement on the Use of Artificial Intelligence (AI)

Chippewa Intermediate School classes require and expect students to compose and convey original ideas and demonstrate individual and collaborative abilities in learning. Becoming a better student and well-rounded person takes critical thought, creativity, practice, and, sometimes failure in certain concepts. Some uses of AI tools rob students of those aspects of the growth process.

At Chippewa Intermediate School, unacceptable uses of artificial intelligence (AI) assistance will be treated the same as **plagiarism** and/or an academic dishonesty violation.

Examples of acceptable AI use or assistance include (but may not be limited to):

- Brainstorming a topic
- Generating search terms or keywords for research
- Formatting citations (keep in mind that while AI can format citations, it often includes incorrect quotations and citations within a text)
- Finding errors and receiving general suggestions for improving without using AI tools to explicitly compose an essay, text, or other work
- Searching for specific information as one would do with search engines, browsers, and databases
- Generating AI artwork, audio, images, or videos with proper credits to the AI tool used

Examples of unacceptable AI use or assistance include (but may not be limited to):

Exhibit 8

- Using AI to write entire texts or complete unfinished portions of an assignment, unless the use of AI is a part of the assignment
- Using AI to rewrite significant portions of a text
- Improperly crediting AI tools for any artistic piece used for illustrative purposes

Reporting Student Progress

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

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

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

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

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

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

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

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

School Calendar

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

Chippewa Local Schools
2024-2025 School Year Calendar

August 15 th	Teacher Professional Development
August 16 th	Teacher Work Day
August 19 th	Convocation Day
August 20 th	First Day of School for Students
September 2 nd	No School - Labor Day
September 9 th	No School – Fair Day
October 18 th	End of 1 st Nine Weeks (42 days)
November 1 st	No School – Only at HH & CIS - Teacher Professional Development Day
November 27 th -29 th	No School – Thanksgiving Break
December 2 nd	No School -Thanksgiving Break
December 20 th	End of 2 nd Nine Weeks (41 days)
Dec. 23 rd - Jan. 3 rd	No School - Winter Break
January 6 th	School Reconvenes
January 20 th	No School - M.L. King Jr. Day
February 14 th	No School – Only at Jr/Sr High - Teacher Professional Development Day
February 17 th	No School – Presidents’ Day
March 14 th	No School - End of the 3 rd Nine Weeks (47 days)
April 14 th - 18 th	No School – Spring Break
May 26 th	No School – Memorial Day
May 29 th	End of the 4 th Nine Weeks (48 days) - Last day for students

Chipp Early Release Fridays: CIS dismissal time on Friday’s 2:45

Sept 20, 27	Feb 7, 14, 21, 28
Oct 4, 11, 18, 25	Mar 7, 21, 28
Nov 1, 8, 15, 22	Apr 4, 11, 25
Dec 6, 13, 20	May 2, 9, 16
Jan 10, 17, 24, 31	

State Testing

The CIS staff works diligently to prepare students for State Testing. The State Department of Education determines how and at what grade level tests are administered. Our tentative testing schedule for 2024-2025 is as follows:

Grade 3	Language Arts (Fall and Spring), Math (Spring)
Grade 4	Language Arts, Math (Spring)
Grade 5	Language Arts, Math, Science (Spring)
Grade 6	Language Arts, Math (Spring)

Attendance Policies and Procedures

Arrival and Dismissal

The doors will be unlocked at 8:10 Monday thru Friday. *Parents should not drop students off at school before 8:10. Students will go to breakfast or the gym and will be dismissed to class at 8:20. The school day begins at 8:25 and ends at 3:25. Once a student arrives on school property, he/she is not permitted to leave without permission.*

Walkers are dismissed at 3:25 at the front and side of the school. Bus riders are dismissed at 3:25 to the front of the school to get onto the bus. All students being picked up are given a placard to place in your vehicle. These placards are required for parent pick up. Pick up is at the back of CIS in numbered parking spots. Pull into the parking lot in the driveway closest to the baseball field. Please park in a spot, students will walk out to your vehicle and you will be dismissed by a staff member to ensure student safety. All parents will leave out of one driveway for safe flow of traffic.

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

Attendance and Excused Absences

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

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

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

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

Excused Absences:

1. Extended illness, illness in the family or death of a relative. Written verification from the doctor is required for an extended illness or illness in the family. Extended absence for death of family or relative needs to be discussed with the building principal.

