

AGENDA WITH COMMENTARY

**GUTHRIE PUBLIC SCHOOLS
BOARD OF EDUCATION
802 EAST VILAS
GUTHRIE, OKLAHOMA**

**MONDAY
AUGUST 10, 2015
7:00 P.M.**

AGENDA:

- 1. Call to Order**
- 2. Roll Call**
- 3. Establish a Quorum**
- 4. Pledge of Allegiance**
- 5. Comments to the Board by:**
 - A. Citizens registered to speak to the Board**
 - B. Board Members**
- 6. Superintendent's Reports**
- 7. Consent Agenda:**

All of the following items, those items of a routine nature normally approved at Board meetings, will be approved by one vote unless any Board member desires to have a separate vote on any or all of these items. The Consent Agenda consists of the discussion, consideration and action on the following items:

 - A. Minutes of regular meeting held on July 13, 2015**
 - B. Treasurer's Report**
 - C. Activity Fund Fundraisers as per attached list**
 - D. Activity Fund Transfers as per attached list**
 - E. Encumbrances for General Fund #'s 215-309, Building Fund #'s 45-49, Casualty and Flood Insurance Recovery Fund # 1 and listed change orders and Activity Fund Reports**
 - F. Out-of-State Trip Requests:**

Kylie Wooderson, Clay Drake, Marty Jones and FFA Students – National FFA Convention - Louisville, KY – October 27-31, 2015

G. Contracts/Agreements under \$10,000

1. Agreement with YMCA of Greater Oklahoma City for facility use for 2015-2016

Commentary:

This will be the second year the YMCA has been in charge of the School Age Care Program. We have agreed to continue hosting the program at Cotteral Elementary. This agreement allows the district and the YMCA to continue this arrangement for one year. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

2. Special Services Agreement with United Community Action Head Start for 2015-2016

Commentary:

This is our annual renewal agreement with Head Start to provide Special Education Services to eligible students age 3-5 which is required by federal regulations. This agreement does not place any additional financial expenses on Guthrie Schools. A complete explanation is in your packet. **Eldona Woodruff will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

3. Contract with Oklahoma Department of Career and Technology for Secondary and Full-Time Adult Career and Technology Education Programs for 2015-2016

Commentary:

This is our annual contract with Career Tech to continue to offer their programs for the 2015-2016 school year. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

8. Business Agenda:

A. Recommendation, consideration and action to calculate the 2015-2016 school year by instructional hours.

Commentary:

We have done this for the last 6 years. This gives us the freedom to adjust the school calendar based on the number of inclement weather days needed to meet the required 1080 hours. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

B. Recommendation, consideration and action upon Teen Risk Avoidance and Character Education (TRACE) for 9th grade students

Commentary:

This is a program for 9th grade students based on Choosing the Best Curriculum. This will be the 3rd year for the program to be offered. High School Principal Chris LeGrande feels the program is highly effective in promoting goal setting as well as being instrumental in encouraging students to make good choices. The program is free and is led by Ms. Stephany Cleek of Crossroads Clinic. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

C. Recommendation, consideration and action upon contract with Parent Education Program, formerly known as Oklahoma Parents as Teachers (OPAT) Program, for 2015-2016

Commentary:

This is a renewal grant received from the Oklahoma State Department of Education. This year's grant is for \$38,000.00. This is a program that aids our community by serving a minimum of 54 families with children under of the age of 3 years with personal visits each month. The contract runs from August through May. **Carmen Walters will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

D. Recommendation, consideration and action upon School Bus Driver's and Monitor's Handbook for 2015-2016

Commentary:

Deletions in the handbook are noted with a strike through and changes or additions are in red. **Steve Cordell or Dennis Schulz will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

E. Recommendation, consideration and action upon School Bus Rider's Handbook for 2015-2016

Commentary:

The Handbook was approved at the July 13, 2015 Board Meeting upon revisions being made to changes in procedures for temporary riders. Pages 3 and 4 of the handbook address those changes made. **Steve Cordell or Dennis Schulz will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

F. Recommendation, consideration and action upon contract with Schoolwires Inc. to host the District website for 2015-2016

Commentary:

Schoolwires hosts the district web site. In previous years this was covered by Erate at 80 percent. Erate no longer funds web sites so we now must pay the full amount from district funds. **Dee Benson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

9. **Proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports, teacher negotiations for 2015-2016, disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1, 2 and 7**
 - A. **Vote to go into executive session**
 - B. **Acknowledge Board's return to open session**
 - C. **Statement of minutes of executive session**
10. **Vote on action as set out on the Personnel Reports**
11. **Recommendation, consideration and action to accept any resignations offered since the posting of the agenda**
12. **Discussion and possible action on new business not known about or could not have been reasonably foreseen at the time of the agenda posting**
13. **Adjourn**

**Dr. Mike Simpson
Superintendent**

jf

Posted by: _____

Date: _____ **Time:** _____

Place: _____

**GUTHRIE PUBLIC SCHOOLS
BOARD MINUTES
REGULAR MEETING
JULY 13, 2015**

MINUTES OF THE GUTHRIE PUBLIC SCHOOLS BOARD OF EDUCATION REGULAR MEETING HELD AT 7:00 P.M. IN THE OFFICE OF THE BOARD, 802 EAST VILAS, GUTHRIE, OKLAHOMA ON JULY 13, 2015

Board Members Present: Jennifer Bennett-Johnson, Gail Davis, Janna Pierson, Travis Sallee, Tina Smedley, Sharon Watts and Terry Pennington

District Level School Officials Present: Dr. Mike Simpson, Superintendent
Dennis Schulz, Ass't Superintendent
Doug Ogle, Executive Director of Personnel/Secondary Ed
Carmen Walters, Executive Director of Federal Programs/Elementary Ed
Eldona Woodruff, Director of Special Education
Jerry Gammill, Director of Facilities
Dee Benson, Director of Technology
Steve Cordell, Director of Transportation
Jean Watts, Deputy Minutes Clerk

1. The meeting was called to order by President Pennington.
2. Members Jennifer Bennett-Johnson, Gail Davis, Janna Pierson, Travis Sallee, Tina Smedley, Sharon Watts and Terry Pennington were present for roll call.
3. A quorum was established.
4. President Pennington asked everyone present to stand and join him in the Pledge of Allegiance.
- 5A. President Pennington asked the Superintendent if there were any citizens registered to speak to the Board.

Superintendent Simpson stated there were no citizens registered to speak to the Board.
- 5B. President Pennington called for any comments to the Board by Board members.

There were no comments by Board members.
6. President Pennington called for the Superintendent's Reports.

Superintendent Simpson reported on the following:

Reported an approximate \$800,000 loss in state aid traced to an increase in Gross Production Collections. The district has prepared for this loss in advance.

Reported that summer clean up is well underway. The Maintenance Department has also been busy installing Smart Boards at different sites over the summer. New carpet will soon be installed at Faver Alternative School.

Attended a preliminary meeting with Architects, Engineers and GPS Staff regarding the upcoming Phase 1 of our bond projects.

The OSSBA/CCOSA Conference will be held August 28-30 in Oklahoma City. This conference gives board members and administrators professional development opportunities to meet requirements set forth by the State Department of Education.

Announced that today was a milestone day for Guthrie Public Schools due to the groundbreaking ceremonies on our new Agriculture Education Complex as well as the action item on tonight's agenda to officially sell bonds for school improvement for the first time since 2007.

- 7. President Pennington called for a presentation to be given by SafeDefend.**

Jeff Green and Dan Cole gave a presentation regarding a product that is intended to enhance school safety. Chief Sweger from the Guthrie Police Department was on hand to offer his insight on this product as well.

- 8. President Pennington called for action on the Consent Agenda.**

A motion was made by Sallee and seconded by Watts to approve the Consent Agenda as presented.

The motion carried with 7 ayes and 0 nays.

- 9A. President Pennington called for recommendation, consideration and action upon application for conducting cooperative activities program with St. Mary's Catholic School of Guthrie.**

Discussion followed.

A motion was made by Davis and seconded by Smedley to approve cooperative activities program with St. Mary's Catholic School of Guthrie.

The motion carried with 7 ayes and 0 nays.

- 9B. President Pennington called for recommendation, consideration and action upon School Bus Rider's Handbook.**

Discussion followed.

A motion was made by Watts and seconded by Pierson to approve the School Bus Rider's Handbook with the understanding that modifications to changes in procedures for temporary riders will be presented next month.

The motion carried with 7 ayes and 0 nays.

- 9C. President Pennington called for recommendation, consideration and action upon Activity Fund Handbook for 2015-2016.**

A motion was made by Sallee and seconded by Watts to approve the Activity Fund Handbook for 2015-2016.

The motion carried with 7 ayes and 0 nays.

- 9D. President Pennington called for recommendation, consideration and action upon Schoolwires Inc. to host the District website for 2015-2016.**

No action was taken due to lack of a motion being made.

- 9E. President Pennington called for recommendation, consideration and action upon agreement with City of Guthrie for School Resource Officers for 2015-2016.**

Discussion followed.

A motion was made by Watts and seconded by Smedley to approve the agreement with the City of Guthrie for School Resource Officers for 2015-2016.

The motion carried with 7 ayes and 0 nays.

- 9F. President Pennington called for recommendation, consideration and action upon loan agreement with the Child Nutrition Fund for 2015-2016.**

A motion was made by Sallee and seconded by Bennett-Johnson to approve the loan agreement with the Child Nutrition Fund for 2015-2016.

The motion carried with 7 ayes and 0 nays.

- 9G. President Pennington called for recommendation, consideration and action upon Edgenuity Virtual Classroom Consortium Contract with Meridian Technology Center for 2015-2016.**

A motion was made by Smedley and seconded by Pierson to approve the Edgenuity Virtual Classroom Consortium Contract with Meridian Technology Center for 2015-2016.

The motion carried with 7 ayes and 0 nays.

- 9H. President Pennington called for recommendation, consideration and action upon contract with Mercy Hospital Logan County to provide Speech Language Services for 2015-2016.**

A motion was made by Sallee and seconded by Davis to approve the contract with Mercy Hospital Logan County to provide Speech Language Services for 2015-2016.

The motion carried with 7 ayes and 0 nays.

- 9I. President Pennington called for recommendation, consideration and action upon agreement with Career Staff Unlimited for Occupational Therapy for 2015-2016.**

A motion was made by Pierson and seconded by Bennett-Johnson to approve the agreement with Career Staff Unlimited for Occupational Therapy for 2015-2016.

The motion carried with 7 ayes and 0 nays.

- 9J. President Pennington called for recommendation, consideration and action upon the renewal agreement with Great Plains Coca-Cola Bottling Company for 2015-2016.**

A motion was made by Watts and seconded by Smedley to approve the renewal agreement with Great Plains Coca-Cola Bottling Company for 2015-2016.

The motion carried with 7 ayes and 0 nays.

- 9K. President Pennington called for recommendation, consideration and action upon the renewal agreement with Imperial Vending for snack vending for 2015-2016.**

A motion was made by Watts and seconded by Bennett-Johnson to approve the renewal agreement with Imperial Vending for snack vending for 2015-2016.

The motion carried with 7 ayes and 0 nays.

- 9L. President Pennington called for recommendation, consideration and action upon the renewal contract with Image Works of Oklahoma, Inc. for District copiers.**

Discussion followed.

A motion was made by Watts and seconded by Bennett-Johnson to approve the renewal contract with Image Works of Oklahoma, Inc. for District copiers.

The motion carried with 7 ayes and 0 nays.

- 9M. President Pennington called for discussion and possible action to rescind District Policy G-2 *Sponsorship and Equal Access for Limited Student Forums*.**

A motion was made by Pierson and seconded by Watts to approve the action to rescind District Policy G-2 *Sponsorship and Equal Access for Limited Student Forums* to put us in compliance with policy F-26.

The motion carried with 7 ayes and 0 nays.

- 9N. President Pennington called for recommendation, consideration and action upon a survey request for My College Options.**

No action was taken due to lack of a motion being made.

- 9O. President Pennington called to receive bids for the purchase of \$2,000,000 Building Bonds, Series 2015 of the District and vote to award said bonds to the lowest bidder complying with the Notice of Sale and Instructions to Bidders.**

A motion was made by Watts and seconded by Smedley to receive bids for the purchase of \$2,000,000 Building Bonds, Series 2015 of the District and vote to award said bonds to the lowest bidder complying with the Notice of Sale and Instructions to Bidders.

The motion carried with 7 ayes and 0 nays.

- 9P. President Pennington called for the consideration and vote on a resolution providing for the issuance of general obligation bonds in the sum of \$2,000,000 by Independent School District Number 1, Logan County, Oklahoma, authorized at an election called and held for such purpose; prescribing form of bonds; designating bonds as “Building Bonds, Series 2015”; providing for the registration thereof; establishing the school district’s reasonable expectation with respect to issuance of tax-exempt obligations in calendar year 2015 and designating bonds as “qualified tax-exempt obligations”; approving the form of a Continuing Disclosure Certificate; providing for the levy of an annual tax for the payment of principal of and interest on the same; and fixing other details of the issue.**

A motion was made by Bennett-Johnson and seconded by Watts to approve a resolution providing for the issuance of general obligation bonds in the sum of \$2,000,000 by Independent School District Number 1, Logan County, Oklahoma, authorized at an election called and held for such purpose; prescribing form of bonds; designating bonds as “Building Bonds, Series 2015”; providing for the registration thereof; establishing the school district’s reasonable expectation with respect to issuance of tax-exempt obligations in calendar year 2015 and designating bonds as “qualified tax-exempt obligations”; approving the form of a Continuing Disclosure Certificate; providing for the levy of an annual tax for the payment of principal of and interest on the same; and fixing other details of the issue.

The motion carried with 7 ayes and 0 nays.

- 10. President Pennington called for proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports and teacher negotiations for 2015-2016, disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1, 2 and 7.**

- 10A. A motion was made by Pierson and seconded by Smedley to go into executive session.**

The motion carried with 7 ayes and 0 nays. Executive session began at 8:03 p.m.

- 10B. President Pennington acknowledged the Board’s return to open session at 8:51 p.m.**

- 10C. President Pennington stated that in executive session only those items listed in Agenda Item 10 were discussed and no votes were taken.**

- 11. President Pennington called for a vote on action as set out on the Personnel Reports.**

A motion was made by Pierson and seconded by Sallee to approve action as set out on the Personnel Reports.

The motion carried with 7 ayes and 0 nays.

- 12. President Pennington called for recommendation, consideration and action upon the Support Personnel Handbook for 2015-2016.**

A motion was made by Watts and seconded by Smedley to approve the Support Personnel Handbook for 2015-2016.

The motion carried with 7 ayes and 0 nays.

- 13. President Pennington called for recommendation, consideration and action upon the Administrator's Handbook and Salary Schedule-not including the Superintendent-for 2015-2016.**

A motion was made by Watts and seconded by Bennett-Johnson to approve the Administrator's Handbook and Salary Schedule-not including the Superintendent-for 2015-2016.

The motion carried with 7 ayes and 0 nays.

- 14. President Pennington called for recommendation, consideration and action to accept any resignations offered since the posting of the agenda.**

Superintendent Simpson stated there were no new resignations.

- 15. President Pennington called for discussion and possible action on new business not known about or could not have been reasonably foreseen at the time of the agenda posting.**

Superintendent Simpson stated there was no new business.

- 16. A motion was made by Sallee and seconded by Smedley to adjourn the meeting.**

The motion carried with 7 ayes and 0 nays.

The meeting adjourned at 8:53 p.m.

Jana Frey, Minutes Clerk

Terry Pennington, Board President

WARRANTS PAID

GENERAL FUND:

2014-2015 \$ 377,138.26
2015-2016 \$ 724,316.18

GIFTS & ENDOWMENTS FUND:

INS. LOSS RECOVERY FUND:

BUILDING FUND:

2014-2015 \$ 33,480.88
2015-2016 \$ 8,316.94

CHILD NUTRITION FUND:

2014-2015 \$ 34,486.49
2015-2016 \$ 12,805.12

SCHOLARSHIPS:

Smithson - BancFirst

C.D. \$ 745.27

Keri Fisher – F&M Bank

Balance \$ 4,956.78

Paula Bearden – F&M Bank

Balance \$ 6,262.44

Randy Biggs - F&M Bank

Balance \$ 1,711.62

Original 89ers – F&M Bank

C.D. \$ 7,152.61

| | | | |
|---------------------------|-----------------|------------|-----------------|
| Total Monies in BancFirst | \$ 745.27 | Pledged \$ | 250,000.00 FDIC |
| Total Monies in F&M Bank | \$ 5,055,091.39 | Pledged \$ | 7,623,271.20 |
| | | \$ | 250,000.00 FDIC |

**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST
August 10, 2015**

- a.** Fogarty, 809 Cookie Dough sales
- b.** Running Club, 882 \$15 Dues
- c.** Stuco, 899 Pink Week donation cans in town



**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND
FUNDRAISER REQUEST**



RECEIVED
8-3-15

a.

rec'd 7-29-15
LR

All fundraiser requests must be **approved** by the Board of Education 45 days prior to the start date of the fundraiser. Requests to the BOE must be received by the Activity Fund Clerk in the Board Office no later than the Tuesday before a regularly scheduled meeting.

Site Name: Fogarty Elementary Date of Request: 7/20/2015

Account Name & Number: Fogarty 809

Source of Revenue (type of fundraiser); BE SPECIFIC – company name, product, etc.:

Club's Choice
cookie dough sales

Purpose of Fundraiser (types of expenditures being funded with proceeds ; BE SPECIFIC):

teacher, classroom & building supplies, resources, student incentives, professional development, non paying students on field trips

Current Unobligated Account Balance (Cash Balance less Open PO's): 15,530⁰¹
~~13,985.00~~

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: September 15 - September 30

| | | | | |
|-------------------|-----------|---------------------------|-------------------------|--------|
| Profit Prediction | a - b = c | a. Estimated INCOME: | 17,000.00 | Notes: |
| | | b. Less Estimated EXPENSE | 10,200.00 | |
| | | c. Estimated PROFIT: | \$6,800 ⁰⁰ , | |

I understand that when this fundraiser is completed, an **After Sale Accountability Form** must be completed and submitted to the BOE within 30 days of the close date of the fundraiser.

| | | |
|-----------------------|----------------|-------------------------------------|
| Sponsor's Signature | Date | Sponsor's Name Printed |
| <u>Marsha K. Jodd</u> | <u>7-20-15</u> | <u>DS</u> |
| Principal's Signature | Date | Activity Fund Custodian's Signature |

Athletic Director's Signature (if applicable) _____ Board Approval Date _____



**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND
FUNDRAISER REQUEST**



RECEIVED
8-3-15

All fundraiser requests must be **approved** by the Board of Education 45 days prior to the start date of the fundraiser. Requests to the BOE must be received by the Activity Fund Clerk in the Board Office no later than the Tuesday before a regularly scheduled meeting.

Site Name: High School Date of Request: 7/30/15

Account Name & Number: Running Club 882

Source of Revenue (type of fundraiser); BE SPECIFIC – company name, product, etc.:

\$15 Dues

Purpose of Fundraiser (types of expenditures being funded with proceeds ; BE SPECIFIC):

purchase team t-shirts

Current Unobligated Account Balance (Cash Balance less Open PO's): 2502.78
2475.79

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: Aug-Oct 2015

| | | | |
|-------------------|------------------|--------------------------------------------------------|--------|
| Profit Prediction | a - b = c | a. Estimated INCOME: <u>500.00</u> | Notes: |
| | | b. Less Estimated EXPENSE | |
| | | c. Estimated PROFIT: <u>\$500.00</u> 500.00 | |

I understand that when this fundraiser is completed, an **After Sale Accountability Form** must be completed and submitted to the BOE within 30 days of the close date of the fundraiser.

Matthew Perring 7/30/15 Matthew Perring
Sponsor's Signature Date Sponsor's Name Printed

Chris [Signature] 7-30-15 [Signature]
Principal's Signature Date Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date



**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND
FUNDRAISER REQUEST**

C.
 RECEIVED
8-3-15 8

All fundraiser requests must be **approved** by the Board of Education 45 days prior to the start date of the fundraiser. Requests to the BOE must be received by the Activity Fund Clerk in the Board Office no later than the Tuesday before a regularly scheduled meeting.

Site Name: High School Date of Request: 7/31/15

Account Name & Number: 899

Source of Revenue (type of fundraiser); BE SPECIFIC – company name, product, etc.:

Pink Week- cans in restaurants and businesses in Guthrie.

Purpose of Fundraiser (types of expenditures being funded with proceeds ; BE SPECIFIC):

Promote whomever is chosen to receive donations in their battle with a disease. Helps raise money for that person(s). This helps the community be involved.

Current Unobligated Account Balance (*Cash Balance* less *Open PO's*): 5410.82
5263.45 90

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: Aug-Oct 2015

| | | | | |
|-------------------|-----------|---------------------------|--------|--------|
| Profit Prediction | a - b = c | a. Estimated INCOME: | 750.00 | Notes: |
| | | b. Less Estimated EXPENSE | | |
| | | c. Estimated PROFIT: | 750.00 | |

I understand that when this fundraiser is completed, an **After Sale Accountability Form** must be completed and submitted to the BOE within 30 days of the close date of the fundraiser.

Matthew Perrin
Sponsor's Signature

7/31/15
Date

Matthew Perrin
Sponsor's Name Printed

Chris [Signature]
Principal's Signature

7-31-15
Date

Chris [Signature] DS
Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date

**END OF YEAR
TRANSFERS FOR BOARD APPROVAL
August 10, 2015**

| TO: | FROM: | REASON | \$AMOUNT |
|------------------|------------------|---------------|-----------------|
| HS Yearbook, 904 | CN Clearing, 942 | deposit error | \$ 80.00 |



**Guthrie Public Schools
ACTIVITY FUND
REQUEST FOR TRANSFER OF FUNDS
(Effective 2006)**

Amount 80.00

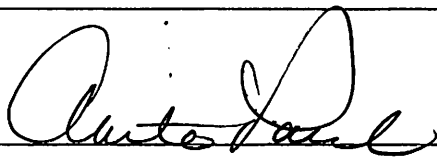
Date Requested 7/17/15

Transfer to: 904, HS Yearbook
Account Name & Number

Transfer from: 942, Child Nutrition Clearing Account
Account Name & Number

State Reason for Transfer Below

Batch 605 5/22/15 PaySchool payment was paid to CN Clearing account in error. Should have been paid to HS Yearbook account.

