

**MARLINGTON LOCAL SCHOOL DISTRICT
BOARD OF EDUCATION
June 25, 2020 Meeting**

June 25, 2020

Electronic Remote Technology Meeting

7:00 P.M.

Regular Meeting Agenda

MINUTES**I. Call to Order**

- A. Invocation** - Mr. Joe Knoll
- B. Pledge of Allegiance**
- C. Reading of Mission Statement** – Mrs. Karen Humphries

In collaboration with staff, community, parents, and students, the Marlinton Local School District will develop lifelong learners who understand and apply knowledge, and demonstrate excellence in pursuing the highest standards with effective intervention to challenge every student.

II. Roll Call

This meeting is a meeting of the Board of Education in public for the purpose of conducting the school district's business and is not to be considered a public community meeting.

Carolyn Gabric	_____x_____
Josh Hagan	_____x_____
Karen Humphries	_____x_____
Scott Mason	_____x_____
Danielle Stevens	_____x_____

III. Adoption of Meeting Agenda – Mrs. Carolyn Gabric

- A. Additions or Corrections**
- B. Recommend that the Marlinton Local Board of Education adopt the following agenda for the June 25, 2020 meeting.**
 - Strike 9A1 personnel
 - Strike first paragraph for executive session regarding investigation
 - Add motion for executive session to discuss the appointment, employment, and compensation of a new superintendent, who is a public employee/official.

BOE Member	1st Motion	2nd Motion	Yea	Nay	Abst.		Approved	Not Approved	Table
Carolyn Gabric			x			Final Resolution:	x		
Josh Hagan		x	x			Resolution No.	186.20		
Karen Humphries			x						
Scott Mason			x						
Danielle Stevens	x		x						

IV. Special Presentations

A. Folk Scholarship

Student Name

Sophia Blake
 Austin Carper
 Kaitlen Engelhart
 Maggie Fellers
 Andrew Grimes
 Lauren Landon
 Lauren Rogers
 MacKenna Ryan
 Leah Springer
 Sierra Thompson

Parents Name

William & Jennifer Blake
 Jason Carper & Tami Carper
 Doug & Libby Engelhart
 Robert & Jodi Fellers
 Adam & Jessica Grimes
 Rick & Dawn Landon
 Matthew & Darla Rogers
 Patrick & Beth Ryan
 Scott & Kim Springer
 Jeffrey Thompson & Susan Gorgonzola

V. Public Participation

Persons wishing to present information or items to the Board shall submit a written statement, along with their names and directory information, in a WORD format to the Treasurer on or before 3:00 p.m. on the Friday prior to the regular meeting of the Board. The Treasurer shall then submit such timely written statements to each board member before the next regular meeting of the Board. At the next regular meeting of the Board, the Treasurer shall identify the name of each person who submitted a written statement and such written statement shall be entered into the minutes but not read aloud at the regular board meeting. There shall be no public participation at special board meetings.

VI. Old Business

VII. New Business

A. Opening of School for 2020-2021 – Mr. Joe Knoll & Mrs. Carole Sutton

B. Student Handbooks for 2020-2021

Recommend the motion to approve the student handbook, athletic handbook and the Dukes Digital handbook for the 2020-2021 school year as presented and marked “Exhibit RR, Exhibit SS and Exhibit TT”.

BOE Member	1st Motion	2nd Motion	Yea	Nay	Abst.		Approved	Not Approved	Table
Carolyn Gabric			x			Final Resolution:	x		
Josh Hagan		x	x			Resolution No.	187.20		
Karen Humphries			x						
Scott Mason	x		x						
Danielle Stevens			x						

C. Student Breakfast/Lunch Prices for 2020-2021

Recommend the motion to approve the increase in food service prices:

Breakfast – all schools - \$1.25
 Elementary Lunch from \$2.50 to \$2.60
 High School & Middle School Lunch from \$2.75 to \$2.85

Reports are included in drop box to help explain the declining balance in food service.

BOE Member	1st Motion	2nd Motion	Yea	Nay	Abst.		Approved	Not Approved	Table
Carolyn Gabric			x			Final Resolution:	x		
Josh Hagan	x		x			Resolution No.	188.20		
Karen Humphries			x						
Scott Mason		x	x						
Danielle Stevens			x						

D. Marlboro Contracts

1. Recommend the motion to approve First Choice Electric for the Marlboro electrical contract, as presented and marked “Exhibit UU”.

BOE Member	1st Motion	2nd Motion	Yea	Nay	Abst.		Approved	Not Approved	Table
Carolyn Gabric			x			Final Resolution:	x		
Josh Hagan	x		x			Resolution No.	189.20		
Karen Humphries			x						
Scott Mason			x						
Danielle Stevens		x	x						

2. Recommend the motion to approve RT Hampton for the Marlboro mechanical contract, as presented and marked “Exhibit VV”.

BOE Member	1st Motion	2nd Motion	Yea	Nay	Abst.		Approved	Not Approved	Table
Carolyn Gabric			x			Final Resolution:	x		
Josh Hagan		x	x			Resolution No.	190.20		
Karen Humphries			x						
Scott Mason			x						
Danielle Stevens	x		x						

E. Third Grade Assessments in Writing

1. Recommend the motion to approve a resolution to administer paper versions of the state assessments to third grade students during the 2020-2021 school year as presented and marked “Exhibit WW”.

BOE Member	1st Motion	2nd Motion	Yea	Nay	Abst.		Approved	Not Approved	Table
Carolyn Gabric			x			Final Resolution:	x		
Josh Hagan		x	x			Resolution No.	191.20		
Karen Humphries			x						
Scott Mason			x						
Danielle Stevens	x		x						

VIII. Treasurer’s Agenda - Mrs. Kathryn Brugger

A. Minutes

1. Recommend the motion to approve the minutes of the following meetings:

Regular Meeting	June 4, 2020
Special Meeting	June 8, 2020
Special Meeting	June 10, 2020
Special Meeting	June 12, 2020
Emergency Meeting	June 18, 2020
Special Meeting	June 22, 2020

BOE Member	1st Motion	2nd Motion	Yea	Nay	Abst.		Approved	Not Approved	Table
Carolyn Gabric			x			Final Resolution:	x		
Josh Hagan		x	x			Resolution No.	192.20		
Karen Humphries			x						
Scott Mason			x						
Danielle Stevens	x		x						

B. Financial Resolutions

1. Recommend the motion to approve the financial reports and overview of receipts and expenditures for the period ending May 31, 2020 as presented and marked as “Exhibit XX” and “Exhibit YY”.

BOE Member	1st Motion	2nd Motion	Yea	Nay	Abst.		Approved	Not Approved	Table
Carolyn Gabric			x			Final Resolution:	x		
Josh Hagan			x			Resolution No.	193.20		
Karen Humphries	x		x						
Scott Mason			x						
Danielle Stevens		x	x						

2. Recommend the motion to approve the final amended appropriations for fiscal year 2020 as presented and marked “Exhibit ZZ”.

BOE Member	1st Motion	2nd Motion	Yea	Nay	Abst.		Approved	Not Approved	Table
Carolyn Gabric			x			Final Resolution:	x		
Josh Hagan	x		x			Resolution No.	194.20		
Karen Humphries			x						
Scott Mason			x						
Danielle Stevens		x	x						

3. Recommend the motion to approve the final amended certificate for fiscal year 2020 as presented and marked “Exhibit AAA”.

BOE Member	1st Motion	2nd Motion	Yea	Nay	Abst.		Approved	Not Approved	Table
Carolyn Gabric			x			Final Resolution:	x		
Josh Hagan		x	x			Resolution No.	195.20		
Karen Humphries	x		x						
Scott Mason			x						
Danielle Stevens			x						

4. Recommend the motion to approve the resolution establishing the Permanent Appropriations for fiscal year 2021 as presented and marked “Exhibit BBB”.

BOE Member	1st Motion	2nd Motion	Yea	Nay	Abst.		Approved	Not Approved	Table
Carolyn Gabric			x			Final Resolution:	x		
Josh Hagan		x	x			Resolution No.	196.20		
Karen Humphries	x		x						
Scott Mason			x						
Danielle Stevens			x						

5. Recommend the motion to approve the amended certificate for fiscal year 2021 as presented and marked “Exhibit CCC”.

BOE Member	1st Motion	2nd Motion	Yea	Nay	Abst.		Approved	Not Approved	Table
Carolyn Gabric			x			Final Resolution:	x		
Josh Hagan		x	x			Resolution No.	197.20		
Karen Humphries	x		x						
Scott Mason			x						
Danielle Stevens			x						

6. Recommend the motion to approve the following donations for May 2020:

<u>DONOR</u>	<u>RECIPIENT</u>	<u>AMOUNT</u>
Buckeye Packaging Company (Donation to Marlinton High School for Academic Recognition Committee)	Marlinton High School	\$70.00
Judith Liber Glaser (Donation to Marlinton High School for the John R. Liber scholarship fund)	Marlinton High School	\$250.00
David and Raven Huprich (Donation to Marlinton High School for the Ashley White-Stumpf Scholarship)	Marlinton Local Schools	\$100.00
Scott and Dawn Hyland (Donation to Marlinton Local School District)	Marlinton Local Schools	\$100.00
Nancy B. Liber (Donation to Marlinton High School for the John R. Liber scholarship fund)	Marlinton High School	\$250.00
William R. Liber (Donation to Marlinton High School for the John R. Liber scholarship fund)	Marlinton High School	\$500.00
Marlinton Athletic Booster Club	Marlinton High School	\$21,500.00

BOE Member	1st Motion	2nd Motion	Yea	Nay	Abst.		Approved	Not Approved	Table
Carolyn Gabric			x			Final Resolution:	x		
Josh Hagan		x	x			Resolution No.	198.20		
Karen Humphries			x						
Scott Mason			x						
Danielle Stevens	x		x						

7. Recommend the motion to approve the interfund transfers as presented on the Final FY20 PI and Capital Budget fund worksheet as presented and marked “Exhibit DDD”.

BOE Member	1st Motion	2nd Motion	Yea	Nay	Abst.		Approved	Not Approved	Table
Carolyn Gabric			x			Final Resolution:	x		
Josh Hagan		x	x			Resolution No.	199.20		
Karen Humphries	x		x						
Scott Mason			x						
Danielle Stevens			x						

8. Recommend the motion to approve the Activity Purpose Clause/Budget Statements for the 2020-2021 school year as presented and marked “Exhibit EEE”.

BOE Member	1st Motion	2nd Motion	Yea	Nay	Abst.		Approved	Not Approved	Table
Carolyn Gabric			x			Final Resolution:	x		
Josh Hagan			x			Resolution No.	200.20		
Karen Humphries		x	x						
Scott Mason			x						
Danielle Stevens	x		x						

9. Recommend the motion to approve the following fund to fund transfer:

From Fund 001 to Fund 006 in the amount of \$101,084.432.

To address the food service deficit. There will need to be some staffing adjustments in this fund to correct the spending going forward.

BOE Member	1st Motion	2nd Motion	Yea	Nay	Abst.		Approved	Not Approved	Table
Carolyn Gabric			x			Final Resolution:	x		
Josh Hagan	x		x			Resolution No.	201.20		
Karen Humphries			x						
Scott Mason		x	x						
Danielle Stevens			x						

IX. Personnel

A. Superintendent Employment

1. Superintendent Hire

Recommend the motion to approve the following administrative contract:

Administrator Position Contract Period

 _____ Superintendent _____

BOE Member	1st Motion	2nd Motion	Yea	Nay	Abst.		Approved	Not Approved	Table
Carolyn Gabric						Final Resolution:			x
Josh Hagan						Resolution No.			
Karen Humphries									
Scott Mason									
Danielle Stevens									

X. Personnel – Consent Agenda

A. Certified Personnel

1. Certified Hires

Recommend the motion to hire the following with a one year limited contract beginning with the 2020-2021 school year, pending verification of satisfactory credentials, BCI and FBI checks as required:

<u>Name</u>	<u>Position</u>	<u>Building</u>
Brenda Kulmala	Music (.5)	Marlboro Elementary
Isabella Schau	Counselor	High School

B. Classified Personnel

1. Classified Resignations

- a) Recommend the motion to accept the resignation of Lora Lipfird as a latchkey supervisor and a cafeteria/playground monitor effective immediately.

- b) Recommend the motion to accept the resignation of Rebekah Bauman as a latchkey supervisor and a cafeteria/playground monitor effective immediately.

2. Classified Hires

Recommend the motion to hire the following with a one year limited contract beginning with the 2020-2021 school year, pending verification of satisfactory credentials, BCI and FBI checks as required:

<u>Name</u>	<u>Position</u>	<u>Assignment</u>
Michaeline Keller	Latchkey	Lexington Elementary
Michaeline Keller	Playground/Cafeteria	Lexington Elementary
Krista Mount	Playground/Clerical	Washington Elementary
Heather Nieman	Playground Clerical	Marlboro Elementary

C. Summer Employment

1. Summer Help Resignation

Recommend the motion to accept the resignation of Kyle Baer as summer horticulture help effective June 10, 2020.

2. Summer Help Employment

Recommend the motion to hire Stephen Nutter for summer horticulture help effective immediately.

D. Supplemental Employment for the 2020-2021 School Year

1. Recommend the motion to hire the following, pending verification of satisfactory credentials, BCI and FBI checks as required and subject to the following: In the event (1) an athletic season is suspended/cancelled, (2) students do not participate in co-curricular/extra-curricular/pupil activity programs, and/or (3) individuals are not specifically assigned, in writing, by the Superintendent to perform supplemental duties under R.C. 3313.53, R.C. 3319.08(A), and applicable laws during the 2020-2021 school year; the Marlington Local School District Board of Education (“Board”) hereby suspends any and all such supplemental contracts and directs the Treasurer to not make any payment whatsoever to any individual in connection with such supplemental contracts. Any individual who performs any supplemental duties in violation of this Resolution shall be deemed to have done so as a volunteer only and shall not be paid for any such volunteer services.

Site Coordinator

Mark Gulling (.5)
Mike Risaliti (.5)

Football	
Head Coach	Mark Gulling
Assistants	Josh Eshelman (.5) Mike Risaliti Marc Young Marcus Lambdin Tyler Kwasnicka Scott Gabelt Mark Knopick Clay Libertore Mike Gulling (.5)
Assistants (MS)	Richard Beamer Ryan Cernansky Chris Middleton Cody Jones
Soccer (Boys)	
Head Coach	Clayton Cowgill
Assistants	Austin Wade Joe Morris Alex McDaniel Greg Keller
Soccer (Girls)	
Head Coach	Jordan Kirk
Assistants	Philip Francis Jacob Sutton
Cheerleading	
Head Coach	Trisha Barker
Assistants	Sydney Graffice (.66) Madyson Pagan (.66) Jada Sutton (.66)
Assistants (MS)	
Golf (Boys)	
Head Coach	Rickard Snode
Assistant	Curt Hamilton
Golf (Girls)	
Head Coach	Shawn Dillon
Tennis (Boys)	
Head Coach	James Jeffries
Assistant	Miles Ford

Tennis (Girls) Head Coach	Matthew Denny
Cross Country Head Coach (Boys) Head Coach (Girls) Assistants	Melissa Graham-Perkins Molly Middleton Emily Shaub Rob Motz
Volleyball Head Coach Assistants	Stephanie Tortola Rita Riley Amy Kohmann Kaylee Shockley Jessica Moracz
Wrestling Head Coach Assistant	Andrew Lamancusa Curt Hamilton Ken Clark Jesse Groff Tyler Siefke
Basketball (Boys) Head Coach Assistant (HS) Assistants (MS)	Nick Evanich Justin Woods Ryan Cernansky Mark Griggs Richard Beamer
Basketball (Girls) Head Coach Assistant (HS) Volunteer Assistant (MS)	Mike Stadulis Kirk Miller Rachel Williams Sierra Mayle Nathan Morrison Kaylee Shockley
Baseball Head Coach Assistant	Cody Jones Nathan Morrison Scott Gabelt Mark Knopick
Swimming Head Coach	Bruce Maher
Bowling Head Coach Assistant	Beth Schick Tom Dull

Track (Boys)	
Head Coach	Robert Dagenhardt
Assistant (HS)	Curt Hamilton Tyler Siefke Rob Motz
Track (Girls)	
Head Coach	Molly Middleton
Assistant (HS)	Chayse Middleton (.5) Becca Ryan (.5)
Track (MS)	
Assistant	Richard Beamer Ryan Cernansky Melissa Graham-Perkins Sue Neal
Softball	
Head Coach	Jessica Moracz
Assistant	Bruce Maher Chris Middleton
Strength & Conditioning	
Director	Tyler Kwasnicka
Assistant Summer	Josh Eshelman
Assistant Fall	Curt Hamilton (.5)
Assistant Fall	Mark Griggs (.5)
Assistant Winter	Mark Gulling
Assistant Spring	Mike Risaliti
Moulin Center Supervision	
Spring	Marcus Lambdin
Division Chairpersons	
Art	Stephannie McGuire
Foreign Language	Megan Brady
Guidance	Meredith Joyce
Horticulture/Agriculture	Andrew Lamancusa
Health/Phys Ed	Tina Hoffman
Industrial Arts	Matthew Denny
Language Arts	Andrea Wise
Math	Chris Locke
CBI	Chris Marmon
Science	Lynn Francis
Social Studies	Katherine Norris
Special Education	Amy Kohmann

Music

HS Band Director Assistant	Bret Pendergast Allen Marshall Thomas Gaskins Melinda Marshall Rolando Ramirez
Band Manager/Announcer	
HS Vocal Music MS Vocal Music	Sam Alhadid Katharine Eversdyke
Elementary Vocal Music Lexington Marlboro Washington	John Gregory Brenda Kulmala Susan Cook
Elementary Band Lexington Marlboro Washington	John Gregory (.33) Brenda Kulmala (.33) Susan Cook (.33)

Class Advisors

Class of 2024	Michelle McElrath
Class of 2023	Meredith Joyce Chris Kogut
Class of 2022	Amy Kohmann Bethany Fetrow
Class of 2021	Emily Shaub Calle Knisley

Publications

Yearbook (HS)	Stephannie McGuire
Yearbook (MS)	Tyler Cosma

Organizations

Academic Challenge (HS)	Cathryne Kean
Academic Challenge (HS)	Jennifer Maley
Character Counts (HS)	Amy Kohmann
Drama Dukes (HS)	Sam Alhadid
Gamer Club (MS)	Elizabeth D'Eramo
Gamer Club (HS)	Melissa Bogunovich (.5)
	Michael Collins (.5)
Link Crew (HS)	Rita Morrison

National Honor Society (HS)	Chris Locke (.5)
	Jeff Oyster (.5)
Power of the Pen (MS)	Jennifer Maley
Power of the Pen (HS)	Kaitlyn McCoy
Robotics (HS)	Matthew Denny
Robotics (MS)	Tyler Kwasnicka
SADD (HS)	Rita Morrison
Science Fair (HS)	Emily Shaub
Ski Club (HS)	Stephanie Tortola
Steam Club (Elementary)	Aubree Horning
Student Council (HS)	Stephanie Tortola
Student Council (MS)	Jennah Hart

Head Teachers	
Lexington	Justin Woods
Marlboro	Mark Greco
Washington	Shawn Dillon

Mentors	
Lead	Teresa Phillips

BOE Member	1st Motion	2nd Motion	Yea	Nay	Abst.		Approved	Not Approved	Table
Carolyn Gabric			x			Final Resolution:	x		
Josh Hagan	x		x			Resolution No.	202.20		
Karen Humphries			x						
Scott Mason		x	x						
Danielle Stevens			x						

XI. Announcements:

XII. Next Board of Education Meetings:

Regular Meeting: July 2, 2020
 7:00 P.M.
 Electronic Remote Technology Meeting

Regular Meeting July 16, 2020
 7:00 P.M.
 Electronic Remote Technology Meeting

XIII. Executive Session

The Marlinton Local School District Board of Education (“Board”) shall recess into executive session for the purpose of considering the investigation of charges or complaints against a public official. All matters discussed in this executive session are designated to the public officials and employees as confidential pursuant to R.C. 102.03(B) because of the status of the proceedings and/or the circumstances under which the information will be received, and preserving its confidentiality is necessary to the proper conduct of government business.

The Marlinton Local School District Board of Education (“Board”) shall recess into executive session for the purpose of considering confidential information related to the marketing plans, specific business strategy, production techniques, trade secrets, and/or personal financial statements of an applicant for economic development assistance and/or negotiations with other political subdivisions respecting requests for economic development assistance since (1) the information is directly related to a request for economic development assistance that is to be provided or administered under any R.C. 5709.40 to R.C. 5709.43 and (2) a unanimous quorum of the Board hereby determines, by a roll call vote, that the executive session is necessary to protect the interests of the applicant and/or the possible investment or expenditure of public funds to be made in connection with the economic development project. All matters discussed in this executive session are designated to the public officials and employees as confidential pursuant to R.C. 102.03(B) because of the status of the proceedings and/or the circumstances under which the information will be received, and preserving its confidentiality is necessary to the proper conduct of government business. (Roll Call Vote)

IN: 7:50 p.m **OUT: 8:43 p.m**

BOE Member	1st Motion	2nd Motion	Yea	Nay	Abst.		Approved	Not Approved	Table
Carolyn Gabric			x			Final Resolution:	x		
Josh Hagan		x	x			Resolution No.	203.20		
Karen Humphries			x						
Scott Mason			x						
Danielle Stevens	x		x						

XIV. Adjournment

BOE Member	1st Motion	2nd Motion	Yea	Nay	Abst.		Approved	Not Approved	Table
Carolyn Gabric			x			Final Resolution:	x		
Josh Hagan			x			Resolution No.	204.20		
Karen Humphries		x	x						
Scott Mason			x						
Danielle Stevens	x		x						

Board President

Treasurer/CFO

Student/Parent Handbook

for the

MARLINGTON LOCAL SCHOOL DISTRICT

Welcome to Marlinton Local Schools. We are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Teachers will also review this Handbook with students at the beginning of the school year.

Thank you for taking the time to become familiar with the important information in this handbook. If you have any questions, please feel free to contact your building principal or the undersigned. The contacts for the building principals may be found on the previous pages.

Sincerely,



*Joseph Knoll,
Superintendent.*



*Carole Sutton,
Assistant Superintendent*

NOTE:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in June 21, 2020 , 2019. If you have questions or would like more information about a specific issue or document, contact your school principal.
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| Adopted by the Board of Education on June 21, ~~2020~~, 2019.

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FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 20, 2019. If any of the policies or administrative guidelines referenced herein are subsequently revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's web site.

MISSION OF THE SCHOOL

In collaboration with staff, community, parents, and students, the Marlinton Local School District will develop lifelong learners who understand and apply knowledge, and demonstrate excellence in pursuing the highest standards with effective intervention to challenge every student.

EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Joseph Knoll, Superintendent
Marlington Local Schools
10320 Moulin Avenue NE
Alliance, Ohio 44601
Phone: 330-823-7458
Email: j_knoll@marlingtonlocal.org

Carole Sutton, Asst. Superintendent
Marlington Local Schools
10320 Moulin Avenue NE
Alliance, Ohio 44601
Phone: 330-823-7458
Email: c_sutton@marlingtonlocal.org

Complaints will be investigated in accordance with the procedures described in this Handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

SCHOOL DAY

Elementary School Hours:

Student Drop Off Time:	8:25 a.m.
School Begins:	8:30 a.m.
Student Dismissal	3:05 p.m.
Bus Departure	3:15 p.m.

Middle School

Student May Enter Building:	7:10 a.m.
School Begins:	7:40 a.m.
Student Dismissal	2:25 p.m.
Bus Departure	2:35 p.m.

High School Hours:

Student May Enter Building:	7:25 a.m.
School Begins at high school:	7:40 a.m.
Student Dismissal	2:25 p.m.
Bus Departure	2:35 p.m.

STUDENT RESPONSIBILITIES

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

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the Principal.

Adult students (age 18 or older) must follow all school rules.

If residing at home, adult students are encouraged to include their parents in their educational program.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail, email or hand delivery when appropriate. Parents have the option of receiving communication from the School via e-mail and/or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

STUDENT WELL BEING

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian reside unless enrolling under the District's open enrollment policy, or enrolling and paying tuition.

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The principal or his designee will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

New students 18 years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit that has been approved and stamped by the Stark County Clerk of Courts.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DHS to the Superintendent, have been received:

- A. an updated copy of the student's transcript;
- B. a report of the student's behavior while in DHS custody;
- C. the student's current IEP, if one has been developed for the child; and
- D. a summary of the instructional record of the child's behavior.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

SCHEDULING AND ASSIGNMENT

Elementary Level

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

Secondary Level

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Department. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

EARLY DISMISSAL

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

WITHDRAWAL/TRANSFER FROM SCHOOL

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of 18.

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request.

IMMUNIZATIONS

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school nurse at a_devore@marlingtonlocal.org dipietro@marlingtonlocal.org, or by leaving a telephone message with any of the building secretaries.

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

USE OF MEDICATIONS

Students who must take prescribed medication during the school day, must comply with the following guidelines:

- A. Parents should, determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the Principal's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine autoinjectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a back up dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.
- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

Nonprescribed (Over-the-Counter) Medications

No staff member will dispense nonprescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a nonprescribed medication on forms that are available from the Principal's Office. Physician authorization is not required in such cases.

If a student is found using or possessing a nonprescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Students shall be permitted to possess and self-administer over-the counter topical sunscreen products while on school property or at a school-sponsored event.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's Office. A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

The School District has an obligation to protect staff and students from noncasual-contact communicable diseases. When a noncasual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

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

CONTROL OF BLOOD-BORNE PATHOGENS

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.

Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.

Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the school nurse and assist the student in completing the requisite documents (e.g., Form 8453.02 F1 - Exposure Report).

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician the Stark County Health Department. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

The student's parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with his/her physician or the Stark County Health Department.

The student's parents will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality.

The student's parents will be encouraged to allow the District to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure.

STUDENTS WITH DISABILITIES

The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact Dan Swisher, Special Services Director at 330-823-7453 or by email at d_swisher@marlingtonlocal.org to inquire about evaluation procedures, programs, and services.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students, Mrs. Carole Sutton, Assistant Superintendent, at 330-823-7458 or by email at c_sutton@marlingtonlocal.org.

CHILDREN AND YOUTH IN FOSTER CARE

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information see Policy 5111.03.

PROTECTION AND PRIVACY OF STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

The Board designates as student "directory information": a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found on the district website.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the Building Principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the Building Principal to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

STUDENT FEES AND FINES

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Marlinton Local Schools charges specific fees for activities and materials used in the course of instruction, and a copy of specific fees may be found on the district website.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Fees may be waived in situations where there is financial hardship.

Students can avoid late fines by promptly returning borrowed materials.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines.

Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

STUDENT VALUABLES

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

MEAL SERVICE

The School participates in the National School Lunch Program and makes lunches available to students for a fee. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the School's cafeteria. No student may leave school premises during the lunch period without specific written permission from the Principal.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes s/he is eligible, contact Mrs. Rojean Cole, Food Service Director at 330-821-4017 or by email at r_cole@marlingtonlocal.org.

SAFETY AND SECURITY

- A. All visitors must report to the office when they arrive at school and must provide a valid drivers license and are subject to a check by the Raptor System located in each building.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. All District employees are to wear photo-identification badges while in District schools and offices or on District property.

FIRE, TORNADO, AND SAFETY DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted once per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

EMERGENCY CLOSING AND DELAYS

If school must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the local radio and television stations, place information regarding the closing on the district webpage, and will utilize the current automatic call-out system.

Parents and students are responsible for knowing about emergency closings and delays.

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan is available for inspection at the Board offices upon request.

VISITORS

Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School to sign in and obtain a pass. All visitors are required to provide a valid drivers license and are subject to a check in our Raptor System. Any visitor found in the building without signing in and a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time.

Students may not bring visitors to school without prior written permission from the Principal.

USE OF THE LIBRARY/DIGITAL LEARNING ZONE (DLZ)

The Library/DLZ is available to students throughout the school day. Passes may be obtained from a student's teacher or from the DLZ Coordinator.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

LOST AND FOUND

The lost and found area is located in the main office of each building. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

USE OF OFFICE TELEPHONES

Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

USE OF PERSONAL COMMUNICATION DEVICES

Board Policy 5136 – Personal Communication Devices.

For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.) and/or other web-enabled devices of any type.

While students may possess PCDs in school, on school property, during after school activities (e.g., extra-curricular activities) and at school-related functions, they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight during school hours.

Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the Principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated and held until a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and Principal are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one - or two-way audio communication technology (i.e., technology that allows a

person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without express written consent of the Superintendent. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the Principal. The District representative shall notify the parent(s), in writing, whether such request is denied or granted within five (5) days.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The Principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD, recording device, or other device with one- or two-way audio communication technology in violation of this policy is required to report the violation to the Principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

“Sexting” is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the PCD.

ADVERTISING OUTSIDE ACTIVITIES

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will attempt to respond to a request for approval within 1 school day of its receipt.

SECTION II - ACADEMICS

COURSE OFFERINGS

A current list of course offerings may be found on our district web page.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School’s co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

Attendance rules apply to all field trips.

While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.

Students who violate school rules may lose the privilege to go on field trips.

GRADES

Marlington Local Schools has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will so inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

GPA AND RANKING GUIDELINES

For graduating classes ~~of 2020 and 2021~~ only, a five letter range is used for students who take **Honors and CCP**, excluding Honors courses through Credit Flex. This scale will be utilized to determine a weighted GPA, which in turn will be used to establish class rank.

Point Symbol	Percent Range	Regular Value	Honors Value
A	90-100	4.000	4.500
B	80-89	3.000	3.500
C	70-79	2.000	2.500
D	60-69	1.000	1.000
F	59 ↓	0	0

For graduating class of 2022 and beyond, a five letter range will be used for all courses including Honors and CCP.

Point Symbol	Percent Range	Value
A	90-100	4.000
B	80-89	3.000
C	70-79	2.000
D	60-69	1.000
F	59 ↓	0

For example, if a student participating in College Credit Plus at the university receives a letter grade of a “B-“ for a course, Marlington High School will record a letter grade of “B” for the course on their high school transcript. A student’s college transcript will still reflect the “B-“ grade.

DETERMINING NINE-WEEK GRADE

The grade at the end of a nine-week grading period is based upon formative assessments (i.e., papers, homework, classroom recitations) and summative assessments (i.e., projects, reports, papers, chapter tests, unit test, and the nine-week test)

BEGINNING WITH THE CLASS OF 2022

Academic Recognition of Cum Laude Honors Students

<i>Latin Honor Level</i>	<i>Unweighted GPA (7th semester, cumulative)</i>	<i>Additional Requirement</i>
Summa Cum Laude	4.0	15+ Honors courses OR 4+ credits CTE
Magna Cum Laude	3.75 - 4.0	8+ Honors courses OR 4+ credits CTE
Cum Laude	3.5 - 4.0	None

VALEDICTORIAN & SALUTATORIAN RECOGNITION For ~~2020 and 2021~~

To be honored at graduation as Valedictorian or Salutatorian a student must be enrolled at Marlinton High School at the beginning of his/her **freshman** year of high school. Determination of Valedictorian and Salutatorian will proceed as follows using the 7th semester cumulative and cut-off.

1. Highest Unweighted GPA
2. Highest ACT Comprehensive Score (or SAT equivalent).
3. Highest # of Honors (including CCP) courses taken.
4. Total # of HS credits earned.

DETERMINING SEMESTER GRADE

The final grade for a semester is determined by multiplying the sum of the 9-weeks grades by 2, adding the exam grade, and then applying the following grading scale.

<u>Grade</u>	<u>Points</u>
A	18 - 20
B	13 - 17
C	8 - 12
D	3 - 7
F	0 - 2

Example: B for the 1st 9-weeks
C for the 2nd 9-weeks
D for the exam

$$\begin{aligned}2(B + C) + D &= \text{Final Grade} \\2(3 + 2) + 1 &= \text{Final Grade} \\10 + 1 &= \text{Final Grade}\end{aligned}$$

Applying the above scale, the final grade is a “C”

Any student who receives a grade of F for both 9-weeks grades in a semester will receive an F regardless of the exam grade.

GRADE POINT AVERAGE

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

GRADING PERIODS

Students will receive a report card at the end of each nine (9) week period indicating their grades for each course of study for that portion of the academic term.

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

PROMOTION, ACCELERATION, AND RETENTION

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It is the Board's intent that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

The promotion and retention provisions of this policy shall be in compliance with the terms of Ohio's Third Grade Reading Guarantee (Policy 2623.02).

Promotion:

A student will be promoted to the succeeding grade level when s/he has:

- A. completed the course and State-mandated requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Academic Acceleration:

Academic acceleration may involve whole-grade acceleration or individual subject acceleration. Academic acceleration occurs when a student is not only doing the caliber of work necessary to be promoted to the next grade or enrolled in the next course in the academic sequence, but also demonstrates the ability to do the caliber of work required of students in that next grade level/subject/course. An acceleration evaluation committee will determine whether the student will be permitted to skip a grade level (i.e., whole-grade acceleration), or take a subject at a higher grade level or skip a course in the usual and customary academic sequence (i.e., individual subject acceleration).

Any student residing in the District may be referred by a staff member or a parent/guardian to the principal of his/her school for evaluation for possible accelerated placement. Students may refer themselves or a peer through a staff member who has knowledge of the referred child's abilities. Copies of referral forms for evaluation for whole-grade or individual subject acceleration will be available at each school building. The principal of each school (or his/her designee) shall solicit referrals of students for evaluation for accelerated placement annually, and ensure that all staff s/he supervises is aware of the procedures for referring students for evaluation for possible accelerated placement.

Students referred for accelerated placement will be evaluated in a prompt manner. The building principal will schedule the evaluations. Normally, changes in a student's schedule will occur only at the start of a grading period.

Before a student is evaluated for accelerated placement, the principal (or his/her designee) shall obtain written permission from the student's parent/guardian.

Evaluations related to referrals that occur during the school year will ordinarily be completed and a written report issued within forty- five (45) calendar days. Evaluations related to referrals that occur at the end of a school year or during the summer will be completed and a written report issued either before the end of the school year, if possible, or within forty-five (45) calendar days of the start of the next school year.

Upon referral, the student's principal (or his/her designee) shall convene an acceleration evaluation committee to determine the appropriate learning environment for the referred student. This committee shall include the following:

- A. a parent/guardian, or a representative designated by that parent/guardian
- B. a gifted education coordinator or gifted intervention specialist, or if neither is available, a school psychologist or guidance counselor with expertise in the appropriate use of academic acceleration may be substituted
- C. a principal or assistant principal from the child's current school
- D. a current teacher of the referred student
- E. a teacher at the grade level or course to which the referred student may be accelerated

The acceleration evaluation committee shall be responsible for conducting a fair and thorough evaluation of the student. The acceleration evaluation committee will consider the student's own thoughts on possible accelerated placement in its deliberations. In the event that career-technical programs are considered for acceleration, a career-technical educator shall be consulted as a part of the evaluation.

Students considered for whole-grade acceleration will be evaluated using an acceleration assessment process approved by the Ohio Department of Education.

Students considered for individual subject acceleration will be evaluated using a variety of data sources, including measures of achievement based on State academic content standards (in subjects for which the State Board of Education has approved content standards) and consideration of the student's maturity and desire for accelerated placement.

The acceleration evaluation committee shall issue a written decision on the outcome of the evaluation process to the principal and the student's parent/guardian. This notification shall include instructions for appealing the decision. If a consensus recommendation cannot be reached by the committee, the decision will be determined by a majority vote of the committee membership.

Appeals must be made in writing to the Superintendent within thirty (30) calendar days of the parent/guardian receiving the committee's decision. The Superintendent or his/her designee shall review the appeal and notify the parent/guardian of his/her decision within thirty (30) calendar days of receiving the appeal. The Superintendent or his/her designee's decision shall be final, however, the student may be referred again.

If the student is recommended for whole-grade or individual subject acceleration, the acceleration evaluation committee will develop a written acceleration plan. The parent/guardian shall be provided with a copy of the plan. The plan shall specify:

- A. placement of the student in an accelerated setting;
- B. strategies to support a successful transition to the accelerated setting;
- C. requirements and procedures for earning high school credit prior to entering high school (if applicable); and,
- D. an appropriate transition period for accelerated students.

A school staff member will be assigned to oversee implementation of the acceleration plan and to monitor the adjustment of the student to the accelerated setting.

At any time during the transition period, a parent/guardian of the student may request in writing that the student be withdrawn from accelerated placement. In such cases the principal shall remove the student from the accelerated placement without repercussions.

At any time during the transition period, a parent/guardian may request in writing an alternative accelerated placement. In such cases, the principal shall direct the evaluation committee to consider other accelerative options and to issue a decision within thirty (30) calendar days of receiving the request. If the student will be placed in a different accelerated setting from that initially recommended, the student's acceleration plan shall be revised accordingly, and a new transition period shall be specified.

At the end of the transition period, the accelerated placement shall become permanent. The student's record shall be modified accordingly, and the acceleration implementation plan shall become part of the student's permanent record to facilitate continuous progress through the curriculum.

Retention:

A student may be placed at the next grade level when retention would no longer benefit the student.

The Superintendent shall develop administrative guidelines for promotion, placement, and retention of students that:

- A. require the recommendation of the relevant staff members for promotion, placement, or retention;

- B. require that parents are informed in advance of the possibility of retention of a student at a grade level;
- C. assure that efforts will be made to remediate the student's difficulties before s/he is retained;
- D. assign to the principal the final responsibility for determining the promotion, placement, or retention of each student.

GRADUATION REQUIREMENTS

In order to acknowledge each student's successful completion of the instructional program, appropriate to the achievement of District goals and objectives as well as personal proficiency, the Board of Education awards a diploma to eligible students at a graduation ceremony.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board or who properly completes the goals and objectives specified in his/her individualized education program (IEP) including either the exemption from or the requirement to complete the tests required by the State Board of Education in order to graduate. In addition to earning course credits, each student must earn the required number of points, unless exempted, on the tests required by the State Board of Education to graduate.

For the Class of 2018 and beyond, a diploma shall be awarded to students meeting the curriculum credit requirements and who achieve one of the following three options: a cumulative passing score with the required number of points in each area on end of course exams, earn the required points on the WorkKeys assessment and an approved industry-recognized credential, or earn a remediation-free score in English language arts and mathematics on the ACT or SAT, subject to limitations on assessments as outlined below.

The requirements for graduation from high school include passing the graduation tests required by the State Board of Education or meeting the alternative pathway to graduation, and earning twenty-one (21) units of credit in grades nine through twelve as follows:

<u>Subject</u>	<u>Units Required</u>
English Language Arts	4
Health	.5
Physical Education	.5
Mathematics	
(must include 1 unit algebra II or equivalent of algebra II)	4
Science (must include 1 unit physical sciences, 1 unit of life sciences, and 1 unit advanced study in one or more of: chemistry, physics, other physical science, advanced biology or other life science, physical geology or other earth or space science.)	3

Social Studies (must include 1/2 unit of American history and 1/2 unit of American government)	3
Six (6) electives (must include one (1) or any combination of foreign language, fine arts, business, career-technical education, family and consumer sciences, technology, agricultural education, a junior reserve officer training corps (JROTC) program approved by the U.S. Congress, or English language arts, mathematics, science, or social studies courses not otherwise required)	6

All students must receive instruction in economics and financial literacy during Grades 9 – 12. Additionally, all students must receive instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator from an approved source during Grades 9-12, unless the student is exempted from such training due to disability or by written request of the parent.

Students who achieve an industry credential or license that requires an examination shall not be required to take additional technical assessments. If the student does not participate in licensure or license examination, the student shall take the applicable technical assessments. Students must attain specified scores on assessments as required to demonstrate workforce readiness on a nationally recognized job skills assessment in order to obtain a diploma.

Certain students are not required to take the college and career readiness assessments administered to all eleventh (11th) grade students:

- A. students who demonstrate they are remediation-free on the English, math and reading nationally-recognized assessments prior to the administration of the college and career readiness assessments;
- B. students with significant cognitive disabilities who take an alternative assessment and students with intellectual disabilities outlined in state guidance, and
- C. Limited English proficient students enrolled in United States schools for less than two years for whom no appropriate accommodations is available.

Students may take the assessment even if they are not required to do so.

The Board shall affix the State of Ohio Seal of Biliteracy to the diplomas of students who achieve all the requirements in an eligible language as established by the Ohio Department of Education. A student may be required to pay a fee to demonstrate proficiency in a language, which may include the cost of a standardized test.

Credit may be earned by:

- A. Completing coursework;
- B. testing out of or demonstrating mastery of course content; or

- C. pursuing one or more educational options in accordance with the District's Credit Flexibility Program.

Credit may be earned at an accredited postsecondary institution.

Every high school may permit students below the ninth grade to take advanced work for credit. This work shall count toward the graduation requirements if it was both:

- A. taught by a person who possesses a license/certificate issued under State law that is valid for teaching high school;
- B. designated by the Board as meeting the high school curriculum requirements.

An honors diploma shall be awarded to any student who meets the established requirements for graduation or the requirements of his/her IEP; attains the applicable scores on the tests required by the State Board of Education to graduate; and meets any additional criteria the State Board may establish.

Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal or those students who have been deemed eligible to participate in such exercises in accordance with the terms of their IEP. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

The Board also shall grant a diploma of adult education to all District residents over the age of twenty-one (21) who meet the requirements established by the State Board of Education.

EARLY GRADUATION

Students who wish to apply for early graduation should apply to the high school principal. Early graduation will be permitted if the student fulfills the graduation requirements and conditions for graduation. Students who choose early graduation may participate in the graduation ceremonies of their designated class.

EDUCATIONAL OPTIONS

Marlington Local Schools provides alternative means by which a student can achieve the goals of the District, as well as his/her personal educational goals. A list of the approved Educational Options is available in the Guidance Office.

COLLEGE CREDIT PLUS PROGRAM

Any student in grades 7 through 12 may enroll in a postsecondary program provided s/he meets the requirements established by law and by the participating college or university. A student will be denied high school credit for any portions of or for the entire class if taken during a period of

expulsion. Student participation requires written consent of the Superintendent and, for students under 18, written consent of the parents or attendance in counseling services offered with this educational option. Any interested student should contact the Guidance Department to obtain the necessary information.

CAREER ADVISING PROGRAM

Career advising is an integrated process that helps students understand how their personal interests, strengths and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options. (See Policy 2413)

RECOGNITION OF STUDENT ACHIEVEMENT

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Building Principal. These recognitions consist of Honor Roll(s); Athletic Awards and various special awards.

HOMEWORK

Homework will be assigned. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

COMPUTER TECHNOLOGY AND NETWORKS

Students shall use District Technology Resources for educational purposes only. District Technology Resources shall not be used for personal, non-school related purposes. Use of District Technology Resources is a privilege, not a right. When using the District Technology Resources, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students found to have engaged in unauthorized or inappropriate use of the District Technology Resources, including any violation of these guidelines, may have their privilege limited or revoked, and may face further disciplinary action consistent with the Student Handbook, and/or civil or criminal liability. Prior to accessing or using District Technology Resources, students and parents of minor students must sign the Student Technology Acceptable Use and Safety Agreement (Form 7540.03 F1). Parents should discuss their values with their children and encourage students to make decisions regarding their use of the District Technology Resources that is in accord with their personal and family values, in addition to the Board's standards.

This guideline also governs students' use of their personal communication devices (see definition Bylaw 0100) when they are connected to District Technology Resources, or when used while the student is on Board-owned property or at a Board-sponsored activity.

Below is a non-exhaustive list of unauthorized uses and prohibited behaviors. This guideline further provides a general overview of the responsibilities users assume when using District Technology Resources.

- A. All use of District Technology Resources must be consistent with the educational mission and goals of the District.
- B. Students may only access and use District Technology Resources by using their assigned account and may only send school-related electronic communications using their District-assigned email addresses. Use of another person's account/email address is prohibited. Students may not allow other users to utilize their account/email address and should not share their password with other users. . Students may not go beyond their authorized access. Students should take steps to prevent unauthorized access to their accounts by logging off or "locking" their computers/laptops/tablets/personal communication devices when leaving them unattended.
- C. No user may have access to another's private files. Any attempt by users to access another user's or the District's non-public files, or phone or e-mail messages is considered theft. Any attempts to gain access to unauthorized resources or information either on the District's computer or telephone systems or any systems to which the District has access are prohibited. Similarly, students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the District's Network.
- D. Students may not intentionally disable any security features used on District Technology Resources.
- E. Students may not use District Technology Resources or their personal communication devices to engage in vandalism, "hacking" or other illegal activities (e.g. software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography, including sexting; fraud; sale of illegal substances and goods).
 - 1. Slander and libel - In short, slander is "oral communication of false statements injurious to a person's reputation," and libel is "a false publication in writing, printing, or typewriting or in signs or pictures that maliciously damages a person's reputation or the act or an instance of presenting such a statement to the public." (The American Heritage Dictionary of the English Language. Third Edition is licensed from Houghton Mifflin Company. Copyright © 1992 by Houghton Mifflin Company. All rights reserved.) Students shall not knowingly or recklessly post false or defamatory information about a person or organization. Students are reminded that material distributed over the Internet is "public" to a degree no other school publication or utterance is. As such, any remark may be seen by literally millions of people and harmful and false statements will be viewed in that light.
 - 2. Students shall not use District Technology Resources to transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, national origin, sex,

sexual orientation or transgender identity, age, disability, religion, or political beliefs. Sending, sharing, viewing or possessing pictures, text messages, e-mails or other materials of a sexual nature (i.e. sexting) in electronic or any other form, including the contents of a personal communication device or other electronic equipment is grounds for discipline. Such actions will be reported to local law enforcement and child services as required by law.

3. Vandalism and Hacking - Deliberate attempts to damage the hardware, software, or information residing in District Technology Resources or any computer system attached through the Internet is strictly prohibited. In particular, malicious use of District Technology Resources to develop programs that harass other users or infiltrate a computer/laptop/tablet or computer system and/or damage the software components of a computer or computing system is prohibited.

Attempts to violate the integrity of private accounts, files or programs, the deliberate infecting of the network or computers, laptops, tablets, etc., attached to the network with a "virus", attempts at hacking into any internal or external computer systems using any method will not be tolerated.

Students may not engage in vandalism or use District Technology Resources or their personal communication devices in such a way that would disrupt others' use of District Technology Resources.

Vandalism is defined as any malicious or intentional attempt to harm, steal, or destroy data of another user, school networks, or technology hardware. This includes, but is not limited to, uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent or bypass network security and/or the Board's technology protection measures. Students also must avoid intentionally wasting limited resources. Students must immediately notify the teacher or building principal if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.

4. Use of District Technology Resources to access, process, distribute, display or print child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. If a student inadvertently accesses material that is prohibited by this paragraph, s/he should immediately disclose the inadvertent access to the teacher or building Principal. This will protect the user against an allegation that s/he intentionally violated this provision.

5. Unauthorized Use of Software or Other Intellectual Property from Any Source – All communications and information accessible via the Internet should be assumed to be private property (i.e., copyrighted and/or trademarked). Laws and ethics require proper handling of intellectual property. All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected.

Software is intellectual property, and, with the exception of freeware, is illegal to use without legitimate license or permission from its creator or licensor. All software loaded on District computers must be approved by the Technology Director, and the District must own, maintain, and retain the licenses for all copyrighted software loaded on District computers. Students are prohibited from using District Technology Resources for the purpose of illegally copying another person's software. Illegal peer-to-peer file trafficking of copyrighted works is prohibited.

Online articles, blog posts, podcasts, videos, and wiki entries are also intellectual property. Students should treat information found electronically in the same way they treat information found in printed sources – i.e., properly citing sources of information and refraining from plagiarism. Rules against plagiarism will be enforced.

- F. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- G. District Technology Resources may not be used for private gain or commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying.
- H. Use of District Technology Resources to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, which is intended to harm others." [Bill Belsey (<http://www.cyberbullying.org>)] Cyberbullying may occur through e-mail, instant messaging (IM), chat room/Bash Boards, small text-messages (SMS), websites, voting booths.

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to negatively impact the victim's use of that method of communication and/or drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing and/or sexually explicit photographs/recordings of students;

4. posting misleading or fake photographs of students on websites.
- I. Students are expected to abide by the following generally-accepted rules of online etiquette:
1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through or utilizing District Technology Resources. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications made through utilizing District Technology Resources.
 2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
 4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
 5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial websites.
 6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 7. Never agree to get together with someone you "meet" on-line without parent approval and participation.
 8. Check e-mail frequently, and delete e-mail promptly .
 9. Students should promptly disclose to a teacher or administrator any messages they receive that are inappropriate or makes them feel uncomfortable, especially any e-mail that contains sexually explicit content (e.g. pornography). Students should not delete such messages until instructed to do so by an administrator .
- J. Downloading of files onto school-owned equipment or contacted online educational services is prohibited, without prior approval from the Technology Coordinator. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or installs a software program that infects District Technology Resources with a virus and causes damage, the student will be liable for any and all repair costs to make the District Technology Resources once again fully operational.

- K. Students must secure prior approval from a teacher or the principal before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or Listservs.
- L. Students may use real-time electronic communication, such as chat or instant messaging, only under the direct supervision of a teacher or in moderated environments that have been established to support educational activities and have been approved by the Board, Superintendent, or building principal. Students may only use their school-assigned accounts/email addresses when accessing, using or participating in real-time electronic communications for education purposes.
- M. Users have no right or expectation to privacy when using the District Technology Resources. The Board reserves the right to access and inspect any facet of its Technology Resources, including, but not limited to, computers, laptops, tablets, and other web-enabled devices, networks, or Internet connections or online educational services, or apps, e-mail or other messaging or communication systems or any other electronic media within its technology systems or that otherwise constitutes its property and any data, information, e-mail, communication, transmission, upload, download, message or material of any nature or medium that may be contained therein. A student's use of the District Technology Resources constitutes his/her waiver of any right to privacy in anything s/he creates, stores, sends, transmits, uploads, downloads or receives on or through the District Technology Resources and related storage medium and equipment. Routine maintenance and monitoring, utilizing both technology monitoring systems and staff monitoring, may lead to discovery that a user has violated Board policy and/or the law. An individual search will be conducted if there is reasonable suspicion that a user has violated Board policy and/or law, or if requested by local, State or Federal law enforcement officials. Students' parents have the right to request to see the contents of their children's files, e-mails and records.

The following notice will be included as part of the computer log-on screen:

"District Technology Resources (as defined in Bylaw 0100) are to be used for educational and professional purposes only. Users are reminded that all use of District Technology Resources, including Internet use, is monitored by the District and individual users have no expectation of privacy."

- N. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the District Technology Resources will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects must be cited the same as references to printed materials. The Board is not to be responsible for financial obligations arising through the unauthorized use of its Technology Resources. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of a student's misuse of District Technology Resources.

- O. Disclosure, use and/or dissemination of personally identifiable information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Technology Acceptable Use and Safety Agreement Form."
- P. Proprietary rights in the design of websites hosted on Board-owned or leased servers remains at all times with the Board.
- Q. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the District Technology Resources.
- R. Students may not use District Technology Resources to establish or access web-based e-mail accounts on commercial services (e.g., Gmail, Cloud, Outlook, , Yahoo mail, etc.).
- S. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
- T. Preservation of Resources and Priorities of Use: District Technology Resources are limited. Because space on disk drives and bandwidth across the lines that connect District Technology Resources (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the teacher. Each student is permitted reasonable space to store e-mail, web, and personal school-related files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to District Technology Resources for class- or instruction-related activities have priority over other users. Students not using the District Technology Resources for class-related activities may be "bumped" by any student requiring access for class- or instruction-related purpose.

Game playing is not permitted unless under the supervision of a teacher.

Abuse of Network Resources

Peer-to-peer file sharing, mass mailings, downloading of unauthorized games, videos, and music are wasteful of limited network resources and are forbidden. In addition, the acquisition and sharing of copyrighted materials is illegal and unethical.

Unauthorized Printing

District printers may only be used to print school-related documents and assignments. Printers, like other school resources, are to be used in a responsible manner. Ink cartridges and paper, along with printer repairs and replacement are very expensive. The District monitors printing by user. Print jobs deemed excessive and abusive of this privilege may result in charges being assessed to the student. Users are prohibited from replacing ink cartridges and performing any other service or repairs to printers. Users should ask, as appropriate, for assistance to clear paper that is jamming a printer.

Any questions and concerns regarding these guidelines may be directed to the Principal.

STUDENT ASSESSMENT

The Board of Education shall assess student achievement and needs in all program areas in compliance with State law and the rules adopted by the State Board of Education. The purpose of such assessments will be to determine the progress of students and to assist them in attaining student performance objectives and the educational achievement goals of this District.

The Board shall administer the State-mandated tests (e.g., diagnostic assessments and achievement tests) to students at the times designated by the State Board of Education. The Board may, for medical reasons or other good cause, excuse a student from taking a State-mandated, test on the date scheduled, but any such test shall be administered to such excused student not later than nine (9) days following the scheduled date. The Board shall annually report, not later than June 30th, the number of students who have not taken one (1) or more of the State-mandated tests to the State Board of Education.

The District shall require that all appropriate staff have knowledge of the prescribed standards of ethical assessment practice and shall monitor the assessment practices for compliance with these standards. These duties shall include:

- A. communicating standards of ethical assessment practice;
- B. communicating security procedures for assessment;
- C. establishing procedures for reviewing assessment materials and procedures and assessment preparation materials and procedures;
- D. establishing channels of communication that allow teachers, other educators, students, parents, and other members of the community to voice concerns about assessment practices;
- E. establishing written procedures for investigating complaints, allegations, and/or concerns about assessment practices, protecting the rights of an individual, the integrity of an assessment, and the results of an assessment.

The Board shall provide academic intervention services in pertinent subject areas to students who score below the proficient level in reading, writing, mathematics, social studies, or science achievement test, or who do not demonstrate academic performance at their grade level based on the results of a diagnostic assessment.

At least annually, staff members will assess the academic achievement and learning needs of each student. Procedures for such assessments may include, but need not be limited to, teacher observation techniques, cumulative student records, student performance data collected through standard testing programs, and physical examinations.

The Superintendent shall develop a program of testing that includes:

- A. administration of State-mandated (e.g., diagnostic assessment and achievement tests), at no cost to students, in accordance with the provisions of A.C. 3301-13-02;

- B. performance-based tests at appropriate grade levels to measure achievement of performance objectives in composition, mathematics, science, social studies, and reading;
- C. District or teacher-made achievement or performance tests;
- D. tests of mental ability;
- E. norm referenced achievement tests.

"Achievement test" means "a test, aligned with the Ohio academic content standards and model curriculum, designed to measure a student's level of knowledge or skill in a specific subject area that is expected at the end of a designated grade and/or is required as part of the Ohio graduation requirement."

"Alternate assessment" means "the use of an assessment instrument, other than the Ohio achievement tests or diagnostic assessments, that meets the requirements of all applicable Federal and State laws and A.C. 3301-13-03."

"Diagnostic assessment" means "an assessment aligned with Ohio academic content standards and model curriculum, designed to measure student comprehension of academic content and mastery of related skills for a relevant subject area at each grade level, kindergarten through three, as defined in R.C. 3301.079."

"Ohio graduation tests" means the achievement tests, aligned with academic content standards and model curriculum, designed to measure a student's level of academic achievement expected at the end of the tenth grade in writing, reading, mathematics, social studies, and science."

"Performance standards" means "a score adopted by the State Board of Education indicative of a particular level of academic achievement at a designated grade for each achievement test or alternate assessment."

"Statewide tests" means "any assessment that is provided by the Ohio Department of Education (ODE) for use in all participating schools in the State."

The Superintendent shall develop:

- A. procedures for the regular collection of student performance data;
- B. a plan for the design of classroom-based intervention services to meet the instructional needs of individual students as determined by the results of diagnostic assessments; and
- C. procedures for using student performance data to evaluate the effectiveness of intervention services and, if necessary, to modify such services.

For any student who failed to demonstrate at least a score at the proficient level on an achievement test during the preceding school year, the Board shall provide appropriate intervention services commensurate with the student's test performance in each such test area, including intensive

prevention, intervention, or remediation required under R.C. 3301.0711, 3301.0715, 3313.608, or 3313.6012.

The Board shall require that:

- A. parents be informed of the testing program of the schools and of the special tests that are to be administered to their children;
- B. data regarding individual test scores be entered on the student's cumulative record, where it will be subject to the Board's student records policy;
- C. the aggregate results of each school-wide, program-wide, and District-wide test be made part of the public record.

Summer remediation services shall meet the following conditions:

- A. the remediation methods are based on reliable educational research
- B. testing will be conducted before and after students participate in the program to facilitate monitoring results of the remediation services
- C. the parents of participating student will be involved in programming decisions
- D. the services will be conducted in a school building or community center and not on an at-home basis

The Board shall keep records for each student including the following:

- A. a unique State student identification code or a student data verification code as required in accordance with R.C. 3301.0714(D)(2)
- B. a list or designation of which tests are required and which tests are not required
- C. a list or designation of which tests, required or not required, are taken and which are not taken at each test administration period
- D. score for each test taken, required or not
- E. whether each student attained the requisite performance standard designated for each required test
- F. what if any tests must still be taken
- G. whether or not intervention must be provided, and
- H. for each test required for graduation, the date passed must be recorded on the student's transcript

No information shall be on the student's transcript for a test not passed.

When a student who has taken State-mandated tests in one (1) school leaves that school to enroll in another school, the school previously attended shall provide, immediately upon request by a school official from the enrolling school, all applicable records set forth above.

For each student required to be offered intervention services, the Board shall involve the student's parent or guardian and classroom teacher in developing the intervention strategy, and shall offer to the parent or guardian the opportunity to be involved in the intervention services.

During the school year following the year in which the tests prescribed by R.C. 3301.0710(A)(1) are administered to any student, the Board shall provide appropriate intervention services, commensurate with the student's test performance, including any intensive prevention, intervention, or remediation required under R.C. 3301.0711, 3301.0715, 3313.608, or 3313.6012, in any skill in which the student failed to demonstrate at least a score of proficient level on an achievement test.

Except as authorized by State law, the Board shall not use any student's failure to attain a specified score on any State-mandated test as a factor in any decision to deny the student promotion to a higher grade level.

All identified students with disabilities in the School District shall be considered for participation in the State-mandated testing. The extent of the student's participation shall be determined by the IEP Team. Accordingly, the student's IEP shall require that s/he take:

- A. the required assessments in the same manner as other students;
- B. the required assessments with accommodations appropriate for his/her disability; or
- C. an alternate assessment that has been approved by the State Department of Education.

To the extent possible, and in accordance with law, a student with disabilities shall not be excused from taking a required assessment unless no reasonable accommodation can be made to enable the student to take the assessment.

The Superintendent shall implement administrative guidelines that comply with the State Department's regulations with regard to the administration of the State-mandated tests, including the reporting of results.

Program evaluations will be reviewed and updated every five (5) years. A schedule for such will be developed and implemented by the Superintendent.

After July 1, 2017, no student will spend more than two percent (2%) of the school year taking state assessments, including the Ohio graduation tests, college and work ready assessment systems and any District-wide assessment for all students in a specified subject area or grade level. Students will not spend more than one percent (1%) of the school year on diagnostic or practice assessments to prepare for the above assessments. Students with disabilities are exempt from this

requirement, as are related diagnostic assessments for students who failed the English language arts achievement assessment, substitute examinations, or examinations to identify a gifted student.

This policy shall be reviewed and updated annually. See Policy 2623.02 – Third Grade Reading Guarantee.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Marlington Local Schools provide students the opportunity to broaden their learning through curricular-related activities.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

ATHLETICS

Marlington Local Schools provide a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

For further information, contact Athletic Administrator, Mr. Steve Miller, at 330-823-1300 or by email at s_miller@marlingtonlocal.org.

A fee of \$50.00 is required for participation in a sport. For more details see Athletic Handbook.

ACADEMIC ELIGIBILITY

All students must comply with the rules and regulations of the Ohio High School Athletic Association and also comply with District Policies 2430 and 2431, which may be found in their entirety on the district webpage.

STUDENT EMPLOYMENT

It is recommended that students not take jobs outside of school that could interfere with their success in school. If a student elects to maintain a job in addition to going to school, s/he must

first contact his/her counselor to discuss any legal requirements and to obtain any required documents.

STUDENT ATTENDANCE AT SCHOOL EVENTS

Students are encouraged to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

STUDENT PRECINCT WORKERS

In conjunction with the County Board of Elections, the Board of Education will permit high school students to apply and, if appointed by the Board of Election, to serve as precinct officers at a primary, special, or general election. To be eligible, a student shall be:

- A. a United States citizen;
- B. a resident of the county;
- C. at least seventeen (17) years of age
- D. enrolled in the senior year of high school

As part of the application process, the student shall declare his/her political party affiliation with the Board of Election. Any student selected shall be excused from school on the day of an election at which the student is serving as a precinct officer.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

The Board of Education requires all students enrolled in the schools of this District to attend school regularly in accordance with the laws of the State. The District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Excusable Reasons for Absence

The District accepts only the following as reasonable excuses for time missed at school. Each absence shall be explained in writing and signed by the student's parents/guardian. The excuse shall be submitted to the principal or his/her designee and filed as part of the student's school record.

A written excuse for absence from school may be approved for one (1) or more of the following reasons or conditions:

A. Personal Illness

The principal may require a doctor's confirmation if s/he deems it advisable.

B. Illness in the Family Necessitating the Presence of the Child

The principal may require a doctor's confirmation and an explanation as to why the child's absence was necessary.

C. Quarantine of the Home

This is limited to the length of the quarantine as fixed by the proper health officials.

D. Death in the family

This is limited to a period of three (3) days unless a reasonable cause may be shown for a longer absence.

E. Necessary Work at Home Due to Absence or Incapacity of Parent(s)/ Guardian(s)

Any absence arising because of this condition shall only apply to a child over fourteen (14) years of age and shall not extend for a period longer than five (5) days and can be renewed for five (5) additional days. At no time, shall such excuse permit a student to be absent from school for a period of more than ten (10) consecutive days.

At the discretion of the Superintendent or his/her designee, a student may be excused for a longer period of time than ten (10) days if a child's parent or guardian has recently died or become totally or partially incapacitated and there is no older brother or sister living in the home who is out of school. In such cases, the Superintendent or his/her designee may request a certificate of a physician attesting to the physical condition of the parent or guardian.

F. Observation or Celebration of a Bona Fide Religious Holiday

Any student shall be excused for the purpose of observing or celebrating a bone fide religious holiday consistent with his/her creed or belief.

G. Absence During the School Day for Professional Appointments

Parents are to be encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day:

1. the student shall have a statement to that effect from his/her parents;

2. the student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that s/he reported promptly for the appointment;
3. the student shall report back to school immediately after his/her appointment if school is still in session.

H. Emergency or Other Set of Circumstances

The Superintendent shall determine whether the reason for the absence constitutes good and sufficient cause.

I. Medically Necessary Leave

A pregnant student will be considered on an excused absence for so long a period as is deemed medically necessary by the student's physician. Written confirmation by the physician may be required.

J. Service as Precinct Officer at a Primary, Special or General Election

Students selected as precinct officials through the program set forth in Policy 5725 shall be excused from school on the day of an election at which the student serves as a precinct official.

K. Such good cause as may be acceptable to the Superintendent.

L. Driver's license (maximum one-half (1/2) day).

M. Court appearance/legal appointment - Student must be subpoenaed or requested by legal system.

N. Observation/celebration of immediate family member's achievements.

Absences that do **not** accumulate against this guideline include field trips and college visits, not to exceed one (1) day for juniors and two (2) days for seniors.

Student Vacations During the School Year

Whenever a proposed absence-for-vacation is requested, parents must discuss it with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

The District will only approve a student's absence for a vacation when s/he will be in the company of his/her own parent but not other students' parents, unless there are extenuating circumstances deemed appropriate by the principal.

If a student is absent for any other type of vacation, s/he will be considered unexcusably absent from school and subject to truancy regulations.

The student may be given approximate assignments and materials and pages to be completed.

Recording Attendance

The attendance officer shall file a complaint in the juvenile court against a student on the sixty-first (61st) day after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply:

Attendance shall be taken at the commencement of the school day in buildings with non-period-based schedules. Attendance for students arriving late or leaving early must be tracked and recorded to the nearest full hour.

Excessive Absences

When a student of compulsory school age is absent from school with or without legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, the attendance officer shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

Habitual Truancy

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Legitimate excuses for the absence of a student who is otherwise habitually truant include but are not limited to:

- A. the student was enrolled in another school district;
- B. the student was excused from attendance in accordance with R.C. 3321.04; or
- C. the student has received an age and schooling certificate.

Absence Intervention Team

To the extent required by law as determined on an annual basis, within ten (10) days of a student becoming habitually truant, the Principal shall assign the student to an absence intervention team.

Within fourteen (14) school days after the assignment of a student to an absence intervention team, the team shall develop an intervention plan for that student in an effort to reduce or eliminate further absences. Each intervention plan shall vary based on the individual needs of the student, but the plan shall state that the attendance officer shall file a complaint not later than sixty-one (61) days after the date the plan was implemented, if the child has refused to participate in, or failed to make satisfactory progress on, the intervention plan. Within seven (7) school days

after the development of the plan, reasonable efforts shall be made to provide the student's parent/guardian/custodian with written notice of the plan.

As part of the absence intervention plan, the Principal may, in his/her discretion contact the appropriate juvenile court and ask to have a student informally enrolled in any alternative to adjudication described in R.C. 2151.27(G).

Each absence intervention team may vary based on the needs of each individual student but shall include a representative from the child's building, another representative from the child's building who knows the child, and the child's parent or parent's designee, or the child's guardian, custodian, guardian ad litem, or temporary custodian. The team also may include a school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences.

The members of the absence intervention team shall be selected within seven (7) school days of the student meeting the habitually truant threshold. Within the same period of seven (7) school days, the Principal shall make at least three meaningful, good faith attempts to secure the participation of the student's parent/guardian/custodian, guardian ad litem, or temporary custodian on that team. A good faith attempt to secure the participation of the parent shall include, but not be limited to, diligent efforts to reach the parent by telephone, email, or regular mail. If the student's parent responds to any of those attempts, but is unable to participate for any reason, the Principal shall inform the parent of the parent's right to appear by designee. If seven (7) school days elapse and the student's parent, guardian, custodian, guardian ad litem, or temporary custodian fails to respond to the attempts to secure participation, the attendance officer shall investigate whether the failure to respond triggers mandatory abuse or neglect reporting to the public children services agency. At the same time, the absence intervention team shall continue to develop an intervention plan for the child notwithstanding the absence of the child's parent, guardian, custodian, guardian ad litem, or temporary custodian.

Intervention Strategies

In order to address the attendance practices of a student who is habitually truant, the intervention team may, as part of an intervention plan, take any of the following intervention actions:

- A. provide counseling to the student
- B. request or require the student's parent to attend a parental involvement program
- C. request or require a parent to attend a truancy prevention mediation program
- D. notify the Registrar of Motor Vehicles of the student's absences
- E. take appropriate legal action
- F. assignment to an alternative school (Note: If the District has established an alternative school, it must appear as an alternative intervention strategy.)

Any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the District's limit on excused absence may be referred to the Director of Pupil Services for evaluation to determine eligibility either under the Individuals with Disabilities Education Improvement Act (IDEIA) or Section 504 of the Rehabilitation Act of 1973, or other appropriate accommodation.

Reporting Requirements

The attendance officer shall file a complaint in the juvenile court against a student on the 61st day after the implementation of an absence intervention plan or other intervention strategies, provided that all of the following apply:

- A. The student is habitually truant.
- B. The school district or school has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies, and any offered alternatives to adjudication, if applicable.
- C. The student has refused to participate in or failed to make satisfactory progress on the plan, as determined by the absence intervention team, or any offered intervention strategies or alternative to adjudication.

If the student, at any time during the implementation phase of the absence intervention plan or other intervention strategies, is absent without legitimate excuse for thirty (30) or more consecutive hours or forty-two (42) or more hours in one school month, the attendance officer shall file a complaint in juvenile court against that student, unless the absence intervention team has determined that the student has made substantial progress on the absence intervention plan.

In the event that the sixty-first (61st) day after the implementation of the absence intervention plan or other intervention strategies falls on a day during the summer months, the Principal may extend the implementation of the plan and delay the filing of the complaint for an additional thirty (30) days from the first day of instruction of the next school year.

Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be considered habitually absent.

The Superintendent shall notify the student and his/her parents, guardian, or custodian, in writing, that the Superintendent will notify the Registrar of Motor Vehicles, if appropriate, and the Judge of the Juvenile Court of the child's unexcused absences unless the student or his/her parents wish to challenge the record. They are to be notified that the absence information has been provided to the Superintendent, that as a result of that information the child's temporary driver instruction permit or driver's license will be suspended or the opportunity to obtain such a permit or license will be denied, and that they may appear in the Principal's office to challenge such information at a scheduled date and time which shall be no earlier than three (3) days or later than five (5) days after the date of the notification. The Principal may grant an extension, if requested by the child or the child's parent, guardian, or custodian.