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

Leaving School Early

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

Requesting Make-up Work

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

School Closing and Delayed Start

In the event of severe weather conditions or other emergency situations, school may be closed or delayed in starting. Notification of such events will be announced over radio station WQKT (104.5 fm) and on the major TV stations, as well as email/text/calls when necessary. When the school is closed, no buses will run, including buses that transport students to other school districts. Evening events are also usually cancelled. When the school operates on a two-hour time delay, the buses will run two hours later than normal. School will begin at 10:25.

Student Illness or Injury during the School Day

Students who become ill or injured during the school day should report to the office where they will be given the opportunity to call home. Students must be picked up if they have a temperature above normal (100.0). Students can only be released to a parent or someone listed on their emergency cards.

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

- Child's temperature has returned to normal for a 24-hour period
 - No vomiting or diarrhea for a 24-hour period
 - A signed statement by a licensed physician indicating that the child is no longer contagious
- *Additionally, students who have a fever above 99.0 should not be sent to school.

Tardiness

Students arriving after 8:25 must report to the office to sign-in and get a pass to class. The time missed due to tardiness is added toward truancy (truancy information below). Students arriving between 8:25 and 9:55 a.m. will be considered tardy. We appreciate that early pickups be used only for doctor's appointments or emergencies. Excessive tardiness will be communicated home.

Truancy

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

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

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

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

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

Discipline Policies and Procedures

Automatic Suspensions

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

Detentions

Students are responsible for serving detentions on the date and time assigned. Detentions are either before school from 7:40 - 8:10 or after school from 3:25 – 3:55. At least a one-day notice is provided to parents so that transportation may be arranged. Students must return detention forms with a parent signature the day after the detention is issued. Failure to serve detentions will result in a Friday Night School.

Friday Night School

Friday Night School is an option that may be available in lieu of suspension from school. This is a behavior modification program monitored by teachers and held on Friday afternoon from 3:30 until 5:30.

Guidelines for Responding to Student Conduct Problems

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

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

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

In-School Suspension

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

Out-of-School Suspension and Expulsion

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

1st Offense may result in up to 3 days of suspension.

2nd Offense may result in up to 5 days of suspension.

3rd Offense may result in up to 10 days of suspension.

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

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

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

General School Policies and Procedures

Assemblies

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

Breakfast and Lunch

Breakfast is served daily from 8:10 to 8:25. The cost is \$1.75. A student receiving lunch at a reduced rate may purchase breakfast at a cost of \$0.30. Breakfast is free to students who receive a free lunch.

Students may purchase lunch at school for \$3.00 or bring a lunch from home. Milk and other beverages are sold in the cafeteria for students who bring their lunches from home. Free and Reduced Lunch Forms for families who qualify are available in the office. Students who qualify can purchase lunch for the reduced

physician and be kept on file. Students are responsible to report for medication at the proper times. Aspirin or Tylenol will not be provided to students without a prescription from a doctor. The medicine distribution form is available online and in the office.

Non-School Items

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

Parent Alerts

Final Forms requires current phone numbers and email addresses to ensure you receive current school day information for all parent alerts. If these change during the school year, please update Final Forms to allow school information to continue to be communicated.

Safety Drills

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

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

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

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

School Pride

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

Technology

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

Textbooks and Library Books

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

Visitors

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

Student Code of Conduct, Rules and Expectations

Bullying

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

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

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

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

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

Bus Rules and Bus Conduct Reports (Bus Tickets) Bus Garage: 330-658-2113

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

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

Bus Rules:

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

Bus Conduct Reports (Bus Tickets):

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

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

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

Cafeteria Rules

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

Rules include:

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

Failure to follow cafeteria rules will result in disciplinary action.

Cell Phone and Other Electronic Devices

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

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

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

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

- 1st Offense- Device is given to the office. The device can be picked up at the end of the day.
- 2nd Offense- Device is given to the office. Parent contact is made. A behavior consequence is issued. The device can be picked up at the end of the day.

3rd Offense- Device is dropped off in the office each morning and picked up at the end of each school day for the remainder of the school year. Parent contact is made.

Conduct Off School Grounds

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

Dress Code

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

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

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

Expectations for Students

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

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

Basic expectations for all students include:

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

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

Harassment/Hazing/Intimidation

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

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

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

Playground Rules

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

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

Rules –

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

Loss of recess privileges can be issued at any time for incorrect, harmful, and/or hurtful behaviors at recess.