Sponsor's Signature: 

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: 

Transfer # _____

Board Approved _____

GUTHRIE PUBLIC SCHOOLS
Purchase Order Register
GEN FUND-FOR OP 2015-2016

| <i>Year</i> | <i>Fund</i> | <i>P.O. Number</i> | <i>Date</i> | <i>To Whom Issued</i> | <i>Description</i> | <i>Amount</i> |
|-------------|-------------|--------------------|-------------|--------------------------------|--------------------------------|---------------|
| 2016 | 11 | 215 | 07/10/2015 | PROSPERITY BANK | FUEL FOR OUT OF DIST. TR/AG/HS | 500.00 |
| 2016 | 11 | 216 | 07/10/2015 | STAPLES ADVANTAGE | \$150.00/L. SMITH/HS | 150.00 |
| 2016 | 11 | 217 | 07/10/2015 | OFFICE DEPOT, INC. | \$150.00/M. FIELDS/HS | 150.00 |
| 2016 | 11 | 218 | 07/10/2015 | OFFICE DEPOT, INC. | \$150.00/M. MYERS/HS | 150.00 |
| 2016 | 11 | 219 | 07/10/2015 | WAL MART COMMUNITY | \$150.00/T. KURIGER/HS | 150.00 |
| 2016 | 11 | 220 | 07/10/2015 | OFFICE DEPOT, INC. | \$150.00/K. BARRETT/HS | 110.00 |
| 2016 | 11 | 221 | 07/10/2015 | PROSPERITY BANK | \$150.00/K. BARRETT/HS | 40.00 |
| 2016 | 11 | 222 | 07/10/2015 | ENGHOUSE INTERACTIVE | SOFTWARE SUPPORT/TECHNOLOGY | 297.50 |
| 2016 | 11 | 223 | 07/10/2015 | PROSPERITY BANK | SOFTWARE LICENSE/TECHNOLOGY | 3,000.00 |
| 2016 | 11 | 224 | 07/10/2015 | MARDEL, INC. | \$150.00/D.LONGNECKER/GUES | 75.00 |
| 2016 | 11 | 225 | 07/10/2015 | WAL MART COMMUNITY | \$150.00/D. LONGNECKER/GUES | 75.00 |
| 2016 | 11 | 226 | 07/10/2015 | UNITED HOLDINGS LLC. | REPAIRS/TRANSPORTATION | 3,000.00 |
| 2016 | 11 | 227 | 07/10/2015 | S. T. BOLDING III | REPAIRS TO TENNIS COURT/SB FIE | 700.00 |
| 2016 | 11 | 228 | 07/10/2015 | WAL MART COMMUNITY | \$150.00/J. DLEANEY/FOGARTY | 90.00 |
| 2016 | 11 | 229 | 07/10/2015 | MARDEL, INC. | \$150.00/J. DELANEY/FOGARTY | 60.00 |
| 2016 | 11 | 230 | 07/10/2015 | LAUREN DANIELLE SMITH | MILEAGE/TOLL REIMB. FOR AP CON | 0.00 |
| 2016 | 11 | 231 | 07/10/2015 | ANGELA M MOFFITT | REGIST. REIMB./MEAL PER DIEM/A | 160.00 |
| 2016 | 11 | 232 | 07/10/2015 | DAYLON A EDWARDS | REGIST. REIMB./MEAL PER DIEM/A | 160.00 |
| 2016 | 11 | 233 | 07/10/2015 | PALEN MUSIC CENTER, INC. | INSTRUMENT REPAIR, ETC./BAND/H | 600.00 |
| 2016 | 11 | 234 | 07/10/2015 | PROSPERITY BANK | REGISTRATION/VO-AG/HS | 1,140.00 |
| 2016 | 11 | 235 | 07/10/2015 | LAMPTON WELDING SUPPLY COMPAI | BLANKET FOR SUPPLIES/VO-AG/HS | 1,000.00 |
| 2016 | 11 | 236 | 07/10/2015 | OKLAHOMA HOME CENTERS, INC. | BLANKET FOR SUPPLIES/VO-AG/HS | 300.00 |
| 2016 | 11 | 237 | 07/10/2015 | OFFICE DEPOT, INC. | \$150.00/E. WOODARD/HS | 150.00 |
| 2016 | 11 | 238 | 07/10/2015 | WAL MART COMMUNITY | \$150.00/C/ GARRETT/GUES | 75.00 |
| 2016 | 11 | 239 | 07/10/2015 | MARDEL, INC. | \$150.00/C. GARRETT/GUES | 75.00 |
| 2016 | 11 | 240 | 07/10/2015 | MARDEL, INC. | \$150.00/S. LAUSEN/COTTERAL | 150.00 |
| 2016 | 11 | 241 | 07/10/2015 | MARDEL, INC. | \$150.00/M. BALL/GUES | 150.00 |
| 2016 | 11 | 242 | 07/14/2015 | MARDEL, INC. | \$150.00/A. PAUL/CENTRAL | 150.00 |
| 2016 | 11 | 243 | 07/14/2015 | MARDEL, INC. | \$150.00/C. HENSON/COTTERAL | 150.00 |
| 2016 | 11 | 244 | 07/14/2015 | WAL MART COMMUNITY | \$150.00/A. INGLE/FOGARTY | 100.00 |
| 2016 | 11 | 245 | 07/14/2015 | MARDEL, INC. | \$150.00/A. INGLE/FOGARTY | 50.00 |
| 2016 | 11 | 246 | 07/14/2015 | CONTRACT PAPER GROUP, INC. | DISTRICT COPY PAPER | 4,152.00 |
| 2016 | 11 | 247 | 07/14/2015 | PIRAINO CONSULTING, INC. | CLASSROOM PROJECTORS | 4,136.00 |
| 2016 | 11 | 248 | 07/15/2015 | MARDEL, INC. | \$150.00/A. MOORE/FOGARTY | 75.00 |
| 2016 | 11 | 249 | 07/15/2015 | LAKESHORE LEARNING MATERIALS | \$150.00/A.MOORE/FOGARTY | 75.00 |
| 2016 | 11 | 250 | 07/17/2015 | OFFICE DEPOT, INC. | \$150.00/J. BERTOLINO/JH | 150.00 |
| 2016 | 11 | 251 | 07/21/2015 | WAL MART COMMUNITY | \$150.00/S. LEGRANDE/JH | 100.00 |
| 2016 | 11 | 252 | 07/21/2015 | MARDEL, INC. | \$150.00/S. LEGRANDE/JH | 50.00 |
| 2016 | 11 | 253 | 07/22/2015 | BSN SPORTS, INC. | SUPPLIES/ATHLETICS/HS | 859.76 |
| 2016 | 11 | 254 | 07/22/2015 | STAPLES ADVANTAGE | \$150.00/J. MURRAY/HS | 150.00 |
| 2016 | 11 | 255 | 07/22/2015 | EVERBIND, INC | \$150.00/D. HILL/P. JOHNSON/HS | 300.00 |
| 2016 | 11 | 256 | 07/22/2015 | MERCY HOSPITAL LOGAN COUNTY | SPEECH THERAPY CONTRACT/2015- | 35,000.00 |
| 2016 | 11 | 257 | 07/22/2015 | COOPERATIVE COUNCIL FOR OKLAH | LEGAL SERVICES | 0.00 |
| 2016 | 11 | 258 | 07/22/2015 | CAREER STAFF UNLIMITED-OKLAHOM | OT THERAPY SVCS CONTRACT/2015- | 44,000.00 |
| 2016 | 11 | 259 | 07/22/2015 | PIRAINO CONSULTING, INC. | SMART BOARD TRAINING | 1,299.00 |
| 2016 | 11 | 260 | 07/22/2015 | PEARSON ASSESSMENTS | TESTING MATERIAL/SPECIAL ED | 4,796.01 |
| 2016 | 11 | 261 | 07/22/2015 | MHS | TESTING MATERIAL/SPECIAL ED | 143.00 |
| 2016 | 11 | 262 | 07/22/2015 | PRO-ED | TESTING MATERIALS/SPECIAL ED | 179.30 |

GUTHRIE PUBLIC SCHOOLS
Purchase Order Register
GEN FUND-FOR OP 2015-2016

| <i>Year</i> | <i>Fund</i> | <i>P.O. Number</i> | <i>Date</i> | <i>To Whom Issued</i> | <i>Description</i> | <i>Amount</i> |
|-------------|-------------|--------------------|-------------|--------------------------------|--------------------------------|---------------|
| 2016 | 11 | 263 | 07/22/2015 | HEALY AWARDS INC. | HELMENT STICKERS/ATHLETICS | 377.76 |
| 2016 | 11 | 264 | 07/24/2015 | AJG, INC | HARDWARE INSTALLATION | 3,000.00 |
| 2016 | 11 | 265 | 07/24/2015 | OKLAHOMA STATE UNIVERSITY | PLTW REG/LODGING/MEALS | 1,800.00 |
| 2016 | 11 | 266 | 07/28/2015 | DR. DAWN'S CHIROPRACTIC CARE C | PHYSICALS FOR DRIVERS | 1,200.00 |
| 2016 | 11 | 267 | 07/28/2015 | LAKESHORE LEARNING MATERIALS | \$150.00/K. YOUNG/COTTERAL | 150.00 |
| 2016 | 11 | 268 | 07/29/2015 | MARDEL, INC. | \$150.00/P. RITTER/FOGARTY | 150.00 |
| 2016 | 11 | 269 | 07/29/2015 | WAL MART COMMUNITY | \$150.00/T. BARBOUR/JH | 150.00 |
| 2016 | 11 | 270 | 07/29/2015 | QUILL CORPORATION | OFFICE AND CLASSROOM FURNITURE | 2,049.22 |
| 2016 | 11 | 271 | 07/29/2015 | WAL MART COMMUNITY | \$150.00/C. GALLUPE/FOGARTY | 100.00 |
| 2016 | 11 | 272 | 07/29/2015 | MARDEL, INC. | \$150.00/C. GALLUPE/FOGARTY | 50.00 |
| 2016 | 11 | 273 | 07/29/2015 | BSN SPORTS, INC. | TEES/COACHES SHIRTS/ATHLETICS | 1,360.98 |
| 2016 | 11 | 274 | 07/29/2015 | HIGGINS PRINTING SERVICES, LLC | BLUEJAY SIGNS/ATHLETICS | 40.00 |
| 2016 | 11 | 275 | 07/29/2015 | ATHLON II ENTERPRISES, INC. | BASKETBALL JERSEY/SHORTS/ATHLE | 65.00 |
| 2016 | 11 | 276 | 07/29/2015 | BSN SPORTS, INC. | FOOTBALL SUPPLIES/ATHLETICS | 859.76 |
| 2016 | 11 | 277 | 07/29/2015 | WAL MART COMMUNITY | \$150.00/M. BRESHEARS/FOGARTY | 150.00 |
| 2016 | 11 | 278 | 07/29/2015 | LAKESHORE LEARNING MATERIALS | \$150.00/D. RICE/COTTERAL | 150.00 |
| 2016 | 11 | 279 | 07/30/2015 | ANGELA M. STAUDT | PARENT EDUCATOR CONTRACT FOR | 19,000.00 |
| 2016 | 11 | 280 | 07/30/2015 | JENNIFER CLARK | PARENT EDUCATOR CONTRACT FOR | 18,250.00 |
| 2016 | 11 | 281 | 07/30/2015 | STAPLES ADVANTAGE | \$150.00/S. GREEN/FOGARTY | 51.99 |
| 2016 | 11 | 282 | 07/30/2015 | WAL MART COMMUNITY | \$150.00/S. GREEN/FOGARTY | 78.29 |
| 2016 | 11 | 283 | 07/30/2015 | DEMCO, INC | \$150.00/S. GREEN/FOGARTY | 19.71 |
| 2016 | 11 | 284 | 07/30/2015 | OKLAHOMA DEPT. OF CAREER & TEC | REGISTRATION/PETTY/FACS/JH | 75.00 |
| 2016 | 11 | 285 | 07/30/2015 | WAL MART COMMUNITY | \$150.00/S. HURT | 150.00 |
| 2016 | 11 | 286 | 07/30/2015 | REALLY GOOD STUFF, INC. | \$150.00/J. PRIVETTE/FOGARTY | 110.78 |
| 2016 | 11 | 287 | 07/30/2015 | SCHOOL SPECIALTY, INC. | \$150.00/J. PRIVETTE/FOGARTY | 37.91 |
| 2016 | 11 | 288 | 07/31/2015 | WAL MART COMMUNITY | \$150.00/A. MOORE/HS | 150.00 |
| 2016 | 11 | 289 | 07/31/2015 | WAL MART COMMUNITY | \$150.00/S. SIMEK/HS | 150.00 |
| 2016 | 11 | 290 | 07/31/2015 | OKLAHOMA HOME CENTERS, INC. | BLANKET FOR SUPPLIES/BAND/HS | 900.00 |
| 2016 | 11 | 291 | 07/31/2015 | WAL MART COMMUNITY | \$150.00/T. WILKERSON/JH | 100.00 |
| 2016 | 11 | 292 | 07/31/2015 | MARDEL, INC. | \$150.00/T. WILKERSON/JH | 50.00 |
| 2016 | 11 | 293 | 08/03/2015 | HAWTHORNE EDUCATIONAL SERVICE | TESTING MATERIALS FOR PSYCH | 180.00 |
| 2016 | 11 | 294 | 08/03/2015 | JAKE MILLER | PERCUSSION TECH/BAND/HS | 1,600.00 |
| 2016 | 11 | 295 | 08/03/2015 | SCHOOL SPECIALTY, INC. | LISTENING CENTERS/CENTRAL | 600.00 |
| 2016 | 11 | 296 | 08/03/2015 | QUILL CORPORATION | OFFICE SUPPLIES/CENTRAL | 415.20 |
| 2016 | 11 | 297 | 08/04/2015 | EDMOND MUSIC, INC. | REPAIR, MUSIC, AND EQUIP/BAND/ | 2,000.00 |
| 2016 | 11 | 298 | 08/04/2015 | WAL MART COMMUNITY | \$150.00/T. LAUSEN/HS | 150.00 |
| 2016 | 11 | 299 | 08/04/2015 | WAL MART COMMUNITY | \$150.00/E. BERTELS/HS | 150.00 |
| 2016 | 11 | 300 | 08/04/2015 | OFFICE DEPOT, INC. | \$150.00/BAND TEACHERS/HS/JH | 450.00 |
| 2016 | 11 | 301 | 08/04/2015 | WAL MART COMMUNITY | \$150.00/K. BLAKEMORE/HS | 150.00 |
| 2016 | 11 | 302 | 08/04/2015 | WAL MART COMMUNITY | \$150.00/M. WADE/HS | 150.00 |
| 2016 | 11 | 303 | 08/04/2015 | MTM RECOGNITION CORPORTATION | LAPEL PINS | 620.00 |
| 2016 | 11 | 304 | 08/04/2015 | PATRICK HUGHES | MILEAGE REIMB. FOR 2015-16 | 500.00 |
| 2016 | 11 | 305 | 08/04/2015 | W. W. GRAINGER | SUPPLIES/TRANSPORTATION | 267.76 |
| 2016 | 11 | 306 | 08/04/2015 | MIDWEST PRINTING | BLANKET FOR PRINTING/JH | 1,500.00 |
| 2016 | 11 | 307 | 08/04/2015 | TEACHER INNOVATIONS, INC | ONLINE PLANBOOKS/JH | 421.20 |
| 2016 | 11 | 308 | 08/04/2015 | WAL MART COMMUNITY | BLANKET FOR SUPPLIES/JH | 1,500.00 |
| 2016 | 11 | 309 | 08/04/2015 | PROSPERITY BANK | \$150.00/M. PERRING/HS | 150.00 |

**GUTHRIE PUBLIC SCHOOLS
Purchase Order Register
GEN FUND-FOR OP 2015-2016**

| <i>Year</i> | <i>Fund</i> | <i>P.O. Number</i> | <i>Date</i> | <i>To Whom Issued</i> | <i>Description</i> | <i>Amount</i> |
|-----------------------|-------------|--------------------|-------------|-----------------------|--------------------|-------------------|
| <i>Report Total :</i> | | | | | | <i>170,003.13</i> |

GUTHRIE PUBLIC SCHOOLS
Purchase Order Register
Building 2015-2016

| Year | Fund | P.O. Number | Date | To Whom Issued | Description | Amount |
|-----------------------|-------------|--------------------|-------------|-------------------------------|------------------------------|-----------------|
| 2016 | 21 | 45 | 07/07/2015 | AMERICAN PLANT PRODUCTS & SER | BENCHES FOR GREENHOUSE/AG/MS | 4,585.76 |
| 2016 | 21 | 46 | 07/14/2015 | QUICK SERVICE STEEL | MATERIAL FOR SMARTBOARD MOUN | 131.55 |
| 2016 | 21 | 47 | 07/22/2015 | HOME DEPOT/GECF | DISTRICT CEILING TILES | 680.00 |
| 2016 | 21 | 48 | 07/29/2015 | HUNTER MECHANICAL & CONTROLS, | HVAC REPAIRS | 3,000.00 |
| 2016 | 21 | 49 | 07/29/2015 | HOME DEPOT/GECF | FLOOR MATS FOR DISTRICT | 1,199.28 |
| Report Total : | | | | | | 9,596.59 |

GUTHRIE PUBLIC SCHOOLS
Purchase Order Register
CASUALTY/FLOOD INS. RECOVERY 2015-2016

| <i>Year</i> | <i>Fund</i> | <i>P.O. Number</i> | <i>Date</i> | <i>To Whom Issued</i> | <i>Description</i> | <i>Amount</i> |
|-----------------------|-------------|--------------------|-------------|------------------------------|--------------------------|-----------------|
| 2016 | 86 | 1 | 08/04/2015 | DESHILDS TRUCK SERVICE, INC. | REPAIR TO WRECKED BUS #6 | 4,566.24 |
| Report Total : | | | | | | 4,566.24 |

GEN FUND-FOR OP 2015-2016
 Detail Change Order Listing
 As of 08/04/2015

| <i>PurOrder</i> | <i>Date</i> | To Whom Issued / Detail Description | Po Description / Classification | |
|-----------------|-------------|--------------------------------------------------------|---------------------------------|---------|
| 14 | 07/01/2015 | THE DAILY OKLAHOMAN | SUBSCRIPTION/ADS FOR 2015-16 | |
| | | SUBSCRIPTION FOR 2015-16 | 041-2511-647-000-0000-000-050 | -187.20 |
| | | | 041-2511-647-000-0000-000-050 | 218.40 |
| | | ADS FOR 2015-16 | 041-2571-540-000-0000-000-050 | -312.80 |
| | | | 041-2571-540-000-0000-000-050 | 281.60 |
| | | | Total Purchase Order | 0.00 |
| 25 | 07/01/2015 | GUTHRIE CHAMBER OF COMMERCE | MEMBERSHIP FOR 2015-16 | |
| | | MEMBERSHIP FOR 2015-16 | 006-2319-810-000-0000-000-050 | -250.00 |
| | | | 006-2319-810-000-0000-000-050 | 300.00 |
| | | | Total Purchase Order | 50.00 |
| 173 | 07/01/2015 | PATRICIA ANN JOHNSON | REGISTRATION/PER DIEM REIMB. | |
| | | REIMBURSEMENT FOR AP SUMMER CONFERENCE REGISTRATION | 369-2213-860-252-4000-000-705 | -50.00 |
| | | MEALS PER DIEM, JULY 12-16, 2015 | 369-2213-580-252-4000-000-705 | -110.00 |
| | | | 369-2213-580-252-4000-000-705 | 80.00 |
| | | | Total Purchase Order | -80.00 |
| 204 | 07/01/2015 | MELISSA M SELLS | DEAF INTERPERATER FOR 2015-16 | |
| | | DEAF ED INTER | 044-2170-336-239-1050-000-050 | -650.00 |
| | | SUMMER SCHOOL 2015 | 044-2170-336-239-1050-000-050 | 580.50 |
| | | | Total Purchase Order | -69.50 |
| | | | Total Fund | -99.50 |

BegPo 1
EndPo 20
Since 07/14/2015

CHILD NUTRITION FUND 2015-2016
Detail Change Order Listing
As of 08/04/2015

08/04/2015 9:01:09 AM
Page 1

| <i>PurOrder</i> | <i>Date</i> | To Whom Issued / Detail Description | Po Description / Classification | |
|-----------------|-------------|-------------------------------------|---------------------------------|------------|
| 3 | 07/01/2015 | BLUE BELL | BLANKET FOR ICE CREAM FOR 2015 | |
| | | BLANKET ICE CREAM | 763-3150-630-700-0000-000-050 | -15,700.00 |
| | | | 763-3150-630-700-0000-000-050 | 500.00 |
| | | | Total Purchase Order | -15,200.00 |
| | | | Total Fund | -15,200.00 |

ACTIVITY FUND – FUND 60
BANK RECONCILIATION – FARMERS & MERCHANTS BANK
06/30/2015

GENERAL LEDGER ACCOUNT

Balance (07/01/15) \$477,281.84

 Add Receipts \$ 11,784.61

 Less Checks Written \$ 19,324.39

 Adjustments \$

 Balance per Ledger \$469,742.06

BANK RECONCILIATION

Balance per bank statement
 as of (07/31/15) \$471,697.06

 Add Deposits in Transit \$

 Less O/S Checks \$ 1,955.00

 *Adjustments/
 Bank correction \$

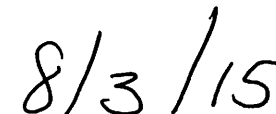
 Balance per Ledger \$469,742.06

Adjustment/Correction explanations:

This information is accurate and correct to the best of my knowledge.



 Activity Fund Clerk



 Date

GUTHRIE PUBLIC SCHOOLS
Custodians Analysis
SCHOOL ACTIVITY FNDS

Report Options: As Of Date: 07/2015; Time Frame: For Month; Field Order: Project; Group Totals: ; Page Break: No