Notification will be sent within two (2) weeks after the Superintendent receives the information or the conclusion of the hearing if the determination that the student did not have a legitimate excuse for the absences is upheld. The student's name, address, birthdate, school, district, and attendance record shall be sent to the Juvenile Judge in writing and to the Registrar of Motor Vehicles, if appropriate, in the manner designated by the Registrar.

The District shall report to the Ohio Department of Education, as soon as practicable, and in a format and manner determined by the department, any of the following occurrences:

- A. when a notice that a student has been absent with or without legitimate excuse for thirty-eight (38) or more hours in one school month, or sixty-five (65) or more hours in a school year is submitted to a parent, guardian, or custodian;
- B. when a child of compulsory school age has been absent without legitimate excuse from the public school the child is supposed to attend for thirty (30) or more consecutive hours, forty-two (42) or more hours in one school month, or seventy-two (72) or more hours in a school year;
- C. when a child of compulsory school age who has been adjudicated an unruly child for being an habitual truant violates the court order regarding that adjudication;
- D. when an absence intervention plan has been implemented for a child under this policy.

Encouraging Attendance

Promoting and fostering desired student attendance habits requires a commitment from the administration, faculty, and parents. No single individual or group can - in and of itself - successfully accomplish this task.

A professional staff member's responsibility must include, but not be limited to:

- A. providing meaningful learning experiences **every day**;

Therefore, a student who is absent from any given class period would be missing a significant component of the course.
- B. speaking frequently of the importance of students being in class, on time, ready to participate;
- C. keeping accurate attendance records tracked to the nearest full hour (excused vs. unexcused);
- D. requiring an admit slip from a student when s/he returns from an absence and invoking a consequence if s/he does not have one;
- E. incorporating defined, daily participation as part of the teaching/learning process and each grading period (See AG 2220);

- F. requiring students to make up missed quizzes, tests, and other pertinent assignments before or after the regular school day and not permitting students to use instructional time to do make-up work.

Students Leaving School During School Day

- A. No staff member shall permit or cause any student to leave the school prior to the regular hour of dismissal except with the knowledge and approval of the principal and with the knowledge and approval of the student's parents
- B. No student will be released to any government agency without proper warrant or written parental permission except in the event of an emergency as determined by the building principal.

Make-Up Opportunities

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

- A. Students will be given the opportunity for making up work missed due to approved absences. The length of time for completion of make-up work shall be commensurate with the length of the absence.
- B. Students will be given the opportunity to make-up work missed due to suspension. The make-up work must be completed and presented to the teacher upon his/her return to school. Tests missed during the period of suspension may be made up by the students by contacting the teacher on the day of his/her return to school. The teacher, at his/her convenience, may administer the test or assign alternate written work in lieu of the test missed.
- C. A student wishing to make-up work should contact his/her teacher to obtain assignments.

Tardiness

- A. Students not in homeroom or in class when the late bell rings are considered tardy, and attendance shall be tracked and recorded to the nearest full hour.
- B. All students who are tardy to school must report to the principal's **attendance** office to sign in.
- C. When a teacher detains a student after class, s/he shall issue a late pass for the student's next class.
- D. ~~Teachers are to refer cases of chronic tardiness to the principal~~ **Students will be held accountable for getting to class on time (3 tardies = 1 detention; 4 tardies = 1 detention; 5 tardies = 1 detention; 6 or more tardies = referred to the principal.**

CODE OF CONDUCT

A major component of the educational program (at the school) is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

DUKE PRIDE BEHAVIOR

Do Our Best

Use Good Manners

Keep on task

Expect to learn

= **S**uccess

All Dukes are to follow the same expectations. By following these simple rules, our Dukes will succeed!

Do Our Best

1. Make good choices
2. Respect others
3. Give best efforts

Use Good Manners

1. Speak and act kindly
2. Use materials appropriately
3. Display a positive attitude

Keep on Task

1. Listen
2. Complete work on time
3. Be in assigned area

Expect to Learn

1. Be here!
2. Be prepared
3. Participate

Classroom Environment

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- A. a teacher to communicate effectively with all student in the class; and
- B. all students in the class the opportunity to learn.

Dress and Grooming

ALL STUDENTS:

1. **Attire must be appropriate.** Clothes will be clean, and must be the appropriate length for safety purposes. Any cosmetics should be in good taste and will not be distracting to the educational setting. Holes, rips or tears in clothing may not expose undergarments or skin **above fingertip length**. Patches may be used to cover rips, tears or holes from the inside or outside of the garment. The material used as the patch cannot be flesh toned material.
2. **Body piercing:** Jewelry may be worn in pierced ears or a small stud/nose hoop in the base of the outer nostril. For safety purposes, bullrings are not permitted. Jewelry may not be worn in any other visible body part. Jewelry must be in good taste and cannot be distracting to the educational process or pose a safety hazard.
3. **Clothing, patches, drawings, or sayings** (stated or implied) which refer to drugs, obscenities, alcohol, tobacco, sex, bondage, evils, suicides, death, anarchy, evil skulls/crossbones, guns, knives, body parts, or blood, **racism, discrimination, or prejudice of any sort** will not be permitted. This includes pictures, logos, and names of, or reference to entertainment acts.
4. Clothing that is destructive to school property will be prohibited. (eg. **rivets, large chains, spiked body jewelry etc.**)
5. No **facial painting** permitted. Within special programs and extracurricular activities such as athletics, band, etc., dress and grooming requirements may be established beyond those required for the ordinary school day. Such requirements are in the interest of safety, efficient performance, and a uniform appearance before the public.
6. **Footwear** shall be worn. Slippers shall not be worn.
7. **Gang insignia or clothing**, which serves as gang identification is prohibited.

8. **Hair Codes**

Boys/Girls hairstyles may vary in keeping with prevailing styles and within the following guidelines:

- a. Hair must be kept neat, clean, and groomed and worn in such a manner as to reach no further than the eyebrows. Student's eyes must be visible at all times for safety reasons.
 - b. Facial hair is permitted but must be neatly groomed
 - c. Hair must be in good taste and cannot be distracting to the educational process or pose a safety hazard.
9. Any garment, **hat or hood** covering the head will not be permitted to be worn in the building during school hours. Headbands intended to keep longer hair back must be no more than two inches in width. Building administration has the authority to grant special permission to wear head garments for school functions.
 10. Heavy winter type **jackets and outerwear** (vests) shall not be worn in the building during the school day without permission.
 11. **Pants and skirts/shorts must be worn on/above the hips in a manner that bare skin and/or undergarments can not be seen.** The length of skirts and shorts should be about 2-3 inches below mid thigh (fingertip length). This also applies to any slits in skirts or shorts. Spandex, boxer or flannel shorts are not permitted. Flannel spirit pants may be worn with administrative permission.
 12. **Shirts or blouses** should cover from the base of the neck to the top of the shoulder (no cleavage). Undergarments should not be seen. Shirts or blouses of sheer material or of low cut styles (no lower than 3 inches below the neck line for any cuts in the material), such as tank tops, bare midriff tops, mesh shirts and any shirt with the sleeves cut off, shall not be worn. Undershirts and T-shirts that have an undergarment appearance are not to be worn as an outer garment. Appropriate undergarments are to be worn. Shirts are to be kept buttoned up to 3 inches from the base of the neck. It will be the determination of building administration what is and is not appropriate for school.
 13. Clothing that has **undergarment appearance** shall not be worn.

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

Care of Property

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

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

BULLYING, HARASSMENT, AND INTIMIDATION

It is the policy of the Board of Education to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The Board will vigorously enforce its prohibition against discriminatory harassment based on race, color, national origin, sex (including sexual orientation and transgender identity), age (except as authorized by law), religion, ancestry, or genetic information (collectively, "Protected Classes") that are protected by Federal civil rights laws (hereinafter referred to as unlawful harassment), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. The Board will investigate all allegations of unlawful harassment and in those cases where unlawful harassment is substantiated, the Board will take immediate steps to end the harassment, prevent its reoccurrence, and remedy its effects. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School District community" means students, administrators, and professional and classified staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

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

Other Violations of the Anti-Harassment Policy

The Board will also take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment.
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment, when responsibility for reporting and/or investigating harassment charges comprises part of one's supervisory duties.

Definitions

Bullying

Bullying rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or

K. destruction of property.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

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

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

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

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

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

- A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.
- B. Unwanted physical and/or sexual contact.
- C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.

- D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.
- E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.
- F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.
- H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.
- I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.
- J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

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

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reports and Complaints of Harassing Conduct

Students and all other members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor or other official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer within two (2) school days.

Members of the School District community, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints of harassment under this policy,

individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to one of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the Policy 5517 investigation and provide him/her with a copy of the resulting written report.

Anti-Harassment Compliance Officers

The Board designates the following individuals to serve as "Anti-Harassment Compliance Officers" for the District. They are hereinafter referred to as the "Compliance Officers".

Joe Knoll
Superintendent
10320 Moulin Avenue NE
Alliance, Ohio 44601
330-823-7458
j_knoll@marlingtonlocal.org

Carole Sutton
Assistant Superintendent
10320 Moulin Avenue NE
Alliance, Ohio 44601
330-823-7458
c_sutton@marlingtonlocal.org

Anti-Harassment Compliance Officers

The names, titles and contact information of these individuals will be published annually on the School District's web site.

The Compliance Officers will be available during regular school/work hours to discuss concerns related to unlawful harassment, to assist students, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student, other member of the School District community or third party in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process.

Compliance Officers shall accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District, or receive complaints that are initially filed within a school building administrator. Upon receipt of a complaint either directly or through

a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the person alleging the harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of harassment that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Any Board employee who directly observes unlawful harassment of a student is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Additionally, any Board employee who observes an act of unlawful harassment is expected to intervene to stop the harassment, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the harassment. Thereafter, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age eighteen (18), within two (2) school days to advise s/he/them of the Board's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint.

Investigation and Complaint Procedure

Any student who believes that s/he has been subjected to unlawful harassment may seek resolution of his/her complaint through either the informal or formal procedures as described below. Further, a process for investigating claims of harassment or retaliation and a process for rendering a decision regarding whether the claim of legally prohibited harassment or retaliation was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment or retaliation, time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of a student to pursue a complaint of unlawful harassment or retaliation with the United States Department of Education Office for Civil Rights.

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against. This informal procedure is not required as a precursor to the filing of a formal complaint.

Students who believe that they have been unlawfully harassed may initiate their complaint through this informal complaint process, but are not required to do so. The informal process is only available in those circumstances where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in the informal process.

Students who believe that they have been unlawfully harassed may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

However, all complaints of harassment involving a District employee or any other adult member of the School District community against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if a student feels that s/he is being unlawfully harassed and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officers are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

A student who believes s/he has been unlawfully harassed may make an informal complaint, either orally or in writing: (1) to a teacher, other employee, or building administrator in the school the student attends; (2) to the Superintendent or other District-level employee; and/or (3) directly to one of the Compliance Officers.

All informal complaints must be reported to one of the Compliance Officers who will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

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

- A. Advising the student about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends.

- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the student claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, the Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

All materials generated as part of the informal complaint process will be retained by the Compliance Officers in accordance with the School Board's records retention policy and/or Student records policy. (See Policy 8310 and Policy 8330)

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the student elects to file a formal complaint initially, the formal complaint process shall be implemented.

A student who believes s/he has been subjected to offensive conduct/harassment/retaliation hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing, with a teacher, principal, or other District employee at the student's school, the Compliance Officer, Superintendent, or another District employee who works at another school or at the district level. Due to the sensitivity surrounding complaints of unlawful harassment, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, or other District employee at the student's school, Superintendent, or other District employee, either orally or in writing, about any complaint of harassment, that employee must report such information to the Compliance Officer or designee within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties informed of the status of the investigation and the decision-making process.

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

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

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

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

Simultaneously, the Compliance Officer will inform the individual alleged to have engaged in the harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant administrative guidelines, including the Board's Anti-Harassment policy. The Respondent must also be informed of the opportunity to submit a written response to the complaint within five (5) business days.

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

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

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of evidence standard will be used.

Absent extenuating circumstances, within ten (10) school days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a final decision regarding whether the complaint of harassment has been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within ten (10) school days. At the conclusion of the additional investigation, the Superintendent shall issue a final written decision as described above.

The decision of the Superintendent shall be final.

Privacy/Confidentiality

The School District will employ all reasonable efforts to protect the rights of the Complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy and related administrative guidelines shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent.

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

All records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the Board's records retention policy. Any records that are considered student education records in accordance with the *Family Educational Rights and Privacy Act* or under Ohio's student records law will be maintained in a manner consistent with the provisions of the Federal and State law.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against a member of the School District community, all subsequent sanctions imposed by the Board and/or

Superintendent shall be reasonably calculated to end such conduct, prevent its reoccurrence, and remedy its effects.

Retaliation

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

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

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

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

Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension

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

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and harassment in general, will be age and content appropriate.

5517.01 - BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, graphic, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

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

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is

sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Building Director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Building Director for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or

disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying

administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy to the extent that State or Federal funds are appropriated for this purpose.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

STUDENT DISCIPLINE CODE

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

1. Possession/use of drugs and/or alcohol

Possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia.

If a building principal has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

2. Possession/use of tobacco

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school-sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco,

snuff or any other matter or substance that contains tobacco. Smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes is also prohibited.

3. Use and/or possession of a firearm

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy 5610.

Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

4. Use and/or possession of a weapon

A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

5. Use of an object as a weapon

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

6. Knowledge of dangerous weapons or threats of violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

7. Arson

Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

8. Physically assaulting a staff member/student/person associated with the District.

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.

9. Verbally threatening (either orally, in writing or otherwise expressed) a staff member/student/person associated with the District.

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

10. Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs.

The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalization, assault (verbal and/or physical), and destruction of property.

11. Misconduct off school grounds

Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District. Misconduct is defined as any violation of the Student Discipline Code.

12. Extortion

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

13. Gambling

Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

14. Falsification of school work, identification, forgery

Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false I.D.'s.

Plagiarism and cheating are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

15. Bomb Threats, and other false alarms and reports

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law and will subject the student to disciplinary action.

16. Terroristic Threat

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

17. Possession and/or use of explosives and/or fireworks

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as **bullets, ammunition**, smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation.

18. Trespassing

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal.

19. Theft, or knowingly receiving or possessing stolen property

Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the school personnel. . The School is not responsible for personal property.

20. Insubordination

Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.

21. Damaging property (Vandalism)

Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others and disregard for school property.

22. Persistent absence or tardiness

Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.

23. Unauthorized use of school or private property

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

24. Refusing to accept discipline

Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

25. Aiding or abetting violation of school rules

Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

26. Displays of affection/sexual activities

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

27. Possession/use of electronic equipment

The school supplies most electronic equipment necessary for school. Electronic equipment and/or audi and/or visual recorders not limited to still and/or moving video and any other still or moving pictures, except by academic assignment (eg. Photo, yearbook) Policy #7540.03 Student Network and Acceptable Use and Safety.

28. Use of Cell Phones/ECD (Electronic Communication Device)

High School

Students will be permitted to use their phones during class with teacher's permission and in the hallways in between classes.

- Students will not be permitted to be in the hallways on their phones during class time.
- ~~Students will be held accountable for inappropriate use of their phones, an example of this would be harassing other students.~~
- ~~Students will be held accountable for getting to class on time (3 tardies = 1 detention; 4 tardies = 2 detentions; 5 tardies = 3 detentions; 6 or more tardies = ISS).~~

Other Key Points:

- Students will not be permitted to call their parents to pick them up from their cell phones. All of those calls should be made through the office.
- Students will be permitted to use their phones in the cafeteria **and the Digital Learning Zone**.
- Students will not be permitted to use their phone ~~to make calls during study hall or in the library.~~
- ~~Students can listen to music, with headphones, or send texts during study hall and in the library as long as they are quiet and not disrupting the learning environment for others.~~
- The Board is not responsible for lost or stolen cell phones.

Middle School:

Students are required to turn their Cell Phones/ECDs off and place them in their locker upon entering the building. Students may take their Cell Phones/ECDs out of their locker when leaving for the day and turn them on once they exit the building.

Any exception regarding the use of ECDs in an emergency situation **which will be determined by the building administrator.**

29. Violation of individual school/classroom rules

Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.

30. Violation of bus rules (see Section V – Transportation)

31. Interference, disruption or obstruction of the educational process

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

32. Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying)

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

33. Hazing

Performing any act, or coercing another, including the victim, to perform any act of initiation into any class, team, or organization, that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

34. Violent Conduct

Students may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

35. Improper Dress

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.

36. Careless or Reckless Driving -

Driving on school property in such a manner as to endanger persons or property.

37. Burglary

Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

38. Fighting

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

39. Lighting Incendiary Devices

Unauthorized igniting of matches, lighters and other devices that produce flames.

40. Possession of Pornography

Possessing sexually explicit material.

41. Unauthorized use of vehicles

Occupying or using vehicles during school hours without parental permission and/or school authorization.

42. Contraband

Items that have been brought to school that may lead to disruption or inappropriate behavior will be confiscated. This includes inappropriate pictures, video, print or digital magazines, and any other non-educational items. Student may be subject to disciplinary action.

43. Food & Drink

- Students are not allowed to have food or drink in the hallways/classrooms without permission.
- No food or drink is to be outside of the cafeteria.
- “Outside food” e.g. Wendy’s, Subway, McDonald’s, etc., is not permitted in the cafeteria or classroom at any time or elsewhere at school without staff permission.

44. Sale of Articles

Students will not sell or offer for sales within the school or on school grounds any articles or services to fellow students for employees, or solicit contribution of such persons. This is not to be interpreted as a restriction of approved school fund-raising activities.

45. Obscene Language

The use of improper, indecent or obscene language will not be tolerated. Violators will be subject to an informal and/or formal method of discipline.

46. False Testimony

False testimony to school personnel. Lying may be interpreted as obstruction of school business. Students engaged in such activity may be subject to disciplinary action.

47. Inciting

Inciting others to violence or disruption. Students engaged in such activity may be subject to disciplinary action.

48. Habitual Offender

Students who repeatedly violate school rules are showing a blatant disregard for the right of other students to receive a quality education. This will result in the acceleration of the normal system of enforcement methods or disciplinary consequences. The student could be suspended or expelled.

49. Out of Area

Students are expected to be in the area that they are assigned on their schedule. If a student is found out of their assigned area without a pass from a staff member they will be considered out, and subject to disciplinary action.

50. Disrespect

Students must be polite, well mannered at all times. Student must not act rudely or disrespectful towards staff or other students.

DISCIPLINE

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

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

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

Informal Discipline

We employ a variety of techniques and methods to enforce our Code of Conduct. It is easy to punish but more difficult to change behavior. Our efforts are designed to change the behavior seen, and to enable our students to learn respect, responsibility, self-discipline and a positive attitude for learning.

This task is difficult and impossible without the support of parents. When all efforts fail to change behavior, a suspension from the classroom will be used as a means of limiting the disruption of school for other students. In some cases, behavior may be so severe and intolerable that suspension or expulsion may be the first method used.

Some disciplinary consequences which may be used are:

1. Parent meeting and conferences
2. Lunch or Afternoon detentions
3. Reduced schedule (shortened school days)
4. Behavior contracts/Bullying Contracts
5. Denial of participation from school programs, special events and extracurricular activities-School or District Wide
6. Special programs (before, during and after school).
7. In-school and out-of-school suspensions, expulsions, emergency removal from class, and police referral may be consequences for more serious infractions.
8. After-School Tutoring—Homework Violations

Formal Discipline

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an

informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement.

DUE PROCESS RIGHTS

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal [or assistant principal or other administrator] will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within five (5) calendar days after receipt of the suspension notice, to the Superintendent or the Treasurer of the Board. The request for an appeal must be in writing.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

Emergency Removal

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one

school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held on the next school day after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Students in Grades Pre-K through 3

A student in any of grades pre-kindergarten through 3 may be removed only for the remainder of the school day, and shall be permitted to return to any curricular and extra-curricular activities on the next school day (following the day in which the student was removed or excluded). When a student in any of grades pre-kindergarten through 3 is removed and returned to his/her curricular and extra-curricular activities the next school day, the Principal is not required to hold a hearing (or provide written notice of same). Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

Expulsion from School

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within fourteen (14) days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas. Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

Permanent Exclusion

State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- D. trafficking in drugs onto school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
- I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

Discipline of Students with Disabilities

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

Suspension of Bus Riding/Transportation Privileges

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the principal [or assistant principal or other administrator] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension.

SEARCH AND SEIZURE

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

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

INTERROGATION OF STUDENTS

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, nonsponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

- A. Material cannot be displayed if it:
 - 1. is obscene to minors, libelous, or pervasively indecent or vulgar;
 - 2. advertises any product or service not permitted to minors by law;
 - 3. intends to be insulting or harassing;
 - 4. intends to incite fighting; or
 - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

- B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the Building Principal twenty-four (24) hours prior to display.

SECTION V - TRANSPORTATION

Bus Transportation to School

The School provides transportation for all students. The transportation schedule and routes are available by contacting the Transportation Director at 330-829-1990.

Bus Conduct

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

School bus transportation is a privilege and not a right and the bus driver is the sole authority on the bus while students are being transported

Parents are responsible for:

- a. the safety of their child while going to or from the bus stop and while waiting for the school bus, including waiting for a school bus in a location clear of traffic and away from the bus stop;
- b. their child being at the bus stop at least ten (10) minutes prior to scheduled pick-up time;
- c. damage by their child to school buses, personal property, or public property.

Students are expected to conduct themselves in a proper manner at bus stops. The Board will not enter into disputes involving parents and/or students concerning matters that take place prior to the student boarding the school bus, or after the student has disembarked from the bus on his/her way home.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

A change in a student's regular assigned bus stop may be granted for a special need, if a note from a parent is submitted to the building principal stating the reason for the request and the duration of the change and the principal approves.

A permanent transfer to another route or bus stop for morning pick-up and/or afternoon drop-off will only be made upon the approval of the Superintendent.

Students shall cross all streets at least ten (10) feet in front of the school bus and after the driver has signaled the student that it is all right to do so.

For the safe operation of the school bus, noise on buses shall be kept at a minimum with students speaking in reasonable conversation voices. Students must be quiet at railroad crossings and other danger zones as designated by the bus driver.

While on the school bus, students are not allowed to play their own personal radios, CD players, or tape recorders.

Both the use of a bus radio and the station or programs which students listen to must be approved by the Transportation Coordinator.

The following cargo is forbidden to be transported on a school bus: pets, alcoholic beverages, drugs, ammunition, explosives, firearms, knives, or any other dangerous materials or objects. If there is a question on the transportation of a particular item, the Transportation Coordinator should be consulted.

The parent/guardian of a kindergarten student must be visible to the driver at the designated bus stop before the student will be permitted off of the bus. If the parent/guardian is not visible, the driver will return the student to the elementary latchkey program at the parent's expense.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

Prior to loading (on the road and at school)

Each student shall:

- be on time at the designated loading zone (ten (10) minutes prior to scheduled stop);
- stay off the road at all times while walking to and waiting for school transportation;
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- refrain from crossing a highway until the driver signals it is safe to cross;
- properly board and depart the vehicle;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, hands, arms, and legs inside the school transportation at all times;
- not push, shove or engage in scuffling;
- not litter in the school vehicle or throw anything in, into, or from the vehicle;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not eat or play games, cards, etc.;
- not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;
- not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

Exiting the school vehicle

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

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

Videotapes on School Buses

The Board of Education has installed video cameras on school buses to monitor student behavior.

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

Penalties for Infractions

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

Transportation of Students By Private Vehicle

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8660 F2 – Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

Self-Transportation to School

Driving to school is a privilege that can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility and liability for any transportation to and from school not officially provided by the School.

The following rules shall apply:

Students are required to obey the parking lot speed limit of 5 mph.

Students must obtain a parking permit through the high school office and pay a fee of \$50 for the entire school year.

If a student's parking permit is suspended, no fees will be refunded.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for a student.

All vehicles entering school property are subject to search and inspection.



ATHLETICS





MISSION

In collaboration with staff, community, parents and students, the Marlinton Local School District will:

Develop lifelong learners who understand and apply knowledge, and demonstrate excellence in pursuing the highest standards, both personal and academic. To this end, we will consistently engage in the thoughtful assessment of student progress toward meeting high standards with effective intervention to challenge every student.

VISION

A tradition of excellence, a commitment to the future.

ATHLETIC DEPARTMENT ADMINISTRATORS

Athletic Administrator, Steve Miller
Athletic Assistant, Diane Mitchell

BOARD OF EDUCATION

Carolyn Gabric, President
Josh Hagan, Vice President
Danielle Stevens
Karen Humphries
Dr. Scott Mason

CENTRAL OFFICE ADMINISTRATION

Joe Knoll, Superintendent
Carole Sutton, Assistant Superintendent
Katie Brugger, Treasurer
Dan Swisher, Director of Special Services



MARLINGTON LOCAL SCHOOLS

ATHLETIC POLICY HANDBOOK

MARLINGTON LOCAL SCHOOLS ATHLETIC ORGANIZATIONAL PLAN

Marlington Local Board of Education

Superintendent

High School Principal

Athletic Administrator

Faculty Manager

Site Coordinator

Head Coaches

Assistant Coaches

MEMBER OF OHIO HIGH SCHOOL ATHLETIC ASSOCIATION

MEMBER OF EASTERN BUCKEYE CONFERENCE



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SECTION 1.00 – RESPONSIBILITY

1.01 THE SUPERINTENDENT:

The superintendent shall keep the board of education informed of the policies and activities of the athletic department. The superintendent shall recommend for approval to the board of education all members of the coaching staff, the athletic administrator, faculty manager, and site coordinator.

1.02 GENERAL DUTIES OF PRINCIPAL:

The principal of the secondary school, in cooperation with the athletic administrator, shall be responsible to the superintendent of schools for the development and control of athletics in his/her school. In addition to exercising general control, the principal of the high school has the following specific duties:

1. To determine the eligibility of athletes with recommendation from the athletic administrator.
2. To assist in the coordination and coverage of athletic contests when needed.
3. To supervise and coordinate activities in relation to pep assemblies and award programs.
4. To see that all rules of the OHSAA and the Northeastern Buckeye Conference are strictly upheld.
5. Serve as official school designee as required by OHSAA bylaws.

1.03 ATHLETIC COUNCIL:

The program of interscholastic athletics shall be guided by an athletic Council composed of the following members:

1. Athletic Administrator (Chairman)
2. Principal
3. Superintendent
4. Board of Education President or his/her designee
5. 4 coaches - 1 fall, 1 winter, 1 spring, 1 at large to be named by the athletic administrator annually.

Voting on the athletic council shall be as follows:

1. One vote per member.
2. A majority of votes from the council on a proposal will send the proposal to the superintendent and board of education for their approval.

Athletic council shall meet as needed with dates and times to be designated by the athletic administrator.

The function of the athletic council shall be to encourage harmony in the planning and cooperation in the work of the athletic staff. They shall coordinate all efforts and activities toward the common goal of a complete program for the athletes of the Marlington Local School District. To accomplish this goal the council shall recommend policy to the board of education.



Duties of the athletic council shall include, but are not limited to, the following:

1. Monitor the interscholastic athletic program and abide by the rules and regulations established by the Marlinton Local Board of Education, the Ohio High School Athletic Association, and the Northeastern Buckeye Conference.
2. Recommend procedures and policies for the operation of the athletic program in the high school and middle school.
3. To establish the athletic program as an integral part of the total educational program of Marlinton Local Schools.

SECTION 2.00 – COACHING REQUIREMENTS

2.01 STATE MANDATED CERTIFICATION:

1. The State Department of Education requires that each coach earn a Pupil Activity Permit. This includes all board-approved coaches, including volunteers.
2. To coach you must update the sports medicine coursework upon expiration and keep the CPR certification up to date.
3. NFHS Coaches Education “Fundamentals of Coaching” certification a one time class.
4. Complete approved concussion course on recognizing the signs and symptoms of concussions and head injuries, in accordance with Pupil Activity Permit.
5. Acknowledge “Lindsay’s Law” understanding annually.

2.02 RULES INTERPRETATION MEETINGS MANDATORY:

Any school sponsoring a sport recognized by the OHSAA in which a state tournament is held, must have the head varsity coach or assistant varsity coach in that sport, or the athletic administrator, attend an OHSAA sponsored State Rules Interpretation meeting in that sport if such a meeting is held in order for teams or individuals from that school to be eligible to enter the OHSAA sponsored tournament.

2.03 PRE-SEASON DUTIES OF HEAD COACH OR ASSISTANT ASSIGNED TO A TEAM:

1. Present team members with a written copy of team rules and regulations of the program and go over them with the squad. Have a copy signed by each team member and his/her parent/guardian and keep on file.
2. Assure collection/completion of the following before any athlete may participate in the first official practice:
 - A. Current Physical Exam Form
Note: Physical Exam Forms are valid for 13 months.
 - B. Completion of all Online Athletic Forms
 1. OHSAA Authorization Form
 2. Emergency Medical Form
 3. Student/Athlete Code of Conduct
 4. Pamphlet/Medical Coverage
 5. Sportsmanship For Parents Form
 6. Media Release Form
 7. Lindsay Law Form
 8. Concussion Information/Form



C. Participation Fee

Note: There is a \$50 participation fee per athlete for each middle and high school sport. Participation fees are due before the first official contest. There is a \$250 family cap per school year for siblings living within the same household.

3. Provide the athletic administrator with a list of all squad members so that an eligibility list may be prepared and student athletes are certified for participation prior to the first contest.

2.04 POST-SEASON DUTIES OF HEAD COACH OR ASSISTANT ASSIGNED TO A TEAM:

(Within two or three weeks after the final game)

1. Submit to the athletic administrator a written complete inventory of equipment and supplies.
2. Provide a list of athletes owing money for equipment not turned in.
3. Submit to the athletic administrator a written request for equipment for next year.
4. Assist the athletic administrator in preparing the budget for next year.
5. Provide a list of award and letter winners to the athletic administrator. The athletic department secretary will give you blank award sheets and a copy of last years' award sheets to help guide you.
6. Submit team statistics and game scores to the athletic administrator. Assistants should make a copy also for the head coach.
7. Attend the banquet at the end of the season.

2.05 SCOUTING:

Scouting assignments shall be arranged by the head coach. If at all possible, assignments should be made prior to the start of the season for the convenience of those involved. Scouting is a part of every coach's job description and every coach shall be expected to scout when asked by the head coach.

SECTION 3.00 – SUGGESTED COACHING GUIDELINES

3.01 GENERAL COACHING GUIDELINES:

1. A coach should always try to be the first person in the gym or on the practice field and the last person to leave.
2. Dress and look the part of a coach for practice sessions.
3. A good coach will strive to be fair and consistent. These are two things players respect in a coach.
4. Must be willing to cooperate with each other and the administration.
5. All coaches should stress discipline in all phases of their sport.
6. Be prepared when you report to practice - have a written practice plan.
7. All coaches should see as many games in your sport program as possible. Show all athletes that you are interested.



8. Show loyalty to the Marlington Athletic Program, its players and its coaches. Take every opportunity to point out the positive things.
9. Coaches should have a proper blend of praise and criticism in dealing with their players.
10. No athlete should be dismissed from the squad without the approval of the varsity head coach in that sport and then, only after following due process.
11. Young athletes are easily influenced; if they are not shown enthusiasm by the coaches, they will not be enthusiastic.
12. Game and season statistics must be kept for each sport and turned in at season end review.

3.02 PUBLICITY:

It is the responsibility of each coach to contact the newspapers and radio stations with the results of their contests. He/she may designate someone to call in the report. Usually the home team is responsible for reporting. The coach should also make sure results of their contests are announced over the P.A. to the students. Announcements should be emailed to s_miller@marlingtonlocal.org, d_mitchell@marlingtonlocal.org, s_tortola@marlingtonlocal.org and r_wutrick@marlingtonlocal.org

SECTION 4.00 – REQUIRED FORMS FOR COACHES

4.01 EMERGENCY MEDICAL FORMS

1. Each coach responsible for a team must have each participant complete an online emergency medical form prior to participation. These forms should be signed electronically by the parent/guardian and filed with the coach where he has immediate access in case of injury.
2. These forms must be taken to all away games and scrimmages. No athlete, manager, statistician or cheerleader should be permitted to practice, play in a game or scrimmage or travel with the team without the medical form completed and on file with the coach.

4.02 PHYSICAL EXAMS:

1. OHSAA requires a physical exam each year of high school competition. Physicals are valid for 13 months.
2. No athlete will be permitted to begin practice or competition without a physical exam form signed by the parent/guardian and placed on file by the head coach. It is the coach's responsibility to make sure each athlete has a physical exam form on file.
3. Physical exam paperwork and medical consent forms; and athletic participation forms should be kept on file in the athletic administrator's office.
4. Expense of the physical examination is the responsibility of the parent/guardian.



4.03 INSURANCE AND WAIVERS:

1. Insurance for athletes is available for parents/guardian to purchase. The athlete must either purchase the school insurance or be insured by the parent's/guardian's insurance to participate in athletics. These waivers are included in the pre-participation forms and must be filled out with all other information for student-athletes to be eligible to compete.

4.04 TEAM ROSTERS:

It is the responsibility of the head coach to give the athletic administrator, no later than two weeks prior to the first game, a roster of all the members of his/her team. The roster should include all information that the coach wishes listed in the game program -- if there is a game program for that sport. This information should include name, height, grade level, and jersey numbers. The names will be used in determining eligibility lists.

If a player is added to the team during the season the head coach must notify the athletic administrator so that an eligibility form can be established.

4.05 TRANSFERS/NEW PLAYERS:

Coaches must notify the athletic administrator of any transfers or participants that did not attend the Marlinton Local Schools the past school year prior to participation. Eligibility needs to be determined before student-athlete participates. All OHSAA eligibility rules apply.

4.06 EQUIPMENT:

Players are responsible for all equipment issued. Each coach will make an inventory and mark all equipment issued at the beginning of the season, will collect same equipment after the season, and be responsible for billing any athlete for missing items.

SECTION 5.00 – ELIGIBILITY

5.01 ACADEMIC REQUIREMENTS:

In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. During the preceding grading period, the student must have received passing grades in a minimum of five (5) one credit courses or the equivalent which counts toward graduation. (BY LAW 4-4-1 of OHSAA Handbook)

The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective.

EXCEPTION 1: Eligibility or ineligibility for the first grading period commences with the start of the fall sports season.

EXCEPTION 2: A student coming off the "ineligible status" may become eligible 24 hours after the mandatory grade reporting date (a date established by board policy which cannot be the same day as the end of the grading period) established by the board of education or other similar governing body for that school's district, provided said grade reporting date is applicable to all students in that district. (BY-LAW 4-4-3 of OHSAA Handbook)



A student enrolled in the first grading period after advancement from the eighth grade must have passed a minimum of five of all subjects carried the preceding grading period in which the student was enrolled. (BY-LAW 4-4-4 of OHSAA Handbook)

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grade 7 or 8 must be currently enrolled and must have been enrolled in school the immediately preceding grading period and received passing grades during that grading period in a minimum of five of those subjects in which the student received grades. (BY-LAW 4 4-5 of OHSAA Handbook)

Summer school and other educational options may not be used to substitute for failure to meet the academic standards specified in Bylaw 4 during the last grading period of the school year. (BY-LAW 4-4-7 of OHSAA Handbook).

5.02 INELIGIBLE ATHLETE:

If an athlete is not eligible for a sport season on the basis of his/her prior nine week’s scholastic work, he/she may not play, dress, or participate in games, previews, or scrimmages in any way during the entire period of ineligibility except for normal daily practice. The head coach may or may not permit the ineligible athlete to practice.

5.03 GENERAL ELIGIBILITY:

See Athletic Administrator for any questions regarding eligibility issues for OHSAA.

SECTION 6.00 – INJURY PROCEDURE

6.01 ATHLETIC INJURY POLICY:

1. Emergency First Aid - The trainer and/or coach will administer emergency first aid as needed by the athlete.
2. In the event the injury is of a more serious nature or the injured athlete must be transported to a hospital, every attempt should be made to contact the parent/guardian listed on the emergency medical form and inform them of the situation.
3. The hospital listed on the emergency medical form is the hospital to which the injured athlete should be transported in the event the parent/guardian cannot be contacted.
4. Contact the emergency ambulance service for transporting the athlete.
5. Notify the athletic administrator and/or the principal and the athletic trainer of the action taken that evening or immediately the next morning.
6. Documentation -- as soon as possible a school injury report form should be completed and placed on file in the athletic trainer’s office. This is required for all injuries where medical attention is needed.
7. All head coaches must review the action plan for handling injuries/emergencies in their sport. It shall be shared with all levels of their supervised sport.



SECTION 7.00 – ATHLETIC CODE OF CONDUCT

7.01 REASONABLE CONDUCT ATHLETIC PARTICIPATION

Student participation in athletics is a privilege, not a right. Students that wish to participate in an athletic program must be willing to accept the guidelines, rules, and responsibilities set forth by the school and the coach of that sport. Athletes can be suspended or removed from teams/squads for general misconduct, which includes but is not limited to insubordination, repeated absenteeism, fighting, sexual misconduct, negative/apathetic attitude, unsportsmanlike conduct, inappropriate language or gestures, destruction of school property, police arrests and any inappropriate behavior in public domain, etc. Also recognizing the varying degrees of severity, types of misconduct and an athlete’s previous record of conduct, each situation will be considered individually. This policy is in effect 365 days, 24 hours per day

Student athletes must be aware that all school, team, and OHSAA conduct policies are in effect at games, practices, and on any school transportation for athletic participation. The conduct code applies to game officials, auxiliary personnel, security, maintenance, game workers, etc., as well as coaches and administration.

7.02 DENIAL OF PARTICIPATION/CODE OF CONDUCT VIOLATIONS:

The board of education believes that participation in extra-curricular activities, events, teams and programs, is a privilege.

The following procedures are hereby established to govern the same in the Marlington Local School District:

1. Actions and decisions shall be determined as to appropriateness in accordance with adopted rules and regulations and procedures relative to the activity as well as within the sound discretion of the staff persons and/or administrators supervising the program.

In situations where actions involve both curricular and extra curricular activity, judgments would be separated as to domain where possible, but with the understanding that the building administrator shall make appropriate rulings as to domain when a conflict exists. Denial of participation may be for part or all of the remainder of the activity(s) for the current school year.
(In accordance with Board Policy: 5610.05)

7.03 QUITTING A TEAM:

Any athlete who decides to quit a team must notify the head coach and return all equipment issued to him/her. Any athlete who quits a team is not permitted to begin practicing or playing with another Marlington team or off-season conditioning program during that sport season unless mutually agreed to by both coaches involved and the athletic administrator.

7.04 STUDENT ACTIVITY DRUG, (INCLUDING STEROIDS) ALCOHOL, TOBACCO USE/POSSESSION/DISTRIBUTION POLICY:

Since the board of education, administration, activity advisors, coaches and activity directors believe that athletics and extra-curricular activities are a privilege for each participating individual, it is important that students, parents, and interested persons be aware of the necessary rules and regulations. These activities involve an extra dimension of voluntary participation and thus necessitate additional guidelines. Everyone should realize that the participant represents the Marlington Local School District in a very visible arena.

Each sponsor or coach must meet at the beginning of their activity year or season with both the parents and participants so that the rules and regulations, and procedures of discipline are discussed and understood. These



rules and regulations are to be signed by the participant and parents and submitted to the responsible advisor or coach before the student may participate in any extra-curricular activity. ***The following policy is effect 365 days per year 24/7.***

Athletes shall not possess, use, or distribute any controlled or counterfeit substance including but not limited to narcotics, hallucinogens, alcohol, tobacco, steroids, marijuana, and/or any paraphernalia including but not limited to electronic cigarettes and/or any vapor device related to any of these substances.

A. First Offense:

An athlete found in violation of this policy will be denied participation for 20% of the remaining scheduled contests (season or tournament) based on the number of regular season scheduled contests in that particular sport of primary rostered team. If the suspension does not cover the remainder of that sport season, said suspension will carry over into the next sport the athlete participates in. Athlete will enter “Substance Violation Measures” noted below, with the exception of a first-time tobacco violation.

B. Second Offense:

An athlete found in violation of this policy a second time will be denied participation in 50% of the scheduled contests of that sport (regular season and tournament) and will also be required to attend an intervention program in addition to the suspension to regain eligibility. Non-attendance of the intervention program will require a meeting with the athletic administrator and building principal before participating in athletic contests. A second violation will carry over to the next sport in which the athlete is participating, if suspension does not cover the remainder of said sport season. Athlete will enter “Substance Violation Measures” noted below.

C. Third Offense:

An athlete found in violation of this policy for a third time in the same school year will be excluded from athletic participation one full year from the date of the third infraction. After the penalties for the third offense have been satisfied, any future offenses will then revert back to the first offense and progress from that point. Athlete will enter “Substance Violation Measures” noted below.

Note: Any athlete denied participation must finish said sport season in which they are serving suspension in order to meet suspension requirements. In suspension calculations mathematical rounding rules apply. (i.e.: .5 and above rounds to the next whole number, less than .5 rounds down to the previous whole number.)

Substance Violation Measures

Athletes who are suspended for Athletic Policy 7.04 will be required to schedule an assessment at CommQuest in Alliance or another approved court ordered drug/alcohol center at the parent’s expense. This assessment will require a drug test and determination if an underlying issue exists. CommQuest will make recommendations, if needed, for further counseling. CommQuest will provide the Athletic Director with a signed release of satisfaction of completion of the assessment and its requirements for return to play.

The results of the assessment and/or drug test will not diminish or extend the suspension length. Should the assessment require further counseling, the athlete may return to play after original suspension as long as the athlete adheres to the requirements set by CommQuest.

7.05 SOCIAL MEDIA POLICY:

Student-athletes and staff members are asked to use discretion when participating in social networking avenues. For good or for bad, you are always “on the clock” when it comes to representing Marlinton and your programs.

Student-athletes are representatives of Marlinton and are in the public eye more so than other students. Assume anything you post on your personal account could be read by Marlinton’s staff, teammates, classmates, opposing teams, alumni, parents or other family members, media members, a current employer, future employers or coaches.



What is social media?

- Social media connects people in various corners of the world, helping to build relationships through social interaction using highly accessible communication techniques
- Examples include Twitter, Facebook, YouTube, Vimeo, Instagram, Tumblr, LinkedIn, MySpace, Flickr, Foursquare and blogs

Best practices

- Remember that the Internet is permanent
- Avoid posting offensive or inappropriate language, pictures, videos or comments
- Ensure content posted on these sites does not depict inappropriate or illegal activities
- Don't post anything you wouldn't say in a public forum when representing Marlinton, or anything you wouldn't say to the media
- Be in the right state of mind when you make a post - don't post when you're angry, upset, or your judgment is impaired in any way
- Check your privacy settings. It is recommended that the strongest security settings be used for Facebook, and that student-athletes have "protected tweets" on Twitter, wherein only approved followers will be able to view tweets
- Never post your home address, local address, phone number(s), birth date or other personal information. You could be a target of predators. For additional safety measures, it is recommended that student-athletes do not include their location in Facebook posts and tweets
- Understand that anything posted online is available to anyone in the world - any content placed online becomes the property of the site(s) and is completely out of your control the moment it is placed online, even if you limit access to your page
- Ensure any information placed on the website(s) does not violate our athletic department or student codes of conduct
- Do not comment on athlete injuries, rosters, playbooks, game plans, officiating or any other team information that should be kept confidential

Student-athletes could face discipline and even dismissal from the team for violations of this social media policy.

7.06 ABSENCE OF ATHLETE FROM SCHOOL:

1. To participate in games or practice, an athlete must be in school for at least one half of the scheduled school day, (3 1/2 hours) that school day. A certified note from a medical professional will release an athlete for competition if they miss more than one half (1/2) day. The building principal must make any other approvals.
2. In the event of a Saturday contest and the athlete is absent all day Friday, athletes are permitted to participate unless the coach deems athlete is at risk physically or is being disciplined for some other reason.
3. Athletes who are under suspension or expulsion from school may not participate for the duration of the suspension or expulsion. This applies to practices, games, or any other team activity.

7.07 EARLY DISMISSAL OF ATHLETES:

Our basic athletic department philosophy is that we should attempt to minimize the frequency which missing of school is needed. However, on special situations and circumstances, the need may be there, so please use the following format to fulfill this need.

1. No contracts for contests will be scheduled unless this is anticipated and approved by the principal and athletic administrator in advance. (This will avoid any last minute situations).



2. If unexpected or situational circumstances arise during the season, this should be brought to the athletic administrator's attention immediately, before any agreement or arrangements are made. The athletic administrator will make the final decision on any schedule changes.

7.08 PROCEDURE FORMAT FOR EARLY DISMISSAL OF ATHLETES OR TEAMS:

1. Obtain approval from athletic administrator.
2. Athletic administrator will contact principal and the transportation coordinator (if needed).
3. List of athletes and times needed excused should be turned into the athletic office by the coach a minimum of 24 hours in advance.

SECTION 8.00 – TRANSPORTATION OF ATHLETES

8.01 BUS AND VAN REQUESTS:

It is the responsibility of the coach to notify the athletic administrator of the date, destination, and departure time if a bus or van is needed for a trip. Transportation request forms can be obtained from the athletic office and must be turned in to the athletic office at least a minimum of a month before the trip so the bus drivers can pick trips ahead of time. Trips that need to be scheduled on short notice should be requested at least five days prior to the trip if possible as per OAPSE contract. Capacity of the van is limited to seven (7) athletes plus the driver for a total of eight (8) people. If more than eight (8) participants are involved, then a bus must be requested. You must have a van endorsement to drive the school vans.

8.02 BUS TRIPS:

1. Coaches should check the departure times on the bus schedule that is provided, and make adjustments several days in advance if necessary.
2. Participants are to travel in the provided school transportation to all athletic contests and scrimmages. Exceptions are to be approved by the principal or athletic administrator in advance. A written request must be made by the parent/guardian in advance if unusual circumstances exist.
3. An athlete is not permitted to go home from a contest with anyone else except a parent/guardian. An exception may be made if written permission is given to the coach by the parent/guardian in advance.
4. No one other than players, coaches, managers, trainers, statisticians, cheerleaders, and other team personnel may ride the bus to games and scrimmages.
5. A coach has the responsibility of accompanying the team on the bus.
6. Proper bus conduct is expected at all times. The coach is responsible for bus conduct of his/her team at all times. The athletes will follow school district rules regarding bus riding.



SECTION 9.00 – CLINICS AND PROFESSIONAL MEETINGS

9.01 ATHLETIC CLINIC POLICY:

It is the practice of the Marlington Athletic Department to encourage coaches to attend sports clinics, which will help them to become better prepared to coach, and thereby make a greater over-all contribution to the athletic program.

1. All requests to attend clinics must first be cleared with the athletic administrator. If it is scheduled on a day school is in session it must also be approved by the principal and superintendent.
2. All information received at the clinic should be shared with other coaches of that particular sport.
3. Marlington Local Schools will pay for clinic registration, preferably pre-registration. Hotel accommodations must also be pre-paid and payment will depend upon school finances and could change from year to year. Meals and other expenses will be paid from fundraiser accounts, booster clubs, or personal payment.
4. Each coach regardless of the number of sports coached is limited to two professional days per school year.

SECTION 10.00 – BUDGET/FINANCES/ PURCHASING POLICY

10.01 ATHLETIC PURCHASING POLICY:

Recommendations for the purchase of athletic equipment are to be made by the head coach of each sport. These recommendations shall be for the entire program.
(Grades 7-12)

Every effort will be made to fulfill the requests.

1. Requisitioning procedures: The head coach and athletic administrator will work together on ordering and the athletic administrator must approve all purchase orders.
2. All major purchases of athletic equipment must be submitted to competitive bidding.
3. After all equipment needs are known and purchase has been authorized it is the responsibility of the athletic administrator to place the order.
4. Emergency orders for safety equipment will be handled with dispatch. Verbal contact between the athletic administrator and coach may be used to facilitate the purchase. Follow through with the requisition procedure must occur.
5. End of season cleaning and reconditioning will be guided by the athletic administrator and the head coach.



10.02 PURCHASE OF EQUIPMENT:

1. All purchases or contract services must be within the approved budget for that activity.
2. Purchase orders will be filled out by the athletic department with the information given to them from the coach.
3. The athletic department secretary will electronically send the requisitions to the athletic administrator who will be responsible for approving them and sending them electronically to the administration office for a purchase order number.
4. Any item purchased in which the above procedure is not followed will be the financial responsibility of the person making the purchase.

10.03 DISPOSITION OF EQUIPMENT:

No athletic equipment, supplies, etc. shall be sold, given away or otherwise disposed of by any coach or his representatives without the signed approval by the athletic administrator, principal and the treasurer of a written request which indicates the type, quality, and amount of equipment to be so disposed of and to whom it is to be given.

Before any material is disposed of, it would be offered to the physical education department for consideration. Similarly, no athletic equipment or material should be given away, sold or otherwise disposed of by any physical education instructor without similar approval by the athletic administrator, principal and treasurer of a written request.

Money collected from any approved sale of equipment is to be turned in to the athletic administrator for deposit in the athletic account.

10.04 FUND RAISING ACTIVITIES:

Any fund raising activity by a sports team or teams where students are involved in selling/collecting money must be approved in advance (a minimum of two weeks) by the principal, athletic administrator and by the superintendent.

10.05 BOOSTER CLUBS:

The Marlinton Athletic Booster Club and the Marlinton Soccer Boosters meet monthly, specific meeting dates and times can be found on the school web calendar. All coaches are encouraged to attend as many meetings as possible. Any financial request a coach has of the booster club should be cleared and approved by the athletic administrator and/or principal and then will be submitted to the appropriate booster club board for approval.

Coaches are asked to cooperate with booster clubs fund raising projects. Good public relations are established by helping the booster clubs with their various projects throughout the year.

SECTION 11.00 – ATHLETIC AWARD POLICY

11.01 MARLINGTON MIDDLE SCHOOL AWARDS:

1. 7th and 8th grade athletics - all sports and cheerleaders.
 - A. All participants of each team will receive the certificate of participation designating the sport in which the



athlete participated.

B. This includes managers, scorekeepers, etc. with proper designation.

2. Qualification for award:

A. Be a member of his or her team in good standing throughout the playing season.

B. Be a contributing factor to the welfare of his team, his school, and his coach.

11.02 NINTH GRADE AWARDS:

1. Be a member of his or her team in good standing throughout the playing season.

2. Has been a contributing factor to the good and welfare of his team, his school, and his coach.

11.03 HIGH SCHOOL AWARDS:

1. Awards for players (boys and girls), managers and cheerleaders:

VARSITY

RESERVE

1st Year - Letter (M) Chenille

Certificate of Participation and numerals

2nd Year - Silver Foil Certificate (Framed)

Marlington Scholar Award (3.4 GPA or higher during season)

3rd Year - Gold Foil Certificate (Framed)

4th Year - Plaque
Tri-sport - Varsity Letter in 3 separate sports in one school year.

2. Qualifications for receiving an athletic award:

A. In order to receive an award a student athlete must have been a contributing factor to the good and welfare of his team, his school, and his coach.

B. Participation requirements for a varsity letter. Any participation in a quarter constitutes one full quarter towards letter requirement. The same applies to participation in a contest.

Football	50% of the total quarters
Basketball	50% of the total quarters
Volleyball	50% of the contests
Golf	40% of the contests
Tennis	40% of the contests
Cross Country	40% of the contests



Wrestling	40% of the contests
Track	Score in 1/2 the meets or total of 15 points.
Baseball	50% of the contest (the coach will decide in the case of pitchers)
Softball	50% of the contests (the coach will decide in the case of pitchers)
Soccer	50% of the total halves
Cheer	50% of contests
Competition Cheer	100% of competitions
Swimming	Score in 1/2 of the meets
Bowling	50% of the contests
Athletic Trainer	Complete the season requirements set by Athletic Trainer

C. A varsity award will be made to seniors who do not have the necessary amount of playing time, but have participated in said sport for 3 seasons.

D. The head coach can recommend an athlete for an award, even though he doesn't meet the participation requirement, if he feels there are extenuating circumstances (injuries, pitcher, etc.)

E. All athletes who remain on the squad for the entire season but don't qualify for a varsity award will receive a reserve certificate.

11.04 SCHOOL PICTURE PLAQUE AWARDS:

1. Football (3)
2. Basketball (4) (2 Boys, 2 Girls)
3. Volleyball (3)
4. Wrestling (3)
5. Soccer (4) (2 Boys, 2 Girls)
6. Baseball (3)
7. Softball (3)
8. Track (4) (2 Boys, 2 Girls)
9. Golf (4) (2 Boys, 2 Girls)
10. Cross Country (4) (2 Boys, 2 Girls)
11. Tennis (3)
12. Swimming (4) (2 Boys, 2 Girls)
13. Bowling (4) (2 Boys, 2 Girls)
14. Cheer (4) (2 Cheer, 2 Competition)

11.05 SPECIAL YEAR END HIGH SCHOOL AWARDS:

- A. The Scholar Athlete Scholar Award



- B. Walter S. Headley Award
- C. Howard Kitzmiller Memorial Athletic Scholarship

MARLINGTON SCHOLAR ATHLETE SCHOLARSHIP AWARD

1. Limited to seniors
2. A student must have lettered in at least two different varsity sports and must be carrying a 3.0 or better grade point average.
3. The candidate shall be rated by a committee consisting of the principal, guidance counselor, athletic administrator, and the head coach of the sport the student has participated in.
4. Evaluation will be based on two scales of 25 points each.
 1. Academic
 2. Character
5. The winner will be selected by dividing the total number of points possible into the points awarded each student.

ACADEMIC RATING SCALE

AWARDED	GRADE	POINTS
	4.0	25
	3.9	24
	3.8	23
	3.7	22
	3.6	21
	3.5	20
	3.4	19
	3.3	18
	3.2	17
	3.1	16
	3.0	15

1. Character:

1. Poor
2. Below Average
3. Average
4. Above Average
5. Outstanding

2. Leadership:

1. Poor
2. Below Average
3. Average
4. Above Average
5. Outstanding

3. Reliability:

1. Poor
2. Below Average
3. Average



- 4. Above Average
- 5. Outstanding

4. Teamwork:

- 1. Poor
- 2. Below Average
- 3. Average
- 4. Above Average
- 5. Outstanding

5. Coachability:

- 1. Poor
- 2. Below Average
- 3. Average
- 4. Above Average
- 5. Outstanding

The winner will be announced at the year-end awards assembly. The student will receive a trophy or plaque with his name inscribed on it and the name will be placed on the permanent wall plaque that commemorates this award.

WALTER C. HEADLEY AWARD

Each sport has the opportunity to nominate one member. This member should be endorsed, and presented by the head coach of that sport. Naturally the most valuable player award winners probably should merit a priority since they reflect the approval of their teammates and the support of their coaching staff. However, this does not have to hold true since the final selection for any representative is left up to the judgment of the head coach of that particular sport.

The following criteria should be strongly considered in placing an athlete up for consideration:

- 1. Attitude towards team.
- 2. Positive character traits.
- 3. Competitive spirit.
- 4. Desire, drive, and determination to excel.
- 5. Willingness to cooperate with teammates and coaching staff.
- 6. The example this person sets for teammates.
- 7. Attitude toward his school and in the classroom.
- 8. Overall school behavior should be above question by teachers and administration.

A special athletic council meeting is called to nominate the candidates for this award to be voted on by the coaches.

Each coach may elaborate on his nomination, if he so wishes, prior to the voting. At the May 16th, 1997 meeting of the athletic council, it was voted on and passed that the procedure for voting on the Walter Headley candidate is as follows: A coach may vote for the athlete that they nominate. Also, each coach present gets one vote regardless of the number of varsity sports they coach. The winner will be announced at the awards assembly. The winner will receive a trophy or plaque with his name inscribed on it and his name will be placed on the permanent plaque, which commemorates this award.

HOWARD KITZMILLER MEMORIAL ATHLETIC SCHOLARSHIP

In 1979 the Marlinton Athletic Booster Club asked for and received from the board of education permission to establish the Howard Kitzmiller Memorial Athletic Scholarship Fund. The sponsoring group will determine the amount of money. This award will be presented annually at the awards assembly to a senior boy or girl athlete meeting the qualifications.

To be eligible to receive the scholarship, the applicant must be a graduating senior boy or girl who has earned a



varsity letter in two separate sports during his/her senior year. They must submit the name of the institution they are planning to attend and notify the assistant principal in charge of awards of their acceptance by the institution to be able to receive the first half of the scholarship monies. The second half will be sent upon the notification of registration for the second quarter or semester. Advanced training may be at a technical school, four-year institution or in nurses training.

A selection committee consisting of the athletic administrator, the principal in charge of awards and the high school counselors will screen the applicants and make the decision as to the winner of the scholarship.

The following criteria will be used by the committee in the selection process:

1. The best athlete
 - A. Number of sports participated in.
 - B. Number of years of participation in each sport.
 - C. Number of letters earned in each sport.
 - D. Awards or honors received during their high school athletic career.
2. School citizenship
3. Grade point average

SECTION 12.00 – OFF-SEASON CONDITIONING WEIGHT PROGRAM/OPEN GYM

12.01 OFF-SEASON CONDITIONING AND WEIGHT PROGRAM:

Under no circumstances shall a coach, either directly or indirectly, influence an athlete to “concentrate” only on his/her particular sport. Coaches should encourage their athletes to participate in a variety of athletic activities to benefit both the athlete and the total athletic program.

12.02 WEIGHT ROOM:

The purpose of the weight room is to develop Marlington athletes. Therefore, it is not open to the general public. Former Marlington athletes, however, may work out with the Marlington athletes with the permission of the coach in charge when the room is open. Any student who follows the workout and safety program set forth by the coach in charge may use the weight room.

Athletes may use the weight room after school only if supervision by a coach is provided. No student or athlete will be in the weight room during the summer except at the supervised times.

12.03 OPEN GYM:

The Marlington High School gym and the Moulin Community Center are available for off-season workouts. These workouts must be supervised by the coaching staff. The coach who desires the use of the gym has the responsibility of scheduling the workouts through the athletic administrator, then supervising them.

Priority will be given to those teams that are in season. The supervising coach is responsible for security of the building including lights out and doors locked.

SECTION 13.00 – MISCELLANEOUS POLICIES AND



REGULATIONS

13.01 COMPLIMENTARY PASS POLICY:

1. Current staff members will receive one (1) general admission pass.
2. In accordance with the MEA contract, effective January 15, 2011, each bargaining unit member shall receive a Family Athletic Pass, providing admission to all home events for themselves, their spouse or one other adult living in the household, and all of the children K-12 all of whom must reside in the household - use Marlinton I.D.
3. All Eastern Buckeye Conference passes will be issued by the athletic administrator.
4. Youth, middle school and freshman teams may be admitted free to one varsity contest per year in the same sport, providing the coach makes the request to the athletic administrator in advance and it is approved. The coach is responsible to provide a list of players in advance to the ticket sellers.
5. Board members will be issued a complimentary pass that will admit themselves and one (1) guest.

13.02 EXCUSING ATHLETES FROM SCHOOL, CLASS, OR STUDY HALL:

No squad members, including managers, may be excused from school, class, or study hall without the permission of the principal. Squad members may not be excused from study hall unless they are directly supervised by the excusing coach and those students must not be in hallways, the gym, or areas in use by other persons.

13.03 SCHOOL REPRESENTATIVE MUST ACCOMPANY TEAM:

The principal or some faculty member(s) authorized by the principal, in addition to the coaches, shall be present throughout all varsity football and varsity basketball games. In all other sports, the coach or a person authorized by the board of education shall be present throughout the contest. (BY-LAW 3-2-1 of OHSAA Handbook)

13.04 EJECTION OF COACH/PER OHSAA GUIDELINES:

Any coach ejected from an interscholastic contest for unsportsmanlike conduct shall be suspended from coaching in all contests for the **remainder of that day**. In addition, the coach shall be suspended from coaching for all contests at all levels in that sport until two regular season/tournament contests (one in football) are played at the same level as the ejection.

If the ejection occurs in the last contest of the season, the coach shall be ineligible for the same period of time as stated above in the same sport during the following season in the next school year.

A coach who has been suspended from coaching may not attend the contest. A suspended coach shall not travel with the squad to an away contest.

A coach who has been ejected for unsportsmanlike conduct for the second time shall be suspended indefinitely and required to attend a mandatory conference with the commissioner at the OHSAA headquarters. The principal of the school shall be required to attend this conference as well. Any penalty shall be determined in accordance with Bylaw 12.

It is the responsibility of the local school authorities to ensure this regulation is enforced. When a suspended coach is allowed to participate, forfeiture of the contest is mandatory. This regulation shall apply to all regular season and tournament contests and shall in no way limit the discretionary authority of the commissioner as specified in the



OHSAA tournament regulations. In accordance with Bylaw 8-3-1, the decisions of contest officials are final.

13.05 RELATIONSHIP WITH OFFICIALS:

Any team leaving the contest area before the conclusion of the contest because of dissatisfaction with the officiating will render the school liable to disciplinary action by the OHSAA. (BYLAW 8-3-3 of the OHSAA Handbook)

13.06 POSTPONEMENT OF GAMES:

1. All postponements shall be made through the athletic administrator.
2. If school is closed (due to inclement weather e.g.) all games with the exception of varsity, and reserve and freshman level will be automatically canceled. Exception: It is an accepted practice among Eastern Buckeye Conference Schools to allow middle school wrestling to compete on days school is cancelled due to inclement weather. Because they compete on the same night as the high school team and travel together. This exception is for matches only. Practices will still be cancelled when school is closed due to inclement weather.
3. If Marlington is the home school and school is in session, but the visitors do not have school (due to inclement weather, e.g.) it will be the prerogative of the visitors if they want to play the contest that evening. If they do not wish to play, then the contest will be rescheduled if possible. If Marlington does not have school, it will be the decision of the administration whether or not to play the game.

13.07 INCLEMENT WEATHER SCHOOL CLOSING:

On days when school is closed due to inclement weather, girls and boys varsity and reserve teams are permitted to practice. Attendance is not mandatory. Notification should be made by coach of intent to practice to athletic administrator or principal.

There will be no practices or games for teams below the reserve level.

13.08 SUNDAY PRACTICES:

At the direction of the Superintendent, there are to be no Sunday practices. An exception may be made at tournament time with the approval of the principal and superintendent in advance. These practices will not be mandatory.

13.09 HAZING:

Hazing of any type is inconsistent with the educational process and shall be prohibited at all times at Marlington Local Schools. No student shall plan, encourage, or engage in the hazing of any person. No administrator, faculty member, or any other employee of the school shall encourage, condone, tolerate, or permit the hazing of any person. Any employee or student who violates this policy may be subject to disciplinary action and may be liable to civil and criminal penalties in accordance with Ohio law. Marlington Local School Board Policy 5516.

Hazing means doing any act or coercing another, including the victim, to do any act that causes or creates a substantial risk of causing mental or physical harm to any person.

13.10 SAME SEASON MULTIPLE SPORTS PARTICIPATION

Purpose

1. To enhance the varsity sports program at Marlington High School.
2. Permit athletes when possible to enlarge their scope of opportunities.
3. Provide a guide for developing a plan for a same season multiple sport athlete.

Guidelines

1. A contract must be signed by the athletic administrator, coaching staffs, athlete, and parent prior to the first practice.
2. One sport is primary and one is secondary.
3. Athlete must declare a primary sport.
4. The secondary sport may not be a sport that uses a cut policy or that uses practice time to determine playing time.



*See table below

5. The athlete must attend all practices, games, scrimmages, meetings and responsibilities of the primary sport before taking part in any activities of the secondary sport. Secondary sport participation will only take place when there is no conflict, or by permission of the head coach of the athlete's primary sport.

6. The coaches of both sports must agree that they are willing to share the athlete. The coach of the secondary sport is under no obligation to accept the athlete of another primary sport.

7. An athlete cannot switch primary sports during the current season without forfeiting the right to participate in both sports, except by mutual consent of both coaches and the athletic administrator.

8. An athlete who quits the primary sport forfeits the right to participate in either sport, except by mutual consent of both coaches.

9. The athlete must follow the rules of each sport.

10. The following sports must your primary sport: Football, Soccer, Cheerleading, Tennis, Volleyball, Basketball, Wrestling, Baseball, and Softball.

11. The following can be used as secondary sports: Football (kicker only), Golf, Cross Country, Swimming, Gymnastics, Bowling, and Track.

MARLINGTON LOCAL SCHOOLS

Same Season Multiple Sports Participation Contract

The following guidelines have been agreed upon by the _____ and _____ coaching staffs. An athlete who choose to participate in both sports must agree to the following terms:

1. Each athlete that elects to participate in two sports in the same season must declare a primary sport prior to the first official day of practice as set forth by the Ohio High School Athletic Association.

2. The athlete agrees to participate in all primary sport functions (contest, practices, scrimmages, etc.). Secondary sport participation will only take place when there is no conflict, or by permission of the head coach of the athlete's primary sport.

3. All athletes who participate in two sports are expected to follow any rules and regulations established by coaches of each sport. Extent of participation will be based on adherence to these rules, as well as coach's discretion.

4. An athlete who chooses to quit his/her primary sport, forfeits his/her right to participate in either sport. An exception may occur if there is mutual consent of both coaches.

5. An athlete may not switch primary sports during the season, unless there is mutual consent of both coaches.

Primary Sport _____ Secondary Sport _____

Athlete's Signature _____ Date _____

Athlete's Parent Signature _____ Date _____

Primary Coach's Signature _____ Date _____

Secondary Coach's Signature _____ Date _____

Athletic Administrator's Signature _____ Date _____



13.11 HALL OF FAME:

Hall of Athletic Excellence Induction Procedures

1. Anyone can nominate. Must be done formally with the nomination form completed and turned into athletic department by designated date.
2. The nomination form will be placed on the school website and also be available through the athletic department office.
3. A nomination is not an automatic admission. Committee members still have the ability to not vote for candidates they do not deem worthy of the honor.
4. Athletes must have been graduated from Marlinton High School for at least 5 years to be eligible for nomination.
5. Individuals that are selected will be honored at a game with a reception following. Inductees will be asked to provide a picture with permission to have the picture reproduced which will be placed on the Hall of Athletic Excellence.
6. Athletes may only be nominated for OHSAA sanctioned sports.
7. Former Coaches and former Athletic Directors may also be nominated.
8. Community members are also eligible for nomination such as team doctors, boosters, game personnel, etc.
9. Anyone who graduated prior to the year 2000 and has been omitted from the Hall of Athletic Excellence and had met the prior qualifications for induction into the Hall of Athletic Excellence will be inducted once his/her qualifications are verified.
10. Nominee must receive at least 2/3s of the votes to be inducted. A maximum of 5 former athletes and 1 service member will be inducted each year.
11. Once nominated, the individual will always remain a nominee.



Hall of Athletic Service Excellence Induction Committee Procedures

1. The service committee will consist of 6 individuals:
 - a. Superintendent (Chair Person)
 - b. School Board President or School Board Designee
 - c. (2) Current Coaches (Selected by chairperson)
 - d. (2) Retired School District Employees (Selected by chairperson)
2. Nominations are due by May 1st of each year.
3. During the Month of May the committee will meet to review nominees and vote on induction into the hall of fame.
4. The committee will begin the vote proceedings by voting from the list of nominees a maximum of 3 service nominees they feel deserving.
5. The chairperson will then tally the votes.
6. The committee will then openly discuss the top half of the vote getters.
7. After open discussion, the committee will vote again on a maximum of 3 service nominees each ranking them in order 1 through 3. (1 is most deserving)
8. In order to be selected the service person will need 2/3's vote.
9. If a tie occurs, the ranking system will be used to determine the tiebreaker. (lowest scores inducted)
10. During the month of June inductees will be notified of their induction and notified of the date of their induction.
11. At this time arrangements will be made with inductee pertaining to the picture to be used on the Hall of Athletic Excellence.

"Exhibit TT"

DUKES



Digital Academy

MARLINGTON ONLINE SCHOOL

Handbook 2020-2021





MARLINGTON HIGH SCHOOL

10450 Moulin Avenue

ALLIANCE, OH 44601

PHONE: 330.823.1300

FAX: 330.823.1644

BUILDING PRINCIPAL: Mr. Yianni Spondyl

ASSISTANT BUILDING PRINCIPAL: Mr. Mike Farrell

DUKES DIGITAL ACADEMY DIRECTOR: Mrs. Taylor Stanley

BUILDING SECRETARY: Mrs. Rhonda Wutrick

WEB: www.marlingtonlocal.org

EMAIL: t_stanley@marlingtonlocal.org

PHONE: 330-823-1300

BOARD OF EDUCATION

Mrs. Carolyn Gabric, Board President

Mr. Josh Hagan, Board Vice President

Mrs. Karen Humphries, Board Member

Dr. Scott Mason, Board Member

Mrs. Danielle Stevens, Board Member

CENTRAL OFFICE ADMINISTRATION

Joe Knoll, Superintendent

Mrs. Carole Sutton, Assistant Superintendent

Mrs. Kathryn Brugger, Treasurer

Mr. Dan Swisher, Special Services Director



DEAR STUDENTS AND FAMILIES,

Welcome to Marlinton Local Schools' online learning program, Dukes Digital Academy. We are excited about this program and look forward to working with you as you embark on a new journey in education. This is a tuition-free program for grades 6-12. In Marlinton Local Schools, we strive to provide a High Quality Education with the expectation that ALL children will succeed. One of the ways we accomplish this expectation is by providing additional curriculum options for personalized learning opportunities. We believe that our online school will give your child a new opportunity to succeed.