Student Code of Conduct and Basic Rules

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

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

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

1. **Alarms**– Set off false alarm, bomb threat, or other false alarm to an emergency. Inciting a potentially dangerous situation is prohibited.
2. **Apathy**– Fail to benefit from the educational program; refusal to do assignments.
3. **Arson**– The willful or malicious burning of or attempting to burn the property of the school is prohibited.
4. **Assault** - Perform acts of violence, assault.
5. **Bullying** – Continued involvement in the act of hazing, harassing, intimidating, or threatening students or staff members in accordance with Board Policy.
6. **Bus**– Failure to obey the bus driver or display unsafe conduct on the bus.
7. **Cell Phone** – Cell phone/electronic device rules are listed on page 14
8. **Complicity**– Students will not help others to violate any portion of this Code of Conduct.
9. **Computer Usage**– Improper use of computers or other handheld devices. Violation of the Acceptable Use policy.
10. **Dangerous Instruments**– Possess or use a firearm, any weapon to expel a projectile.
11. **Dishonesty**– Commit acts of dishonesty which includes cheating on tests or assignments.
12. **Disrespect** – Be disrespectful (intimidate, insult, abuse, etc.) to a Chippewa employee or student on school property or at a school sponsored event.
13. **Fail to Serve** – Fail to serve detention, Friday Night School, or reasonable discipline from any school employee.
14. **Fighting/Physical Acts**– Perform acts of violence, fighting, or physically touching a student, an incident involving physical violence.
15. **Fire**– The unauthorized use or possession of matches, lighters, or other flame producing devices is not permitted.
16. **Gambling/Card Playing**– Play cards, flip or match coins, roll dice, or participating in gambling.
17. **Hazing/Harassment/Intimidation/Threats**– Be involved in the act of hazing, harassing, intimidating or threatening other students or Chippewa employees.

18. **Illegal Substances and Paraphernalia**– Possess, use, or distribution of any controlled drug or illegal substances. Drug paraphernalia is prohibited.
19. **Inappropriate/Disruptive Behavior**– Disruptive behavior within the school environment including all school functions.
20. **Inappropriate Language**– The use of profane, vulgar, derogatory, obscene, or abusive language is not permitted. This includes written or verbal abuse, and use of obscene gestures, signs, pictures, or publications.
21. **Insubordination**– Failure to accept detentions, directions or reasonable discipline from a teacher or school employee.
22. **Lockers**– Place or maintain any article or material in a school locker of a non-school nature that shall tend to cause disruption or is obscene. Looking through another student’s locker without permission is prohibited.
23. **Look-Alike**– Be involved with the use, possession, or distribution of look-alike firearm.
24. **Petition**– Produce or distribute printed material or petitions on school grounds that are disruptive to the school or slanderous to anyone.
25. **Public Display of Affection**– Hand holding, hugging, kissing and other signs of affection at school are prohibited.
26. **Restroom Behavior**- One student per stall. No goofing around, horseplay, or lingering in the restrooms.
27. **Social Media**- Inappropriate use of social media and/or photographing or videotaping others without their consent.
28. **Tardiness**- Be tardy to school or class.
29. **Theft**– Unauthorized possession of school or personal property.
30. **Threat** – Making threats of harm to others verbally or in writing.
31. **Tobacco**– Smoke, use, or possess tobacco products on school grounds or during school activities. (It is illegal in the state of Ohio for anyone under the age of 18 to possess tobacco products.)
32. **Truancy**– Unexcused absences from school resulting in truancy either excessive or habitual. Truancy can result in creating an Absence Intervention Plan, see page 8.
33. **Vandalism/Damage**– Destroy or damage property or perform acts of vandalism.
34. **Weapons**- Any weapon brought to school will be an automatic suspension. Involved in the use or possession of look alike weapons.

Student Rights and Responsibilities

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

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

CLASSROOM RULES/ EXPECTATIONS

CHIPPEWA INTERMEDIATE

CHIPPS 

T	RUSTWORTHY	
	<ul style="list-style-type: none"> Use all provided materials properly. 	
R	RESPECTFUL	
	<ul style="list-style-type: none"> Do what is being asked of you. 	
I	INTEGRITY	
	<ul style="list-style-type: none"> Choose to do what is right. 	
B	BE KIND	
	<ul style="list-style-type: none"> Compliment each other often. 	
E	EFFORT	
	<ul style="list-style-type: none"> Always be willing to give your best. 	