| | Begin Balance | Receipts | Adjusting Entries | Checks | Cash End Balance | Unpaid Purchase Orders | End Balance |
|------------------------------------|---------------|----------|-------------------|------------|------------------|------------------------|-------------|
| Project 801 CENTRAL FACULTY | \$331.68 | \$0.00 | \$0.00 | \$0.00 | \$331.68 | \$0.00 | \$331.68 |
| Project 802 CENTRAL ACTIVITY | \$3,229.83 | \$78.03 | \$0.00 | \$0.00 | \$3,307.86 | \$0.00 | \$3,307.86 |
| Project 803 CENTRAL PTO | \$5,247.86 | \$555.00 | \$0.00 | \$0.00 | \$5,802.86 | \$0.00 | \$5,802.86 |
| Project 804 COTTERAL PTO | \$5,012.16 | \$0.00 | \$0.00 | \$0.00 | \$5,012.16 | \$0.00 | \$5,012.16 |
| Project 805 COTTERAL ACTIVITY | \$13,156.77 | \$0.00 | \$0.00 | \$0.00 | \$13,156.77 | \$1,967.00 | \$11,189.77 |
| Project 806 COTTERAL FACULTY | \$293.06 | \$0.00 | \$0.00 | \$0.00 | \$293.06 | \$0.00 | \$293.06 |
| Project 808 FOGARTY PARENTS ORG. | \$10,889.87 | \$0.00 | \$0.00 | \$5,887.00 | \$5,002.87 | \$413.00 | \$4,589.87 |
| Project 809 FOGARTY ACTIVITY | \$15,343.01 | \$187.00 | \$0.00 | \$0.00 | \$15,530.01 | \$0.00 | \$15,530.01 |
| Project 810 FOGARTY FACULTY | \$1,007.53 | \$0.00 | \$0.00 | \$0.00 | \$1,007.53 | \$0.00 | \$1,007.53 |
| Project 812 GUES ACTIVITY | \$11,652.99 | \$528.50 | \$0.00 | \$0.00 | \$12,181.49 | \$0.00 | \$12,181.49 |
| Project 813 GUES FACULTY | \$1,422.63 | \$0.00 | \$0.00 | \$0.00 | \$1,422.63 | \$0.00 | \$1,422.63 |
| Project 815 GUES PARENTS ORG. | \$13,344.23 | \$0.00 | \$0.00 | \$0.00 | \$13,344.23 | \$0.00 | \$13,344.23 |
| Project 816 GHS SPECIAL KIDS | \$64.65 | \$0.00 | \$0.00 | \$0.00 | \$64.65 | \$0.00 | \$64.65 |
| Project 817 ART JUNIOR HIGH | \$379.56 | \$0.00 | \$0.00 | \$0.00 | \$379.56 | \$0.00 | \$379.56 |
| Project 818 JH BUILDERS CLUB | \$577.54 | \$0.00 | \$0.00 | \$0.00 | \$577.54 | \$0.00 | \$577.54 |
| Project 819 ATHLETICS JUNIOR HIGH | \$11,691.74 | \$0.00 | \$0.00 | \$0.00 | \$11,691.74 | \$0.00 | \$11,691.74 |
| Project 820 GOLF JUNIOR HIGH | \$1,342.13 | \$0.00 | \$0.00 | \$0.00 | \$1,342.13 | \$0.00 | \$1,342.13 |
| Project 821 FHA JUNIOR HIGH | \$550.23 | \$0.00 | \$0.00 | \$0.00 | \$550.23 | \$0.00 | \$550.23 |
| Project 822 HONOR SOCIETY JR HIGH | \$1,969.22 | \$0.00 | \$0.00 | \$0.00 | \$1,969.22 | \$0.00 | \$1,969.22 |
| Project 823 JR HIGH ACCOUNT | \$9,033.50 | \$15.00 | \$0.00 | \$2,894.87 | \$6,153.63 | \$0.00 | \$6,153.63 |
| Project 824 JR HIGH FACULTY | \$1,204.01 | \$0.00 | \$0.00 | \$0.00 | \$1,204.01 | \$0.00 | \$1,204.01 |
| Project 825 LIBRARY JR HIGH | \$3,902.11 | \$0.00 | \$0.00 | \$0.00 | \$3,902.11 | \$0.00 | \$3,902.11 |
| Project 827 CHEERLEADERS JR HIGH | \$5,373.23 | \$0.00 | \$0.00 | \$0.00 | \$5,373.23 | \$922.95 | \$4,450.28 |
| Project 830 STUCO JH | \$5,047.95 | \$0.00 | \$0.00 | \$0.00 | \$5,047.95 | \$0.00 | \$5,047.95 |
| Project 831 T.S.A. JR HIGH | \$2,163.27 | \$0.00 | \$0.00 | \$0.00 | \$2,163.27 | \$0.00 | \$2,163.27 |
| Project 832 YEARBOOK JR HIGH | \$3,113.41 | \$0.00 | \$0.00 | \$0.00 | \$3,113.41 | \$0.00 | \$3,113.41 |
| Project 834 JR HIGH ACADEMIC TEAM | \$448.14 | \$0.00 | \$0.00 | \$0.00 | \$448.14 | \$0.00 | \$448.14 |
| Project 850 ACADEMIC TEAM HS | \$214.50 | \$0.00 | \$0.00 | \$0.00 | \$214.50 | \$0.00 | \$214.50 |
| Project 851 ART CLUB HS | \$5,053.12 | \$25.00 | \$0.00 | \$0.00 | \$5,078.12 | \$0.00 | \$5,078.12 |
| Project 852 ATHLETICS HS | \$35,297.28 | \$220.17 | \$0.00 | \$849.02 | \$34,668.43 | \$6,711.98 | \$27,956.45 |
| Project 853 HS CHEER | \$1,160.80 | \$0.00 | \$0.00 | \$0.00 | \$1,160.80 | \$0.00 | \$1,160.80 |
| Project 855 TENNIS HS | \$7,793.58 | \$0.00 | \$0.00 | \$0.00 | \$7,793.58 | \$0.00 | \$7,793.58 |
| Project 856 GHS LIBRARY | \$1,286.54 | \$0.00 | \$0.00 | \$0.00 | \$1,286.54 | \$0.00 | \$1,286.54 |
| Project 857 YOUTH & GOVERNMENT HS | \$682.34 | \$0.00 | \$0.00 | \$0.00 | \$682.34 | \$0.00 | \$682.34 |
| Project 858 GHS LINK CREW | \$301.29 | \$180.00 | \$0.00 | \$0.00 | \$481.29 | \$0.00 | \$481.29 |
| Project 859 BAND (OPERATING) HS | \$8,581.88 | \$240.00 | \$0.00 | \$0.00 | \$8,821.88 | \$2,869.00 | \$5,952.88 |
| Project 860 CLASS OF 2016 HS | \$3,094.64 | \$0.00 | \$0.00 | \$0.00 | \$3,094.64 | \$0.00 | \$3,094.64 |
| Project 861 CLASS OF 2017 HS | \$3,578.49 | \$0.00 | \$0.00 | \$0.00 | \$3,578.49 | \$0.00 | \$3,578.49 |
| Project 862 CLASS OF 2018 HS | \$2,394.17 | \$0.00 | \$0.00 | \$0.00 | \$2,394.17 | \$0.00 | \$2,394.17 |
| Project 865 CLASS OF 2012 HS | \$428.87 | \$0.00 | \$0.00 | \$0.00 | \$428.87 | \$0.00 | \$428.87 |
| Project 866 CLASS OF 2013 HS | \$1,169.15 | \$0.00 | \$0.00 | \$0.00 | \$1,169.15 | \$0.00 | \$1,169.15 |
| Project 867 CLASS OF 2014 HS | \$509.26 | \$0.00 | \$0.00 | \$0.00 | \$509.26 | \$0.00 | \$509.26 |
| Project 868 CLASS OF 2015 | \$1,099.49 | \$0.00 | \$0.00 | \$0.00 | \$1,099.49 | \$0.00 | \$1,099.49 |
| Project 869 ENGLISH CLUB | \$1,461.08 | \$0.00 | \$0.00 | \$0.00 | \$1,461.08 | \$0.00 | \$1,461.08 |
| Project 870 COURTESY COMMITTEE HS | \$802.06 | \$0.00 | \$0.00 | \$45.00 | \$757.06 | \$155.00 | \$602.06 |
| Project 873 SPEECH HS | \$523.25 | \$0.00 | \$0.00 | \$0.00 | \$523.25 | \$0.00 | \$523.25 |
| Project 874 FACULTY LOUNGE HS | \$977.94 | \$0.00 | \$0.00 | \$0.00 | \$977.94 | \$100.00 | \$877.94 |
| Project 876 FFA 4H BOOSTER CLUB HS | \$34,169.13 | \$0.00 | \$0.00 | \$0.00 | \$34,169.13 | \$5,452.80 | \$28,716.33 |
| Project 877 FFA HS | \$16,014.36 | \$348.87 | \$0.00 | \$176.88 | \$16,186.35 | \$5,825.65 | \$10,360.70 |
| Project 878 FCCLA (FHA) HS | \$659.39 | \$0.00 | \$0.00 | \$0.00 | \$659.39 | \$0.00 | \$659.39 |
| Project 879 FOREIGN LANGUAGE SPAN | \$1,411.52 | \$0.00 | \$0.00 | \$0.00 | \$1,411.52 | \$0.00 | \$1,411.52 |
| Project 882 GUTHRIE RUNNING CLUB H | \$2,502.78 | \$0.00 | \$0.00 | \$0.00 | \$2,502.78 | \$0.00 | \$2,502.78 |
| Project 883 HERITAGE CLUB HS | \$900.78 | \$0.00 | \$0.00 | \$0.00 | \$900.78 | \$0.00 | \$900.78 |
| Project 884 HIGH SCHOOL ACCOUNT | \$16,553.11 | \$110.18 | \$0.00 | \$229.20 | \$16,434.09 | \$4,570.80 | \$11,863.29 |
| Project 886 HONOR SOCIETY HS | \$2,206.25 | \$0.00 | \$0.00 | \$0.00 | \$2,206.25 | \$0.00 | \$2,206.25 |
| Project 888 JOURNALISM HS | \$387.30 | \$0.00 | \$0.00 | \$0.00 | \$387.30 | \$0.00 | \$387.30 |
| Project 889 KEY CLUB HS | \$367.10 | \$0.00 | \$0.00 | \$0.00 | \$367.10 | \$0.00 | \$367.10 |
| Project 893 MU ALPHA THETA HS | \$566.21 | \$0.00 | \$0.00 | \$0.00 | \$566.21 | \$0.00 | \$566.21 |
| Project 895 JROTC HS | \$7,736.12 | \$0.00 | \$0.00 | \$0.00 | \$7,736.12 | \$0.00 | \$7,736.12 |
| Project 896 S.A.D.D. HS | \$40.02 | \$0.00 | \$0.00 | \$0.00 | \$40.02 | \$0.00 | \$40.02 |
| Project 897 SOCCER CLUB HS | \$3,616.96 | \$0.00 | \$0.00 | \$0.00 | \$3,616.96 | \$0.00 | \$3,616.96 |
| Project 898 SCIENCE CLUB HS | \$5,506.98 | \$55.00 | \$0.00 | \$0.00 | \$5,561.98 | \$0.00 | \$5,561.98 |
| Project 899 STUDENT COUNCIL HS | \$5,505.82 | \$0.00 | \$0.00 | \$95.00 | \$5,410.82 | \$0.00 | \$5,410.82 |

GUTHRIE PUBLIC SCHOOLS
Custodians Analysis
SCHOOL ACTIVITY FNDS

Report Options: As Of Date: 07/2015; Time Frame: For Month; Field Order: Project; Group Totals: ; Page Break: No

| | Begin Balance | Receipts | Adjusting Entries | Checks | Cash End Balance | Unpaid Purchase Orders | End Balance |
|-------------------------------------|------------------|-------------|----------------------|-------------|---------------------|------------------------------|----------------|
| Project 900 CAMPUS BEAUTIFICATION I | \$7,120.63 | \$0.00 | \$0.00 | \$0.00 | \$7,120.63 | \$807.00 | \$6,313.63 |
| Project 902 VOCAL HS | \$3,604.05 | \$0.00 | \$0.00 | \$0.00 | \$3,604.05 | \$0.00 | \$3,604.05 |
| Project 904 YEARBOOK HS | \$5,027.20 | \$0.00 | \$0.00 | \$0.00 | \$5,027.20 | \$425.00 | \$4,602.20 |
| Project 907 HS MEMORIAL FUND | \$73.92 | \$0.00 | \$0.00 | \$0.00 | \$73.92 | \$0.00 | \$73.92 |
| Project 908 VOCAL TRIP ACCOUNT HS | \$440.94 | \$0.00 | \$0.00 | \$0.00 | \$440.94 | \$0.00 | \$440.94 |
| Project 911 FFA BUILDING FUND | \$116,663.00 | \$5,000.00 | \$0.00 | \$9,000.00 | \$112,663.00 | \$55,659.00 | \$57,004.00 |
| Project 912 GHS BUSINESS PROF OF AI | \$597.44 | \$0.00 | \$0.00 | \$0.00 | \$597.44 | \$0.00 | \$597.44 |
| Project 913 DRAMA HS | \$1,885.56 | \$0.00 | \$0.00 | \$0.00 | \$1,885.56 | \$0.00 | \$1,885.56 |
| Project 921 BANQUET ACCOUNT | \$309.01 | \$0.00 | \$0.00 | \$0.00 | \$309.01 | \$0.00 | \$309.01 |
| Project 922 COURTESY COMMITTEE AD | \$148.87 | \$0.00 | \$0.00 | \$0.00 | \$148.87 | \$100.00 | \$48.87 |
| Project 925 GENERAL FUND REFUND | \$0.00 | \$557.84 | \$0.00 | \$0.00 | \$557.84 | \$0.00 | \$557.84 |
| Project 927 HALL OF FAME BANQUET | \$736.17 | \$0.00 | \$0.00 | \$0.00 | \$736.17 | \$0.00 | \$736.17 |
| Project 929 SPECIAL OLYMPICS | \$26,074.39 | \$0.00 | \$0.00 | \$0.00 | \$26,074.39 | \$0.00 | \$26,074.39 |
| Project 930 DISTRICT ELEM. PTO | \$175.34 | \$0.00 | \$0.00 | \$0.00 | \$175.34 | \$0.00 | \$175.34 |
| Project 932 SUMMER SCHOOL HS | \$0.00 | \$1,425.00 | \$0.00 | \$0.00 | \$1,425.00 | \$0.00 | \$1,425.00 |
| Project 933 FAVER C&C | \$315.13 | \$0.00 | \$0.00 | \$0.00 | \$315.13 | \$0.00 | \$315.13 |
| Project 934 TRANSPORTATION C&C | \$3,789.44 | \$0.00 | \$0.00 | \$0.00 | \$3,789.44 | \$1,800.00 | \$1,989.44 |
| Project 935 VENDING MACHINE ADMIN | \$318.52 | \$48.35 | \$0.00 | \$47.45 | \$319.42 | \$452.55 | (\$133.13) |
| Project 936 GUES HONOR CHOIR | \$124.00 | \$0.00 | \$0.00 | \$0.00 | \$124.00 | \$0.00 | \$124.00 |
| Project 937 FAVER ACTIVITY | \$325.81 | \$0.00 | \$0.00 | \$0.00 | \$325.81 | \$0.00 | \$325.81 |
| Project 938 NATIVE AMERICAN PARENT | \$205.72 | \$0.00 | \$0.00 | \$0.00 | \$205.72 | \$0.00 | \$205.72 |
| Project 940 ADMINISTRATION MISC | \$7,000.83 | \$2,210.67 | \$0.00 | \$99.97 | \$9,111.53 | \$500.03 | \$8,611.50 |
| Project 942 C.N. CLEARING ACCT | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$10,000.00 | (\$10,000.00) |
| Grand Total | \$477,281.84 | \$11,784.61 | \$0.00 | \$19,324.39 | \$469,742.06 | \$98,731.76 | \$371,010.30 |



EMPLOYEE TRIP REQUEST

Check if Out of State

Kylie Wooderson
Name of Employee

August 4, 2015
Date

Employee's Current Assignment Agriculture Education Teacher

Title of Conference or Activity National FFA Convention

Location Louisville, KY Date(s) of Conference OCT 27 to Oct 31

Full Legal Name (for air travel) James Martin Jones

Submit copy of Driver's License for flights - it must match the boarding pass.

Departure Date Oct 26 AM PM (check one) Return Date Nov 1 AM PM (check one)

If applicable, a Field Trip / Transportation Request has been completed: Yes (See site financial secretary for details on Out of State transportation requests.)

PLEASE INDICATE HOW THIS EVENT WILL RELATE TO YOUR PRESENT ASSIGNMENT.

Taking students to participate in decision making of the FFA organization as well as to receive awards such as the American FFA degree

Cost for attendance – EMPLOYEE expenses only.
(Give a close estimate, if necessary)

Costs are covered by which fund?
BE SPECIFIC PLEASE.
General Fund, Title I, Staff Development, Activity Fund, etc.

| | | |
|--------------|--------------------|----------------------------------------------------------------------------------|
| Travel* | \$ _____ | (mileage, air, ground, parking & toll) see below |
| Registration | \$ 50.00 | |
| Lodging | \$ 340.00 | |
| Meals | \$ 400.00 | (overnight stay required; calculate at \$30 per day in state; \$50 out of state) |
| Substitute | \$ 260.00 | (calculate @ \$65 per day) |
| Total | \$ 1,050.00 | |

FFA activity account _____

Activity FFA account _____

Activity FFA account _____

412 general _____

412 general _____

Will a substitute be needed? Yes No (Remember to complete your sub request)

Principal's Approval Chris L. Grando Signature 8-5-15 Date

Program Director's Approval _____ Signature _____ Date _____

Board of Education Approval _____ Date _____

*Refund for toll fees, parking and ground travel requires receipt.



EMPLOYEE TRIP REQUEST

Check if Out of State

Clay Drake
Name of Employee

August 4, 2015
Date

Employee's Current Assignment Agriculture Education Teacher

Title of Conference or Activity National FFA Convention

Location Louisville, KY Date(s) of Conference OCT 27 to Oct 31

Full Legal Name (for air travel) James Martin Jones

Submit copy of Driver's License for flights - it must match the boarding pass.

Departure Date Oct 26 AM PM (check one) Return Date Nov 1 AM PM (check one)

If applicable, a Field Trip / Transportation Request has been completed: Yes (See site financial secretary for details on Out of State transportation requests.)

PLEASE INDICATE HOW THIS EVENT WILL RELATE TO YOUR PRESENT ASSIGNMENT.

Taking students to participate in decision making of the FFA organization as well as to receive awards such as the American FFA degree

Cost for attendance – EMPLOYEE expenses only. (Give a close estimate, if necessary)

Costs are covered by which fund? BE SPECIFIC PLEASE.

General Fund, Title I, Staff Development, Activity Fund, etc.

| | | |
|--------------|--------------------|----------------------------------------------------------------------------------|
| Travel* | \$ _____ | (mileage, air, ground, parking & toll) see below |
| Registration | \$ 50.00 | |
| Lodging | \$ 340.00 | |
| Meals | \$ 400.00 | (overnight stay required; calculate at \$30 per day in state; \$50 out of state) |
| Substitute | \$ 260.00 | (calculate @ \$65 per day) |
| Total | \$ 1,050.00 | |

FFA activity account _____
 Activity FFA account _____
 Activity FFA account _____
 412 general _____
 412 general _____

Will a substitute be needed? Yes No (Remember to complete your sub request)

Principal's Approval Chris L. [Signature] 8-5-15
Signature Date

Program Director's Approval _____
Signature Date

Board of Education Approval _____
Date

*Refund for toll fees, parking and ground travel requires receipt.



EMPLOYEE TRIP REQUEST

Check if Out of State

Marty Jones
Name of Employee

August 4, 2015
Date

Employee's Current Assignment Agriculture Education Teacher

Title of Conference or Activity National FFA Convention

Location Louisville, KY Date(s) of Conference OCT 27 to Oct 31

Full Legal Name (for air travel) James Martin Jones

Submit copy of Driver's License for flights - it must match the boarding pass

Departure Date Oct 26 AM PM (check one) Return Date Nov 1 AM PM (check one)

If applicable, a Field Trip / Transportation Request has been completed: Yes (See site financial secretary for details on Out of State transportation requests.)

PLEASE INDICATE HOW THIS EVENT WILL RELATE TO YOUR PRESENT ASSIGNMENT.

Taking students to participate in decision making of the FFA organization as well as to receive awards such as the American FFA degree

Cost for attendance – EMPLOYEE expenses only.
(Give a close estimate, if necessary)

*Costs are covered by which fund?
BE SPECIFIC PLEASE.*

| | | |
|--------------|--------------------|----------------------------------------------------------------------------------|
| Travel* | \$ _____ | (mileage, air, ground, parking & toll) see below |
| Registration | \$ 50.00 | |
| Lodging | \$ 340.00 | |
| Meals | \$ 400.00 | (overnight stay required; calculate at \$30 per day in state; \$50 out of state) |
| Substitute | \$ 260.00 | (calculate @ \$65 per day) |
| Total | \$ 1,050.00 | |

General Fund, Title I, Staff Development, Activity Fund, etc.
 FFA activity account
 Activity FFA account
 Activity FFA account
 412 general
 412 general

Will a substitute be needed? Yes No (Remember to complete your sub request)

Principal's Approval Chris [Signature] 8-5-15
Signature Date

Program Director's Approval _____
Signature Date

Board of Education Approval _____
Date

*Refund for toll fees, parking and ground travel requires receipt.



**GUTHRIE PUBLIC SCHOOLS
FIELD TRIP REQUEST
Effective 2-08**

Today's Date July 6, 2015 Date of Activity Oct 27 to Oct 31

Destination National FFA Convention, Louisville, KY

Class & Grade Level 9-12

Teacher(s) Mr. Drake, Mr. Jones, Ms. Wooderson

Names of teacher assistants or other adults attending:

Parents TBD:

Number of students 10-15 Number of sponsors 3-6

Leave Time Oct 26 4 p.m. Return Time Nov 1, 3 p.m.

Event Beginning Time if different Oct 27 5 p.m. Event Ending Time if different Oct 31, 1 p.m.

Emergency Phone Contact Number 405-334-1613

Cost to be paid per student \$100 Due when? Oct 1, 2015 Cost to district \$6,000

Paid for by Activity Fund Yes No
Sub needed? Yes No (If yes, please complete sub request.)

Transportation request completed? Yes No

Activity information e-mailed to activities@guthrie.k12.ok.us (Send as an Attachment) Yes No

Chris L. ...
Principal Signature

8-5-15
Date

If special needs students are involved, the Special Education Director must approve.

Special Education Director

Date

Every student must have a signed consent, indemnity and release form on file before going on any activity.

List the PASS objective and the educational objective to be addressed by this field trip:

To allow students to network with other FFA members and develop contacts that will be beneficial in future endeavors.
To gain an understanding of the process for deciding what laws and regulations are developed for the National FFA organization.

FACILITY USE AND LICENSE AGREEMENT

THIS AGREEMENT is enter into as of the 1st day of July, 2015, between INDEPENDENT SCHOOL DISTRICT NO. 1 OF LOGAN COUNTY, OKLAHOMA, a/k/a Guthrie Public Schools ("School District") and the YMCA OF GREATER OKLAHOMA CITY ("Licensee").

RECITALS:

A. Licensee desires to use a portion of the buildings and improvements located at School District's **Cotteral Elementary Schools** (the "Facility") solely to operate a preschool center for children ages 4 through 5, with before and after-schools child care provided for school-aged children (the "Permitted Use").

B. The School District desires to allow Licensee to use and occupy the Facility at the specific times and for specific purposes set forth herein.

THEREFORE, in consideration of the following mutual promises, covenants and conditions, and intending to be legally bound, the parties agree as follows:

1. The School District agrees to allow Licensee to use and occupy the Facility from July 1, 2015, through June 30, 2016, for the Permitted Use. This Agreement shall be subject to renewal upon mutual written agreement of the parties. Any renewal terms shall begin on July 1 and end on June 30 of each subsequent year (each "Renewal Term"). Either party may terminate this Agreement upon giving a thirty (30) day written notice to the other party. This Agreement may terminate immediately if either party commits to material breach of any of the provisions of this Agreement and does not cure such breach within ten (10) days after receipt of written notice thereof from the other party.
2. Licensee shall pay school District at the rate of Thirty Dollars (\$30) per classroom, per day, the total number of classrooms to be determined from time to time, depending upon demand, upon mutual agreement between the parties. School District shall invoice Licensee monthly. Payment shall be made within ten (10) days of Licensee's receipt of the invoice.
3. Licensee shall give a Twenty-five Percent (25%) tuition discount and priority of enrollment to children of employees of the School District.
4. As a condition to Licensee's use of the Facility, Licensee shall obtain and maintain throughout the term of this Agreement all required licensure from the Oklahoma Department of Human Services. Cancellation, suspension, revocation or surrender of such licensure shall constitute a basis for immediate termination of this Agreement by School District. Licensee shall comply with all applicable federal, state and local laws governing the Permitted Use.

5. Licensee agrees to indemnify, defend and hold harmless the School District, its agents and employees from any and all liability regardless of the source and regardless of the type of claim which may occur or arise out of, directly or indirectly, the Licensee's occupancy and use of the Facility. Licensee shall maintain and pay for Commercial General Liability Insurance specifically related to the Licensee's use and occupancy of the Facility issued by a company or companies authorized to do business in the State of Oklahoma, naming the School District as an additional insured, and providing coverage in amounts not less than the amounts required to insure the School District's liability under the Oklahoma Governmental Tort Claims Act, including any amendments thereto subsequent to the date of this Agreement. Copies of certificates of insurance evidencing such coverage shall be furnished to the School District prior to the commencement of the term of this Agreement. The insurance certificates shall require the insurer to provide at least ten (10) days prior written notice to the School District before cancellation of the coverage for any reason, including non-payment of the premium. Nothing contained herein shall be construed to limit or waive the School District's immunity from liability under laws now in existence, or existing in the future.
6. Licensee warrants and represents that it is authorized to sign this Agreement and by signing this Agreement binds itself, its affiliates, members, successors and assigns.
7. The rights and privileges granted to the Licensee by this Agreement may not be assigned or transferred without prior written consent of the school District. No waiver of any portion of this Agreement shall be effective unless in writing and signed by the School District and Licensee. This Agreement with any items incorporated by reference shall constitute the entire agreement between the parties and supersedes all prior negotiations and agreements.
8. The School District reserves the right to refuse admission, eject or cause to be ejected from the Facility any objectionable person or persons, and neither the School District nor any of its administrators, agents or employees shall be liable to Licensee for any damages that may be sustained by Licensee through the exercise by the School District of this right.
9. Licensee will use the Facility only for the Permitted Use and will take reasonable precautions to ensure that the Facility and any ancillary equipment of the School District are used in a careful and prudent manner so as to prevent any loss, defacement or damage to them. Licensee is liable to the School District for the damages, repair or replacement of any items damaged during Licensee's use of the School District's Facility.
10. School District shall have no responsibility for any loss of, damage to, destruction or disappearance of any of Licensee's property in the Facility. Licensee assumes the entire risk of the foregoing. Licensee understands that School District does not and will not maintain any casualty or other insurance on Licensee's property. Licensee waives any right of subrogation on behalf of its insurance carrier against School District for any loss of, damage to, destruction or disappearance of Licensee's property in the Facility.

11. The School District shall maintain the facilities at its sole cost including HVAC, plumbing and normal repairs for damages not caused by Licensee usage. School District shall provide routine cleaning and trash removal of the classrooms covered under this agreement in accordance with its normal cleaning of other classrooms in the facility.
12. The parties shall, at all times, act and function pursuant to the Agreement and hold themselves out as independent contractors. It is not the intention of the parties to form a joint venture or partnership. This Agreement should not be construed to create a contract of employment or any agency relationship. Licensee is solely responsible for operations concerning the Permitted Use, for employment of staff, benefits and workers' compensation coverage and for the payment of all taxes, including federal, state and local employment taxes arising out of Licensee's activities hereunder. In no event shall Licensee or its employees, agents or representatives be entitled to benefits or workers' compensation coverage of any kind from School District.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date and year first above written.