BY ENROLLING IN THE DUKES DIGITAL ACADEMY PROGRAM, YOUR CHILD HAS THE OPPORTUNITY TO:

- Receive monitoring and assistance (in person when necessary) provided by highly qualified teachers.
- Attend school in a supervised, semi-private computer lab setting on the Marlinton campus or complete his/her online assignments at home.
- Receive individual attention and tutoring on a regular basis.
- Participate in all Marlinton Local Schools' extracurricular activities, including athletics, clubs, band, choir, theater, etc.
- Receive a Marlinton High School diploma upon graduation.

We are proud to offer an online curriculum which is aligned with the Ohio State Standards. We strive to provide a rigorous curriculum consisting of regular and advanced courses in English, Math, Science, Social Studies, as well as a number of elective courses. Our highly qualified staff is committed to offering ALL students the best education experiences possible. We ask for the support of parents and families which is the key to the success of students and the program.

On behalf of the Marlinton Local School District, we are excited to have you as a member of our educational community and look forward to the success we know you will experience.

Sincerely,
Taylor Stanley
Dukes Digital Academy Director
330-823-1300
t_stanley@marlingtonlocal.org

STUDENT CODE OF CONDUCT

Dukes Digital Academy is a program in the Marlinton Local School District. Therefore, Dukes Digital Academy follows the Marlinton Local School Board Policies and Student Code of Conduct, unless otherwise stated within this handbook. Marlinton Local School Board Policies and Dukes Digital Academy Code of Conduct are applicable to all aspects of school activities: academics, school-related online activities, extracurricular activities, athletics, athletic events, and school related programs, on or off premises.

Each student and parent is required to sign a student and parent contract demonstrating a strong commitment to learning and to the program.

Dukes Digital Academy students are, like all Marlinton students, expected to conduct themselves with the highest standards of honesty and integrity. Dukes Digital Academy students are given the opportunity for academic achievement through an online environment, therefore it is very important that honesty and integrity be maintained during all times when the student is engaged in school related activities.

In addition to Marlinton Local Schools Board Policies, examples of dishonest behavior in the virtual classroom may include, but are not limited to:

Plagiarism – Representing another’s ideas, words, expressions, or data in writing or presentation as original without properly acknowledging the source.

Submitting work through the use of another person’s password/login.

Cheating – Intentionally using or attempting to use unauthorized material, assistance, or study aids in any academic work. This includes copying another student’s work and submitting it as your own.

Falsification and/or misrepresentation of data.

Computer crimes – Damaging computer programs, hacking, constructing viruses, introducing viruses into a system, copying programs, etc.

Inappropriate use of email, discussion forums, or synchronous chat rooms.

Cases of academic dishonesty will be subject to Marlinton Local Schools Board Policies regarding violations of the Student Code of Conduct. Possible outcomes will be decided by school administration, and may include:

Loss of grade points

Disciplinary action in accordance with local school or district policy

Removal from the course or program

Failure to receive credit for the course

Students in the Dukes Digital Academy program are welcome to attend a computer lab on campus to complete coursework and receive help from the Digital Academy Director. To ensure an appropriate climate for teaching and learning, students must adhere to the Dukes Digital Academy computer lab rules set forth on the next page.

ON SITE POLICIES AND PROCEDURES

When students come to work on-site at Marlinton High School, they must come prepared to work on their online coursework. Upon arrival students must check in with the Digital Academy Director and then check out before leaving the building. When a DDA student is in the building, they must follow all building/classroom policies and procedures.

DRESS CODE

Students will be required to follow Marlinton Local Schools Board Policies regarding the dress code when attending the in-school Dukes Digital Academy Internet lab.

ENGAGEMENT POLICY/CONTRACT

As an orientation to Dukes Digital Academy courses and procedures, newly enrolled DDA students must be in attendance at the Dukes Digital Academy every day for a three-week period of time. This is called the “Acclimation Period” in which students will learn to pace themselves in their work and find success in an online learning environment.

After this acclimation period, the students may have their required lab attendance days reduced if they have shown that they are able to navigate through their courses and remain on pace with the coursework. The number of days the student is required to report to the lab each week will be determined by the DDA Director. Every student will have to report to the DDA Lab at least once a week. The DDA Director will determine which day(s) and how many days each student will need to report. Attendance will be taken on all days the student is required to report to the lab.

If at any point a student falls behind in their coursework, according to their pacing guide, the student will be contacted by the Dukes Digital Academy Director. After this contact, students will be expected to come in to school within 2 to 3 school days. The Dukes Digital Academy Staff and the student will set the schedule for the student to be in attendance at school. Students will be expected to maintain this schedule until they are back on pace with their pacing guide.

The Dukes Digital Academy Director will continuously monitor progress to determine your weekly schedule.

Students are required to check in with the Dukes Digital Academy Director on a weekly basis via email, phone call, or in person. This is the student’s responsibility.

Students who are habitually off pace with the pacing guides run the risk of losing the privilege to work from home. Dukes Digital Academy reserves the right to require attendance for repeated and continuous failure to complete work off site.

SUSPENSION AND EXPULSION POLICIES

Students learning in an online classroom have the flexibility to complete their assignments when it is most convenient to them. However, Dukes Digital Academy students must maintain progress in their academic endeavors and communicate regularly with their teachers.

Although much of the school year may be spent in an online environment, there may be occasions during which a student will be in the presence of other students and staff members at school or at school-related activities. Whenever behavior interferes with the learning environment or violates Marlinton Local Schools Board Policy, consequences will result.

Reason for suspension and possible expulsion may include the following:

- Any repeated offenses for which the student has been previously suspended
- Excessive absenteeism
- Truancy
- Misusing or vandalizing school property, including technology
- Disruption of school or school-related activities
- Threatening or intimidating students or staff
- Sexual harassment
- Removing or altering official school documents or records
- Assault
- Immoral acts
- Bomb threats or threats of violence directed towards students or staff
- Violation of the school Acceptable Use Policy
- Possession of deadly weapons at school-sponsored functions
- Cheating or plagiarism
- Violating Computer Usage Contract

SUSPENSIONS AND EXPULSIONS WILL FOLLOW MARLINGTON LOCAL SCHOOLS BOARD POLICIES.

ABSENCE, ATTENDANCE, AND PARTICIPATION

Regular attendance is essential to good school work. It is the parents' responsibility, under the law, to see that children are regular in attendance, including the students enrolled in e-learning, whether at school or at home. If a student is absent for seven (7) consecutive calendar days, a phone call home will be made regarding the student's attendance.

Attendance in online learning is defined as: A weekly, meaningful contact with each assigned teacher. A week is defined as Monday through Friday (regularly scheduled school hours) for those in the brick and mortar school, and Monday through Saturday at midnight for those students working from their homes.

Meaningful contact is defined as:

- Turning in completed assignments
- Asking pertinent questions in regard to an assignment
- Contributing to academic discussions when asked

For each class, students must attempt and submit all assignments, weekly, according to the school year calendar. Assignments must be completed and turned in to teachers EVERY FRIDAY, by 3 pm. Students are required to submit coursework on or before the assigned dates. We highly recommend a daily structured schedule when students are doing online work.

Students who have a “D” or “F” average in any class must communicate with the teacher of that class(es) once a week. This may be done in person, by phone, or through the use of email, depending

on the teacher and the class. Teachers of each online class will have designated office hours each week to assist students. Students have access to tutoring in the school building during regular school hours. Failure to meet with each teacher in some way will result in an unexcused absence.

Students working via the computer at home may work longer hours on one day and fewer the next. It is also permissible to log hours on the weekends or during scheduled holidays, keeping in mind that teachers/support staff are not required to respond to students on weekends or holidays.

- 1** Failure to complete the expected number of assignment(s) within a period of seven (7) days, the Dukes Digital Academy Director will make a phone call to the student/parent/guardian informing them that the student is behind and to see if there is a problem. The student must attend the Dukes Digital Academy computer lab until all past due assignments are completed (see the engagement policy above).
- 2** If a student that was called does not attend the lab the following week, as directed, and all work is still not completed, the parent will be notified again. This will count as another 5 days of unexcused absences.
- 3** If, after 2 weeks, the student is still not in attendance and absenteeism continues, Dukes Digital Academy reserves the right to contact a Truant Officer. It is the parents’ responsibility, under the law, to see that children are regular in attendance, including students enrolled in online learning, whether at school or at home. It is imperative that PARENTS assist in monitoring their child’s attendance in school.
- 4** Excessive absences may result in the student’s removal from the Dukes Digital Academy program.
- 5** All decisions by the Dukes Digital Academy Director are final.

Truant means absent without an excuse. Students may be considered truant if:

- They fail to have contact with teachers for a period of ten (10) consecutive days.
- They fail to log into the website for a period of ten (10) consecutive days.
- They receive an attendance warning and fail to complete late work within two weeks.



ATTENDANCE REQUIREMENTS FOR COURSEWORK AND ASSESSMENTS

Dukes Digital Academy wants to ensure that grades earned through online courses are a true reflection of what the student has learned and what they know. To accomplish this task, attendance policies and assessments will help hold students accountable for their learning and provide equal opportunities for all students by assessing coursework in a monitored lab setting.

Throughout the school year, in all grade levels and courses offered, there will be assessments such as quizzes, exams, and final exams. Completion and results of these assessments will account for a student's nine-week grades and final grades. Typically, quizzes occur more frequently and will count for a smaller percentage of a student's grade. Depending on the course, exams (section, midterm, and/or final exams) may occur about 5 to 6 times during the school year. These grades typically are weighted more heavily and will account for a higher percent of the student's overall grade. To ensure that a student's grades are a true reflection of what they have learned, and to discourage dishonest practices, the following requirements are necessary:

- Even though tests and exams may be taken online, ALL tests and exams MUST be completed in person, by the student, during regular school hours.

STATE TESTING

- Students in grades 3-12 are required to participate in all state testing assigned to their grade level and/or course assignment.

PACING GUIDE FOR COURSE COMPLETION

The exact amount of time required to complete each week's assignments will vary depending on a number of factors (unit requirements, student's readiness, and work ethic). The following is an average that students can use to help make sure that they are keeping up with their studies. It is the responsibility of each student and their parents/guardians to make sure that the student is keeping on track.

The State of Ohio has determined that a full-time student participates in 6.5 hours of academic activities per day. These activities include, but are not limited to, core content studies, elective classes, and study halls.

If working at home full-time, each student should plan on the following amount of time to complete his/her assignments:

- Approximately 26-28 hours per week
- Approximately 250 hours per each 9 weeks
- Approximately 500 hours per semester
- Approximately 1001 hours per academic year per Ohio Department of Education requirements for students in grades 7-12.

Students working at home full-time will adhere to the Marlinton Local Schools calendar. However, students will have access to their studies 24 hours a day, 7 days per week. They will also have access on holidays and non-school days. The at-home student will focus on the completion of their assignments while satisfying the 1001 hours of coursework that is required by the Ohio Department of Education.

RETAKEING CLASSES AND CREDIT RECOVERY

If a student falls behind in a class, they will be placed on probation and required to complete their work in person at Marlinton High School. When a student fails an online course they may be put back into a traditional class for that course. Failed classes that are required for graduation will have to be retaken as a credit recovery class. Marlinton Local Schools' credit and grading policies apply to credit recovery classes.

GRADES, REPORT CARDS, PROMOTION, CREDITS, AND GRADUATION

Grades: Parents may check progress, at any time, by using the website and student login.

Dukes Digital Academy uses the grading scale adopted by our district:

Point Symbol	Percent Range	Value
A	90-100	4.000
B	80-89	3.000
C	70-79	2.000
D	60-69	1.000
F	59 ⁻	0

Report Cards: Students will receive a report card commensurate with their grade level reflecting their progress in each of the Dukes Digital Academy classes they have enrolled in.

Promotion/Retention: Students enrolled in Dukes Digital Academy classes will adhere to the Marlinton Local Schools Board Policies concerning promotion or retention.

Credits: Students earn class status by the number of hours passed per State of Ohio and Marlinton Local Schools Board requirements.

Graduation Requirements / State Testing Requirements: Students must earn 21 credits to comply with Ohio Department of Education (ODE) and Marlinton Local Schools' graduation requirements.

A student must successfully complete all graduation requirements in order to participate in the graduation ceremony and receive a diploma. This includes successfully completing all local and state requirements. To be eligible for graduation, all required credits must be completed and the student must pass all Ohio Graduation Tests.

COMPUTER AND ONLINE SERVICES

Student Technology Acceptable Use and Safety Policy

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at Board-sponsored activity.

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers. Users have no right or expectation to privacy when using the District Technology Resources

(including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection.

First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the District Technology Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or Network Coordinator may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

1. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
2. the dangers inherent with the online disclosure of personally identifiable information
3. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
4. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms and cyberbullying awareness and response. All users of District Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District Technology Resources that are not authorized by this policy and its accompanying guidelines. The Board designates the Superintendent as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Technology Resources.

Tools and Equipment

Marlington Local Schools will provide each student with the tools and/or equipment needed for participation in Dukes Digital Academy, when the student is completing coursework at school. The equipment shall not be abused, misused, or disassembled. Parents and students hereby accept responsibility for damages resulting from abuse, misuse, or disassembly and agree to abide by appropriate disciplinary actions.





SERVICES

Gifted Services

Students will be selected and serviced in accordance with Ohio Department of Education and Marlington Local Schools Board policies regarding Gifted Education.

Special Education Services

A full range of special education services are provided through the Marlington Local School District. Information regarding qualification and delivery of services may be obtained from the Special Services Department in Marlington Local Schools. You may also contact Dukes Digital Academy Director for additional information on services and/or procedures.

PARENT/GUARDIAN AND FAMILY COMMITMENT

(Please check each box to indicate you have read the item, sign the bottom of the form, and return this page to the Dukes Digital Academy Director.)

A successful student relies on his/her parents to set high expectations and help set goals. As a parent/guardian, we need you to support us in our efforts to help your child become successful at school.

As a parent/guardian, I will:

- Require my child to abide by all the policies and regulations of the Marlinton Local Schools and Dukes Digital Academy Student Code of Conduct. I have received the Dukes Digital Academy Student and Family Handbook.
- Ensure that my child is prepared for school by making sure he/she had a good night sleep, is clean and ready to make good effort at school.
- Ensure that my child understands and complies with Dukes Digital Academy Attendance Policies.
- Work with my child to complete all homework assignments. I understand that assignments are due every Friday by 3 p.m. In addition, I will ensure that my child has good school attendance. School attendance includes: complete daily/weekly online assignments, attend school to complete exams, attends/completes mandatory test prep, and completes other district/state required testing. I understand that if my child has not turned in the assignments within a period of seven (7) days, he/she will be required to attend school on-site until all past due assignments are completed.
- Help my child study and prepare for exams.
- Maintain open and on-going communication with the school (including telephone calls about my child's attendance) and be available to meet with the staff to discuss my child's progress and absences.
- Provide transportation for my child to and from school if he/she is completing work at MHS.
- Support the school, principal/director and teachers in their efforts to help my child be successful.

Name of Student

Parent/Guardian Signature

Date

Dukes Digital Academy Director

Date



STUDENT LEARNING AND BEHAVIORAL CONTRACT

(Please fill in your name in the blank, check each box to indicate you have read the item, and sign the bottom of the form and return the this page to the Dukes Digital Academy Director.)

- I, _____ (student) hereby agree that I am responsible for my own learning. I understand that in order for me to be successful, I must work hard and complete all my work on time and on a daily/weekly basis.
- I will respect myself, parents, teachers, and principals and I understand that if I violate Marlinton Local Schools and Dukes Digital Academy policies, I may be suspended, expelled, or removed from the program.
- My parents/guardians, Dukes Digital Academy teachers, and principal/director are committed to helping me become a successful student and responsible citizen. Therefore, if I am having difficulties with my assignments, I will immediately ask my parents/guardians and teachers/principal for assistance. I will complete daily/weekly online assignments, attend school to complete exams, attend/complete mandatory test prep, and complete other district/state required testing. I understand that if I violate attendance requirements, I may have to attend school on-site in a structured setting.
- I have received a copy of the Dukes Digital Academy Student and Parent Handbook. I understand and agree to comply with all policies set forth, and I will return any loaned equipment at the end of the school year.

Student Signature

Date

Dukes Digital Academy Director

Date



Welcome to the Team!

Date:	06/09/2020
To:	First Choice Electrical Solutions
From:	Scott Brennan
Project # & Name	1599D Marlinton School District – Marlboro Elementary
Ref PO#:	1599D525002

To expedite the execution of your subcontract, **please use the checklist below.**

All required documents must be completed and returned to Plug Smart’s main office **prior** to performing/providing any labor on the jobsite (this provision will be strictly adhered to).

All correspondences AND invoices must include the Plug Smart Project # and P.O. #

- Complete and return this checklist along with **one (1) signed electronic copy** of this Subcontract Agreement. One fully executed copy will be returned to you.

SUBCONTRACTOR ADDITIONAL REQUIRED DOCUMENTS –

PLEASE INCLUDE/ATTACH AND RETURN.

- Completed W-9 Form** – (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
- Current Workers Compensation Certificate**
- Current Certificate of Insurance Requirements** (per Section 5 below).
All insurance must match the Owner’s or Juice Technologies Inc. insurance requirements (whichever is greater) & include Subs proper name & address. Juice Technologies Inc. dba Plug Smart shall be listed as additional insured. Plug Smart job name, number and physical address shall be referenced.
- Performance Bond Requirement** (per Section 7 below)_yes no **X**
- Copy of **Subcontractor’s Company Safety Policy**
- Email all invoices to admin@plugsmart.com** and copy Plug Smart’s Project Manager (**sending directly and only to PM may delay processing and payment**).
- Prevailing Wage Requirement** ___yes no **X**

In the event that this project does require payment of Prevailing Wages, provide the contact information below:

Certified Payroll/Accounting Department	
Name	N/A
Telephone Number	N/A
e-mail address	N/A

Subcontractor Team Member Information:

Business Address	
Street	703 S. Union Ave
City, State and Zip	Alliance, OH 44601
Main Telephone Number	330-596-1885
Tax ID	81-1502074

Accounts Receivable Department	
Note: All invoices must include Plug Smart P.O. # & Project Number AND ARE TO BE EMAILED to:	
Name	Marice Curry
Telephone Number	330-596-1885
e-mail address	mcurry@firstchoicellectric.net

Project Manager	
Name	Mike Oakes
Telephone Number	330-596-1885
e-mail address	moakes@firstchoicellectric.net

Operations Manager	
Name	
Telephone Number	
e-mail address	

Vice President	
Name	
Telephone Number	
e-mail address	

President	
Name	Mike Oakes
Telephone Number	330-596-1885
e-mail address	moakes@firstchoicellectric.net

Juice Technologies Inc. dba Plug Smart Team Member Information:

Business Address	
Street	350 E. 1 st Avenue, Suite 210
City, State and Zip	Columbus, OH 43201
Main Telephone Number	800-518-5576
Fax Number	888-202-5019

Accounts Payable Department	
Name	Admin
Telephone Number	800-518-5576
e-mail address	admin@plugsmart.com

Project Manager	
Name	Scott Brennan
Telephone Number	717-224-4607
e-mail address	Scott.Brennan@plugsmart.com

Operations Manager/COO	
Name	Scott Brennan
Telephone Number	717-224-4607
e-mail address	Scott.Brennan@plugsmart.com

Thank you in advance for following our subcontract procedure. We look forward to working together; strengthening our partnership and making this project a success.

Sincerely,

Scott Brennan

Juice Technologies Inc. dba Plug Smart

SUBCONTRACT

- A. **Owner:** Marlington School District
- B. **Prime Contractor:** Juice Technologies, Inc. dba PLUG SMART
First Choice Electrical Solutions
- C. **Subcontractor:** 703 South Union Ave
Alliance, Ohio 44601
- D. **Contract:** The contract between Owner and Prime Contractor dated: 04/17/2020
- E. **Project # & Name:** 1599D Marlington School District – Marlboro Elementary HVAC Renovation
PO#:1599D525002
- F. **Construction Site Address:** 8131 Edison St. NE, Alliance, Oh 44601
- G. **Architect/Engineer:** Juice Technologies Inc. dba Plug Smart
- H. **Contract Documents:** The Contract; all general, special, and supplemental conditions, drawings, plans, and specifications referred to in (if applicable), and made part of, the Contract; all addenda to the Contract; and all other documents forming a part of the Contract.
- I. **Subcontractor's Work:** Marlboro Elementary Electrical Demo and Install.
- J. **Subcontractor Price:** \$46,750.00
- K. **Retainage:** 10 %
- L. **Date of Substantial Completion:** The date on which the Subcontractor's Work is sufficiently complete such that it can be used for its intended purpose, which shall occur no later than: 08/21/2020
- M. **Date of Final Completion:** 08/31/2020
Commercial General Liability, including Products/Completed Operations: \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
Auto Liability: \$1,000,000.
- N. **Policy Limits:** Workers' Compensation: the amounts required by statute
Umbrella/Excess of \$2,000,000.
Professional Liability Insurance: \$1,000,000 (if Subcontractor is performing professional engineering or architectural design services).
- O. **Project is Tax Exempt:** Yes No (If yes, tax exemption form will be provided)
- P. **Effective Date:** 06/09/2020.

BACKGROUND

This Subcontract is effective as of the Effective Date between Prime Contractor and Subcontractor under the following circumstances:

A. Under the Contract between Prime Contractor and Owner, Prime Contractor has agreed to provide certain work, services, materials, equipment, tools, labor and supervision for the Project at the Construction Site.

B. Subcontractor has agreed to perform a portion of the work under the Contract Documents for Prime Contractor, subject to the terms and conditions set forth in this Subcontract.

AGREEMENT

1. Incorporation by Reference of Contract Documents; Interpretation of Documents.

1.1 The Contract Documents, including any Request for Proposal and Addendums, are incorporated in this Subcontract by reference and made a part hereof. If any provision of this Subcontract conflicts or is inconsistent with a provision of the Contract Documents, or

if there is a conflict or inconsistency within this Subcontract or within any of the Contract Documents, the provision imposing the higher quality, greater quantity, or greater duty or obligation on Subcontractor governs. Subcontractor is bound by all interpretations of the Contract Documents made by the Owner or the Architect/Engineer and furnished to it by Prime Contractor that are binding upon Prime Contractor.

2. Statement of Subcontractor's Work.

2.1 Subcontractor shall perform and furnish all work, labor, materials, equipment, tools, and all other services and facilities necessary to complete the Subcontractor's Work. Subcontractor shall not interfere in any way with the Owner's business operations. Subcontractor is responsible for all permits, fees, licenses, assessments, inspections, testing, and taxes necessary to complete Subcontractor's Work.

2.2 Subcontractor's Work shall be performed in accordance with the requirements of this Subcontract and the Contract Documents. With respect to Subcontractor's Work, Subcontractor agrees to be bound to **PRIME CONTRACTOR** by all of the terms and provisions of the Contract Documents and to assume toward Prime Contractor all of the duties, obligations and responsibilities that Prime Contractor by those Contract Documents assumes toward the Owner. Prime Contractor shall have the benefit of all rights, remedies, and redress against Subcontractor that the Owner under the Contract Documents, has against Prime Contractor.

2.3 Subcontractor shall be responsible for the (i) delivery, unloading, storage, protection, and insurance of its material, equipment, and work, and (ii) inspection, delivery, unloading, storage, inventorying, protection and insurance of all pre-purchased material and equipment designated within and assigned to this Subcontract. Any damage to pre-purchased material and equipment must be noted and designated by Subcontractor at time of accepting shipment (indicated clearly by subcontractor's authorized receiving agent), otherwise Subcontractor is responsible for damage repair and/or replacement. Subcontractor agrees to correct, at its own expense, any of Subcontractor's Work damaged prior to final acceptance.

2.4 Subcontractor shall provide written updates to Prime Contractor regarding progress of Subcontractor's Work. Subcontractor shall complete the **attached** Daily Project Report daily during the period when the subcontractor is on site and the **attached** 4-Week Look-Ahead Schedule weekly, and the Subcontractor shall submit both completed documents to the Prime Contractor by noon every Monday until Final Completion. If both documents are not completed and delivered on time, Prime Contractor may delay processing payment requests until such documents are received.

2.5 **Scope of work Summary:**

-All work and specifications Per RFP dated 05/11/2020, site walkthrough conducted 05/13/2020 and Addendum1 through Addendum 2 shall apply to this sub-contract agreement.

3. Progress Payments; Final Payment.

3.1 Monthly billing drafts (pencil copies) (i) must be submitted on forms AIA G702 & G703 and are due to the Prime Contractor Project Manager by the 15th of the month for Subcontractor's Work performed that month; (ii) are a prerequisite to submitting a final payment application; and (iii) must be approved by the Prime Contractor prior to submitting a final payment application. **Final and approved monthly payment applications must be submitted to Prime Contractor via email to admin@plugsmart.com by the 20th of each month for Subcontractor's Work performed that month.** Prime Contractor shall pay Subcontractor the Subcontractor Price for satisfactorily performing Subcontractor's Work. Progress payments, less Retainage, shall be made to Subcontractor for Subcontractor's Work performed within forty-five days after the receipt of an invoice from the Subcontractor which relates to the scope and/or activities completed and/or products received at the site that are specifically agreed to within the "WORK" and/or by signed change order. Prime Contractor shall pay Subcontractor progress payments, less Retainage, within a reasonable amount of time upon payment from Owner to Prime Contractor. The Owner's payment to Prime Contractor is a condition precedent to the Prime Contractor's obligation to pay Subcontractor.

3.2 All payments are subject to Prime Contractor's receipt of such lien waivers, affidavits, warranties, guarantees, and other documentation required by this Subcontract, the Contract Documents, or Prime Contractor. Any stored materials not on site and being billed for must be accompanied by invoice(s), proof of storage (photo or verified by inspection) and proof of proper insurance. In addition, as a condition precedent to any payment hereunder, Subcontractor shall submit the following with each application for payment: (a) include a notarized Subcontractor Acknowledgement of Progress Payment and Release of Liens and Claims ("Acknowledgements"); and (b) at the request of Prime Contractor or Owner, submit such Acknowledgements from Subcontractor's sub-subcontractors and suppliers confirming receipt of payment by Subcontractor and releasing any liens or claims affecting the Project and/or the Owner.

3.3 Prime Contractor may reject a payment application, or reject a previously approved payment application, in whole or in part, to protect Prime Contractor from loss or damage caused by Subcontractor's failure to (A) timely perform the Subcontractor's Work, (B) pay sub-subcontractors or suppliers, (C) promptly correct rejected, defective, or nonconforming Subcontractor's Work, or (D) resolve third party claims or likely claims or supply Prime Contractor with sufficient security that the third party claims will be discharged. Prime Contractor may withhold a reasonable amount necessary to complete any portion of Subcontractor's Work included on a punch list supplied by Prime Contractor, the Owner, or the Architect/Engineer.

3.4 Application for final payment by Subcontractor shall constitute a waiver of claims by Subcontractor except those previously made in writing and identified by Subcontractor as unsettled.

3.5 Subcontractor shall insure that all Subcontractor's subcontractors, employees, contractors and suppliers, at all times, are paid all amounts due in connection with the performance of this Subcontract. After the first partial payment hereunder, Prime Contractor shall have the right to withhold any subsequent partial payments until Subcontractor submits evidence satisfactory to Prime Contractor that all amounts owed in connection with performance of this Subcontract have been paid. Further, Subcontractor agrees that Prime Contractor, using two-party checks, shall have the right but not the obligation, to pay all persons in contract with Subcontractor that have not been paid the monies due them in connection with this Subcontract whether or not a lien has been filed, and Subcontractor shall, to the extent that Prime Contractor has not recovered these amounts pursuant to withholding, pay said amounts to Prime Contractor upon demand. Any such payment by Prime Contractor shall in no way relieve the Subcontractor of any obligation under this Subcontract. Subcontractor shall also immediately reimburse Prime Contractor for any amounts paid under any payment bond carried by Prime Contractor in connection with this Subcontract and indemnified by Prime Contractor. In the event Prime Contractor is required to pay or indemnify any person hereunder, Subcontractor shall immediately Prime Contractor for the full cost thereof, plus 15% for administrative and overhead costs.

3.6 To the extent paid by Prime Contractor, neither Subcontractor nor any other person furnishing labor or materials to Subcontractor for the performance of Subcontractor's Work shall file any mechanic's lien against Prime Contractor or Owner, or any of Owner's buildings, structures, or land for any work or materials done or furnished in connection with the Project. Subcontractor shall execute a waiver of lien to the extent of each payment under this Agreement. Subcontractor shall incorporate the foregoing, together with a provision requiring the inclusion of the same in all lower tier subcontracts or orders, into all subcontracts and orders made by it hereunder. Subcontractor shall indemnify, defend and hold harmless Prime Contractor and Owner from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the assertion by Subcontractor, or any of its sub-subcontractors, suppliers or others of any mechanics' lien or claim or the filing of any mechanics' lien or claim in connection with the Project, if Subcontractor has been paid such amounts by Prime Contractor. Subcontractor shall discharge/satisfy any mechanics' lien or bond claim within ten (10) days of receipt of notice of same from Prime Contractor. In the event of Subcontractor's failure to do so, Prime Contractor may take all action it deems necessary to protect the Project from liens and/or bond claims, and all costs associated therewith shall be deducted from amounts otherwise due to Subcontractor.

4. Time of Performance; Project Schedule; Schedule of Values.

4.1 If requested by Prime Contractor, Subcontractor shall participate and cooperate in the development of the Project schedule and any revisions to the Project schedule. Subcontractor shall diligently and continuously prosecute and complete Subcontractor's Work in accordance with the Project schedule, any revisions to the Project schedule, and any other scheduling requirements in this Subcontract. Subcontractor shall substantially complete the Subcontractor's Work by the Date of Substantial Completion, and shall complete the Subcontractor's Work by the Date of Final Completion. **TIME IS OF THE ESSENCE OF THIS SUBCONTRACT.**

4.2 As a condition of payment, Subcontractor shall deliver to Prime Contractor a schedule of values satisfactory to Prime Contractor, allocating the total Subcontractor Price to the separate phases of Subcontractor's Work, stating separately amounts for labor and materials and prorating overhead and profit among such separate phases.

5. Insurance.

5.1 Prior to starting Subcontractor's Work until the final acceptance of Subcontractor's Work, Subcontractor shall maintain at its expense insurance that will protect it from all claims arising out of its operations under this Subcontract, whether the operations are by the Subcontractor, or any of its consultants or sub-subcontractors or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. Subcontractor shall provide Prime Contractor certificates of insurance evidencing that such insurance coverage is in effect prior to starting Subcontractor's Work and each time a material change (including expiration) is made in the insurance carrier or policy. The insurance shall have policy limits at least as high as the Policy Limits (defined above), and shall be

provided by an insurance company acceptable to Prime Contractor. All such policies of insurance will (a) be written by an insurance carrier rated "A" or better by A.M. Best in Class VII or larger; (b) be on an occurrence basis (not a claims made basis); (c) be endorsed with a statement that with respect to a party's obligations under this Subcontract, the coverage will be primary over any other available and collectible insurance and be non-contributory; (d) state that the policy may not be cancelled, altered or permitted to lapse or expire without at least thirty days' advance written notice to Prime Contractor; and (e) name Prime Contractor and Owner as additional insured. The required insurance shall be subject to the approval of Prime Contractor, but any acceptance of insurance certificates by Prime Contractor shall in no way limit or relieve Subcontractor of the duties and responsibilities of Subcontractor in this Subcontract.

5.2 Subcontractor shall ensure that all tiers of its permitted sub-subcontractors shall procure and maintain insurance in like form and amounts, including without limitation the additional insured requirements, set forth in Section 5.1. Subcontractor shall provide Prime Contractor certificates of insurance evidencing that such insurance coverage is in effect prior any permitted sub-subcontractors performing any of the Subcontractor's Work.

5.3 Subcontractor shall maintain Completed Operations Liability Insurance for at least two years after the earlier of (A) 90 days following Substantial Completion of all the work under the Contract Documents, or (B) final payment to Prime Contractor.

5.4 Subcontractor shall maintain at its own expense property and equipment insurance for the Subcontractor's Work, including portions of the Subcontractor's Work stored off-site or in transit.

5.5 Prime Contractor and Subcontractor waive all rights against (A) each other and their officers, employees and agents, and (B) Owner, Architect/Engineer, Architect's/Engineer's consultants and their officers, employees and agents, for damages caused by any peril to the extent waived between Prime Contractor and the Owner and to the extent covered by property insurance provided under the Contract Documents or other property insurance applicable to the work, except such rights they may have to proceeds of insurance held by the Owner as fiduciary. Subcontractor shall require a similar waiver by its sub-subcontractors, agents, and employees. If the policies required by this section require an endorsement to provide for continued coverage where there is a waiver of subrogation, the owners of such policies shall cause them to be so endorsed.

5.6 If Subcontractor fails to obtain and keep any of the insurance coverage required by this Subcontract, Prime Contractor may purchase such coverage and charge the expense to Subcontractor or terminate the Subcontract. Subcontractor agrees that it will not cancel or fail to renew or replace any of the required insurance coverage without first providing Prime Contractor with thirty days' notice.

6. Indemnity.

6.1 Subcontractor is aware of the immunity it has from suits by its employees or third parties for damages relating to injuries suffered by its employees in the course of and arising out of their employment for the Subcontractor which may be brought outside of the workers' compensation system. Subcontractor, for purposes of this Subcontract, waives that immunity and to the fullest extent permitted by law, Subcontractor shall indemnify, defend, and hold harmless Prime Contractor (including its owners, affiliates, subsidiaries, officers, directors, agents, shareholders, successors and employees), Prime Contractor's other subcontractors, the Architect/Engineer, the Owner, and each of their agents, consultants, and employees (collectively, the "Indemnitees") from and against all claims for bodily injury, property damage (including to the work itself), and all costs and expenses (including attorney fees), arising out of, or alleged to arise out of, the Subcontractor's Work. Subcontractor, at Subcontractor's sole expense, shall promptly dispose of all such indemnifiable claims, defend all lawsuits filed against Prime Contractor on any indemnifiable claim, pay all judgments rendered against Prime Contractor in such lawsuits, and reimburse Prime Contractor for all reasonable expenses incurred by Prime Contractor on the account of any indemnifiable claim, including attorney fees, expert witness fees and court costs. Subcontractor's indemnity obligations apply regardless of whether the claim is caused or alleged to be caused by any joint or concurrent negligent act or omission by an Indemnitee, but Subcontractor is not required to indemnify for any claim proximately caused by the sole negligence or willful misconduct of Prime Contractor or Prime Contractor's agents or contractors who are directly responsible to Prime Contractor, excluding Subcontractor. Prime Contractor may participate in the defense of any claims asserted against it, approve the selection of counsel, and approve the terms of any settlements made on its behalf.

6.2 In any claim against any of the Indemnitees by any employee of Subcontractor or anyone for whose acts the Subcontractor may be liable, Subcontractor's indemnification obligation is not limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Subcontractor under workers' compensation acts, disability benefit acts, or other employee benefit acts.

6.3 If any part of the indemnity provisions set forth in this Subcontract is adjudged to be contrary to law, the remaining parts of the provisions shall, in other respects, be and remain legally effective and binding. These indemnity provisions shall not be construed to eliminate or any way reduce any other indemnifications or rights which Prime Contractor or Owner have by law or through this Subcontract or the Contract Documents.

7. Performance and Payment Bonds.

If the Subcontractor's Price is greater than \$100,000. Subcontractor, at its expense, shall furnish to Prime Contractor, as Obligee, performance and payment bonds in the principal amount of the Subcontract Price or such greater amount as required by the Contract Documents, with a corporate surety approved by Prime Contractor. The bonds shall be on a form approved by the surety. Any increase in the Subcontract Price shall automatically result in a corresponding increase in the penal amount of the bonds; decreases in the Subcontract Price shall not, however, reduce the penal amount of the bonds unless provided in a written change order.

8. Claims for Damages; Extensions of Time.

8.1 Subcontractor shall give Prime Contractor written notice of all claims affecting or relating to the Subcontract Price for which the Owner is or may be liable under the Contract Documents no later than 48 hours after Subcontractor's first observance of the facts giving rise to the claim, or, if sooner, within the time limits provided in the Contract Documents for like claims by Prime Contractor upon the Owner and in sufficient time for Prime Contractor to initiate such claims against the Owner in accordance with the Contract Documents. The claim shall proceed in the manner provided in the Contract Documents and Subcontractor shall be responsible for substantiating a claim submitted to the Owner on Subcontractor's behalf. Subcontractor shall be responsible for all costs, expenses, and attorney fees incurred by it and by Prime Contractor relating to the claim.

8.2 If Subcontractor is delayed, obstructed, hindered, or interfered with in a critical element of the Subcontractor's Work by any cause beyond Subcontractor's reasonable control and not due to the fault of Subcontractor, its officers, agents, employees, sub-subcontractors, or suppliers, then (A) Subcontractor shall be entitled to an extension of time for a period equivalent to the time lost by reason of such causes, but only if (1) Subcontractor gives Prime Contractor notice in writing of such delay, obstruction, hindrance, or interference within 48 hours of Subcontractor's first observance of the facts giving rise thereto, (2) Subcontractor demonstrates that it could not have anticipated or avoided such delay, obstruction, hindrance, or interference and has used all available means to minimize the consequences thereof, and (3) Owner grants Prime Contractor an extension of time for the performance of Subcontractor's Work; and (B) Subcontractor shall be entitled to an adjustment in the Subcontract Price to the extent provided in this Section.

8.3 Subcontractor shall not be entitled to nor claim any cost reimbursement, compensation, or damages (A) attributable to delay, obstruction, hindrance, or interference to Subcontractor's Work as set forth in Section 8.2, or (B) on account of any claim for which the Owner is or may be liable under the Contract Documents as set forth in Section 8.1, except to the extent that Prime Contractor is entitled to a corresponding cost reimbursement, compensation, or damages from Owner under the Contract Documents on account thereof, and then only to the extent of the amount, if any, that Prime Contractor on behalf of Subcontractor actually receives from Owner on account thereof, less any costs, expenses and attorney fees incurred by Prime Contractor. Nothing in this Subcontract precludes Subcontractor's recovery of damages for delay or to constitute a waiver of Subcontractor's right to recover damages for delay.

8.4 Subcontractor shall give Prime Contractor written notice of all claims affecting or relating to the Subcontractor's Work not addressed above within 48 hours of Subcontractor's first observance of the facts giving rise to the claim. All such claims shall be resolved in the manner provided in Section 16 ("Disputes & Settlements").

8.5 Subcontractor's failure to assert a claim in the manner and within the time provided for in this Section constitutes a complete waiver of the claim.

9. Work Changes.

9.1 Prime Contractor may, without invalidating this Subcontract, order the Subcontractor in writing to make changes in the Subcontractor's Work within the general scope of this Subcontract. The Subcontractor shall promptly provide a written description of the increase or decrease in cost or any impact on schedule, and request approval before the change in work commences. No adjustment in the Subcontractor's Price or the Date of Final Completion shall be made for any changes performed by the Subcontractor that have not been ordered by Prime Contractor in writing. Subcontractor shall not deviate from the plans, specifications or formalized scope of work documents or substitute materials (including "or equal" materials) without the issuance of a written change order by Prime Contractor.

9.2 If Subcontractor and Prime Contractor cannot agree on an appropriate adjustment of the Subcontractor's Price or Date of Final Completion, the Subcontractor shall proceed with the changed work and the disagreement shall be resolved pursuant to the provisions of Section 16.

9.3 If a change order is executed by Prime Contractor and Subcontractor, there shall be no subsequent adjustment based upon the effect or impact of the change contemplated by that change order, nor shall Subcontractor be entitled to any further time or compensation based upon the cumulative effect of multiple change orders.

10. Clean-up and Protection of Work of Others.

10.1 Subcontractor at all times shall keep the Construction Site free from rubbish, debris, and obstructions caused by its operations, and shall complete Subcontractor's Work in such manner as to permit the next succeeding work to start without further cleaning. At the time of completion of Subcontractor's Work in each area, Subcontractor shall leave the area "broom clean" and shall remove all of its tools, equipment, scaffolding, and surplus materials.

10.2 Subcontractor shall not damage the work of others by its operations, and shall repair or pay the cost of repairing any such damage done by it.

10.3 Prime Contractor may perform any clean-up or repair work Subcontractor fails to perform promptly, in which case Subcontractor shall pay Prime Contractor the cost of the clean-up or repair work plus 10% for overhead and other indirect expenses.

11. Safety.

11.1 Subcontractor shall perform the Subcontractor's Work in a safe and reasonable manner. Subcontractor shall seek to avoid injury, loss, or damage to persons or property by taking reasonable steps to protect (A) employees and other persons at the construction site; (B) materials and equipment stored at the construction site or at off-site locations for use in performance of the work; and (C) all property and structures located at the construction site and adjacent to work areas, regardless of whether that property or structures are involved in the Subcontractor's Work. Subcontractor shall establish its own safety program implementing safety measures, policies, and standards conforming to those required or recommended by governmental and quasi-governmental authorities having jurisdiction, or by Prime Contractor, or by the Owner, including, but not limited to, requirements imposed by the Contract Documents. Subcontractor must perform weekly toolbox talks and documented safety audits with a copy being forwarded to Prime Contractor Project Representative on a weekly basis.

11.2 Subcontractor shall implement appropriate safety measures pertaining to the Subcontractor's Work and the Project, including establishing safety rules, posting appropriate warnings and notices, erecting safety barriers, addressing full protection and establishing proper notice procedures to protect persons and property from injury, loss or damage.

11.3 When use or storage of explosives or other hazardous materials or equipment or unusual methods are necessary for execution of the Subcontractor's Work, the Subcontractor shall exercise utmost care and carry on such activities under supervision of properly qualified personnel. Prime Contractor shall not be responsible for materials and substances brought to the site by Subcontractor unless such materials or substances were required by the Contract Documents.

11.4 In addition to any federal, state and/or local accident or death reporting requirements, Subcontractor will report incidents involving injury, death and/or property damage to the Prime Contractor Project Representative within one hour of occurrence, with written notification within twenty-four hours of such event. The written notification shall include, at a minimum, the following information: (a) name of injured party or location of property damage; (b) Social Security Number of injured party; (c) address of injured party; (d) employer name and address of injured party; (e) telephone number of injured party; (f) date and time of accident; (g) location where injury occurred; (h) description of injury or extent of property damage; (i) action taken with respect to injury or damage; (j) name, address and telephone number of witnesses to injury or property damage; (k) name, address and telephone number of person making report and date report made; and (l) on-site representative's name.

12. Termination without Fault of Subcontractor.

If Prime Contractor or the Owner terminates the contract between them for any cause permitted by that contract (except a default by Prime Contractor), Prime Contractor by notice to Subcontractor may terminate this Subcontract. In addition, Prime Contractor may at any time and without cause by written notice to Subcontractor terminate this Subcontract and require Subcontractor to cease the

Subcontractor's Work. In either event, Subcontractor, as directed by Prime Contractor, shall discontinue Subcontractor's Work, remove its equipment, materials, and employees from the Construction Site, and take such action as necessary to terminate its agreements with its sub-subcontractors and suppliers, and to minimize its losses resulting from such termination. Subcontractor shall then promptly deliver to Prime Contractor a statement covering the balance owed under this Subcontract for work completed prior to the termination, and for additional costs for which it is liable by reason of such termination. This statement shall be the maximum amount for which Prime Contractor may be liable by virtue of its termination of the Subcontract. Subcontractor is not entitled to profit or overhead on unperformed Work.

13. Termination upon Default of Subcontractor.

If Subcontractor defaults on any term of this Subcontract or the Contract Documents, Prime Contractor may issue a notice giving the Subcontractor three working days to correct the default. If Subcontractor fails to correct the default within the three working day period, Prime Contractor may, without waiving any rights or remedies it has, take whatever steps it deems necessary or appropriate to correct any deficiencies at the cost of Subcontractor, which will be liable for that cost-plus Prime Contractor's reasonable overhead, profit, and attorney fees. In addition to correcting Subcontractor's default upon the expiration of the three working day period, Prime Contractor may issue a second notice of default giving the Subcontractor six-calendar days to correct the default. If Subcontractor fails to correct the default within that six-calendar day period, Prime Contractor may terminate the Subcontract, and all costs associated with completing the Subcontractor's Work, including reasonable overhead, profit, and attorney fees, will be deducted from any amounts owed to Subcontractor. Subcontractor is liable for any amount by which the cost of completing the Subcontractor's Work (including reasonable overhead, profit, and attorney fees) exceeds any amounts owed or to be owed to Subcontractor and Subcontractor agrees to pay Prime Contractor such amount within ten days of receipt of the invoice from Prime Contractor.

14. Warranties; Correction of Work.

14.1 Subcontractor warrants and guarantees that all materials and equipment furnished under this Subcontract shall be new unless otherwise specified, and that all of Subcontractor's Work will be of first quality, free from faults or defects in materials or workmanship, and in strict accordance with requirements of this Subcontract and the Contract Documents. All work not conforming to these requirements, including substitutions not properly approved and authorized, shall be considered defective. Subcontractor's warranties under this Subcontract must extend at least as long as Prime Contractor's warranties under the Contract Documents, but in any event no less than one year from the date of Subcontractor's last work.

14.2 Subcontractor shall promptly correct at its cost all of Subcontractor's Work rejected as defective or as failing to conform to the requirements of this Subcontract or the Contract Documents whether observed before or after substantial completion of the Project and whether or not fabricated, installed, or completed.

15. Liquidated and Consequential Damages.

15.1 If the Contract Documents allow for liquidated or other damages for delay beyond the completion date set forth in the Contract Documents, and such damages are assessed, Prime Contractor may assess a share of the damages against Subcontractor in proportion to the Subcontractor's share of the responsibility for the delay. This section does not limit Subcontractor's liability to Prime Contractor for Prime Contractor's actual delay damages caused by Subcontractor's delay.

15.2 Subcontractor waives all claims against Prime Contractor for consequential damages arising out of or relating to this Subcontract, including damages for principal office expenses (which includes unabsorbed principal office expenses) and the compensation of personnel stationed there; for loss of financing, business and reputation; and for loss of profit.

16. Disputes and Settlement.

16.1 The parties shall first attempt in good faith to resolve any dispute, controversy, or claim arising out of or relating to this Subcontract by negotiation and consultation between themselves. A designated executive representative (CEO, President, COO, CFO) of each of Prime Contractor and Subcontract shall meet independently of the Project personnel to resolve such claims. Claims that are not resolved by such negotiations shall be submitted to, in Prime Contractor's sole discretion: (i) a mutually agreed to mediation service, or (ii) litigation in state or federal court in Franklin County, Ohio. Prime Contractor and the Subcontractor consent to the exclusive jurisdiction and venue of the state and federal courts in Franklin County, Ohio. The costs and attorney fees of any binding dispute resolution procedure (whether arbitration or litigation) shall be paid by the non-prevailing party.

16.2 Subcontractor shall continue the Subcontractor's Work and maintain the Project schedule during any dispute resolution proceedings.

17. Prevailing Wages.

IF the Project is subject to a legal requirement to pay "prevailing wages" or similar restrictions applicable to laborers or mechanics employed on the job, or if the Contract Documents contain requirements pertaining to the wages of laborers or mechanics employed on the job, Subcontractor shall pay the prevailing wages and comply with all restrictions, requirements, or agreements with respect to the laborers and mechanics employed by it for the performance of Subcontractor's Work and shall require all of its sub-subcontractors to pay prevailing wages and comply with any and all such restrictions, requirements or agreements with respect to their laborers and mechanics employed for the performance of their work.

18. Assignment; Subcontracting; Work for Others on the Project.

Subcontractor shall not assign this Subcontract or any right or liability relating to it, or subcontract any part of the Subcontractor's Work, without the Prime Contractor's written consent. Subcontractor shall not, without Prime Contractor's express written consent, provide any goods or services for the Project to Owner or any other contractor or subcontractor other than to Prime Contractor.

19. Divisibility.

If any provision of this Subcontract is held by a court or arbitrator of competent jurisdiction invalid or unenforceable, such provision shall be ineffective only to that extent without invalidating or rendering unenforceable any other provision of this Subcontract.

20. Applicable Law.

This Subcontract shall be construed in accordance with and governed by the internal substantive law of the State of Ohio regardless of the laws that might otherwise govern under principles of conflict of laws.

21. Non-waiver.

The waiver by either party of any breach of any provision of this Subcontract does not constitute a waiver of any other breach of any provision of this Subcontract. No payment of the Subcontract Price, whether a partial payment or the final payment, shall be deemed an acceptance of Subcontractor's Work covered thereby.

22. Entire Agreement.

This Subcontract constitutes the entire agreement between the parties and supersedes all prior or contemporaneous written or oral agreements between the parties with respect to the subject matter of this Subcontract, including any proposals submitted by Subcontractor. This Subcontract may not be amended or modified except by a written change order duly executed by the parties hereto.

23. Manner of Acceptance.

This Subcontract will be deemed effective upon the earlier of the Subcontractor's signature below or the Subcontractor's acceptance as provided in this Section. By shipping goods, by acknowledging receipt of this Subcontract, or by commencing the Subcontractor's Work, Subcontractor agrees to the terms and conditions contained in this Subcontract, although its agreement to such terms and conditions is not limited to the foregoing methods. This Subcontract may be accepted by Subcontractor without signature.

24. Communication with Owner.

Subcontractor agrees that all communication with the Owner shall be through Prime Contractor, and Subcontractor agrees that no direct communication with the Owner regarding Subcontractors Work is permissible without written notice by Prime Contractor to Subcontractor, or without a Prime Contractor representative present. Subcontractor agrees to not compete with Prime Contractor in connection with the Subcontractors Work and the Contract Documents.

25. Labor.

25.1 The Subcontractor or sub-subcontractors may employ union labor. If the Subcontractor employs union labor, Subcontractor agrees that it shall maintain in full force and effect for the duration of the Subcontractor's Work, a valid collective bargaining agreement between the Subcontractor and any appropriate union. All of Subcontractor's Work performed by the Subcontractor shall be rendered in accordance with the terms and provisions of any such collective bargaining agreement and any revisions, extensions or renewals thereof, and Subcontractor shall timely pay all fringe benefits or other charges to any appropriate union. The Subcontractor agrees that it will bind by written contract, a copy of which shall be supplied to Prime Contractor, all of its union subcontractors to the appropriate collective bargaining agreement or agreements hereinabove referred to. Any and all provisions for certified payroll are to be complied with by Subcontractor and all sub-subcontractors, and proof of compliance is required by Prime Contractor and to be included in all applications for payment.

25.2 Subcontractor shall comply with all requirements regarding immigration laws, statutes, rules, codes, orders, and regulations. Subcontractor accepts all responsibility and liability for verification and documentation of the legal status of all its employees. Subcontractor shall maintain, at all times during the term of this Subcontract and for the time otherwise required by law, all records required by the United States Citizenship and Immigration Service ("USCIS"), including, without limitation, the completion and maintenance of the Form I-9 for each of Subcontractor's employees, contractors and agents and shall respond at all times during the term of this Subcontract in a timely fashion to any inspection request related to such I-9 forms by Prime Contractor or any governmental agency or authority. Subcontractor shall ensure that the number listed on the I-9 form for each employee matches that employee's Social Security number. Prime Contractor may, in its sole discretion, terminate this Subcontract if Subcontractor violates or is in breach of any provision of this Section, or the USCIS determines that Subcontractor has not complied with any of the immigration laws, statutes, rules, codes, or regulations of the United States or any applicable state laws or regulations, including without limitation, the Immigration Reform and Control Act of 1986, as amended, and the Illegal Immigration Reform and Immigration Responsibility Act of 1996, as amended, and any successor statutes thereto.

26. Confidentiality.

All information, pricing and correspondence between Subcontractor and Prime Contractor is considered confidential and privileged trade secret information and may not be shared or disclosed without express written consent of Prime Contractor.

Subcontractor agrees to keep the Client's and Prime Contractor's trade secrets, forms, manuals, procedures, pricing information, maintenance scheduling, training materials, customer agreements, computer programming information, patents issued, patents pending, patent applications, trademarks, service marks, copyrights, inventions, know-how or trade secrets, research and development efforts and methodologies, testing, engineering, manufacturing, marketing, sales, finances or operations (such as, but not limited to, any processes, formulae, methods, techniques, devices, manufacturing procedures, customer lists, sales statistics, tactics and projections, marketing strategies and plans, and personnel information or data) and other confidential information confidential for a period commencing upon the execution of this Subcontract, and continuing for three years after the Subcontractor's Work is complete. Exceptions to this confidentiality provision shall only include situations in which the confidential information is already in the public domain, or in which a duly authorized governmental entity forces the disclosure of such confidential information. In this case, Subcontractor shall first provide written notification of such information request to the Owner and Prime Contractor and cooperate with them in any attempts to limit or prohibit such disclosure.

27. Intellectual Property Rights.

27.1 The drawings, specifications and other related documents, including those in electronic form, furnished to Subcontractor in connection with this Subcontract are the property of Prime Contractor. Subcontractor shall not own or claim a copyright in those drawings, specifications and other documents. Subcontractor may retain one record set of such drawings, specifications and other documents. All copies of those drawings, specifications and other documents, except Subcontractor's record set, shall be returned or suitably accounted for upon completion of the Subcontractor's Work. The drawings, specifications and other related documents provided to Subcontractor are for use solely with respect to the Project, and those drawings, specifications and other documents may not be used by Subcontractor on other projects or for additions to the Project outside the scope of the Subcontractor's Work. Subcontractor may use and reproduce drawings, specifications and other related documents only for use in the execution of the Subcontractor's Work. All copies of those drawings, specifications and other documents made under this authorization shall bear the statutory copyright notice, if any, shown on those drawings, specifications, and other documents.

27.2 All shop drawings, specifications and other design related documents (including those in electronic form) prepared by or for Subcontractor shall become the property of Prime Contractor or its designee. Subcontractor shall provide Prime Contractor with copies

of all such shop drawings, specifications and other design related documents, and Prime Contractor may retain such materials upon completion of the Subcontractor’s Work. Subcontractor hereby assigns to Prime Contractor all common law, statutory and other reserved rights, including the copyrights, in the shop drawings, specifications and other design related documents prepared by or for Subcontractor, and Subcontractor warrants that it will obtain from its employees and/or consultants such authorizations so as to pass to Prime Contractor any similar rights of such persons or entities. Subcontractor will execute such additional documents and take such additional actions as Prime Contractor may require to confirm the rights granted to Prime Contractor under this Section.

28. Relationship of the Parties.

Subcontractor is an independent contractor of Prime Contractor, and this Agreement shall not be construed to create any association, partnership, joint venture, employee, or agency relationship between Subcontractor and Prime Contractor for any purpose. Subcontractor has no authority (and shall not hold itself out as having authority) to bind Prime Contractor and Subcontractor shall not make any agreements or representations on Prime Contractor’s behalf without Prime Contractor’s prior written consent. Subcontractor is solely responsible for paying any income, payroll, Social Security, or other federal, state, or local taxes, making any insurance contributions, including for unemployment or disability, or obtaining worker’s compensation insurance on its behalf. Subcontractor is solely responsible for, and shall indemnify Prime Contractor against, all such taxes or contributions, including penalties and interest.

SUBCONTRACTOR:

First Choice Electrical Solutions

By: Michael Oakes

Title: Owner

Printed Name: Michael Oakes

PRIME CONTRACTOR:

Juice Technologies, Inc. dba Plug Smart

By: 

Title: COO

Printed Name: Scott Brennan

**EXHIBIT A
SUBCONTRACT BOND**

KNOW ALL PERSONS BY THESE PRESENTS, that we, the undersigned Subcontractor as Principal and _____ as sureties, are hereby held and firmly bound unto Juice Technologies, Inc., dba PLUG SMART as Obligee, in the penal sum of _____ Dollars (\$ _____), for the payment of which well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH that whereas, the above-named principal did on the ____ day of _____, 20____, enter into a Subcontract with Juice Technologies, Inc. dba PLUG SMART for construction of _____ which said Subcontract is made a part of this bond the same as though set forth herein:

Now, if the said Principal shall well and faithfully do and perform the things agreed by the Principal to be done and performed according to the terms of said Subcontract; and shall pay all lawful claims of subcontractors, materialmen, and laborers, for labor performed and materials furnished in the carrying forward, performing, or completing of said Subcontract; we agreeing and assenting that this undertaking shall be for the benefit of any materialman or laborer having a just claim, as well as for the Obligee herein; then this obligation shall be void; otherwise the same shall remain in full force and effect; and surety shall indemnify the Obligee against all damage suffered by failure of the Principal to perform the Subcontract according to its provisions and in accordance with the plans, details, specifications, and bills of material therefor and to pay all lawful claims of subcontractors, materialmen, and laborers for labor performed or material furnished in carrying forward, performing, or completing the Subcontract and surety further agrees and assents that this undertaking is for the benefit of any subcontractor, materialman, or laborer having a just claim, as well as for the Obligee; it being expressly understood and agreed that the liability of the surety for any and all claims hereunder shall in no event exceed the penal amount of this obligation as herein stated.

The said surety hereby stipulates and agrees that no modifications, omissions, or additions in or to the terms of the said Subcontract or in or to the plans or specifications therefore shall in any wise affect the obligations of said surety on its bond, and does hereby waive notice of any such modifications, omissions or additions to the terms of the Subcontract or to the work or to the specifications.

Signed and sealed this ____ day of _____, 20 ____.

Subcontractor (Principal):

Surety:

By: _____

Address: _____

Its: _____

By: _____
(Attorney-in-Fact)

Surety Agent:

By: _____

Its: _____



Marlington School District – Marlboro Elementary

8131 Edison St. NE
Louisville, OH 44641



Electrical Contractors

Upgrades to Mechanical Systems

REQUEST FOR QUOTE (RFQ)

ISSUE DATE: 05/11/2020

RESPONSE DUE DATE: 05/22/2020

Instructions for Proposal Submission

Proposal Preparation

Proposals should be prepared providing a straight-forward, concise description of Proposer's capabilities to satisfy the requirements of this Request for Proposal. Emphasis should be on completeness and clarity of content. Unnecessarily elaborate brochures or other presentations beyond that sufficient to respond to each section and beyond that sufficient to present a complete and effective bid response are neither necessary nor desired.

Any Proposal that does not include the express requirements of this RFQ and any Plug Smart issued addenda may be considered an incomplete Proposal and may be rejected.

Ownership of all data, materials and documentation originated and prepared for Plug Smart pursuant to the RFQ shall belong exclusively to Plug Smart. Any confidential or proprietary data must be clearly marked as such.

Final acceptance contingent upon approval by Plug Smart and/or Marlington School District.

Contacting Marlington Local Schools directly is not permissible and strictly forbidden.

General Information and Notice to Respondents

RFP Schedule

Proposals must sent to Scott Brennan at the following email scott.brennan@plugsmart.com on or before, **May 22nd, 2020**

Mandatory Walk Through

A mandatory site visit will be held on **05/13/2020 at 9:00 am**. All participating RFP contractors are required to attend. Meet at:

8131 Edison St. NE
Louisville, OH 44641

Delivery of Pricing/Response

An electronic copy of all proposal material should be emailed to Scott Brennan (Sr. Project Manager) at <mailto:scott.brennan@plugsmart.com> in accordance with the stated RFP Schedule.

Rights Reserved

Plug Smart, at its sole discretion and upon its determination that such actions would be in its best interest, reserves the right to:

- Accept or reject any or all Proposals, or any part thereof, or to withhold the award and to waive, or decline to waive, irregularities, informalities, and technicalities in any Proposal when determined that it is in its best interest to do so;
- Hold all Proposals for a period of up to (90) days after the RFP due date and to accept a Proposal not withdrawn before the scheduled RFP due date;
- Cancel and/or reissue this RFP at any time;
- Invite some, all, or none of the Proposers for interviews, demonstrations, presentations, and further discussion;
- Negotiate a possible contract and may solicit "best and final offers" from some or all Respondents prior to or during this negotiation process;

- Choose to not evaluate, may deem non-responsive, and/or may disqualify from further consideration any Proposals that do not follow the RFP directives, are difficult to understand, are difficult to read, or are missing any requested information;
- Make an Award by items, groups of items, or as a whole, whichever is deemed most advantageous to the Customer. Plug Smart also reserves the right to make multiple awards when it is deemed in the best interest of the Project and/or Customer.

Review of Written Proposals

Responses must be prepared as described. An evaluation team may review and score written proposals based on the evaluation identified below.

- Qualification, capability and experience of proposed personnel/company and evidence of successful performance with similar accounts or operations.
- Financial Stability of Proposer.
- Past experience with similar work.
- Fulfilling the request for information per each section of this RFP.
- Understanding of project requirements, phasing and sequencing.
- Cost Summary and final pricing.

Evaluation Process

Contractors with proposal scores deemed competitive may be interviewed by the project evaluation team. The interview provides the opportunity for the Contractor to address questions and to more fully describe how their approach to this project. Contractor representatives at the interview should include individuals who will be key points of contact and have major responsibility for contract negotiation, supervision of this particular project, management and implementation of this particular project.

Final Selection

Final reference checks will be conducted with the apparent awardee (top-ranked Proposer) prior to making the final selection.

Contact Terms and Conditions

Contractor agrees that the attached Plug Smart standard subcontract will be executed as is by the selected and awarded Contractor, and that all proposers have accounted for the terms and conditions of this subcontract agreement in their pricing. *Please see Exhibit A – Plug Smart standard Subcontract.*

Prevailing Wage

Prevailing wage is not required as part of this project.

Tax Exempt

This project is tax exempt and a Certificate of Tax Exemption will be provided if needed.

Bonding

Any, and all quotations over \$100,000.00 must include a performance and payment bond, as required by Juice/Plug Smart bonding company. Please break out the Bond cost in your bid.

Scope of Work Relating to This Project

Project Details

General Conditions

- All project management and professional personnel assigned to the Project will be subject to the approval of Plug Smart and/or the customer, and changes shall not be made without prior written approval, except in the case of employee termination.
- All project personnel and subcontractor will be subject to requirements of the customer, including background checks and drug testing if required.
- This contractor will coordinate all work with other subcontractors
- It is to be understood that this is a Design Build project and this contractor is responsible to provide all items needed to provide a complete operational system.
- This contractor is to consult with local Utility company and Agencies Having Jurisdiction for proper installation and permitting.
- Any service outages must be coordinated with Plug Smart as to cause minimum impact upon the customer.
- No equipment will be allowed to be worked on “live”. Proper “Lock out Tag out” policy must be followed.
- Radios and other music may not be played on work site.
- Breaks and lunch will be at designated areas in the building.
- This is a non-smoking facility. No tobacco products are allowed to be used in this facility.
- The electrical subcontractor will be responsible for all cutting, patching, painting, ceiling tile replacement, core drilling, additional circuit breakers and disconnects, trenching, etc., as may be required or implied to complete the electrical subcontract. Sealing of any fire wall penetrations.

Schedule & Implementation Requirements

- Awarded contractor will submit a detailed construction/implementation schedule. Include manpower, tasks to be performed, and breakout work separate showing all tasks considered part of scope.
- On-site installation is to start no later than June 15th, 2020 and finish no later than September 4th
- Hours of operation are Monday through Friday, 7am to 5pm, excluding holidays.
- Indicate the total number of man hours (including startup and commissioning, excluding Supervision) included in your bid (space provided on attached pricing sheet).
- Indicate the total number supervision hours included in your bid (space provided on attached pricing sheet).
- Work is to occur Monday through Friday during normal working hours every week and/or Saturday and Sunday where necessary to meet the schedule. Additional hours daily over and above standard hours may be worked at the Contractor’s discretion should work flow and schedule require.
- Fill out the provided manpower loading chart/4-week look-ahead schedule (Exhibit B) with your anticipated on-site crew (including supervisor). You are to fill in the total number of men per week in the boxes highlighted green.
- All supervision necessary to assure the project is installed, sequenced and managed properly on site during all installation. This includes submission of a current 4-week look-ahead schedule

(Exhibit B) each week. All payments are contingent upon full compliance of this project planning requirement.

- Contractor will maintain daily progress reporting (number of workers, work expected to be done, rooms expected to be working in). Daily reports are to be emailed to Scott Brennan of Plug Smart @ scott.brennan@plugsmart.com.

Safety

- Submission of your company's fully detailed and written Site-Specific Work Safety Policy prior to receipt of contract should you be the selected contractor.
- Submission of your company's fully detailed and written Drug and Alcohol Policy prior to receipt of contract. Drug or alcohol use is strictly prohibited. All personnel of your company are to be free of influence from drug and alcohol use while on site.
- Contractor must be part of the Ohio Workers Comp Drug-Free Workplace Program or equivalent program.
- Full compliance with the customer's safety policy terms & conditions is a condition to contract award. Background testing may be required by the customer and is the responsibility of this contractor.
- Contractor will have all appropriate Material Safety Data Sheets for materials, solvents, fuels, oils, greases, glues, etc. available and onsite during the work.
- Awarded responder/bidder must provide a designated supervisor/project representative and provide a cell phone number and 24-hour emergency number upon signing of subcontract.
- Daily tool-box talk and documentation required and is to be emailed to Plug Smart daily.
- Hard hat and safety glasses are a 100% project requirement. Contractor personnel must wear all appropriate PPE and operate in a safe manner while on site.
- Contractor will maintain a clean work environment, and clean/sweep those areas worked in, returning them to the existing condition level of cleanliness. All interior spaces shall be cleaned and returned to existing condition daily.
- Lock-out/tag-out Policy and Procedures to be presented to Plug Smart and reviewed prior to mobilization and prior to disruption of any electrical service. Proper lock-out/tag-out procedures to be followed at all times by all project personnel.

Demolition

- All demoed material is to be removed from site and properly disposed of in a safe manner.
- All items to be disconnected must be properly Locked out and tagged.
- Any potential shutdowns of the system must be coordinated through Plug Smart.
- Disconnect power to (2) existing boilers
- Disconnect power to boiler pumps.
- Disconnect power to (2) AHU's
- Disconnect power to the (35) room CUH's.

Installation:

- This contractor is responsible for all installation and instruction/training coordination with manufacturer for all Plug Smart pre-purchased equipment. Plug Smart is providing the equipment only. All contact required with the manufacturer to assure a complete and proper installation is the responsibility of this contractor. This contractor is expected to research any installation and rigging information on-line or call the vendor supplying this equipment directly (contact list provided during bid walkthrough).

- All pre-purchased equipment and associated accessories are to be received, unloaded, rigged into place and permanently installed by this contractor. This contractor is responsible to purchase and install any additional piping and insulation material (fittings, valves, flanges, connectors, etc.) that will be required to complete this installation properly. This contractor is required to access and complete all manufacturers startup information, coordinate, schedule and participate in equipment startup.
- This contractor to provide and be the point-of-contact and coordinate with the freight company regarding equipment arrival. Contractor has the option to receive the equipment at their facility or on-site (contractor's choice). If delivered to the site, contractor must coordinate through Plug Smart on arrival date and storage location then coordinate DIRECTLY with the freight company.
- Contractor to note and photograph any damage to new equipment and existing spaces BEFORE work begins. Damaged items discovered after work commences will be deemed being caused by the contractor.
- Provide a new 600 amp 3-Phase 4 wire fused disconnect in the new school section. This disconnect shall be service rated and the feeder to this will be a tap off the existing building MDP. This will be located next to existing MDP.
- Run (2) parallel 3" EMT conduits with 600 amp feeders from the new disconnect to the old section of the building. Mount a 600 amp, 3-phase, 4-wire NEMA 3R main lug only panel on the roof of the second floor.
- All conduit will use compression fitting that are water tight when located outdoors.
- All indoor EMT can use set screw fittings.
- Panel feeders may be run in aluminum conductors.
- All mechanical equipment will require the feeders to be copper.
- All equipment disconnects for mechanical equipment on roof are required to be NEMA 3R and fused. All provided by this contractor.
- Provide and install lights and receptacles on the roof equipment as required by local, State and NEC codes.
- Provide and install a fused means of disconnect at locations of indoor equipment.
- This roof panel will have the following breakers:
 - 100 amp 3-pole breaker new indoor panel
 - 90 amp 3-pole breaker RTU #1
 - 90 amp 3-pole breaker RTU #2
 - 90 amp 3-pole breaker VRF-CU-1
 - 90 amp 3-pole breaker VRF-CU-2
 - 90 amp 3-pole breaker VRF-CU-2
 - (3) 20 amp single pole breakers for lights and receptacles.
- Run from this roof panel the following circuits:
 - (1) 100 amp 3-phase 4-wire circuit to a location inside the building to a new panel P-1 100 amp 3-PH 4-wire MLO panel. This panel will serve the 120 volt circuits to the (10) new VRF-UV units the (3) new VRF-FST units and the (5) VRF-WM units. It will also serve the electric heaters listed on the equipment schedule.
 - (2) (90) amp 3-Ph, 3-wire circuits to the (2) new RTU's
 - (1) (90) amp 3-Ph, 3-wire circuit to the VRF-CU-1 unit
 - (2) (90) amp 3-Ph, 3-wire circuit to the VRF-CU-2 unit
- New interior 100 amp 3-Ph, 4 wire, MLO panel circuits
 - (2) 15 amp 208 volt single phase circuits to the (2) HRU's

- (10) 15 amp 120 volt circuits to the (10) new VRF-UV units.
- (3) 20 amp 120 volt circuits to the new VRF-FST units.
- (5) 20 amp 120 volt circuits to the new VRF-WM units.
- (15) 20 amp 120 volt circuits to the electric heaters.
- Complete all connections to all of the new mechanical equipment.
- All work areas should be left clean and orderly. Finished and roof surfaces must be protected to assure they remain damage free.
- Seal all penetrations through roof (with owner approved roofer) or walls for weather/moisture protection. All new and existing piping penetrations through fire rated MER walls to be properly fire caulked.
- This contractor is to include supervision, manpower and coordination associated with equipment startup. This contractor responsible for coordinating startup with manufacturer, Plug Smart, Marlinton LS, and any other necessary and participating vendors.
- All work areas should be left clean and orderly. Finished and roof surfaces must be protected to assure they remain damage free. Any roof damage caused by this contractor is the responsibility of this contractor.
- Seal all penetrations through roof (with owner approved roofer) or walls for weather/moisture protection. All new and existing piping penetrations through fire rated MER walls to be properly fire caulked.