HALLWAY RULES/ EXPECTATIONS

CHIPPEWA INTERMEDIATE

CHIPPS 

T	RUSTWORTHY	
	<ul style="list-style-type: none"> Go directly to your destination. 	
R	RESPECTFUL	
	<ul style="list-style-type: none"> Walk quietly. Keep hands and feet to self. 	
I	INTEGRITY	
	<ul style="list-style-type: none"> Set a good example for others to follow. 	
B	BE KIND	
	<ul style="list-style-type: none"> Hold doors open for students and adults. 	
E	EFFORT	
	<ul style="list-style-type: none"> Keep hallways clear and clean from debris. 	

RULES/
EXPECTATIONS

CAFETERIA

CHIPPEWA INTERMEDIATE

CHIPPS



T RUSTWORTHY 

- Eat only your own food.

R ESPECTFUL 

- Say "Please" and "Thank you" to adults.

I NTEGRITY 

- Use your time in the cafeteria wisely.

B E KIND 

- Keep food on the trays and tables.

E FFORT 

- Clean up after yourself when you're finished.

RULES/
EXPECTATIONS

RESTROOM

CHIPPEWA INTERMEDIATE

CHIPPS



T RUSTWORTHY 

- Use your provided time wisely.

R ESPECTFUL 

- Keep the facilities neat and clean.

I NTEGRITY 

- Flush and wash your hands with soap.

B E KIND 

- Throw any trash away in provided cans.

E FFORT 

- Report any problems or conflicts to an adult.

Connection Education Services Inc.

Leap Program - Central Office

166 Second Street NW, Barberton Ohio 44203

Phone: (234) 678-5488 Fax: (234) 678-5489 Website: www.theleapprogram.net

Day Treatment-Purchase Service Agreement

2024-2025 School Year

THIS AGREEMENT is entered into between the Chippewa Local School District (hereafter "Placing District") and **Connection Education Services Inc.**, a special needs education company, for the sole purpose of providing education services in accordance with placement at the "Leap Program".

WHEREAS, Ohio Revised Code 3323.08 authorizes a district to place a child in a private school or private residential treatment center.

WHEREAS, Students identified and referred by Chippewa Local Schools will be attending Connection Education Services, Inc. "Leap Program".

THE PARTIES AGREE AS FOLLOWS:

The Placing District will pay Connection Education Services Inc. a per diem rate of *\$160* per student, after services rendered, including teacher in service and calamity days.

1. Connection Education Services Inc. and the Placing District agree to exchange all relevant records pertaining to the identified student, including but not limited to Multifactor Evaluation, re-evaluations, current and past IEP's, report cards, progress reports, transcripts, assessments, discipline records, and any other information/ records needed for Connection Educational Services Inc. and/or their placing school district to fulfill their educational obligations to the above identified student.
2. The Placing District will have access to the above-identified student's education records for the purpose of monitoring the students' educational progress. At minimum, Connection Education Services Inc. will provide any changed and or/updated IEP information, student attendance, Discipline records, assessment data, interim progress monitoring and other relevant information on a quarterly basis to the above named district contact.
3. The term of this agreement will not exceed one (1) year and will automatically expire at the end of the 2024/2025 school year (6/2/25).
4. In the event the students educational needs are no longer the responsibility of the above named placing school district, the parties respective obligations under this agreement for the student above will cease as of the last day the student is attending the Leap Program, providing the Placing District notifies Connection Education Services Inc. in writing Ten (10) Business days prior this event.

Advance quarterly payment will be refunded to the school district provided ten day notification provision falls within the first 30 quarterly days of the above named quarter excluding the per diem rate calculated based on number of days student attends within the quarter. Program credit may be issued and applied to other students at the request of the Placing District in place of a refund.

- 5. Connection Education Services Inc. acknowledges and agrees the above identified students will not be considered "enrolled" in the Leap Program for the purpose of average daily membership or federal or state funding and the above identified student will be enrolled with the above identified Placing District.
- 6. Connection Education Services Inc. and Placing District will collaborate on the development of an IEP acceptable to all IEP team members and parties.
- 7. Connection Education Services Inc. reserves the right to take immediate action, without district permission, in situations where a student, by act or omission, poses a risk of injury, harm or other danger to him/herself or others. Such action may include, but is not limited to immediate dismissal from Connection Education Services Inc. Leap Program, emergency referral to psychiatric or other institutional healthcare providers, and/or securing assistance from local law enforcement authorities. The Placing District will be promptly informed of such an event.
- 8. Additional Services, ie: Speech Therapy, Occupational Therapy and Physical Therapy will be provided by an outside agency that will be invoiced separately.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year indicated below.