**INDEPENDENT SCHOOL DISTRICT NO. 1
OF LOGAN COUNTY, OKLAHOMA, a/k/a
Guthrie Public Schools**

By: _____
President, Board of Education

ATTEST:

Clerk, Board of Education

"SCHOOL DISTRICT"

YMCA OF GREATER OKLAHOMA CITY

By: Donald R Harris

Name: DONALD R HARRIS

Title: VP : CFO

Address: 500 N BROADWAY STE 500
OKLAHOMA CITY, OK 73102

Telephone: 405-297-7720

"LICENSEE"

MEMORANDUM:

TO: Members of the Board of Education and Dr. Mike Simpson,
Superintendent

FROM: Eldona Woodruff, Director of Special Education

SUBJECT: Special Services Agreement with United Community Action Head
Start

DATE: July 20, 2015

Attached is an agreement with United Community Action Head Start to provide Special Education Services to eligible students age 3 -5. Through this agreement, Head Start personnel will participate in the referral, assessment, eligibility and IEP development of eligible students. Head Start will also provide services for students placed in the program by their IEP team. Through this agreement, Guthrie Public Schools will provide assessment and special education services to eligible students. This agreement does not place any additional financial expenses on Guthrie Public Schools. Federal regulations require Guthrie Public Schools to provide these special education services to all eligible children ages 3 – 5. Head Start is required to have this agreement with the local school district.

Thank you.

United Community Action Program, Inc.

501 Sixth Street
Pawnee, OK 74058

JOHNNY BRYANT
EXECUTIVE DIRECTOR

CENTRAL OFFICE
(918) 762-3041
HEAD START
(918) 762-2561
WEATHERIZATION
(918) 762-3041

Paula Brown
United Community Action Program, Head Start 0-5
501 6th Street
Pawnee, OK 74058
405-747-6681
July 13, 2015


Dear Superintendent/School Board Member:

Enclosed please find two copies of the special services agreement for the 2015-2016 school year. There have not been any changes made to the content of the agreement from the previous year. As usual, please note on the 1st page as to whether your district is using categorical or developmental delay eligibility for Head Start age students. Additionally, please indicate whether or not your district expects to use Response to Intervention (RTI) for Head Start age students.

Please sign both agreements and return one to my attention and keep the other for your records. If you have any concerns or questions, please feel free to contact me.

We are looking forward to another productive year and appreciate your dedication to our young children with disabilities and their families.

Sincerely,



Paula Brown
Disabilities Services Manager

Encl: Special Services Agreement

**SPECIAL SERVICES AGREEMENT BETWEEN
United Community Action Head Start & Guthrie Public Schools
2015-2016**

This is a local agreement between Guthrie Public Schools, hereinafter referred to as the local education agency (LEA), and United Community Action Head Start Program, hereinafter referred to as the local Head Start Program. The following information states the roles and responsibilities of parties regarding Head Start Program eligible children ages three through five identified as having disabilities in accordance with procedures established by the Oklahoma State Department of Education, Special Education Services (OSDE/SES) and by the Head Start Program Performance Standards (45 CFR 1304 and 1308). These regulations are promulgated under federal and state laws governing the education of children with disabilities.

This agreement is to describe the responsibilities of each entity, outline areas of cooperation and provide guidance for local cooperation, and coordination between and among all aforementioned parties in the implementation of the Individuals with Disabilities Education Act (IDEA) Amendments of 1997 (34 CFR 300), Head Start Program Performance Standards and the Head Start Re-Authorization Act of 1997. Pertinent contact information for all agencies is included as Attachment A.

For the 2015-2016 School Year, Guthrie Public Schools will utilize: Developmental Delay , or Categorical, _____, eligibility for Head Start age children.

Guthrie Public Schools is _____ is not using Response to Intervention (RTI) for Head Start aged (3-5) children.

1. LEA RESPONSIBILITIES:

- A. The LEA ensures that IDEA Part B, Section 619, (preschool) funds received for the provision of services to eligible children with disabilities ages three through five who are served in the Head Start Program are expended in accordance with the requirements of the IDEA. Funds may be used for, but are not limited to, the following: cost of evaluation; materials and supplies; contractual arrangements for services when the Head Start Program has a qualified provider and/or the provision of qualified providers for IDEA Individualized Education Program (IEP) services.
- B. Upon referral from the Head Start Disabilities Services Manager or designee, the LEA shall provide a multidisciplinary team evaluation, when appropriate, for determination of the need for special education and related services under the IDEA.
- C. The LEA shall be responsible for the provision of procedural safeguards including due process and mediation procedures for any child determined to be eligible under the IDEA and enrolled in the Head Start Program.

- D. The LEA shall provide, through prior written notice of meetings, that the appropriate Head Start Program representative be directly involved and receive appropriate documentation throughout the process of referral, evaluation, IEP development, and/or placement of children with disabilities enrolled in the Head Start Program.
- E. The LEA shall ensure the provision of appropriate special education and related services to those eligible children with disabilities under IDEA enrolled in the Head Start Program. All IDEA services for which the child is eligible will be documented on the IEP with the responsible person(s)/agency specified for the provision of each service.
- F. The LEA will maintain and submit to the OSDE/SES the annual child count of IDEA eligible preschool children with disabilities served in the LEA and by the Head Start Program.

II. LOCAL HEAD START RESPONSIBILITIES:

- A. The Head Start shall provide screening and assessment for all children enrolled in the Head Start as required by Head Start Program Performance Standards 45 CFR 1304 and 1308, participate in Child Find activities under the IDEA with the LEA, and in coordination with the LEA shall provide parents with their rights under these programs.
- B. The Head Start shall provide all Head Start services to any child enrolled in Head Start who meets eligibility requirements in accordance with the Head Start Program Performance Standards.
- C. A Head Start representative will participate in the LEA referral procedures, multidisciplinary evaluation, IEP development, and implementation of the portions of the IEP's identified for the Head Start Program, and the IEP review as appropriate.
- D. The Head Start will provide a support system for families and children with disabilities through training, information dissemination and involvement in the program as well as collaboration with the LEA and other community services.
- E. The Head Start Disabilities Services Manager or designee shall work with the LEA for assurance of collaboration and coordination of services to preschool children with disabilities.
- F. The Head Start will provide the number of children receiving IEP services under the IDEA to the LEA for the child count report by October 1, annually.
- G. The Head Start agrees to provide and participate with the LEA in joint training of staff and parents as appropriate.

III. COORDINATION OF COST SHARING:

The local Head Start and Local Education Agency agreement will address planning of cost-sharing resources and funding to assure that integrated services are implemented in a manner which maintains State and Federal fiscal support for children with disabilities in these programs. The Head Start and the LEA agree to the following cost-sharing services (see Attachment B for examples)

IV. COORDINATION OF REQUIRED PAPERWORK:

To coordinate paperwork required by Head Start and the LEA special education program, the following process will be utilized:

- A. Parental consent must be obtained by the Head Start Program prior to referral to the LEA.
- B. The Head Start or the LEA will obtain parental consent for exchange of information between the two programs through use of the State of Oklahoma Standard Form: consent for Release of Confidential Information.
- C. The Head Start will release results of vision, hearing, developmental, health, and speech screenings as well as other relevant information as a part of the Head Start referral process developed in conjunction with the LEA.
- D. When Head Start refers a child for a multidisciplinary evaluation to the LEA, the LEA will first obtain parental consent, with assistance of the Head Start personnel as needed.
- E. The LEA special education program, with parental consent, will release copies of IDEA IEP's, multidisciplinary evaluations, multidisciplinary evaluation and eligibility team summary, necessary special education records and documentation of services provided to the Head Start.
- F. All personally identifiable information collected, used, or maintained by the Head Start will be kept in a secure manner, which prevents unauthorized access, in a central location adhering to confidentiality requirements under the Family Educational Rights and Privacy Act (FERPA) and state laws.

v. COORDINATION OF SCREENING:

In the coordination of screening between the Head Start and the LEA special education program, the following process is agreed upon:

- A. The LEA special education program and the Head Start will determine designated program personnel to be responsible for conducting screenings within each program to collaboratively implement requirements of the IDEA and Head Start Performance Standards (45 CFR 1308).
- B. This agreement will include the following time frame for completion of screening or transfer of information. The time frame includes the 45 calendar days timeline for screening of all children enrolled in the Head Start as mandated in the Head Start Performance Standards (45 CFR 1308).

One or more of the following methods has been considered: (Check one or more as appropriate)

- 1. Joint screening:-Screening will be conducted simultaneously by Head Start staff and LEA special education staff within the same location.
- 2. Shared staff: -Local implementation may incorporate coordination of shared staff (e.g., required vision, hearing, speech/language, health, and developmental screening may be conducted by the Head Start under Head Start Program Performance Standards, and the LEA special education program may complete required screening under the IDEA).
- 3. Shared Information-Screening will be provided for referrals as determined by both entities. Consent for release of information will be obtained at the time of screening.

vi. COORDINATION OF IEP REVIEW:

The Head Start and the LEA will conduct an IEP review at least annually or when a change of program or placement of a child is being considered. The parent, the Head Start staff or the LEA special education program staff at any time, may request a meeting. Procedural safeguards for notification will be followed.

VII. COORDINATION OF INSERVICE TRAINING:

The LEA and the Head Start program will agree to coordinate inservice training when feasible. Considerations for top priority training include:

1. IDEA procedural safeguards training for both entities
2. Overview of Head Start program requirements
3. Overview of LEA Special Education Program and requirements
4. Identified local training needs
5. Individual child needs.

VIII. TRANSITION

The LEA and Head Start Program will agree to coordinate transition of children with disabilities from the Head Start program to the LEA early in the school year of the child's last attending year in Head Start, no later than October. Meetings will be held between the LEA and Head Start program and child's family members in order to facilitate a smooth transition.

IX. RESOLUTION OF DISPUTE

In the event of disputes between the Head Start and the LEA special education program, the following process will be followed for resolution:

- A. The dispute will first be brought to the attention of the LEA special education director and the Head Start Director and/or the Head Start Disabilities Services Manager to seek resolution of the dispute.
- B. If the issue is not resolved, the matter will then be submitted in writing to the Head Start Director and the LEA special education director or the LEA superintendent to facilitate resolution.
- C. If the issue is not resolved, as described in section VIII.B, then the matter will be submitted in writing to OSDE/SES, for assistance in the resolution of any IDEA dispute between the Head Start and the LEA.
- D. If the issue is not resolved and is an issue under the Head Start Program Performance Standards 45 CFR 1308 the matter will be submitted in writing to the Administration on Children Families Region VI office or the American Indian/Alaska Native Programs Branch.

Signatures:

Kim K. Ricci
Head Start Director

7/13/15
Date

Superintendent, LEA

Date

**ATTACHMENT A:
CONTACT INFORMATION**

Head Start Program Name: UCAP, Inc.
Head Start Director: Kim Rice
Head Start Director's Email:
krice@ucapinc.org
Head Start Disabilities Services Manager:
Paula Brown
Head Start Disabilities Services Manager's
Email: pbrown@ucapinc.org
Disabilities Manager Address: 1601 S Main,
Stillwater, OK 74074
Disabilities Manager Phone Number: 405-747-
6681 (cell)
Head Start Fax Number: 405-707-9712
Head Start Site: PO Box 1203, Guthrie, OK
73044
Head Start Site Phone: 405-282-1257
Head Start Site Fax: 405-282-5247

LEA Superintendent: Mike Simpson
LEA Address: 802 E Vilas Ave, Guthrie, OK
73044-5228
LEA Superintendent's Phone Number: 405-
282-8900
LEA Superintendent's Fax Number: 405-282-
5904
LEA Superintendent's Email Address

Oklahoma Head Start Collaboration Office
Kay Floyd, Project Director
605 Centennial Blvd
Edmond, OK 73013
Phone 405-949-1495
Fax 405-949-0955
Email: kfloyd@okacaa.org

ACF Federal Region VI Office
Leon McCowan, Regional Administrator
1301 Young Street, Ste 917
Dallas, TX 75202
Phone: (214) 767-9648
Fax: (214) 767-3743
Email: dallas@acf.hhs.gov

ACF/ACYF/Head Start Bureau/AI/ANPB
330 "C" Street, S.W., Room 2030 Main Office
Washington, D.C. 20047
Phone: (202) 205-8437
Fax: (202) 205-8436
AI/ANPB Toll-Free Phone: 877-876-2662

ATTACHMENT B:

EXAMPLES OF AREAS OF COST-SHARING

- Classroom assistants
- Transportation
- Adaptive equipment
- Assistive technology

Attachment C

D-1*
2015-2016

UCAP, Inc. Head Start/Early Head Start
Permission for Referral to LEA/SoonerStart for Evaluation

This form is completed in conjunction with the Release of Confidential Information
CFSUPP-3 with copies of both being forwarded to the Disabilities Manager

Center: _____ Teacher: _____

Child's Name: _____ DOB: _____

I, _____, (do) _____ (do not) _____
(Parent/Guardian Name) (mark one)

hereby give _____ Head Start/Early Head
(Name of Head Start/Early Head Start Center)

Start permission to refer my child _____ to the
(Child's Name)

_____ Public Schools/SoonerStart for further evaluation
(Name of LEA or Local SoonerStart Office)

and possible special or early intervention services.

(Parent/Guardian Signature) (Date)

(Teacher Signature) (Date)

Head Start/Early Head Start Use Only

Screening Results

ASQ-3 Indicate Score/Cutoff for each area: Communication:

___/___, Gross Motor: ___/___, Fine Motor: ___/___, Problem Solving: ___/___,

Personal-social: ___/___/___ Comments: _____ Date _____

ASQSE: Indicate Total Score/Cutoff Score _____/_____/Date _____

Hearing ___/___/Date _____ Vision ___/___/Date _____
(Indicate Child Results/Pass Results for both Hearing and Vision)

Physical _____ Date _____
(Most Recent)

Dental _____ Date _____
(Most Recent)

Other _____ Date _____

July 15, 2015

MEMORANDUM

TO: Secondary School Superintendents

FROM: Becki Foster, Associate State Director
Debbi Butterfield, Senior Accountant
Debbie Hamble, Career Readiness Office

SUBJECT: **Contract for Career and Technology Education Programs and Notice of Allocation**

Enclosed is your FY 2016 Contract for Secondary Career and Technology Education and Notice of Allocation. This includes a list of the approved **funded** CareerTech programs being offered at your school through the Oklahoma Department of Career and Technology Education during the 2015-16 school year.

If you find discrepancies, please notify Debbie Hamble immediately. If the Notice of Allocation is accurate, please have your local board approve the contract, obtain the appropriate signatures (no stamps), and return to Debbie Hamble, Oklahoma Department of CareerTech Education, 1500 W. Seventh Ave., Stillwater, OK 74074-4398.

Please contact Debbie Hamble at debbie.hamble@careertech.ok.gov if you have any questions.

Enclosure

**OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
NOTICE OF ALLOCATION
OF STATE OR FEDERAL AID TO DISTRICTS FOR FY 2016**

MIKE SIMPSON, SUPERINTENDENT
GUTHRIE SCHOOL SYSTEM
802 E VILAS
GUTHRIE OK 73044-5228

Date: 07/10/15

| TYPE OF AID | Project Code | Income Code | AMOUNT |
|----------------------------------------------|--------------|-------------|-----------|
| Program Assistance Grant | 412 | 3812 | |
| 3.0 AG EDUCATION | | | 36,540.00 |
| 2.0 FAM & CONSUMER SCIENCES | | | 12,080.00 |
| 2.0 SCIENCE TECHNOLOGY ENGINEERING & MATH | | | 17,700.00 |
| Summer Salary | 411 | 3811 | |
| 3.0 AG EDUCATION | | | 18,960.00 |
| State Teacher Salary Reimb | 411 | 3811 | |
| 3.0 AG EDUCATION | | | 7,200.00 |
| 2.0 FAM & CONSUMER SCIENCES | | | 4,000.00 |
| 2.0 SCIENCE TECHNOLOGY ENGINEERING & MATH | | | 4,000.00 |

NOTE: Please provide a copy of this report to your business manager, local director, person responsible for OCAS coding and school principal where these programs are located.

Total: 100,480.00
=====

I, the Director of Finance of the State Board of Career and Technology Education, hereby certify that the above allocations are made in accordance with the Oklahoma School Code.

Lisa Batchelder

Lisa Batchelder, Finance Manager
Oklahoma Department of Career and Technology Education

**OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
CONTRACT FOR SECONDARY
CAREER AND TECHNOLOGY EDUCATION PROGRAM(S) FOR SCHOOL YEAR 2015-2016**

It is understood and agreed that Oklahoma career and technology education funds will be used to assist in the development and maintenance of a career and technology education program that meets the standards, provisions, and requirements contained in the State Plan for Career and Technology Education, the CareerTech state rules and regulations, and policies pertaining to career and technology education, state laws, and federal policies pertaining to career and technology education. The aforementioned district will provide funds necessary for a quality programs and report such expenditures to the Oklahoma Department of Career and Technology Education (ODCTE). All programs supported under this contract have been coordinated with other training agencies and institutions in the area.

It is also understood and agreed that necessary records shall be kept, and all reports required by the State Board shall be submitted to the appropriate area of ODCTE by the established due date. The Salary and Teaching Schedule, due by September 30, 2015 is one of these reports and is considered a part of this contract. Those programs delinquent in submitting accurate reports are subject to having reimbursement withheld or withdrawn by ODCTE.

The program(s) on the listed attachment shall have an established local advisory committee to assist in their development and/or direction.

The teacher(s) of the program(s) listed herein shall have a valid teaching certificate in the specific subject matter area. Other career and technology education personnel involved in the delivery of the programs listed shall meet the minimum requirements for the duties and responsibilities for which funds are requested.

It is understood that program(s) provided for in this contract, as indicated on the list of programs included with this contract, and the Salary and Teaching Schedule, shall be operated for ten or twelve calendar months. Should any program(s) not be operational for the entire period and led by a certified instructor(s) as indicated on this contract, it is understood that funding will be reduced proportionately.

Programs assistance funds received from ODCTE shall be spent on Careertech programs and will be coded to 412. Salary supplement received from ODCTE shall be coded to 411.

Furthermore, the aforementioned school district certifies that all such program(s) listed in this contract are open with respect to equal access to males and females and that disabled students who, under the direction of a planning committee apply for admission, are provided career and technology education as specified in the Individual Education Plan (IEP) as appropriate.

This contract, once signed and completed, should be returned no later than September 30, 2015 to: Debbie Hamble, Oklahoma Department of Career and Technology Education, 1500 W. Seventh Ave., Stillwater, OK 74074.

Approved:

President, Board of Education Date

Superintendent of Schools Date

Marcie Mack, Ed.D., State Director Date
ODCTE

District Name (please print)



Staking A Claim in Our Students' Future

Doug Ogle
Executive Director Personnel/Secondary Ed.

Phone 405-282-8900
doug.ogle@guthrie.k12.ok.us
www.guthrie.k12.ok.us

Memo

To: Dr. Mike Simpson & Guthrie Board of Education

From: Doug Ogle, Executive Director of Personnel and
Secondary Education

Date: July 14, 2015

Re: 2015-16 School Calendar Conversion

Guthrie Public Schools has an adopted calendar of 180 days for the 2015-2016 school year. I would like to recommend that Guthrie Public Schools convert to the 1080 hours (days to hours) to be used should unforeseen events cause the cancellation of classes as indicated on the adopted calendar.

| COUNTY |
|--------|
| Logan |

| DISTRICT |
|----------|
| Guthrie |

| SITE |
|----------------|
| Cotteral - 120 |

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)

| Number of Days | # of Hours per Day | TOTAL PARENT-TEACHER CONFERENCE HOURS |
|----------------|--------------------|---------------------------------------|
| 2 | 6 | 12 |

Actual/Regular School Year (Do Not Include Parent-Teacher Conferences or Additional Minutes or Partial Day)

| Start Time | End Time | Minutes in School Day | Minutes of Lunch/Breakfast | Total Minutes | Number of Days Taught | Total Hours |
|------------|----------|-----------------------|----------------------------|---------------|-----------------------|-------------|
| 8:15 AM | 3:10 PM | 415 | 25 | 390 | 173 | 1124.50 |

Adding Additional Days/Minutes in Bulk (if minutes are added to a large number of school days)

| Start Time | End Time | Minutes in School Day | Minutes of Lunch/Breakfast | Total Minutes | Number of Days Taught | Total Hours |
|------------|----------|-----------------------|----------------------------|---------------|-----------------------|-------------|
| | | 0 | | 0 | | 0.00 |

Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)

| Start Time | End Time | Minutes in School Day | Minutes of Lunch/Breakfast | Total Minutes | Date | Total Hours |
|-------------------------------|----------|-----------------------|----------------------------|---------------|--------------------|-------------|
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| ADDITIONAL DAYS TAUGHT | | 0 | TOTAL MINUTES | 0 | TOTAL HOURS | 0.00 |

Professional Development Hours/Days

| Number of Days | Number of Hours | TOTAL PROFESSIONAL DEVELOPMENT HOURS |
|----------------|-----------------|--------------------------------------|
| | | 0 |

Meets 1080 Requirement

| TOTAL DAYS TAUGHT FOR ASR |
|---------------------------|
| 175 |

| GRAND TOTAL HOURS | 1136.50 |
|-------------------|---------|
|-------------------|---------|

Superintendent Signature _____

Date _____

RAO Signature _____

Date _____

NOTES: Type here to enter a note.

| COUNTY |
|--------|
| Logan |

| DISTRICT |
|----------|
| Guthrie |

| SITE |
|---------------|
| Central - 130 |

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)

| Number of Days | # of Hours per Day | TOTAL PARENT-TEACHER CONFERENCE HOURS |
|----------------|--------------------|---------------------------------------|
| 2 | 6 | 12 |

Actual/Regular School Year (Do Not Include Parent-Teacher Conferences or Additional Minutes or Partial Day)

| Start Time | End Time | Minutes in School Day | Minutes of Lunch/Breakfast | Total Minutes | Number of Days Taught | Total Hours |
|------------|----------|-----------------------|----------------------------|---------------|-----------------------|-------------|
| 8:15 AM | 3:10 PM | 415 | 25 | 390 | 173 | 1124.50 |

Adding Additional Days/Minutes in Bulk (if minutes are added to a large number of school days)

| Start Time | End Time | Minutes in School Day | Minutes of Lunch/Breakfast | Total Minutes | Number of Days Taught | Total Hours |
|------------|----------|-----------------------|----------------------------|---------------|-----------------------|-------------|
| | | 0 | | 0 | | 0.00 |

Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)

| Start Time | End Time | Minutes in School Day | Minutes of Lunch/Breakfast | Total Minutes | Date | Total Hours |
|-------------------------------|----------|-----------------------|----------------------------|---------------|--------------------|-------------|
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| ADDITIONAL DAYS TAUGHT | | 0 | TOTAL MINUTES | 0 | TOTAL HOURS | 0.00 |

Professional Development Hours/Days

| Number of Days | Number of Hours | TOTAL PROFESSIONAL DEVELOPMENT HOURS |
|----------------|-----------------|--------------------------------------|
| | | 0 |

Meets 1080 Requirement

| TOTAL DAYS TAUGHT FOR ASR |
|---------------------------|
| 175 |

| GRAND TOTAL HOURS | 1136.50 |
|-------------------|---------|
|-------------------|---------|

Superintendent Signature _____

Date _____

RAO Signature _____

Date _____

NOTES: Type here to enter a note.