System Commissioning Requirements

- Pre-Coordinate and schedule pre-purchased equipment startup with manufacturer. Minimum (2) week notice required to assure manufacturer readiness. Signed Pre-Start checklist is required to verify system readiness (submit to Plug Smart AND pre-purchased equipment manufacturer).
- Schedule and provide Owner training within (5) days of startup (applies to all equipment).
- All equipment startup to be documented on the contractor's or manufacturers' standard startup sheets. Information such as make, model, serial #, name-plate data, etc. to be included and properly documented. If this contractor does not have company standard startup sheets, this contractor is to create or obtain them for use. This contractor is responsible for providing and submitting them with and as part of the signed and executed subcontract.
- Start-up support by designated Project Supervisor and field support to be provided by this contractor.

Specifications Relating to This Project

- All installation practices will be per at a minimum of the NEC and local jurisdictions.
- Conduits will be run parallel and perpendicular to building walls and floors.
- Conduits are not to be run exposed on walls or ceilings unless approved by Plug Smart.
- Conduit is to be EMT above ground and PVC in underground locations.
- Set screw connectors and couplings are allowed indoors however weather tight compression fitting will be used on all EMT conduit installed outside.
- Conduit minimum size is ¾" and shall be independently supported.
- Generally, all wire will be installed in conduit.
- Low voltage control or signal cables may be installed without conduit above accessible ceilings.
- Low voltage control or signal cables in mechanical rooms must be in conduit or cable tray.
- All conductors are to be copper sizes #6 and down. Conductors sized #4 and above are permitted to be aluminum conductors.

- All conductors that tie directly to mechanical equipment will be copper.
- Multi-wire branch circuits with common neutral installation is not permitted.
- Disconnects will be sized for the load and voltage of the equipment they are servicing.
- All mechanical service disconnects shall be fused.



Electrical Sub Installation Quote/Bid Sheet – Page 1

(Please complete & submit this sheet along with any clarifications)

Project: Marlington Local School
Bid/Quote: Electrical Sub Installation Request for Quote (RFQ)
Date: _____ (due by May 22nd, 2020- 9:00 AM)
Sub: _____ **Contact:** _____
Cell #: _____ **E-mail:** _____

Project → As Defined above

1 Lump Sum Price/Bid: \$ _____

Summary of Manpower

1B1.1 Total # of Man hours _____

1B1.2 Total # of Supervision Hours all scopes: _____

1B1.3 Max crew size anticipated at project height: _____

1B1.4 Avg anticipated crew size: _____

Electrical Sub Installation Quote/Bid Sheet – Page 2

(Please complete & submit this sheet along with any clarifications)

Project: Marlington Local Schools
Bid/Quote: Electrical Sub Installation Request for Quote (RFQ)
Date: _____ (due by May 22nd, 2020- 9:00 AM)
Sub: _____ **Contact:** _____
Cell #: _____ **E-mail:** _____

Change Administration

1C1.1	Base Hourly Rate* for crew:	\$ _____/hr
1C1.2	Base Hourly Rate* for Supervision:	\$ _____/hr
1C1.3	Allowable Company burden/fringes:	<u>30%</u>
1C1.4	Allowable Supervision % on Changes:	<u>10% of total hours</u>
1C1.5	Allowable consumables on material:	<u>2% of total material cost</u>
1C1.6	Max allowable warranty on material:	<u>1.5% of material total</u>
1C1.7	Allowable Profit/Overhead Rate:	<u>10% Profit/ 10% Overhead</u>

Note: * = Base rate must NOT include any items listed in 1.C1.3 through 1C3.1

Electrical Sub Installation Quote/Bid Sheet Submission

This Electrical Sub Installation Quote/Bid Sheet must be submitted to qualify for acceptance. Please include any other vendor generated quote/detail sheet that may support your proposed equipment evaluation.



RFQ for Mechanical/Electrical Subs
RFQ Addendum #1

Marlington School District – Marlboro Elementary
05/21/2022

RFQ Addendum #1

Notice to all potential respondents

The Request for Quotation (RFQ) is modified as set forth in this Addendum. The original RFQ Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFQ. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

RFP 1.0

Item	Section	Description of Change
Mechanical and Electrical Subcontractor Bid Due Date	Bid Due Date	Bid submission due date changed from 05/22/2020 to 05/29/2020

End of Addendum



RFQ Addendum #2

Notice to all potential respondents

The Request for Quotation (RFQ) is modified as set forth in this Addendum. The original RFQ Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFQ. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

RFP 2.0

Item	Section	Description of Change
Mechanical and Electrical Subcontractor Bid Due Date	Bid Due Date	Bid submission due date changed from 05/29/2020 to 06/03/2020
Mechanical+Electrical RFQ Document (05/08/2020)	Plan Drawings	Updated plan drawings with revised equipment

Additional Information

The mechanical equipment plan has been updated to represent the mechanical equipment selected for the renovation. The updated plan documents will be sent separately from this addendum. All documents to be sent to bidders no later than 05/30/2020,

End of Addendum

MARLINGTON LOCAL SCHOOLS

MARLBORO-HVAC UPGRADE-2020

(MECHANICAL+ELECTRICAL RFQ DOCUMENT)
ADDENDUM-1
(05/29/2020)

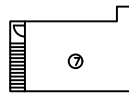
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Alliance, OH 44601



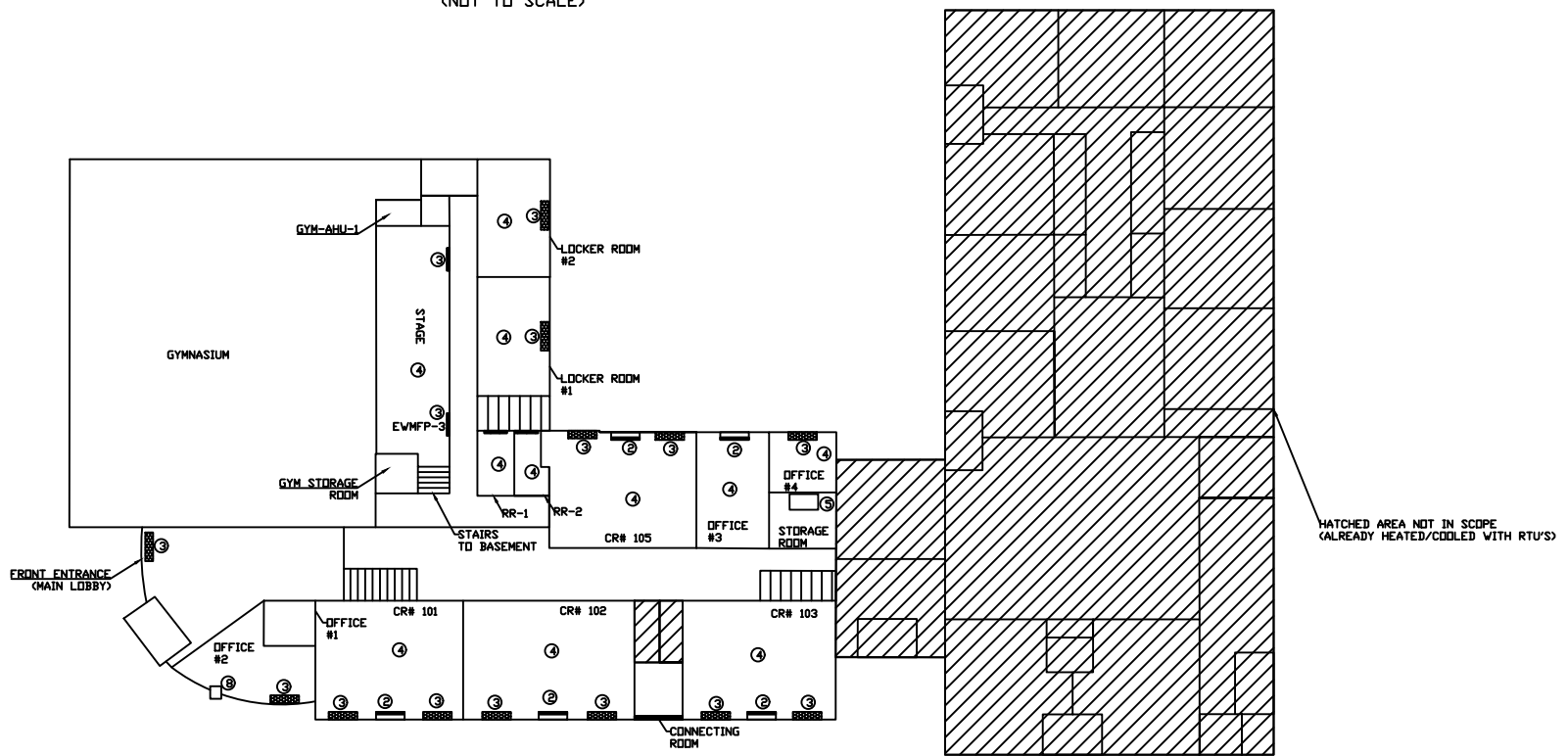
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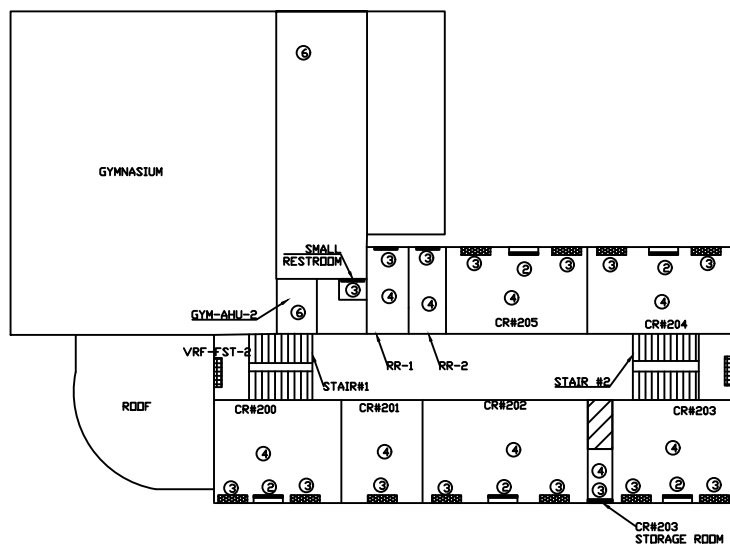
350 E. 1st AVE. SUITE 210 COLUMBUS, OHIO 43201



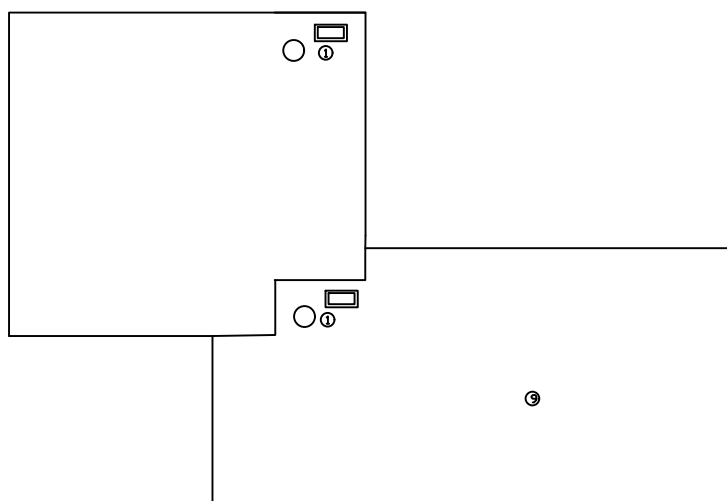
BASEMENT SCHEMATIC FLOOR PLAN
(NOT TO SCALE)



1ST FLOOR SCHEMATIC FLOOR PLAN
(NOT TO SCALE)



2ND FLOOR SCHEMATIC FLOOR PLAN
(NOT TO SCALE)



ROOF PLAN
(NOT TO SCALE)

MECHANICAL DEMO

- PLAN NOTES:
1. EXISTING GYM EXHAUST FAN TO STAY AND OUTSIDE AIR OPENING ON THE ROOF TO BE DEMOLISHED
 2. DEMO EXISTING UNIT VENTILATOR
 3. DEMO EXISTING STATIC STEAM HEATING UNIT
 4. EXISTING STEAM PIPING EXPOSED IN THE ROOM TO BE DEMOLISHED AND CAPPED AS REQUIRED
 5. EXISTING COOLING ONLY FURNACE TO STAY IN PLACE
 6. DEMO EXISTING GYM AHU
 7. EXISTING STEAM BOILERS TO BE DECOMMISSIONED AND TO STAY IN PLACE, DISCONNECT AND CAP GAS LINE.
 8. EXISTING WINDOW AC TO BE DEMOLISHED AND WINDOW OPENING COVERED WITH APPROPRIATE INSULATED PANEL.
 9. EXISTING EXHAUST FAN'S ASSOCIATED TO THE VENTILATION TO BE SWITCHED OFF AT THE PANEL.

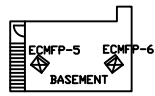


350 E. 1st AVE. SUITE 210 COLUMBUS, OHIO 43201

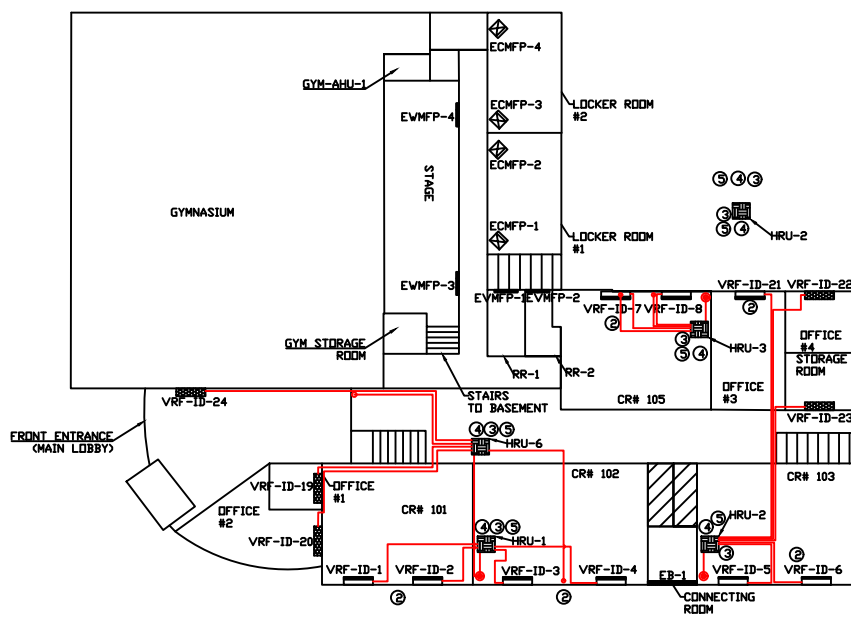
PROJECT # 20.1599D

MARLINGTON LOCAL SCHOOLS
MARLBORO HVAC
RFQ DOCUMENT

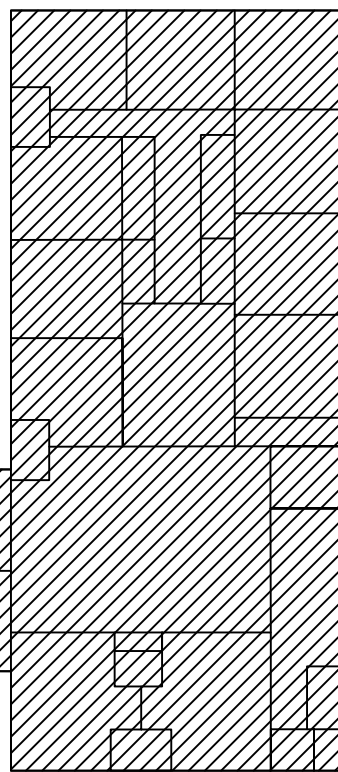
DRAWN BY	DATE	SCALE	SEQUENCE	DWG#	SHEET #
JL	05/29/2020	NTS	1/6	1	FRQ-2



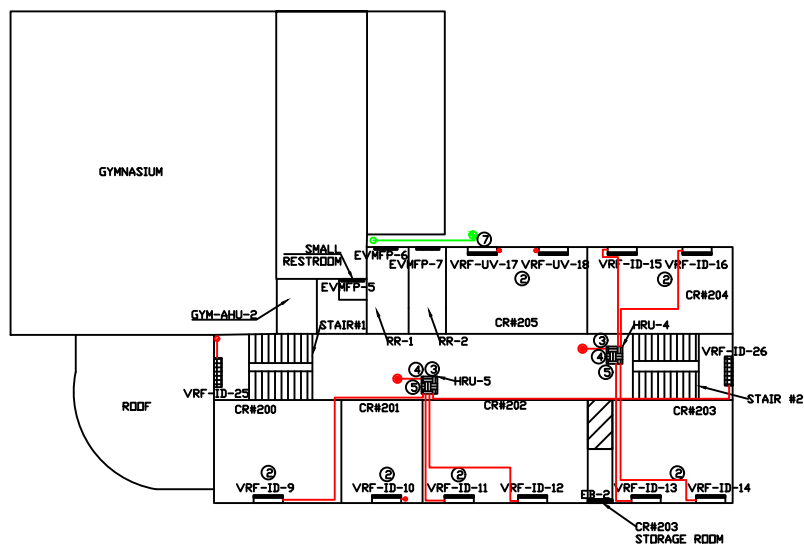
BASEMENT SCHEMATIC FLOOR PLAN
(NOT TO SCALE)



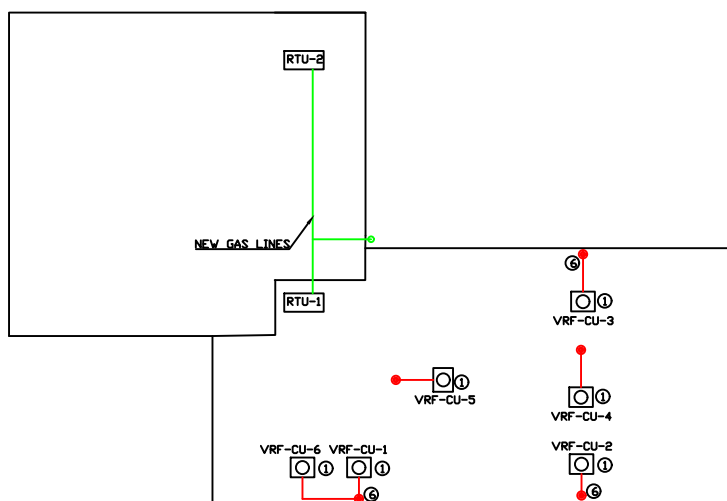
1ST FLOOR SCHEMATIC FLOOR PLAN
(NOT TO SCALE)



HATCHED AREA NOT IN SCOPE
(ALREADY HEATED/COOLED WITH RTU'S)



2ND FLOOR SCHEMATIC FLOOR PLAN
(NOT TO SCALE)



ROOF PLAN
(NOT TO SCALE)

MECHANICAL NEW CONSTRUCTION

GENERAL NOTES

1. COMPLY WITH ALL APPLICABLE LOCAL, STATE AND/OR REGULATORY AGENCIES CODES AND REGULATIONS FOR THE WORK IN SCOPE.
2. INSTALL MECHANICAL EQUIPMENT TO FACILITATE SERVICING, MAINTENANCE, AND REPAIR OR REPLACEMENT OF EQUIPMENT COMPONENTS. AS MUCH AS PRACTICAL, CONNECT EQUIPMENT FOR EASE OF DISCONNECTING, WITH A MINIMUM OF INTERFERENCE WITH OTHER INSTALLATIONS.
3. VERIFY ALL CONDITIONS IN FIELD BEFORE START OF CONSTRUCTION. NOTIFY PLUG SMART OF DISCREPANCIES BETWEEN DRAWINGS AND ACTUAL FIELD CONDITIONS.
4. COORDINATE WORK WITH OTHER TRADES AND WITH THE CONSTRUCTION MANAGER.
5. COORDINATE ANY REQUIRED SHUTDOWN OF SERVICES OR EQUIPMENT WITH OWNER'S REPRESENTATIVE OR CONSTRUCTION MANAGER. MINIMIZE INTERRUPTION OF EXISTING SERVICES.
6. PROVIDE ALL MISCELLANEOUS STEEL AND ITEMS REQUIRED FOR THE PROPER INSTALLATION OF ALL PIPE, SHEET METAL AND EQUIPMENT.
7. FIRESTOP SHALL BE PROVIDED IN HOLES AND PENETRATIONS IN RATED ASSEMBLIES.
8. THE INSTALLATION OF ALL PIPING SHALL BE CLOSELY COORDINATED WITH SHEET METAL, ELECTRICAL, AND STRUCTURAL CONDITIONS. NOT ALL REQUIRED OFFSETS AND FITTINGS ARE INDICATED ON DRAWINGS.
9. UNLESS OTHERWISE NOTED, ALL PIPING IS OVERHEAD AND AS HIGH AS POSSIBLE TO THE UNDERSIDE OF THE STRUCTURE OR SLAB, WITH SPACE FOR INSULATION WHERE REQUIRED.
10. INSTALL PIPING SO ALL VALVES, STRAINERS, UNIONS, TRAPS, FLANGES AND OTHER APPURTENANCES REQUIRING ACCESS ARE ACCESSIBLE.
11. FOLLOW ALL OSHA SAFETY GUIDELINES AS WELL AS PLUG SMART REQUIREMENTS.
12. MAINTAIN BUILDING CLEANLINESS.
13. MAINTAIN BUILDING SECURITY REQUIREMENTS. KEEP DOORS LOCKED AND SECURE ANY WINDOWS OPENED DURING CONSTRUCTION ACTIVITIES.

PLAN NOTES

1. VRF CONDENSING UNIT TO BE MOUNTED ON EQUIPMENT RAILS.
2. VRF-FLOOR STANDING TO BE MOUNTED IN PLACE OF EXISTING UNIT VENTILATOR/ STATIC UNIT- UNDER A WINDOW. THE EXISTING OUTSIDE AIR LOUVER TO BE COVERED WITH INSULATED PANEL FROM INSIDE.
3. VRF REFRIGERANT SHOWN ARE FOR SCHEMATIC- RUN ALL THE REFRIGERANT LINES AS HIGH AS POSSIBLE IN THE ROOM.
4. REFRIGERANT LINES EXPOSED IN THE CLASSROOM TO BE COVERED WITH LINE HIDE.
5. REFRIGERANT LINE SIZES, INSULATION AND FINAL SYSTEM ARCHITECTURE TO BE FINALIZED PER SELECTED MANUFACTURER'S RECOMMENDATIONS.
6. VRF REFRIGERANT LINES DROP TO 1ST FLOOR AND CONNECT TO ASSOCIATED 'HRU' PER MANUFACTURER RECOMMENDATION.
7. CONNECT THE NEW GAS LINES TO EXISTING GAS LINES RUNNING ALONG THE BUILDING.



350 E. 1st AVE. SUITE 210 COLUMBUS, OHIO 43201

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MARLINGTON LOCAL SCHOOLS
MARLBORO HVAC
RFQ DOCUMENT

DRAWN BY JL	DATE 05/29/2020	SCALE NTS	SEQUENCE 2/6	DWG# 1	SHEET # FRQ-2
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Gym RTU Schedule																		
Equipment Tag	Air Flow						Heating		Cooling			Electric					Notes	Basis of Design
	SA CFM (Max)	RA CFM (Max)	OA CFM (Min)	OA CFM (Max)	Max OA%	Min OA%	Heating (MBH)	Heat Type	Sensible Cooling (MBH)	Latent Cooling (MBH)	Total Cooling Load (MBH)	Voltage	Phase	HZ	MCA	MOCP		
RTU-1	4333	4333	812	1281	30%	19%	243.84	N Gas	115.53	27.38	142.91	208	3	60	75	90	Include BACnet Card and standard Curb	LG Model: RGEDZ150ACB
RTU-2	4333	4333	812	1281	30%	19%	243.84	N Gas	115.53	27.38	142.91	208	3	60	75	90		

VRF Condensing Unit						
Equipment Tag	Connected Load (Tons)	Selected Nominal Size (Tons)	Electric			Basis of Design
			Power	MCA	MOCP	
VRF-CU-1	66	5.00	1P, 208V, 60Hz	25.4	40	LG ARUB060GSS4
VRF-CU-2	68	5.00	1P, 208V, 60Hz	25.4	40	
VRF-CU-3	60	5.00	1P, 208V, 60Hz	25.4	40	
VRF-CU-4	66	5.00	1P, 208V, 60Hz	25.4	40	
VRF-CU-5	61	5.00	1P, 208V, 60Hz	25.4	40	
VRF-CU-6	57	5.00	1P, 208V, 60Hz	25.4	40	


VRF Branch Selector/ Heat Recovery Unit Schedule								
Tag	# Indoor units connected	Associated VRF CU	Basis of Design	Electric				
				Voltage	Phase	HZ	MCA	MOCP
HRU-1	4	VRF-CU-1	LG PRHR063A	208	1	60	0.09	0.11
HRU-2	5	VRF-CU-2					0.09	0.11
HRU-3	4	VRF-CU-3					0.09	0.11
HRU-4	4	VRF-CU-4					0.09	0.11
HRU-5	4	VRF-CU-5					0.09	0.11
HRU-6	5	VRF-CU-6					0.09	0.11

VRF- Indoor Units										
Equipment Tag	Room	VRF Indoor Unit Type	Total Heating MBH	Total Cooling (MBH)	Nominal Indoor Unit Size (MBH)	VRF ODU Unit	Electric			Basis of Design
							Power	MCA	MOCP	
VRF-ID-1	101	VRF- Floor Standing Type	28.80	21.60	18.0	VRF-CU-1	1P, 208V, 60Hz	0.97	1.21	LG ARNU--- (Please refer the submittals)
VRF-ID-2		VRF- Floor Standing Type			12.0		1P, 208V, 60Hz	0.76	0.95	
VRF-ID-3	102	VRF- Floor Standing Type	36.48	27.36	24.0	VRF-CU-1	1P, 208V, 60Hz	0.97	1.21	
VRF-ID-4		VRF- Floor Standing Type			12.0		1P, 208V, 60Hz	0.76	0.95	
VRF-ID-5	103	VRF- Floor Standing Type	36.48	27.36	24.0	VRF-CU-2	1P, 208V, 60Hz	0.97	1.21	
VRF-ID-6		VRF- Floor Standing Type			12.0		1P, 208V, 60Hz	0.76	0.95	
VRF-ID-7	105	VRF- Floor Standing Type	27.60	20.70	18.0	VRF-CU-3	1P, 208V, 60Hz	0.97	1.21	
VRF-ID-8		VRF- Floor Standing Type			12.0		1P, 208V, 60Hz	0.76	0.95	
VRF-ID-9	200	VRF- Floor Standing Type	20.16	15.12	24.0	VRF-CU-5	1P, 208V, 60Hz	0.97	1.21	
VRF-ID-10	201	VRF- Floor Standing Type	16.56	12.42	18.0	VRF-CU-6	1P, 208V, 60Hz	0.97	1.21	
VRF-ID-11	202	VRF- Floor Standing Type	29.44	22.08	18.0	VRF-CU-5	1P, 208V, 60Hz	0.97	1.21	
VRF-ID-12		VRF- Floor Standing Type			12.0		1P, 208V, 60Hz	0.76	0.95	
VRF-ID-13	203	VRF- Floor Standing Type	33.12	24.84	24.0	VRF-CU-4	1P, 208V, 60Hz	0.97	1.21	
VRF-ID-14		VRF- Floor Standing Type			12.0		1P, 208V, 60Hz	0.76	0.95	
VRF-ID-15	204	VRF- Floor Standing Type	27.60	20.70	18.0	VRF-CU-4	1P, 208V, 60Hz	0.97	1.21	
VRF-ID-16		VRF- Floor Standing Type			12.0		1P, 208V, 60Hz	0.76	0.95	
VRF-ID-17	205	VRF- Floor Standing Type	27.60	20.70	18.0	VRF-CU-3	1P, 208V, 60Hz	0.97	1.21	
VRF-ID-18		VRF- Floor Standing Type			12.0		1P, 208V, 60Hz	0.76	0.95	
VRF-ID-19	Office-1	VRV Wall Mounted Type	2.43	2.43	5.0	VRF-CU-6	1P, 208V, 60Hz	0.25	0.31	
VRF-ID-20	Office-2	VRV Wall Mounted Type	8.00	6.00	9.0	VRF-CU-6	1P, 208V, 60Hz	0.25	0.31	
VRF-ID-21	Office-3	VRF- Floor Standing Type	12.48	9.36	15.0	VRF-CU-2	1P, 208V, 60Hz	0.76	0.95	
VRF-ID-22	Office-4	VRV Wall Mounted Type	8.96	6.72	12.0	VRF-CU-2	1P, 208V, 60Hz	0.25	0.31	
VRF-ID-23	Office Storage Room	VRV Wall Mounted Type	4.59	4.59	5.0	VRF-CU-2	1P, 208V, 60Hz	0.25	0.31	
VRF-ID-24	Front Entrance	VRV Wall Mounted Type	17.4	13.05	18.0	VRF-CU-6	1P, 208V, 60Hz	0.97	1.21	
VRF-ID-25	Stair-1	VRF- Floor Standing Type	3.3	3.3	7.0	VRF-CU-6	1P, 208V, 60Hz	0.76	0.95	
VRF-ID-26	Stair-2	VRF- Floor Standing Type	3.3	3.3	7.0	VRF-CU-5	1P, 208V, 60Hz	0.76	0.95	

Electric Baseboard Heater							
Equipment Tag	Room	Electric Heat Equipment Type	Total Heating (MBH)	Electric Heater (kW)	Electric		Basis of Design
					Power	MCA	
EB-1	Connecting Room	Electric Baseboard Heater	5.20	1.52	1P, 115v, 60hz	12.5	Maunf: Reznor Model: EBHB (Or Equal)
EB-2	CR#203 Storage Room	Electric Baseboard Heater	0.72	0.21	1P, 115v, 60hz	2.5	

Electric Ceiling Mount Fan Powered Heater							
Equipment Tag	Room	Electric Heat Equipment Type	Total Heating (MBH)	Electric Heater (kW)	Electric		Basis of Design
					Power	MCA	
ECMFP-2 & 3	LR-1	Electric Ceiling Mount Fan Powered Heater	5.85	1.71	1P, 115v, 60hz	14.59	Manuf: MODINE Model: HER (Or Equal)
ECMFP-4 & 5	LR-2	Electric Ceiling Mount Fan Powered Heater	5.85	1.71	1P, 115v, 60hz	14.59	
ECMFP-6 & 7	Basement	Electric Ceiling Mount Fan Powered Heater	10.04	2.94	1P, 115v, 60hz	25.00	

Electric Wall Mounted Fan powered Heater							
Equipment Tag	Room	Electric Heat Equipment Type	Total Heating (MBH)	Electric Heater (kW)	Electric		Basis of Design
					Power	MCA	
EWMFP-1	Boys RR (1st Floor)	Electric Wall Mounted Fan powered Heater	4.05	1.19	1P, 115v, 60hz	10.00	Manuf: Reznor Model: ECM (Or Equal)
EWMFP-2	Girls RR (1st Floor)	Electric Wall Mounted Fan powered Heater	4.32	1.27	1P, 115v, 60hz	10.00	
EWMFP-3 & 4	Stage	Electric Wall Mounted Fan powered Heater	11.76	3.45	1P, 208v, 60hz	19.20	
EWMFP-5	Small Restroom	Electric Wall Mounted Fan powered Heater	1.20	0.35	1P, 115v, 60hz	3.34	
EWMFP-6	RR-1 (2nd Floor)	Electric Wall Mounted Fan powered Heater	4.59	1.35	1P, 115v, 60hz	11.67	
EWMFP-7	RR-2 (2nd Floor)	Electric Wall Mounted Fan powered Heater	4.59	1.35	1P, 115v, 60hz	11.37	

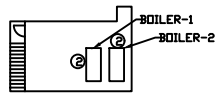


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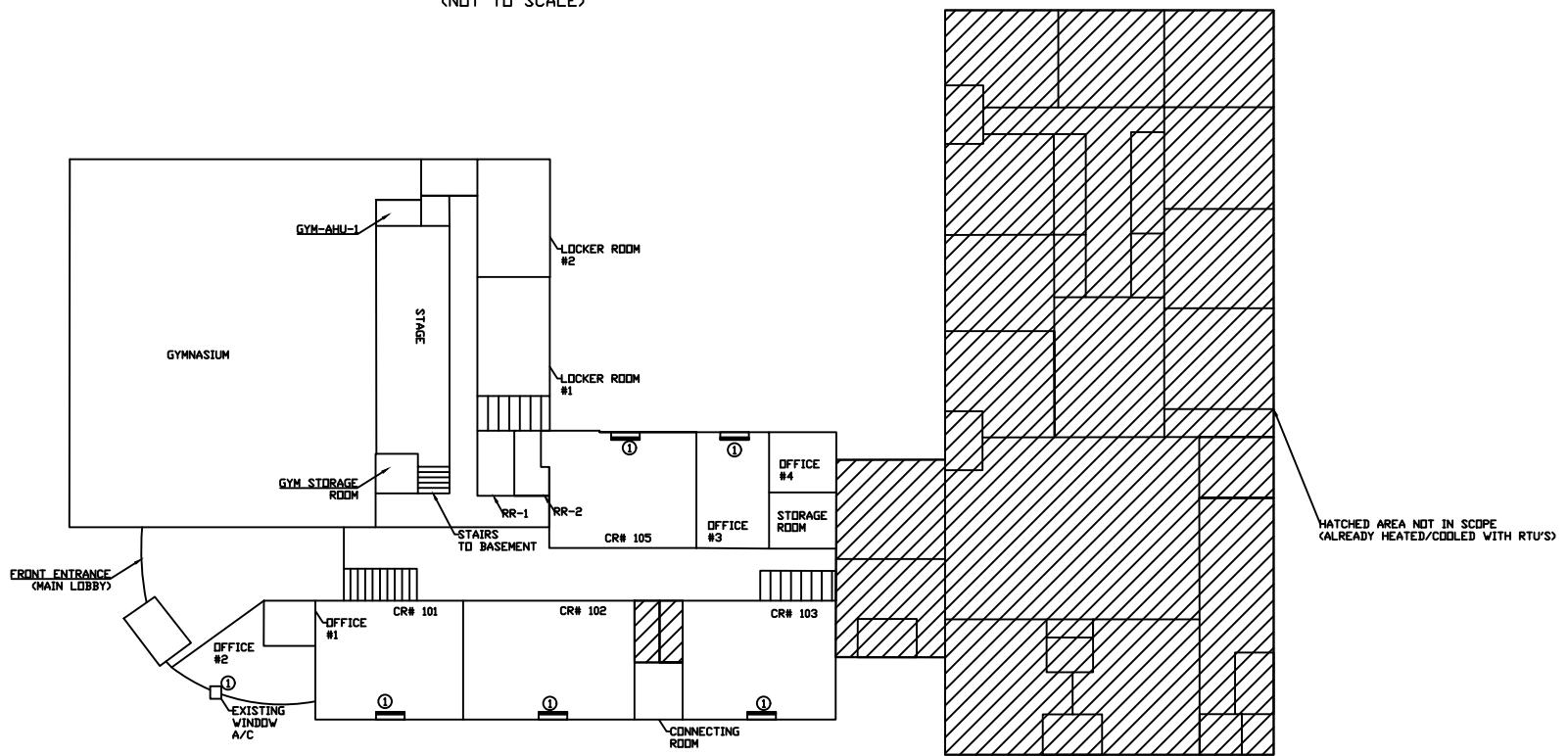
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MARLINGTON LOCAL SCHOOLS
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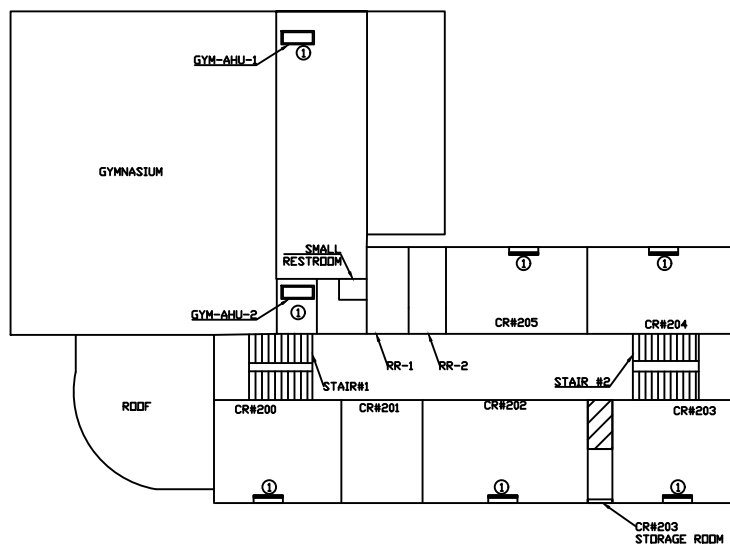
DRAWN BY	DATE	SCALE	SEQUENCE	DWG#	SHEET #
JL	05/29/2020	NTS	3/6	2	FRQ-2



BASEMENT SCHEMATIC FLOOR PLAN
(NOT TO SCALE)

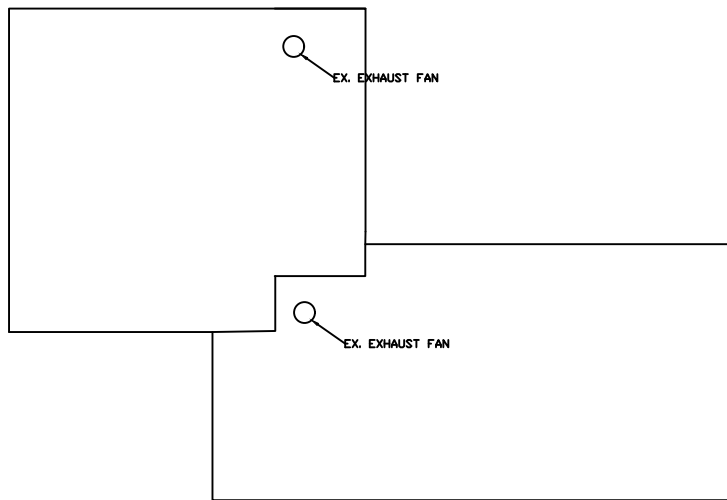


1ST FLOOR SCHEMATIC FLOOR PLAN
(NOT TO SCALE)



2ND FLOOR SCHEMATIC FLOOR PLAN
(NOT TO SCALE)

PLAN NOTES:
 1. EQUIPMENT DEMO BY MECHANICAL CONTRACTOR. ELECTRICAL CONTRACTOR TO PERFORM 'MARK SAFE' DEMO/DISCONNECT BACK TO NEAREST JUNCTION BOX.
 2. NO MECHANICAL DEMO. ELECTRICAL CONTRACTOR TO PERFORM 'MARK SAFE' DEMO/DISCONNECT BACK TO NEAREST JUNCTION BOX.



ROOF PLAN
(NOT TO SCALE)

ELECTRICAL DEMO

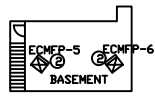
plug smart
intelligent energy solutions

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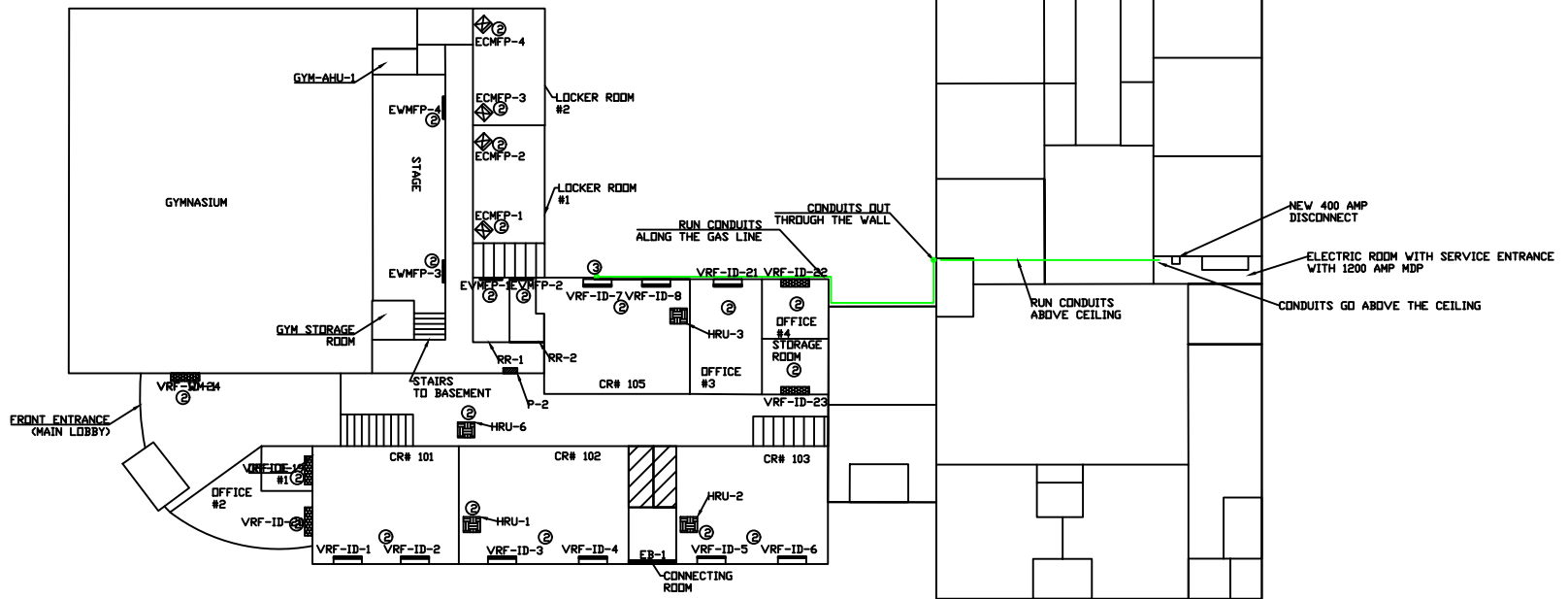
PROJECT # 20.1599D

**MARLINGTON LOCAL SCHOOLS
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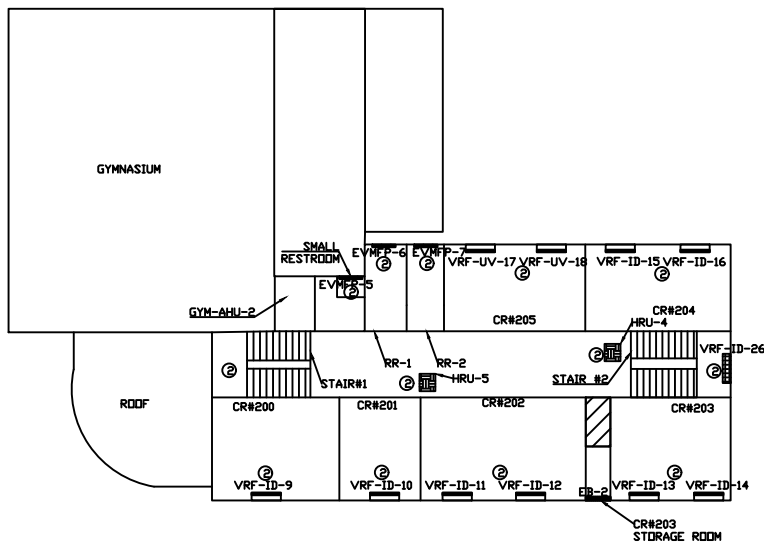
DRAWN BY JL	DATE 05/29/2020	SCALE NTS	SEQUENCE 4 / 6	DWG# 1	SHEET # RFQ-2
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BASEMENT SCHEMATIC FLOOR PLAN
(NOT TO SCALE)

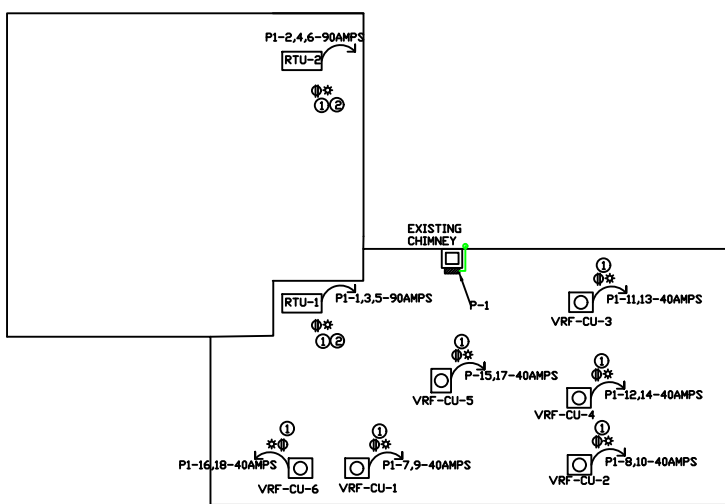


1ST FLOOR SCHEMATIC FLOOR PLAN
(NOT TO SCALE)



2ND FLOOR SCHEMATIC FLOOR PLAN
(NOT TO SCALE)

- PLAN NOTES:
1. INSTALL (1) 120V RECEPTACLE AND (1) A19 9W LED WEATHER PROOF LIGHT NEAR THE EQUIPMENT FOR MAINTENANCE.
 2. PLEASE REFER PANEL SCHEDULE FOR CIRCUIT NUMBERS.
 3. RUN CONDUITS UP TO THE ROOF.



ROOF PLAN
(NOT TO SCALE)

ELECTRICAL NEW CONSTRUCTION

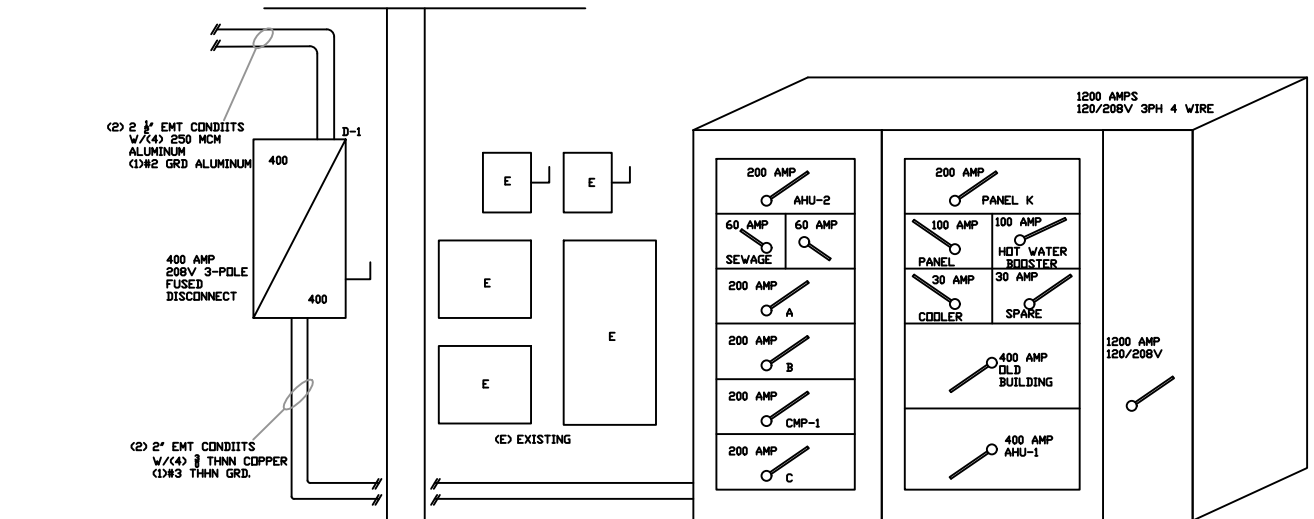


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JL	05/29/2020	NTS	5/6	1	FRQ-1



PANEL: P-1													
PANELBOARD SCHEDULE													
MOUNTING: SURFACE		TYPE: 400 AMPERE		120/208 VOLT		42 SPACE		3 PHASE		4 WIRE		MAIN: MAIN LUGS	
BRANCH BREAKERS													
ITEM	AMP	POLE	#	LEFT PHASE LOAD			RIGHT PHASE LOAD			#	POLE	AMP	ITEM
				A	B	C	A	B	C				
RTU-1	90	3	1	8400			8400			2	3	90	RTU-2
"	"	3	3		8400			8400		4	"	"	"
"	"	3	5			8400			8400	6	"	"	"
VRF-CU-1	40	2	7	2642			2642			8	2	40	VRF-CU-2
"	"	"	9		2642			2642		10	"	"	"
VRF-CU-3	40	2	11			2642			2642	12	2	40	VRF-CU-4
"	"	"	13	2640			2642			14	"	"	"
VRF-CU-5	40	2	15		2642			2642		16	2	40	VRF-CU-6
"	"	"	17			2642			2642	18	"	"	"
			19	0			0			20			
			21		0			0		22			
			23			0			0	24			
			25	0			0			26			
			27		0			0		28			
			29			0			0	30			
			31	0			0			32			
			33		0			8622		34	3	100	PANEL P-2
			35			0			10986	36	"	"	"
Receptacle & Light	20	1	37	1200			13101			38	"	"	"
			39		0			1200		40	1	20	Receptacle & Light
			41			0			1200	42	1	20	Receptacle & Light
FEEDER SIZE:				14882	13684	13684	26785	23506	25870				
(2) Sets 250 MCM Aluminum				41667	37190	39554	TOTALS						
FED FROM:				118411			TOTAL CONNECTED LOAD IN WATTS			EQUIP. RATING			
400 AMP Disconnect D-1							329			F.L.A. 10000 AMPS RMS SYS			

PANEL: P-2													
PANELBOARD SCHEDULE													
MOUNTING: SURFACE		TYPE: 100 AMPERE		120/208 VOLT		42 SPACE		3 PHASE		4 WIRE		MAIN: MAIN LUGS	
BRANCH BREAKERS													
ITEM	AMP	POLE	#	LEFT PHASE LOAD			RIGHT PHASE LOAD			#	POLE	AMP	ITEM
				A	B	C	A	B	C				
HRU-1, VRF-1,2,3,4	15	2	1	369			320			2	2	15	HRU-2, VRF-5,6,21,22,23
"	"	"	3		369			320		4	"	"	"
HRU-3, VRF-7,8,17,18	15	2	5			369			369	6	2	15	HRU-4, VRF-13,14,15,16
"	"	"	7	369			369			8	"	"	"
HRU-5, VRF-9,11,12	15	2	9		290			495		10	2	15	HRU-6, VRF-10,19,20,24,25,26
"	"	"	11			290			495	12	"	"	"
			13	0			0			14			
			15		0			48		16			
			17			0			0	18			
			19	0			0			20			
			21		0			0		22			
			23			0			0	24			
EB-1	20	1	25	1500			300			26	1	15	EB-2
ECMFP-2	20	1	27		1751			1751		28	1	20	ECMFP-3
ECMFP-4	20	1	29			1751			1751	30	1	20	ECMFP-5
ECMFP-6	30	1	31	2940			2940			32	1	30	ECMFP-7
EWMFP-1	20	1	33		1200			0		34	1	20	SPARE
EWMFP-3	30	2	35			1997			1200	36	1	20	EWMFP-2
"	"	"	37	1997			1997			38	2	30	EWMFP-4
EWMFP-5	20	1	39		401			1997		40	"	"	"
EWMFP-7	20	1	41			1364			1400	42	1	20	EWMFP-6
FEEDER SIZE:				7175	4011	5771	5926	4611	5215				
(4) #3 THHN Copper+Grd				13101	8622	10986	TOTALS						
FED FROM:				32709			TOTAL CONNECTED LOAD IN WATTS			EQUIP. RATING			
Panel P-1							91			F.L.A. 10000 AMPS RMS SYS			

ELECTRICAL SCHEDULES AND DETAILS



350 E. 1st AVE. SUITE 210 COLUMBUS, OHIO 43201

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MARLINGTON LOCAL SCHOOLS
MARLBORO HVAC
RFQ DOCUMENT

DRAWN BY	DATE	SCALE	SEQUENCE	DWG#	SHEET #
JL	05/29/2020	NTS	6/6	1	FRQ-1



Electrical Sub Installation Quote/Bid Sheet – Page 1

(Please complete & submit this sheet along with any clarifications)

Project: Marlington Local School
Bid/Quote: Electrical Sub Installation Request for Quote (RFQ)
Date: June 2 2020 (due by May 22nd, 2020- 9:00 AM)
Sub: First Choice Electrical Solutuions **Contact:** Mike Oakes
Cell #: 330-596-1885 **E-mail:** moakes@firstchoicellectric.net

Project → As Defined above

1 Lump Sum Price/Bid: \$ 46,750.00

Summary of Manpower

1B1.1	Total # of Man hours	<u>526</u>
1B1.2	Total # of Supervision Hours all scopes:	<u>52</u>
1B1.3	Max crew size anticipated at project height:	<u>5</u>
1B1.4	Avg anticipated crew size:	<u>3</u>

Electrical Sub Installation Quote/Bid Sheet – Page 2

(Please complete & submit this sheet along with any clarifications)

Project: Marlington Local Schools

Bid/Quote: Electrical Sub Installation Request for Quote (RFQ)

Date: June 2 2020 (due by May 22nd, 2020- 9:00 AM)

Sub: First Choice Electrical Solutions **Contact:** Mike Oakes

Cell #: 330-596-1885 **E-mail:** moakes@firstchoicellectric.net

Change Administration

1C1.1	Base Hourly Rate* for crew:	<u>\$ 62.54</u> /hr
1C1.2	Base Hourly Rate* for Supervision:	<u>\$ 65.00</u> /hr
1C1.3	Allowable Company burden/fringes:	<u>30%</u>
1C1.4	Allowable Supervision % on Changes:	<u>10% of total hours</u>
1C1.5	Allowable consumables on material:	<u>2% of total material cost</u>
1C1.6	Max allowable warranty on material:	<u>1.5% of material total</u>
1C1.7	Allowable Profit/Overhead Rate:	<u>10% Profit/ 10% Overhead</u>

Note: * = Base rate must NOT include any items listed in 1.C1.3 through 1C3.1

Electrical Sub Installation Quote/Bid Sheet Submission

This Electrical Sub Installation Quote/Bid Sheet must be submitted to qualify for acceptance. Please include any other vendor generated quote/detail sheet that may support your proposed equipment evaluation.

Prepared By:

Brian Lenington
3805 Highland Park St. NW
Canton, OH
brian.lenington@graybar.com
D: 330-526-2823

Proposal Name: MARLINGTON LOCAL SCHOOLS MARLBORO

Quote Name: MARLINGTON LOCAL SCHOOLS MARLBORO

Proposal Number: P-200519-1619950

Quote Number: Q-1749223

Quote Date:

Through Addenda Number: 0

Sales Representative: Richard Lake Jr

Conditions of Sale

This Quotation is subject to Coordinated Project Terms. See <https://www.schneider-electric.us/en/download/document/0100PL0043>

Quote is valid for 30 days. Quoted lead times are approximate and subject to change.

Schneider Electric reserves the right to amend, withdraw or otherwise alter this submission without penalty or charge as a result of any event beyond its control arising from or due to the current Covid-19 epidemic or events subsequent to this epidemic / pandemic including changes in laws, regulations, by laws or direction from a competent authority.

Clarifications and Exceptions

Seq #	Qty	Product Description
1	1	<p>Designation : 600A FUSED</p> <p>Product Details:</p> <p>1 - H326N-SW FUSIBLE HD 240V 600A 3P NEMA1/NEUTRAL</p> <p>Enclosure Type: Type 1</p> <p>Interrupting Rating (AIR): 200kA</p> <p>Fuse Capability: Class R</p> <p>Max System Voltage: 240 VAC</p> <p>Switch Current Rating: 600 Amp</p> <p>Number of Switching Poles: 3 Pole w/ Neutral</p> <p>Neutral Kit: Field or Factory Installed:</p> <p>Factory</p> <p>Are you running in Parallel? No (1 wire)</p> <p>Processed by ACE 2.0 - 04172018</p>

Seq #	Qty	Product Description
2	1	<p>Designation : P-1</p> <p>Product Details:</p> <p>1 - I-Line ML Panel (INTERIOR)-I-Line Panelboard</p> <p>Consisting of</p> <p>208Y/120V 3Ph 4W 60Hz SCCR: 10kA</p> <p>Fully Rated</p> <p>Main Lug Only: 600A</p> <p>Incoming Conductors: 1 - (2) #2 - 500kcmil</p> <p>AL Ground Bar</p> <p>Bus: 600A Rated Copper: Tin Plated</p> <p>45" of Mounting Inches</p> <p>Type 3R/5/12Box: 73H x 32W x 11.75D</p> <p>Incoming: Bottom Trim w/ Box</p> <p>Box Cat No: HCJ3273WP</p> <p>Ref. Drawing PBA475 Type: HCJ</p> <p>Feeders:</p> <p>5 - 90A/3P QB</p> <p>1 - 100A/3P QB</p> <p>4 - 20A/1P QO</p> <p>Optional Features:</p> <p>Standard Panel (Box Ahead),Standard Solid</p> <p>Neutral,Standard Ground Bar,Standard</p> <p>Mains and Feeders Mechanically</p> <p>Restrained</p> <p>1 - HCJ3273WP-PNLBD ENCLOSURE I-LINE 3R 73H 32W</p>

Estimated days to ship, excluding transit: 25 working days after customer release to manufacturer. See Conditions of Sale.

Seq #	Qty	Product Description
3	1	<p>Designation : P-2</p> <p>Product Details:</p> <p>1 - NQ ML Panel (INTERIOR)-NQ Panelboard</p> <p>Consisting of</p> <p>208Y/120V 3Ph 4W 60Hz SCCR: 10kA</p> <p>Fully Rated</p> <p>Main Lug Only: 100A</p> <p>Incoming Conductors: 1 - #6 - 2/0 AWG</p> <p>AL Ground Bar</p> <p>Bus: 225A Rated Aluminum: Tin Plated</p> <p>42 Circuit Interior</p> <p>Type 1,Box: 38H x 20W x 5.75D</p> <p>Incoming: Bottom Trim: Surface with Door</p> <p>Box Cat No: MH38 Front Cat No: NC38S</p> <p>Ref. Drawing: PBA701A</p> <p>Feeders:</p> <p>2 - 15A/2P QOB</p> <p>2 - 40A/1P QOB</p> <p>1 - 30A/1P QOB</p> <p>7 - 20A/1P QOB</p> <p>16 - 15A/1P QOB</p> <p>12 - 20A/1P QOB Prepared Space</p> <p>Optional Features:</p> <p>Standard Panel (Box Ahead),Standard Solid</p> <p>Neutral,Standard Ground Bar</p> <p>Branch User Placement</p> <p>1 - MH38-PANELBOARD ENCLOSURE/BOX TYPE 1 38H 20W</p>

1 - NC38S-PANELBOARD COVER/TRIM NF TYPE 1 S 38H

Estimated days to ship, excluding transit: 30 working days after customer release to manufacturer. See Conditions of Sale.

Seq #	Qty	Product Description
4	5	Designation : RTU-1,2, VRF-CU-1(2), 2 Product Details: 5 - H323NRB-SW FUSIBLE 240V 100A 3P NEMA3R/NEUTRAL Enclosure Type: Type 3R Interrupting Rating (AIR): 200kA Fuse Capability: Class R Max System Voltage: 240 VAC Switch Current Rating: 100 Amp Number of Switching Poles: 3 Pole No Neutral Processed by ACE 2.0 - 04172018



First Choice
Electrical Solutions
always the right choice

June 4, 2020

Scott Brennan
COO plug smart

Marlboro School
HVAC Electrical Scope per quote

1. Remove electrical connections to equipment to allow for mech contractor to demo
2. Electrical Service
 - Provide and install new NEMA 1 800 amp fusible (600A fuses) disconnect connected to existing service main breaker
 - Extend 600 amp feeder to Panel P-1
 - Provide and install new 600 amp NEMA 3R Panel P-1
 - 100 amp feeder to Panel P-2
 - Provide and install new 100 amp Panel P-1
3. Roof work
 - Provide and install 1 40 amp 1 phase branch circuits to:
VRF-CU-1, VRF-CU-2, VRF-CU-3, VRF-CU-4, VRF-CU-5, VRF-CU-6
 - Provide and install 1 90 amp 3 phase branch circuit to:
RTU-1, RTU-2
 - Provide Light and receptacle at each unit
4. 2nd floor
 - Provide branch circuits to new equipment
5. 1st floor
 - Provide branch circuits to new equipment
6. Boiler room
 - Provide branch circuit to new equipment
7. Commissioning



4-Week Look Ahead & Planning Sheet

Subcontractor Name: _____
Sub Field Supervisor: _____
PS Project Manager: _____
Project Start Date: _____

Job Number: _____
Job Name: _____ **Bldg:** _____
Scheduled Completion Date: _____

	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	TOOLS & EQUIP	MATERIALS
PLANNED WORK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	15	16	17	18	19	20	21	22	23	24	25	26	27	NEEDED	NEEDED
TOTAL MANPOWER	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
ALTERNATE WORK AVAILABLE																														



Welcome to the Team!

Date:	06/09/2020
To:	RT Hampton Plumbing and Heating, Inc.
From:	Scott Brennan
Project # & Name	1599D Marlinton School District – Marlboro Elementary
Ref PO#:	1599D525003

To expedite the execution of your subcontract, **please use the checklist below.**

All required documents must be completed and returned to Plug Smart's main office **prior** to performing/providing any labor on the jobsite (this provision will be strictly adhered to).

All correspondences AND invoices must include the Plug Smart Project # and P.O. #

- Complete and return this checklist along with **one (1) signed electronic copy** of this Subcontract Agreement. One fully executed copy will be returned to you.

SUBCONTRACTOR ADDITIONAL REQUIRED DOCUMENTS –

PLEASE INCLUDE/ATTACH AND RETURN.

- Completed W-9 Form** – (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
- Current Workers Compensation Certificate**
- Current Certificate of Insurance Requirements** (per Section 5 below).
All insurance must match the Owner's or Juice Technologies Inc. insurance requirements (whichever is greater) & include Subs proper name & address. Juice Technologies Inc. dba Plug Smart shall be listed as additional insured. Plug Smart job name, number and physical address shall be referenced.
- Performance Bond Requirement** (per Section 7 below)_yes X no
- Copy of **Subcontractor's Company Safety Policy**
- Email all invoices to admin@plugsmart.com** and copy Plug Smart's Project Manager (**sending directly and only to PM may delay processing and payment**).
- Prevailing Wage Requirement** ___yes X no

In the event that this project does require payment of Prevailing Wages, provide the contact information below:

Certified Payroll/Accounting Department	
Name	N/A
Telephone Number	N/A
e-mail address	N/A

Subcontractor Team Member Information:

Business Address	
Street	
City, State and Zip	
Main Telephone Number	
Tax ID	

Accounts Receivable Department	
Note: All invoices must include Plug Smart P.O. # & Project Number AND ARE TO BE EMAILED to:	
Name	
Telephone Number	
e-mail address	

Project Manager	
Name	
Telephone Number	
e-mail address	

Operations Manager	
Name	
Telephone Number	
e-mail address	

Vice President	
Name	
Telephone Number	
e-mail address	

President	
Name	
Telephone Number	
e-mail address	

Juice Technologies Inc. dba Plug Smart Team Member Information:

Business Address	
Street	350 E. 1 st Avenue, Suite 210
City, State and Zip	Columbus, OH 43201
Main Telephone Number	800-518-5576
Fax Number	888-202-5019

Accounts Payable Department	
Name	Admin
Telephone Number	800-518-5576
e-mail address	admin@plugsmart.com

Project Manager	
Name	Scott Brennan
Telephone Number	717-224-4607
e-mail address	Scott.Brennan@plugsmart.com

Operations Manager/COO	
Name	Scott Brennan
Telephone Number	717-224-4607
e-mail address	Scott.Brennan@plugsmart.com

Thank you in advance for following our subcontract procedure. We look forward to working together; strengthening our partnership and making this project a success.

Sincerely,

Scott Brennan

Juice Technologies Inc. dba Plug Smart

SUBCONTRACT

- A. **Owner:** Marlington School District
- B. **Prime Contractor:** Juice Technologies, Inc. dba PLUG SMART
RT Hampton Plumbing and Heating, Inc.
- C. **Subcontractor:** 1225 Industrial Ave NW
Massillon, Ohio 44647
- D. **Contract:** The contract between Owner and Prime Contractor dated: 04/17/2020
- E. **Project # & Name:** 1599D Marlington School District – Marlboro Elementary HVAC Renovation
PO#:1599D525003
- F. **Construction Site Address:** 8131 Edison St. NE, Alliance, Oh 44601
- G. **Architect/Engineer:** Juice Technologies Inc. dba Plug Smart
- H. **Contract Documents:** The Contract; all general, special, and supplemental conditions, drawings, plans, and specifications referred to in (if applicable), and made part of, the Contract; all addenda to the Contract; and all other documents forming a part of the Contract.
- I. **Subcontractor’s Work:** Marlboro Elementary Mechanical Demo and Install.
- J. **Subcontractor Price:** \$97,563.00
- K. **Retainage:** 10 %
- L. **Date of Substantial Completion:** The date on which the Subcontractor’s Work is sufficiently complete such that it can be used for its intended purpose, which shall occur no later than: 08/21/2020
- M. **Date of Final Completion:** 08/31/2020
Commercial General Liability, including Products/Completed Operations: \$1,000,000 per occurrence and \$2,000,000 in the aggregate.
Auto Liability: \$1,000,000.
- N. **Policy Limits:** Workers’ Compensation: the amounts required by statute
Umbrella/Excess of \$2,000,000.
Professional Liability Insurance: \$1,000,000 (if Subcontractor is performing professional engineering or architectural design services).
- O. **Project is Tax Exempt:** Yes X No _____ (If yes, tax exemption form will be provided)
- P. **Effective Date:** 06/09/2020.

BACKGROUND

This Subcontract is effective as of the Effective Date between Prime Contractor and Subcontractor under the following circumstances:

A. Under the Contract between Prime Contractor and Owner, Prime Contractor has agreed to provide certain work, services, materials, equipment, tools, labor and supervision for the Project at the Construction Site.

B. Subcontractor has agreed to perform a portion of the work under the Contract Documents for Prime Contractor, subject to the terms and conditions set forth in this Subcontract.

AGREEMENT

1. Incorporation by Reference of Contract Documents; Interpretation of Documents.

1.1 The Contract Documents, including any Request for Proposal and Addendums, are incorporated in this Subcontract by reference and made a part hereof. If any provision of this Subcontract conflicts or is inconsistent with a provision of the Contract Documents, or

if there is a conflict or inconsistency within this Subcontract or within any of the Contract Documents, the provision imposing the higher quality, greater quantity, or greater duty or obligation on Subcontractor governs. Subcontractor is bound by all interpretations of the Contract Documents made by the Owner or the Architect/Engineer and furnished to it by Prime Contractor that are binding upon Prime Contractor.

2. Statement of Subcontractor's Work.

2.1 Subcontractor shall perform and furnish all work, labor, materials, equipment, tools, and all other services and facilities necessary to complete the Subcontractor's Work. Subcontractor shall not interfere in any way with the Owner's business operations. Subcontractor is responsible for all permits, fees, licenses, assessments, inspections, testing, and taxes necessary to complete Subcontractor's Work.

2.2 Subcontractor's Work shall be performed in accordance with the requirements of this Subcontract and the Contract Documents. With respect to Subcontractor's Work, Subcontractor agrees to be bound to **PRIME CONTRACTOR** by all of the terms and provisions of the Contract Documents and to assume toward Prime Contractor all of the duties, obligations and responsibilities that Prime Contractor by those Contract Documents assumes toward the Owner. Prime Contractor shall have the benefit of all rights, remedies, and redress against Subcontractor that the Owner under the Contract Documents, has against Prime Contractor.

