



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
Women's Care Center of Erie County, Inc.
915 State Street, Suite 200
Erie, PA 16501

June 29, 2018

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.

The Warren County School District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities or employment practices and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to Mr. Gary Weber, Title IX/Section 504 Coordinator at 6820 Market Street, Russell, PA 16345 or (814) 723-6900.

- 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
<u>Carla A. Smith, Education Division Director</u>	
_____ Name	_____ Title
<u>Women's Care Center of Erie County, Inc.</u>	
_____ Organization	

_____ Signature	_____ Date
<u>Donna L. Zariczny, President, Board of School Directors</u>	
_____ Name	_____ Title
<u>Warren County School District</u>	
_____ Organization	

ATTEST:

_____ Signature	_____ Date
<u>Ruth A. Huck, Secretary, Board of School Directors</u>	
_____ Name	_____ Title
<u>Warren County School District</u>	
_____ Organization	

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