SCHOOL DAYS/HOURS WORKSHEET

| |
|---------------|
| COUNTY |
| Logan |

| |
|-----------------|
| DISTRICT |
| Guthrie |

| |
|---------------|
| SITE |
| Fogarty - 110 |

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)

| | | |
|-----------------------|---------------------------|----------------------------------------------|
| Number of Days | # of Hours per Day | TOTAL PARENT-TEACHER CONFERENCE HOURS |
| 2 | 6 | 12 |

Actual/Regular School Year (Do Not Include Parent-Teacher Conferences or Additional Minutes or Partial Day)

| Start Time | End Time | Minutes in School Day | Minutes of Lunch/Breakfast | Total Minutes | Number of Days Taught | Total Hours |
|------------|----------|-----------------------|----------------------------|---------------|-----------------------|-------------|
| 8:15 AM | 3:10 PM | 415 | 30 | 385 | 173 | 1110.08 |

Adding Additional Days/Minutes in Bulk (if minutes are added to a large number of school days)

| Start Time | End Time | Minutes in School Day | Minutes of Lunch/Breakfast | Total Minutes | Number of Days Taught | Total Hours |
|------------|----------|-----------------------|----------------------------|---------------|-----------------------|-------------|
| | | 0 | | 0 | | 0.00 |

Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)

| Start Time | End Time | Minutes in School Day | Minutes of Lunch/Breakfast | Total Minutes | Date | Total Hours |
|-------------------------------|----------|-----------------------|----------------------------|---------------|--------------------|-------------|
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| ADDITIONAL DAYS TAUGHT | | 0 | TOTAL MINUTES | 0 | TOTAL HOURS | 0.00 |

Professional Development Hours/Days

| | | |
|-----------------------|------------------------|---------------------------------------------|
| Number of Days | Number of Hours | TOTAL PROFESSIONAL DEVELOPMENT HOURS |
| | | 0 |

Meets 1080 Requirement

| |
|----------------------------------|
| TOTAL DAYS TAUGHT FOR ASR |
| 175 |

| | |
|--------------------------|---------|
| GRAND TOTAL HOURS | 1122.08 |
|--------------------------|---------|

Superintendent Signature _____

Date _____

RAO Signature _____

Date _____

NOTES: Type here to enter a note.

| COUNTY |
|--------|
| Logan |

| DISTRICT |
|----------|
| Guthrie |

| SITE |
|------------|
| GUES - 125 |

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)

| Number of Days | # of Hours per Day | TOTAL PARENT-TEACHER CONFERENCE HOURS |
|----------------|--------------------|---------------------------------------|
| 2 | 6 | 12 |

Actual/Regular School Year (Do Not Include Parent-Teacher Conferences or Additional Minutes or Partial Day)

| Start Time | End Time | Minutes in School Day | Minutes of Lunch/Breakfast | Total Minutes | Number of Days Taught | Total Hours |
|------------|----------|-----------------------|----------------------------|---------------|-----------------------|-------------|
| 8:15 AM | 3:10 PM | 415 | 25 | 390 | 173 | 1124.50 |

Adding Additional Days/Minutes in Bulk (if minutes are added to a large number of school days)

| Start Time | End Time | Minutes in School Day | Minutes of Lunch/Breakfast | Total Minutes | Number of Days Taught | Total Hours |
|------------|----------|-----------------------|----------------------------|---------------|-----------------------|-------------|
| | | 0 | | 0 | | 0.00 |

Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)

| Start Time | End Time | Minutes in School Day | Minutes of Lunch/Breakfast | Total Minutes | Date | Total Hours |
|-------------------------------|----------|-----------------------|----------------------------|---------------|--------------------|-------------|
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| ADDITIONAL DAYS TAUGHT | | 0 | TOTAL MINUTES | 0 | TOTAL HOURS | 0.00 |

Professional Development Hours/Days

| Number of Days | Number of Hours | TOTAL PROFESSIONAL DEVELOPMENT HOURS |
|----------------|-----------------|--------------------------------------|
| | | 0 |

Meets 1080 Requirement

| TOTAL DAYS TAUGHT FOR ASR |
|---------------------------|
| 175 |

| GRAND TOTAL HOURS | 1136.50 |
|-------------------|---------|
|-------------------|---------|

Superintendent Signature _____

Date _____

RAO Signature _____

Date _____

NOTES: Type here to enter a note.

| COUNTY |
|--------|
| Logan |

| DISTRICT |
|----------|
| Guthrie |

| SITE |
|---------------------------|
| Guthrie Junior High - 610 |

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)

| Number of Days | # of Hours per Day | TOTAL PARENT-TEACHER CONFERENCE HOURS |
|----------------|--------------------|---------------------------------------|
| 2 | 6 | 12 |

Actual/Regular School Year (Do Not Include Parent-Teacher Conferences or Additional Minutes or Partial Day)

| Start Time | End Time | Minutes in School Day | Minutes of Lunch/Breakfast | Total Minutes | Number of Days Taught | Total Hours |
|------------|----------|-----------------------|----------------------------|---------------|-----------------------|-------------|
| 8:15 AM | 3:10 PM | 415 | 30 | 385 | 173 | 1110.08 |

Adding Additional Days/Minutes in Bulk (if minutes are added to a large number of school days)

| Start Time | End Time | Minutes in School Day | Minutes of Lunch/Breakfast | Total Minutes | Number of Days Taught | Total Hours |
|------------|----------|-----------------------|----------------------------|---------------|-----------------------|-------------|
| | | 0 | | 0 | | 0.00 |

Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)

| Start Time | End Time | Minutes in School Day | Minutes of Lunch/Breakfast | Total Minutes | Date | Total Hours |
|-------------------------------|----------|-----------------------|----------------------------|---------------|--------------------|-------------|
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| ADDITIONAL DAYS TAUGHT | | 0 | TOTAL MINUTES | 0 | TOTAL HOURS | 0.00 |

Professional Development Hours/Days

| Number of Days | Number of Hours | TOTAL PROFESSIONAL DEVELOPMENT HOURS |
|----------------|-----------------|--------------------------------------|
| | | 0 |

Meets 1080 Requirement

| TOTAL DAYS TAUGHT FOR ASR |
|---------------------------|
| 175 |

| GRAND TOTAL HOURS | 1122.08 |
|-------------------|---------|
|-------------------|---------|

Superintendent Signature _____

Date _____

RAO Signature _____

Date _____

NOTES: Type here to enter a note.

| COUNTY |
|--------|
| Logan |

| DISTRICT |
|----------|
| Guthrie |

| SITE |
|---------------------------|
| Guthrie High School - 705 |

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)

| Number of Days | # of Hours per Day | TOTAL PARENT-TEACHER CONFERENCE HOURS |
|----------------|--------------------|---------------------------------------|
| 2 | 6 | 12 |

Actual/Regular School Year (Do Not Include Parent-Teacher Conferences or Additional Minutes or Partial Day)

| Start Time | End Time | Minutes in School Day | Minutes of Lunch/Breakfast | Total Minutes | Number of Days Taught | Total Hours |
|------------|----------|-----------------------|----------------------------|---------------|-----------------------|-------------|
| 8:15 AM | 3:10 PM | 415 | 30 | 385 | 173 | 1110.08 |

Adding Additional Days/Minutes in Bulk (if minutes are added to a large number of school days)

| Start Time | End Time | Minutes in School Day | Minutes of Lunch/Breakfast | Total Minutes | Number of Days Taught | Total Hours |
|------------|----------|-----------------------|----------------------------|---------------|-----------------------|-------------|
| | | 0 | | 0 | | 0.00 |

Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)

| Start Time | End Time | Minutes in School Day | Minutes of Lunch/Breakfast | Total Minutes | Date | Total Hours |
|-------------------------------|----------|-----------------------|----------------------------|---------------|------|--------------------|
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| | | 0 | | 0 | | 0.00 |
| ADDITIONAL DAYS TAUGHT | | 0 | | 0 | | 0.00 |
| | | | TOTAL MINUTES | 0 | | TOTAL HOURS |
| | | | | | | 0.00 |

Professional Development Hours/Days

| Number of Days | Number of Hours | TOTAL PROFESSIONAL DEVELOPMENT HOURS |
|----------------|-----------------|--------------------------------------|
| | | 0 |

Meets 1080 Requirement

| TOTAL DAYS TAUGHT FOR ASR |
|---------------------------|
| 175 |

| GRAND TOTAL HOURS | 1122.08 |
|-------------------|---------|
|-------------------|---------|

Superintendent Signature _____

Date _____

RAO Signature _____

Date _____

NOTES: Type here to enter a note.

GUTHRIE HIGH SCHOOL

200 Crooks Drive
Guthrie, Oklahoma 73044

(405) 282-5906
FAX (405) 282-8823

"Home of Champions"

DR. MIKE SIMPSON
SUPERINTENDENT

CHRIS LEGRANDE
PRINCIPAL

BRET STONE
ASSISTANT PRINCIPAL

DUSTIN THROCKMORTON
ASSISTANT PRINCIPAL

GARY BOXLEY
ATHLETIC DIRECTOR

TO: Dr. Simpson and the Guthrie Board of Education
FROM: Chris LeGrande, HS Principal
DATE: July 15, 2015
SUBJECT: TRACE PROGRAM

The administrative team at Guthrie High School requests that we be allowed to continue the Teen Risk Avoidance and Character Education (TRACE) program for the 2015-2016 school year. The program will again be offered to incoming freshmen who have been given parental consent. The program will be incorporated into the Oklahoma History classes one day a week for approximately 12 weeks. We believe the TRACE program to be highly effective in promoting goal setting as well as instrumental in encouraging students to make good choices throughout their high school careers and into adulthood. Therefore, we respectfully ask that we be granted approval to offer the curriculum for a third consecutive year.

CONTRACT

This contract is entered into on the 28th Day of July, 2015 by and between Independent School District No. 1 of Logan County, Oklahoma, a public corporation, hereinafter referred to as “SCHOOL”, and Jennifer Clark, hereinafter referred to as “Clark”.

RECITALS:

SCHOOL desires to obtain the services of a qualified Parent Educator to plan and implement its Parent Education program, “Clark” desires to provide SCHOOL with the services of a qualified Parent Educator to provide the listed services.

NOW, THEREFORE, the parties agree as follows:

- 1. Clark shall perform any or all of the following services, as requested by the SCHOOL.**

As a parent educator:

- a. Successfully complete the required training as set forth by the OK State Department of Education.**
- b. Plan and make monthly personal visits to 35 families per month at times convenient for parents.**
- c. Participate in recruitment activities.**
- d. Conduct developmental screenings annually.**
- e. Conduct group meetings with parents.**
- f. Complete personal visit records.**
- g. Prepare reports, as needed, regarding services provided to children and families served.**
- h. Maintain confidentiality as required by state and federal law and regulations and by SCHOOL policy.**
- i. Attend regular staff meetings.**

- j. **Participate in in-service training activities.**
- k. **Submit monthly data reports to program Supervisor.**

Other:

- aa. **Obtain a minimum of 10 hours of in-service training for continued education during the term of this Agreement.**
 - bb. **Maintain qualification requirements to perform the services identified in Section 1 of this Agreement.**
 - cc. **Perform other services as may be mutually agreed upon by SCHOOL and Clark.**
1. **Nothing herein shall prevent Clark from delivering similar services to parties other than District during the term of this Agreement, provided such activities do not prevent Clark from providing the services required by this Agreement.**
 2. **The term of this Contract will extend from the date approved by both Contracting parties through the last day of the fourth quarter of the 2015-16 school year. Should the SCHOOL'S school year be extended to make up for days missed due to inclement weather, Clark will continue to provide services to SCHOOL through the last day of the school year as extended, without additional compensation. Although the Contract period extends over one school year, due to holidays and school breaks, services will be provided for 38 weeks during this period. The SCHOOL and Clark will jointly establish the number of hours per week for which Clark will provide services. Inclusive within these hours shall be all services detailed in Section 1, all administrative or record keeping duties deemed necessary by the parties to this Contract for adequate delivery of service to the SCHOOL, and all travel time incurred within the SCHOOL district by Clark traveling from one school site to another. Documentation, planning, meetings and other work necessary for the delivery of services may be performed at any location most convenient for Clark. The SCHOOL agrees to provide adequate space for the implementation of such services at SCHOOL.**

3. **SCHOOL agrees to pay Clark for all services delivered under the Terms of this Contract EIGHTEEN THOUSAND TWO HUNDRED FIFTY DOLLARS (\$18,250.) total over the entire term of this Contract. SCHOOL will pay this amount in 10 installments of EIGHTEEN HUNDRED TWENTY-FIVE DOLLARS (\$1825.), with the first such installment to be paid in August, 2015, and the last in May, 2016.**

4. **Clark acknowledges that Clark is an independent contractor for Federal Tax purposes. Clark further acknowledges that all revenue received by Clark pursuant to this Contract constitutes "net earnings from self-employment" as the term is defined in Section 1402(a) of the Internal Revenue Code of 1986, as amended. Clark further acknowledges that she files her own quarterly returns in this particular matter and reports of her income to the government. Clark indemnifies and holds SCHOOL harmless for all costs, damages, taxes, penalties, interest and expense attributable to (a) Clark's underpayment of income and /or employment taxes on Clark's revenue received pursuant to this Contract, and (b) Clark's late payment of income and /or employment taxes on Clark's revenue received pursuant to this Contract.**

5. **Should either Clark or the SCHOOL choose to discontinue services During the term of this Contract, thirty (30) days' written notice is required.**

6. **THIS CONTRACT IS NOT ASSIGNABLE.**

IN WITNESS WHEREOF, SCHOOL and Clark have executed this Contract on the day and year first above written.

**INDEPENDENT SCHOOL DISTRICT NO. 1
OF LOGAN COUNTY, OKLAHOMA**

**By: _____
Superintendent Guthrie Public Schools**

Date

**By: _____
Jennifer Clark**

Date

CONTRACT

This contract is entered into on the 28th day of July, 2015, by and between Independent School District No. 1 of Logan County, Oklahoma, a public corporation, hereinafter referred to as "SCHOOL", and ANGELA STAUDT, hereinafter referred to as "Staudt".

RECITALS:

SCHOOL desires to obtain the services of a qualified Parent Educator/Program Supervisor to plan and implement its Parent Education program. Staudt desires to provide SCHOOL with the services of a qualified Parent Educator/Coordinator to provide the listed services.

NOW, THEREFORE, the parties agree as follows:

- 1. Staudt shall perform any or all of the following services, as requested by SCHOOL:**

As a Parent Education Program Coordinator & parent educator

- a. Successfully complete the required training as set forth by the OK State Department of Education.**
- b. Plan and make monthly personal visits to 20 families per month at times convenient for parents.**
- c. Participate in recruitment activities.**
- d. Conduct developmental screenings annually.**
- e. Conduct group meetings with parents.**
- f. Complete personal visit records.**
- g. Prepare reports, as needed, regarding services provided to children and families served.**
- h. Maintain confidentiality as required by state and federal law and regulations and by SCHOOL policy.**
- i. Attend regular staff meetings.**

- j. Participate in in-service training activities.**
- k. Ensure monthly statistical reports are submitted to the OK State Department of Education.**
- l. Provide education to the community on Guthrie's Parent Education Program and its services.**
- m. Recruit and supervise program staff.**

Other:

- aa. Obtain a minimum of 10 hours of in-service training for continued education during the term of this Agreement.**
 - bb. Maintain qualification requirements to perform the services identified in Section 1 of this Agreement.**
 - cc. Perform other services as may be mutually agreed by SCHOOL and Staudt.**
- 1. Nothing herein shall prevent Staudt from delivering similar services to parties other than District during the term of this Agreement, provided such activities do not prevent Staudt from providing the services required by this Agreement.**
 - 2. The term of this contract will extend from the date approved by both Contracting parties through May 31, 2016. Should the SCHOOL'S school year be extended to make up for days missed due to inclement weather, Staudt will continue to provide services to SCHOOL through the last day of the school year as extended , without additional compensation. Although the Contract period extends over one school year, due to holidays and school breaks, services will be provided for 38 weeks during this period. The SCHOOL, and all travel time incurred within the SCHOOL district by Staudt traveling from one school site to another. Documentation, planning, meetings and other work necessary for the delivery of services may be performed at any location most convenient for Staudt. The SCHOOL agrees to provide adequate space for the implementation of such services at SCHOOL.**

2. **SCHOOL agrees to pay Staudt for all services delivered under the terms of this contract, NINETEEN THOUSAND DOLLARS AND NO CENTS (\$19,000.) total over the entire term of this Contract. SCHOOL will pay this amount in 10 installments of NINETEEN HUNDRED DOLLARS and NO CENTS (\$1900.00), with the first installment to be paid in August, 2015, and the last in May, 2016.**

3. **Staudt acknowledges that Staudt is an independent contractor for Federal Tax purposes. Staudt further acknowledges that all revenue received by Staudt pursuant to this Contract constitutes “net earnings from self-Employment” as the term is defined in Section 1402(a) of the Internal Revenue Code of 1986, as amended. Staudt further acknowledges that She files her own quarterly returns in this particular matter and reports all Of her income to the government. Staudt indemnifies and holds SCHOOL Harmless for all costs, damages, taxes, penalties, interest and expense Attributable to (a) Staudt’s underpayment of income and /or employment taxes on Staudt’s revenue received pursuant to this Contract, and (b) Staudt’s late payment of income and/or employment taxes on Staudt’s revenue received pursuant to this Contract.**

4. **Should either Staudt or the SCHOOL choose to discontinue services during the term of this Contract, thirty (30) days written notice is required.**

5. **THIS CONTRACT IS NOT ASSIGNABLE.**

IN WITNESS WHEREOF, SCHOOL and Staudt have executed this Contract on the day and year first above written.

**INDEPENDENT SCHOOL DISTRICT NO. 1
OF LOGAN COUNTY, OKLAHOMA**

By: _____ Date
Superintendent Guthrie Public Schools

By: _____ Date
Angela Staudt



JOY HOFMEISTER
STATE SUPERINTENDENT *of* PUBLIC INSTRUCTION
OKLAHOMA STATE DEPARTMENT *of* EDUCATION

July 24, 2015

Dr. Mike Simpson
Guthrie Public Schools
802 East Vilas
Guthrie, Oklahoma 73044

Dear Dr. Simpson,

I am pleased to announce that \$38,000.00 has been awarded to your district for the operation of the 2015-2016 Parent Education Program. The requirements for this grant are to serve a minimum of 54 families with personal visits each month, meet staffing qualifications, complete child and family screenings, attend required training, and participate in monthly program evaluation.

The Oklahoma State Department of Education must submit to the Legislature a detailed evaluation report from the data collected from grant recipients.

Should you have any questions, feel free to contact us at ParentEducationProgram@sde.ok.gov or 405-521-3351.

Congratulations and best wishes for a successful year.

Sincerely,

A handwritten signature in blue ink that reads "Joy Hofmeister".

Joy Hofmeister
State Superintendent of Public Instruction

JH/mr

School Bus Driver's and Monitor's Handbook

Transportation Department
Guthrie Public Schools

~~2013~~ ~~2014~~ ~~2015~~ - ~~2014~~ ~~2015~~

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Edited/Updated 4/2013 ~~8/11/2014~~ 6/26/2015

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Guthrie Public School District is a Totally Tobacco Free Environment –Smoking, Dipping, Chewing or Other Use of Tobacco or Tobacco Products is Strictly Prohibited In or Around Any School Building, School, Grounds, or School Vehicles.

Aim

To transport students safely and efficiently to and from schools and activities.

Philosophy

Guthrie Public Schools buses are operated as a service to transport students to and from school, and other Board approved functions safely and efficiently. Were it not for this, there would be no need for busses, drivers, or a Transportation Department.

Driving a bus should not be an interruption in our day, and it is our intent that the experience students have with the Transportation Department is a pleasant one.

We will attempt, within our capabilities and resources, to treat everyone equally. Any service provided for one student, school, or patron will be provided for all others under similar circumstances.

The school district intends for all school bus drivers to be treated fairly. Every effort will be made to make the bus driver's job as pleasant as possible. A cooperative effort on the part of the driver, site principals, and Central Office personnel should result in a smooth operation of the Transportation Department.

All the rules and regulations concerning school bus operations were made for a reason. Some are required by law and others by the school board. None are made without serious thought, and ALL must be adhered to strictly both for the safety of the riders and the functionality of the equipment.

Today, it costs over \$80,000 to purchase one bus. Therefore, we are all responsible for carrying out our jobs in performing the inspections and maintenance of buses, being careful and safe drivers, and controlling our students so that our buses enjoy a long and safe life.

Applicability

The contents of this manual apply to all employees of the Guthrie Public School system, regardless of position or title, who drive a Guthrie Public School bus.

Introduction

Few people realize that school bus drivers and the Transportation Department as a whole are most vital to the education of students and also to the school system's public relations program. Transportation is so vital that school will be dismissed if the buses cannot run their routes. Since approximately eighty percent (80%) of Guthrie School students are transported, school bus drivers have a great opportunity to enhance public relations with the district's patrons. Also, those taxpayers who have no children riding the bus come in contact

almost daily with school buses on the streets. Because of this, the Transportation Department, as much or more than any other single department, affects public opinion toward our schools.

School bus drivers should be aware at all times that they are very conspicuous when driving a big, yellow vehicle. Everyone connected with the schools represents the school system. Often, public attitude toward the system is determined by the actions of a single representative, and because school buses have district identification on the sides of them, public opinion may be swayed by the action of one bus. Drivers who are especially courteous create a good image for their school district. Please think before you act. Common sense, courtesy and good judgment will prevent or solve most problems before they develop into a crisis.

The bus driver is the first school representative a student meets each morning. If it is a pleasant meeting and a pleasant ride to school, the student has a much ~~a greater opportunity for a successful learning experience that day.~~ If the bus ride is unpleasant, the student often begins the day with a negative or hostile attitude toward school.

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Likewise, since the last school representative a bus rider sees in the afternoon is the driver, we can send him or her home with a pleasant feeling toward school by making the trip home a positive experience. It is advantageous for all transportation personnel to make every effort to see that a student's time on the bus is as pleasant as possible.

This handbook is intended to provide Guthrie Public Schools bus drivers with the basic information, rules, and regulations necessary to effectively operate and maintain a school bus. The information contained in this book is to be used in conjunction with the School Bus Driver Manual published by the State Department of Education and the Oklahoma Commercial Driver's Manual published by the Oklahoma Department of Public Safety.

**State Department of Education Requirements for
School Bus Drivers in Oklahoma**

School Bus Driver Certification

Standard Certificate

Qualifications of a School Bus Driver

Certification Requirements (Excerpts from OAC 210:30-5-1)

(I) The employing school's Chief Administrative Officer or designee shall certify to the Oklahoma State Department of Education (OSDE) that **each applicant submitted for a Standard Five-Year Certification:**

- (i) Is at least 18 years of age.
- (ii) Has successfully completed a school bus driver certification course approved by the Oklahoma State Department of Education.
- (iii) Holds a valid Commercial Driver License (CDL) appropriate for the type of vehicle driven with ~~the proper~~ **P and S** endorsements required by the Department of Public Safety.
- (iv) Has not been convicted, plead guilty or no contest to a felony during the last ten (10) years.
- (v) Has passed a driving record check, and **no certificate shall be issued** to a person who within the preceding three (3) years:
 - (I) Has had a license suspended or revoked, canceled, or withdrawn pursuant to the Implied Consent Laws at 47 O.S. § 751 et seq.
 - (II) Has a conviction for a violation of 47 O.S. § 11-902 which includes driving, operating or being in actual physical control of a vehicle while under the influence of alcohol or any intoxicating drug.
 - (III) Has been convicted or plead guilty to a violation of 47 O.S. § 761, operating a motor vehicle while impaired by consumption of alcohol.
 - (IV) Has been convicted of any municipal violation of driving under the influence of alcohol or drugs, or operating a motor vehicle while impaired, or being in actual physical control of a motor vehicle while impaired.
 - (V) Has had four (4) or more traffic violations (excluding parking tickets).

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Requirements for Guthrie Public Schools School Bus Driver

1. Hold a valid Oklahoma School Bus Driver's Certificate and CDL with appropriate endorsements.
2. Demonstrate to the Transportation Director or Bus Route Supervisor, or someone he/she appoints, the ability to operate a school bus to the Director's satisfaction.
3. Have an acceptable moral character.
4. Be a responsible driver.