2.3 Subcontractor shall be responsible for the (i) delivery, unloading, storage, protection, and insurance of its material, equipment, and work, and (ii) inspection, delivery, unloading, storage, inventorying, protection and insurance of all pre-purchased material and equipment designated within and assigned to this Subcontract. Any damage to pre-purchased material and equipment must be noted and designated by Subcontractor at time of accepting shipment (indicated clearly by subcontractor's authorized receiving agent), otherwise Subcontractor is responsible for damage repair and/or replacement. Subcontractor agrees to correct, at its own expense, any of Subcontractor's Work damaged prior to final acceptance.

2.4 Subcontractor shall provide written updates to Prime Contractor regarding progress of Subcontractor's Work. Subcontractor shall complete the **attached** Daily Project Report daily during the period when the subcontractor is on site and the **attached** 4-Week Look-Ahead Schedule weekly, and the Subcontractor shall submit both completed documents to the Prime Contractor by noon every Monday until Final Completion. If both documents are not completed and delivered on time, Prime Contractor may delay processing payment requests until such documents are received.

2.5 **Scope of work Summary:**

-All work and specifications Per RFP dated 05/11/2020, site walkthrough conducted 05/13/2020 and Addendum1 through Addendum 2 shall apply to this sub-contract agreement.

3. Progress Payments; Final Payment.

3.1 Monthly billing drafts (pencil copies) (i) must be submitted on forms AIA G702 & G703 and are due to the Prime Contractor Project Manager by the 15th of the month for Subcontractor's Work performed that month; (ii) are a prerequisite to submitting a final payment application; and (iii) must be approved by the Prime Contractor prior to submitting a final payment application. **Final and approved monthly payment applications must be submitted to Prime Contractor via email to admin@plugsmart.com by the 20th of each month for Subcontractor's Work performed that month.** Prime Contractor shall pay Subcontractor the Subcontractor Price for satisfactorily performing Subcontractor's Work. Progress payments, less Retainage, shall be made to Subcontractor for Subcontractor's Work performed within forty-five days after the receipt of an invoice from the Subcontractor which relates to the scope and/or activities completed and/or products received at the site that are specifically agreed to within the "WORK" and/or by signed change order. Prime Contractor shall pay Subcontractor progress payments, less Retainage, within a reasonable amount of time upon payment from Owner to Prime Contractor. The Owner's payment to Prime Contractor is a condition precedent to the Prime Contractor's obligation to pay Subcontractor.

3.2 All payments are subject to Prime Contractor's receipt of such lien waivers, affidavits, warranties, guarantees, and other documentation required by this Subcontract, the Contract Documents, or Prime Contractor. Any stored materials not on site and being billed for must be accompanied by invoice(s), proof of storage (photo or verified by inspection) and proof of proper insurance. In addition, as a condition precedent to any payment hereunder, Subcontractor shall submit the following with each application for payment: (a) include a notarized Subcontractor Acknowledgement of Progress Payment and Release of Liens and Claims ("Acknowledgements"); and (b) at the request of Prime Contractor or Owner, submit such Acknowledgements from Subcontractor's sub-subcontractors and suppliers confirming receipt of payment by Subcontractor and releasing any liens or claims affecting the Project and/or the Owner.

3.3 Prime Contractor may reject a payment application, or reject a previously approved payment application, in whole or in part, to protect Prime Contractor from loss or damage caused by Subcontractor's failure to (A) timely perform the Subcontractor's Work, (B) pay sub-subcontractors or suppliers, (C) promptly correct rejected, defective, or nonconforming Subcontractor's Work, or (D) resolve third party claims or likely claims or supply Prime Contractor with sufficient security that the third party claims will be discharged. Prime Contractor may withhold a reasonable amount necessary to complete any portion of Subcontractor's Work included on a punch list supplied by Prime Contractor, the Owner, or the Architect/Engineer.

3.4 Application for final payment by Subcontractor shall constitute a waiver of claims by Subcontractor except those previously made in writing and identified by Subcontractor as unsettled.

3.5 Subcontractor shall insure that all Subcontractor's subcontractors, employees, contractors and suppliers, at all times, are paid all amounts due in connection with the performance of this Subcontract. After the first partial payment hereunder, Prime Contractor shall have the right to withhold any subsequent partial payments until Subcontractor submits evidence satisfactory to Prime Contractor that all amounts owed in connection with performance of this Subcontract have been paid. Further, Subcontractor agrees that Prime Contractor, using two-party checks, shall have the right but not the obligation, to pay all persons in contract with Subcontractor that have not been paid the monies due them in connection with this Subcontract whether or not a lien has been filed, and Subcontractor shall, to the extent that Prime Contractor has not recovered these amounts pursuant to withholding, pay said amounts to Prime Contractor upon demand. Any such payment by Prime Contractor shall in no way relieve the Subcontractor of any obligation under this Subcontract. Subcontractor shall also immediately reimburse Prime Contractor for any amounts paid under any payment bond carried by Prime Contractor in connection with this Subcontract and indemnified by Prime Contractor. In the event Prime Contractor is required to pay or indemnify any person hereunder, Subcontractor shall immediately Prime Contractor for the full cost thereof, plus 15% for administrative and overhead costs.

3.6 To the extent paid by Prime Contractor, neither Subcontractor nor any other person furnishing labor or materials to Subcontractor for the performance of Subcontractor's Work shall file any mechanic's lien against Prime Contractor or Owner, or any of Owner's buildings, structures, or land for any work or materials done or furnished in connection with the Project. Subcontractor shall execute a waiver of lien to the extent of each payment under this Agreement. Subcontractor shall incorporate the foregoing, together with a provision requiring the inclusion of the same in all lower tier subcontracts or orders, into all subcontracts and orders made by it hereunder. Subcontractor shall indemnify, defend and hold harmless Prime Contractor and Owner from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the assertion by Subcontractor, or any of its sub-subcontractors, suppliers or others of any mechanics' lien or claim or the filing of any mechanics' lien or claim in connection with the Project, if Subcontractor has been paid such amounts by Prime Contractor. Subcontractor shall discharge/satisfy any mechanics' lien or bond claim within ten (10) days of receipt of notice of same from Prime Contractor. In the event of Subcontractor's failure to do so, Prime Contractor may take all action it deems necessary to protect the Project from liens and/or bond claims, and all costs associated therewith shall be deducted from amounts otherwise due to Subcontractor.

4. Time of Performance; Project Schedule; Schedule of Values.

4.1 If requested by Prime Contractor, Subcontractor shall participate and cooperate in the development of the Project schedule and any revisions to the Project schedule. Subcontractor shall diligently and continuously prosecute and complete Subcontractor's Work in accordance with the Project schedule, any revisions to the Project schedule, and any other scheduling requirements in this Subcontract. Subcontractor shall substantially complete the Subcontractor's Work by the Date of Substantial Completion, and shall complete the Subcontractor's Work by the Date of Final Completion. **TIME IS OF THE ESSENCE OF THIS SUBCONTRACT.**

4.2 As a condition of payment, Subcontractor shall deliver to Prime Contractor a schedule of values satisfactory to Prime Contractor, allocating the total Subcontractor Price to the separate phases of Subcontractor's Work, stating separately amounts for labor and materials and prorating overhead and profit among such separate phases.

5. Insurance.

5.1 Prior to starting Subcontractor's Work until the final acceptance of Subcontractor's Work, Subcontractor shall maintain at its expense insurance that will protect it from all claims arising out of its operations under this Subcontract, whether the operations are by the Subcontractor, or any of its consultants or sub-subcontractors or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. Subcontractor shall provide Prime Contractor certificates of insurance evidencing that such insurance coverage is in effect prior to starting Subcontractor's Work and each time a material change (including expiration) is made in the insurance carrier or policy. The insurance shall have policy limits at least as high as the Policy Limits (defined above), and shall be

provided by an insurance company acceptable to Prime Contractor. All such policies of insurance will (a) be written by an insurance carrier rated "A" or better by A.M. Best in Class VII or larger; (b) be on an occurrence basis (not a claims made basis); (c) be endorsed with a statement that with respect to a party's obligations under this Subcontract, the coverage will be primary over any other available and collectible insurance and be non-contributory; (d) state that the policy may not be cancelled, altered or permitted to lapse or expire without at least thirty days' advance written notice to Prime Contractor; and (e) name Prime Contractor and Owner as additional insured. The required insurance shall be subject to the approval of Prime Contractor, but any acceptance of insurance certificates by Prime Contractor shall in no way limit or relieve Subcontractor of the duties and responsibilities of Subcontractor in this Subcontract.

5.2 Subcontractor shall ensure that all tiers of its permitted sub-subcontractors shall procure and maintain insurance in like form and amounts, including without limitation the additional insured requirements, set forth in Section 5.1. Subcontractor shall provide Prime Contractor certificates of insurance evidencing that such insurance coverage is in effect prior any permitted sub-subcontractors performing any of the Subcontractor's Work.

5.3 Subcontractor shall maintain Completed Operations Liability Insurance for at least two years after the earlier of (A) 90 days following Substantial Completion of all the work under the Contract Documents, or (B) final payment to Prime Contractor.

5.4 Subcontractor shall maintain at its own expense property and equipment insurance for the Subcontractor's Work, including portions of the Subcontractor's Work stored off-site or in transit.

5.5 Prime Contractor and Subcontractor waive all rights against (A) each other and their officers, employees and agents, and (B) Owner, Architect/Engineer, Architect's/Engineer's consultants and their officers, employees and agents, for damages caused by any peril to the extent waived between Prime Contractor and the Owner and to the extent covered by property insurance provided under the Contract Documents or other property insurance applicable to the work, except such rights they may have to proceeds of insurance held by the Owner as fiduciary. Subcontractor shall require a similar waiver by its sub-subcontractors, agents, and employees. If the policies required by this section require an endorsement to provide for continued coverage where there is a waiver of subrogation, the owners of such policies shall cause them to be so endorsed.

5.6 If Subcontractor fails to obtain and keep any of the insurance coverage required by this Subcontract, Prime Contractor may purchase such coverage and charge the expense to Subcontractor or terminate the Subcontract. Subcontractor agrees that it will not cancel or fail to renew or replace any of the required insurance coverage without first providing Prime Contractor with thirty days' notice.

6. Indemnity.

6.1 Subcontractor is aware of the immunity it has from suits by its employees or third parties for damages relating to injuries suffered by its employees in the course of and arising out of their employment for the Subcontractor which may be brought outside of the workers' compensation system. Subcontractor, for purposes of this Subcontract, waives that immunity and to the fullest extent permitted by law, Subcontractor shall indemnify, defend, and hold harmless Prime Contractor (including its owners, affiliates, subsidiaries, officers, directors, agents, shareholders, successors and employees), Prime Contractor's other subcontractors, the Architect/Engineer, the Owner, and each of their agents, consultants, and employees (collectively, the "Indemnitees") from and against all claims for bodily injury, property damage (including to the work itself), and all costs and expenses (including attorney fees), arising out of, or alleged to arise out of, the Subcontractor's Work. Subcontractor, at Subcontractor's sole expense, shall promptly dispose of all such indemnifiable claims, defend all lawsuits filed against Prime Contractor on any indemnifiable claim, pay all judgments rendered against Prime Contractor in such lawsuits, and reimburse Prime Contractor for all reasonable expenses incurred by Prime Contractor on the account of any indemnifiable claim, including attorney fees, expert witness fees and court costs. Subcontractor's indemnity obligations apply regardless of whether the claim is caused or alleged to be caused by any joint or concurrent negligent act or omission by an Indemnitee, but Subcontractor is not required to indemnify for any claim proximately caused by the sole negligence or willful misconduct of Prime Contractor or Prime Contractor's agents or contractors who are directly responsible to Prime Contractor, excluding Subcontractor. Prime Contractor may participate in the defense of any claims asserted against it, approve the selection of counsel, and approve the terms of any settlements made on its behalf.

6.2 In any claim against any of the Indemnitees by any employee of Subcontractor or anyone for whose acts the Subcontractor may be liable, Subcontractor's indemnification obligation is not limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable by or for the Subcontractor under workers' compensation acts, disability benefit acts, or other employee benefit acts.

6.3 If any part of the indemnity provisions set forth in this Subcontract is adjudged to be contrary to law, the remaining parts of the provisions shall, in other respects, be and remain legally effective and binding. These indemnity provisions shall not be construed to eliminate or any way reduce any other indemnifications or rights which Prime Contractor or Owner have by law or through this Subcontract or the Contract Documents.

7. Performance and Payment Bonds.

If the Subcontractor's Price is greater than \$100,000. Subcontractor, at its expense, shall furnish to Prime Contractor, as Oblige, performance and payment bonds in the principal amount of the Subcontract Price or such greater amount as required by the Contract Documents, with a corporate surety approved by Prime Contractor. The bonds shall be on a form approved by the surety. Any increase in the Subcontract Price shall automatically result in a corresponding increase in the penal amount of the bonds; decreases in the Subcontract Price shall not, however, reduce the penal amount of the bonds unless provided in a written change order.

8. Claims for Damages; Extensions of Time.

8.1 Subcontractor shall give Prime Contractor written notice of all claims affecting or relating to the Subcontract Price for which the Owner is or may be liable under the Contract Documents no later than 48 hours after Subcontractor's first observance of the facts giving rise to the claim, or, if sooner, within the time limits provided in the Contract Documents for like claims by Prime Contractor upon the Owner and in sufficient time for Prime Contractor to initiate such claims against the Owner in accordance with the Contract Documents. The claim shall proceed in the manner provided in the Contract Documents and Subcontractor shall be responsible for substantiating a claim submitted to the Owner on Subcontractor's behalf. Subcontractor shall be responsible for all costs, expenses, and attorney fees incurred by it and by Prime Contractor relating to the claim.

8.2 If Subcontractor is delayed, obstructed, hindered, or interfered with in a critical element of the Subcontractor's Work by any cause beyond Subcontractor's reasonable control and not due to the fault of Subcontractor, its officers, agents, employees, sub-subcontractors, or suppliers, then (A) Subcontractor shall be entitled to an extension of time for a period equivalent to the time lost by reason of such causes, but only if (1) Subcontractor gives Prime Contractor notice in writing of such delay, obstruction, hindrance, or interference within 48 hours of Subcontractor's first observance of the facts giving rise thereto, (2) Subcontractor demonstrates that it could not have anticipated or avoided such delay, obstruction, hindrance, or interference and has used all available means to minimize the consequences thereof, and (3) Owner grants Prime Contractor an extension of time for the performance of Subcontractor's Work; and (B) Subcontractor shall be entitled to an adjustment in the Subcontract Price to the extent provided in this Section.

8.3 Subcontractor shall not be entitled to nor claim any cost reimbursement, compensation, or damages (A) attributable to delay, obstruction, hindrance, or interference to Subcontractor's Work as set forth in Section 8.2, or (B) on account of any claim for which the Owner is or may be liable under the Contract Documents as set forth in Section 8.1, except to the extent that Prime Contractor is entitled to a corresponding cost reimbursement, compensation, or damages from Owner under the Contract Documents on account thereof, and then only to the extent of the amount, if any, that Prime Contractor on behalf of Subcontractor actually receives from Owner on account thereof, less any costs, expenses and attorney fees incurred by Prime Contractor. Nothing in this Subcontract precludes Subcontractor's recovery of damages for delay or to constitute a waiver of Subcontractor's right to recover damages for delay.

8.4 Subcontractor shall give Prime Contractor written notice of all claims affecting or relating to the Subcontractor's Work not addressed above within 48 hours of Subcontractor's first observance of the facts giving rise to the claim. All such claims shall be resolved in the manner provided in Section 16 ("Disputes & Settlements").

8.5 Subcontractor's failure to assert a claim in the manner and within the time provided for in this Section constitutes a complete waiver of the claim.

9. Work Changes.

9.1 Prime Contractor may, without invalidating this Subcontract, order the Subcontractor in writing to make changes in the Subcontractor's Work within the general scope of this Subcontract. The Subcontractor shall promptly provide a written description of the increase or decrease in cost or any impact on schedule, and request approval before the change in work commences. No adjustment in the Subcontractor's Price or the Date of Final Completion shall be made for any changes performed by the Subcontractor that have not been ordered by Prime Contractor in writing. Subcontractor shall not deviate from the plans, specifications or formalized scope of work documents or substitute materials (including "or equal" materials) without the issuance of a written change order by Prime Contractor.

9.2 If Subcontractor and Prime Contractor cannot agree on an appropriate adjustment of the Subcontractor's Price or Date of Final Completion, the Subcontractor shall proceed with the changed work and the disagreement shall be resolved pursuant to the provisions of Section 16.

9.3 If a change order is executed by Prime Contractor and Subcontractor, there shall be no subsequent adjustment based upon the effect or impact of the change contemplated by that change order, nor shall Subcontractor be entitled to any further time or compensation based upon the cumulative effect of multiple change orders.

10. Clean-up and Protection of Work of Others.

10.1 Subcontractor at all times shall keep the Construction Site free from rubbish, debris, and obstructions caused by its operations, and shall complete Subcontractor's Work in such manner as to permit the next succeeding work to start without further cleaning. At the time of completion of Subcontractor's Work in each area, Subcontractor shall leave the area "broom clean" and shall remove all of its tools, equipment, scaffolding, and surplus materials.

10.2 Subcontractor shall not damage the work of others by its operations, and shall repair or pay the cost of repairing any such damage done by it.

10.3 Prime Contractor may perform any clean-up or repair work Subcontractor fails to perform promptly, in which case Subcontractor shall pay Prime Contractor the cost of the clean-up or repair work plus 10% for overhead and other indirect expenses.

11. Safety.

11.1 Subcontractor shall perform the Subcontractor's Work in a safe and reasonable manner. Subcontractor shall seek to avoid injury, loss, or damage to persons or property by taking reasonable steps to protect (A) employees and other persons at the construction site; (B) materials and equipment stored at the construction site or at off-site locations for use in performance of the work; and (C) all property and structures located at the construction site and adjacent to work areas, regardless of whether that property or structures are involved in the Subcontractor's Work. Subcontractor shall establish its own safety program implementing safety measures, policies, and standards conforming to those required or recommended by governmental and quasi-governmental authorities having jurisdiction, or by Prime Contractor, or by the Owner, including, but not limited to, requirements imposed by the Contract Documents. Subcontractor must perform weekly toolbox talks and documented safety audits with a copy being forwarded to Prime Contractor Project Representative on a weekly basis.

11.2 Subcontractor shall implement appropriate safety measures pertaining to the Subcontractor's Work and the Project, including establishing safety rules, posting appropriate warnings and notices, erecting safety barriers, addressing full protection and establishing proper notice procedures to protect persons and property from injury, loss or damage.

11.3 When use or storage of explosives or other hazardous materials or equipment or unusual methods are necessary for execution of the Subcontractor's Work, the Subcontractor shall exercise utmost care and carry on such activities under supervision of properly qualified personnel. Prime Contractor shall not be responsible for materials and substances brought to the site by Subcontractor unless such materials or substances were required by the Contract Documents.

11.4 In addition to any federal, state and/or local accident or death reporting requirements, Subcontractor will report incidents involving injury, death and/or property damage to the Prime Contractor Project Representative within one hour of occurrence, with written notification within twenty-four hours of such event. The written notification shall include, at a minimum, the following information: (a) name of injured party or location of property damage; (b) Social Security Number of injured party; (c) address of injured party; (d) employer name and address of injured party; (e) telephone number of injured party; (f) date and time of accident; (g) location where injury occurred; (h) description of injury or extent of property damage; (i) action taken with respect to injury or damage; (j) name, address and telephone number of witnesses to injury or property damage; (k) name, address and telephone number of person making report and date report made; and (l) on-site representative's name.

12. Termination without Fault of Subcontractor.

If Prime Contractor or the Owner terminates the contract between them for any cause permitted by that contract (except a default by Prime Contractor), Prime Contractor by notice to Subcontractor may terminate this Subcontract. In addition, Prime Contractor may at any time and without cause by written notice to Subcontractor terminate this Subcontract and require Subcontractor to cease the

Subcontractor's Work. In either event, Subcontractor, as directed by Prime Contractor, shall discontinue Subcontractor's Work, remove its equipment, materials, and employees from the Construction Site, and take such action as necessary to terminate its agreements with its sub-subcontractors and suppliers, and to minimize its losses resulting from such termination. Subcontractor shall then promptly deliver to Prime Contractor a statement covering the balance owed under this Subcontract for work completed prior to the termination, and for additional costs for which it is liable by reason of such termination. This statement shall be the maximum amount for which Prime Contractor may be liable by virtue of its termination of the Subcontract. Subcontractor is not entitled to profit or overhead on unperformed Work.

13. Termination upon Default of Subcontractor.

If Subcontractor defaults on any term of this Subcontract or the Contract Documents, Prime Contractor may issue a notice giving the Subcontractor three working days to correct the default. If Subcontractor fails to correct the default within the three working day period, Prime Contractor may, without waiving any rights or remedies it has, take whatever steps it deems necessary or appropriate to correct any deficiencies at the cost of Subcontractor, which will be liable for that cost-plus Prime Contractor's reasonable overhead, profit, and attorney fees. In addition to correcting Subcontractor's default upon the expiration of the three working day period, Prime Contractor may issue a second notice of default giving the Subcontractor six-calendar days to correct the default. If Subcontractor fails to correct the default within that six-calendar day period, Prime Contractor may terminate the Subcontract, and all costs associated with completing the Subcontractor's Work, including reasonable overhead, profit, and attorney fees, will be deducted from any amounts owed to Subcontractor. Subcontractor is liable for any amount by which the cost of completing the Subcontractor's Work (including reasonable overhead, profit, and attorney fees) exceeds any amounts owed or to be owed to Subcontractor and Subcontractor agrees to pay Prime Contractor such amount within ten days of receipt of the invoice from Prime Contractor.

14. Warranties; Correction of Work.

14.1 Subcontractor warrants and guarantees that all materials and equipment furnished under this Subcontract shall be new unless otherwise specified, and that all of Subcontractor's Work will be of first quality, free from faults or defects in materials or workmanship, and in strict accordance with requirements of this Subcontract and the Contract Documents. All work not conforming to these requirements, including substitutions not properly approved and authorized, shall be considered defective. Subcontractor's warranties under this Subcontract must extend at least as long as Prime Contractor's warranties under the Contract Documents, but in any event no less than one year from the date of Subcontractor's last work.

14.2 Subcontractor shall promptly correct at its cost all of Subcontractor's Work rejected as defective or as failing to conform to the requirements of this Subcontract or the Contract Documents whether observed before or after substantial completion of the Project and whether or not fabricated, installed, or completed.

15. Liquidated and Consequential Damages.

15.1 If the Contract Documents allow for liquidated or other damages for delay beyond the completion date set forth in the Contract Documents, and such damages are assessed, Prime Contractor may assess a share of the damages against Subcontractor in proportion to the Subcontractor's share of the responsibility for the delay. This section does not limit Subcontractor's liability to Prime Contractor for Prime Contractor's actual delay damages caused by Subcontractor's delay.

15.2 Subcontractor waives all claims against Prime Contractor for consequential damages arising out of or relating to this Subcontract, including damages for principal office expenses (which includes unabsorbed principal office expenses) and the compensation of personnel stationed there; for loss of financing, business and reputation; and for loss of profit.

16. Disputes and Settlement.

16.1 The parties shall first attempt in good faith to resolve any dispute, controversy, or claim arising out of or relating to this Subcontract by negotiation and consultation between themselves. A designated executive representative (CEO, President, COO, CFO) of each of Prime Contractor and Subcontract shall meet independently of the Project personnel to resolve such claims. Claims that are not resolved by such negotiations shall be submitted to, in Prime Contractor's sole discretion: (i) a mutually agreed to mediation service, or (ii) litigation in state or federal court in Franklin County, Ohio. Prime Contractor and the Subcontractor consent to the exclusive jurisdiction and venue of the state and federal courts in Franklin County, Ohio. The costs and attorney fees of any binding dispute resolution procedure (whether arbitration or litigation) shall be paid by the non-prevailing party.

16.2 Subcontractor shall continue the Subcontractor's Work and maintain the Project schedule during any dispute resolution proceedings.

17. Prevailing Wages.

IF the Project is subject to a legal requirement to pay "prevailing wages" or similar restrictions applicable to laborers or mechanics employed on the job, or if the Contract Documents contain requirements pertaining to the wages of laborers or mechanics employed on the job, Subcontractor shall pay the prevailing wages and comply with all restrictions, requirements, or agreements with respect to the laborers and mechanics employed by it for the performance of Subcontractor's Work and shall require all of its sub-subcontractors to pay prevailing wages and comply with any and all such restrictions, requirements or agreements with respect to their laborers and mechanics employed for the performance of their work.

18. Assignment; Subcontracting; Work for Others on the Project.

Subcontractor shall not assign this Subcontract or any right or liability relating to it, or subcontract any part of the Subcontractor's Work, without the Prime Contractor's written consent. Subcontractor shall not, without Prime Contractor's express written consent, provide any goods or services for the Project to Owner or any other contractor or subcontractor other than to Prime Contractor.

19. Divisibility.

If any provision of this Subcontract is held by a court or arbitrator of competent jurisdiction invalid or unenforceable, such provision shall be ineffective only to that extent without invalidating or rendering unenforceable any other provision of this Subcontract.

20. Applicable Law.

This Subcontract shall be construed in accordance with and governed by the internal substantive law of the State of Ohio regardless of the laws that might otherwise govern under principles of conflict of laws.

21. Non-waiver.

The waiver by either party of any breach of any provision of this Subcontract does not constitute a waiver of any other breach of any provision of this Subcontract. No payment of the Subcontract Price, whether a partial payment or the final payment, shall be deemed an acceptance of Subcontractor's Work covered thereby.

22. Entire Agreement.

This Subcontract constitutes the entire agreement between the parties and supersedes all prior or contemporaneous written or oral agreements between the parties with respect to the subject matter of this Subcontract, including any proposals submitted by Subcontractor. This Subcontract may not be amended or modified except by a written change order duly executed by the parties hereto.

23. Manner of Acceptance.

This Subcontract will be deemed effective upon the earlier of the Subcontractor's signature below or the Subcontractor's acceptance as provided in this Section. By shipping goods, by acknowledging receipt of this Subcontract, or by commencing the Subcontractor's Work, Subcontractor agrees to the terms and conditions contained in this Subcontract, although its agreement to such terms and conditions is not limited to the foregoing methods. This Subcontract may be accepted by Subcontractor without signature.

24. Communication with Owner.

Subcontractor agrees that all communication with the Owner shall be through Prime Contractor, and Subcontractor agrees that no direct communication with the Owner regarding Subcontractors Work is permissible without written notice by Prime Contractor to Subcontractor, or without a Prime Contractor representative present. Subcontractor agrees to not compete with Prime Contractor in connection with the Subcontractors Work and the Contract Documents.

25. Labor.

25.1 The Subcontractor or sub-subcontractors may employ union labor. If the Subcontractor employs union labor, Subcontractor agrees that it shall maintain in full force and effect for the duration of the Subcontractor's Work, a valid collective bargaining agreement between the Subcontractor and any appropriate union. All of Subcontractor's Work performed by the Subcontractor shall be rendered in accordance with the terms and provisions of any such collective bargaining agreement and any revisions, extensions or renewals thereof, and Subcontractor shall timely pay all fringe benefits or other charges to any appropriate union. The Subcontractor agrees that it will bind by written contract, a copy of which shall be supplied to Prime Contractor, all of its union subcontractors to the appropriate collective bargaining agreement or agreements hereinabove referred to. Any and all provisions for certified payroll are to be complied with by Subcontractor and all sub-subcontractors, and proof of compliance is required by Prime Contractor and to be included in all applications for payment.

25.2 Subcontractor shall comply with all requirements regarding immigration laws, statutes, rules, codes, orders, and regulations. Subcontractor accepts all responsibility and liability for verification and documentation of the legal status of all its employees. Subcontractor shall maintain, at all times during the term of this Subcontract and for the time otherwise required by law, all records required by the United States Citizenship and Immigration Service ("USCIS"), including, without limitation, the completion and maintenance of the Form I-9 for each of Subcontractor's employees, contractors and agents and shall respond at all times during the term of this Subcontract in a timely fashion to any inspection request related to such I-9 forms by Prime Contractor or any governmental agency or authority. Subcontractor shall ensure that the number listed on the I-9 form for each employee matches that employee's Social Security number. Prime Contractor may, in its sole discretion, terminate this Subcontract if Subcontractor violates or is in breach of any provision of this Section, or the USCIS determines that Subcontractor has not complied with any of the immigration laws, statutes, rules, codes, or regulations of the United States or any applicable state laws or regulations, including without limitation, the Immigration Reform and Control Act of 1986, as amended, and the Illegal Immigration Reform and Immigration Responsibility Act of 1996, as amended, and any successor statutes thereto.

26. Confidentiality.

All information, pricing and correspondence between Subcontractor and Prime Contractor is considered confidential and privileged trade secret information and may not be shared or disclosed without express written consent of Prime Contractor.

Subcontractor agrees to keep the Client's and Prime Contractor's trade secrets, forms, manuals, procedures, pricing information, maintenance scheduling, training materials, customer agreements, computer programming information, patents issued, patents pending, patent applications, trademarks, service marks, copyrights, inventions, know-how or trade secrets, research and development efforts and methodologies, testing, engineering, manufacturing, marketing, sales, finances or operations (such as, but not limited to, any processes, formulae, methods, techniques, devices, manufacturing procedures, customer lists, sales statistics, tactics and projections, marketing strategies and plans, and personnel information or data) and other confidential information confidential for a period commencing upon the execution of this Subcontract, and continuing for three years after the Subcontractor's Work is complete. Exceptions to this confidentiality provision shall only include situations in which the confidential information is already in the public domain, or in which a duly authorized governmental entity forces the disclosure of such confidential information. In this case, Subcontractor shall first provide written notification of such information request to the Owner and Prime Contractor and cooperate with them in any attempts to limit or prohibit such disclosure.

27. Intellectual Property Rights.

27.1 The drawings, specifications and other related documents, including those in electronic form, furnished to Subcontractor in connection with this Subcontract are the property of Prime Contractor. Subcontractor shall not own or claim a copyright in those drawings, specifications and other documents. Subcontractor may retain one record set of such drawings, specifications and other documents. All copies of those drawings, specifications and other documents, except Subcontractor's record set, shall be returned or suitably accounted for upon completion of the Subcontractor's Work. The drawings, specifications and other related documents provided to Subcontractor are for use solely with respect to the Project, and those drawings, specifications and other documents may not be used by Subcontractor on other projects or for additions to the Project outside the scope of the Subcontractor's Work. Subcontractor may use and reproduce drawings, specifications and other related documents only for use in the execution of the Subcontractor's Work. All copies of those drawings, specifications and other documents made under this authorization shall bear the statutory copyright notice, if any, shown on those drawings, specifications, and other documents.

27.2 All shop drawings, specifications and other design related documents (including those in electronic form) prepared by or for Subcontractor shall become the property of Prime Contractor or its designee. Subcontractor shall provide Prime Contractor with copies

of all such shop drawings, specifications and other design related documents, and Prime Contractor may retain such materials upon completion of the Subcontractor’s Work. Subcontractor hereby assigns to Prime Contractor all common law, statutory and other reserved rights, including the copyrights, in the shop drawings, specifications and other design related documents prepared by or for Subcontractor, and Subcontractor warrants that it will obtain from its employees and/or consultants such authorizations so as to pass to Prime Contractor any similar rights of such persons or entities. Subcontractor will execute such additional documents and take such additional actions as Prime Contractor may require to confirm the rights granted to Prime Contractor under this Section.

28. Relationship of the Parties.

Subcontractor is an independent contractor of Prime Contractor, and this Agreement shall not be construed to create any association, partnership, joint venture, employee, or agency relationship between Subcontractor and Prime Contractor for any purpose. Subcontractor has no authority (and shall not hold itself out as having authority) to bind Prime Contractor and Subcontractor shall not make any agreements or representations on Prime Contractor’s behalf without Prime Contractor’s prior written consent. Subcontractor is solely responsible for paying any income, payroll, Social Security, or other federal, state, or local taxes, making any insurance contributions, including for unemployment or disability, or obtaining worker’s compensation insurance on its behalf. Subcontractor is solely responsible for, and shall indemnify Prime Contractor against, all such taxes or contributions, including penalties and interest.

SUBCONTRACTOR:

By: _____

Title: _____

Printed Name: _____

PRIME CONTRACTOR:

Juice Technologies, Inc. dba Plug Smart

By: _____

Title: _____

Printed Name: _____

**EXHIBIT A
SUBCONTRACT BOND**

KNOW ALL PERSONS BY THESE PRESENTS, that we, the undersigned Subcontractor as Principal and _____ as sureties, are hereby held and firmly bound unto Juice Technologies, Inc., dba PLUG SMART as Obligee, in the penal sum of _____Dollars (\$ _____), for the payment of which well and truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors, and assigns.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH that whereas, the above-named principal did on the ____ day of _____, 20__, enter into a Subcontract with Juice Technologies, Inc. dba PLUG SMART for construction of _____ which said Subcontract is made a part of this bond the same as though set forth herein:

Now, if the said Principal shall well and faithfully do and perform the things agreed by the Principal to be done and performed according to the terms of said Subcontract; and shall pay all lawful claims of subcontractors, materialmen, and laborers, for labor performed and materials furnished in the carrying forward, performing, or completing of said Subcontract; we agreeing and assenting that this undertaking shall be for the benefit of any materialman or laborer having a just claim, as well as for the Obligee herein; then this obligation shall be void; otherwise the same shall remain in full force and effect; and surety shall indemnify the Obligee against all damage suffered by failure of the Principal to perform the Subcontract according to its provisions and in accordance with the plans, details, specifications, and bills of material therefor and to pay all lawful claims of subcontractors, materialmen, and laborers for labor performed or material furnished in carrying forward, performing, or completing the Subcontract and surety further agrees and assents that this undertaking is for the benefit of any subcontractor, materialman, or laborer having a just claim, as well as for the Obligee; it being expressly understood and agreed that the liability of the surety for any and all claims hereunder shall in no event exceed the penal amount of this obligation as herein stated.

The said surety hereby stipulates and agrees that no modifications, omissions, or additions in or to the terms of the said Subcontract or in or to the plans or specifications therefore shall in any wise affect the obligations of said surety on its bond, and does hereby waive notice of any such modifications, omissions or additions to the terms of the Subcontract or to the work or to the specifications.

Signed and sealed this ____ day of _____, 20__.

Subcontractor (Principal):

By: _____

Its: _____

Surety:

Address: _____

By: _____
(Attorney-in-Fact)

Surety Agent:

By: _____

Its: _____



Marlington School District – Marlboro Elementary

8131 Edison St. NE
Louisville, OH 44641



Mechanical Contractors

Upgrades to Mechanical Systems

REQUEST FOR QUOTE (RFQ)

ISSUE DATE: 05/11/2020

RESPONSE DUE DATE: 05/22/2020

Instructions for Proposal Submission

Proposal Preparation

Proposals should be prepared providing a straight-forward, concise description of Proposer's capabilities to satisfy the requirements of this Request for Proposal. Emphasis should be on completeness and clarity of content. Unnecessarily elaborate brochures or other presentations beyond that sufficient to respond to each section and beyond that sufficient to present a complete and effective bid response are neither necessary nor desired.

Any Proposal that does not include the express requirements of this RFQ and any Plug Smart issued addenda may be considered an incomplete Proposal and may be rejected.

Ownership of all data, materials and documentation originated and prepared for Plug Smart pursuant to the RFQ shall belong exclusively to Plug Smart. Any confidential or proprietary data must be clearly marked as such.

Final acceptance contingent upon approval by Plug Smart and/or Marlington School District.

Contacting Marlington Local Schools directly is not permissible and strictly forbidden.

General Information and Notice to Respondents

RFP Schedule

Proposals must be emailed to Scott Brennan at Scott.brennan@plugsmart.com on or before, May 22nd, 2020.

Mandatory Walk Through

A mandatory site visit will be held on **05/13/2020 at 9:00am** All participating RFP contractors are required to attend. Meet at

8131 Edison St. NE
Louisville, OH 44641

Delivery of Pricing/Response

An electronic copy of all proposal material should be emailed to Scott Brennan (Sr. Project Manager) at <mailto:scott.brennan@plugsmart.com> in accordance with the stated RFP Schedule.

Rights Reserved

Plug Smart, at its sole discretion and upon its determination that such actions would be in its best interest, reserves the right to:

- Accept or reject any or all Proposals, or any part thereof, or to withhold the award and to waive, or decline to waive, irregularities, informalities, and technicalities in any Proposal when determined that it is in its best interest to do so;
- Hold all Proposals for a period of up to (90) days after the RFP due date and to accept a Proposal not withdrawn before the scheduled RFP due date;
- Cancel and/or reissue this RFP at any time;
- Invite some, all, or none of the Proposers for interviews, demonstrations, presentations, and further discussion;
- Negotiate a possible contract and may solicit "best and final offers" from some or all Respondents prior to or during this negotiation process;

- **Choose to not evaluate, may deem non-responsive, and/or may disqualify from further consideration any Proposals that do not follow the RFP directives, are difficult to understand, are difficult to read, or are missing any requested information;**
- Make an Award by items, groups of items, or as a whole, whichever is deemed most advantageous to the Customer. Plug Smart also reserves the right to make multiple awards when it is deemed in the best interest of the Project and/or Customer.

Review of Written Proposals

Responses must be prepared as described. An evaluation team may review and score written proposals based on the evaluation identified below.

- Qualification, capability and experience of proposed personnel/company and evidence of successful performance with similar accounts or operations.
- Financial Stability of Proposer.
- Past experience with similar work.
- Fulfilling the request for information per each section of this RFP.
- Understanding of project requirements, phasing and sequencing.
- Cost Summary and final pricing.

Evaluation Process

Contractors with proposal scores deemed competitive may be interviewed by the project evaluation team. The interview provides the opportunity for the Contractor to address questions and to more fully describe how their approach to this project. Contractor representatives at the interview should include individuals who will be key points of contact and have major responsibility for contract negotiation, supervision of this particular project, management and implementation of this particular project.

Final Selection

Final reference checks will be conducted with the apparent awardee (top-ranked Proposer) prior to making the final selection.

Contact Terms and Conditions

Contractor agrees that the attached Plug Smart standard subcontract will be executed as is by the selected and awarded Contractor, and that all proposers have accounted for the terms and conditions of this subcontract agreement in their pricing. *Please see Exhibit A – Plug Smart standard Subcontract.*

Prevailing Wage

Prevailing wage is not required as part of this project.

Tax Exempt

This project is tax exempt and a Certificate of Tax Exemption will be provided if needed.

Bonding

Any, and all quotations over \$100,000.00 must include a performance and payment bond, as required by Juice/Plug Smart bonding company. Please break out the Bond cost in your bid.

Scope of Work Relating to This Project

Project Details

General Conditions

- All project management and professional personnel assigned to the Project will be subject to the approval of Plug Smart and/or the customer, and changes shall not be made without prior written approval, except in the case of employee termination.
- All project personnel and subcontractor will be subject to requirements of the customer, including background checks and drug testing if required.
- This contractor will coordinate all work with other subcontractors
- It is to be understood that this is a Design Build project and this contractor is responsible to provide all items needed to provide a complete operational system.
- This contractor is to consult with local Utility company and Agencies Having Jurisdiction for proper installation and permitting.
- Any service outages must be coordinated with Plug Smart as to cause minimum impact upon the customer.
- No equipment will be allowed to be worked on "live". Proper "Lock out Tag out" policy must be followed.
- Radios and other music may not be played on work site.
- Breaks and lunch will be at designated areas in the building.
- This is a non-smoking facility. No tobacco products are allowed to be used in this facility.

Schedule & Implementation Requirements

- Awarded contractor will submit a detailed construction/implementation schedule. Include manpower, tasks to be performed, and breakout work separate showing all tasks considered part of scope.
- On-site installation is to start no later than June 15th, 2020 and finish no later than September 4th, 2020.
- Indicate the total number of man hours (including startup and commissioning, excluding Supervision) included in your bid (space provided on attached pricing sheet).
- Indicate the total number supervision hours included in your bid (space provided on attached pricing sheet).
- Work is to occur Monday through Friday during normal working hours every week and/or Saturday and Sunday where necessary to meet the schedule. Additional hours daily over and above standard hours may be worked at the Contractor's discretion should work flow and schedule require.
- Fill out the provided manpower loading chart/4-week look-ahead schedule (Exhibit B) with your anticipated on-site crew (including supervisor). You are to fill in the total number of men per week in the boxes highlighted green.
- All supervision necessary to assure the project is installed, sequenced and managed properly on site during all installation. This includes submission of a current 4-week look-ahead schedule (Exhibit B) each week. All payments are contingent upon full compliance of this project planning requirement.
- Contractor will maintain daily progress reporting (number of workers, work expected to be done, rooms expected to be working in). Daily reports are to be emailed to Scott Brennan of Plug Smart @ scott.brennan@plugsmart.com.

Safety

- Submission of your company's fully detailed and written Site-Specific Work Safety Policy prior to receipt of contract should you be the selected contractor.
- Submission of your company's fully detailed and written Drug and Alcohol Policy prior to receipt of contract. Drug or alcohol use is strictly prohibited. All personnel of your company are to be free of influence from drug and alcohol use while on site.
- Contractor must be part of the Ohio Workers Comp Drug-Free Workplace Program or equivalent program.
- Full compliance with the customer's safety policy terms & conditions is a condition to contract award. Background testing may be required by the customer and is the responsibility of this contractor.
- Contractor will have all appropriate Material Safety Data Sheets for materials, solvents, fuels, oils, greases, glues, etc. available and onsite during the work.
- Awarded responder/bidder must provide a designated supervisor/project representative and provide a cell phone number and 24-hour emergency number upon signing of subcontract.
- Daily tool-box talk and documentation required and is to be emailed to Plug Smart daily.
- Hard hat and safety glasses are a 100% project requirement. Contractor personnel must wear all appropriate PPE and operate in a safe manner while on site.
- Contractor will maintain a clean work environment, and clean/sweep those areas worked in, returning them to the existing condition level of cleanliness. All interior spaces shall be cleaned and returned to existing condition daily.
- Lock-out/tag-out Policy and Procedures to be presented to Plug Smart and reviewed prior to mobilization and prior to disruption of any electrical service. Proper lock-out/tag-out procedures to be followed at all times by all project personnel.

Demolition

- Any potential of asbestos **IS NOT** in this scope of work. If any material is thought to be asbestos Plug Smart is to be notified.
- All demoed material is to be removed from site and properly disposed of in a safe manner.
- Care must be taken to keep the facility system operational throughout the process.
- Any potential shutdowns of the system must be coordinated through Plug Smart.
- Disconnect and abandon in place Boilers located in basement of building.
- Disconnect and cap all gas lines.
- Remove any piping located in basement and cap.
- Remove in the classrooms any exposed hot water piping.
- Remove all existing (35) Cabinet Unit Heaters located in the Older part of the school.
- Remove (2) existing AHU's that are located indoors off of the gym.

Installation:

- This contractor is responsible for all installation and instruction/training coordination with manufacturer for all Plug Smart pre-purchased equipment. Plug Smart is providing the equipment only. All contact required with the manufacturer to assure a complete and proper installation is the responsibility of this contractor. This contractor is expected to research any installation and rigging information on-line or call the vendor supplying this equipment directly (contact list provided during bid walkthrough).

- All pre-purchased equipment and associated accessories are to be received, unloaded, rigged into place and permanently installed by this contractor. This contractor is responsible to purchase and install any additional piping and insulation material (fittings, valves, flanges, connectors, etc.) that will be required to complete this installation properly. This contractor is required to access and complete all manufacturers startup information, coordinate, schedule and participate in equipment startup.
- This contractor to provide and be the point-of-contact and coordinate with the freight company regarding equipment arrival. Contractor has the option to receive the equipment at their facility or on-site (contractor's choice). If delivered to the site, contractor must coordinate through Plug Smart on arrival date and storage location then coordinate DIRECTLY with the freight company.
- Contractor to note and photograph any damage to new equipment and existing spaces BEFORE work begins. Damaged items discovered after work commences will be deemed being caused by the contractor.

Roofing Curbs

- Purchase and provide the equipment rails and refrigeration doghouses for the jobsite.
- Plug Smart will provide the roof curbs for the roof top units to the mechanical contractor.
- Coordinate with the roofing contractor as to timing and where to set the curbs. The Mechanical contractor will set the curbs and will cut the roof. The Mechanical contractor is to cover the curb openings and prevent leaks until the new equipment is installed. The roofing contractor will flash the curbs in place in the new roof that is to be installed.

Gas Lines

- Tie into the existing gas line as it passes on the outside of the building with a new welded "T" fitting.
- Run the new gas line up the side of the building to the (2) new RTU's located on the roof.
- Roof supports of the gas line are to be provided by the mechanical contractor.
- Gas line joints larger than 2" are to be welded.
- Piping is to be schedule 40 black iron.
- Gas line will be painted by this contractor.
- Install all gas pressure reducers required.
- Supply and install gas shutoff valves at each new unit and tie the gas lines into the new RTU's.
- All gas lines will be installed per local, State and National codes.
- Any permits are by this contractor.

Refrigerant Piping

- All refrigerant piping will be installed in perpendicular and parallel to building walls and roof.
- Piping will be properly supported on 6' centers.
- All refrigerant piping will be completely insulated to prevent any condensation on the piping.
- All systems are to have a vacuum pulled and will need to hold for 24 hours.
- Supply and install Line hide where lines are exposed in occupied spaces.

VRF Installation

- Install new CUVs with VRF heating and VRV cooling at this school. Refer to drawing attached. Plug Smart shall furnish all CUVs and outdoor units. This contractor shall provide and install all misc. refrigerant piping and valves as required sized per manufacturer's recommendations.
- All penetrations are to be sealed by this contractor.
- Startup of new units by this contractor to be coordinated with Factory.
- Roof mounted condensing units shall be mounted per equipment manufacturers recommendations.

Condensate piping

- This contractor will supply and install condensation drains and condensate pumps where needed for complete, ready-to-operate systems.
- Piping will be supported on 5' centers.
- All wall penetrations will be sealed with fire caulk.
- Schedule 40 PVC piping can be used.

RTU installation

- This contractor is responsible for the reinforcing of the roof deck under the curb.
- This contractor is to set the new unit on the roof curb.
- This contractor will install new ductwork to connect this unit with the existing ductwork inside.
- All ductwork (New and Old) will be insulated to prevent condensation on the ductwork.
- Startup of new units by this contractor to be coordinated with Factory

General

- This contractor will provide all permits for the completion of this scope of work.
- This contractor is to include supervision, manpower and coordination associated with equipment startup.
- This contractor responsible for coordinating startup with manufacturer, Plug Smart, Marlinton Schools, and any other necessary and participating vendors.
- All work areas should be left clean and orderly. Finished and roof surfaces must be protected to assure they remain damage free. Any roof damage caused by this contractor is the responsibility of this contractor.
- Seal all penetrations through roof (with owner approved roofer) or walls for weather/moisture protection. All new and existing piping penetrations through fire rated MER walls to be properly fire caulked.

System Commissioning Requirements

- Pre-Coordinate and schedule pre-purchased equipment startup with manufacturer. Minimum (2) week notice required to assure manufacturer readiness. Signed Pre-Start checklist is required to verify system readiness (submit to Plug Smart AND pre-purchased equipment manufacturer).
- Test and balance equipment to assure proper operation and air flows.
- Schedule and provide Owner training within (5) days of startup (applies to all equipment).
- All equipment startup to be documented on the contractor's or manufacturers' standard startup sheets. Information such as make, model, serial #, name-plate data, amperage draw, etc. to be included and properly documented. If this contractor does not have company standard startup

sheets, this contractor is to create or obtain them for use. This contractor is responsible for providing and submitting them with and as part of the signed and executed subcontract.

- Start-up support by designated Project Supervisor and field support to be provided by this contractor.



Mechanical Sub Installation Quote/Bid Sheet – Page 1

(Please complete & submit this sheet along with any clarifications)

Project:{Project Name}

Bid/Quote: Mechanical Sub Installation Request for Quote (RFQ)

Date: _____ **due by May 22nd, 2020- 3:00 PM**

Sub: _____ **Contact:** _____

Cell #: _____ **E-mail:** _____

Project → As Defined above

1 Lump Sum Price/Bid: \$ _____

Summary of Manpower

1B1.1 Total # of Man hours _____

1B1.1 Sub-total # of Man Hours AHU scope: _____

1B1.2 Sub-total # of Man hours Boiler scope: _____

1B1.3 Total # of Supervision Hours all scopes: _____

1B1.4 Max crew size anticipated at project height: _____

1B1.5 Avg anticipated crew size: _____

Mechanical Sub Installation Quote/Bid Sheet – Page 2

(Please complete & submit this sheet along with any clarifications)

Project:{Project Name}

Bid/Quote: Mechanical Sub Installation Request for Quote (RFQ)

Date: _____ **due by May 22nd, 2020- 3:00 PM**

Sub: _____ **Contact:** _____

Cell #: _____ **E-mail:** _____

Change Administration

1C1.1 Base Hourly Rate* for crew: \$ _____ /hr. _____

1C1.2 Base Hourly Rate* for Supervision: \$ _____ /hr. _____

1C1.3 Allowable Company burden/fringes: 30%

1C1.4 Allowable consumables on material: 2% of total material cost

1C1.5 Max allowable warranty on material: 1.5% of material total

1C1.6 Allowable Profit/Overhead Rate: 10% Profit/ 10% Overhead

Note: * = Base rate must NOT include any items listed in 1.C1.3 through 1C3.1

Mechanical Sub Installation Quote/Bid Sheet Submission

This Mechanical Sub Installation Quote/Bid Sheet must be submitted to qualify for acceptance. Please include any other vendor generated quote/detail sheet that may support your proposed equipment evaluation.

MARLINGTON LOCAL SCHOOLS

MARLBORO-HVAC UPGRADE-2020

(MECHANICAL+ELECTRICAL RFQ DOCUMENT)

ADDENDUM-1

(05/29/2020)

8131 Edison St NE

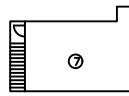
Alliance, OH 44601



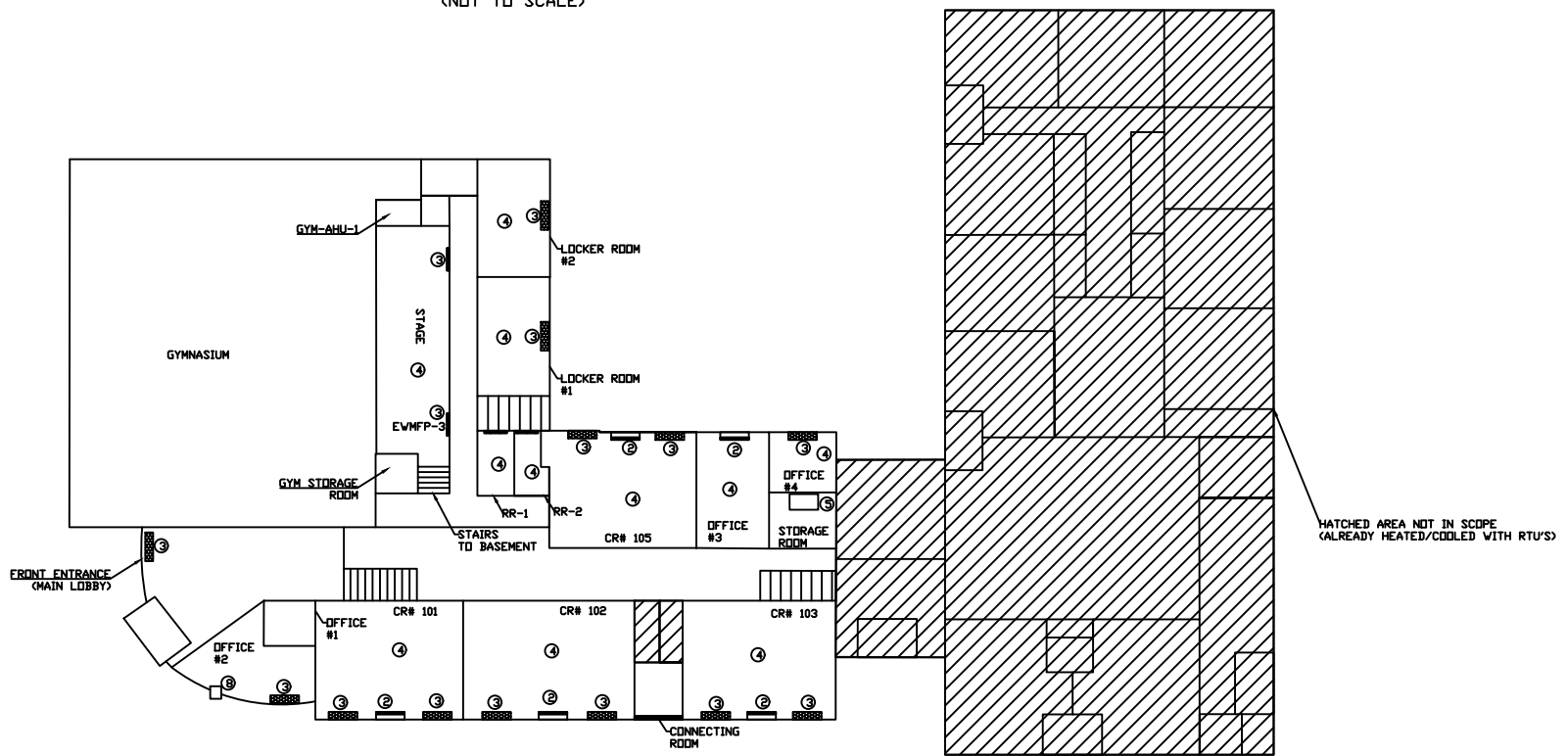
PREPARED BY:



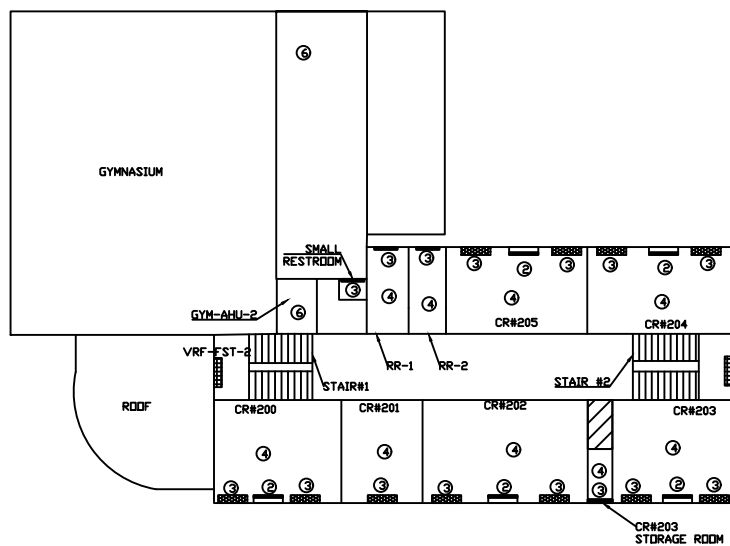
350 E. 1st AVE. SUITE 210 COLUMBUS, OHIO 43201



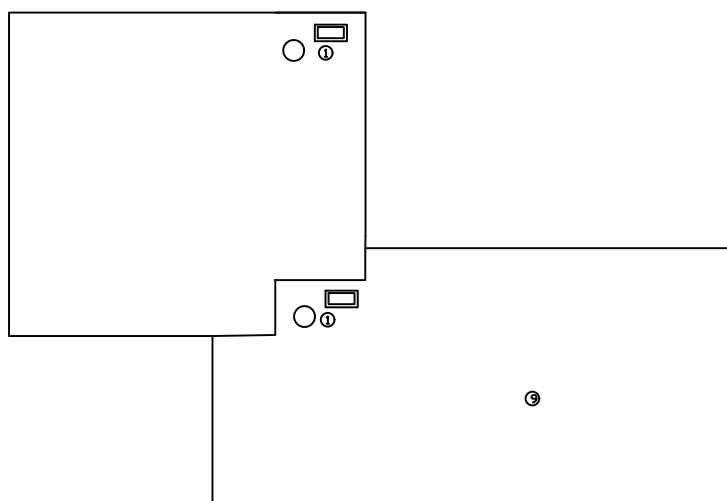
BASEMENT SCHEMATIC FLOOR PLAN
(NOT TO SCALE)



1ST FLOOR SCHEMATIC FLOOR PLAN
(NOT TO SCALE)




2ND FLOOR SCHEMATIC FLOOR PLAN
(NOT TO SCALE)

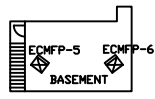


ROOF PLAN
(NOT TO SCALE)

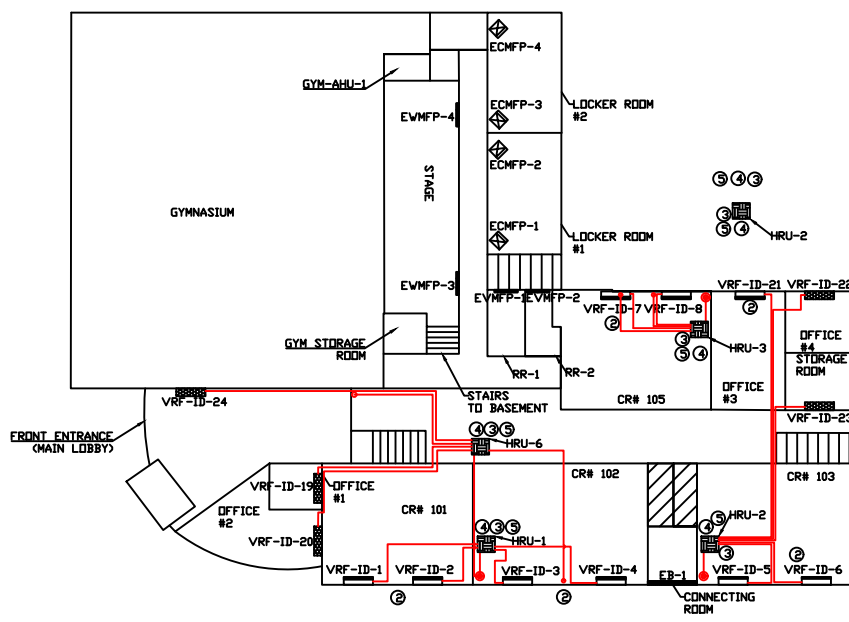
MECHANICAL DEMO

- PLAN NOTES:
1. EXISTING GYM EXHAUST FAN TO STAY AND OUTSIDE AIR OPENING ON THE ROOF TO BE DEMOLISHED
 2. DEMO EXISTING UNIT VENTILATOR
 3. DEMO EXISTING STATIC STEAM HEATING UNIT
 4. EXISTING STEAM PIPING EXPOSED IN THE ROOM TO BE DEMOLISHED AND CAPPED AS REQUIRED
 5. EXISTING COOLING ONLY FURNACE TO STAY IN PLACE
 6. DEMO EXISTING GYM AHU
 7. EXISTING STEAM BOILERS TO BE DECOMMISSIONED AND TO STAY IN PLACE, DISCONNECT AND CAP GAS LINE.
 8. EXISTING WINDOW AC TO BE DEMOLISHED AND WINDOW OPENING COVERED WITH APPROPRIATE INSULATED PANEL.
 9. EXISTING EXHAUST FAN'S ASSOCIATED TO THE VENTILATION TO BE SWITCHED OFF AT THE PANEL.

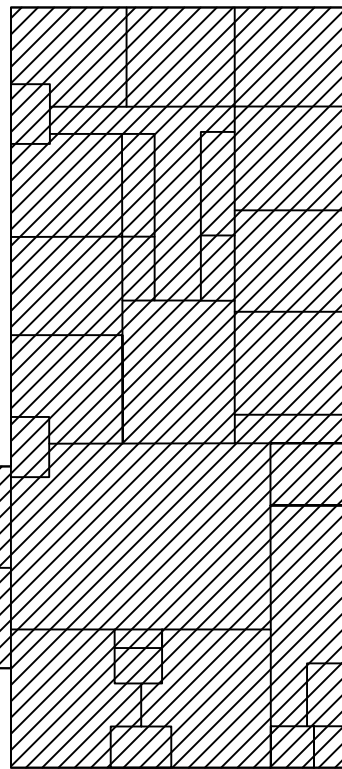
					
350 E. 1st AVE. SUITE 210 COLUMBUS, OHIO 43201					
PROJECT # 20.1599D					
MARLINGTON LOCAL SCHOOLS MARLBORO HVAC RFQ DOCUMENT					
DRAWN BY	DATE	SCALE	SEQUENCE	DWG#	SHEET #
JL	05/29/2020	NTS	1/6	1	FRQ-2



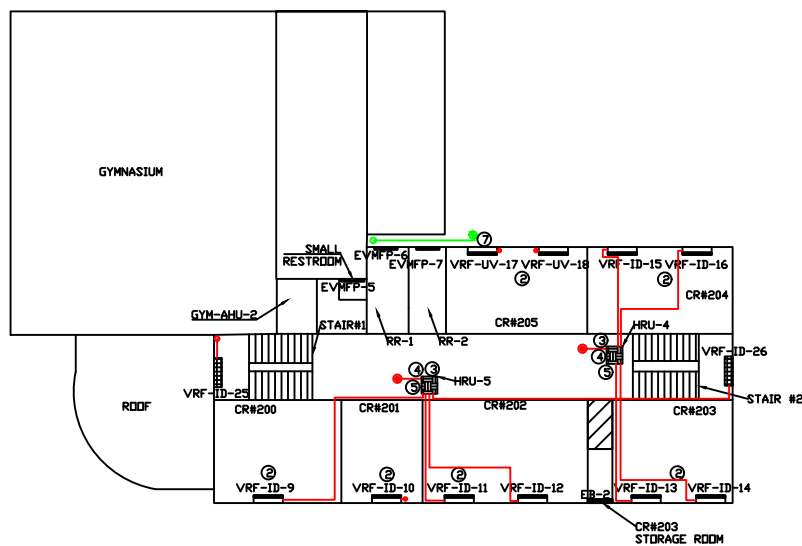
BASEMENT SCHEMATIC FLOOR PLAN
(NOT TO SCALE)



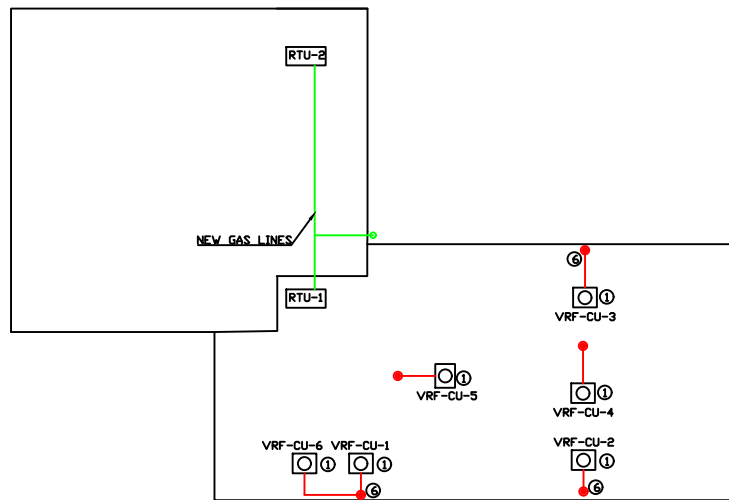
1ST FLOOR SCHEMATIC FLOOR PLAN
(NOT TO SCALE)



HATCHED AREA NOT IN SCOPE
(ALREADY HEATED/COOLED WITH RTU'S)



2ND FLOOR SCHEMATIC FLOOR PLAN
(NOT TO SCALE)



ROOF PLAN
(NOT TO SCALE)

MECHANICAL NEW CONSTRUCTION

GENERAL NOTES

1. COMPLY WITH ALL APPLICABLE LOCAL, STATE AND/OR REGULATORY AGENCIES CODES AND REGULATIONS FOR THE WORK IN SCOPE.
2. INSTALL MECHANICAL EQUIPMENT TO FACILITATE SERVICING, MAINTENANCE, AND REPAIR OR REPLACEMENT OF EQUIPMENT COMPONENTS. AS MUCH AS PRACTICAL, CONNECT EQUIPMENT FOR EASE OF DISCONNECTING, WITH A MINIMUM OF INTERFERENCE WITH OTHER INSTALLATIONS.
3. VERIFY ALL CONDITIONS IN FIELD BEFORE START OF CONSTRUCTION. NOTIFY PLUG SMART OF DISCREPANCIES BETWEEN DRAWINGS AND ACTUAL FIELD CONDITIONS.
4. COORDINATE WORK WITH OTHER TRADES AND WITH THE CONSTRUCTION MANAGER.
5. COORDINATE ANY REQUIRED SHUTDOWN OF SERVICES OR EQUIPMENT WITH OWNER'S REPRESENTATIVE OR CONSTRUCTION MANAGER. MINIMIZE INTERRUPTION OF EXISTING SERVICES.
6. PROVIDE ALL MISCELLANEOUS STEEL AND ITEMS REQUIRED FOR THE PROPER INSTALLATION OF ALL PIPE, SHEET METAL AND EQUIPMENT.
7. FIRESTOP SHALL BE PROVIDED IN HOLES AND PENETRATIONS IN RATED ASSEMBLIES.
8. THE INSTALLATION OF ALL PIPING SHALL BE CLOSELY COORDINATED WITH SHEET METAL, ELECTRICAL, AND STRUCTURAL CONDITIONS. NOT ALL REQUIRED OFFSETS AND FITTINGS ARE INDICATED ON DRAWINGS.
9. UNLESS OTHERWISE NOTED, ALL PIPING IS OVERHEAD AND AS HIGH AS POSSIBLE TO THE UNDERSIDE OF THE STRUCTURE OR SLAB, WITH SPACE FOR INSULATION WHERE REQUIRED.
10. INSTALL PIPING SO ALL VALVES, STRAINERS, UNIONS, TRAPS, FLANGES AND OTHER APPURTENANCES REQUIRING ACCESS ARE ACCESSIBLE.
11. FOLLOW ALL OSHA SAFETY GUIDELINES AS WELL AS PLUG SMART REQUIREMENTS.
12. MAINTAIN BUILDING CLEANLINESS.
13. MAINTAIN BUILDING SECURITY REQUIREMENTS. KEEP DOORS LOCKED AND SECURE ANY WINDOWS OPENED DURING CONSTRUCTION ACTIVITIES.