Placing District Representative: [Signature] Date: 4/26/24

Connection Education Services Inc.
George C. Linberger, Program Director, Co-Founder [Signature]

Date: 4/18/24

Please return signed contract to
LEAP Central Office
166 2nd Street NW
Barberton, Ohio 44203 or email to
Coconut52598@yahoo.com

LEAP 2024/2025 School Calendar

August 2024

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Student Days - 12
 9th - New Staff in Service
 12th - 14th Teacher-In-Service
 15th - First Day of School for Students

September 2024

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Student Days - 20
 2nd - No School - Labor Day

October 2024

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Student Days - 23
 17th - End of 1st Quarter
 18th - No School-Teacher-in-Service

November 2024

M	T	W	TH	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Student Days - 19
 27th - 1/2 DAY Dismissal at 11:00 AM
 28th - 29th - No School - Thanksgiving Break

Grading Periods

1st - 8/15 to 10/17- 45 Days
 2nd - 10/18 to 1/8- 46 Days
 3rd - 1/9 to 3/14- 45 Days
 4th - 3/17 to 5/28 - 46 Days

1/2 Day Dismissal is 11:00 AM

December 2024

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Student Days - 14
 2nd - No School- Thanksgiving Break
 23rd to 31st - No School- Winter Break

January 2025

M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Student Days - 19
 1st to 3rd - No School- Winter Break
 6th - School Resumes
 8th - End of 2nd Quarter
 20th - No School - MLK Day

February 2025

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Student Days - 19
 14th - No School- Teacher-in-Service
 17th - No School - President's Day

March 2025

M	T	W	TH	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Student Days - 21
 7th - No School - Teacher-in-Service/
 14th -End of 3rd Quarter

Total Student Days 182
Total Teacher Days 187

School Hours
8:00am to 2:00pm

April 2025

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Student Days - 16
 18th - 25th - No School - Spring Break
 28th - School Resumes

May 2025

M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Student Days - 19
 9th -Teacher-in-Service -No School
 26th - Memorial Day- No School
 28th- Last Day for Students
 29th & 30th. Teacher-in-Service

June 2025

M	T	W	TH	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

2nd-Teacher-in-Service.

July 2025

M	T	W	TH	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Extended School Year - TBA

SNOW and SEVERE WEATHER CANCELLATIONS:
 Check Local Channels for your County.

MOUNT  VERNON
NAZARENE UNIVERSITY

College Credit Plus
MEMORANDUM OF UNDERSTANDING

Between
Mount Vernon Nazarene University and Chippewa High School

This Memorandum of Understanding (MOU) is made as of May 1, 2024, between the undersigned Agencies.

I. FORMATION

This MOU is entered into by Chippewa High School herein after referred to as School District and Mount Vernon Nazarene University, Mount Vernon, Ohio, herein after referred to as MVNU. The undersigned hereby form an understanding for the purpose of Dual Enrollment courses.

II. TERM

This MOU shall begin on May 1, 2024, and shall continue until May 30, 2025. This MOU may be continued, thereafter, from year to year, based on mutual agreement of both named parties.

III. PROGRAM

This College Credit Plus (CCP) program is available to qualified students enrolled in the School District. It is not intended to be a substitute for the academic programs, social growth opportunities, or other educational experiences provided by Ohio's schools. Rather, it is designed to provide enhanced access to university curricula for qualified students. This MOU is governed by and subject to Ohio Revised code Chapter 3365.

IV. PARTNERSHIP

Partnerships between School District and MVNU will be established to aid in the delivery of the rigorous university curriculum. All MVNU instruction will be conducted according to MVNU's current academic calendar.

