Warren County School District

Central Administrative Offices

6820 Market Street

Russell PA 16345-3406

Amy J. Stewart  
Superintendent

Carla A. Smith, M. Ed., Education Division Director June 29, 2018

Women’s Care Center of Erie County, Inc.

915 State Street, Suite 200

Erie, PA 16501

Dear Carla,

On behalf of Warren County School District, I am pleased to submit this Letter of Commitment to the Women’s Care Center (WCC) to coincide with funding projected for September of 2018 through August of 2020. If funding is secured by the WCC, Warren County School District (WCSD) understands and agrees to the roles and responsibilities outlined below.

The **WCC’s Education Division** will be responsible for:

* Implementing in-school sexual risk avoidance (SRA) programs at no fee, to WCSD students in 7th and 9th grade Health classes, for at least five 40-minute sessions per student using REAL Essentials curricula.
* Providing parent consent letter templates (and postage when necessary) for REAL Essentials programs and evaluation.
* Arranging for observational evaluation of WCC facilitators during both funding years, and formal program evaluation of student participants in year two of this agreement. This will be at no fee to WCSD, according to Warren County School District’s procedures and policies.
* Providing the technical equipment (other than that named below) and physical program incentives (such as pens or snacks) for scheduled SRA programs.
* Assuring WCC facilitators have up-to-date clearances.
* Providing training opportunities at no fee to staff of Warren County School District (WCSD).

In collaboration, **WCSD** will commit to:

* Schedule access to Warren County School District’s 7th and 9th grade students, for SRA programs by WCC staff. This access will be in the classroom setting as described above for the amount of time agreed upon by the WCC Education Division Director and WCSD teachers during each year of funding named above.
* Provide copies of program handouts, accurate class schedules, teacher schedules, room assignments, school policies and/or practices regarding student incentives and standard classroom management procedures.
* Provide consent letters for program and/or evaluation consent, to students and parents, as well as address labels and opportunity to mail these letters when necessary.
* Provide classroom(s), wall/screen space/SMART boards, carts or tables and power source for the scheduled programs.
* Assuring that at least one WCSD teacher or other WCSD staff member will be in each classroom during WCC programs at all times to provide general program observation and disciplinary support.
* Assistance with record keeping of student and teacher attendance for the scheduled programming.
* Provide WCSD staff to facilitate pre and post-program evaluation of students as consented to by students, and approved and scheduled by WCSD and WCSD board, parents/guardians and/or administration.

Signature Date Signature Date

Carla A. Smith,Education Division Director Donna L. Zariczny, President, Board of School Directors

Name Title Name Title

*Women’s Care Center of Erie County, Inc.* *Warren County School District*

Organization Organization

ATTEST:

Signature Date

Ruth A. Huck, Secretary, Board of School Directors

Name Title

Warren County School District

Organization