PLAN NOTES

1. VRF CONDENSING UNIT TO BE MOUNTED ON EQUIPMENT RAILS.
2. VRF-FLOOR STANDING TO BE MOUNTED IN PLACE OF EXISTING UNIT VENTILATOR/ STATIC UNIT- UNDER A WINDOW. THE EXISTING OUTSIDE AIR LOUVER TO BE COVERED WITH INSULATED PANEL FROM INSIDE.
3. VRF REFRIGERANT SHOWN ARE FOR SCHEMATIC- RUN ALL THE REFRIGERANT LINES AS HIGH AS POSSIBLE IN THE ROOM.
4. REFRIGERANT LINES EXPOSED IN THE CLASSROOM TO BE COVERED WITH LINE HIDE.
5. REFRIGERANT LINE SIZES, INSULATION AND FINAL SYSTEM ARCHITECTURE TO BE FINALIZED PER SELECTED MANUFACTURER'S RECOMMENDATIONS.
6. VRF REFRIGERANT LINES DROP TO 1ST FLOOR AND CONNECT TO ASSOCIATED 'HRU' PER MANUFACTURER RECOMMENDATION.
7. CONNECT THE NEW GAS LINES TO EXISTING GAS LINES RUNNING ALONG THE BUILDING.

plug smart
intelligent energy solutions

350 E. 1st AVE. SUITE 210 COLUMBUS, OHIO 43201

PROJECT # 20.1599D

**MARLINGTON LOCAL SCHOOLS
MARLBORO HVAC
RFQ DOCUMENT**

DRAWN BY JL	DATE 05/29/2020	SCALE NTS	SEQUENCE 2/6	DWG# 1	SHEET # FRQ-2
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Gym RTU Schedule																		
Equipment Tag	Air Flow						Heating		Cooling			Electric					Notes	Basis of Design
	SA CFM (Max)	RA CFM (Max)	OA CFM (Min)	OA CFM (Max)	Max OA%	Min OA%	Heating (MBH)	Heat Type	Sensible Cooling (MBH)	Latent Cooling (MBH)	Total Cooling Load (MBH)	Voltage	Phase	HZ	MCA	MOCP		
RTU-1	4333	4333	812	1281	30%	19%	243.84	N Gas	115.53	27.38	142.91	208	3	60	75	90	Include BACnet Card and standard Curb	LG Model: RGEDZ150ACB
RTU-2	4333	4333	812	1281	30%	19%	243.84	N Gas	115.53	27.38	142.91	208	3	60	75	90		

VRF Condensing Unit						
Equipment Tag	Connected Load (Tons)	Selected Nominal Size (Tons)	Electric			Basis of Design
			Power	MCA	MOCP	
VRF-CU-1	66	5.00	1P, 208V, 60Hz	25.4	40	LG ARUB060GSS4
VRF-CU-2	68	5.00	1P, 208V, 60Hz	25.4	40	
VRF-CU-3	60	5.00	1P, 208V, 60Hz	25.4	40	
VRF-CU-4	66	5.00	1P, 208V, 60Hz	25.4	40	
VRF-CU-5	61	5.00	1P, 208V, 60Hz	25.4	40	
VRF-CU-6	57	5.00	1P, 208V, 60Hz	25.4	40	


VRF Branch Selector/ Heat Recovery Unit Schedule								
Tag	# Indoor units connected	Associated VRF CU	Basis of Design	Electric				
				Voltage	Phase	HZ	MCA	MOCP
HRU-1	4	VRF-CU-1	LG PRHR063A	208	1	60	0.09	0.11
HRU-2	5	VRF-CU-2					0.09	0.11
HRU-3	4	VRF-CU-3					0.09	0.11
HRU-4	4	VRF-CU-4					0.09	0.11
HRU-5	4	VRF-CU-5					0.09	0.11
HRU-6	5	VRF-CU-6					0.09	0.11

VRF- Indoor Units										
Equipment Tag	Room	VRF Indoor Unit Type	Total Heating MBH	Total Cooling (MBH)	Nominal Indoor Unit Size (MBH)	VRF ODU Unit	Electric			Basis of Design
							Power	MCA	MOCP	
VRF-ID-1	101	VRF- Floor Standing Type	28.80	21.60	18.0	VRF-CU-1	1P, 208V, 60Hz	0.97	1.21	LG ARNU--- (Please refer the submittals)
VRF-ID-2		VRF- Floor Standing Type			12.0		1P, 208V, 60Hz	0.76	0.95	
VRF-ID-3	102	VRF- Floor Standing Type	36.48	27.36	24.0	VRF-CU-1	1P, 208V, 60Hz	0.97	1.21	
VRF-ID-4		VRF- Floor Standing Type			12.0		1P, 208V, 60Hz	0.76	0.95	
VRF-ID-5	103	VRF- Floor Standing Type	36.48	27.36	24.0	VRF-CU-2	1P, 208V, 60Hz	0.97	1.21	
VRF-ID-6		VRF- Floor Standing Type			12.0		1P, 208V, 60Hz	0.76	0.95	
VRF-ID-7	105	VRF- Floor Standing Type	27.60	20.70	18.0	VRF-CU-3	1P, 208V, 60Hz	0.97	1.21	
VRF-ID-8		VRF- Floor Standing Type			12.0		1P, 208V, 60Hz	0.76	0.95	
VRF-ID-9	200	VRF- Floor Standing Type	20.16	15.12	24.0	VRF-CU-5	1P, 208V, 60Hz	0.97	1.21	
VRF-ID-10	201	VRF- Floor Standing Type	16.56	12.42	18.0	VRF-CU-6	1P, 208V, 60Hz	0.97	1.21	
VRF-ID-11	202	VRF- Floor Standing Type	29.44	22.08	18.0	VRF-CU-5	1P, 208V, 60Hz	0.97	1.21	
VRF-ID-12		VRF- Floor Standing Type			12.0		1P, 208V, 60Hz	0.76	0.95	
VRF-ID-13	203	VRF- Floor Standing Type	33.12	24.84	24.0	VRF-CU-4	1P, 208V, 60Hz	0.97	1.21	
VRF-ID-14		VRF- Floor Standing Type			12.0		1P, 208V, 60Hz	0.76	0.95	
VRF-ID-15	204	VRF- Floor Standing Type	27.60	20.70	18.0	VRF-CU-4	1P, 208V, 60Hz	0.97	1.21	
VRF-ID-16		VRF- Floor Standing Type			12.0		1P, 208V, 60Hz	0.76	0.95	
VRF-ID-17	205	VRF- Floor Standing Type	27.60	20.70	18.0	VRF-CU-3	1P, 208V, 60Hz	0.97	1.21	
VRF-ID-18		VRF- Floor Standing Type			12.0		1P, 208V, 60Hz	0.76	0.95	
VRF-ID-19	Office-1	VRV Wall Mounted Type	2.43	2.43	5.0	VRF-CU-6	1P, 208V, 60Hz	0.25	0.31	
VRF-ID-20	Office-2	VRV Wall Mounted Type	8.00	6.00	9.0	VRF-CU-6	1P, 208V, 60Hz	0.25	0.31	
VRF-ID-21	Office-3	VRF- Floor Standing Type	12.48	9.36	15.0	VRF-CU-2	1P, 208V, 60Hz	0.76	0.95	
VRF-ID-22	Office-4	VRV Wall Mounted Type	8.96	6.72	12.0	VRF-CU-2	1P, 208V, 60Hz	0.25	0.31	
VRF-ID-23	Office Storage Room	VRV Wall Mounted Type	4.59	4.59	5.0	VRF-CU-2	1P, 208V, 60Hz	0.25	0.31	
VRF-ID-24	Front Entrance	VRV Wall Mounted Type	17.4	13.05	18.0	VRF-CU-6	1P, 208V, 60Hz	0.97	1.21	
VRF-ID-25	Stair-1	VRF- Floor Standing Type	3.3	3.3	7.0	VRF-CU-6	1P, 208V, 60Hz	0.76	0.95	
VRF-ID-26	Stair-2	VRF- Floor Standing Type	3.3	3.3	7.0	VRF-CU-5	1P, 208V, 60Hz	0.76	0.95	

Electric Baseboard Heater							
Equipment Tag	Room	Electric Heat Equipment Type	Total Heating (MBH)	Electric Heater (kW)	Electric		Basis of Design
					Power	MCA	
EB-1	Connecting Room	Electric Baseboard Heater	5.20	1.52	1P, 115v, 60hz	12.5	Maunf: Reznor Model: EBHB (Or Equal)
EB-2	CR#203 Storage Room	Electric Baseboard Heater	0.72	0.21	1P, 115v, 60hz	2.5	

Electric Ceiling Mount Fan Powered Heater							
Equipment Tag	Room	Electric Heat Equipment Type	Total Heating (MBH)	Electric Heater (kW)	Electric		Basis of Design
					Power	MCA	
ECMFP-2 & 3	LR-1	Electric Ceiling Mount Fan Powered Heater	5.85	1.71	1P, 115v, 60hz	14.59	Manuf: MODINE Model: HER (Or Equal)
ECMFP-4 & 5	LR-2	Electric Ceiling Mount Fan Powered Heater	5.85	1.71	1P, 115v, 60hz	14.59	
ECMFP-6 & 7	Basement	Electric Ceiling Mount Fan Powered Heater	10.04	2.94	1P, 115v, 60hz	25.00	

Electric Wall Mounted Fan powered Heater							
Equipment Tag	Room	Electric Heat Equipment Type	Total Heating (MBH)	Electric Heater (kW)	Electric		Basis of Design
					Power	MCA	
EWMFP-1	Boys RR (1st Floor)	Electric Wall Mounted Fan powered Heater	4.05	1.19	1P, 115v, 60hz	10.00	Manuf: Reznor Model: ECM (Or Equal)
EWMFP-2	Girls RR (1st Floor)	Electric Wall Mounted Fan powered Heater	4.32	1.27	1P, 115v, 60hz	10.00	
EWMFP-3 & 4	Stage	Electric Wall Mounted Fan powered Heater	11.76	3.45	1P, 208v, 60hz	19.20	
EWMFP-5	Small Restroom	Electric Wall Mounted Fan powered Heater	1.20	0.35	1P, 115v, 60hz	3.34	
EWMFP-6	RR-1 (2nd Floor)	Electric Wall Mounted Fan powered Heater	4.59	1.35	1P, 115v, 60hz	11.67	
EWMFP-7	RR-2 (2nd Floor)	Electric Wall Mounted Fan powered Heater	4.59	1.35	1P, 115v, 60hz	11.37	

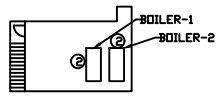


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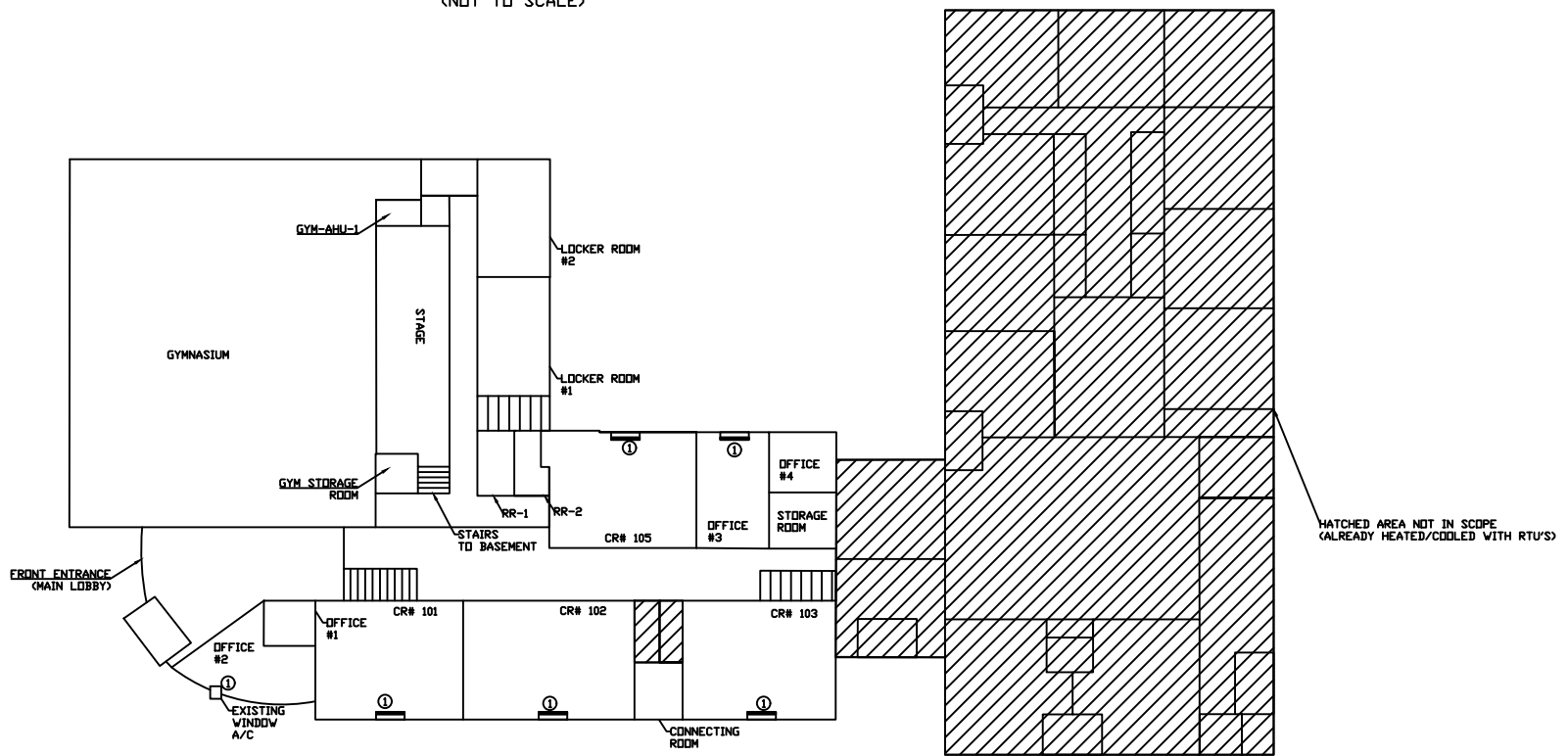
PROJECT # 20.1599D

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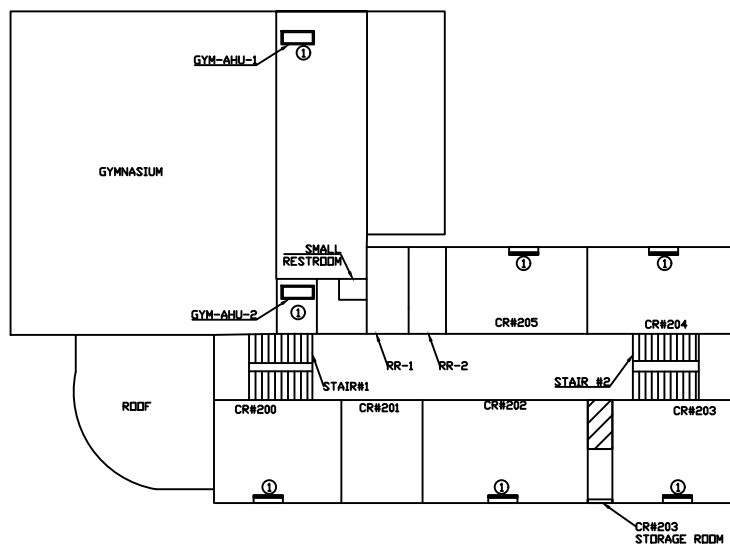
DRAWN BY	DATE	SCALE	SEQUENCE	DWG#	SHEET #
JL	05/29/2020	NTS	3/6	2	FRQ-2



BASEMENT SCHEMATIC FLOOR PLAN
(NOT TO SCALE)

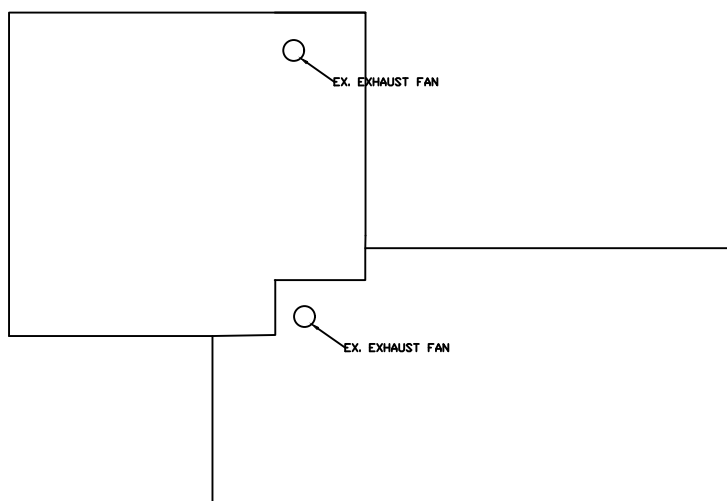


1ST FLOOR SCHEMATIC FLOOR PLAN
(NOT TO SCALE)




2ND FLOOR SCHEMATIC FLOOR PLAN
(NOT TO SCALE)

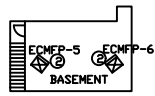
PLAN NOTES:
 1. EQUIPMENT DEMO BY MECHANICAL CONTRACTOR. ELECTRICAL CONTRACTOR TO PERFORM 'MARK SAFE' DEMO/DISCONNECT BACK TO NEAREST JUNCTION BOX.
 2. NO MECHANICAL DEMO. ELECTRICAL CONTRACTOR TO PERFORM 'MARK SAFE' DEMO/DISCONNECT BACK TO NEAREST JUNCTION BOX.



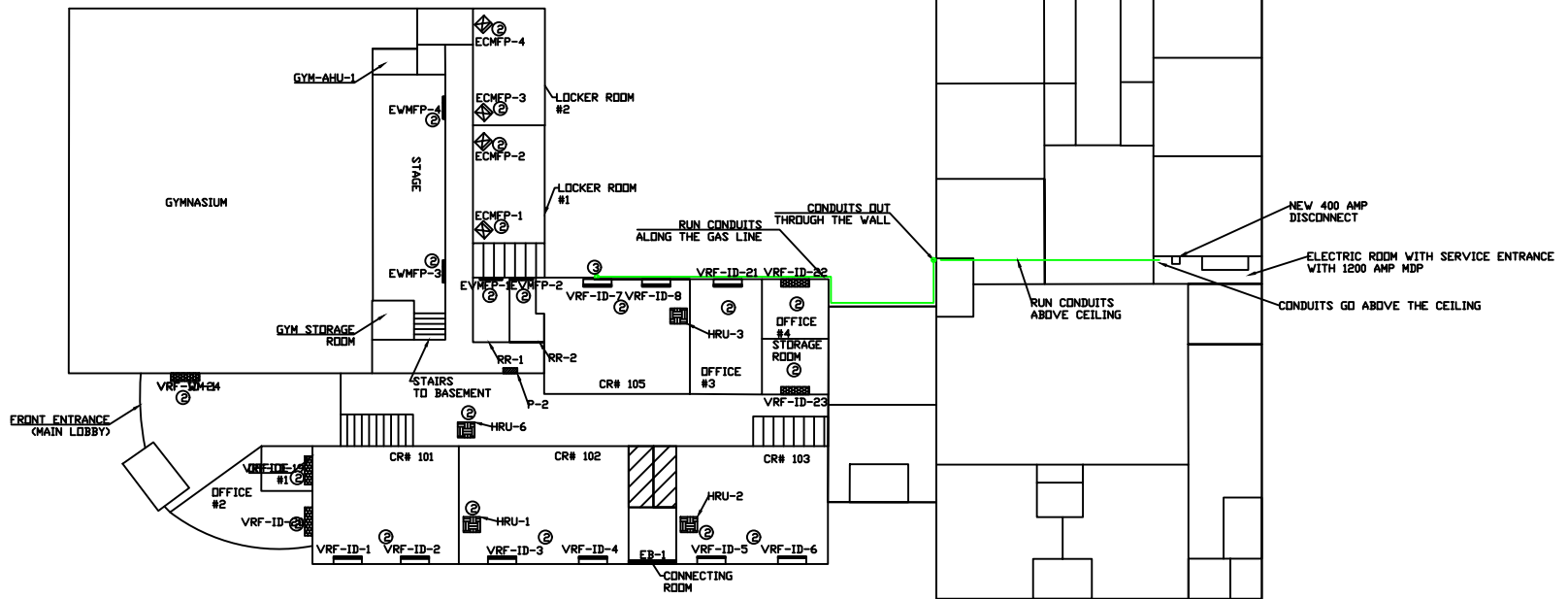
ROOF PLAN
(NOT TO SCALE)

ELECTRICAL DEMO

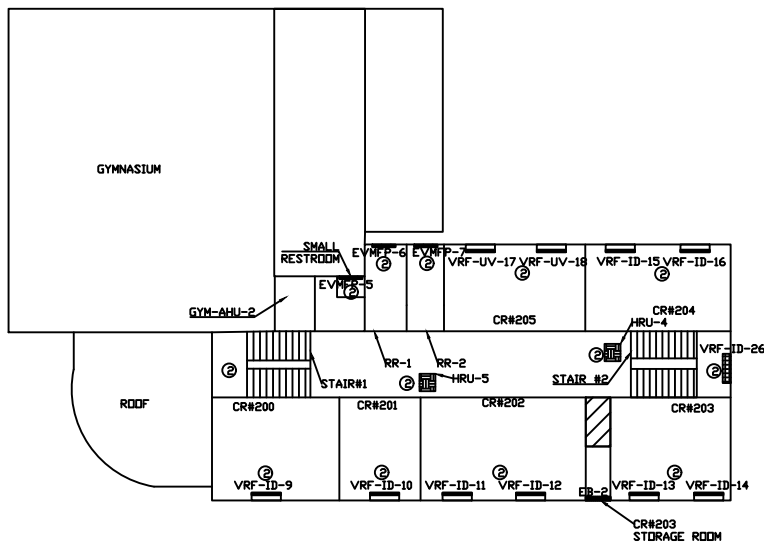
					
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PROJECT # 20.1599D					
MARLINGTON LOCAL SCHOOLS MARLBORO HVAC RFQ DOCUMENT					
DRAWN BY	DATE	SCALE	SEQUENCE	DWG#	SHEET #
JL	05/29/2020	NTS	4 / 6	1	RFQ-2



BASEMENT SCHEMATIC FLOOR PLAN
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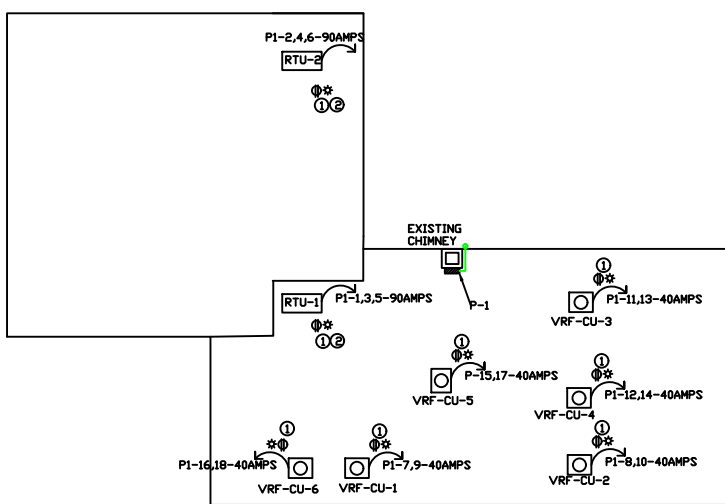


1ST FLOOR SCHEMATIC FLOOR PLAN
(NOT TO SCALE)



2ND FLOOR SCHEMATIC FLOOR PLAN
(NOT TO SCALE)

- PLAN NOTES:
1. INSTALL (1) 120V RECEPTACLE AND (1) A19 9W LED WEATHER PROOF LIGHT NEAR THE EQUIPMENT FOR MAINTENANCE.
 2. PLEASE REFER PANEL SCHEDULE FOR CIRCUIT NUMBERS.
 3. RUN CONDUITS UP TO THE ROOF.



ROOF PLAN
(NOT TO SCALE)

ELECTRICAL NEW CONSTRUCTION

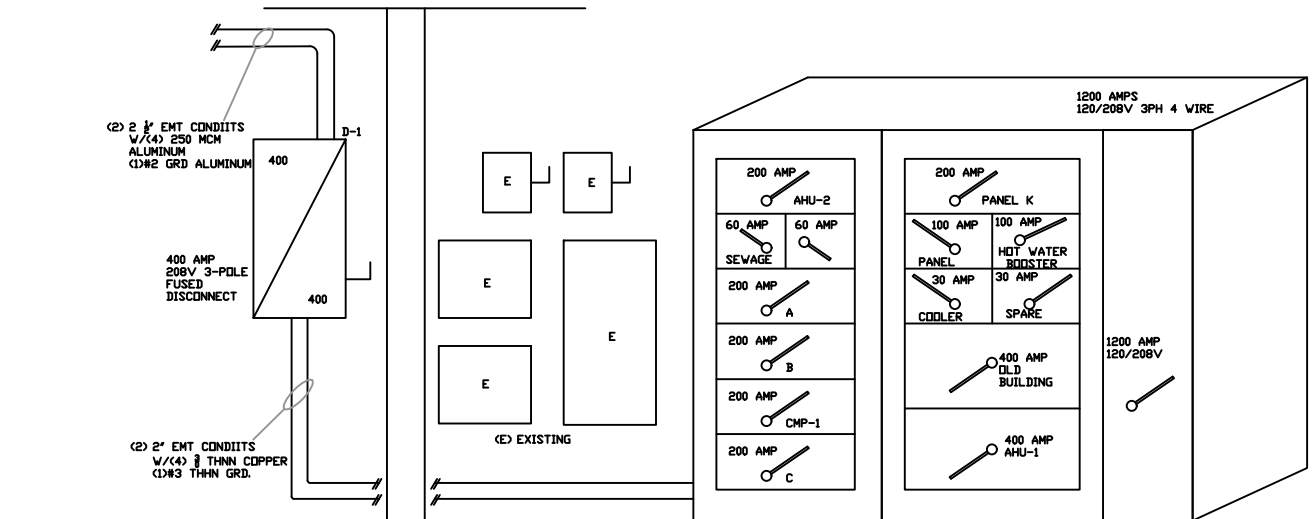


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PROJECT # 20.1599D

MARLINGTON LOCAL SCHOOLS
MARLBORO HVAC
RFQ DOCUMENT

DRAWN BY JL	DATE 05/29/2020	SCALE NTS	SEQUENCE 5/6	DWG# 1	SHEET # FRQ-1
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PANEL: P-1													
PANELBOARD SCHEDULE													
MOUNTING: SURFACE		TYPE: 400 AMPERE		120/208 VOLT		42 SPACE		3 PHASE		4 WIRE		MAIN: MAIN LUGS	
BRANCH BREAKERS													
ITEM	AMP	POLE	#	LEFT PHASE LOAD			RIGHT PHASE LOAD			#	POLE	AMP	ITEM
				A	B	C	A	B	C				
RTU-1	90	3	1	8400			8400			2	3	90	RTU-2
"	"	3	3		8400			8400		4	"	"	"
"	"	3	5			8400			8400	6	"	"	"
VRF-CU-1	40	2	7	2642			2642			8	2	40	VRF-CU-2
"	"	"	9		2642			2642		10	"	"	"
VRF-CU-3	40	2	11			2642			2642	12	2	40	VRF-CU-4
"	"	"	13	2640			2642			14	"	"	"
VRF-CU-5	40	2	15		2642			2642		16	2	40	VRF-CU-6
"	"	"	17			2642			2642	18	"	"	"
			19	0			0			20			
			21		0			0		22			
			23			0			0	24			
			25	0			0			26			
			27		0			0		28			
			29			0			0	30			
			31	0			0			32			
			33		0			8622		34	3	100	PANEL P-2
			35			0			10986	36	"	"	"
Receptacle & Light	20	1	37	1200			13101			38	"	"	"
			39		0			1200		40	1	20	Receptacle & Light
			41			0			1200	42	1	20	Receptacle & Light
				14882	13684	13684	26785	23506	25870				
				41667	37190	39554	TOTALS						
FEEDER SIZE:								TOTAL CONNECTED LOAD IN WATTS				EQUIP. RATING	
(2) Sets 250 MCM Aluminum				118411				329				10000	
FED FROM:								F.L.A.				AMPS RMS SYS	
400 AMP Disconnect D-1													

PANEL: P-2													
PANELBOARD SCHEDULE													
MOUNTING: SURFACE		TYPE: 100 AMPERE		120/208 VOLT		42 SPACE		3 PHASE		4 WIRE		MAIN: MAIN LUGS	
BRANCH BREAKERS													
ITEM	AMP	POLE	#	LEFT PHASE LOAD			RIGHT PHASE LOAD			#	POLE	AMP	ITEM
				A	B	C	A	B	C				
HRU-1, VRF-1,2,3,4	15	2	1	369			320			2	2	15	HRU-2, VRF-5,6,21,22,23
"	"	"	3		369			320		4	"	"	"
HRU-3, VRF-7,8,17,18	15	2	5			369			369	6	2	15	HRU-4, VRF-13,14,15,16
"	"	"	7	369			369			8	"	"	"
HRU-5, VRF-9,11,12	15	2	9		290			495		10	2	15	HRU-6, VRF-10,19,20,24,25,26
"	"	"	11			290			495	12	"	"	"
			13	0			0			14			
			15		0			48		16			
			17			0			0	18			
			19	0			0			20			
			21		0			0		22			
			23			0			0	24			
EB-1	20	1	25	1500			300			26	1	15	EB-2
ECMFP-2	20	1	27		1751			1751		28	1	20	ECMFP-3
ECMFP-4	20	1	29			1751			1751	30	1	20	ECMFP-5
ECMFP-6	30	1	31	2940			2940			32	1	30	ECMFP-7
EWMFP-1	20	1	33		1200			0		34	1	20	SPARE
EWMFP-3	30	2	35			1997			1200	36	1	20	EWMFP-2
"	"	"	37	1997			1997			38	2	30	EWMFP-4
EWMFP-5	20	1	39		401			1997		40	"	"	"
EWMFP-7	20	1	41			1364			1400	42	1	20	EWMFP-6
				7175	4011	5771	5926	4611	5215				
				13101	8622	10986	TOTALS						
FEEDER SIZE:								TOTAL CONNECTED LOAD IN WATTS				EQUIP. RATING	
(4) #3 THHN Copper+Grd				32709				91				10000	
FED FROM:								F.L.A.				AMPS RMS SYS	
Panel P-1													

ELECTRICAL SCHEDULES AND DETAILS



350 E. 1st AVE. SUITE 210 COLUMBUS, OHIO 43201

PROJECT # 20.1599D

MARLINGTON LOCAL SCHOOLS
MARLBORO HVAC
RFQ DOCUMENT

DRAWN BY	DATE	SCALE	SEQUENCE	DWG#	SHEET #
JL	05/29/2020	NTS	6/6	1	FRQ-1



RFQ for Mechanical/Electrical Subs
RFQ Addendum #1

Marlington School District – Marlboro Elementary
05/21/2022

RFQ Addendum #1

Notice to all potential respondents

The Request for Quotation (RFQ) is modified as set forth in this Addendum. The original RFQ Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFQ. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

RFP 1.0

Item	Section	Description of Change
Mechanical and Electrical Subcontractor Bid Due Date	Bid Due Date	Bid submission due date changed from 05/22/2020 to 05/29/2020

End of Addendum



RFQ Addendum #2

Notice to all potential respondents

The Request for Quotation (RFQ) is modified as set forth in this Addendum. The original RFQ Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFQ. Respondent shall take this Addendum into consideration when preparing and submitting its Proposal.

RFP 2.0

Item	Section	Description of Change
Mechanical and Electrical Subcontractor Bid Due Date	Bid Due Date	Bid submission due date changed from 05/29/2020 to 06/03/2020
Mechanical+Electrical RFQ Document (05/08/2020)	Plan Drawings	Updated plan drawings with revised equipment

Additional Information

The mechanical equipment plan has been updated to represent the mechanical equipment selected for the renovation. The updated plan documents will be sent separately from this addendum. All documents to be sent to bidders no later than 05/30/2020,

End of Addendum



License #28999
Serving you since 1983

PROPOSAL

DATE:
6/3/2020

RT HAMPTON Plumbing and Heating, Inc.

1225 Industrial Avenue S.W. Massillon, Ohio 44647
PH: (330) 809.6200 FX (330) 809.6225
kirk@rthampton.com

TO: PlugSmart	JOB NAME / LOCATION: Marlington Elementary
ATTN: Scott	Contact: Scott

Furnish Labor and Material for the above project

- 1) Demo piping from boiler and AHU's for gym
- 2) Install only new AHU's and curbs
- 3) Install Only roof top condensers, pate rails and pipe curbs
- 4) Install only all wall and floor indoor evaporators
- 5) Install duct for two AHU for gym area
- 6) Line hide for exposed refrigerant lines
- 7) Refrigerant piping to complete system
- 8) Control wiring that's ran with refrigerant lines
- 9) Condensate drains
- 10) Gas line from tie In to RTU's On roof
- 12) Hang HUR- I-3
- 13) Insulate gym AHU duct
- 14) Crane & Rigging
- 15) Start-Up

\$97,563.00

This work will be done in a professional manner that meets the needed expectations.

Quote Does Not Include:

- 1) Overtime
- 2) Power wiring
- 3) Conduit
- 4) Asbestos Removal
- 5) Warranty on Equipment

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

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance.

Estimator: KIRK FRY

Note: This proosal may be withdrawn by us if not accepted within 30 days.

PRINTED NAME

SIGNATURE



Marlington School District – Marlboro Elementary

8131 Edison St. NE
Louisville, OH 44641



Mechanical Contractors

Upgrades to Mechanical Systems

REQUEST FOR QUOTE (RFQ)

ISSUE DATE: 05/11/2020

RESPONSE DUE DATE: 05/22/2020

Instructions for Proposal Submission

Proposal Preparation

Proposals should be prepared providing a straight-forward, concise description of Proposer's capabilities to satisfy the requirements of this Request for Proposal. Emphasis should be on completeness and clarity of content. Unnecessarily elaborate brochures or other presentations beyond that sufficient to respond to each section and beyond that sufficient to present a complete and effective bid response are neither necessary nor desired.

Any Proposal that does not include the express requirements of this RFQ and any Plug Smart issued addenda may be considered an incomplete Proposal and may be rejected.

Ownership of all data, materials and documentation originated and prepared for Plug Smart pursuant to the RFQ shall belong exclusively to Plug Smart. Any confidential or proprietary data must be clearly marked as such.

Final acceptance contingent upon approval by Plug Smart and/or Marlington School District.

Contacting Marlington Local Schools directly is not permissible and strictly forbidden.

General Information and Notice to Respondents

RFP Schedule

Proposals must be emailed to Scott Brennan at Scott.brennan@plugsmart.com on or before, May 22nd, 2020.

Mandatory Walk Through

A mandatory site visit will be held on **05/13/2020 at 9:00am** All participating RFP contractors are required to attend. Meet at

8131 Edison St. NE
Louisville, OH 44641

Delivery of Pricing/Response

An electronic copy of all proposal material should be emailed to Scott Brennan (Sr. Project Manager) at <mailto:scott.brennan@plugsmart.com> in accordance with the stated RFP Schedule.

Rights Reserved

Plug Smart, at its sole discretion and upon its determination that such actions would be in its best interest, reserves the right to:

- Accept or reject any or all Proposals, or any part thereof, or to withhold the award and to waive, or decline to waive, irregularities, informalities, and technicalities in any Proposal when determined that it is in its best interest to do so;
- Hold all Proposals for a period of up to (90) days after the RFP due date and to accept a Proposal not withdrawn before the scheduled RFP due date;
- Cancel and/or reissue this RFP at any time;
- Invite some, all, or none of the Proposers for interviews, demonstrations, presentations, and further discussion;
- Negotiate a possible contract and may solicit "best and final offers" from some or all Respondents prior to or during this negotiation process;

- **Choose to not evaluate, may deem non-responsive, and/or may disqualify from further consideration any Proposals that do not follow the RFP directives, are difficult to understand, are difficult to read, or are missing any requested information;**
- Make an Award by items, groups of items, or as a whole, whichever is deemed most advantageous to the Customer. Plug Smart also reserves the right to make multiple awards when it is deemed in the best interest of the Project and/or Customer.

Review of Written Proposals

Responses must be prepared as described. An evaluation team may review and score written proposals based on the evaluation identified below.

- Qualification, capability and experience of proposed personnel/company and evidence of successful performance with similar accounts or operations.
- Financial Stability of Proposer.
- Past experience with similar work.
- Fulfilling the request for information per each section of this RFP.
- Understanding of project requirements, phasing and sequencing.
- Cost Summary and final pricing.

Evaluation Process

Contractors with proposal scores deemed competitive may be interviewed by the project evaluation team. The interview provides the opportunity for the Contractor to address questions and to more fully describe how their approach to this project. Contractor representatives at the interview should include individuals who will be key points of contact and have major responsibility for contract negotiation, supervision of this particular project, management and implementation of this particular project.

Final Selection

Final reference checks will be conducted with the apparent awardee (top-ranked Proposer) prior to making the final selection.

Contact Terms and Conditions

Contractor agrees that the attached Plug Smart standard subcontract will be executed as is by the selected and awarded Contractor, and that all proposers have accounted for the terms and conditions of this subcontract agreement in their pricing. *Please see Exhibit A – Plug Smart standard Subcontract.*

Prevailing Wage

Prevailing wage is not required as part of this project.

Tax Exempt

This project is tax exempt and a Certificate of Tax Exemption will be provided if needed.

Bonding

Any, and all quotations over \$100,000.00 must include a performance and payment bond, as required by Juice/Plug Smart bonding company. Please break out the Bond cost in your bid.

Scope of Work Relating to This Project

Project Details

General Conditions

- All project management and professional personnel assigned to the Project will be subject to the approval of Plug Smart and/or the customer, and changes shall not be made without prior written approval, except in the case of employee termination.
- All project personnel and subcontractor will be subject to requirements of the customer, including background checks and drug testing if required.
- This contractor will coordinate all work with other subcontractors
- It is to be understood that this is a Design Build project and this contractor is responsible to provide all items needed to provide a complete operational system.
- This contractor is to consult with local Utility company and Agencies Having Jurisdiction for proper installation and permitting.
- Any service outages must be coordinated with Plug Smart as to cause minimum impact upon the customer.
- No equipment will be allowed to be worked on "live". Proper "Lock out Tag out" policy must be followed.
- Radios and other music may not be played on work site.
- Breaks and lunch will be at designated areas in the building.
- This is a non-smoking facility. No tobacco products are allowed to be used in this facility.

Schedule & Implementation Requirements

- Awarded contractor will submit a detailed construction/implementation schedule. Include manpower, tasks to be performed, and breakout work separate showing all tasks considered part of scope.
- On-site installation is to start no later than June 15th, 2020 and finish no later than September 4th, 2020.
- Indicate the total number of man hours (including startup and commissioning, excluding Supervision) included in your bid (space provided on attached pricing sheet).
- Indicate the total number supervision hours included in your bid (space provided on attached pricing sheet).
- Work is to occur Monday through Friday during normal working hours every week and/or Saturday and Sunday where necessary to meet the schedule. Additional hours daily over and above standard hours may be worked at the Contractor's discretion should work flow and schedule require.
- Fill out the provided manpower loading chart/4-week look-ahead schedule (Exhibit B) with your anticipated on-site crew (including supervisor). You are to fill in the total number of men per week in the boxes highlighted green.
- All supervision necessary to assure the project is installed, sequenced and managed properly on site during all installation. This includes submission of a current 4-week look-ahead schedule (Exhibit B) each week. All payments are contingent upon full compliance of this project planning requirement.
- Contractor will maintain daily progress reporting (number of workers, work expected to be done, rooms expected to be working in). Daily reports are to be emailed to Scott Brennan of Plug Smart @ scott.brennan@plugsmart.com.

Safety

- Submission of your company's fully detailed and written Site-Specific Work Safety Policy prior to receipt of contract should you be the selected contractor.
- Submission of your company's fully detailed and written Drug and Alcohol Policy prior to receipt of contract. Drug or alcohol use is strictly prohibited. All personnel of your company are to be free of influence from drug and alcohol use while on site.
- Contractor must be part of the Ohio Workers Comp Drug-Free Workplace Program or equivalent program.
- Full compliance with the customer's safety policy terms & conditions is a condition to contract award. Background testing may be required by the customer and is the responsibility of this contractor.
- Contractor will have all appropriate Material Safety Data Sheets for materials, solvents, fuels, oils, greases, glues, etc. available and onsite during the work.
- Awarded responder/bidder must provide a designated supervisor/project representative and provide a cell phone number and 24-hour emergency number upon signing of subcontract.
- Daily tool-box talk and documentation required and is to be emailed to Plug Smart daily.
- Hard hat and safety glasses are a 100% project requirement. Contractor personnel must wear all appropriate PPE and operate in a safe manner while on site.
- Contractor will maintain a clean work environment, and clean/sweep those areas worked in, returning them to the existing condition level of cleanliness. All interior spaces shall be cleaned and returned to existing condition daily.
- Lock-out/tag-out Policy and Procedures to be presented to Plug Smart and reviewed prior to mobilization and prior to disruption of any electrical service. Proper lock-out/tag-out procedures to be followed at all times by all project personnel.

Demolition

- Any potential of asbestos **IS NOT** in this scope of work. If any material is thought to be asbestos Plug Smart is to be notified.
- All demoed material is to be removed from site and properly disposed of in a safe manner.
- Care must be taken to keep the facility system operational throughout the process.
- Any potential shutdowns of the system must be coordinated through Plug Smart.
- Disconnect and abandon in place Boilers located in basement of building.
- Disconnect and cap all gas lines.
- Remove any piping located in basement and cap.
- Remove in the classrooms any exposed hot water piping.
- Remove all existing (35) Cabinet Unit Heaters located in the Older part of the school.
- Remove (2) existing AHU's that are located indoors off of the gym.

Installation:

- This contractor is responsible for all installation and instruction/training coordination with manufacturer for all Plug Smart pre-purchased equipment. Plug Smart is providing the equipment only. All contact required with the manufacturer to assure a complete and proper installation is the responsibility of this contractor. This contractor is expected to research any installation and rigging information on-line or call the vendor supplying this equipment directly (contact list provided during bid walkthrough).

- All pre-purchased equipment and associated accessories are to be received, unloaded, rigged into place and permanently installed by this contractor. This contractor is responsible to purchase and install any additional piping and insulation material (fittings, valves, flanges, connectors, etc.) that will be required to complete this installation properly. This contractor is required to access and complete all manufacturers startup information, coordinate, schedule and participate in equipment startup.
- This contractor to provide and be the point-of-contact and coordinate with the freight company regarding equipment arrival. Contractor has the option to receive the equipment at their facility or on-site (contractor's choice). If delivered to the site, contractor must coordinate through Plug Smart on arrival date and storage location then coordinate DIRECTLY with the freight company.
- Contractor to note and photograph any damage to new equipment and existing spaces BEFORE work begins. Damaged items discovered after work commences will be deemed being caused by the contractor.

Roofing Curbs

- Purchase and provide the equipment rails and refrigeration doghouses for the jobsite.
- Plug Smart will provide the roof curbs for the roof top units to the mechanical contractor.
- Coordinate with the roofing contractor as to timing and where to set the curbs. The Mechanical contractor will set the curbs and will cut the roof. The Mechanical contractor is to cover the curb openings and prevent leaks until the new equipment is installed. The roofing contractor will flash the curbs in place in the new roof that is to be installed.

Gas Lines

- Tie into the existing gas line as it passes on the outside of the building with a new welded "T" fitting.
- Run the new gas line up the side of the building to the (2) new RTU's located on the roof.
- Roof supports of the gas line are to be provided by the mechanical contractor.
- Gas line joints larger than 2" are to be welded.
- Piping is to be schedule 40 black iron.
- Gas line will be painted by this contractor.
- Install all gas pressure reducers required.
- Supply and install gas shutoff valves at each new unit and tie the gas lines into the new RTU's.
- All gas lines will be installed per local, State and National codes.
- Any permits are by this contractor.

Refrigerant Piping

- All refrigerant piping will be installed in perpendicular and parallel to building walls and roof.
- Piping will be properly supported on 6' centers.
- All refrigerant piping will be completely insulated to prevent any condensation on the piping.
- All systems are to have a vacuum pulled and will need to hold for 24 hours.
- Supply and install Line hide where lines are exposed in occupied spaces.

VRF Installation

- Install new CUVs with VRF heating and VRV cooling at this school. Refer to drawing attached. Plug Smart shall furnish all CUVs and outdoor units. This contractor shall provide and install all misc. refrigerant piping and valves as required sized per manufacturer's recommendations.
- All penetrations are to be sealed by this contractor.
- Startup of new units by this contractor to be coordinated with Factory.
- Roof mounted condensing units shall be mounted per equipment manufacturers recommendations.

Condensate piping

- This contractor will supply and install condensation drains and condensate pumps where needed for complete, ready-to-operate systems.
- Piping will be supported on 5' centers.
- All wall penetrations will be sealed with fire caulk.
- Schedule 40 PVC piping can be used.

RTU installation

- This contractor is responsible for the reinforcing of the roof deck under the curb.
- This contractor is to set the new unit on the roof curb.
- This contractor will install new ductwork to connect this unit with the existing ductwork inside.
- All ductwork (New and Old) will be insulated to prevent condensation on the ductwork.
- Startup of new units by this contractor to be coordinated with Factory

General

- This contractor will provide all permits for the completion of this scope of work.
- This contractor is to include supervision, manpower and coordination associated with equipment startup.
- This contractor responsible for coordinating startup with manufacturer, Plug Smart, Marlinton Schools, and any other necessary and participating vendors.
- All work areas should be left clean and orderly. Finished and roof surfaces must be protected to assure they remain damage free. Any roof damage caused by this contractor is the responsibility of this contractor.
- Seal all penetrations through roof (with owner approved roofer) or walls for weather/moisture protection. All new and existing piping penetrations through fire rated MER walls to be properly fire caulked.

System Commissioning Requirements

- Pre-Coordinate and schedule pre-purchased equipment startup with manufacturer. Minimum (2) week notice required to assure manufacturer readiness. Signed Pre-Start checklist is required to verify system readiness (submit to Plug Smart AND pre-purchased equipment manufacturer).
- Test and balance equipment to assure proper operation and air flows.
- Schedule and provide Owner training within (5) days of startup (applies to all equipment).
- All equipment startup to be documented on the contractor's or manufacturers' standard startup sheets. Information such as make, model, serial #, name-plate data, amperage draw, etc. to be included and properly documented. If this contractor does not have company standard startup

sheets, this contractor is to create or obtain them for use. This contractor is responsible for providing and submitting them with and as part of the signed and executed subcontract.

- Start-up support by designated Project Supervisor and field support to be provided by this contractor.



Mechanical Sub Installation Quote/Bid Sheet – Page 1

(Please complete & submit this sheet along with any clarifications)

Project:{Project Name}

Bid/Quote: Mechanical Sub Installation Request for Quote (RFQ)

Date: _____ **due by June 3rd, 2020- 3:00 PM**

Sub: _____ **Contact:** _____

Cell #: _____ **E-mail:** _____

Project → As Defined above

1 Lump Sum Price/Bid: \$ _____

Summary of Manpower

1B1.1 Total # of Man hours _____

1B1.1 Sub-total # of Man Hours AHU scope: _____

1B1.2 Sub-total # of Man hours Boiler scope: _____

1B1.3 Total # of Supervision Hours all scopes: _____

1B1.4 Max crew size anticipated at project height: _____

1B1.5 Avg anticipated crew size: _____

Mechanical Sub Installation Quote/Bid Sheet – Page 2

(Please complete & submit this sheet along with any clarifications)

Project:{Project Name}

Bid/Quote: Mechanical Sub Installation Request for Quote (RFQ)

Date: _____ **due by June 3rd, 2020- 3:00 PM**

Sub: _____ **Contact:** _____

Cell #: _____ **E-mail:** _____

Change Administration

1C1.1 Base Hourly Rate* for crew: \$ _____ /hr. _____

1C1.2 Base Hourly Rate* for Supervision: \$ _____ /hr. _____

1C1.3 Allowable Company burden/fringes: 30%

1C1.4 Allowable consumables on material: 2% of total material cost

1C1.5 Max allowable warranty on material: 1.5% of material total

1C1.6 Allowable Profit/Overhead Rate: 10% Profit/ 10% Overhead

Note: * = Base rate must NOT include any items listed in 1.C1.3 through 1C3.1

Mechanical Sub Installation Quote/Bid Sheet Submission

This Mechanical Sub Installation Quote/Bid Sheet must be submitted to qualify for acceptance. Please include any other vendor generated quote/detail sheet that may support your proposed equipment evaluation.

Resolution # _____
To Administer Paper Versions of State Assessments to Third-Grade Students During the 2020-2021 School Year

The **MARLINGTON LOCAL SCHOOL DISTRICT BOARD OF EDUCATION** ("Board"), met in regular session, on the 25th day of June, 2020, with the following members present:

Carolyn Gabric
Josh Hagan
Karen Humphries
Scott Mason
Danielle Stevens

Board member _____ moved for adoption of the following resolution:

RESOLUTION

WHEREAS, Senate Bill 216, 132nd General Assembly, effective Nov. 2, 2018, allows districts the option of paper or online test administration only for the third-grade state assessments, beginning in the 2020-2021 school year. Specifically, Ohio Revised Code Section 3301.0711(G)(4), as amended by SB 216; and

WHEREAS, beginning with the 2020-2021 school year, a school district, other public school, or chartered nonpublic school may administer the third-grade English language arts or mathematics assessment, or both, in a paper format in any school year for which the district board of education or school governing body adopts a resolution indicating that the district or school chooses to administer the assessment in a paper format; and

WHEREAS, the board or governing body shall submit a copy of the resolution to the department of education not later than the first day of May prior to the school year for which it will apply; and

WHEREAS, if the resolution is submitted, the district or school shall administer the assessment in a paper format to all students in the third grade, except that any student whose individualized education program or plan developed under section 504 of the "Rehabilitation Act of 1973," 87 Stat. 355, 29 U.S.C. 794, as amended, specifies that taking the assessment in an online format is an appropriate accommodation for the student may take the assessment in an online format.

NOW THEREFORE BE IT RESOLVED, the Marlinton Local School Board of Education ["Board"] desires for third-grade students in the Marlinton Local School District ["District"] to be administered paper-and-pencil versions of the Ohio State Tests in English Language Arts and Mathematics; and

BE IT FURTHER RESOLVED, the District shall administer the assessment in a paper format to all students in the third grade, except that any student whose individualized education program or plan developed under section 504 of the "Rehabilitation Act of 1973," 87 Stat. 355, 29 U.S.C. 794, as amended, specifies that taking the assessment in an online format is an appropriate accommodation for the student may take the assessment in an online format; and

BE IT FURTHER RESOLVED, the Board hereby directs its Superintendent, or his designee, to submit a copy of this resolution to the Department of Education no later than May 1, 2020, which date has been extended due to COVID to July 1, 2020.

Board member _____ seconded the motion.

Upon roll call on passage of the resolution, the vote was as follows:

Carolyn Gabric	_____
Josh Hagan	_____
Karen Humphries	_____
Scott Mason	_____
Danielle Stevens	_____

ADOPTED: June 25, 2020

Carolyn Gabric, Board President

ATTEST:

Kathryn E. Brugger, Board Treasurer

"EXHIBIT XX"

-- Options Summary --

Summary or Detail Report? (S,D) S
Output file: FINSUMM.TXT
Type: CSV
Print options page? (Y,N) Y
Generate FINDET report for comparison? (Y,N) Y
Sort options: FD
Subtotal options: FD
Include future encumbrance amounts? (Y,N) N
Include accounts with zero amounts? (Y,N) N
Include accounts which are no longer active? (Y,N,I) Y

BAT_FINSUM executed by MANOS on node SPARC5:: at 1-JUN-2020 16:16:08.34

Begin Balance	MTD Receipts	FYTD Receipts	MTD Expenditures	FYTD Expenditures	Current Fund Balance	Current Encumbrances	Unencumbered Fund Balance
TOTAL FOR Fund 001 - GENERAL:							
7,110,529.75	2,999,333.73	22,868,232.78	2,660,811.29	22,058,672.64	7,920,089.89	1,027,846.81	6,892,243.08
TOTAL FOR Fund 003 - PERMANENT IMPROVEMENT:							
1,910,792.19	104,438.69	826,781.55	34,808.68	2,498,342.02	239,231.72	2,400.00	236,831.72
TOTAL FOR Fund 004 - BUILDING:							
3,692.00	0.00	0.00	0.00	0.00	3,692.00	0.00	3,692.00
TOTAL FOR Fund 006 - FOOD SERVICE:							
66,752.19	93,418.88	717,893.58	73,673.81	861,843.85	77,198.08-	99,309.76	176,507.84-
TOTAL FOR Fund 007 - SPECIAL TRUST:							
664,663.23	1,100.00	15,777.62	0.00	4,283.75	676,157.10	10,216.25	665,940.85
TOTAL FOR Fund 012 - ADULT EDUCATION:							
3,335.03	0.00	0.00	0.00	0.00	3,335.03	0.00	3,335.03
TOTAL FOR Fund 018 - PUBLIC SCHOOL SUPPORT:							
61,094.75	13,068.65-	91,769.07	4,795.00-	96,068.20	56,795.62	12,225.59	44,570.03
TOTAL FOR Fund 019 - OTHER GRANT:							
11,560.67	0.00	10,100.00	0.00	9,985.70	11,674.97	4,382.17	7,292.80
TOTAL FOR Fund 022 - DISTRICT AGENCY:							
9,310.89	0.00	11,957.41	0.00	11,239.76	10,028.54	3,229.01	6,799.53
TOTAL FOR Fund 031 - UNDERGROUND STORAGE TANK FUND							
10,000.00	0.00	0.00	0.00	0.00	10,000.00	0.00	10,000.00
TOTAL FOR Fund 035 - TERMINATION BENEFITS - HB426:							
142,291.85	0.00	0.00	0.00	37,463.11	104,828.74	0.00	104,828.74
TOTAL FOR Fund 070 - CAPITAL PROJECTS:							
0.00	730,196.95	730,196.95	25,276.59	25,276.59	704,920.36	32,000.00	672,920.36
TOTAL FOR Fund 200 - STUDENT MANAGED ACTIVITY:							
57,941.65	1,510.00	49,250.22	202.75	37,101.82	70,090.05	10,010.72	60,079.33
TOTAL FOR Fund 300 - DISTRICT MANAGED ACTIVITY:							
167,956.35	9,521.50	257,251.46	6,858.17	276,627.31	148,580.50	33,022.78	115,557.72
TOTAL FOR Fund 430 - MOTORCYCLE SAFETY & EDUC. FUN							
0.00	0.00	11,225.30	0.00	7,500.80	3,724.50	42,499.20	38,774.70-
TOTAL FOR Fund 451 - DATA COMMUNICATION FUND:							
0.00	0.00	7,200.00	0.00	7,200.00	0.00	0.00	0.00

-- Options Summary --

Output file: CHEKPY.TXT
Print options page? (Y,N) Y
Sort options: C
Check types to select. (D,I,M,P,R,T,W): W,R
Print vendor from PO or check. (P,C): C
Date Selection From: 05/01/2020
To: 05/31/2020
Summary or Detail report? (S,D) S
Single or Double space summary report? (S,D) S
Include or Exclude the following vendors?(I,E) E
Vendors: 999999
: 1656

BAT_CHEKPY executed by MANOS on node SPARC5:: at 1-JUN-2020 16:14:17.34

Date: 06/01/2020
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134505	B	05/08/2020	MIKE WILKINSON	157473	RECONCILED:05/29/2020		75.00
134506	W	05/08/2020	AIS COMMERCIAL PARTS AND SERVICE INC	156463	RECONCILED:05/29/2020		1,541.72
134507	W	05/08/2020	ALFRED NICKLES BAKERY	002117	RECONCILED:05/29/2020		717.37
134508	W	05/08/2020	ALLIANCE DRAIN AND SEWER	007975	RECONCILED:05/29/2020		220.00
134509	W	05/08/2020	ALLIANCE WATER CONDITIONING PLUMBING INC	002478	RECONCILED:05/29/2020		127.65
134510	W	05/08/2020	ALLOWAY	008309	RECONCILED:05/29/2020		324.00
134511	W	05/08/2020	ASSETGENIE INC	156859	RECONCILED:05/29/2020		647.00
134512	W	05/08/2020	BLASIMAN FIRE EQUIPMENT INC	001750	RECONCILED:05/29/2020		316.20
134513	W	05/08/2020	BRICKER & ECKLER LLP	139459	RECONCILED:05/29/2020		2,016.50
134514	W	05/08/2020	CAPITOL ALUMINUM AND GLASS CORPORATION	156574	RECONCILED:05/29/2020		29,200.00
134515	W	05/08/2020	CENTURYLINK COMMUNICATIONS LLC BUSINESS SERVICES	156419	RECONCILED:05/29/2020		4.21
134516	W	05/08/2020	COPE FARM EQUIPMENT	005729	RECONCILED:05/29/2020		29.68
134517	W	05/08/2020	CUTTER POWER SALES LLC	003572	RECONCILED:05/29/2020		89.85
134518	W	05/08/2020	GORDON FOOD SERVICE PAYMENT PROCESSING CENTER	101791	RECONCILED:05/29/2020		3,885.94
134519	W	05/08/2020	GRAPHIC ENTERPRISES INC OFFICE SOLUTIONS INC	000553	RECONCILED:05/29/2020		909.04
134520	W	05/08/2020	HERBERT L FLAKE COMPANY LLC	156959	RECONCILED:05/29/2020		179.91
134521	W	05/08/2020	JOSHUA ESHELMAN	157472	RECONCILED:05/29/2020		786.54
134522	W	05/08/2020	LEXINGTON ELEMENTARY SCHOOL CAFETERIA	008430	RECONCILED:05/29/2020		231.00
134523	W	05/08/2020	LIBERTY MUTUAL INSURANCE	156143	RECONCILED:05/29/2020		1,159.00
134524	W	05/08/2020	LIQUID	157036	RECONCILED:05/29/2020		966.00
134525	W	05/08/2020	MCGARVEY HEATING INC	100820	RECONCILED:05/29/2020		6,062.29
134526	W	05/08/2020	MICROREPLAY INC	156800	RECONCILED:05/29/2020		149.00
134527	W	05/08/2020	MOBYMAX LLC MOBYMAX, LLC.	103283	RECONCILED:05/29/2020		2,495.00
134528	W	05/08/2020	PETROLEUM TRADERS CORPORATION	102803	RECONCILED:05/29/2020		9,525.54
134529	W	05/08/2020	PLUG SMART JUICE TECHNOLOGIES LLC	156298	RECONCILED:05/29/2020		8,487.20
134530	W	05/08/2020	RANKIN LAWN CARE INC	103056	RECONCILED:05/29/2020		803.00
134531	W	05/08/2020	ROBERTSON HEATING SUPPLY CO	001706	RECONCILED:05/29/2020		111.46
134532	W	05/08/2020	SMITHFOODS INC	101790	RECONCILED:05/29/2020		3,851.28
134533	W	05/08/2020	STARK COUNTY BOARD OF DD ATTN: JULIE MORELLI	001270	RECONCILED:05/29/2020		48,254.42
134534	W	05/08/2020	STARK COUNTY EDUCATIONAL SERVICE CENTER	001272	RECONCILED:05/29/2020		6,291.00
134535	W	05/08/2020	STARK COUNTY SHERIFF POLICING ROTARY FUND	121094	RECONCILED:05/29/2020		14,205.55
134536	W	05/08/2020	STROUBLE WATER HAULING INC	101700	RECONCILED:05/29/2020		345.63
134537	W	05/08/2020	SYSCO FOOD SERVICES CLEVELAND	005030	RECONCILED:05/29/2020		4,276.53
134538	W	05/08/2020	TYLER KWASNICKA	156191	RECONCILED:05/29/2020		600.00
134539	W	05/08/2020	TYLER TECHNOLOGIES INC	000494	RECONCILED:05/29/2020		9,216.00
134540	W	05/08/2020	U S POSTAL SERVICE	001623	RECONCILED:05/29/2020		240.00
134541	W	05/08/2020	VERNIER SOFTWARE AND TECHNOLOGY LLC	121329	RECONCILED:05/29/2020		37.00

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134542	B	05/12/2020	CHRISTINA DI DONATO	103167	RECONCILED:05/29/2020		200.00
134543	B	05/12/2020	SONIA LEASURE	157474	RECONCILED:05/29/2020		300.00
134544	B	05/12/2020	MEGAN FREDERICK	157475	RECONCILED:05/29/2020		50.00
134545	B	05/12/2020	KIMBERELY KERR	157476			50.00
134546	B	05/12/2020	DIANE MYERS	157477	RECONCILED:05/29/2020		200.00
134547	B	05/12/2020	APRIL NUTTER	157478	RECONCILED:05/29/2020		50.00
134548	B	05/12/2020	VANESSA PAINTER	102505			150.00
134549	B	05/12/2020	MARY TOLBERT	157479	RECONCILED:05/29/2020		50.00
134550	B	05/12/2020	CEVIN WEST-COLE	157480	RECONCILED:05/29/2020		300.00
134551	B	05/12/2020	ERICA WHEELER	157481	RECONCILED:05/29/2020		50.00
134553	W	05/15/2020	CITY OF ALLIANCE WATER UTILITY	157227	RECONCILED:05/29/2020		3,002.98
134554	W	05/15/2020	LOWES	100457	RECONCILED:05/29/2020		1,027.07
134555	W	05/15/2020	NEWSELA INC	156457			2,350.00
134556	W	05/15/2020	OHIO DEPARTMENT OF JOB AND FAMILY SERVICES	001057	RECONCILED:05/29/2020		1,410.83
134557	W	05/15/2020	OHIO EDISON COMPANY	001599	RECONCILED:05/29/2020		14,368.74
134558	W	05/15/2020	THE ALLIANCE REVIEW	001853	RECONCILED:05/29/2020		291.51
134559	W	05/15/2020	VERIZON WIRELESS	139453	RECONCILED:05/29/2020		241.01
134560	B	05/15/2020	ASHLEY TANNER	157498	RECONCILED:05/29/2020		385.00
134561	W	05/18/2020	ALLIANCE DRAIN AND SEWER	007975	RECONCILED:05/29/2020		150.00
134562	W	05/18/2020	ALLIANCE MOTORS INC	000014	RECONCILED:05/29/2020		11.26
134563	W	05/18/2020	ANDREW PUCCI	157496			300.00
134564	W	05/18/2020	AQUABLUE INC	000115	RECONCILED:05/29/2020		800.00
134565	W	05/18/2020	AUBYN BOYCE	157495	RECONCILED:05/29/2020		300.00
134566	W	05/18/2020	BALL HORTICULTURAL COMPANY	157446	RECONCILED:05/29/2020		2,680.32
134567	W	05/18/2020	BALLHER LTD	155740	RECONCILED:05/29/2020		184.00
134568	W	05/18/2020	BRIAN FRANKS ELECTRIC INC	001710			1,149.00
134569	W	05/18/2020	CINTAS CORPORATION LOC 316	001634	RECONCILED:05/29/2020		318.64
134570	W	05/18/2020	COMDOC INC	131372	RECONCILED:05/29/2020		5,083.34
134571	W	05/18/2020	ENVIRONMENTAL SUPPORT NETWORK INC	009576	RECONCILED:05/29/2020		12,535.00
134572	W	05/18/2020	FLEET CHARGE	155408	RECONCILED:05/29/2020		980.52
134573	W	05/18/2020	GREAT LAKES BEST ONE TIRE AND SERVICE LLC	156248	RECONCILED:05/29/2020		6,947.49
134574	W	05/18/2020	HALLRICH INC	006086			84.00
134575	W	05/18/2020	J AND B FLEET INDUSTRIAL SUPPLY	002248	RECONCILED:05/29/2020		145.29
134576	W	05/18/2020	LEAH SPRINGER	157497			300.00
134577	W	05/18/2020	NICK EVANICH	102372	RECONCILED:05/29/2020		116.96
134578	W	05/18/2020	NORTHERN MOBILE ELECTRIC M TECHNOLOGIES INC	005371	RECONCILED:05/29/2020		77.50
134579	W	05/18/2020	SEBRING TROPHY LLC WILLIAM J DOOLAN	002476	RECONCILED:05/29/2020		154.00
134580	W	05/18/2020	JUNIOR ACHIEVEMENT OF NORTH CENTRAL OHIO INC	157289	VOID: 05/27/2020		162.00
134581	W	05/18/2020	TIM HETRICK	000002	RECONCILED:05/29/2020		650.00
134582	W	05/18/2020	TRANSPORTATION ACCESSORIES COMPANY INC	001341	RECONCILED:05/29/2020		808.94
134583	B	05/18/2020	467 FOUNDATION INC ATTN: JESSE PACHAN	157542			2,610.00

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134584	B	05/18/2020	JESSICA BAUM	157508	RECONCILED:05/29/2020		385.00
134585	B	05/18/2020	ANGELA FOX	157517			385.00
134586	B	05/18/2020	JANA HAGER	157522	RECONCILED:05/29/2020		385.00
134587	B	05/18/2020	CONNIE HUGHES	157533	RECONCILED:05/29/2020		385.00
134588	B	05/21/2020	KATHLEEN LINIHAN	157538			385.00
134589	B	05/21/2020	ERIK O'BRIEN	157547	RECONCILED:05/29/2020		250.00
134590	B	05/21/2020	JOSEPH RAINIERI	157552	RECONCILED:05/29/2020		385.00
134591	B	05/21/2020	NATHAN RASTETTER	157197	RECONCILED:05/29/2020		385.00
134592	B	05/21/2020	AMY SIMMONS	157558	RECONCILED:05/29/2020		385.00
134593	B	05/21/2020	JENNIFER BLAKE	121103	RECONCILED:05/29/2020		100.00
134594	B	05/21/2020	THOMAS BRATTEN	157573			100.00
134595	B	05/21/2020	CHAD GAINER	157574			100.00
134596	B	05/21/2020	GINA GIBSON	157575			200.00
134597	B	05/21/2020	CINDY HALL	157576	RECONCILED:05/29/2020		100.00
134598	B	05/21/2020	KENNETH MALLOW	157577			100.00
134599	B	05/21/2020	KENDRA KUHN	157578	RECONCILED:05/29/2020		435.00
134600	B	05/21/2020	TERESA TRUNZO	157579	VOID: 05/21/2020		100.00
134601	B	05/21/2020	TERESA TRUNZO	157579	RECONCILED:05/29/2020		100.00
134602	B	05/21/2020	RANEEKA KIRKSEY	157580			100.00
134603	B	05/21/2020	JEN HARTZLER	157581	RECONCILED:05/29/2020		335.00
134604	B	05/21/2020	TARA ABEL	157499			50.00
134605	B	05/21/2020	JUANITA AKERBLAD	157500			50.00
134606	B	05/21/2020	TERESA ALEXANDER	157501			50.00
134607	B	05/21/2020	MARILYN STANLEY	157502			50.00
134608	B	05/21/2020	DIANE BADER	102311			50.00
134609	B	05/21/2020	SHANA BAUM	157503	RECONCILED:05/29/2020		50.00
134610	B	05/21/2020	TONYA BEAN	157504	RECONCILED:05/29/2020		50.00
134611	B	05/21/2020	MELISSA BERTRAND	157505			50.00
134612	B	05/21/2020	ALICIA BULLOCK	156447			50.00
134613	B	05/21/2020	SARAH CARVER	157506	RECONCILED:05/29/2020		50.00
134614	B	05/21/2020	BRAD CLEMENS	157507	RECONCILED:05/29/2020		50.00
134615	B	05/21/2020	KELLY COBB	156554			50.00
134616	W	05/22/2020	ALLOWAY	008309	RECONCILED:05/29/2020		150.00
134617	W	05/22/2020	ASSETGENIE INC	156859			758.95
134618	W	05/22/2020	ATT CABS DEPARTMENT	001056			2,037.16
134619	W	05/22/2020	BECCA RYAN	157278			21.39
134620	W	05/22/2020	CLASSIC SOLUTIONS INC	139394	RECONCILED:05/29/2020		538.72
134621	W	05/22/2020	DIRECT ENERGY BUSINESS	139140	RECONCILED:05/29/2020		5,400.94
134622	W	05/22/2020	DOMINION ENERGY OHIO	000390			895.40
134623	W	05/22/2020	EMILEE MARTELL	103199	RECONCILED:05/29/2020		334.26
134624	W	05/22/2020	HEALTHCARE BILLING SERVICES	101204	RECONCILED:05/29/2020		153.40
134625	W	05/22/2020	JOHN SPONDYL	156769			494.96
134626	W	05/22/2020	MACKS INC	102278			5,760.17
134627	W	05/22/2020	MEREDITH WILSON	101230			251.92
134628	W	05/22/2020	MIKE FARRELL	101201			611.32
134629	W	05/22/2020	QUADIANT FINANCE USA INC	139682			602.00
134630	W	05/22/2020	STARK COUNTY SHERIFF POLICING ROTARY FUND	121094			14,205.55
134631	W	05/22/2020	STATE OF OHIO UST FUND PETRO UST BOARD	007951	RECONCILED:05/29/2020		1,100.00
134632	W	05/22/2020	SYNCB AMAZON	155620	RECONCILED:05/29/2020		936.53

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134633	W	05/22/2020	TERESA PHILLIPS	101681			54.00
134634	W	05/22/2020	THE ALLIANCE REVIEW	001853	RECONCILED:05/29/2020		30.10
134635	W	05/29/2020	ALL PRO RV SERVICE AND STORAGE	155563			15.21
134636	W	05/29/2020	ALLY RODGERS	156010			48.30
134637	W	05/29/2020	BARNES AND NOBLE COLLEGE BOOKSELLERS LLC	102120			124.40
134638	W	05/29/2020	CAROLE SUTTON	156469			153.87
134639	W	05/29/2020	CENTURYLINK COMMUNICATIONS LLC BUSINESS SERVICES	156419			3.77
134640	W	05/29/2020	CLASSIC SOLUTIONS INC	139394			58.63
134641	W	05/29/2020	COCKRILLS STUDIO LLC FRED COCKRILL	006022			646.00
134642	W	05/29/2020	COLUMBIA GAS	001632			2,350.68
134643	W	05/29/2020	COPE FARM EQUIPMENT	005729			64.95
134644	W	05/29/2020	CRISTIN RETTIG	103181			140.28
134645	W	05/29/2020	DAMON INDUSTRIES INC	131919			7,389.65
134646	W	05/29/2020	EMILY WINTER	157444			44.28
134647	W	05/29/2020	FLEET CHARGE	155408			523.16
134648	W	05/29/2020	JUNIOR ACHIEVEMENT OF NORTH CENTRAL OHIO INC	157289			162.00
134649	W	05/29/2020	KW ZELLERS AND SONS INC	008340			255.08
134650	W	05/29/2020	LANE ALTON AND HORST	156570			446.00
134651	W	05/29/2020	MICHAEL GROHOLY	156481			161.00
134652	W	05/29/2020	MOLESKY FARMS LLC	102478			816.00
134653	W	05/29/2020	RANKIN LAWN CARE INC	103056			624.00
134654	W	05/29/2020	ROBERTSON HEATING SUPPLY CO	001706			290.94
134655	W	05/29/2020	SHERWIN WILLIAMS COMPANY	008906			50.95
134656	W	05/29/2020	STARK COUNTY BOARD OF DD ATTN: JULIE MORELLI	001270			118.09
134657	W	05/29/2020	STARK PORTAGE AREA COMPUTER CONSORTIUM	008456			1,918.00
134658	W	05/29/2020	TYLER KWASNICKA	156191			600.00
134659	W	05/29/2020	VERN DALES WATER CENTER INC	007042			309.68
134660	B	05/29/2020	CORINA DAGER	157509			50.00
134661	B	05/29/2020	CRYSTAL HERSHBERGER	157510			50.00
134662	B	05/29/2020	KAREN DIFLOURE	157511			50.00
134663	B	05/29/2020	MONICA ENGELHART	157512			50.00
134664	B	05/29/2020	KRISTINA YARWOOD	157513			50.00
134665	B	05/29/2020	MICHELLE FENSKE	157514			50.00
134666	B	05/29/2020	KRISTINA FEY	139612			50.00
134667	B	05/29/2020	MEGAN FINDLING	157515			50.00
134668	B	05/29/2020	LORI FOSTER	157516			50.00
134669	B	05/29/2020	TAMARA GATES	157518			50.00
134670	B	05/29/2020	ASHLEY KEENE	157519			50.00
134671	B	05/29/2020	MICHELLE EVANS	157520			50.00
134672	B	05/29/2020	ASHLEY GREEN	157521			50.00
134673	B	05/29/2020	JESSEE HARRIS	157523			50.00
134674	B	05/29/2020	ELAINE HAWTHORNE	157524			50.00
134675	B	05/29/2020	DANIEL HEITSMAN	157525			50.00
134676	B	05/29/2020	LINDSEY HENRY	157526			50.00
134677	B	05/29/2020	TIFFANY ANDREWS	102939			50.00