A. Instructional Services – Unless otherwise agreed by the parties, CCP courses will be taught in one of four formats and will simultaneously carry university and high school credit:

1. **MVNU Campus Course:** Qualified students may take a course on MVNU's campus through CCP. This format includes hybrid courses with both an on-campus and online component.
2. **On-Line Course:** A member of MVNU faculty (as determined by the University) may teach a course on-line for qualified students through CCP. These classes are offered through the University.
3. **Remote Learning Option (RLO):** Through a partnership, School Districts may offer an online section of certain MVNU online classes. The School District will establish the time for these classes to meet within their school schedule and will provide a responsible adult to monitor the class period. All course-related responsibilities are performed by the professor (as determined by the University).
 - a. *Provision of Courses* – MVNU will approve and staff the course section, complete all MVNU course-related responsibilities, register the students for the course, and issue credit for the agreed upon online CCP courses taught by MVNU faculty.
 - b. *School District Communication* – School District will provide a roster of eligible and enrolled students to the Director of Dual Enrollment for the MVNU RLO course(s) no less than three weeks before the academic term commences.
4. **Credentialed High School Teacher (CHST):** Members of the high school faculty who are determined to qualify as adjunct faculty may teach an MVNU course (using an MVNU syllabus, textbook, and other materials) for students through CCP as determined by MVNU. Members must meet established criteria and be approved through the credentialing process.

- a. *Provision of Courses: MVNU will issue credit for the agreed upon CCP courses taught at the high school by credentialed teachers or MVNU adjunct faculty and/or the online courses being taught by MVNU faculty.*
- b. *Course Compliance: Designated MVNU personnel will monitor the quality of instruction to assure compliance with the CCP law and the standards established by MVNU and School District. This includes one mandatory classroom observation per school year for each MVNU-authorized course that is taught by a credentialed high school teacher.*
- c. *Instructors: When School District chooses to use an instructor for the CCP program, MVNU will reserve the right to evaluate all instructor applicants to ensure they meet MVNU's academic requirements for that course and for the position of non-paid adjunct faculty including mission fit. Qualified high school instructors approved by MVNU may be used by School District for MVNU approved courses taught at School District site(s). MVNU will provide training for any approved instructors. Instructors are not paid by MVNU for their training or class(es).*
- d. *School District Communication: School District will provide the following:*
 - (1) A roster of students supplied to the Director of Dual Enrollment for courses being taught at the high school before the deadline to add a course and before the deadline to drop a course according to MVNU's academic calendar (Dates in section 4.d)(2)).
 - (2) Both mid-term and final grades must be submitted via Moodle on or before the due dates set forth in MVNU's academic calendar. These dates for the 2024-25 Academic Year are as follows (Note: Summer Learn scheduling and dates are handled on an individual student basis. See the Summer Learn page at MVNU.edu for details.):

Fall Term	Spring Term
October 24, 2024 Mid-semester grades due 11:55 PM	March 11, 2025 Mid-semester grades due 11:55 PM
December 16, 2024 Final grades due 11:55 PM	May 7, 2025 Final grades due 11:55 PM

- B. **Textbooks** – The School District may choose to opt-in to MVNU's Textbook Rental Program (see the Textbook Rental Agreement for details). Otherwise, all required textbooks, including access codes for e-books, will be the responsibility of the school district.
- C. **Student Participation** – Students interested in participating in this program must apply to MVNU for dual enrollment. Qualification will be determined according to the standards of MVNU. Qualifying students will be eligible to enroll in MVNU classes for the summer, fall, and spring semesters.
 - 1. Students must work with the Guidance Office at the School District to ensure their high school requirements and District policies for graduation are satisfied.
 - 2. Students will also be required to work closely with MVNU's Dual Enrollment Department's staff to ensure that all deadlines and requirements are met.
 - 3. Students must remain eligible to continue to participate in the CCP program based on State of Ohio guidelines. Students must also remain eligible under MVNU's academic and code of conduct policies.

V. COMMUNICATION

The primary contact for MVNU will be the Director of Dual Enrollment. The primary contact for School District will be the Guidance Counselor. Communication will take place via phone, e-mail, and in-person meetings. Periodic meetings shall be held as determined by the Partner Agencies.

- A. **MVNU Communications** – MVNU will send the following:
 - 1. A pre-term notice of admission to MVNU and registration of specific courses, to be sent not later than fourteen calendar days prior to the first day of classes for the term of enrollment if the student's enrollment allows, or upon enrollment to students enrolling in fewer than

fourteen calendar days of the first day of classes for the term of enrollment to all of the following:

- a) *The student,*
 - b) *The student's parent, and*
 - c) *The secondary school of the student.*
2. A confirmation of course enrollment notice, listing the courses and hours of enrollment, and the option elected by the student under division (A) or (B) of section 3365.06 of the Revised Code for each course not later than twenty-one calendar days after the first day of classes for a term of enrollment to all of the following:
 - a) *The student, and*
 - b) *The secondary school of the student.*
 3. An End-of-Course Survey, which all instructors will be required to administer to their MVNU students.