5. Be willing to comply with all laws, policies, rules, and regulations set forth by the legislature, State Board of Education, local Board of Education, local administration, and Transportation Department.
6. Be willing to accept necessary modifications to assigned routes.
7. Be willing to do the things necessary to maintain a standard school bus driver's certification.
8. Attend meetings called by the Transportation Director or Bus Route Supervisor.
9. Show proper care and respect for equipment including inspections and cleanliness.
10. Show proper respect for the students.
11. Carry a watch or timepiece of some kind at all times while on duty and keep its time correct.
12. Fill out all applicable forms completely, accurately, and in a timely manner.
13. Be neat in appearance, courteous to parents and students, and cooperate with other bus drivers, principals, teachers, and other school officials.
 - a. Acceptable dress for drivers is the same for as for teachers.
 - b. Every driver will wear shoes while driving a school bus. All shoes must be secured to the feet at the heel and the toe.
 - c. Every driver must wear a shirt. No driver will wear only a tank top or sleeveless undershirt while driving a bus. Clothing which reveals undergarments or clothing of a similar nature is unacceptable.
 - d. If shorts are worn, they must be of Bermuda or walking short length.
 - e. Vulgar or suggestive language, pictures, or symbols shall not appear on any clothing worn by the driver.
 - f. Tight fitting pants or clothing so tight as to be considered "revealing" is unacceptable.
 - g. No halter-tops or tube tops.
 - h. ~~No spandex clothing.~~
 - i. No pajama pants

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Expected Conduct for Transportation Employees

1. Be on time for work.
2. Drivers are expected to report to the dispatch office immediately upon arrival for work. Be sure to register your attendance by whatever means is currently being used. In the event that you fail to register your attendance, check with office personnel to correct the situation. Drivers are to register their attendance only for themselves. You may not clock anyone else in.

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3. If you know you are going to need to be off, give the Director as much advance notice as possible so that a substitute can be arranged. When you are gone, our operation suffers. No substitute can run your route as well as you can. When you are gone, it affects us all -- there is more work for the Director and Dispatcher, less quality service for your students, and sometimes, more work for your fellow bus drivers.

REMEMBER: Advance notice does not guarantee time off.

4. When an emergency arises, contact the Director as soon as possible. Emergencies at home, unavoidable schedule conflicts, and sickness are understandable reasons for missing work. Drivers are placed on their honor to not abuse this accommodation. Absences for personal convenience or excessive absences could result in corrective action by the district.
5. Excessive absences ~~for~~ will be grounds for dismissal.
6. The Transportation Office and Maintenance Shop are business areas. Please do not carry on unnecessary conversation with the office personnel and the mechanics. Let them get their work done. Excessive noise in the dispatch office not only hampers the dispatcher's ability to carry out their job; it also gives the public the impression we run an unorganized operation. Their impression of our department affects how they will interact with you on route.
- 7. NO SMOKING OR TOBACCO USE IS ALLOWED ON SCHOOL PROPERTY.**
8. Profane, vulgar, or suggestive language is not permitted during or around any school activity or on school property.
9. No drivers are allowed beyond the yellow line in the garage. This is a safety violation and could result in a fine from OSHA. Drivers are not permitted to congregate in the garage. The driver's lounge is provided for drivers' use prior to, and after running, their bus routes.
10. Report all school related injuries that happen either to yourself or to a student, immediately. An accident/incident form is available in the director's office.

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Use of Cellular Phones

Most drivers carry cellular phones; however, they are not to be used while the bus is in motion. They are to be used only for an emergency situation that may arise during the time the route is being driven. If a cellular phone must be used, pull over at a safe location, secure the bus, and then make the call or text([.H.B. 1965 & S.B. 183](#))

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Child Check Procedure

Before exiting the bus the driver will make a walk-through of the bus to inspect for sleeping students, lost or forgotten items, vandalism, or other damage to the interior of the bus.

Parking

Parking spaces will be provided for all school bus drivers along the drive ~~just to the south of the practice athletic field at the top of the hill above the lot where the buses are parked.~~ Please do not park in the grass alongside the bus lot.

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All school buses are to be parked in the designated spaces only. No buses are to be left unattended in and around the office and garage area. This area can become quite congested which increases the possibility of an accident.

Personal vehicles are to be parked in the lot on the west side of the football field or the upper parking lot to the east of the garage area. Cars may be parked *temporarily* in the office parking area while signing in or out in the dispatch office. Cars may not be left in this parking area otherwise. This area is reserved for office personnel and visitors.

No double parking.

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Please Park in the Designated Areas Only.

Bus Assignments

Buses are assigned to routes by the Transportation Director ~~or Bus Route Supervisor~~ and are subject to change at any time. Consideration is given to the buses' age, number of miles it has been driven, and the length of the route. Mileage on each bus must be regulated to ensure the maximum amount of miles with no major mechanical malfunction.

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Route Assignments

The Transportation Director ~~or Bus Route Supervisor~~ assigns drivers to routes. Every route is subject to change at any time through the school year. Changes may vary from adding or deleting a stop, or adding or deleting a complete route. As few changes as possible will be made to the route. Drivers will be consulted as a part of the change process but must be willing to gracefully accept any necessary change in their route.

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Route Openings

The following procedures are the method by which the Transportation Department will attempt to fill open routes. It should be noted, however, that this procedure is subject to change if it is deemed necessary. Openings will be posted for five days. At the end of five days, the posting will be closed.

1. Drivers desiring an open route will apply to the Transportation Director ~~or Bus Route Supervisor~~.
2. Selection to fill an open route will be based on seniority*, driving skill, accident record, attitude, legitimate complaints received, discipline on the bus, care of equipment and the driver's history of attendance, though not weighted in that order.

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*Seniority is defined as the total length of uninterrupted service as a school bus driver within the District.

3. The Director of Transportation ~~or Bus Route Supervisor~~ will make the final selection after reviewing the records and conducting interviews, if deemed necessary. The Director of Transportation ~~or Bus Route Supervisor~~ will fill unfilled openings.
4. If a current driver is successful in their request to change routes, the Director of Transportation ~~or Bus Route Supervisor~~ will then fill the vacated route left by that driver.

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Substitute Drivers

Substitute drivers carry the same responsibilities as a regular driver and are subject to the same rules and regulations.

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There are two categories of substitutes:

1. Full time substitutes - drivers who report to the dispatch office at a specific time each day. They will be able to drive any route assigned to them by the dispatch office.
2. On call substitutes - drivers who are used on an "as needed" basis, driving a specific route as assigned by the dispatch office.

Registration of Riders

Each student must be registered as a bus rider before they can ride a school bus. The GPS Transportation Department Student Bus Rider Registration Form is available at the Transportation Office and on the school website (<http://www.guthrie.k12.ok.us>). Proof of residency is required, see the "Parent's Backpack" on the website for more information. Parents must complete this form and return it to the transportation office. ~~Once the form is entered the students will be issued a bus rider pass. They will need the bus pass to board the bus.~~

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Student Rider Sheets

Every student riding a bus is required to have a rider sheet (**Student Bus Rider Registration Form**) on file. These are used by the driver to verify his rider list and create the bus seating chart. ~~Students who do not have a rider sheet will not be issued a bus pass and therefore will not be allowed to board the bus.~~

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Evaluations

All drivers will undergo a written evaluation of their performance at least annually. The Transportation Director ~~or Route Supervisor~~ will conduct this evaluation. Drivers who are found deficient in any area will be put on a plan of improvement.

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Driving Regular Bus Routes

Regular bus route, as used in this handbook, refers to any regularly scheduled trip a bus makes for which there is a printed schedule. All regular bus routes, except special education routes, have a printed schedule with designated

stops, a list of students riding by stop, and a corresponding map. Keeping these documents current is the responsibility of the driver.

**REMEMBER: DO NOT GET IN A HURRY.
TAKE TIME TO DRIVE SAFELY.**

General Information and Requirements

1. Drivers will follow the designated route exactly as printed and will make absolutely no changes. The only exceptions to this are in the event of a portion of the route being closed due to roadwork, accident, or weather factors. When this happens, the Transportation Office will be notified and an alternate route formulated. When the exception is cleared, the designated route will again be followed.
2. Drivers will make the first stop exactly at the time printed on the map or a couple of minutes later but never early. Drivers will not arrive at the first ~~secondary~~ school before 7:18 a.m. and will not unload students until 7:20 a.m. ~~Drivers will not arrive or unload students at the first elementary school before 7:30 a.m.~~
3. Drivers will stop for students to get on or off the bus only at the location designated by the route sheet.

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NO DRIVER MAY CHANGE A ROUTE ON HIS OR HER OWN. ALL CHANGES WILL BE MADE THROUGH THE TRANSPORTATION DIRECTOR, ~~ROUTE SUPERVISOR,~~ AND/OR MAP COORDINATOR/DISPATCHER.

4. We strive for correct route times. Changing of starting times will occur only after agreement of the Transportation Director ~~or Bus Route Supervisor~~.
5. Observe all safety practices for the vehicle and for the students.
6. Drivers must wear their seat belts when driving a bus. Cited violations can result in a \$100.00 fine which is the driver's responsibility.
7. See that all students are seated before moving the bus.
8. Let no student on or off of the bus except at designated stops. The Transportation Office must approve any exception in advance. Students should be prohibited from departing the bus at any stop except their own if the driver knows where they regularly disembark. Should a student insist on disembarking at a stop that is not his own, do not physically try to stop the student. Follow district disciplinary procedures upon returning to the office.
9. Drivers should make every effort to control the students on their bus. Enforcement of the bus rules should be consistent and carried out in a timely manner.

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10. Students should not be allowed to sit in the driver's seat or operate any of the bus equipment.
11. Disciplinary action is the responsibility of the Transportation Director. If you are confronted with a situation you cannot handle, use the procedure outlined in the District's policy. Drivers do not have the authority to remove a student from the bus or deny them riding privileges if they are properly registered on that route. The District discipline policy will be followed to remove a student from the bus.

NO DRIVER IS TO DISCHARGE A STUDENT FROM A BUS FOR DISCIPLINARY REASONS. VIOLATION COULD RESULT IN TERMINATION.

12. All drivers must use extreme caution about touching students. Unless it is absolutely necessary, bus drivers should never touch a student. Even though touching is done in a friendly gesture, drivers have been accused of assault, improper advances toward the opposite sex, and many other things. It is advised that you keep your hands completely off of students.
 - a. If you must counsel with a student of either sex, try to conduct it on school grounds in the morning and in the presence of two witnesses. In the event that you must counsel with a student at a stop, do so in the presence of at least two witnesses, preferably three. Under no circumstances should you counsel with students alone, particularly those of the opposite sex.
 - b. Document all counseling done with students.
13. Never swing, point, or throw any object at a student, or threaten to strike a student.
14. Observe all traffic laws.
15. If you exit the bus for any reason, turn the ignition off and take the key with you. Students should not be left on the bus unattended for any reason.
16. Backing a school bus is very dangerous. Backing a bus on school property should take place only on rare occasions; you must have a reliable spotter outside and behind the bus if you back up on school property - except when backing into the bus lot.
 - a. Backing on public roads will be necessary from time to time. When it becomes necessary, always use a reliable spotter. Make sure the spotter knows what you want to do.
 - b. If you are not sure about a situation, ask questions; don't assume anything.
17. Drivers are expected to abide by the same rules as the students in regard to eating and drinking on the bus. We are justifiably criticized when we break our own rules. Drivers may take a bottled water on the route with them.

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Traffic Violations

School bus drivers are responsible for the safety of all the students riding their bus and violating traffic laws is considered a serious hindrance to that safety. All traffic violations are considered a serious matter and will be reviewed by the Director.

In addition to the regulations in effect under the State Department of Education and the State Department of Public Safety (which enforces the federal Commercial Driver's License – CDL - regulations), the following policies will be in effect as well:

1. Drivers who receive citations for speeding, careless driving, improper passing, failure to heed a traffic control device (either mechanical or static), or failure to devote full time and attention to driving while in the execution of their duties are subject to suspension or dismissal upon a plea of guilty, a forfeiture of bond, or conviction. Verified, formal complaints of the same will merit the same treatment.
2. Drivers who lose their CDL through Department of Public Safety action will immediately be suspended, pending investigation, and are subject to dismissal.
3. All other traffic violations not mentioned above will be addressed on a case-by-case basis, using these policies as guidelines.

PURPOSE OF THE POSITION

The School Bus Driver is responsible for safely operating the school bus on a regular daily schedule.

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SCOPE

The School Bus Driver is responsible for safely operating the school bus according to a set daily schedule. He/she must ensure that the school bus is in good operating condition at all times, pick up and drop off students as per the schedule, maintain order and security on the bus and obey all laws, regulations and rules of conduct.

The School Bus Driver must also deal with district patrons, parents, and other members of the public in a courteous and respectful manner. This includes receiving complaints about schedules and levels and quality of service. The School Bus Driver must make note of and report on any such complaints and respond in a courteous and respectful manner.

It is critical for School Bus Driver to operate the School Bus in a safe manner. Failure to ensure the safe passage of students to and from school may result in serious liabilities for the District. Operating in an unsafe manner may result in injury or even the loss of life, which would have tragic consequences for the community as a whole.

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The school bus driver must have proficient knowledge in the following areas:

- ✓ knowledge of highway and school bus regulation
- ✓ knowledge of how to deal with children

- ✓ knowledge of how to deal with children with special needs
- ✓ knowledge of scheduling system and procedures
- ✓ knowledge of record keeping system
- ✓ knowledge of equipment inspection standards and procedures

Skills

The school bus driver must demonstrate the following skills:

- ✓ ability to operate school bus in a safe and responsible manner
- ✓ patron and student service and public interaction skills
- ✓ team building
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ effective verbal and listening communications skills
- ✓ ability to read and write to record pickups and maintain daily records
- ✓ stress management skills
- ✓ time management skills

Personal Attributes

The school bus driver must demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics
- ✓ deal with the public in a positive, courteous and respectful manner

Routine Responsibilities of the Bus Driver

1. Operate the school bus in a safe and effective manner in order to minimize the risk of injury, property damage or loss of life
2. Perform and record your pre- and post-trip inspections. If any of the following conditions are found during the pre-trip inspection, notify the Transportation Office, and the bus will be taken out of service until repairs are made:
Fluid leaks; cracked or broken glass; service door and/or emergency exits not functioning properly; flat tire; separated tread or cords showing; head light, stop light, or turn signal light burned out; load lights not working.
3. When you fuel your bus, stay with it. When the tank is full, replace the fuel cap, hang up the hose, and move your bus. Please be very careful that the information put into the computer at the pumps is correct. Never put the tenths of a mile shown on your odometer into the computer.
4. While the bus is fueling, check the oil and transmission fluid levels, water level, and perform all other under-the-hood inspections. Notify the mechanic if any levels are low or of any leaks or other items needing attention.
5. Maintain the accuracy of your student rider list and route map.
6. Follow your route and schedule as printed. When you are unable to do so, report the reason you cannot so that proper adjustment(s) can be made. Be sure you do not leave your first stop early. It is much better to run one or two minutes late than to run even one minute early.

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7. If a child does not know where to disembark from the bus, notify the office as soon as you have made your discovery and you will be instructed as to what you should do.
8. While students should know how to operate the emergency door, no student is to enter or exit through this door except during emergency drills or in the event of a real emergency.
9. No one other than your normal route students will be allowed on your bus.
10. No buses are to be parked in the office area, including in front of the garage, except when fueling. Park your bus at the end of each run and after trips in its assigned parking area only.
11. Close all windows, doors, and top vents, and lock the emergency door and the loading door at the end of each run and after returning from field trips.
12. Before you move your bus, look around to be sure you can begin to move without hitting something. Stay away from canopies at drive-in restaurants and service stations. Pay attention to what you are doing at all times.
13. Follow the prescribed 15-step loading/unloading procedure as per state law 47 OS 15-109:
 - 1) Start amber warning lights 300-100 feet before the bus stop.
 - 2) Turn on the right directional signal.
 - 3) Pull completely off the road or as far to the right as possible and stop.
 - 4) Set the parking brake and shift to neutral gear.
 - 5) Turn off right directional signal.
 - 6) Visual search.
 - 7) On older buses crack door, start red loading lights, on newer buses flip the appropriate toggle switch to start the red loading lights.
 - 8) Visual search.
 - 9) Open door.
 - 10) Visual search (direct students).
 - 11) Close door.
 - 12) Select gear and release parking brake.
 - 13) Visual search.
 - 14) Turn on left directional signal.
 - 15) Visual search, then proceed.
14. Check the interior of your bus after every run to make certain there are no sleeping children, or forgotten items, and to make sure that the bus is clean.
15. Place a box or suitable container for trash in the right front corner of the bus under the glove box. Keep this trash can emptied and clean.
16. Every bus is to be swept a minimum of once each day. If two people drive the same bus, the bus should be swept after every route. *Trash is not to be swept onto the lot or the ground. Put it in a trash can!*
17. If it is not necessary for you to fuel your bus each day, please fuel it when it reads 1/4 full. Do not park a bus with less than 1/4 tank of fuel in it. There

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is no excuse for running out of fuel on your route. In the wintertime keep your tank no less than 1/2 full just in case you break down.

18. Make certain your bus has a fire extinguisher, first-aid kit, clean up kit, and reflective triangles every time your bus leaves the bus lot. These items should be properly secured.
19. Inspect the fire extinguisher at least once a month to determine that it is still fully charged, if it is initial the tag. If the fire extinguisher is not charged notify a mechanic.
20. Never leave the ignition key in your bus while it is parked. If you must leave the bus unattended, even for a very short period of time, take the key with you.
21. If you are using a spare key return the key to the box after each trip. The only reason to take a spare key with you is if you have an after-hours trip. Regular drivers will have a key to their route bus issued to them, they are responsible for bringing and keeping the bus key.
22. The speed limit around the bus complex is 5 MPH.
23. Be sure your bus is parked in its proper place, the windows are closed, all lights are turned off, and all doors are locked.

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Prohibited Items and Activities on the Bus

“The Rules”

The violation of any of the following rules will immediately place the student into the bus discipline system.

All rule violations are cumulative and carry over from first semester to second semester.

Please see the School Bus Rider's Handbook for complete details, including procedures and penalties.

1. ~~Students are expected to be well behaved well. Student's behavior is expected to be like that in the classroom. Cell phones Cameras, and other electronic devices that may disturb the driver and others, they are not allowed to be used on the bus.~~
2. The driver is in full charge of the bus and the students. The driver and the rules must be obeyed at all times. Disrespect, defiant conduct, or obscene language or gestures directed toward the driver will result in the student's suspension or expulsion from the bus.
3. A student will sit where he/she is told to sit either permanently or temporarily at the driver's discretion.
4. ~~Students shall ride only their regularly assigned bus (must have a bus pass) and are not permitted to ride to anyone else's home.~~
5. When requested by the driver, students must immediately and correctly identify themselves and show their bus pass.

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6. Students must arrive at the bus stop ten (10) minutes prior to designated bus pick-up time and wait in a safe and orderly manner out of the roadway and off private property. Students must not approach the bus until it has come to a complete stop and are signaled by the driver to board the bus
7. Students must enter and leave the bus in an orderly manner in view of the driver. If they must cross the road, they must do so in front of the bus, never behind it. The driver will indicate when it is safe to cross.
8. Students who live in town are in the “no ride zone” and ~~are not assigned to any bus~~ are assigned to a bus for shuttle purposes; therefore in-town students may not ride a school bus to another person’s address
9. Students are to remain properly seated (seat to seat: back to back) facing the front of the bus at all times. No standing, no moving from seat to seat, no facing backward, no sitting on your knees, no sitting on your back pack or other personal items.
10. No student shall at any time extend head, hands, arms, or any body part out of the windows whether the school bus is in motion or standing still.
11. Students will reimburse the school district for damage to school buses resulting from student misconduct and may be subject to loss of riding privileges and suspension or expulsion from school.
12. Students will refrain from excessive noise, shouting, boisterous behavior, fighting, vulgar or obscene language or gestures, racial or sexual harassment, sexual misconduct, and bullying.
13. Students must not have anything in their possession that might cause injury to another, no weapons of any kind, including but not limited to knives, guns, sharps, fighting gear, etc.
14. No smoking, chewing, or spitting of tobacco or use of any type of flame or sparking devices. No illegal substances or alcoholic materials or their paraphernalia are allowed on school buses.
15. Eating or drinking on a school bus is not permissible: no gum, no candy, no pop, no pastries, no other types of food or confectionaries. In hot weather one bottled water is permitted per student. Students must maintain clean bus interiors by keeping trash off the floor. Students may not throw refuse out of the windows.
16. Aisles must be kept clear. Personal belongings, books, instruments, projects, etc. must be held on a student's lap. Large items which cannot be held in the student's lap will not be transported on the school bus.
17. Students will get on and off the bus only at the stop to which they are assigned.
18. If a student does not ride for two (2) consecutive days, the bus will not return or stop until you notify the Transportation Office that the student will again be riding
19. No hats, no hoodies or other garment that makes it difficult to identify the student is allowed to be worn on the bus.
20. No wearing gang colors, displaying gang tags, or making gang symbols.
21. No personal hygiene items such as body spray, cologne, perfume, or items that may affect allergies.
22. No animals, reptiles, fish, or fowl are permitted on the bus

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23. *No teasing, no unacceptable language, no loud talking, shouting or yelling, no horseplay, no standing or moving while on the bus.*

Any violation of these rules may be sufficient reason to discontinue bus transportation privileges to the student involved and may cause suspension or expulsion from school.

Transportation for Special Needs Students

An orientation for transporting students with special needs will be scheduled at the beginning of each school year. The transportation orientation will include special needs student information pertinent to the school bus driver regarding the student's physical, mental, and emotional needs to assure a successful bus ride for their assigned students.

The district's special needs staff should be aware of the individual concerns of those students riding a school bus and should share such information with the bus drivers. Some common concerns are listed below, but it is not an all-inclusive list.

1. A communication system must be clearly defined so that information can be shared quickly and efficiently, even on a day-to-day basis if necessary, between drivers and personnel responsible for the educational program of students with special needs
2. Prior to the first bus run, drivers should be told of students with any type of disability who may require a driver's assistance to get on/off the bus due to braces, prosthesis, vision, hearing, etc.
3. The parent (or their designee) is responsible for "door-to-curb," "curb-to-door," and "street crossing" of the child to the loading and unloading point, and should be advised to use extreme caution.
4. The bus driver needs to be told of their passengers with epilepsy, diabetes, cerebral palsy, etc. Specific procedures for pupils with such conditions should be clearly outlined and understood by the driver in case of a medical emergency on the bus.
5. Bus drivers should be trained in the proper way of lifting students with orthopedic braces, etc., and the techniques for strapping such students in the bus seat to assure a safe ride in consideration of their specific needs.
6. If there is a student riding a school bus who needs social support or emotional support (for any reason), their district's teachers should communicate the student's needs with the bus driver and develop techniques to ensure the daily commute to and from school is safe and successful
7. Socialization is necessary for all children. Bus drivers should share in the responsibility of assisting children and youth with disabilities to remain as "normalized" as possible with other students by developing a posture of expectation, kindness, and understanding of each individual's need while under their responsibility to and from school or other school-related activities.

Responsibilities of the Monitor

The driver is in charge of the bus at all times. As the monitor, you are there to assist the driver and take care of the needs of the passengers.

Bus monitors are responsible for assisting children with getting on and off of the bus safely. They must also make sure that children are in their assigned seats. They must make sure that children get off of the bus at the correct stops and that they are being released to the correct guardians.

Duties of the Monitor

The duties of a bus monitor include making sure that children remain safely seated while the bus is in motion, maintaining order on the bus, understanding and following written and oral instructions, following basic principles of childhood development and establishing good relationships with the children, the bus driver, the parents and other staff. They must also make sure that there aren't any children left behind after the bus route is completed and pick up any trash left behind on the buses

1. Make sure your attention is on the children. You will not have time to sleep, read, or do other things that take your attention away from the children.
2. Enforce the bus rules.
 - a. Keep feet out of the aisle.
 - b. Make sure students are sitting correctly.
 - c. Eating, drinking, or chewing gum is not allowed.
 - d. No inappropriate language.
 - e. Make sure behavior towards others is not antagonistic.
3. Help students on and off the bus when necessary.
4. Make yourself available to all students; move about the bus as needed.
5. Check seats for damage or items left on the bus.
6. When you return to the lot, lock rear doors and help put up the windows.
7. The Special Needs monitors need to make sure seat belts are fastened properly and help with the harness.
8. Help with the tie down on the wheelchairs.

If you need any help or have a question, ask the driver.

You need to be aware of the route pattern and its stops in case you have a substitute driver. You also need to be familiar with all the equipment on the bus and be able to do the pre-trip and start the bus. You must know how to operate the lift on the wheelchair buses.