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134678	B	05/29/2020	JENNIFER HERSHER	157527			50.00
134679	B	05/29/2020	KATHRYN BOSU	157528			50.00
134680	B	05/29/2020	JODEE HIMMELHEBER	157529			50.00
134681	B	05/29/2020	THERESA HOEBEKE	157530			50.00
134682	B	05/29/2020	KRISTA HOOVER	157531			50.00
134683	B	05/29/2020	NINA HORN	157532			50.00
134684	B	05/29/2020	JONAH BATTERSHELL	157534			50.00
134685	B	05/29/2020	JASON KACKLEY	157535			50.00
134686	B	05/29/2020	LINDSAY KEHRES	157536			50.00
134687	B	05/29/2020	MARYANN HOLLAND	157537			50.00
134688	B	05/29/2020	BECKY KNOCH	157352			50.00
134689	B	05/29/2020	JENNIFER MADISON	157539			50.00
134690	B	05/29/2020	CARRIE MASON	156858			50.00
134691	B	05/29/2020	BROOKE MCCARTY	157487			50.00
134692	B	05/29/2020	AUDREA MCINTOSH	157540			50.00
134693	B	05/29/2020	SARAH MIJALKOVIC	157541			50.00
134694	B	05/29/2020	JEFFREY MILLER	157543			50.00
134695	B	05/29/2020	JAMIE MITCHELL	157544			50.00
134696	B	05/29/2020	JEN WEINDAL	157545			50.00
134697	B	05/29/2020	TRACY NASE	157546			100.00
134698	B	05/29/2020	HEATHER NIEMAN	155827			50.00
134699	B	05/29/2020	SHEILA NORTON	155754			50.00
134700	B	05/29/2020	JENNIFER PETTINGER	157548			50.00
134701	B	05/29/2020	VIRGINIA PHILLIPS	157549			50.00
134702	B	05/29/2020	KAYLA McCOULLOUGH	157550			50.00
134703	B	05/29/2020	STEPHEN PULKA	157551			50.00
134704	B	05/29/2020	RANDY EDWARDS	157553			50.00
134705	B	05/29/2020	JENNIFER RITCHIE	101080			100.00
134706	B	05/29/2020	JOEI SAMBROCK	157554			50.00
134707	B	05/29/2020	CHARITY SCHLOSSER	157555			50.00
134708	B	05/29/2020	CHRISTOPHER SHANK	157556			50.00
134709	B	05/29/2020	GLENN SHELTON	157557			50.00
134710	B	05/29/2020	DENNIS SIMMONS	157559			50.00
134711	B	05/29/2020	VALERIE SLATON	157560			50.00
134712	B	05/29/2020	WILLIAM SAAGER	157561			50.00
134713	B	05/29/2020	COLLEEN STOLLINGS	157562			50.00
134714	B	05/29/2020	MICHELLE STOODY	157563			50.00
134715	B	05/29/2020	JENNIFER ROKNICH	157564			50.00
134716	B	05/29/2020	AMY SWISHER	157565			50.00
134717	B	05/29/2020	MARY TARTER	103223			50.00
134718	B	05/29/2020	KRYSTAL TAYLOR	157566			100.00
134719	B	05/29/2020	ERIN TOOLE	157567			50.00
134720	B	05/29/2020	HANNAH VANCE	157568			50.00
134721	B	05/29/2020	MARION WEST II	157569			50.00
134722	B	05/29/2020	SHANNON WHITE	157570			50.00
134723	B	05/29/2020	KRISTA WILLIAMS	157571			50.00
134724	B	05/29/2020	ZACHARY JOHNSON	157572			50.00

V VOIDED CHECKS	2	CHECK TOTALS	262.00
R RECONCILED CHECKS	93	CHECK TOTALS	224,721.86
W WARRANT CHECKS	109	CHECK TOTALS	266,584.60

Date: 06/01/2020
Time: 4:14 pm

MARLINGTON LOCAL SCHOOLS
SORT BY CHECK NUMBER
CHECK DATES BETWEEN 05/01/2020 AND 05/31/2020
WARRANT, REFUND CHECKS

Page: 6
(CHEKPY)

CHECK	TYPE	DATE	VENDOR	VENDOR	STATUS/DATE	BANK CODE	CHECK AMOUNT
M	MEMO CHECKS		0		CHECK TOTALS		0.00
B	REFUND CHECKS		110		CHECK TOTALS		13,570.00
I	INVESTMENT CHECKS		0		CHECK TOTALS		0.00
T	TRANSFER CHECKS		0		CHECK TOTALS		0.00
D	DISTRIBUTION CHECKS		0		CHECK TOTALS		0.00
C	PAYROLL CHECKS		0		CHECK TOTALS		0.00
	MISSING CHECKS		0				
**	TOTAL CHECKS (LESS VOIDED)		217	**	TOTAL NET		279,892.60
***	TOTAL CHECKS WRITTEN		219	***	GRAND TOTALS		280,154.60

"EXHIBIT ZZ"

FUND	Description	FTD Appropriation	FTD Carryover Encumbrances	Final (Total) Appropriations
001	GENERAL	\$25,038,449.88	\$375,476.52	\$25,123,282.28
003	PERMANENT IMPROVEMENT	\$1,979,051.10	\$313,599.75	\$2,500,737.06
006	FOOD SERVICE	\$1,100,000.00	\$7,474.84	\$942,735.98
007	SPECIAL TRUST	\$16,200.00	\$0.00	\$13,283.75
018	PUBLIC SCHOOL SUPPORT	\$222,250.00	\$6,165.03	\$108,120.65
019	OTHER GRANT	\$15,000.00	\$200.00	\$14,367.87
022	DISTRICT AGENCY	\$78,950.00	\$911.45	\$14,194.62
035	TERMINATION BENEFITS - HB426	\$50,000.00	\$0.00	\$37,463.11
070	CAPITAL PROJECTS	\$0.00	\$0.00	\$1,372,238.59
200	STUDENT MANAGED ACTIVITY	\$91,786.07	\$2,545.82	\$43,332.63
300	DISTRICT MANAGED ACTIVITY	\$446,561.24	\$12,393.83	\$316,724.53
430	MOTORCYCLE SAFETY & EDUC. FUND	\$50,000.00	\$0.00	\$7,500.80
451	DATA COMMUNICATION FUND	\$9,000.00	\$0.00	\$7,200.00
461	VOCATIONAL EDUC. ENHANCEMENTS	\$4,772.00	\$0.00	\$260.91
467	STUDENT WELLNESS AND SUCCESS	\$493,209.00	\$0.00	\$299,730.42
499	MISCELLANEOUS STATE GRANT FUND	\$47,661.70	\$0.00	\$47,547.70
505	INSTRUCT. PROGRAMS - MIGRANT	\$346,575.83	\$9,434.15	\$205,908.38
507	CARES ACT FUNDING	\$0.00	\$0.00	\$47,093.31
516	IDEA PART B GRANTS	\$497,085.63	\$36,068.76	\$525,210.25
572	TITLE I DISADVANTAGED CHILDREN	\$536,663.05	\$1,875.77	\$464,201.71
590	IMPROVING TEACHER QUALITY	\$83,208.44	\$0.00	\$72,228.86
599	MISCELLANEOUS FED. GRANT FUND	\$36,213.81	\$0.00	\$35,063.01
		\$31,142,637.75	\$766,145.92	\$32,198,426.42

Treasurer Signature

Date

Resolution Number

"EXHIBIT AAA"

Final Amended Certificate FY20

FUND	Description	Final Certificate
001	GENERAL	\$32,214,369.23
003	PERMANENT IMPROVEMENT	\$2,500,737.06
004	BUILDING	\$3,692.00
006	FOOD SERVICE	\$1,107,474.84
007	SPECIAL TRUST	\$680,440.85
012	ADULT EDUCATION	\$3,335.03
018	PUBLIC SCHOOL SUPPORT	\$255,079.72
019	OTHER GRANT	\$26,360.67
022	DISTRICT AGENCY	\$87,161.44
031	UNDERGROUND STORAGE TANK FUND	\$10,000.00
035	TERMINATION BENEFITS - HB426	\$192,291.85
070	CAPITAL PROJECTS	\$1,784,500.00
200	STUDENT MANAGED ACTIVITY	\$133,695.83
300	DISTRICT MANAGED ACTIVITY	\$549,512.52
430	MOTORCYCLE SAFETY & EDUC. FUND	\$50,000.00
451	DATA COMMUNICATION FUND	\$9,000.00
461	VOCATIONAL EDUC. ENHANCEMENTS	\$4,772.00
467	STUDENT WELLNESS AND SUCCESS	\$493,209.00
499	MISCELLANEOUS STATE GRANT FUND	\$47,661.70
505	INSTRUCT. PROGRAMS - MIGRANT	\$373,999.39
507	ELEM/SECONDARY SCH EMER RELIEF	\$47,093.31
516	IDEA PART B GRANTS	\$572,237.83
572	TITLE I DISADVANTAGED CHILDREN	\$538,538.82
590	IMPROVING TEACHER QUALITY	\$83,208.44
599	MISCELLANEOUS FED. GRANT FUND	\$36,213.81
		<u>\$41,804,585.34</u>

"EXHIBIT BBB"

Fiscal Year 2021 Permanent Appropriations

Fund Name	Fund number	Appropriation
GENERAL	001	\$25,847,905.11
PERMANENT IMPROVEMENT	003	\$369,033.52
FOOD SERVICE	006	\$940,168.00
SPECIAL TRUST	007	\$16,200.00
ADULT CONTINUING ED	012	\$0.00
PUBLIC SCHOOL SUPPORT	018	\$238,100.00
OTHER GRANT	019	\$6,999.93
DISTRICT AGENCY	022	\$83,100.00
SPECIAL EDUCATION	028	\$0.00
UNDERGROUND STORAGE TANK	031	\$0.00
TERMINATION BENEFITS - HB426	035	\$71,180.00
CAPITAL PROJECTS	070	\$0.00
STUDENT MANAGED ACTIVITY	200	\$102,387.96
DISTRICT MANAGED ACTIVITY	300	\$491,420.00
MOTORCYCLE SAFETY & EDUC. FUND	430	\$0.00
DATA COMMUNICATION FUND	451	\$7,200.00
VOCATIONAL EDUC. ENHANCEMENTS	461	\$0.00
STUDENT WELLNESS AND SUCCESS	467	\$493,211.00
MISCELLANEOUS STATE GRANT FUND	499	\$47,662.00
INSTRUCT. PROGRAMS - MIGRANT	505	\$222,504.00
CARES ACT FUNDING	507	\$394,225.31
IDEA PART B GRANTS	516	\$434,819.00
TITLE I DISADVANTAGED CHILDREN	572	\$510,674.00
IDEA PART B GRANTS	587	\$0.00
IMPROVING TEACHER QUALITY	590	\$83,208.00
MISCELLANEOUS FED. GRANT FUND	599	\$30,214.00
		<u>\$30,390,211.83</u>

** These amounts are not inclusive of carryover encumbrances.

Upon fiscal year end close, those amounts will be added to obtain the total appropriation

**Grant amounts are estimated and will be updated as we have more information

** The general fund was based off of the five year forecast numbers.

"EXHIBIT CCC"

Fiscal Year 2021 1st Amended Certificate

Fund number	Official cert	Amendments	Total
001	\$33,617,301.00	\$0.00	\$33,617,301.00
003	\$3,091,775.00	\$0.00	\$3,091,775.00
006	\$1,001,752.00	\$0.00	\$1,001,752.00
007	\$676,250.00	\$0.00	\$676,250.00
012	\$3,335.00	\$0.00	\$3,335.00
018	\$228,522.00	\$14,368.01	\$242,890.01
019	\$12,561.00	\$0.00	\$12,561.00
022	\$22,939.00	\$62,698.90	\$85,637.90
028	\$70,000.00	-\$70,000.00	\$0.00
031	\$10,000.00	\$0.00	\$10,000.00
035	\$142,292.00	\$0.00	\$142,292.00
070	\$0.00	\$992,244.96	\$992,244.96
200	\$117,291.00	\$0.00	\$117,291.00
300	\$535,141.00	\$0.00	\$535,141.00
430	\$0.00	\$0.00	\$0.00
451	\$9,000.00	\$0.00	\$9,000.00
461	\$0.00	\$0.00	\$0.00
467	\$0.00	\$542,396.09	\$542,396.09
499	\$12,226.00	\$37,936.00	\$50,162.00
505	\$173,811.00	\$52,354.24	\$226,165.24
507	\$0.00	\$441,318.62	\$441,318.62
516	\$435,279.00	\$0.00	\$435,279.00
572	\$315,051.00	\$196,348.00	\$511,399.00
587	\$1,587.00	\$0.00	\$1,587.00
590	\$66,244.00	\$16,964.00	\$83,208.00
599	\$17,340.00	\$12,874.00	\$30,214.00
	\$40,559,697.00	\$2,299,502.82	\$42,859,199.82

'EXHIBIT DDD''

							<u>9333 HS Stadium</u>		<u>9335 HS Stadium Home</u>		<u>9336 HS Air Conditioning &</u>			
		<u>930B Athletics</u>	<u>930D Paving</u>	<u>930E Roofs</u>	<u>930F Waste Water</u>	<u>9331 All Other</u>	<u>Visitor Side</u>	<u>9334 Turf Field</u>	<u>Project</u>	<u>Side Restroom</u>	<u>Windows</u>	<u>9070 NEXUS</u>	<u>Total PI Funds</u>	
<u>6/30/2018</u>	<u>Ending Balance</u>	\$ 7,595.71	\$ 35,085.24	\$ 1,548,360.57	\$ 8,692.75	\$ 131,955.40	\$ 657.30	\$ 65,842.84	\$ 221,807.60					\$ 2,019,997.41
	Receipts FY19	25,000.00	29,580.00			484,339.15		36,400.00						575,319.15
	Reimbursement-City Water Project					44,149.90								44,149.90
	Transfer from General Fund									1,000,000.00				1,000,000.00
	Expenditures - FY19	(19,323.13)		(1,217,997.75)		(282,233.39)			(209,120.00)					(1,728,674.27)
<u>6/30/2019</u>	<u>Ending Balance</u>	\$ 13,272.58	\$ 64,665.24	\$ 330,362.82	\$ 8,692.75	\$ 378,211.06	\$ 657.30	\$ 102,242.84	\$ 12,687.60	\$ 1,000,000.00				\$ 1,910,792.19
	Receipts FY20	\$ 25,165.95	\$ 4,490.00	\$ -	\$ -	\$ 95,977.05	\$ -	\$ 4,300.00	\$ -	\$ 694,202.86	\$ 30,674.10			\$ 854,809.96
	Expenditures - FY20 to date	\$ (36,868.73)	\$ (28,875.50)	\$ (243,268.69)		\$ (480,837.96)	\$ (657.30)		\$ (12,687.60)	\$ (1,694,202.86)	\$ (943.38)			\$ (2,498,342.02)
	Cash Balance before Encumbrances	\$ 1,569.80	\$ 40,279.74	\$ 87,094.13	\$ 8,692.75	\$ (6,649.85)	\$ (0.00)	\$ 106,542.84	\$ -	\$ -				\$ 267,260.13
	Current Encumbrances					\$ (2,400.00)								\$ (2,400.00)
<u>As of 06/09/2020</u>	<u>Ending balance after Encumbrances</u>	\$ 1,569.80	\$ 40,279.74	\$ 87,094.13	\$ 8,692.75	\$ (9,049.85)	\$ (0.00)	\$ 106,542.84	\$ -	\$ -				\$ 264,860.13
	Projections: Estimated balance of taxes due FY20 (Co. Auditor)													\$ -
	Interfund transfers For Board approval			\$ (357.10)	\$ (8,692.75)	\$ 9,049.85								\$ -
	Alliance City Water Project Cost													\$ -
	Turf Payment receivable							\$ 30,000.00						\$ 30,000.00
														\$ -
														\$ -
<u>As of 6/30/2020</u>	<u>Estimated Ending balance</u>	\$ 1,569.80	\$ 40,279.74	\$ 86,737.03	\$ 0.00	\$ 0.00	\$ (0.00)	\$ 136,542.84	\$ -	\$ -				\$ 294,860.13

FINSUMM

"EXHIBIT EEE"

DISTRICT PUBLIC SUPPORT - 2020/2021

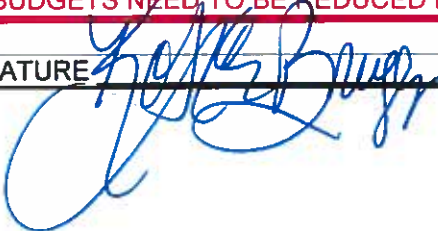
Statement of Purpose: To work in conjunction with the Chapel in Marlboro to help provide backpacks with food to Marlinton students in need.

Fundraisers Planned: (Please attach fundraiser request form for each)

Name of Fundraiser:

Projected Date:

TBD

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	ESTIMATED EXP
DISTRICT - PURCHASED SERVICES	018	4630	419	9001	000000	000	00	000	\$1,600.00
DISTRICT - SUPPLIES	018	4630	519	9001	000000	000	00	000	\$500.00
DISTRICT - MISC EXPENSES	018	4630	899	9001	000000	000	00	000	\$5,000.00
TOTAL ESTIMATED BUDGET									\$7,100.00
REVENUE ACCOUNTS	FUND	RECPT	SCC	SUBJ	OPU				ESTIMATED REV
DISTRICT - DONATIONS	018	1820	9001	000000	000				\$1,000.00
DISTRICT - FUNDRAISER RECEIPTS	018	1626	9001	000000	000				\$0.00
DISTRICT - MISCELLANEOUS	018	1890	9001	000000	000				\$5,000.00
									\$0.00
									\$0.00
TOTAL ESTIMATED REVENUES:									\$6,000.00
CURRENT UNENCUMBERED BALANCE AS OF 6/9/2020:									\$1,944.66
<i>Note: Total Expenses cannot exceed total revenues plus current cash balance.</i>									\$7,944.66
BUDGETS NEED TO BE REDUCED IF AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POSITIVE									\$844.66
SIGNATURE									

Budget and Statement of Purpose

Lexington Public Support 2020/2021

Sponsor: David Rogers

Statement of Purpose: To provide support and incentives for the students at Lexington Elementary

Fundraisers Planned: (Please attach fundraiser request form for each)

Name of Fundraiser: Donation/Fitness Drive

Projected Date: May 2021

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	ESTIMATED EXP	REVISION AMT	DATE
LEX PURCHASE SERVICE	018	4630	419	9002	000000	002	00	000	\$500.00		
LEX FIELD TRIPS	018	4630	439	9002		002			\$3,500.00		
LEX STEAM SUPPLIES	018	4630	511	9002	000000	002	00	000	\$2,000.00		
LEX GENERAL SUPPLIES	018	4630	519	9002	000000	002	00	000	\$2,000.00		
LEX T-SHIRT SALES	018	4630	551	9002		002			\$500.00		
LEX YRBK/PICTURES	018	4630	559	9002		002			\$3,500.00		
LEXINGTON - EQUIPMENT	018	4630	640	9002	000000	002	00	000	\$1,000.00		
LEXINGTON - FUNDRAISER	018	4630	840	9002	000000	002	00	000	\$1,000.00		
LEXINGTON STUDENT AWARDS	018	4630	889	9002	000000	002	00	000	\$3,000.00		
TOTAL ESTIMATED BUDGET									\$17,000.00		
REVENUE ACCOUNTS	FUND	RECEIPT	SCC	SUBJ	OPU				ESTIMATED REV	REVISION AMT	DATE
LEX T-SHIRT SALES	018	1625	9002	000000	002				\$500.00		
LEX PRINCIPAL'S FUNDRAISER	018	1626	9002	000000	002				\$5,000.00		
LEX YRBK/PICTURES	018	1626	9002	030000	002				\$4,000.00		
LEX FIELD TRIPS	018	1631	9002	000000	002				\$3,500.00		
LEX DONATIONS	018	1820	9002	000000	002				\$2,000.00		
TOTAL ESTIMATED REVENUES									\$15,000.00		
CURRENT UNENCUMBERED BALANCE A OF 6/8/2020:									\$3,979.48		
Note: Total expenses cannot exceed total revenues plus current cash balance									\$18,979.48		
BUDGETS NEED TO BE REDUCED IF AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POSITIVE:									\$1,979.48		
PRINCIPAL'S SIGNATURE: <u>DAVID ROGERS</u>											

Budget and Statement of Purpose

Marlboro Public Support 2020/2021

Sponsor: Kitty Mort

Statement of Purpose: FUNDS FOR THE 018 ACCOUNT WILL BE USED TO PURCHASE EQUIPMENT, SUPPLIES, AND STUDENT AWARDS TO ENHANCE STUDENT ACHIEVEMENT EXPERIENCES, AND RECOGNITION

Fundraisers Planned: (Please attach fundraiser request form for each)

Name of Fundraiser:

Projected Date:

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	ESTIMATED EXP	REVISION AMT	DATE
MARLBORO-EYE CARE PER LIONS CLUB	018	4630	413	9003	260101	003	00	000	\$1,500.00		
MARLBORO PURCHASE SERVICE	018	4630	420	9003	000000	003	00	000	\$600.00		
MARLBORO FIELD TRIPS	018	4630	423	9003	000000	003	00	000	\$2,750.00		
MARLBORO FUNDRAISER	018	4630	519	9003	000000	003	00	000	\$9,000.00		
MARLBORO YEARBOOKS	018	4630	519	9003	000000	003	00	002	\$3,000.00		
MARLBORO GENL SUPPLIES	018	4630	590	9003	000000	003	00	000	\$6,500.00		
MARLBORO EQUIPMENT NEW	018	4630	640	9003	000000	003	00	000	\$1,000.00		
MARLBORO STUDENT AWARDS	018	4630	890	9003	000000	003	00	000	\$6,500.00		
TOTAL ESTIMATED BUDGET									\$30,850.00		
REVENUE ACCOUNTS	FUND	RECEIPT	SCC	SUBJ	OPU				ESTIMATED REV	REVISION AMT	DATE
MARLBORO FUNDRAISER	018	1626	9003	010000	003				\$13,500.00		
MARLBORO PICTURES	018	1626	9003	020000	003				\$1,500.00		
MARLBORO YEARBOOKS	018	1626	9003	040000	003				\$3,500.00		
MARLBORO DONATIONS	018	1820	9003	000000	003				\$1,000.00		
MARLBORO FIELD TRIPS	018	1631	9003	000000	003				\$2,750.00		
MARLBORO VENDING MACHINE	018	1851	9003	000000	003				\$150.00		
TOTAL ESTIMATED REVENUES									\$22,400.00		
CURRENT UNENCUMBERED BALANCE AS OF 6/3/2020:									\$13,443.85		
Note: Total expenses cannot exceed total revenues plus current cash balance									\$35,843.85		
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTING IS CORRECT IF AMOUNT IS POSITIVE:									\$4,993.85		

Principal's Signature: _____

Kitty Mort

Budget and Statement of Purpose

Washington Public Support 2020/2021

Sponsor: Mike Groholy

Statement of Purpose: To help support students and staff at Washington Elementary

Fundraisers Planned for 2019/2020: (Please attach fundraiser request form for each)

Name of Fundraiser:

Projected Date:

Donations

September 2020 through June 2021

Fitness Drive

May 2021

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	ESTIMATED EXP	REVISION AMT	DATE
WASHINGTON FIELD TRIPS/ PURCHASE SERVICE	018	4630	420	9004	000000	004	00	000	\$5,000.00		
WASHINGTON GENERAL SUPPLIES	018	4630	511	9004	000000	004	00	000	\$4,000.00		
WASH YEARBOOK FUNDRAISER	018	4630	519	9004	000000	004	00	000	\$4,500.00		
WASH FUNDRAISERS	018	4630	519	9004	000000	004	00	001	\$1,000.00		
WASHINGTON STUDENT AWARDS	018	4630	520	9004	000000	004	00	000	\$3,000.00		
WASHINGTON STEAM CLUB SUPPLIES	018	4630	590	9004	000000	004	00	000	\$2,000.00		
WASHINGTON INSTRUCTIONAL EQUIPMENT	018	1110	640	9004	000000	004	00	000	\$1,000.00		
TOTAL ESTIMATED BUDGET									\$20,500.00		
REVENUE ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	ESTIMATED REV	REVISION AMT	DATE
WASHINGTON FIELD TRIPS	018	1610	9004	000000	004				\$5,000.00		
WASHINGTON FUNDRAISER	018	1626	9004	000000	004				\$7,000.00		
WASHINGTON PICTURES AND YEARBOOK SALES	018	1626	9004	020000	004				\$4,000.00		
WASHINGTON DONATIONS	018	1820	9004	000000	004				\$2,000.00		
WASHINGTON VENDING MACHINE PROCEEDS	018	1851	9004	000000	004				\$250.00		
TOTAL ESTIMATED REVENUES									\$18,250.00		
CURRENT UNENCUMBERED BALANCE AS OF 6/8/2020:									\$3,071.67		
<i>Note: Total Expenses cannot exceed total revenues plus current cash balance.</i>									\$21,321.67		
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POS									\$821.67		

Principal's Signature



Budget and Statement of Purpose

Middle School Public Support 2020/2021

Sponsor: Nick Evanich

Statement of Purpose: To provide students with the materials needed for the best educational opportunities possible.

Fundraisers Planned: (Please attach fundraiser request form for each)

Name of Fundraiser:

Fitness Fundraiser during fall 2020

Vending Machine throughout the school year

BUDGET ACCOUNTS	FUNC	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	ESTIMATED EXP
MS SENSORY ROOM SUPPLIES	018	1290	511	9005	000000	005	00	000	\$6,500.00
MS BOOKFAIR BOOKS	018	2222	531	9005	000000	005	00	000	\$3,500.00
MS ART SHOW SUPPLIES	018	4111	519	9005	000000	005	00	000	\$250.00
MS 018 CONTRACT SERV/REPAIR/TRANSPORTATION	018	4630	423	9005	000000	005	00	000	\$750.00
MS OUTDOOR ED PURCHASE SERVICE	018	4630	423	9005	000000	005	06	000	\$20,000.00
MS - PURCHASE SERVICE	018	4630	499	9005	000000	005	08	000	\$3,000.00
MS - SEVENTH GRADE FIELD TRIP	018	4670	499	9005	000000	005	07	000	\$35,000.00
MS - EIGHTH GRADE FIELD TRIP	018	4670	499	9005	000000	005	08	000	\$55,000.00
MS BAND & CHORUS	018	4630	511	9005	000000	005	00	000	\$250.00
MS FUNDRAISER	018	4630	519	9005	000000	005	00	000	\$6,000.00
MS CURRICULUM SUPPLIES	018	4630	529	9005	000000	005	00	000	\$5,000.00
MS VENDING	018	4630	551	9005	000000	005	00	000	\$2,000.00
MS YEARBOOK	018	4630	559	9005	000000	005	00	000	\$1,000.00
MS EQUIPMENT	018	4630	640	9005	000000	005	00	000	\$4,000.00
MS OTHER EXPENDITURES	018	4630	890	9005	000000	005	00	000	\$6,000.00
TOTAL ESTIMATED BUDGET									\$148,250.00

REVENUE ACCOUNTS	FUNC	RECEI	SCC	SUBJ	OPU	ESTIMATED REV
MS BAND AND CHORUS	018	1616	9005	120000	005	\$1,000.00
MIDDLE SCHOOL FUNDRAISER	018	1626	9005	000000	005	\$20,000.00
MIDDLE SCHOOL SALE OF SCHOOL PICTURES	018	1626	9005	010000	005	\$100.00
MIDDLE SCHOOL YEARBOOK PROCEEDS	018	1626	9005	020000	005	\$1,500.00
MS BOOKFAIR	018	1626	9005	200000	005	\$4,000.00
MS EIGHTH GRADE FIELD TRIP RECEIPTS	018	1636	9005	000000	005	\$55,000.00
MS OUTDOOR ED - SIXTH GRADE FIELD TRIP	018	1690	9005	000000	005	\$20,000.00
MS DONATIONS	018	1820	9005	000000	005	\$1,000.00
MS VENDING MACHINE PROCEEDS	018	1851	9005	000000	005	\$2,500.00
MS SEVENTH GRADE FIELD TRIP RECEIPTS	018	1890	9005	000000	005	\$35,000.00
TOTAL ESTIMATED REVENUES						\$140,100.00

CURRENT UNENCUMBERED CASH BALANCE AS OF 6/8/2020:

\$14,146.07

Note: Total Expenses cannot exceed total revenues plus current cash balance.

\$154,246.07

BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POSITIVE:

\$5,996.07

PRINCIPAL'S SIGNATURE:



Budget and Statement of Purpose

High School Public Support 2020/2021

Sponsor: Yianni Spondyl

Statement of Purpose: To support students and their experiences academically and socially.

Fundraisers Planned: (Please attach fundraiser request form for each)

Name of Fundraiser:

Projected Date:

TBD

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	ESTIMATED EXP	REVISION AMT
HS PURCHASED SERVICES	018	4630	419	9106	000000	006	00	000	\$300.00	
HS TRANSPORTATION/FIELD TRIPS	018	4630	489	9106	000000	006	00	000	\$1,500.00	
HS STUDENT RECOGNITION	018	4630	490	9106	000000	006	00	000	\$1,350.00	
HS LEADERSHIP CONFERENCE	018	4630	499	9106	000000	006	00	000	\$2,000.00	
HS BOYS & GIRLS STATE	018	4630	499	9106	000000	006	00	001	\$550.00	
HS GENERAL SUPPLIES (FUNDRAISER)	018	4630	519	9106	000000	006	00	000	\$3,000.00	
HS EQUIPMENT	018	4630	640	9106	000000	006	00	000	\$1,000.00	
H.S. SCHOLARSHIP AWARDS	018	4630	881	9106	000000	006	00	000	\$2,000.00	
HS STUDENT ENRICHMENT	018	4630	890	9106	000000	006	00	000	\$700.00	
HS LEADERSHIP TRIP/SERVICES	018	4670	499	9106	000000	006	00	000	\$2,000.00	
TOTAL ESTIMATED BUDGET:									\$14,400.00	

REVENUE ACCOUNTS	FUND	RECEI	SCC	SUBJ	OPU	ESTIMATED REV
HS FUNDRAISER RECEIPTS	018	1626	9106	000000	006	\$3,000.00
HS SALE OF PICTURES	018	1626	9106	010000	006	\$2,100.00
HS BOYS STATE/ GIRLS STATE	018	1820	9106	000000	006	\$750.00
HS DONATIONS	018	1820	9106	010000	006	\$550.00
HS VENDING	018	1851	9106	000000	006	\$1,900.00
HS PHYSICS FIELD TRIP	018	1631	9106	000000	006	\$1,000.00
HS LEADERSHIP TRIP	018	1690	9106	000000	006	\$0.00
TOTAL ESTIMATED REVENUES:						\$9,300.00

CURRENT UNENCUMBERED CASH BALANCE AS OF 5/3/2020:

\$15,105.89

NOTE: TOTAL BUDGET SHOULD NOT EXCEED TOTAL REVENUE PLUS CASH BALAN

\$24,405.89

BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IS AMOUNT IS POSITIVE:

\$10,005.89

PRINCIPAL'S SIGNATURE:



Budget and Statement of Purpose

DISTRICT WELFARE 2020/2021

Statement of Purpose: TO ESTABLISH FUND FOR DISTRICT MEALS AND WELFARE

Fundraisers Planned: (Please attach fundraiser request form for each)

Donations from the community throughout the year

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	ESTIMATED EXP	REVISION AT DATE
DISTRICT PURCHASE SERVICE	022	2310	439	9001	000000	000	00	000	\$1,000.00	
DISTRICT WELFARE SUPPLIES	022	4630	590	9001	000000	000	00	000	\$2,000.00	
DISTRICT OTHER MISC EXPENSES	022	2310	899	9001	0	000	00	000	\$5,000.00	
									\$0.00	
TOTAL ESTIMATED BUDGET									\$8,000.00	
REVENUE ACCOUNTS	FUND	RECEIPT	SCC	OPU	ESTIMATED REVENUES					
DISTRICT WELFARE RECEIPTS	022	1636	9001	000					\$0.00	
DISTRICT DONATIONS RECEIPTS	022	1820	9001	000					\$8,000.00	
									\$0.00	
									\$0.00	
									\$0.00	
TOTAL ESTIMATED REVENUES									\$8,000.00	
CURRENT UNENCUMBERED BALANCE AS OF 6/9/2020:									\$591.36	
Note: Total Expenses cannot exceed total revenues plus current cash balance.									\$8,591.36	
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS P									\$591.36	

SIGNATURE



Budget and Statement of Purpose

LEXINGTON WELFARE 2020-2021

SPONSOR: DAVID ROGERS

Statement of Purpose: TO ESTABLISH FUND FOR LEXINGTON EMPLOYEE MEALS AND WELFARE

Fundraisers Planned: (Please attach fundraiser request form for each)

Name of Fundraiser:

Projected Date:

Donations throughout the year

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	ESTIMATED EXP	REVISION	AI	DATE
LEXINGTON WELFARE SUPPLIES	022	4630	590	9002	000000	002	00	000	\$1,000.00			
									\$0.00			
									\$0.00			
									\$0.00			
TOTAL ESTIMATED BUDGET									\$1,000.00			
REVENUE ACCOUNTS	FUND	RECEIPT	SCC	OPU	ESTIMATED REVENUES							
LEXINGTON WELFARE RECEIPTS	022	1636	9002	002					\$1,000.00			
									\$0.00			
									\$0.00			
									\$0.00			
									\$0.00			
TOTAL ESTIMATED REVENUES									\$1,000.00			
CURRENT UNENCUMBERED CASH BALANCE AS OF 5/10/2020 :									\$250.00			
Note: Total Expenses cannot exceed total revenues plus current cash balance.									\$1,250.00			
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS P									\$0.00			

PRINCIPAL'S SIGNATURE: DAVID ROGERS

Budget and Statement of Purpose

MARLBORO WELFARE 2020-2021

SPONSOR: KITTY MORT

Statement of Purpose: TO ESTABLISH FUND FOR MARLBORO EMPLOYEE MEALS AND WELFARE

Fundraisers Planned: (Please attach fundraiser request form for each)

Name of Fundraiser:

Projected Date:

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	ESTIMATED EXP	REVISION	AI	DATE
MARLBORO WELFARE SUPPLIES	022	4630	590	9003	000000	003	00	000	\$1,000.00			
									\$0.00			
									\$0.00			
									\$0.00			
TOTAL ESTIMATED BUDGET									\$1,000.00			
REVENUE ACCOUNTS	FUND	RECEIPT	SCC	OPU	ESTIMATED REVENUES							
MARLBORO WELFARE RECEIPTS	022	1636	9003	003					\$1,000.00			
									\$0.00			
									\$0.00			
									\$0.00			
TOTAL ESTIMATED REVENUES									\$1,000.00			
CURRENT UNENCUMBERED CASH BALANCE AS OF 5/10/2020 :									\$745.28			
Note: Total Expenses cannot exceed total revenues plus current cash balance.									\$1,745.28			
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS P									\$0.00			

SPONSOR'S SIGNATURE _____

Kitty Mort

SUPERVISOR'S SIGNATURE _____

WASHINGTON STAFF WELFARE 2020/2021

SPONSOR: MIKE GROHOLY

Statement of Purpose: To support the staff in health and well being

Fundraisers Planned: (Please attach fundraiser request form for each)

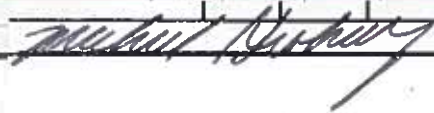
Name of Fundraiser:

Projected Date:

Donations throughout the year

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	ESTIMATED EXP	REVISION	DATE
WASHINGTON STAFF WELFARE	022	4630	590	9004	000000	004	00	000	\$700.00		
									\$0.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED BUDGET									\$700.00		
REVENUE ACCOUNTS	FUND RECEI	SCC	OPU	EST REVENUE	REVISION	DATE					
WASH STAFF WELFARE RECEIPTS	022	1636	9004	004			\$1,100.00				
							\$0.00				
							\$0.00				
TOTAL ESTIMATED REVENUES							\$1,100.00				
CURRENT UNENCUMBERED CASH BALANCE AS OF 5/14/2019:							-\$300.00				
NOTE; TOTAL BUDGETS SHOULD NOT EXCEED TOTAL REVENUE PLUS CASH BALANCE							\$800.00				
AMOUNTS TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS OK IF THIS AMOUNT IS POSITIVE:									\$100.00		

PRINCIPAL'S SIGNATURE:



MIDDLE SCHOOL STAFF WELFARE 2020-2021


SPONSOR: Nick Evanich

Statement of Purpose: To provide the staff with meals for special events

Fundraisers Planned: (Please attach fundraiser request form for each)

Name of Fundraiser:

Projected Date:

BUDGET ACCOUNTS		FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	ESTIMATED EXP	REVISION	
MS STAFF WELFARE		022	4630	590	9005	000000	005	00	000	\$5,000.00		
										\$0.00		
										\$0.00		
										\$0.00		
										\$0.00		
TOTAL ESTIMATED BUDGET										\$5,000.00		
REVENUE ACCOUNTS		FUND	RECEI	SCC	OPU						EST REVENUE	REVISION
MS STAFF WELFARE RECEIPTS		022	1636	9005	005						\$3,000.00	
										\$0.00		
										\$0.00		
										\$0.00		
										\$0.00		
TOTAL ESTIMATED REVENUES										\$3,000.00		
CURRENT UNENCUMBERED CASH BALANCE AS OF 5/10/2020:										\$3,881.68		
<i>Note: Total Expenses cannot exceed total revenues plus current cash balance.</i>										\$6,881.68		
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POSITIVE										\$1,881.68		
PRINCIPAL'S SIGNATURE: 												

Budget and Statement of Purpose

HIGH SCHOOL STAFF WELFARE 2020/2021

SPONSOR: MEGAN BRADY

Statement of Purpose:

To bring sunshine and warm thoughts to our staff to inspire a sense of community and build our team up through good times and bad.

Fundraisers Planned: (Please attach fundraiser request form for each)

Name of Fundraiser:

Projected Date:

Donations collected in September

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	ESTIMATED EXP	REVISION AI DATE
HS STAFF WELFARE SUPPLIES	022	4630	590	9007	000000	006	00	000	\$300.00	
									\$0.00	
									\$0.00	
									\$0.00	
TOTAL ESTIMATED BUDGET									\$300.00	
REVENUE ACCOUNTS	FUND	RECEIPT	SCC	OPU	ESTIMATED REVENUES					
HS STAFF WELFARE RECEIPTS	022	1636	9007	006					\$300.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
TOTAL ESTIMATED REVENUES									\$300.00	
CURRENT UNENCUMBERED CASH BALANCE AS OF 5/10/2020:									\$98.16	
Note: Total Expenses cannot exceed total revenues plus current cash balance.									\$398.16	
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS P									\$98.16	

SPONSOR'S SIGNATURE MEGAN BRADY

SUPERVISOR'S SIGNATURE 

Budget and Statement of Purpose

MI-CARE STUDENT FUND 2020/2021

SPONSOR: KATHY WEIBUSH

Statement of Purpose: TO HELP DISTRICT STUDENTS IN NEED BY PURCHASING SUPPLIES AND CLOTHING.

Fundraisers Planned: (Please attach fundraiser request form for each)

Name of Fundraiser:

Projected Date:

DONATIONS FROM COMMUNITY THROUGH THE YEAR

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	ESTIMATED EXP	REVISION	AI DATE
MI-CARE STUDENT SUPPLIES	022	4630	590	9100	000000	000	00	000	\$2,700.00		
									\$0.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED BUDGET									\$2,700.00		
REVENUE ACCOUNTS	FUND	RECEIPT	SCC	OPU	ESTIMATED REVENUES						
MI-CARE STUDENT FUND RECEIPTS	022	1820	9100	000					\$2,700.00		
									\$0.00		
									\$0.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED REVENUES									\$2,700.00		
CURRENT UNENCUMBERED CASH BALANCE AS OF 6/9/2020:									\$1,742.20		
Note: Total Expenses cannot exceed total revenues plus current cash balance.									\$4,442.20		
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS P									\$1,742.20		

SPONSOR'S SIGNATURE KATHY WEIBUSH

SUPERVISOR'S SIGNATURE _____

GIRLS BASKETBALL TOURNAMENT 2020-2021

SPONSOR: STEVE MILLER

Statement of Purpose:

Description	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	ESTIMATED EXP	REVISION	AMT	DATE
STIPENDS - CERTIFIED	022	4532	113	932B	000000	006	00	000	\$900.00			
STIPENDS - CLASSIFIED (NEW)	022	4532	143	932B	000000	006	00	000	\$100.00			
STRS	022	4532	211	932B		006			\$100.00			
SERS	022	4532	221	932B		006			\$100.00			
MEDICARE - CERTIFIED	022	4532	291	932B		006			\$100.00			
MEDICARE - CLASSIFIED	022	4532	292	932B		006			\$100.00			
CONTRACT SERVICES	022	4532	419	932B		006			\$600.00			
MILEAGE REIMBURSEMENT	022	4532	439	932B		006			\$300.00			
OHSAA PAYMENT	022	4532	899	932B		006			\$2,000.00			
									\$0.00			

TOTAL ESTIMATED BUDGET \$4,300.00

Description	FUND	RECEIPT	SCC	OPU	ESTIMATED REV	REVISION	DATE			
TICKET SALES - GIRLS BBALL TOURNAI	022	1615	932B	000000	006			\$4,300.00		
								\$0.00		
								\$0.00		

TOTAL ESTIMATED REVENUE ESTIMATED BUDGET MUST NOT EXCEED ESTIMATED REVENUE \$4,300.00

SUPERVISOR SIGNATURE Steve Miller

GIRLS SOCCER TOURNAMENT 2020-2021

SPONSOR: STEVE MILLER

Statement of Purpose:

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXP	REVISION	DATE
STIPENDS - CERTIFIED	022	4533	113	932S	000000	006	00	000	\$400.00		
STIPENDS - CLASSIFIED (NEW)	022	4533	143	932S	000000	006	00	000	\$100.00		
STRS	022	4533	211	932S		006			\$100.00		
SERS	022	4533	221	932S		006			\$100.00		
MEDICARE - CERTIFIED	022	4533	291	932S		006			\$100.00		
MEDICARE - CLASSIFIED	022	4533	292	932S		006			\$100.00		
CONTRACT SERVICES	022	4533	419	932S		006			\$500.00		
MILEAGE REIMBURSEMENT	022	4533	439	932S		006			\$300.00		
OHSAA PAYMENT	022	4533	899	932S		006			\$2,300.00		
TOTAL ESTIMATED BUDGET:									\$4,000.00		
	REVENU FUND	RECEIPT	SCC	OPU					EST REV	REVISION	DATE
TICKET SALES - GIRL'S SOCCER TOURN	022	1615	932S	006	006				\$4,000.00		
									\$0.00		
									\$0.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED REVENUE									\$4,000.00		
BUDGET NEEDS TO BE REDUCED IF THIS AMOUNT IS NEGATIVE:									\$0.00		

SUPERVISOR SIGNATURE: Steve Miller

WRESTLING TOURNAMENT 2020-2021

SPONSOR: STEVE MILLER

Statement of Purpose:

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXP	REVISION	DATE
STIPEND - CERTIFIED	022	4533	113	932W	000000	006	00	000	\$700.00		
STIPEND - CLASSIFIED (NEW)	022	4533	143	932W	000000	006	00	000	\$100.00		
STRS	022	4533	211	932W		006			\$100.00		
SERS	022	4533	221	932W		006			\$100.00		
MEDICARE - CERTIFIED	022	4533	291	932W		006			\$100.00		
MEDICARE - CLASSIFIED	022	4533	292	932W		006			\$100.00		
CONTRACT SERVICES	022	4533	419	932W		006			\$1,000.00		
MILEAGE REIMBURSEMENT	022	4533	439	932W		006			\$200.00		
OHSAA PAYMENT	022	4533	899	932W		006			\$4,000.00		
									\$0.00		
TOTAL ESTIMATED BUDGET:									\$6,400.00		
	REVENUE FUND	RECEIP	SCC	OPU					EST REV	REVISION	DATE
TICKET SALES - WRESTLING TOURN	022	1615	932W	000000	006				\$6,400.00		
									\$0.00		
									\$0.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED REVENUE:									\$6,400.00		
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE:									\$0.00		

SUPERVISOR'S SIGNATURE



BOYS BBALL TOURNAMENT 2020/2021

SPONSOR: STEVE MILLER

Statement of Purpose:

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXP	REVISION	DATE
STIPEND - CERTIFIED	022	4512	113	933D	000000	006	00	000	\$900.00		
STIPEND - CLASSIFIED (NEW)	022	4512	143	933D	000000	006	00	000	\$100.00		
STRS	022	4512	211	933D		006			\$100.00		
SERS	022	4512	221	933D		006			\$100.00		
MEDICARE - CERTIFIED	022	4512	291	933D		006			\$100.00		
MEDICARE - CLASSIFIED	022	4512	292	933D		006			\$100.00		
CONTRACT SERVICES	022	4512	419	933D		006			\$1,000.00		
MILEAGE REIMBURSEMENT	022	4512	439	933D		006			\$300.00		
OHSAA PAYMENT	022	4512	899	933D		006			\$5,000.00		
TOTAL ESTIMATED BUDGET:									\$7,700.00		
	REVENUE	FUND	RECEIPT	SCC	OPU				EST REV	REVISION	DATE
TICKET SALES-BOYS BASKETBALL TOUR	022	1615	933D	000000	006				\$7,700.00		
									\$0.00		
									\$0.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED REVENUE:									\$7,700.00		
NOTE: ESTIMATED BUDGET MUST NOT EXCEED ESTIMATED REVENUE											

SUPERVISOR'S SIGNATURE Steve Miller

BOYS FOOTBALL TOURNAMENT 2020-2021

SPONSOR: STEVE MILLER

Statement of Purpose:

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXP	REVISION	DATE
STIPENDS - CERTIFIED	022	4513	113	933F	000000	006	00	000	\$2,500.00		
STIPENDS - CLASSIFIED (NEW)	022	4513	143	933F	000000	006	00	000	\$500.00		
STRS	022	4513	211	933F		006			\$100.00		
SERS	022	4513	221	933F		006			\$100.00		
MEDICARE - CERTIFIED	022	4513	291	933F		006			\$50.00		
MEDICARE - CLASSIFIED	022	4513	292	933F		006			\$50.00		
CONTRACT SERVICES	022	4513	419	933F		006			\$3,000.00		
MILEAGE REIMBURSEMENT	022	4513	439	933F		006			\$1,000.00		
OHSAA PAYMENT	022	4513	899	933F		006			\$30,000.00		
									\$0.00		
TOTAL ESTIMATED BUDGET:									\$37,300.00		
	REVENUE	FUND	RECEIPT	SCC	OPU				EST REV	REVISION	DATE
TICKET SALES - FOOTBALL TOURN	022	1615	933F	000000	006				\$37,300.00		
									\$0.00		
									\$0.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED REVENUE:									\$37,300.00		
NOTE: BUDGET NEEDS REDUCED IF THIS AMOUNT IS NEGATIVE									\$0.00		

SUPERVISOR'S SIGNATURE Steve Miller

BOY'S SOCCER TOURNAMENT 2020/2021

SPONSOR: STEVE MILLER

Statement of Purpose:

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXP	REVISION
STIPEND - CERTIFIED	022	4513	113	933S	000000	006	00	000	\$800.00	
STIPEND - CLASSIFIED (NEW)	022	4513	143	933S	000000	006	00	000	\$200.00	
STRS	022	4513	211	933S		006			\$100.00	
SERS	022	4513	221	933S		006			\$100.00	
MEDICARE - CERTIFIED	022	4513	291	933S		006			\$100.00	
MEDICARE - CLASSIFIED	022	4513	292	933S		006			\$100.00	
CONTRACT SERVICES	022	4513	419	933S		006			\$1,000.00	
MILEAGE REIMBURSEMENT	022	4513	439	933S		006			\$300.00	
OHSAA PAYMENT	022	4513	899	933S		006			\$2,000.00	
TOTAL ESTIMATED BUDGET:									\$4,700.00	
	REVENUE FUND	RECEIPT	SCC	OPU					EST REV	REVISION
TICKET SALES - BOYS SOCCER TOURNAMENT	022	1615	933S	006	006				\$4,700.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
TOTAL ESTIMATED REVENUE:									\$4,700.00	
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE.									\$0.00	

SUPERVISOR'S SIGNATURE Steve Miller

Budget and Statement of Purpose

CLASS OF 2020 - 2020/2021 SPONSORS: MICHELLE MCELRATH

STATEMENT OF PURPOSE: Donating funds to the Class of 2024

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXP	REVISION	DATE
CLASS OF 2020 OTHER/MISC EXPENSES	200	4670	883	923N	000000	006	00	000	\$3,917.96		
									\$0.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED BUDGET									\$3,917.96		
REVENUE ACCOUNTS	FUND	RECEIP	SCC	SUBJ	OPU				EST REV	REVISION	DATE
									\$0.00		
TOTAL ESTIMATED REVENUES									\$0.00		
CURRENT UNENCUMBERED CASH BALANCE AS OF 5/10/2020:									\$3,917.96		
NOTE: TOTAL BUDGET SHOULD NOT EXCEED TOTAL REVENUE PLUS CASH BALANCE:									\$3,917.96		
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POS									\$0.00		

SPONSOR'S SIGNATURE: MICHELLE MCELRATH

SUPERVISOR'S SIGNATURE: 

Budget and Statement of Purpose

CLASS OF 2021 - 2020/2021 SPONSORS: EMILY SHAUB & CALLE KNISLEY

STATEMENT OF PURPOSE: To prepare and plan for senior graduation

FUNDRAISERS PLANNED: Please attach fundraiser request form for request form for each

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXP	REVISION	DATE
CLASS OF 2021 PURCHASE SERVICE	200	4670	419	923P	000000	006	00	000	\$1,000.00		
CLASS OF 2021 FUNDRAISER SUPPLIES	200	4670	590	923P	000000	006	00	000	\$3,000.00		
CLASS OF 2021 OTHER/MISC EXPENSES	200	4670	883	923P	000000	006	00	000	\$4,000.00		
									\$0.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED BUDGET									\$8,000.00		
REVENUE ACCOUNTS	FUND	RECEIP	SCC	SUBJ	OPU				EST REV	REVISION	DATE
CLASS OF 2021 FUNDRAISER RCEIPTS	200	1626	923P	000000	006				\$3,000.00		
CLASS OF 2021 DUES	200	1636	923P	000000	006				\$1,000.00		
CLASS OF 2021 DONATIONS	200	1820	923P	000000	006				\$0.00		
									\$0.00		
TOTAL ESTIMATED REVENUES									\$4,000.00		
CURRENT UNENCUMBERED CASH BALANCE AS OF 5/10/2020:									\$6,725.74		
NOTE: TOTAL BUDGET SHOULD NOT EXCEED TOTAL REVENUE PLUS CASH BALANCE:									\$10,725.74		
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POS									\$2,725.74		

SPONSOR'S SIGNATURE: EMILY SHAUB

SUPERVISOR'S SIGNATURE: 

Budget and Statement of Purpose

CLASS OF 2022 - 2020/2021 SPONSORS: AMY KOHMANN, BETHANY FETROW

STATEMENT OF PURPOSE:

To create school connectedness and conduct business pertinent to the Class of 2022.

FUNDRAISERS PLANNED: Please attach fundraiser request form for request form for each Prom 2022

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXP	REVISION	DATE
CLASS OF 2022 PURCHASE SERVICE	200	4670	419	923Q	000000	006	00	000	\$16,000.00		
CLASS OF 2022 FUNDRAISER SUPPLIES	200	4670	590	923Q	000000	006	00	000	\$1,000.00		
CLASS OF 2022 OTHER/MISC EXPENSES	200	4670	883	923Q	000000	006	00	000	\$1,000.00		
									\$0.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED BUDGET									\$18,000.00		
REVENUE ACCOUNTS	FUND	RECEIP	SCC	SUBJ	OPU				EST REV	REVISION	DATE
CLASS OF 2022 FUNDRAISER RECEIPTS	200	1626	923Q	000000	006				\$16,000.00		
CLASS OF 2022 DUES	200	1636	923Q	000000	006				\$750.00		
CLASS OF 2022 DONATIONS	200	1820	923Q	000000	006				\$250.00		
									\$0.00		
TOTAL ESTIMATED REVENUES									\$17,000.00		
CURRENT UNENCUMBERED CASH BALANCE AS OF 5/10/2020:									\$11,312.65		
NOTE: TOTAL BUDGET SHOULD NOT EXCEED TOTAL REVENUE PLUS CASH BALANCE:									\$28,312.65		
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POS									\$10,312.65		

SPONSOR'S SIGNATURE: AMY KOHMANN

SUPERVISOR'S SIGNATURE: 

Budget and Statement of Purpose

CLASS OF 2023 - 2020/2021 SPONSORS: CHRIS KOGUT/MEREDITH JOYCE

STATEMENT OF PURPOSE:

To help the Class of 2023 prepare for homecoming and school events throughout the school year.

FUNDRAISERS PLANNED: Please attach fundraiser request form for each

Homecoming 2020

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXP	REVISION	DATE
CLASS OF 2023 PURCHASE SERVICE	200	4670	419	923S	000000	006	00	000	\$3,000.00		
CLASS OF 2023 FUNDRAISER SUPPLIES	200	4670	590	923S	000000	006	00	000	\$2,000.00		
CLASS OF 2023 OTHER/MISC EXPENSES	200	4670	883	923S	000000	006	00	000	\$500.00		
									\$0.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED BUDGET									\$5,500.00		
REVENUE ACCOUNTS	FUND	RECEIP	SCC	SUBJ	OPU				EST REV	REVISION	DATE
CLASS OF 2023 FUNDRAISER RCEIPTS	200	1626	923S	000000	006				\$4,500.00		
CLASS OF 2023 DUES	200	1636	923S	000000	006				\$1,000.00		
CLASS OF 2023 DONATIONS	200	1820	923S	000000	006				\$100.00		
									\$0.00		
TOTAL ESTIMATED REVENUES									\$5,600.00		
UNENCUMBERED CASH BALANCE AS OF 5/10/2020:									\$10,613.85		
NOTE: TOTAL BUDGET SHOULD NOT EXCEED TOTAL REVENUE PLUS CASH BALANCE:									\$16,213.85		
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POS									\$10,713.85		

SPONSOR'S SIGNATURE: CHRIS KOGUT

SUPERVISOR'S SIGNATURE: 

Budget and Statement of Purpose

CLASS OF 2024 - 2020/2021 SPONSORS: *Michelle McElrath*

STATEMENT OF PURPOSE:

To help the Class of 2024 be prepared for their High School experience

FUNDRAISERS PLANNED: Please attach fundraiser request form for each

Money to be received from the Class of 2020

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXP	REVISION	DATE
CLASS OF 2024 PURCHASE SERVICE	200	4670	419	923T	000000	006	00	000	\$3,000.00		
CLASS OF 2024 FUNDRAISER SUPPLIES	200	4670	590	923T	000000	006	00	000	\$1,000.00		
CLASS OF 2024 OTHER/MISC EXPENSES	200	4670	883	923T	000000	006	00	000	\$500.00		
									\$0.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED BUDGET									\$4,500.00		
REVENUE ACCOUNTS	FUND	RECEIP	SCC	SUBJ	OPU				EST REV	REVISION	DATE
CLASS OF 2024 FUNDRAISER RCEIPTS	200	1626	923T	000000	006				\$1,000.00		
CLASS OF 2024 DUES	200	1636	923T	000000	006				\$1,000.00		
CLASS OF 2024 DONATIONS	200	1820	923T	000000	006				\$3,900.00		
									\$0.00		
TOTAL ESTIMATED REVENUES									\$5,900.00		
UNENCUMBERED CASH BALANCE AS OF 5/10/2020:									\$0.00		
NOTE: TOTAL BUDGET SHOULD NOT EXCEED TOTAL REVENUE PLUS CASH BALANCE:									\$5,900.00		
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POS									\$1,400.00		

SPONSOR'S SIGNATURE: *[Signature]*

SUPERVISOR'S SIGNATURE: *[Signature]*

Budget and Statement of Purpose

FFA 2020/2021

SPONSOR: BRITTANY SHECKLER

Statement of Purpose: CREATING A PLACE FOR STUDENTS TO LEARN BY DOING, DOING TO LEARN, EARNING TO LIVE, AND LIVING TO SERVE

Fundraisers Planned: (Please attach fundraiser request form for each)

Name of Fundraiser:	Projected Date:
HOG ROAST	SEPTEMBER 2020
HAUNTED SCHOOL HOUSE	OCTOBER 2020
CINNAMON ROLL SALE	MARCH 2021

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	ESTIMATED EXP	REVISION	DATE
FFA TRIPS (CONVENTIONS/ACTIVITIES)	200	4330	419	921C	000000	006	00	000	\$6,000.00		
FFA TRANSPORTATION	200	4330	460	921C	000000	006	00	001	\$2,000.00		
FFA DUES AND FEES	200	4330	519	921C	000000	006	00	000	\$4,000.00		
FFA WEEK/BANQUET/MTGS/MATERIALS	200	4330	560	921C	000000	006	00	001	\$2,000.00		
FFA FUNDRAISERS EXPENSES	200	4330	590	921C	000000	006	00	000	\$3,000.00		
TOTAL ESTIMATED BUDGET									\$17,000.00		

REVENUE ACCOUNTS	FUND	RECEIPT	SCC	SUBJ	OPU	EST REVENUES	REVISION	DATE
FFA FUNDRAISERS	200	1623	921C	010000	006	\$10,000.00		
FFA DUES	200	1633	921C	000000	006	\$2,000.00		
FFA ACTIVITIES	200	1690	921C	000000	006	\$0.00		
FFA DONATIONS	200	1820	921C	000000	006	\$100.00		
FFA MISC	200	1890	921C	000000	006	\$0.00		
TOTAL ESTIMATED REVENUES						\$12,100.00		

CURRENT UNENCUMBERED CASH BALANCE OF 5/10/2020:

\$4,999.34

Note: Total Budget should not exceed Revenue plus Current Cash Balance

\$17,099.34

BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POS

\$99.34

SPONSOR'S SIGNATURE BRITTANY SHECKLER

SUPERVISOR'S SIGNATURE



SPONSOR'S SIGNATURE _____

PRINCIPAL'S SIGNATURE _____

Budget and Statement of Purpose

MS STUDENT COUNCIL 2020/2021

SPONSORS: JENNAH HART

Statement of Purpose:

Marlington Middle Schools Student Council provides opportunities for a group of student leaders to enrich the experiences of other Marlington students and connect with the community.

Fundraisers Planned: (Please attach fundraiser request form for each)

Name of Fundraiser:

Projected Date:

TBD

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	ESTIMATED EXP	REVISION	AMT	DATE
MS STUDENT COUNCIL DANCE EXPENSES	200	4610	419	921D	000000	005	00	000	\$1,000.00			
MS STUDENT COUNCIL FUNDRAISER EXP	200	4610	519	921D	000000	005	00	000	\$1,000.00			
MS STUDENT COUNCIL SERVICE PROJECT	200	4610	510	921D	000000	005	00	000	\$500.00			
MS STUDENT COUNCIL MEETING EXPENSE	200	4610	560	921D	000000	005	00	000	\$500.00			
MS STUDENT COUNCIL SCHOOL/STAFF GIFTS	200	4610	890	921D	000000	005	00	000	\$2,000.00			
MS STUDENT COUNCIL/DONATIONS	200	4610	899	921D	000000	005	00	000	\$1,500.00			
TOTAL ESTIMATED BUDGET									\$6,500.00			
REVENUE ACCOUNTS	FUND	RECE	SCC	SUBJ	OPU				ESTIMATED REV			
MIDDLE SCHOOL STUDENT COUNCIL DANCES	200	1610	921D	00000	005				\$500.00			
MS STUDENT COUNCIL FUNDRAISERS	200	1626	921D	00000	005				\$500.00			
MS STUDENT COUNCIL DONATIONS	200	1820	921D	00000	005				\$500.00			
MS STUDENT COUNCIL CONCESSIONS	200	1620	921D	00000	005				\$500.00			
									\$0.00			
TOTAL ESTIMATED REVENUES									\$2,000.00			
CURRENT UNENCUMBERED CASH BALANCE AS OF 5/10/2020									\$5,394.78			
<i>Note: Total Budget should not exceed Total Revenue plus Cash Balance</i>									\$7,394.78			
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS OK IF AMOUNT IS POSITIV									\$894.78			

SPONSOR'S SIGNATURE JENNAH HART

SUPERVISOR'S SIGNATURE 

Budget and Statement of Purpose

HS STUDENT COUNCIL 2020/2021

SPONSOR: GARY BUSH

Statement of Purpose: To develop leaders in and out of the school as well as support the student body and staff.

Fundraisers Planned: (Please attach fundraiser request form for each)

Name of Fundraiser:

Projected Date:

WINTER DANCE

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	ESTIMATED EXP	REVISION	AMT	DATE
HS STUDENT COUNCIL PURCH SERV(DJ'S SPEAKERS ETC	200	4610	419	921E	000000	006	00	000	\$1,500.00			
HS STUDENT COUNCIL/WINTER SPORTS DANCE EXP	200	4610	519	921E	000000	006	00	000	\$500.00			
HS STUDENT COUNCIL TEACHER APPRECIATION	200	4610	519	921E	000000	006	00	002	\$500.00			
HS STUDENT COUNCIL SUPPLIES	200	4610	590	921E	000000	006	00	000	\$0.00			
HS STUDENT COUNCIL AWARDS/GIVEAWAYS	200	4610	890	921E	000000	006	00	000	\$400.00			
HS STUDENT COUNCIL CHARITY DONATIONS	200	4610	890	921E	000000	006	00	001	\$0.00			
									\$0.00			
TOTAL ESTIMATED BUDGET:									\$2,900.00			
REVENUE ACCOUNTS	FUND	RECE	SCC	SUBJ	OPU	ESTIMATED REV						
HS STUDENT COUNCIL WINTER SPORTS DANCE	200	1616	921E	000000	006							\$1,500.00
HS STUDENT COUNCIL FUNDRAISER	200	1626	921E	000000	006							\$1,400.00
HS STUDENT DONATIONS	200	1820	921E	000000	006							\$0.00
HS STUDENT COUNCIL CHARITIES COLLECTIONS	200	1890	921E	000000	006							\$0.00
												\$0.00
TOTAL ESTIMATED REVENUES									\$2,900.00			
CURRENT UNENCUMBERED CASH BALANCE AS OF 5/13/2020:									\$419.38			
NOTE: TOTAL BUDGET SHOULD NOT EXCEED TOTAL REVENUE PLUS CASH BALANCE									\$3,319.38			
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IS AMOUNT IS POSITIVE:									\$419.38			

SPONSOR'S SIGNATURE GARY BUSH

SUPERVISOR'S SIGNATURE 

Budget and Statement of Purpose

NATIONAL HONOR SOCIETY 2020/2021

SPONSOR: Chris Locke/Jeff Oyster

Statement of Purpose: To promote character, scholarship, leadership and service among students of Marlinton High School; to tap and induct new members; to provide service to our school and community through various service projects

Fundraisers requested: Please return your fundraiser request form with this form

Name of Fundraiser:	Projected Date:
RIGATONI DINNER	TBD
COOKIE SALE	December 2020

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	ESTIMATED EXP	REVISION AMT	DATE
NHS PURCHASE SERVICES	200	4140	410	921F	000000	006	00	000	\$850.00		
NHS INDUCTION EXPENSES	200	4140	519	921F	000000	006	00	001	\$1,100.00		
NHS FUNDRAISER SUPPLIES	200	4140	519	921F	000000	006	00	002	\$0.00		
NHS NASSP MEMBERSHIP	200	4140	841	921F	000000	006	00	000	\$400.00		
									\$0.00		
TOTAL ESTIMATED BUDGET									\$2,350.00		
REVENUE ACCOUNTS	FUND	RECEIPT	SCC	SUBJ	OPU				ESTIMATED REV		
NHS FUNDRAISERS	200	1627	921F	000000	006				\$1,500.00		
NHS DONATIONS	200	1820	921F	000000	006				\$100.00		
									\$0.00		
TOTAL ESTIMATED REVENUES:									\$1,600.00		
CURRENT UNENCUMBERED BALANCE AS OF 5/10/2020:									\$1,857.97		
Note: Total Budget should not exceed Total Revenue plus Cash Balance:									\$3,457.97		
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POSITIVE:									\$1,107.97		

SPONSOR'S SIGNATURE: CHRIS LOCKE

SUPERVISOR'S SIGNATURE: _____

SPONSOR'S SIGNATURE _____

SUPERVISOR'S SIGNATURE 

Budget and Statement of Purpose

SCENARIO 2020/2021

SPONSOR: STEPHANNIE BORON

Statement of Purpose: To help create a yearbook for Marlinton High School students to purchase.

Fundraisers Planned: (Please attach fundraiser request form for each)

Name of Fundraiser:

Projected Date:

Ad Sales - throughout the school year

Yearbook sales - throughout the school year when the yearbook is available

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	ESTIMATED EXP	REVISION AMT	DATE
SCENARIO PUBLISHING COSTS	200	4680	460	921H	000000	006	00	000	\$3,200.00		
									\$0.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED BUDGET									\$3,200.00		
REVENUE ACCOUNTS	FUND	RECEIP	SCC	SUBJ	OPU	EST REVENUES					
SCENARIO FUNDRAISER RECEIPTS	200	1621	921H	000000	006				\$0.00		
SCENARIO YEARBOOK SALES	200	1626	921H	000000	006				\$1,200.00		
SCENARIO AD SALES	200	1626	921H	010000	006				\$2,000.00		
									\$0.00		
TOTAL ESTIMATED REVENUES:									\$3,200.00		
CURRENT UNENCUMBERED CASH BALANCE AS OF 5/10/2020:									\$901.91		
Note: Total Budget should not exceed Total Revenues plus cash balance:									\$4,101.91		
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POSI									\$901.91		

SPONSORS SIGNATURE STEPHANNIE BORON

SUPERVISOR'S SIGNATURE

Budget and Statement of Purpose

ENVIRONMENTAL CLUB 2020/2021

SPONSOR: RITA MORRISON

Statement of Purpose:

TO RAISE AWARENESS OF ENVIRONMENTAL ISSUES AND ENCOURAGE THE STUDENTS TO BECOME ENVIRONMENTALLY AWARE OF THEIR RESPONSIBILITIES TO THE SCHOOL, COMMUNITY AND THE WORLD

Fundraisers Planned: (Please attach fundraiser request form for each)

Name of Fundraiser:

Projected Date:

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXPENSE	REVISION	DATE
ENVIRONMENTAL CLUB SUPPLIES	200	4140	519	921L	000000	006	00	000	\$500.00		
ENVIRONMENTAL CLUB MISC.	200	4140	841	921L	000000	006	00	000	\$500.00		
ENVIRONMENTAL CLUB DONATION	200	4140	899	921L	000000	006	00	000	\$400.00		
									\$0.00		
TOTAL ESTIMATED BUDGET									\$1,400.00		
REVENUE ACCOUNTS	FUND	RECPT	SCC	SUBJ	OPU				ESTIMATED REV	REVISION	DATE
ENVIRONMENTAL CLUB RECEIPTS	200	1627	921L	000000	006				\$500.00		
ENVIRONMENTAL CLUB DONATIONS	200	1820	921L	000000	006				\$700.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED REVENUES:									\$1,200.00		
CURRENT UNENCUMBERED BALANCE AS OF 5/10/2020:									\$2,584.69		
NOTE: TOTAL BUDGET SHOULD NOT EXCEED TOTAL REVENUE PLUS CASH BALANCE									\$3,784.69		
BUDGETS SHOULD BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF THIS AMOUNT IS POS									\$2,384.69		

SPONSOR'S SIGNATURE RITA MORRISON

SUPERVISOR'S SIGNATURE: _____



Budget and Statement of Purpose

SADD 2020/2021

SPONSOR: Rita Morrison

Statement of Purpose:

The purpose of this group is to raise awareness about students having destructive decisions. We want to try and give good decision making skills.