B. School District Communications – School District will send the following communications:

1. An invitation to MVNU to attend its Annual CCP information session, at least 30 days prior to the meeting.
2. Notifications to its students regarding application and communication deadlines related to this partnership.
3. All information required by the state under the CCP program.

VI. ACADEMIC SUPPORT

MVNU shall provide the following academic support services for all dual enrollment students:

- A. Assign each enrolled dual enrollment student an academic advisor who is employed by MVNU and who will ensure the following occur:
 1. Prior to the first day of the term of enrollment at MVNU, provide to each participating student the name and contact information of the academic advisor assigned to the student, along with the advisor's office hours and meeting scheduling process.
 2. Have a mandatory meeting between the assigned academic advisor and each student enrolled under the dual enrollment program, which shall occur prior to the date on which a withdrawal from a course would negatively affect a student's transcript. The mandatory meeting, shall include, but not be limited to, information regarding the following:
 - a) *Academic resources available to assist students,*
 - b) *Availability of the college advisor to assist students after the meeting,*
 - c) *Process for engaging faculty and other campus resources for academic assistance,*
 - d) *Postsecondary institution's student handbook and codes of conduct, and*
 - e) *Academic impact of dropping a course after the prescribed no-fault withdrawal date.*
- B. Prior to the first day of the term of enrollment at MVNU, MVNU shall provide to the designated School District Counseling staff the following information:
 1. A roster of students from that school who are enrolled in the institution and a list of course enrollment for each student,
 2. The Add, Drop, and Withdrawal dates according to MVNU's academic calendar. The dates for the 2024-25 Academic Year are as follows:

Fall Term	Spring Term
September 2, 2024 – Start of Fall Term	January 9, 2025 – Start of Spring Term
September 6, 2023 - Last day to add a course.	January 15, 2025 - Last day to add a course.

September 13, 2023 - Last day to drop a course without a "W" grade. Day 14	January 22, 2025 - Last day to drop a course without a "W" grade. Day 14
October 28, 2023 - Last day to withdraw from a course.	March 19, 2025 - Last day to withdraw from a course.
December 6, 2023 – End of Fall Term December 9-12, 2023– Final Exams	April 28, 2025 – End of Spring Term April 28-May 2, 2025 – Final Exams

(Note: Summer Learn scheduling and dates are handled on an individual student basis. See the Summer Learn page at MVNU.edu for details):

- C. In accordance with Section 504, and the Americans with Disabilities Act, MVNU offers accommodations to any qualified student with a physical or mental impairment that sustainably limits a major life activity. Students seeking accommodations due to a disability will need to make a request and submit documentation to Accessibility Services. For more information, please contact accessibilityservices@mvnu.edu.

VII. FISCAL PROCEDURES

Tuition will be as follows:

- A. The per credit hour rate of tuition charged by MVNU and paid by School District for academic year 2024-25 for courses delivered will fall under the default tuition structure as established in the CCP legislation.
- B. The state will be billed the per semester hour cost, based on the delivery method, on behalf of the School District. In addition to the per credit hour amount established above, School District is responsible to provide course textbooks and materials, and the postsecondary institution will waive all fees related to CCP program participation and course enrollment.
- C. Any student who selects the Family Pay option or does not receive CCP funding for the course will be billed directly by MVNU at the default state rates rounded up to the nearest full dollar as well as any applicable course and institution fees. Student bills will be sent out within four weeks of MVNU’s census day and must be paid by the conclusion of the course. A student’s transcript will not be released, and the student will not be able to enroll in further courses, until the bill is paid in full.

VIII. ACCOUNTABILITY

- A. Each of the partner agencies shall maintain compliance with all CCP legislation and guidelines for the services they provide as a result of this MOU. Both parties agree to comply with all reporting requirements and deadlines associated with the CCP program.
- B. An annual review will evaluate the success of this MOU for both parties. Student, faculty, staff, and administrative performance will be evaluated.

IX. REVISIONS

If conditions change, this MOU may be altered by mutual agreement of both parties. The Director of Dual Enrollment at MVNU will update the MOU each academic year. A new copy will be sent to each school superintendent on an annual basis to be signed and returned to the Dual Enrollment office.