Skills needed to be a Bus Monitor

The skills required to become a bus monitor consist of active listening skills, instructing skills, speaking skills, and oral expression skills. Bus monitors should be able to give full attention to what children, parents or other staff are saying. They should be able to teach children how to do things, like put their seat belts on or sit back and follow procedures. Speaking skills come into play when communicating with children, the bus driver, parents or other staff. Bus monitors have to be able to convey information effectively. Bus monitors should also be able to communicate information that others understand which will be easier with oral expression skills. Bus monitors should also possess social perceptiveness, problem sensitivity, speech clarity and inductive reasoning skills. They need to be able to speak clearly, tell when something is wrong, be aware of others' reactions and understand why they react the way that they do. Being able to combine pieces of information to form general rules or conclusions is of utmost important when caring for children.

Knowledge needed to be a Bus Monitor

Bus monitors should have knowledge of the English language, public safety and security policies and procedures, psychology, and personal service. Assessing the needs of children and others around them is important for a bus monitor. Having knowledge of human behavior and performance is imperative in dealing with children and their parents, as well as other staff. Being able to safely and securely carry out safety procedures when it comes to children is the most important thing to consider as a bus monitor. They should have knowledge of relevant equipment, policies, procedures and strategies.

Working Conditions

Bus monitors have hours and a work schedule that are determined on an annual basis. They may have to deal with loud and unruly children and harsh weather conditions when helping children on and off the bus. Bus monitors usually work part-time and sometimes on a seasonal basis, as they only work when school is in session. They usually are off on the holidays.

Pre-Trip

Before starting out, the driver must be satisfied that the motor vehicle is in safe operating condition. If the last vehicle inspection report notes any deficiencies, the driver should review and sign, noting that necessary repairs have been completed.

Safety is the most important reason you inspect your vehicle.

Safety for yourself and for other road users.

A vehicle defect found during an inspection could save you problems later. You could have a breakdown on the road that will cost time and dollars, or even worse, a crash caused by the defect.

Federal and state laws require that drivers inspect their vehicles prior to each trip. (FMCSR Part 396 Inspection and Repair)

Federal and state inspectors also may inspect your vehicles. If they judge the vehicle to be unsafe, they will put it "out of service" until it is fixed.

Pre-Trip Inspection

APPROACH

No damage and no leaning. IE: From flat tire, broken spring or shock absorber.

Look to both sides of the bus for downed power lines, tree limbs, people or other objects in or around the bus.

Look under the bus for leaks or other objects as listed above.

Examples of leaks may be water pump, power steering pump, oil filters or fuel tank

FRONT OF BUS

Check the condition and operation of all lights and lenses.

Name all: Must not be broken or inoperable

Headlights, (high and low beam)

Turn signals

4-way Hazard

Reflectors

Windshield for damage

Wipers for condition and security

Vehicle inspection for valid date

Mirrors are secure not broken

Child crossing gate for security and operation

Bumper secure

LEFT SIDE OF THE BUS

Clearance light and reflectors not broken and working properly

Windows (NO PLEXIGLASS) Not broken or cracked

Fuse box Three spare fuses

No bare or frayed wiring

Coolant reservoir lid is secure and not leaking

Stop sign secure, no bare wires and in good working condition

LEFT FRONT WHEEL WELL

Steering wheel shaft secure

Steering Gear Box not leaking and securely mounted

Power Steering Hoses not leaking

Drag link securely mounted

Cotter pin in place and secure at the front and rear of the Drag Link

SUSPENSION

Spring Mounts: Secure to the front and rear of the axle, not broken

Spring leaves: Secure not broken, bent or cracked

Shock Absorber: Secure not leaking

Axle is in alignment with the opposite side

BRAKES

Air-line is secure not leaking

Brake Chambers are secure not leaking

Slack Adjuster is secure and properly adjusted.

To Check Adjustment: Park on level surface, CHOCK the rear tires, release the park brake. You should not have more than one inch of play.

Brake drum: Not cracked or welded

Brake Pads: No obstructions and have at least ¼ inch of wear remaining.

FRONT TIRES

No cuts or abrasions

No mix matched sizes or radials and bias tires

No recuts, re-grooved, recapped or re-tread on the front axle
Tread depth is no less than 4/32nd inch
Air pressure: At manufactures spec. or standard for your district
Valve stem secure and has a cap on it

WHEELS AND RIMS

No cracks or welds
Lug nuts are secure to the touch; Rust could indicate a loose nut
Hub seal not leaking and nuts are secure
Mud flap: If installed it must be secure

BATTERY BOX

Connections are tight to the touch
No corrosion on cables or battery surface
Battery secure to the battery tray
Battery tray is secure to the box and security clip is in place

UNDER THE BUS

Drive shaft is secure and not rubbing anything. (safety strap in place and secure)
Exhaust is secure not leaking
Chassis to Frame mounts are secure no missing hardware
Scan for leaks

REAR OF BUS

Spring mounts are secure, not broken or missing any hardware
Spring leafs are secure, not broken or cracked
Torque Bar is secure, not bent, broken or cracked and is secure.
Shock Absorber is secure, not leaking
Axle is in alignment with the opposite side

REAR BRAKES (IF AIR)

Two Air lines: Secure and not leaking
Brake Chambers: Secure not leaking
Slack adjuster: Secure and adjusted properly To adjust: Park on level surface, chock tires, release park brake. No more than one inch of play.
Brake Drum: No cracks or welds
Brake Pads: At least ¼ inch wear left on them

REAR TIRE

Condition: No cuts or abrasions
No mix matched sizes or mixed bias and radial
Recaps, recuts, re-grooved are allowed on the rear.
At least 2/32nd inch wear remaining
Air pressure: At manufactures spec. or standard for your district
Valve stem secure and has a cap on it

WHEELS AND RIMS

No cracks or welds: Lug Nuts are secure to the touch
Rust around the lug could indicate a loose nut
Hub or Axle seal is not leaking and nuts are secure
Space between tires is not obstructed and clear of foreign objects. Tires not rubbing.

BACK OF THE BUS

Check the condition and operation of all lights and lenses.
Name all lights (Not broken , all operable)
Clearance lights Reverse lights work properly
8-way warning lights Turn Signals

Camera box secure (if equipped)
Radio secure (if equipped)
Mirror secure and clear
Sun Visor is secure

BRAKE INSPECTIONS

HYDRAULIC BRAKES

If equipped with hydraulic brakes: Pump the brake pedal three times and hold it down for five seconds. The pedal should not move.

To test the Mechanical/Manual Park Brake: Put the transmission in gear, release your park brake, let the bus roll forward and reset park brake. The bus should stop rolling

AIR BRAKES

If equipped with Air Brakes the following 7step test must be performed

Step 1. Test Air Leakage Rate.

With a fully charged air system (typically 125 psi), turn off the engine. Cover the Service Brake and release the Park Brake, and time the air pressure drop. The loss rate should be less than two psi in one minute for single vehicles. Then apply 90 psi or more with the brake pedal. After the initial pressure drop, if the air pressure falls more than three psi in one minute for single vehicles, the air loss rate is too much. Check for air leaks and fix before driving the vehicle. Otherwise, you could lose your brakes while driving.

Step 2. Test Low Pressure Warning Signal.

With the engine off and you have enough air pressure so that the low pressure warning signal is not on. Turn the electrical power on and step on and off the brake pedal to reduce air tank pressure. The low air pressure warning signal (audible and light) must come on before the pressure drops to less than 60 psi in the air tank (or tank with the lowest air pressure, in dual air systems).

Step 3. Test Safety Spring Brake Lock Up.

Step on and off the brake pedal to reduce the air tank pressure. The "parking brake" knob should pop out when the air pressure falls to the manufacturer's specification (usually in a range between 40-20 psi). This causes the spring brakes to come on.

Step 4. Check Rate of Air Pressure Buildup.

When the engine is at operating rpm, the pressure should build from 85 to 100 psi within 45 seconds in dual air systems. (If the vehicle has larger than minimum air tanks, the buildup time can be longer and still be safe. Check the manufacturer's specifications.) In single air systems (pre-1975), typical requirements are pressure buildup from 50 to 90 psi within three minutes with the engine at an idle speed of 600-900 rpm.

Step 5. Check Air Compressor Governor Cut-in and Cut-out Pressures.

Continue to idle engine until governor cuts out. Compressor should engage by 100 psi and should disengage by 125 psi.

Step 7. Test Service Brakes.

Wait for normal air pressure, release the parking brake, move the vehicle forward slowly (about five mph), and apply the brakes firmly using the brake pedal. Note any vehicle "pulling" to one side, unusual feel, or delayed stopping action.

Please note that the first three steps of this test are required (in the correct order) knowledge to pass the skills test.

Proceed on route only after the entire pre-trip inspection has been completed.

Post-trip inspections

A post trip inspection should be conducted at the end of each trip, day. This inspection will help your mechanics determine the need for any repairs. Drivers are required to prepare a daily written post trip inspection report at the end of each driving day

Post Trip Inspection (A.M. & P.M.)

1. Turn off all lights and accessories before stopping the engine (allow it to run 2-3 minutes before shutting it off.)
2. Make sure all defects are written down on the daily report sheet.
3. Check seats for vandalism and any students left on the bus.
4. Close windows, vents, and lock doors.
5. Return the ignition key (after each trip) to the box. (Drop key in the door slot after hours.)

Field Trip Pre-Trip and Post Trip Inspection

Each driver is required by law to perform a pre-trip inspection on his or her vehicle before leaving on a field trip. The procedures for field trip pre and post trip inspections are exactly the same as for a route bus.

Daily Report Sheets

The Daily Report Sheet has information on it that is required for the Transportation Department to operate effectively. All the information is important. Every driver should fill in the form completely and accurately. On a routine day, this is the only form a driver is required to fill out; therefore, there should be no reason for not completing it.

State School Board regulations require that the form be completed and retained on file for three months. It is very important they be properly completed and turned in.

1. Fill out a Daily Report Sheet for your regular routes each day. Make sure to complete it fully and place it in the basket located on the dispatcher's counter.
2. If you discover something on your bus that needs immediate attention, write the problem on the bottom of the form and notify a mechanic. If you don't write it down it won't get fixed.

Activity Trips

Activity trips are part of your job responsibilities, and as such, are not subject to the same parameters. Trips will be dealt with as much fairness as possible while making sure that the trips are covered in the best way possible.

1. **ALL** activity trip drivers are required by law to conduct a pre-trip and post-trip inspection for every trip, including filling out the inspection sheet. Make sure you have all of the required emergency equipment on your bus.
2. Drivers taking a trip after normal working hours should take all the steps necessary to be prepared to drive, i.e., taking keys, fueling bus, checking fluid levels, getting directions, checking out a credit card, etc.
3. Teachers, coaches, and sponsors are responsible for the discipline of the students on the trips and for the cleanliness of the bus when the trip is over. Make sure your sponsor understands what kind of conduct is expected.
4. It is the driver's responsibility to know the pickup times and directions to get to the destination; if the sponsor has a particular route they desire to go, have a cooperative attitude.

**Please remember: you are hauling the
most precious cargo in the world!
Drive carefully!**

5. If you experience a breakdown, try to contact the Transportation Office or one of its designees. Emergency numbers are located in the first aid box. There is a network of school mechanics across the state that we might be able to contact to help in the event of bus malfunction.

Note: No charges are to be made to the school district except those on a district credit card. Do not expect reimbursement for any other expenditure.

6. No activity trip is to be made unless there is an *adult sponsor on the bus*. The site principal and Transportation Director may approve certain exceptions.
7. Drivers will take the group only to the destination(s) indicated on the trip sheet. If a sponsor asks to be taken to additional destinations, politely inform him/her that only the destination(s) on the sheet have been approved.
8. Drivers will drive their own buses unless assigned another bus.
9. Close all windows, doors, and top vents after the bus is parked.
10. When more than one bus is assigned to a group, the buses will travel in a caravan. Each bus should stay within sight of the others; however state law requires that you remain at least 300 feet behind the bus in front of you. In event of a breakdown or other problem, help is readily available.
11. Avoid parking your bus where you may hit something when you drive out. Walk around your bus before you get in it to drive so that you can be sure of where everything is located.

12. Permit no one to sit on the hood or the roof of the bus, or swing or hang from the service or emergency door.
13. Do not back your bus without a spotter.
14. Your time belongs to your sponsor. You are there to help as much as possible. While the driver is not to "babysit" the bus and its contents, he/she will be expected to be reasonably accommodating. Let your sponsor know where you will be and be available if needed in an emergency. You are not to leave the venue to which you have traveled.
15. Overnight trips:
 - a. Mileage will continue until the bus returns to the Transportation Office. Time will run until the bus returns to the Transportation Office, less eight hours for sleep. Room and board is to be provided by the sponsoring group.
 - b. Multiple-night trips - Time and mileage will begin at the normal place and time. Mileage will continue until the bus returns to the Transportation Office. Time will begin at the normal time and end that night when the group is settled in at their hotel and no longer require your services. On the day you are to return, time will start when they require your services and end upon your arrival at the Transportation Office. The sponsoring group is responsible for your room and board.
 - c. The sponsoring group will provide private quarters for the drivers. Two drivers of the same gender may be asked to share a room with each other.

Use of Two-Way Radios

Most of our buses are equipped with two-way radios. These are not "CB's", this is a federally licensed, UHF, high-technology radio system. These radios are to be used for school business only; personal use is not only against policy, it is also illegal. Your radio should be on all the time when you are driving. It is available to allow us to contact you as well as letting you contact us. You will receive in-service on a periodic basis on the proper use of our radios.

Below are some suggestions to help you communicate more efficiently on our system:

1. Always identify yourself when beginning and ending your conversation, i.e., "Bus 29 to Base" and "Bus 29 Clear".
2. Adjust the volume and squelch on your radio and leave them at that setting.
3. Leave the microphone in its hanger unless you are using it.
4. Remember, many people monitor the radio waves; don't say anything over the radio that would compromise our position as a school district or that could impact you in a negative way. Do not

make jokes, or wise cracks, do not describe accident scenes, and avoid identifying locations if at possible.

5. If you have any questions, ask someone. Don't assume you know what you're supposed to do.

Two-way radios are to be used for the following:

1. To report heavy traffic congestion.
2. To report vehicle accidents (including those we are involved in.)
3. To report severe discipline problems -- on and off the bus.
4. To report maintenance problems or breakdowns.
5. To report difficult or hazardous road conditions.
6. To ask for directions.
7. To report or receive Special Education rider information.
8. To report or receive weather conditions.
9. To report an angry patron approaching or attempting to board the bus.
10. To report bus loading zone problems.
11. To report or receive field trip information or problems.
12. To report vandalism.
13. To report medical problems.
14. To report questionable behavior on the part of a patron.
15. To report or receive route information.

These reasons are not all inclusive but should provide parameters by which the driver can properly use the system.

Accidents

Statistically, most of the accidents involving school buses are found to be preventable on the part of the school bus driver. Most of them could have been avoided if the driver had been alert, taken time to analyze the situation, and used good defensive driving skills and judgment.

A key factor in accident avoidance is ***DO NOT GET IN A HURRY***; take enough time to drive safety. Simple accidents such as hitting stationary objects should cease to occur.

ANY time a bus is damaged in ANY way it is considered an accident. Even if another vehicle is not involved and there is ANY damage to the bus it **MUST** be treated as an accident or if ANY student is hurt in ANY way it **MUST** be considered an accident.

If and when a driver is involved in an accident, these steps are required:

1. Stop and secure the vehicle - do not let your vehicle become involved in another accident or be the cause of another accident.
2. Render aid - first to your students and then to any other injured people.
3. Notify the Transportation Department and/or the local law enforcement immediately. The Transportation Department will in turn notify the school site, central office administration, and/or the police, when deemed necessary.
4. Do not leave the students unattended.
5. Do not release students to leave the bus until released by the police and then only to their parents (you must have positive identification and approval of the Director or Route Supervisor).
6. Drivers are required to know and follow emergency procedures.
7. Exchange information with the other people involved. Insurance and vehicle information is located in the first aid box.
8. Make statements only to the police, school personnel, or our insurance company.
9. A report must be made, in writing, on all accidents no matter how minor the damage.
10. Failure to report an accident will be grounds for dismissal.
11. Be sure to properly place the reflective triangles.

Mechanical Breakdown

The procedure for handling a mechanical breakdown (including getting stuck) is much the same as with an accident

1. Secure the bus in a safe location, if possible. Let the students know you are having mechanical problems. Place the reflective triangles according to state law.
2. Notify the Transportation Office. Try to have some idea of the problem and relay that information.
3. Do not allow anyone to attempt any mechanical repair except school personnel or their designees.
4. If the bus is stuck do not allow anyone to attempt to pull it out except school personnel or their designees.
5. Under no circumstance should you leave the location until Transportation personnel have arrived.
6. Do not release students to anyone except their parents or guardians (you must have positive identification and approval of the Director or Route Supervisor).
7. Do not allow students to walk home.

8. Take special care in the transferring of the students from your bus to the replacement bus.

Drug Testing

In compliance with the Omnibus Transportation Employee Testing Act of 1991, the Guthrie Public Schools has implemented Drug and Alcohol Testing as of January 1, 1995. Compliance will consist of the following:

1. Pre-employment drug and alcohol testing - every applicant who is offered employment with the district as a school bus driver will be tested for the presence of alcohol and drugs, as defined by the Testing Act. A positive result will be grounds for the withdrawal of the offer of employment.
2. Random testing - all district drivers who hold an Oklahoma Commercial Driver's License will be put into a pool from which the random selections will be made. Selections are computer generated. Once the selection for that particular test is made, those names will go back into the pool this means that it is possible that a driver could be tested two times in a row.

Note: Testing will be conducted without prior notice. As a rule, testing will be conducted at the Transportation Office.

3. Post-accident - under certain conditions, post-accident drug and alcohol testing is required when an accident is involved. Contact the Transportation Office immediately after every accident for further instructions.
4. Reasonable suspicion - Supervisors have received intensive training to recognize symptoms of drug and alcohol abuse. Drivers who exhibit unusual behavior will be subject to drug and alcohol testing.

For further information regarding the policies and procedures, ask for a copy of the district drug and alcohol testing policy.

The Following Offenses Will be Grounds for Immediate Dismissal

1. Arriving for work barefoot or without wearing a shirt.
2. Using tobacco in any form while on the bus or while on school property, whether students are present or not.
3. Giving students cigarettes or tobacco in any form.
4. Knowingly allowing students to use tobacco in any form while on the bus.
5. Using alcohol or abusing drugs on the bus or while on school property, whether students are present or not.
6. Giving students alcohol or drugs in any form.

7. Knowingly allowing students to use alcohol or drugs in any form while on the bus.
8. Arriving at the school site more than five minutes before your scheduled student discharge time.
9. Leaving school sites before the scheduled departure time in the afternoon.
10. Altering bus routes without prior approval, unless the roads are impassable.
11. Excessive accidents.
12. Knowingly letting a student off of or on to the bus at any place except their assigned bus stop.
13. Failing to perform driver pre- and post-trip inspections and fluid level checks.
14. Any other offense as addressed by District policy.
15. Failure to report an accident in which the driver is involved.
16. Failure to report a driver's license suspension.
17. Careless or reckless driving of a school bus.
18. Insubordination



~~2013~~ ~~2014-2014~~ ~~2015~~
2015-2016

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School Bus Rider Handbook with Rules and Guidelines

Revised 5/2013 ~~8/11/14~~ Board Approved 5/13/2013
Revised 7-13-2015

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Guthrie Public Schools
~~***Guthrie Public Schools***~~
Department of
Transportation
School Bus Rider Guidelines

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PARENT/GUARDIAN: Please keep these guidelines for future reference.

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Your signature on the Student Rider Registration Form that accompanies this handbook acknowledges that you have received the Guthrie Public Schools Bus Rider Handbook, and that you and your student will comply with them.

The Guthrie Board of Education realizes that school bus transportation is an integral part of the modern day educational process. At the same time, the State of Oklahoma has determined that school bus transportation is to be considered a **privilege** and **not a right** of the students attending the state's public schools (70 OS 9-101). Because of these two facts, and because the Board has decided to extend transportation privileges to those who are eligible, the following procedures have been established to facilitate safe transportation of the district's students.

These procedures are not in place to create a hardship on parents or guardians. They are in place to provide for the safety of all students who are transported by bus. They will not supersede, but are in addition to all Board adopted policies, and building level student handbooks as the bus is an extension of the classroom.

We carry the most precious cargo in the world: our children. We ask that you appreciate the efforts being put forth to care for your children and to cooperate with school administrators in their pursuit of safe transportation.

Registration of Riders

Each student must be registered as a bus rider before they can ride a school bus. The GPS Transportation Department Student Bus Rider Registration Form is available at the Transportation Office and on the school website (<http://www.guthrie.k12.ok.us>). Proof of residency is required, see the "Parent's Backpack" on the website for more information. Parents must complete this form and return it to the transportation office. ~~Once the form is entered the students will be issued a bus rider pass. They will need the bus pass to board the bus. Temporary passes will be available for those who occasionally forget their pass. Replacement passes are also available for students who have lost their pass. It is our intent to leave no student behind, but it is our expectation that every student cooperates and displays a valid bus pass. To better serve and protect all students, those that refuse or repeatedly fail to show and maintain their bus pass will be denied the privilege of riding a school bus.~~

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Transportation Transfers and Students Not Riding

In order to provide the safest possible care for your students while they ride the bus, and to control the number of students riding any given bus, students will ride only their assigned bus. Students will also get on and off the bus only at their assigned stop. Permission may be granted to ride another bus or get off at another stop on a

case by case basis and only in an emergency. An Emergency Rider Waiver form must be filled out at GPS Transportation before changes are permitted. Otherwise, sStudents are not permitted (for any reason) to ride home to a friend or other student's home.

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In town students will have the option of riding as a school-to-school transfer rider. A school-to-school transfer rider is a student who ~~possesses a bus pass that entitles him or her to ride~~ in the morning, from the school closest to his or her home to the school he or she is enrolled in for the school day and to return in the evening from the school he or she attends to the school that is closest to his or her home. Students riding shuttles inside the no ride zone from one school to another may only ride to their designated school and may not ride the bus to a stop outside of the no ride zone unless an Emergency Rider Waiver has been granted.

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Transfer students must be at the pickup location at least 5 minutes before the scheduled pickup time and be prepared to immediately board the bus when it arrives. Students should not be dropped off at the pick-up site more than 15 minutes before the scheduled pick up and never earlier than 7:20 A.M. When the transfer students return in the afternoon they must immediately leave the school premises.

Transfer students are subject to all the rules and requirements for riding the bus. Since transfer students are only on the bus a short time (10 -15 minutes) they are subject to a 3 strikes and you are off the bus for the rest of the semester rule. Once they have received a third write up they will be denied bus riding privileges for the remainder of the semester. The student will be reinstated his or her bus privileges at the beginning of the second semester and will have one last chance to behave correctly on the bus.

If any student commits a severe offense, ~~as outlined on page 13,~~ the student will be immediately removed from the bus and will be denied rider privileges at least the rest of the year.

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If a student does not ride for **two** (2) consecutive days, the bus will not return or stop until you notify the Transportation Office (405-282-5919) that the student will again be riding.

Camera Use

Most buses are equipped with video cameras. Video data taken by these cameras is stored either on hard drive or SD Card and are used to support disciplinary actions. ~~A 1974 federal law, the Family Educational Rights and Privacy Act ("FERPA"), requires schools to enact and enforce policies to safeguard the confidentiality of students' "education records." Courts have ruled that the bus videos are "education records" that contain images and information about a variety of individual students therefore because of F.E.R.P.A. they may only be viewed by the driver, Transportation Personnel, School Administrators, and/or by Law Enforcement Personnel. The videos are reviewed to confirm various violations and to verify student identity.~~

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BUS DISCIPLINE

It is our goal at Guthrie Public Schools to provide an orderly and safe transportation experience. Riding the bus is a privilege and as such can be granted or taken away based on the students' conduct and behavior.

Discipline is the responsibility of parents, students, teachers, bus drivers and administrators.

The student is responsible for his/her individual conduct. Because not every problem that may arise can be foreseen, students should use good common sense to govern their behavior. They

should treat each other, the bus driver, faculty, staff and property with respect. They should be aware that when their behavior distracts from the ability to provide safe transportation services a consequence and or punishment will result.