Provide materials for district building Go Buckets. We receive money from the City of Alliance to teach students to make good decisions.

Projected Projects for 2020/2021 School Year:

SADD Program for HS Students Spring 2021

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXPENSES	REVISION	DATE
SADD PURCHASE SERVICE	200	4630	411	921S	000000	006	00	000	\$800.00		
SADD T-SHIRTS	200	4630	519	921S	000000	006	00	001	\$200.00		
SADD MISC EXPENSES	200	4630	891	921S	000000	006	00	000	\$4,000.00		
TOTAL ESTIMATED BUDGET									\$5,000.00		
REVENUE ACCOUNTS	FUND	RECEIP	SCC	SUBJ	OPU				EST REVENUES	RVISION	DATE
SADD DUES	200	1636	921S	000000	006				\$100.00		
SADD DONATIONS	200	1820	921S	000000	006				\$2,000.00		
SADD GRANT (CITY OF ALLIANCE)	200	1820	921S	010000	006				\$1,000.00		
									\$0.00		
TOTAL ESTIMATED REVENUES:									\$3,100.00		
CURRENT UNENCUMBERED CASH BALANCE AS OF 5/10/2020:									\$2,895.20		
Note: Total Budget should not exceed Total Revenue plus Cash Balance:									\$5,995.20		
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POS									\$995.20		

SPONSOR'S SIGNATURE: RITA MORRISON

SUPERVISOR'S SIGNATURE: _____

Budget and Statement of Purpose

HS SKI CLUB 2020/20221

SPONSOR: STEPHANIE TORTOLA

Statement of Purpose: FUNDS TO RUN SKI CLUB PROGRAM

Fundraisers Planned: (Please attach fundraiser request form for each)

Name of Fundraiser:

Projected Date:

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	ESTIMATED EXP	REVISION AMT
HS SKI CLUB TRANSPORTATION	200	4630	480	921V	000000	006	00	000	\$1,500.00	
									\$0.00	
									\$0.00	
TOTAL ESTIMATED BUDGET									\$1,500.00	
REVENUE ACCOUNTS	FUND	RECEIPT	SCC	SUBJ	OPU					ESTIMATED REVENUES
SKI CLUB MEMBERSHIP FEES	200	1635	921V	000000	006				\$1,500.00	
									\$0.00	
TOTAL ESTIMATED REVENUES									\$1,500.00	
CURRENT UNENCUMBERED BALANCE AS OF 5/10/2020:									\$331.65	
Note: Total Budget should not exceed Total Revenue plus Cash Balance:									\$1,831.65	
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POSITIVE									\$331.65	

SPONSOR'S SIGNATURE



SUPERVISOR'S SIGNATURE _____

Budget and Statement of Purpose

FELLOWSHIP OF CHRISTIAN ATHLETES 2020/2021

SPONSOR: STEVE MILLER

Statement of Purpose: To provide fellowship with Marlinton Athletes

Projected Projects for 2020/2021 School Year:
Donations throughout the year

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXPENSES	REVISION	DATE
FOCA - SUPPLIES	200	4590	590	921W	000000	006	00	000	\$120.00		
									\$0.00		
TOTAL ESTIMATED BUDGET									\$120.00		
REVENUE ACCOUNTS	FUND	RECEIP	SCC	SUBJ	OPU				EST REVENUES	RVISION	DATE
FOCA - DONATIONS	200	1820	921W	000000	006				\$100.00		
									\$0.00		
TOTAL ESTIMATED REVENUES:									\$100.00		
CURRENT UNENCUMBERED CASH BALANCE AS OF 5/10/2020:									\$23.00		
Note: Total Budget should not exceed Total Revenue plus Cash Balance:									\$123.00		
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POS									\$3.00		

SPONSOR'S SIGNATURE: Steve Miller

SUPERVISOR'S SIGNATURE: _____

Budget and Statement of Purpose

CHARACTER COUNTS 2020/2021

SPONSOR: AMY KOHMANN

Statement of Purpose: Promote character and volunteerism in the school and community.

Fundraisers Planned: (Please attach fundraiser request form for each)

Name of Fundraiser:	Projected Date:
TEAM TREVOR FUNDRAISER	Throughout the Year
CANCER WALK	Spring 2021

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	ESTIMATED EXP	REVISION AMT	DATE
CHARACTER COUNTS FIELD TRIPS	200	4190	423	921X	000000	006	00	000	\$200.00		
CHARACTER COUNTS INITIATION	200	4190	439	921X	000000	006	00	000	\$100.00		
CHARACTER COUNTS MATERIALS & SUPPLIES	200	4190	519	921X	000000	006	00	000	\$8,000.00		
CHARACTER COUNTS AWARDS/RECOG	200	4190	889	921X	000000	006	00	000	\$200.00		
CHARACTER COUNTS DONATIONS	200	4610	891	921X	000000	006	00	000	\$5,000.00		
									\$0.00		
									\$0.00		
									\$0.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED BUDGET									\$13,500.00		
REVENUE ACCOUNTS	FUND	RECEIPT	SCC	SUBJ	OPU	ESTIMATED REV					
CHARACTER COUNTS FUNDRAISER	200	1626	921X	000000	006						\$11,500.00
CHARACTER COUNTS CLUB DUES	200	1636	921X	000000	006						\$1,000.00
CHARACTER COUNTS DONATIONS	200	1820	921X	000000	006						\$1,000.00
											\$0.00
											\$0.00
TOTAL ESTIMATED REVENUES									\$13,500.00		
CURRENT UNENCUMBERED CASH BALANCE AS OF 5/10/2020									\$5,312.37		
Note: Total Budget should not exceed Total Revenue plus Cash Balance:									\$18,812.37		
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POS									\$5,312.37		

SPONSOR'S SIGNATURE: AMY KOHMANN

SUPERVISOR'S SIGNATURE: 

Budget and Statement of Purpose

TRI-M 2020-2021

SPONSOR: BRET PENDERGAST

Statement of Purpose: To promote music education in the school and community. Fundraising is for supplies and awards

Fundraisers Planned: (Please attach fundraiser request form for each)


Name of Fundraiser:

Projected Date:

DONATIONS THROUGHOUT THE YEAR

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	ESTIMATED EXP	REVISION AMT	DATE
TRI-M PURCHASE SERVICE	200	4190	439	921Y	000000	006	00	000	\$500.00		
TRI-M SUPPLIES	200	4190	519	921Y	000000	006	00	000	\$2,000.00		
TRI-M AWARDS & RECOGNITION	200	4190	889	921Y	000000	006	00	000	\$500.00		
									\$0.00		
									\$0.00		
									\$0.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED BUDGET									\$3,000.00		
REVENUE ACCOUNTS	FUND	RECEIPT	SCC	SUBJ	OPU	ESTIMATED REV					
TRI-M FUNDRAISER RECEIPTS	200	1626	921Y	000000	006				\$3,000.00		
TRI-M DONATIONS	200	1820	921Y	000000	006				\$1,000.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED REVENUES									\$4,000.00		
CURRENT UNENCUMBERED CASH BALANCE AS OF 5/13/2020:									\$206.87		
Note: Total Budget should not exceed Total Revenue plus Cash Balance:									\$4,206.87		
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POS									\$1,206.87		

SPONSOR'S SIGNATURE: *BRET PENDERGAST*

SUPERVISOR'S SIGNATURE: 

Budget and Statement of Purpose

ROBOTICS CLUB 2020/2021 - Advisor: Matthew Denny

Statement of Purpose: The purpose of the Robotics team is to teach students the skills and knowledge needed to create robots for robotics competition

Fundraisers Planned: (Please attach fundraiser request form for each)

Name of Fundraiser:

Projected Date:

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXPENSE	REVISION	DATE
ROBOTICS CLUB GENERAL SUPPLIES	200	4390	519	921Z	000000	006	00	000	\$1,000.00		
ROBOTICS CLUB PURCHASE SERVICE	200	4390	419	921Z	000000	006	00	000	\$5,000.00		
									\$0.00		
									\$0.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED BUDGET									\$6,000.00		
REVENUE ACCOUNTS	FUND	RECPT	SCC	SUBJ	OPU				EST REVENUE	REVISION	DATE
ROBOTICS CLUB FNDR RECEIPTS	200	1623	921Z	000000	006				\$2,000.00		
ROBOTICS CLUB DUES & FEE RECEIPTS	200	1633	921Z	000000	006				\$2,000.00		
ROBOTICS CLUB DONATION RECEIPTS	200	1820	921Z	000000	006				\$3,000.00		
									\$0.00		
TOTAL ESTIMATED REVENUES:									\$7,000.00		
CURRENT UNENCUMBERED CASH BALANCE AS OF 5/10/2020:									\$784.99		
Note: Total Budget should not exceed Total Revenue plus Cash Balance:									\$7,784.99		
									\$1,784.99		
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POSITIVE											

SPONSOR'S SIGNATURE: MATT DENNY

SUPERVISOR'S SIGNATURE: Steve Miller

Budget and Statement of Purpose

GAMER'S CLUB 2020/2021 SPONSOR: ELIZABETH DERAMO/M. BOGUNOVICH

Statement of Purpose: TO BUILD RELATIONSHIPS WITH STUDENT GAMER'S THROUGH AFTERSCHOOL PROGRAM

**Projected Projects for 2019/2020 School Year:
DONATIONS FROM COMMUNITY**

BUDGET ACCOUNTS								EST EXPENSE
FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL		
300	4190	519	9300	000000	006	00	\$2,000.00	
							\$0.00	
TOTAL ESTIMATED BUDGET							\$2,000.00	
REVENUE ACCOUNTS								EST REVENUES
FUND	FUNC	SCC	SUBJ	OPU				
300	1820	9300	000000	006			\$2,000.00	
							\$0.00	
							\$0.00	
TOTAL ESTIMATED REVENUES							\$2,000.00	
CURRENT UNENCUMBERED CASH BALANCE AS OF 5/14/2020:							\$1,244.76	
NOTE: TOTAL BUDGET SHOULD NOT EXCEED TOTAL REVENUE PLUS CASH BALANCE.							\$3,244.76	
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POSI							\$1,244.76	

SPONSORS SIGNATURE ELIZABETH DERAMO

SUPERVISOR'S SIGNATURE: 

Budget and Statement of Purpose

HORTICULTURE 2020/2021

Sponsor: Eric Tanner

Statement of Purpose: TO TEACH HORTICULTURE STUDENTS TO PLAN, PLANT AND TAKE CARE OF THE BUSINESS SIDE OF HORTICULTURE

Fundraisers Planned: (Please attach fundraiser request form for each)

Fundraiser and Dates Planned:

FALL PLANT SALE

WINTER PLANT SALE

SPRING PLANT SALE

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXPENSE	REVISION	DATE
HORT STUDENT WORKERS	300	4390	172	930D	000000	006	00	000	3500.00		
HORT STUDENT BENEFITS	300	4390	221	930D	000000	006	00	000	750.00		
HORT MEETING/FIELD TRIP EXPENSES	300	4390	423	930D	000000	006	00	000	450.00		
HORT TRANSPORTATION	300	4390	439	930D	000000	006	00	000	300.00		
HORT PURCHASE SERVICE	300	4300	490	930D	000000	006	00	000	400.00		
HORT CLASSROOM SUPPLIES	300	4300	512	930D	000000	006	00	000	2,000.00		
HORT SUPPLIES FOR RESALE-FALL	300	4300	559	930D	100000	006	00	000	5,000.00		
HORT SUPPLIES FOR RESALE-WINTER	300	4300	559	930D	200000	006	00	000	5,000.00		
HORT SUPPLIES FOR RESALE-SPRING	300	4300	559	930D	300000	006	00	000	20,000.00		
HORTICULTURE FACILITIES EXPENSE	300	4390	620	930D	000000	006	00	000	15,000.00		
HORT EQUIPMENT EXPENSES	300	4390	640	930D	000000	006	00	000	20,000.00		
HORT MISC EXPENSES	300	4390	899	930D	000000	006	00	000	1,000.00		
TOTAL ESTIMATED BUDGET									\$73,400.00		
REVENUE ACCOUNTS	FUND	RECEIP	SCC	SUBJ	OPU				EST REVENUES	REVISION	DATE
HORT FLORAL SALES-FALL	300	1623	930D	100000	006				\$4,000.00		
HORT FLORAL SALES-WINTER	300	1623	930D	200000	006				\$7,000.00		
HORT FLORAL SALES-SPRING	300	1623	930D	300000	006				\$35,000.00		
HORT DONATIONS	300	1820	930D	000000	006				\$1,000.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED REVENUES									\$47,000.00		
CURRENT UNENCUMBERED BALANCE AS OF 5/10/2020:									\$37,578.76		
NOTE: TOTAL BUDGET SHOULD NOT EXCEED TOTAL REVENUE PLUS CASH BALANCE.									\$84,578.76		
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POSIT									\$11,178.76		

SPONSORS SIGNATURE ERIC TANNER

SUPERVISORS SIGNATURE Steve Miller

Budget and Statement of Purpose

LAND LAB 2020/2021

SPONSOR: BRITTANY SHECKLER

Statement of Purpose:

To up keep and improve the land (crop fields and forest) that are on district property, including the Clappsaddle property.

Fundraisers Planned: (Please attach fundraiser request form for each)

Name of Fundraiser:	Projected Date:
Corn Stalk Sale	September 2020
Firewood Sale	October 2020

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	ESTIMATED EXP	REVISION AMT	DATE
LAND LAB EQUIPMENT REPAIR	300	4330	423	930F	000000	006	00	000	\$16,000.00		
LAND LAB SUPPLIES	300	4330	519	930F	000000	006	00	000	\$3,000.00		
LAND LAB SHOP MATERIALS	300	4330	519	930F	000000	006	00	001	\$1,000.00		
LAND LAB CROP EXPENSES	300	4330	590	930F	000000	006	00	000	\$4,000.00		
LAND LAB TREE STOCK	300	4330	590	930F	000000	006	00	001	\$1,000.00		
LAND LAB FISH STOCK	300	4390	590	930F	000000	006	00	002	\$2,000.00		
LAND LAB EQUIPMENT	300	4330	640	930F	000000	006	00	000	\$0.00		
									\$0.00		
TOTAL ESTIMATED BUDGET									\$27,000.00		
REVENUE ACCOUNTS	FUND	RECEIPT	SCC	SUBJ	OPU	ESTIMATED REVENUE					
LAND LAB SALES	300	1623	930F	000000	006				\$15,000.00		
LAND LAB DONATIONS (NEW)	300	1820	930F	000000	006				\$300.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED REVENUES									\$15,300.00		
CURRENT UNENCUMBERED BALANCE AS OF 5/10/2020:									\$20,197.37		
NOTE: TOTAL BUDGET SHOULD NOT EXCEED TOTAL REVENUE PLUS CASH BALANCE:									\$35,497.37		
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POS									\$8,497.37		

SPONSOR'S SIGNATURE: BRITTANY SHECKLER

SUPERVISOR'S SIGNATURE 

Budget and Statement of Purpose

STEAM CLUB 2020/2021

SPONSOR: AUBREE HORNING

Statement of Purpose:

To promote **STEAM** to all students at Washington Elementary

Projected Projects for the School Year:

Donations - \$20.00 fee for extended hour club

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXPENSE
STEAM CLUB PURCHASE SERVICE	300	4190	499	930I	000000	004	00	000	\$250.00
STEAM CLUB SUPPLIES	300	4190	519	930I	000000	004	00	000	\$500.00
STEAM CLUB MISC EXPENDITURES	300	4190	899	930I	000000	004	00	000	\$3,000.00
									\$0.00
TOTAL ESTIMATED BUDGET									\$3,750.00
REVENUE ACCOUNTS	FUND	RECEIP	SCC	SUBJ	OPU				EST REVENUES
STEAM CLUB DUES AND FEES COLLECTED	300	1636	930I	000000	004				\$3,500.00
STEAM CLUB DONATIONS RECEIVED	300	1820	930I	000000	004				\$1,000.00
									\$0.00
									\$0.00
TOTAL ESTIMATED REVENUES									\$4,500.00
CURRENT UNENCUMBERED CASH BALANCE AS OF 5/14/2020									\$2,517.89
NOTE: TOTAL BUDGET SHOULD NOT EXCEED TOTAL REVENUE PLUS CASH BALANCE.									\$7,017.89
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POSITIVE:									\$3,267.89

SPONSORS SIGNATURE AUBREE HORNING

SUPERVISOR'S SIGNATURE 

Budget and Statement of Purpose

VOCAL MUSIC 2020/2021

Sponsor: SAM AL-HADID

Statement of Purpose: To financially support the Marlinton High School Choral Department and the students within the program.

Fundraisers Planned: (Please attach fundraiser request form for each)

Name of Fundraiser:

Projected Date:

PLANNED DISNEY TRIP (PENDING BOARD APPROVAL)

PLANNED MICHIGAN TRIP (PENDING BOARD APPROVAL) MARCH 2021

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXPENSE	REVISION	DATE
VOCAL FUNDRAISER PURCHASE SERVICE	300	4137	410	930J	000000	006	00	000	\$5,000.00		
VOCAL TRAVEL	300	4137	439	930J	000000	006	00	000	\$65,500.00		
*VOCAL FUNDRAISER (NEW ACCOUNT)	300	4137	559	930J	000000	006	00	000	\$0.00		
VOCAL SUPPLIES	300	4137	590	930J	000000	006	00	000	\$0.00		
VOCAL EQUIPMENT	300	4137	640	930J	000000	006	00	000	\$0.00		
VOCAL MISCELLANEOUS	300	4137	890	930J	000000	006	00	000	\$0.00		
									\$0.00		
TOTAL ESTIMATED BUDGET									\$70,500.00		
REVENUE ACCOUNTS	FUND	RECEI	SCC	SUBJ	OPU				EST REVENUE	REVISION	DATE
VOCAL FUNDRAISERS	300	1626	930J	000000	006				\$0.00		
VOCAL STUDENT RECEIPTS	300	1634	930J	010000	006				\$68,000.00		
VOCAL DONATIONS	300	1820	930J	000000	006				\$5,000.00		
VOCAL MISCELLANEOUS	300	1890	930J	000000	006				\$0.00		
									\$0.00		
TOTAL ESTIMATED REVENUES									\$73,000.00		
CURRENT UNENCUMBERED BALANCE AS OF 6/8/2020:									\$2,047.09		
NOTE: TOTAL BUDGET SHOULD NOT EXCEED TOTAL REVENUE PLUS CASH BALANCE:									\$75,047.09		
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POSI									\$4,547.09		

Sponsor's Signature: SAM ALHADID

Supervisor's Signature: _____

Budget and Statement of Purpose

SUMMER STEAM CLUB 2020/2021

SPONSOR: AUBREE HORNING

Statement of Purpose:

To promote STEAM to all Marlinton Students in a week long enrichment activity

Projected Projects for the School Year:

Camp Fee of \$70.00 Held in June 2021

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXPENSE	REVISION
SUMMER STEAM CERTIFIED WAGES	300	1110	139	930L	000000	004	00	000	\$3,250.00	
SUMMER STEAM CLASSIFIED WAGES	300	1110	149	930L	000000	004	00	000	\$1,250.00	
SUMMER STEAM STRS	300	1110	211	930L	000000	004	00	000	\$240.00	
SUMMER STEAM SERS	300	1110	221	930L	000000	004	00	000	\$240.00	
SUMMER STEAM CERT MEDICARE	300	1110	291	930L	000000	004	00	000	\$10.00	
SUMMER STEAM CLASS MEDICARE	300	1110	292	930L	000000	004	00	000	\$10.00	
SUMMER STEAM SUPPLIES	300	1110	519	930L	000000	004	00	000	\$1,000.00	
									\$0.00	
TOTAL ESTIMATED BUDGET									\$6,000.00	
REVENUE ACCOUNTS	FUND	RECEIP	SCC	SUBJ	OPU				EST REVENUES	REVISION
SUMMER STEAM RECEIPTS	300	1690	930L	000000	004				\$5,500.00	
SUMMER STEAM DONATIONS	300	1820	930L	000000	004				\$1,000.00	
									\$0.00	
									\$0.00	
TOTAL ESTIMATED REVENUES									\$6,500.00	
CURRENT UNENCUMBERED BALANCE AS OF 5/14/2020:									\$527.06	
NOTE: TOTAL BUDGET SHOULD NOT EXCEED TOTAL REVENUE PLUS CASH									\$7,027.06	
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS									\$1,027.06	

Mickel [Signature]

Budget and Statement of Purpose

ACADEMIC RECOGNITION 2020/2021

SPONSOR: CHRIS LOCKE/DAVID FRASE

Statement of Purpose: To provide an opportunity to honor the top 10% of the graduating class with a recognition banquet

Fundraisers Planned: (please attach fundraiser request form for each)

Name of Fundraiser:

Projected Date:

BBQ Bash

Fall of 2020

Donations from Community for Academic Recognition Banquet

Throughout Fiscal Year

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXPENSE	REVISION	DATE
ACADEMIC RECOGNITION PHOTOGRAPHY	300	4310	432	930T	000000	006	00	000	\$800.00		
ACADEMIC RECOGNITION MEALS	300	4310	439	930T	000000	006	00	000	\$3,000.00		
ACADEMIC RECOGNITION MAILINGS	300	4310	510	930T	000000	006	00	000	\$500.00		
ACADEMIC RECOGNITION INVITATIONS	300	4310	511	930T	000000	006	00	000	\$0.00		
ACADEMIC RECOGNITION FLOWERS	300	4310	519	930T	000000	006	00	000	\$0.00		
ACADEMIC RECOGNITION GIFTS TI SR'S	300	4310	520	930T	000000	006	00	000	\$0.00		
ACADEMIC RECOGNITION FUNDRAISERS	300	4310	559	930T	000000	006	00	000	\$2,000.00		
									\$0.00		
TOTAL ESTIMATED BUDGET									\$6,300.00		
REVENUE ACCOUNTS	FUND	RECE	SCC	OPU					EST REVENUE	REVISION	DATE
ACADEMIC RECOGNITION DINNER TICKETS	300	1626	930T	006					\$500.00		
ACADEMIC RECOGNITION DONATIONS	300	1820	930T	006					\$2,500.00		
ACADEMIC RECOGNITION FUNDRAISERS	300	1626	930T	006					\$1,000.00		
									\$0.00		
TOTAL ESTIMATED REVENUES									\$4,000.00		
CURRENT UNENCUMBERED BALANCE AS OF 5/13/2020:									\$3,161.58		
NOTE: TOTAL BUDGET SHOULD NOT EXCEED TOTAL REVENUE PLUS CASH BALANCE									\$7,161.58		
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POS									\$861.58		

SPONSOR'S SIGNATURE: CHRIS LOCKE

SUPERVISOR'S SIGNATURE:



Budget and Statement of Purpose

Spanish Honor Society 2020/2021

Sponsor: Megan Brady

Statement of Purpose:

TO HONOR EXCEPTIONAL STUDENTS IN SPANISH COURSES BY INDUCTING THEM INTO A NATIONAL HONOR SOCIETY;
TO EXTEND THEIR CLASSROOM EXPERIENCE

Fundraisers Planned: (please attach fundraiser request form for each)

Name of Fundraiser: BRACELET FUNDRAISER Projected Date: SPRING 2021

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXPENSE	REVISION	DATE
SPANISH HONOR SOCIETY FIELD TRIPS	300	4120	439	930W	000000	006	000		\$0.00		
SPANISH HONOR SOCIETY SUPPLIES	300	4120	520	930W	000000	006	000		\$2,500.00		
SPANISH HONOR SOCIETY THEATRE TICKETS	300	4120	549	930W	000000	006	000		\$0.00		
SPANISH HONOR SOCIETY CAMP	300	4143	881	930W	000000	006	000		\$450.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED BUDGET									\$2,950.00		
REVENUE ACCOUNTS	FUND	RECEIPT	SCC	OPU					EST REVENUE	REVISION	DATE
SPANISH HONOR SOCIETY DUES	300	1632	930W	006					\$400.00		
SPANISH HONOR SOCIETY FUNDRAISER	300	1622	930W	006					\$3,000.00		
SPANISH HONOR SOCIETY FIELD TRIPS	300	1636	930W	006					\$0.00		
									\$0.00		
TOTAL ESTIMATED REVENUES									\$3,400.00		
CURRENT UNENCUMBERED CASH BALANCE AS OF 5/10/2020:									\$1,429.18		
NOTE: TOTAL BUDGET SHOULD NOT EXCEED TOTAL REVENUE PLUS CASH BALANCE									\$4,829.18		
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POSITIVE									\$1,879.18		

SPONSOR'S SIGNATURE MEGAN BRADY

SUPERVISOR'S SIGNATURE: 

Budget and Statement of Purpose

FRENCH HONOR SOCIETY 2020/2021

Sponsor: TERESA PHILLIPS

Statement of Purpose:

PROMOTE THE APPRECIATION OF THE FRENCH LANGUAGE AND CULTURE, AS WELL AS RECOGNIZE EXEMPLARY STUDENTS IN THE FRENCH PROGRAM

Fundraisers Planned: (please attach fundraiser request form for each)

Name of Fundraiser:

Projected Date:

BRACELET FUNDRAISER

Spring 2021

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXPENSE	REVISION
FRENCH HONOR SOCIETY FIELD TRIPS	300	4120	439	930X	000000	006	000		\$500.00	
FRENCH HONOR SOCIETY SUPPLIES	300	4120	520	930X	000000	006	000		\$1,000.00	
FRENCH HONOR SOCIETY THEATRE TICKETS	300	4120	549	930X	000000	006	000		\$1,500.00	
									\$0.00	
									\$0.00	
									\$0.00	
TOTAL ESTIMATED BUDGET									\$3,000.00	
REVENUE ACCOUNTS	FUND	FUNC	OBJ	SCC	OPU	IL	JOB	EST REVENUE	REVISION	
FRENCH HONOR SOCIETY DUES	300	1632	930X	006				\$50.00		
FRENCH HONOR SOCIETY FUNDRAISER	300	1622	930X	006				\$750.00		
FRENCH HONOR SOCIETY FIELD TRIPS	300	1636	930X	006				\$250.00		
FRENCH HONOR SOCIETY DONATIONS (NEW)	300	1820	930X	006				\$100.00		
TOTAL ESTIMATED REVENUES									\$1,150.00	
CURRENT UNENCUMBERED CASH BALANCE AS OF 5/10/2020:									\$2,640.89	
NOTE: TOTAL BUDGET SHOULD NOT EXCEED TOTAL REVENUE PLUS CASH BALANCE:									\$3,790.89	
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POSITIV									\$790.89	

SPONSOR'S SIGNATURE: TERESA PHILLIPS

SUPERVISOR'S SIGNATURE: 

Budget and Statement of Purpose

QUALITY CIRCLE 2020/2021

Sponsor: SHERI SICKLES

Statement of Purpose:

USE FOR BANQUET TICKETS FOR DRIVERS

FUNDRAISERS PLANNED FOR 2019/2020:

SOUP AND SANDWICH FUNDRAISER - FALL OF 2020

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	ESTIMATED EXPENSE
QUALITY CIRCLE SUPPLIES FOR FUNDRAISER	300	4300	510	931C	000000	000	00	000	\$1,500.00
									\$0.00
									\$0.00
TOTAL ESTIMATED BUDGET									\$1,500.00

Note: Total Expenses cannot exceed total revenues plus current cash balance.

REVENUE ACCOUNTS	FUND	RECEIP	SCC	SUBJ	OPU	ESTIMATED REVENUE
QAULITY CIRCLE FUNDRAISER	300	1625	931C	000000	000	\$1,500.00
QUALITY CIRCLE DONATIONS	300	1820	931C	000000	001	\$0.00
						\$0.00
TOTAL ESTIMATED REVENUES						\$1,500.00
CURRENT UNENCUMBERED CASH BALANCE AS OF 5/18/2020						\$215.53
						\$1,715.53

BUDGETS NEED TO REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POSITIVE **\$215.53**

SUPERVISORS SIGNATURE: *Sheri Sickles*

ATHLETICS 2020-2021 BUDGET AND STATEMENT - AD: STEVE MILLER

Statement of Purpose: TO SUPPORT DISTRICT STUDENT ATHLETES

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	ESTIMATED EXP	REVISION AMT
BASEBALL - PAYROLL	300	4511	149	930A	000000	006	00	000	\$100.00	
BASEBALL - SERS	300	4511	221	930A	000000	006	00	000	\$5.00	
BASEBALL - MEDICARE	300	4511	292	930A	000000	006	00	000	\$10.00	
BASEBALL - OFFICIALS	300	4511	419	930A	000000	006	00	000	\$0.00	
BASEBALL EQUIPMENT RECONDITIONING/REPAIRS	300	4511	423	930A	000000	006	00	000	\$750.00	
BASEBALL SUPPLIES	300	4511	519	930A	000000	006	00	000	\$750.00	
BASEBALL EQUIPMENT	300	4511	640	930A	000000	006	00	000	\$750.00	
BASEBALL FRESHMAN FIELD RENTAL	300	4511	425	930A	000000	006	00	000	\$200.00	
BOY'S BASKETBALL - PAYROLL	300	4512	149	930A	000000	006	00	000	\$2,500.00	
BOY'S BASKETBALL - SERS	300	4512	221	930A	000000	006	00	000	\$350.00	
BOYS BASKETBALL - FICA	300	4512	223	930A	000000	006	00	000	\$50.00	
BOY'S BASKETBALL - MEDICARE	300	4512	292	930A	000000	006	00	000	\$50.00	
BOY'S BASKETBALL SUPPLIES	300	4512	519	930A	000000	006	00	000	\$1,000.00	
BOY'S BASKETBALL EQUIPMENT	300	4512	640	930A	000000	006	00	000	\$0.00	
BOY'S BASKETBALL ENTRY FEES	300	4512	849	930A	000000	006	00	000	\$0.00	
BOY'S SOCCER - PAYROLL	300	4513	149	930A	000000	006	00	000	\$400.00	
BOY'S SOCCER - SERS	300	4513	221	930A	000000	006	00	000	\$150.00	
BOY'S SOCCER - MEDICARE	300	4513	292	930A	000000	006	00	000	\$10.00	
BOYS SOCCER SUPPLIES	300	4513	519	930A	000000	006	00	000	\$500.00	
BOYS SOCCER TOURNAMENT	300	4513	891	930A	000000	006	00	000	\$0.00	
BOY'S SOCCER EQUIPMENT	300	4513	640	930A	000000	006	00	000	\$500.00	
FOOTBALL - PAYROLL	300	4516	149	930A	000000	006	00	000	\$2,700.00	
FOOTBALL - SERS	300	4516	221	930A	000000	006	00	000	\$400.00	
FOOTBALL - FICA	300	4516	223	930A	000000	006	00	000	\$20.00	
FOOTBALL - MEDICARE	300	4516	292	930A	000000	006	00	000	\$50.00	
FOOTBALL AMBULANCE SERVICE	300	4516	413	930A	000000	006	00	000	\$750.00	
FOOTBALL OFFICIALS/GAMEWORKERS	300	4516	419	930A	000000	006	00	001	\$0.00	
FOOTBALL EQUIPMENT RECONDITIONING/LAUNDRY	300	4516	423	930A	000000	006	00	000	\$10,000.00	

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FOOTBALL SUPPLIES	300	4516	519	930A	000000	006	00	000	\$5,000.00
FOOTBALL EQUIPMENT	300	4516	640	930A	000000	006	00	000	\$2,000.00
CROSS COUNTRY SUPPLIES	300	4523	519	930A	000000	006	00	000	\$0.00
CROSS COUNTRY EQUIPMENT	300	4523	640	930A	000000	006	00	000	\$0.00
CROSS COUNTRY ENTRY FEES	300	4523	849	930A	000000	006	00	000	\$1,100.00
BOY'S GOLF COURSE RENTAL	300	4524	425	930A	000000	006	00	000	\$750.00
BOY'S GOLF SUPPLIES	300	4524	519	930A	000000	006	00	000	\$500.00
BOY'S GOLF EQUIPMENT	300	4524	640	930A	000000	006	00	000	\$0.00
BOY'S GOLF ENTRY FEES	300	4524	849	930A	000000	006	00	000	\$8,000.00
BOYS TENNIS SUPPLIES	300	4526	519	930A	000000	006	00	000	\$275.00
BOY'S TENNIS EQUIPMENT	300	4526	640	930A	000000	006	00	000	\$0.00
BOY'S TENNIS ENTRY FEES	300	4526	849	930A	000000	006	00	000	\$150.00
BOY'S TRACK - PAYROLL	300	4527	149	930A	000000	006	00	000	\$125.00
BOY'S TRACK - SERS	300	4527	221	930A	000000	006	00	000	\$10.00
BOY'S TRACK - MEDICARE	300	4527	292	930A	000000	006	00	000	\$5.00
BOY'S TRACK OFFICIALS	300	4527	419	930A	000000	006	00	000	\$0.00
BOYS TRACK SUPPLIES	300	4527	519	930A	000000	006	00	000	\$500.00
BOY'S TRACK EQUIPMENT	300	4527	640	930A	000000	006	00	000	\$5,300.00
BOYS TRACK ENTRY FEES	300	4527	849	930A	000000	006	00	000	\$750.00
WRESTLING - PAYROLL	300	4528	149	930A	000000	006	00	000	\$425.00
WRESTLING - SERS	300	4528	221	930A	000000	006	00	000	\$50.00
WRESTLING - MEDICARE	300	4528	292	930A	000000	006	00	000	\$5.00
WRESTLING SUPPLIES	300	4528	519	930A	000000	006	00	000	\$500.00
WRESTLING EQUIPMENT	300	4528	640	930A	000000	006	00	000	\$500.00
WRESTLING ENTRY FEES	300	4528	849	930A	000000	006	00	000	\$2,000.00
GIRL'S BASKETBALL - PAYROLL	300	4532	149	930A	000000	006	00	000	\$3,000.00
GIRL'S BASKETBALL - SERS	300	4532	221	930A	000000	006	00	000	\$450.00
GIRL'S BASKETBALL - FICA	300	4532	223	930A	000000	006	00	000	\$50.00
GIRL'S BASKETBALL - MEDICARE	300	4532	292	930A	000000	006	00	000	\$50.00
GIRL'S BASKETBALL SUPPLIES	300	4532	519	930A	000000	006	00	000	\$1,000.00
GIRL'S BASKETBALL EQUIPMENT	300	4532	640	930A	000000	006	00	000	\$0.00
GIRL'S SOCCER - PAYROLL	300	4533	149	930A	000000	006	00	000	\$275.00
GIRL'S SOCCER - SERS	300	4533	221	930A	000000	006	00	000	\$100.00
GIRL'S SOCCER - MEDICARE	300	4533	292	930A	000000	006	00	000	\$5.00
GIRL'S SOCCER SUPPLIES	300	4533	519	930A	000000	006	00	000	\$500.00
GIRL'S SOCCER EQUIPMENT	300	4533	640	930A	000000	006	00	000	\$500.00
SOFTBALL - PAYROLL	300	4534	149	930A	000000	006	00	000	\$200.00
SOFTBALL - SERS	300	4534	221	930A	000000	006	00	000	\$10.00
SOFTBALL - MEDICARE	300	4534	292	930A	000000	006	00	000	\$5.00
SOFTBALL OFFICIALS	300	4534	419	930A	000000	006	00	000	\$0.00

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SOFTBALL SUPPLIES	300	4534	519	930A	000000	006	00	000		\$700.00
SOFTBALL EQUIPMENT	300	4534	640	930A	000000	006	00	000		\$300.00
VOLLEYBALL - PAYROLL	300	4535	149	930A	000000	006	00	000		\$500.00
VOLLEYBALL - SERS	300	4535	221	930A	000000	006	00	000		\$75.00
VOLLEYBALL - MEDICARE	300	4535	292	930A	000000	006	00	000		\$10.00
VOLLEYBALL OFFICIALS/GAME WORKERS	300	4535	419	930A	000000	006	00	000		\$0.00
VOLLEYBALL SUPPLIES	300	4535	519	930A	000000	006	00	000		\$500.00
VOLLEYBALL EQUIPMENT	300	4535	640	930A	000000	006	00	000		\$300.00
VOLLEYBALL ENTRY FEES	300	4535	849	930A	000000	006	00	000		\$700.00
SWIMMING EQUIPMENT	300	4537	640	930A	000000	006	00	000		\$0.00
GIRL'S GOLF COURSE RENTAL	300	4544	425	930A	000000	006	00	000		\$750.00
GRIL'S GOLF SUPPLIES	300	4544	519	930A	000000	006	00	000		\$500.00
GIRL'S GOLF EQUIPMENT	300	4544	640	930A	000000	006	00	000		\$0.00
GIRL'S GOLF ENTRY FEES	300	4544	849	930A	000000	006	00	000		\$1,550.00
GYMNASTICS EQUIPMENT	300	4545	640	930A	000000	006	00	000		\$0.00
GIRL'S TENNIS SUPPLIES	300	4546	519	930A	000000	006	00	000		\$275.00
GIRL'S TENNIS EQUIPMENT	300	4546	640	930A	000000	006	00	000		\$0.00
GIRL'S TENNIS ENTRY FEES	300	4546	849	930A	000000	006	00	000		\$0.00
GIRLS TRACK SUPPLIES	300	4547	519	930A	000000	006	00	000		\$500.00
GIRL'S TRACK EQUIPMENT	300	4547	640	930A	000000	006	00	000		\$300.00
GIRL'S TRACK ENTRY FEES	300	4547	849	930A	000000	006	00	000		\$625.00
CHEERLEADER SUPPLIES	300	4553	519	930A	000000	006	00	000		\$300.00
CHEERLEADER EQUIPMENT	300	4553	640	930A	000000	006	00	000		\$0.00
CHEERLEADER ENTRY FEES	300	4553	849	930A	000000	006	00	000		\$400.00
ATHLETIC TRAINER	300	4590	413	930A	000000	006	00	000		\$10,000.00
OFFICIALS - ARBITER PAY NEW 2018-2019	300	4590	419	930A	000000	006	00	000		\$40,000.00
ATHLETICS - CONTRACED SERVICES	300	4590	423	930A	000000	006	00	000		\$15,000.00
EBC BANQUET/TOURNAMENTS	300	4590	439	930A	000000	006	00	000		\$2,500.00
ATHLETIC TRANSPORTATION EXPENSE	300	4590	481	930A	000000	006	00	000		\$25,000.00
ATHELTIC OFFICE SUPPLIES	300	4590	512	930A	000000	006	00	000		\$950.00
ATHLETIC MISC SUPPLIES	300	4590	519	930A	000000	006	00	000		\$5,000.00
ATHLETIC TROPHIES AND AWARDS	300	4590	889	930A	000000	006	00	000		\$7,500.00
COACHES CLINICS	300	4590	890	930A	000000	006	00	000		\$1,500.00
A D CONFERENCES	300	4590	890	930A	000000	006	00	001		\$0.00
EBC LEAGUE ASSESSMENT	300	4590	890	930A	000000	006	00	002		\$3,300.00
ATHLETIC CHANGE FUND	300	4590	899	930A	000000	006	00	000		\$2,000.00
ATHLETIC EQUIPMENT	300	4590	640	930A	000000	006	00	000		\$10,000.00
TOTAL ALL BUDGETS										\$187,120.00

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	FUND	RECEIP	SCC	SUBJ	OPU	ESTIMATED REVENUES
EBC BANQUETS	300	1551	930A	0000000	006	\$1,000.00
ATHLETIC ENTRY FEES	300	1615	930A	000000	006	\$20,950.00
ATHLETIC TICKET SALES	300	1615	930A	0000000	006	\$120,000.00
PEPSI RECEIPTS-REBATE	300	1625	930A	010000	006	\$1,000.00
ATHLETIC CHANGE FUND	300	1630	930A	120000	006	\$2,000.00
ATHLETIC PARTICIPATION FEES	300	1635	930A	000000	006	\$30,000.00
ATHLETIC DONATIONS	300	1820	930A	000000	006	\$8,500.00
OHSAA REIMBURSEMENT/TICKET%	300	1850	930A	000000	006	\$5,000.00
ATHLETIC MISC	300	1890	930A	000000	006	\$7,000.00
TOTAL ESTIMATED REVENUES						\$195,450.00
CURRENT UNENCUMBERED CASH BALANCE AS OF 6/4/2020:						\$1,385.77
NOTE: TOTAL BUDGET SHOULD NOT EXCEED TOTAL REVENUE PLUS CASH BALANCE						\$196,835.77
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POSITIVE						\$9,715.77

AD's SIGNATURE Steve Miller

Budget and Statement of Purpose

BASEBALL FUNDRAISER 2020/2021 Coach: CODY JONES

Statement of Purpose: To support the Baseball team

Fundraisers Planned: (Please attach fundraiser request form for each)

Name of Fundraiser:

Projected Date:

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXPENSE	REVISION	DATE
BASEBALL FUNDRAISER SUPPLIES	300	4511	519	933B	000000	006	00	000	\$500.00		
BASEBALL PURCH SERV FROM FR	300	4511	419	933B	000000	006	00	000	\$500.00		
BASEBALL EQUIPMENT FROM FR	300	4511	640	933B	000000	006	00	000	\$200.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED BUDGET									\$1,200.00		
REVENUE ACCOUNTS	FUND	FUNC	SCC	SUBJ	OPU				EST REVENUES	REVISION	DATE
BASEBALL FUNDRAISER RECEIPTS	300	1625	933B	000000	006				\$1,200.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED REVENUES									\$1,200.00		
CURRENT UNENCUMBERED CASH BALANCE AS OF 5/15/2020:									\$682.74		
NOTE: TOTAL BUDGET SHOULD NOT EXCEED TOTAL REVENUE PLUS CASH BALANCE									\$1,882.74		
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS P									\$682.74		

COACHES SIGNATURE: CODY JONES

ATHLETIC DIRECTOR:

COACH'S SIGNATURE: _____

AD'S SIGNATURE: Steve Miller

Budget and Statement of Purpose

CROSS COUNTRY FUNDRAISER 2020/2021

COACH: MOLLY MIDDLETON

Statement of Purpose: To raise fund and support the Cross Country team

Fundraisers Planned: (Please attach fundraiser request form for each)

Name of Fundraiser:

Projected Date:

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXPENSE	REVISION	DATE
CROSS COUNTRY FUNDRAISER SUPPLIES	300	4523	519	933C	000000	006	00	000	\$300.00		
CROSS COUNTRY PURCH SERV FROM FR	300	4523	419	933C	000000	006	00	000	\$300.00		
CROSS COUNTRY EQUIPMENT FROM FR	300	4523	640	933C	000000	006	00	000	\$300.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED BUDGET									\$900.00		
REVENUE ACCOUNTS	FUND	RECEIP	SCC	SUBJ	OPU				EST REVENUE	REVISION	DATE
CROSS COUNTRY FUNDRAISER RECEIPTS	300	1625	933C	000000	006				\$900.00		
CROSS COUNTRY DONATIONS (NEW)	300	1820	933C	000000	006				\$0.00		
									\$0.00		
TOTAL ESTIMATED REVENUES									\$900.00		
CURRENT UNENCUMBERED CASH BALANCE AS OF 5/15/2020:									\$96.31		
NOTE: TOTAL BUDGET SHOULD NOT EXCEED TOTAL REVENUE PLUS CASH BALANCE									\$996.31		
BUDGETS NEED TO BE REDUCED IF AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POSITIVE:									\$96.31		

COACH'S SIGNATURE: MOLLY MIDDLETON

AD'S SIGNATURE: Steve Miller

Budget and Statement of Purpose

BOYS BASKETBALL FUNDRAISER 2020/2021

COACH: Nick Evanich

Statement of Purpose:

Provide team with meal, hotel rooms for overnight trips and supplies as needed.

Fundraisers Planned: (Please attach fundraiser request form for each)

Name of Fundraiser:

Projected Date:

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXPENSE	REVISION	DATE
BOYS BASKETBALL FUNDRAISER SUPPLIES	300	4512	519	933D	000000	006	00	000	\$7,000.00		
BOYS BASKETBALL PURCH SERV FROM FR	300	4512	419	933D	000000	006	00	000	\$2,000.00		
BOYS BASKETBALL EQUIPMENT FROM FR	300	4512	640	933D	000000	006	00	000	\$500.00		
									\$0.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED BUDGET									\$9,500.00		
REVENUE ACCOUNTS	FUND	RECEIP	SCC	SUBJ	OPU				EST REVENUE	REVISION	DATE
BOYS BASKETBALL FUNDRAISER RECEIPTS	300	1625	933D	000000	006				\$9,500.00		
									\$0.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED REVENUES									\$9,500.00		
CURRENT UNENCUMBERED CASH BALANCE AS OF 5/15/2020:									\$3,648.27		
NOTE: TOTAL BUDGET SHOULD NOT EXCEED TOTAL BUDGET PLUS CASH BALANCE									\$13,148.27		
BUDGETS NEED TO BE REDUCED IF AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POSITIVE									\$3,648.27		

COACH'S SIGNATURE: **NICK EVANICH**

AD'S SIGNATURE: *Steve Miller*

Budget and Statement of Purpose

FOOTBALL FUNDRAISER 2020/2021

COACH: Mark Gulling

Statement of Purpose: To support the Marlinton football program. The money we receive will be used for meals, gear and equipment

Fundraisers Planned: (Please attach fundraiser request form for each)

Name of Fundraiser:

Projected Date:

Football card sales

July 2020

Weighlifting fundraiser (ran by Coach Kwasnicka)

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXPENSE	REVISION
FOOTBALL FUNDRAISER PURCH SERV	300	4516	419	933F	000000	006	00	000	\$2,000.00	
FOOTBALL FUNDRAISER SUPPLIES	300	4516	519	933F	000000	006	00	000	\$9,000.00	
FOOTBALL FUNDRAISER EQUIP	300	4516	640	933F	000000	006	00	000	\$3,000.00	
									\$0.00	
									\$0.00	
TOTAL ESTIMATED BUDGET									\$14,000.00	
REVENUE ACCOUNTS	FUND	RECEIPT	SCC	SUBJ	OPU				EST REVENUE	REVISION
FOOTBALL FUNDRAISER RECEIPTS	300	1625	933F	000000	006				\$14,000.00	
FOOTBALL DONATIONS (NEW)	300	1820	933F	000000	006				\$0.00	
									\$0.00	
TOTAL ESTIMATED REVENUES									\$14,000.00	
CURRENT UNENCUMBERED CASH BALANCE AS OF 5/15/2020 :									\$5,199.18	
NOTE: TOTAL BUDGET SHOULD NOT EXCEED TOTAL REVENUE PLUS CASH BALANCE									\$19,199.18	
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POSITIVE:									\$5,199.18	

COACH'S SIGNATURE: MARK GULLING

AD'S SIGNATURE: 

Budget and Statement of Purpose

BOYS GOLF FUNDRAISER 2020/2021

COACH: RICK SNODE

Statement of Purpose: To support the Boy's Golf program

Fundraisers Planned: (Please attach fundraiser request form for each)

Name of Fundraiser:

Projected Date:

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXPENSE	REVISION	DATE
BOYS GOLF FUNDRAISER SUPPLIES	300	4524	519	933G	000000	006	00	000	\$1,000.00		
BOYS GOLF PURCH SERV FROM FR	300	4524	419	933G	000000	006	00	000	\$1,000.00		
BOYS GOLF EQUIPMENT FROM FR	300	4524	640	933G	000000	006	00	000	\$1,000.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED BUDGET									\$3,000.00		
REVENUE ACCOUNTS	FUND	RECEIPT	SCC	SUBJ	OPU				EST REVENUE	REVISION	DATE
BOYS GOLF FUNDRAISER RECEIPTS	300	1625	933G	000000	006				\$3,000.00		
									\$0.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED REVENUES									\$3,000.00		
CURRENT UNENCUMBERED CASH BALANCE AS OF 5/15/2020:									\$953.94		
NOTE: TOTAL BUDGET SHOULD NOT EXCEED TOTAL REVENUE PLUS CASH BALANCE									\$3,953.94		
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POSIT									\$953.94		

COACH'S SIGNATURE: RICK SNODE

AD'S SIGNATURE: 

Budget and Statement of Purpose

SWIM TEAM FUNDRAISER 2020/2021

SPONSOR: BRUCE MAHER/STEVE MILLER

Statement of Purpose: TO SUPPORT THE ADVANCEMENT OF THE SWIM TEAM

Fundraisers Planned: (Please attach fundraiser request form for each)

Name of Fundraiser:

Projected Date:

CHIPOTLE NIGHT

TBD

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXPENSE	REVISION
SWIM TEAM PURCHASED SERVICES	300	4558	419	933H	000000	006	00	000	\$1,000.00	
SWIM TEAM GENERAL SUPPLIES	300	4558	519	933H	000000	006	00	000	\$0.00	
SWIM TEAM EQUIPMENT	300	4558	640	933H	000000	006	00	000	\$0.00	
									\$0.00	
									\$0.00	
TOTAL ESTIMATED BUDGET									\$1,000.00	
REVENUE ACCOUNTS	FUND	RECEIP	SCC	SUBJ	OPU				EST REVENUES	REVISION
SWIM TEAM FUNDRAISER RECEIPTS	300	1625	933H	000000	006				\$1,000.00	
									\$0.00	
									\$0.00	
TOTAL ESTIMATED REVENUE									\$1,000.00	
CURRENT UNENCUMBERED CASH BALANCE AS OF 6/4/2020:									\$342.93	
NOTE: TOTAL BUDGET SHOULD NOT EXCEED TOTAL REVENUE PLUS CASH BALANCE									\$1,342.93	
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POSITIVE:									\$342.93	

COACH'S SIGNATURE: _____

AD'S SIGNATURE: Steve Miller

Budget and Statement of Purpose

BOWLING FUNDRAISER 2020/2021 SPONSOR: BETH SCHICK

Statement of Purpose: To raise money for the Marlinton Bowling program

Fundraisers Planned: (Please attach fundraiser request form for each)

Name of Fundraiser:

Projected Date:

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXPENSE	REVISION	DATE
BOWLING PURCHASED SERVICES	300	4558	419	933J	000000	006	00	000	\$400.00		
BOWLING GENERAL SUPPLIES	300	4558	519	933J	000000	006	00	000	\$400.00		
BOWLING EQUIPMENT	300	4558	640	933J	000000	006	00	000	\$1,000.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED BUDGET									\$1,800.00		
REVENUE ACCOUNTS	FUND	RECEIP	SCC	SUBJ	OPU				EST REVENUES	REVISION	DATE
BOWLING FUNDRAISER RECEIPTS	300	1625	933J	000000	006				\$1,800.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED REVENUE									\$1,800.00		
CURRENT UNENCUMBERED CASH BALANCE AS OF 5/15/2020:									\$582.08		
NOTE: TOTAL BUDGET SHOULD NOT EXCEED TOTAL REVENUE PLUS CASH BALANCE									\$2,382.08		
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POSITIVE:									\$582.08		

COACH'S SIGNATURE: *BETH SCHICK*

AD'S SIGNATURE: *Steve Miller*

Budget and Statement of Purpose

TRACK FUNDRAISER 2020/2021 COACH: MOLLY MIDDLETON

Statement of Purpose:
To support the Track program

Fundraisers Planned: (Please attach fundraiser request form for each)
Name of Fundraiser: _____ **Projected Date:** _____

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXPENSE	REVISION	DATE
TRACK PURCH SERV FROM FR	300	4527	419	933R	000000	006	00	000	\$400.00		
TRACK FUNDRAISER EXPENSE	300	4527	519	933R	000000	006	00	000	\$200.00		
TRACK EQUIPMENT FROM FR	300	4527	640	933R	000000	006	00	000	\$400.00		
									\$0.00		
TOTAL ESTIMATED BUDGET									\$1,000.00		
REVENUE ACCOUNTS	FUND RECEI	SCC	SUBJ	OPU				EST REVENUE	REVISION	DATE	
TRACK FUNDRAISER RECEIPTS	300	1625	933R	00000	006			\$1,000.00			
								\$0.00			
								\$0.00			
TOTAL ESTIMATED REVENUES									\$1,000.00		
CURRENT UNENCUMBERED CASH BALANCE AS OF 5/15/2020:									\$286.87		
NOTE: TOTAL BUDGET SHOULD NOT EXCEED TOTAL REVENUE PLUS CASH BALANC									\$1,286.87		
BUDGET NEEDS TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS									\$286.87		

COACHES SIGNATURE MOLLY MIDDLETON

AD'S SIGNATURE _____

COACHE'S SIGNATURE: _____

AD'S SIGNATURE: Steve Miller

Budget and Statement of Purpose

BOYS SOCCER FUNDRAISER 2020/2021

COACH: CLAYTON COWGILL

Statement of Purpose: To raise money to support the Boy's Soccer program

Fundraisers Planned: (Please attach fundraiser request form for each)

Name of Fundraiser:

Projected Date:

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXPENSE	REVISION	DATE
BOYS SOCCER PURCH SERV FROM FR	300	4513	419	933S	000000	006	00	000	\$500.00		
BOYS SOCCER FUNDRAISER SUPPLIES	300	4513	519	933S	000000	006	00	000	\$500.00		
BOYS SOCCER EQUIPMENT FROM FR	300	4513	640	933S	000000	006	00	000	\$0.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED BUDGET									\$1,000.00		
REVENUE ACCOUNTS	FUND RECEIPT	SCC	SUBJ	OPU				EST REVENUE	REVISION	DATE	
BOYS SOCCER FUNDRAISER RECEIPTS	300	1625	933S	000000	006			\$1,000.00			
								\$0.00			
								\$0.00			
TOTAL ESTIMATED REVENUES								\$1,000.00			
CURRENT UNENCUMBERED CASH BALANCE AS OF 5/15/2020:									\$48.34		
NOTE: TOTAL BUDGETS SHOULD NOT EXCEED TOTAL REVENUE PLUS CASH BALANCE									\$1,048.34		
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS P									\$48.34		

COACHES SIGNATURE: CLAYTON COWGILL

AD'S SIGNATURE: *Steve Miller*

Budget and Statement of Purpose

BOYS TENNIS FUNDRAISER 2020/2021 - Coach: James Jeffries

Statement of Purpose:
To support the Boy's Tennis program

Fundraisers Planned: (Please attach fundraiser request form for each)
Name of Fundraiser: _____ **Projected Date:** _____

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXPENSE	REVISION	DATE
BOYS TENNIS FUNDRAISER	300	4526	519	933T	000000	006	00	000	\$150.00		
BOYS TENNIS PURCH SERV	300	4526	419	933T	000000	006	00	000	\$150.00		
BOYS TENNIS EQUIPMENT	300	4526	640	933T	000000	006	00	000	\$0.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED BUDGET									\$300.00		
REVENUE ACCOUNTS	FUND	RECEIP	SCC	SUBJ	OPU				EST REVENUES	REVISION	DATE
BOYS TENNIS FUNDRAISER RECEIPTS	300	1625	933T	000000	006				\$300.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED REVENUES									\$300.00		
CURRENT UNENCUMBERED BALANCE AS OF 5/15/2020:									\$208.59		
<i>Note: Total Expenses cannot exceed total revenues plus current cash balance.</i>									\$508.59		
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POSITIVE									\$208.59		

COACH'S SIGNATURE: JAMES JEFFRIES

AD'S SIGNATURE: Steve Miller

Budget and Statement of Purpose

WRESTLING FUNDRAISER 2020/2021

Coach: ANDY LAMANCUSA

Statement of Purpose: To raise funds for the wrestling program

Fundraisers Planned: (Please attach fundraiser request form for each)

Name of Fundraiser:

Projected Date:

Spirit Wear

Set up/Tear Down for Frosty's Boutique

Dodgeball Tournament

Board of Elections

Summer Duals

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXPENSE	REVISION	DATE
WRESTLING FNDR PURCHASE SERVICE	300	4528	419	933W	000000	006	00	000	\$2,500.00		
WRESTLING FUNDRAISER SUPPLIES	300	4528	519	933W	000000	006	00	000	\$2,500.00		
WRESTLING FUNDRAISER EQUIPMENT	300	4528	640	933W	000000	006	00	000	\$5,000.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED BUDGET									\$10,000.00		
REVENUE ACCOUNTS	FUND	RECEIP	SCC	SUBJ	OPU				EST REVENUE	REVISION	DATE
WRESTLING FUNDRAISER SUPPLIES	300	1625	933W	000000	006				\$10,000.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED REVENUES									\$10,000.00		
CURRENT UNENCUMBERED CASH BALANCE AS OF 5/15/2020:									\$628.66		
NOTE: TOTAL BUDGET SHOULD NOT EXCEED TOTAL REVENUE PLUS CASH BALANCE									\$10,628.66		
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POSITIVE									\$628.66		

COACH'S SIGNATURE: ANDY LAMANCUSA

AD'S SIGNATURE: Steve Mulla

Budget and Statement of Purpose

TRI COUNTY GIRLS GOLF LEAGUE SPONSOR: SHAWN DILLON

Statement of Purpose:

Support the Tri-County Golf League

Funraisers Planned:

Name of Fundraiser:

Projected Date:

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXPENSE	REVISION	DATE
GIRLS GOLF LEAGUE SUPPLIES	300	4554	590	931D	000000	006	00	000	\$2,000.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED BUDGET									\$2,000.00		
REVENUE ACCOUNTS	FUND	RECEIPT	SCC	OPU					EST REVENUE	REVISION	DATE
GIRLS GOLF LEAGUE ASSESSMENTS	300	1633	931D	006					\$2,000.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED REVENUES									\$2,000.00		
CURRENT UNENCUMBERED CASH BALANCE AS OF 5/15/2020:									\$266.48		
NOTE: TOTAL BUDGET SHOULD NOT EXCEED TOTAL REVENUE PLUS CASH BALANCE:									\$2,266.48		
BUDGETS NEED TO REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POSITIVE:									\$266.48		

SPONSOR'S SIGNATURE: SHAWN DILLON

SUPERVISOR'S SIGNATURE: Steve Miller

Budget and Statement of Purpose

GIRL'S BASKETBALL 2020/2021

COACH: MIKE STADULIS

Statement of Purpose: To support the girl's basketball program

Fundraisers Planned: (Please attach fundraiser request form for each)

Name of Fundraiser:

Projected Date:

BUDGET ACCOUNTS	FUNC	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXPENSE	REVISION	DATE
GIRLS BASKETBALL FUNDRAISER SUPPLIES	300	4532	519	932B	000000	006	00	000	\$500.00		
GIRLS BASKETBALL PURCHASE SERV FROM FR	300	4532	419	932B	000000	006	00	000	\$500.00		
GIRLS BASKETBALL EQUIPMENT FROM FR	300	4532	640	932B	000000	006	00	000	\$500.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED BUDGET									\$1,500.00		
REVENUE ACCOUNTS	FUN	RECEIF	SCC	SUBJ	OPU				EST REVENUES	REVISION	DATE
GIRLS BASKETBALL FUNDRAISER RECEIPTS	300	1625	932B	000000	006				\$1,300.00		
GIRLS BASKETBALL DONATIONS (NEW)	300	1820	932B	000000	006				\$200.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED REVENUES									\$1,500.00		
<i>CURRENT UNENCUMBERED CASH BALANCE AS OF 5/15/2020:</i>									<i>\$827.24</i>		
<i>NOTE: TOTAL BUDGET SHOULD NOT EXCEED TOTAL REVENUE PLUS CASH BALANCE:</i>									<i>\$2,327.24</i>		
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POSITIVE:									\$827.24		

COACHES SIGNATURE: MIKE STADULIS

AD'S SIGNATURE: Steve Miller

Budget and Statement of Purpose

CHEERLEADING FUNDRAISER 2019/2020

COACH: LYNN FRANCIS

Statement of Purpose: To support the Cheerleading program.

Fundraisers Planned: (Please attach fundraiser request form for each)

Name of Fundraiser:

Projected Date:

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXPENSE	REVISION	DATE
CHEERLEADING FUNDRAISER EXPENSE	300	4553	519	932C	000000	006	00	000	\$1,000.00		
CHEERLEADING PURCH SERV FROM FR	300	4553	419	932C	000000	006	00	000	\$1,000.00		
CHEERLEADING EQUIPMENT FROM FR	300	4553	640	932C	000000	006	00	000	\$1,000.00		
									\$0.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED BUDGET									\$3,000.00		
REVENUE ACCOUNTS	FUND	RECEIPT	SCC	SUBJ	OPU				REST REVENUES	REVISION	DATE
CHEERLEADING FUNDRAISER RECEIPT	300	1625	932C	000000	006				\$3,050.00		
									\$0.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED REVENUE:									\$3,050.00		
CURRENT UNENCUMBERED CASH BALANCE AS OF 5/15/2020:									\$598.42		
NOTE: TOTAL BUDGET SHOULD NOT EXCEED TOTAL REVENUE PLUS CASH BALANCE									\$3,648.42		
BUDGETS NEED TO REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POSITIVE:									\$648.42		

COACH'S SIGNATURE LYNN FRANCIS

AD'S SIGNATURE *Steve Miller*

Budget and Statement of Purpose

GIRL'S GOLF 2020/2021

COACH: SHAWN DILLON

Statement of Purpose: To Support the Girl's Golf Program

Fundraisers Planned: (Please attach fundraiser request form for each)

Name of Fundraiser:

Projected Date:

Chipotle - Dine In fundraiser

multiple dates throughout the year

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXPENSE	REVISION
GIRLS GOLF FUNDRAISER EXPENSE	300	4544	519	932G	000000	006	00	000	\$1,500.00	
GIRLS GOLF PURCH SERV FROM FR	300	4544	419	932G	000000	006	00	000	\$1,000.00	
GIRLS GOLF EQUIPMENT FROM FR	300	4544	640	932G	000000	006	00	000	\$500.00	
									\$0.00	
									\$0.00	
TOTAL ESTIMATED BUDGET									\$3,000.00	
REVENUE ACCOUNTS	FUND	RECEIPT	SCC	SUBJ	OPU				EST REVENUES	REVISION
GIRLS GOLF FUNDRAISER RECEIPTS	300	1625	932G	000000	006				\$3,000.00	
GIRLS GOLF DONATION (NEW)	300	1820	932G	000000	006				\$0.00	
									\$0.00	
									\$0.00	
TOTAL ESTIMATED REVENUES:									\$3,000.00	
CURRENT UNENCUMBERED CASH BALANCE AS OF 5/15/2020:									\$394.42	
NOTE: TOTAL BUDGET SHOULD NOT EXCEED TOTAL REVENUE PLUS CASH BALANCE:									\$3,394.42	
BUDGETS NEED TO REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POSITIV									\$394.42	

COACH'S SIGNATURE: SHAWN DILLON

AD'S SIGNATURE: Steve Miller

Budget and Statement of Purpose

GIRLS SOFTBALL FUNDRAISER 2019/2020

Coach: JESSICA MORACZ

Statement of Purpose: To support the Girl's Softball program

Fundraisers Planned: (Please attach fundraiser request form for each)

Name of Fundraiser:

Projected Date:

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXPENSE	REVISION	DATE	
GIRLS SOFTBALL FUNDRAISER PURCHASE SERVICE	300	4530	419	932R	000000	006	00	000	\$2,000.00			
GIRLS SOFTBALL FUNDRAISER SUPPLIES	300	4530	519	932R	000000	006	00	000	\$2,000.00			
GIRLS SOFTBALL FUNDRIASER EQUIPMENT	300	4530	640	932R	000000	006	00	000	\$1,000.00			
									\$0.00			
TOTAL ESTIMATED BUDGET									\$5,000.00			
REVENUE ACCOUNTS	FUND	RECEI	SCC	SUBJ	OPU			EST REVENUE	REVISION	DATE		
GIRLS SOFTBALL RECIEPTS	300	1625	932R	000000	006			\$5,000.00				
								\$0.00				
								\$0.00				
TOTAL ESTIMATED REVENUES									\$5,000.00			
									CURRENT UNENCUMBERED BALANCE AS OF 5/15/2020:	\$625.54		
NOTE: TOTAL BUDGET SHOULD NOT EXCEED TOTAL REVENUE PLUS CASH BALANCE									\$5,625.54			
BUDGETS NEED TO BE REDUCED IF AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POSITIVE:									\$625.54			

COACH'S SIGNATURE: JESSICA MORACZ

AD'S SIGNATURE: Steve Miller

Budget and Statement of Purpose

GIRLS SOCCER FUNDRAISER 2020/2021

COACH: JORDAN SUTTON

Statement of Purpose: TO RAISE MONEY FOR GIRL'S SOCCER PROGRAM

Fundraisers Planned: (Please attach fundraiser request form for each)

Name of Fundraiser:

Projected Date:

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXPENSE	REVISION
GIRLS SOCCER FUNDRAISER SUPPLIES	300	4533	519	932S	000000	006	00	000	\$400.00	
GIRLS SOCCER PURCH SERV FROM FR	300	4533	419	932S	000000	006	00	000	\$300.00	
GIRLS SOCCER EQUIPMENT FROM FR	300	4533	640	932S	000000	006	00	000	\$400.00	
									\$0.00	
									\$0.00	
									\$0.00	
TOTAL ESTIMATED BUDGET									\$1,100.00	
REVENUE ACCOUNTS	FUND	RECE	SCC	SUBJ	OPU				EST REVENUES	REVISION
GIRLS SOCCER FUNDRAISER RECEIPTS	300	1625	932S	000000	006				\$1,000.00	
									\$0.00	
									\$0.00	
TOTAL ESTIMATED REVENUES									\$1,000.00	
CURRENT UNENCUMBERED CASH BALANCE AS OF 5/15/2020:									\$121.90	
NOTE: TOTAL BUDGET SHOULD NOT EXCEED TOTAL REVENUE PLUS CASH BALANCE									\$1,121.90	
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POS									\$21.90	

COACH'S SIGNATURE: JORDAN SUTTON

SUPERVISOR'S SIGNATURE: Steve Miller

Budget and Statement of Purpose

GIRL'S TENNIS FUNDRAISER 2020/2021 COACH: SCOTT PITTMAN

Statement of Purpose: To raise money to support the Girl's Tennis team

Fundraisers Planned: (Please attach fundraiser request form for each)

Name of Fundraiser:

Projected Date:

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXPENSE	REVISION	DATE
GIRLS TENNIS FUNDRAISER SUPPLIES	300	4556	519	932T	000000	006	00	000	\$200.00		
GIRLS TENNIS PURCH SERV FROM FR	300	4556	419	932T	000000	006	00	000	\$200.00		
GIRLS TENNIS EQUIPMENT FROM FR	300	4556	640	932T	000000	006	00	000	\$200.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED BUDGET									\$600.00		
REVENUE ACCOUNTS	FUND	RECEIPT	SCC	SUBJ	OPU				EST REVENUE	REVISION	DATE
GIRLS TENNIS FUNDRAISER RECEIPTS	300	1625	932T	000000	006				\$600.00		
GIRLS TENNIS DONATIONS (NEW)	300	1820	932T	000000	006				\$0.00		
									\$0.00		
									\$0.00		
TOTAL ESTIMATED REVENUES									\$600.00		
CURRENT UNENCUMBERED CASH BALANCE AS OF 5/15/2020:									\$4.92		
NOTE: TOTAL BUDGET SHOULD NOT EXCEED TOTAL REVENUE PLUS CASH BALANCE									\$604.92		
BUDGETS NEED TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POSI									\$4.92		

COACH'S SIGNATURE: SCOTT PITTMAN

AD'S SIGNATURE: *Steve Miller*

Budget and Statement of Purpose

VOLLEYBALL FUNDRAISER 2020/2021 Coach: Stephanie Tortolla

Statement of Purpose: To support the Volleyball program

Fundraisers Planned: (Please attach fundraiser request form for each)

Name of Fundraiser: _____ Projected Date: _____

BUDGET ACCOUNTS	FUND	FUNC	OBJ	SCC	SUBJ	OPU	IL	JOB	EST EXPENSE	REVISION
VOLLEYBALL PURCH SERV FROM FR	300	4534	419	932V	000000	006	00	000	\$5,000.00	
VOLLEYBALL FUNDRAISER SUPPLIES	300	4534	519	932V	000000	006	00	000	\$2,000.00	
VOLLEYBALL EQUIPMENT FROM FR	300	4534	640	932V	000000	006	00	000	\$1,000.00	
									\$0.00	
TOTAL ESTIMATED BUDGET									\$8,000.00	
REVENUE ACCOUNTS	FUND	RECEIF	SCC	SUBJ	OPU				EST REVENUE	REVISION
VOLLEYBALL FUNDRAISER RECEIPTS	300	1625	932V	000000	006				\$8,000.00	
									\$0.00	
									\$0.00	
TOTAL ESTIMATED REVENUES									\$8,000.00	
CURRENT UNENCUMBERED CASH BALANCE AS OF 5/15/2020:									\$3,294.36	
Note: Total Expenses cannot exceed total revenues plus current cash balance.									\$11,294.36	
BUDGET NEEDS TO BE REDUCED IF THIS AMOUNT IS NEGATIVE. EVERYTHING IS CORRECT IF AMOUNT IS POS									\$3,294.36	

COACH'S SIGNATURE: STEPHANIE TORTOLA

AD'S SIGNATURE: Steve Miller