Todd S. Osb
Superintendent, Date

4/18/2024
School District

Crystal Goehring 4/17/2024
MVNU Director of Dual Enrollment, Date

MOUNT VERNON

NAZARENE UNIVERSITY

College Credit Plus (CCP) Textbook Rental Program

Terms of Program:

1. MVNU's Dual Enrollment Department will rent textbooks to secondary schools for CCP students enrolled at MVNU. The rental fee per textbook is \$60.00. Smaller support items will rent for \$25.00 each. Consumables such as access codes, workbooks, lab manuals, and printed on-campus materials will be billed as a purchase and will include a \$5.00 convenience fee per item.
2. The Dual Enrollment Department will monitor and update CCP student schedules before the ordering date. Any changes to fall schedules after August 9, 2024, will incur a \$20.00 fee to cover shipping and restocking costs. Any changes to Spring schedules after December 9, 2024, will incur a \$20.00 fee to cover shipping and restocking costs. Students will be encouraged to seek permission from the high school before making schedule changes after these deadlines. This information is presented to students and parents at all summer orientations.
3. The Dual Enrollment Department will secure textbooks for CCP students and maintain an itemized list of books for each student.
4. Commuter, Residential, and Online-only (within 20 miles from MVNU) CCP students will pick up books from the designated location on MVNU's main campus at the beginning of each term. Books for Online-only students whose school is farther than 20 miles from MVNU will be shipped to their home address. Books for courses being taught in person by an MVNU paid adjunct or an MVNU credentialed high school instructor will be sent in a single shipment to the high school.
5. If a student drops a course prior to MVNU's Stats Day (the 15th day of each semester), secondary schools will not be charged the rental fee for the associated book(s) with some exceptions. Exceptions include the following: open cellophane on bundled materials, workbooks in which the student has written, or materials with missing pages. If the student drops the course after MVNU's Stats Day, the secondary school will be responsible for the book rental fee or the costs of the book(s) not returned.
6. The Dual Enrollment Department will invoice the secondary school for rented books and consumables approximately three weeks into each term. A copy of the invoice will go to the MVNU Accounting Office. Note: If CCP students make schedule changes after the invoice is sent, a follow-up invoice will be sent, reflecting the changes.
7. The secondary school will submit payment upon receipt of the invoice each semester. The invoice is due within 30 days of receipt. Checks should be payable to MVNU and mailed to: MVNU Accounting Office, 800 Martinsburg Road, Mount Vernon, OH 43050, with the notation: CCP Book Charges.
8. As the term comes to an end, CCP students receive email reminders from the Dual Enrollment Department via their MVNU student email address to return books to the designated location (or to the correct organization for online students). Commuter and residential CCP student books must be returned by the end of final exam week. Online and partner high school student books must be mailed with the supplied return labels no later than 10 days after the end of each term.
9. A list of CCP students who failed to return books will be submitted to the secondary school contact after the book return deadlines have passed. The secondary school should encourage students to return books using the appropriate method. Non-returned, lost, or damaged books will be billed to the secondary school in a separate invoice.

- 10. Secondary schools are responsible for providing the appropriate contact information for invoicing. Unpaid invoices will result in MVNU withdrawing the offer of a textbook agreement to the secondary school until all past due invoices are paid in full.
- 11. This agreement will remain in effect for the 2024-2025 academic year and will include the following terms: Summer 2024, Fall 2024, Spring 2025.

OPT-IN

As an authorized representative of the secondary school listed below, I agree to the terms set forth in this agreement, and elect to participate in MVNU's CCP Textbook Rental Program for the 2024-2025 academic year. I understand that I am responsible for providing contact information for invoicing purposes. Invoices are sent via email.

OPT-OUT

Our secondary school chooses **not** to participate in MVNU's CCP Textbook Rental Program for the 2024-2025 academic year. As an authorized representative of the secondary school listed below, I understand that it will be the responsibility of the secondary school to source textbooks and materials required for MVNU CCP courses taken by our students.

Chippewa Local Schools
Secondary School Name

April Roth-Kimber
Authorized Representative Name (Print)

AK
Signature

4/19/24 april.roth-kimber@chippewaschools.com 330-658-2011
Date Email Address Phone Number ext. 5310

Please send invoices to the attention of: Accounts Payable
at the following email address: chip-invoices@tcesa.net

Please return the signed agreement to dualenrollment@mvnu.edu no later than **July 8, 2024**.

If you have any questions about MVNU's CCP Textbook Rental Program, please contact the Dual Enrollment office at dualenrollment@mvnu.edu.