It is the responsibility of the parent to instill in their child the value of appropriate behavior, good conduct, and to reinforce the policies and goals of the school.

It is the bus driver's responsibility to set high standards for student behavior and to enforce the rules as they relate to transporting students.

It is the responsibility of the administrator to take disciplinary action when general transportation rules and school policies have been disregarded or when crimes under Oklahoma Statutes have been committed.

The administrators will also step in; after all other possibilities have been exhausted, to administer more severe consequences to those students who continually disrupt the quality or safety of the transportation experience.

Student Behavior and Discipline Policy

With the number of vehicles on the road today, driving in traffic has become extremely complicated. This fact, coupled with the precious cargo our busses carry every day, requires school bus drivers to devote 99% of their attention to driving. Anything that distracts them from this could result in serious consequences. It is for this reason that the following policies covering student behavior and discipline are necessary and will be strictly enforced.

1. Students are expected to:
 - a. behave well while on the bus
 - b. ~~show the driver their bus pass,~~
 - c. board the bus quietly,
 - d. take their assigned seats,
 - e. remain seated, and
 - f. e converse quietly with their nearest neighbor.
2. The bus driver is the person in charge of the bus.

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Good behavior is the keystone of a students' continued privilege of riding a bus. There are many actions and activities that are not appropriate on the bus such as; failure to remain seated; pushing, tripping, hitting, or slapping another student; loud, profane, or unacceptable language; yelling or shouting, hanging out of the bus window; spitting; eating, drinking, or chewing gum; possession of skate boards. Littering the bus or throwing anything from the bus, ~~using cell phones~~, playing of radios, MP3 or CD players without headphones; possession of any potential weapon, possession of live animals; violation of any safety procedures, or not obeying the driver are also prohibited. Any behavior that disturbs, distracts, or annoys the driver is considered a safety hazard and will not be tolerated. Poor behavior or any violations of this policy will result in the student being placed in the disciplinary process. The disciplinary process is cumulative throughout the school year. Students are held responsible to be good bus citizens over the entire course of the school year.

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The Rules

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The violation of any of the following rules will immediately place the student into the bus discipline system.

- 1. Students are expected to behave well. Student behavior is*

expected to be like that in the classroom Cell phones cameras, and other electronic devices that may disturb others are not allowed to be used on the bus.

2. The driver is in full charge of the bus and the students. The driver and the rules must be obeyed at all times. Disrespect, defiant conduct, or obscene language or gestures directed toward the driver will can result in the student's suspension or expulsion from the bus.
3. A student will sit where he/she is told to sit either permanently or temporarily at the driver's discretion.
4. Students shall ride only their regularly assigned bus ~~(must have bus pass)~~ and are not permitted to ride to anyone else's home.
5. When requested by the driver, students must immediately and correctly identify themselves ~~and show their bus pass.~~
6. Students must arrive at the bus stop ten (10) minutes prior to designated bus pick-up time and wait in a safe and orderly manner out of the roadway and off private property. Students must not approach the bus until it has come to a complete stop and are signaled by the driver to board the bus
7. Students must enter and leave the bus in an orderly manner in view of the driver. If they must cross the road, they must do so in front of the bus, never behind it. The driver will indicate when it is safe to cross.
8. Students who live in town may ride the bus as a transfer/shuttle rider but they also must ~~have a bus pass and obey all rules.~~
9. Students are to remain properly seated (seat to seat; back to

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- back) facing the front of the bus at all times. *No standing, no moving from seat to seat, no facing backward, no sitting on your knees, no sitting on your back pack or other personal items.*
10. *No student shall at any time extend head, hands, arms, or any body part out of the windows whether the school bus is in motion or standing still.*
 11. *Students will reimburse the school district for damage to school buses resulting from student misconduct and may be subject to loss of riding privileges and suspension or expulsion from school.*
 12. *Students will refrain from excessive noise, shouting, boisterous behavior, fighting, vulgar or obscene language or gestures, racial or sexual harassment, sexual misconduct and bullying.*
 13. *Students must not have anything in their possession that might cause injury to another, no weapons of any kind, including but not limited to knives, guns, sharps, fighting gear, etc.*
 14. *No smoking, chewing, or spitting of tobacco or use of any type of flame or sparking devices. Illegal substances or alcoholic materials or their paraphernalia are not allowed on school buses.*
 15. *Eating or drinking on a school bus is not permissible: no gum, no candy, no pop, no pastries, no other types of food or confectionaries. In hot weather one bottled water is permitted per student. Students must maintain clean bus interiors by keeping trash off the floor. Students may not throw refuse out of the windows.*
 16. *Aisles must be kept clear. Personal belongings, books, instruments, projects, etc. must be held on a student's lap. Large*

items which cannot be held in the student's lap will not be transported on the school bus.

17. Students will get on and off the bus only at the stop to which they are assigned.
18. If a student does not ride for **two (2)** consecutive days, the bus will not return or stop until you notify the Transportation Office that the student will again be riding
19. No hats, no hoodies or other garment that makes it difficult to identify the student is allowed to be worn on the bus.
20. No wearing gang colors, displaying gang tags, or making gang symbols.
21. No personal hygiene items such as body spray, cologne, perfume, or items that may affect allergies.
22. No animals, reptiles, fish, or fowl are permitted on the bus
23. No teasing, bullying, cyber bullying, no sexual misconduct, no loud talking, no unacceptable language, no standing or moving while on the bus. For the safety of all students, every student must have and use a bus pass.

Disciplinary process: Improper Conduct (Minor Offense)

For those first-time offenses which might be categorized as "minor," such as those in the list below, the bus driver may choose to re-assign the student to a specific seat, confer with the student, or call the parent. If the driver is not successful in stopping the students' poor behavior a write up will be issued.

Examples of Improper Conduct (Minor Offenses)

This category could include, but is not restricted to, any of the following:

1. ~~Loud talking, yelling~~ **Yelling**, or screaming Formatted: Not Strikethrough
2. ~~Putting your feet or other items in the aisle~~ Formatted: Strikethrough
3. ~~Rude, disrespectful, or annoying~~ **defiant** behavior Formatted: Strikethrough
4. ~~Using bad words, cursing or profanity of any kind, but not directed at another person.~~ Formatted: Strikethrough
5. ~~Throwing things on the bus~~
6. ~~Throwing anything out of the window~~ Formatted: Strikethrough
7. ~~6. Shouting or yelling out of the window.~~ Formatted: Strikethrough
8. ~~Not keeping all body parts on the inside of the bus.~~ Formatted: Strikethrough
9. ~~7. Obscene gestures to other passengers or to those outside the bus.~~ Formatted: Strikethrough
10. ~~Failure to possess and show bus passes for a third time.~~ Formatted: Indent: Left: 0.31", No bullets or numbering
11. ~~8. Use of cell phone or other electronic communication device without headphones or ear buds.~~ Formatted: Strikethrough
12. ~~9. 8. Taking pictures or videos or making voice recordings on the bus of another person (device may be confiscated).~~ Formatted: Strikethrough
13. ~~10. Wearing a hat, a hoodie, or other garment that if it makes it difficult to identify the student.~~ Formatted: Strikethrough
14. ~~11. Bringing skateboards, toys, or other distractions (balloons, ball, etc.) on the bus.~~ **Bringing distracting items on the bus** Formatted: Not Strikethrough
15. ~~12. 11. Touching or putting hands on another student in an aggressive manner.~~ Formatted: Strikethrough
16. ~~13. 12. Violation of safety procedure that could endanger anyone.~~ Formatted: Strikethrough
17. ~~14. 13. Any instance of 'horseplay' including teasing, hitting, pushing, shoving, or tripping~~ Formatted: Strikethrough
18. ~~Not obeying the driver or distracting the driver.~~ Formatted: Strikethrough
19. ~~15. 14. Arguing with or showing disrespect to the driver~~ Formatted: Indent: Left: 0.56", No bullets or numbering

~~20-16-15. Eating anything on the bus, chewing gum, drinking soda pop.~~ Eating or drinking on the bus. Students may have water.

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~~24-17-16.~~ 16. Not sitting in their assigned seat

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~~22-18-17.~~ 17. ~~Standing up, standing on your knees, sitting on a backpack, turning around in the seat, or otherwise not setting seat to seat and back to back.~~ Not sitting properly

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~~23-19-18.~~ 18. Others as identified by transportation personnel.

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If the verbal warning, changing seat assignments, or other discipline attempts fail to improve the students behavior the offense will be written up by the driver and submitted to the Transportation Director. When this is done, the following process will be in effect:

1st offense – Transportation Director or designee will may have a conference with the student and a letter will be sent to parent or guardian by the Transportation Department notifying them of the offense. ~~(Pre-K & K may be allowed a 2nd write up before discipline is enacted—that means the 3rd write up for a minor violation will be treated as a Cotteral Students 4th offense)~~

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2nd offense – Transportation Director or designee will may have a conference with the student and issue a mandatory suspension from all buses of three (3) days. The parent or guardian will be notified of this by Transportation.

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3rd offense – Transportation Director or designee will may have a conference with the student and issue a mandatory suspension from all buses of five (5) days. The parent or guardian will be notified of this by Transportation.

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~~Since transfer students are only on the bus a short time (10-15 minutes) they are subject to a 3 strikes and you are off the bus for the rest of the semester rule. Once they have received a third write up they will be denied bus riding privileges for the remainder of the semester. The student will be reinstated his or her bus privileges at the beginning of the second semester and will have one last chance to behave correctly on the bus.~~

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4th offense – Transportation ~~Director~~ Administrator will have a conference with the student and issue a mandatory suspension from all buses for ten (10) days. The parent or guardian will be notified of this by Transportation.

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5th offense – Transportation ~~Director~~ Administrator will have a conference with the student and issue a mandatory suspension for the rest of the semester. The parent or guardian will be notified of this by Transportation. ~~If the student has only been written up for 5 minor offenses (no major offenses) the student will be reinstated his or her bus privileges at the beginning of the second semester and will have one last chance to behave correctly on the bus.~~

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Any of the above steps may be skipped if the offense is determined to be major or severe. Punishments will be designed to coordinate with the appropriate building level student handbook. The disciplinary process is cumulative throughout the school year. Students are held responsible to be good bus citizens over the entire course of the school year.

Disciplinary process: Major Offense

For those first-time offenses which might be categorized as "Major," such as those in the list below, the bus driver will immediately issue a write-up and submit it to the Transportation ~~Director~~. Administrator

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This category could include, but is not restricted to, any of the following:

- ~~4.~~ ~~1.~~ Failure to immediately correctly identify themselves, using someone else's bus pass, or refusing to surrender bus pass to the driver.
- ~~2.~~ ~~2.~~ Possession of prescription drugs not prescribed for the student, illegal drugs, related drug paraphernalia which includes devices used to abuse inhalants and/or alcoholic beverages.
- ~~3-2.~~ ~~2.~~ Smoking, chewing, or possession of tobacco products
- ~~4.~~ ~~4.~~ Disrespectfully arguing with, talking back to, displaying contempt for, or falsely accusing a driver of some violation
- ~~5-3.~~ ~~3.~~ Vandalizing or damaging bus property is prohibited and students who do so will be responsible for payment to cover the cost of damages.
- ~~6-4.~~ ~~4.~~ Tampering with bus emergency or safety equipment, video cameras or DVRs.
- ~~7.~~ ~~7.~~ Interfering with the safe operation and travel of the bus such as repeatedly standing up, moving seat to seat, or shouting and yelling so as to distract or annoy the driver
- ~~8-5.~~ ~~5.~~ Physical assault, verbal threatening, harassment, intimidation, or endangering the well-being of another person.
- ~~9.~~ ~~9.~~ Any act that seriously jeopardizes the safety of the student, any passengers or the bus driver.
- ~~10.~~ ~~10.~~ Using unacceptable language, directing profanity of any kind at another person to be a bully, to be disrespectful, disagreeable, intimidating, or in jest.
- ~~11.~~ ~~6.~~ Any form of extreme cursing, acting out sexual gestures, obscene behavior, or inappropriate/inappropriate displays of affection.
- ~~12-6.~~ ~~7.~~ Improperly clothed or inappropriately changing or removing clothes, displaying gang colors, gang tags, or

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making gang symbols. School dress code, per student handbooks, applies to the bus.

- ~~13.~~ ~~Bringing animals on the bus.~~
- ~~14-7.~~ ~~8. Picking on other students after being told to stop.~~
- ~~15-8.~~ ~~9. Getting on or off the bus at an incorrect location.~~
- ~~9.~~ ~~10. Others as identified by transportation personnel.~~ ~~Throwing anything out of the window.~~
- ~~10.~~ ~~11. Not keeping all body parts on the inside of the bus.~~
- ~~16-11.~~ ~~12. Others as identified by transportation personnel.~~
- ~~17.~~

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~~When a write up for a major violation is done, the following process will be in effect:~~

The length of suspensions will vary by grade level with lower elementary students probably receiving the minimum while older students are likely to receive the maximum consequences

1st offense — Transportation Director will have a conference with the student and a mandatory suspension from all buses for a minimum of 3 days (Pre-K — 5th) to a maximum 10 days (6th — 12th) will be issued. This suspension will carry over the end of one semester to the next. The parent or guardian will be notified of this by Transportation. (Pre K & K — The first offense may result in a warning without suspension at the discretion of the transportation director.)

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If 2 or more minor offenses have occurred prior to the major offense the student will be treated as if they were on the 2nd major offense step.

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2nd offense — Transportation Director will have a conference with the student and a mandatory suspension from all buses of a minimum of 5 days (Pre K — 5th) to a maximum of 15 days (6th — 12th). This suspension

will carry over the end of one semester to the next. The parent or guardian will be notified of this by Transportation.

3rd offense — Transportation Director will have a conference with the student and a mandatory suspension from all buses for a minimum of 10 days (Pre K – 5th) to a maximum of 1 semester (6th – 12th); this suspension may carry over the end of one semester to the next. The parent or guardian will be notified of this by Transportation.

Since transfer students are only on the bus a short time (10 – 15 minutes) they are subject to a 3 strikes and you are off the bus for the rest of the semester rule. Once they have received a third write up they will be denied bus riding privileges for the remainder of the semester. The student will be reinstated his or her bus privileges at the beginning of the second semester and will have one last chance to behave correctly on the bus.

4th offense — Transportation Director will have a conference with the student and a mandatory minimum suspension from all buses for 1 semester (Pre K – 12, this suspension will carry over end of one semester to the next. Or up to a maximum of 1 school year (36 weeks) suspended from bus; this suspension may carry over end of one school year to the next. The parent or guardian will be notified of this by Transportation.

If 2 or more minor offenses have occurred prior to the major offense the student will be treated as if they were on the 2nd offense step.

Any of the above steps may be skipped if the offense is determined to be severe. Punishments will be designed to

coordinate with the appropriate building-level student handbook. The disciplinary process is cumulative throughout the school year. Students are held responsible to be good bus citizens over the entire course of the school year.

Disciplinary process: Severe Offense

A few offenses are considered severe and will result in the **loss of bus riding privileges for the rest of the school year**. For those offenses which might be categorized as "SEVERE," such as those in the list below, the bus driver will immediately issue a write-up and submit it to the Transportation Director.

This category could include, but is not restricted to, any of the following:

1. Any instance of ~~continued bullying or cyber bullying, or major fighting~~ (Taking part in a violent struggle involving the exchange of physical blows where punches were either thrown or landed or weapons were used). ~~Attempting to harm or gain power over an adversary by grabbing with the intent to hurt in order to prevent someone else from acting in some way).~~
2. **Sexual misconduct** (Sexual misconduct encompasses sexual assault, and any conduct of a sexual nature that is without consent, or has the effect of threatening or intimidating the person against whom such conduct is directed. For Example: exposing his or her genitals; soliciting or requesting another person to engage in sexual conduct under circumstances in which he knows that his requests or solicitation is likely to cause affront or alarm; forcing a victim to touch, directly or through clothing, another person's genitals, breast, groin, thighs or buttocks) **or sexual harassment** (the making of unwanted sexual advances or obscene remarks; intentional touching without consent, requests for sexual favors, or other verbal or physical

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conduct of a sexual nature to such an extent that it alters the conditions of the person's environment.)

3. Possession of an ~~firearm, knife, sword, crossbow, slingshot or explosive, flammable material, or other~~ object that may be considered dangerous or used as a weapon ~~(includes toys and facsimiles) is prohibited (some examples include: baseball bats, hammers, loppers or other gardening tools, etc.).~~
4. Verbal (to include cursing), threats of violence, or physical assault of the driver or other transportation official by a student or his or her parent, guardian, or representative will result in immediate termination of riding privileges.
- 4-5. Possession of prescription drugs not prescribed for the student, illegal drugs, related drug paraphernalia which includes devices used to abuse inhalants and/or alcoholic beverages.

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There is no excuse for any of the ~~four-five~~ offenses listed as severe and they will not be tolerated and will result in immediate termination of riding privileges.

When a write up for a SEVERE violation is done, the following process will be in effect:

When a severe offense is committed, a student will be immediately removed from the bus and suspended from all bus riding privileges indefinitely. A parent or guardian and the appropriate school principal will be notified by the Transportation Director Administrator. The future disposition of the student's riding status could be determined to include all or part of the next school year depending on the date or severity of the incident.

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The Rules

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The violation of any of the following rules will immediately place the student into the bus discipline system.

- 1.24. Students are expected to behave well. Student behavior is expected to be like that in the classroom. Cell phones, cameras, and other electronic devices that may disturb others are not allowed to be used on the bus.
- 2.25. The driver is in full charge of the bus and the students. The driver and the rules must be obeyed at all times. Disrespect, defiant conduct, or obscene language or gestures directed toward the driver will can result in the student's suspension or expulsion from the bus.
- 3.26. A student will sit where he/she is told to sit either permanently or temporarily at the driver's discretion.
- 4.27. Students shall ride only their regularly assigned bus (must have bus pass) and are not permitted to ride to anyone else's home.
- 5.28. When requested by the driver, students must immediately and correctly identify themselves and show their bus pass.
- 6.29. Students must arrive at the bus stop ten (10) minutes prior to designated bus pick-up time and wait in a safe and orderly manner out of the roadway and off private property. Students must not approach the bus until it has come to a complete stop and are signaled by the driver to board the bus.
- 7.30. Students must enter and leave the bus in an orderly manner in view of the driver. If they must cross the road, they

must do so in front of the bus, never behind it. The driver will indicate when it is safe to cross.

- 8.31. Students who live in town may ride the bus as a transfer/shuttle rider but they also must have a bus pass and obey all rules.
- 9.32. Students are to remain properly seated (seat to seat: back to back) facing the front of the bus at all times. No standing, no moving from seat to seat, no facing backward, no sitting on your knees, no sitting on your back pack or other personal items.
- 10.33. No student shall at any time extend head, hands, arms, or any body part out of the windows whether the school bus is in motion or standing still.
- 11.34. Students will reimburse the school district for damage to school buses resulting from student misconduct and may be subject to loss of riding privileges and suspension or expulsion from school.
- 12.35. Students will refrain from excessive noise, shouting, boisterous behavior, fighting, vulgar or obscene language or gestures, racial or sexual harassment, sexual misconduct and bullying.
- 13.36. Students must not have anything in their possession that might cause injury to another, no weapons of any kind, including but not limited to knives, guns, sharps, fighting gear, etc.
- 14.37. No smoking, chewing, or spitting of tobacco or use of any type of flame or sparking devices. Illegal substances or alcoholic materials or their paraphernalia are not allowed on

school buses.

- 15.38. Eating or drinking on a school bus is not permissible: no gum, no candy, no pop, no pastries, no other types of food or confectionaries. In hot weather one bottled water is permitted per student. Students must maintain clean bus interiors by keeping trash off the floor. Students may not throw refuse out of the windows.
- 16.39. Aisles must be kept clear. Personal belongings, books, instruments, projects, etc. must be held on a student's lap. Large items which cannot be held in the student's lap will not be transported on the school bus.
- 17.40. Students will get on and off the bus only at the stop to which they are assigned.
- 18.41. If a student does not ride for two (2) consecutive days, the bus will not return or stop until you notify the Transportation Office that the student will again be riding
- 19.42. No hats, no hoodies or other garment that makes it difficult to identify the student is allowed to be worn on the bus.
- 20.43. No wearing gang colors, displaying gang tags, or making gang symbols.
- 21.44. No personal hygiene items such as body spray, cologne, perfume, or items that may affect allergies.
- 22.45. No animals, reptiles, fish, or fowl are permitted on the bus
- 23.46. No teasing, bullying, cyber bullying, no sexual misconduct, no loud talking, no unacceptable language, no

standing or moving while on the bus. For the safety of all students, every student must have and use a bus pass.

Board Approved 5/13/2012 Revised 3/1/2013

~~Any violation of these rules may be sufficient reason to discontinue bus transportation privileges to the student involved and may cause suspension or expulsion from school.~~

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Please see pages 7 — 14 of this School Bus Rider's Handbook for complete details, including procedures and penalties.

Revised 5/2013 ~~8/11/14~~ 7-13-2015 Board Approved
5/13/2013

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Guthrie Public School District is a Totally Tobacco Free Environment –Smoking, Dipping, Chewing or Other Use of Tobacco or Tobacco Products is Strictly Prohibited In or Around Any School Building, School, Grounds, or School Vehicles.



GUTHRIE PUBLIC SCHOOLS

EMERGENCY TRANSPORTATION WAIVER

IF an emergency arises that will keep your student from being transported to and/or from their assigned location (Route or Shuttle) this application must be completed by the parent/guardian and will become effective when approved by the Transportation Director.

Please provide as much advance notice as possible

Name of Parent/Guardian _____

Name(s) of Student(s) that will be transported:

Student _____ Bus # they are currently assigned to _____

Student _____ Bus # they are currently assigned to _____

Student _____ Bus # they are currently assigned to _____

Information regarding the location to which you are requesting pick up/drop off:

Name of responsible person receiving student(s) _____

Their contact number _____ Relationship _____

Address _____

PLEASE state the reason you are requesting the waiver:

Vehicle Issues _____ Medical _____ Work Issues _____ Other _____

Explain: _____

Starting Date ____ / ____ / ____ thru ____ / ____ / ____

Signature of Parent / Guardian _____

Riding the school bus is a privilege; as is this waiver. Any abuse of this waiver may result in privileges being denied.

TRANSPORTATION OFFICE USE ONLY

STUDENT(S) WERE TEMPORAIRLY ASSIGNED TO BUS # _____ BY (initials) _____

COMMENTS: _____



Renewal Addendum to the Master Agreement

Schoolwires, Inc.

330 Innovation Blvd., Suite 301, State College, PA 16803
Phone: 814-689-1046 Fax 866-891-8612
www.schoolwires.com

| | |
|----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| District/Entity ("CLIENT") Name: Guthrie Public Schools 802 E. Vilas Ave Guthrie, OK 73044 Customer ID [OK01000900] | Account Tier: Tier 2 (5 - 8 schools) Term of Renewal: 12 Months Subsidized by Champions of Education Program? Yes Start Date: 07/01/2015 Expiration Date: 06/30/2016 |
|----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Amendment to the Master Agreement

This Renewal Addendum amends the Master Agreement (the "Agreement") previously entered into, and currently in effect between the parties. Under this Renewal Addendum, the parties are agreeing to renew the Master Agreement so that it remains in effect until the Expiration Date specified above. In this regard, Schoolwires, Inc. ("Schoolwires") will provide Client with the Licensed Software, support and/or services listed in Exhibit A, for the fees set forth in Exhibit A, for or during the period beginning with the Start Date of Renewal Addendum and ending on the Expiration Date (as specified in the table above). The Term of the Agreement may be renewed beyond the Expiration Date in accordance with the relevant provisions of the Schoolwires Master Agreement Standard Terms and Conditions ("Standard Terms and Conditions"). In all other respects, the Agreement shall remain in full force and effect.

Fees and Payment Terms

Schoolwires, Inc. ("Schoolwires") will provide Client with the Licensed Software, support and/or services listed in Exhibit A of this Addendum for the fees set forth in Exhibit A. An invoice for the Initial Term will be issued upon receipt of the signed Renewal Addendum to the Master Agreement. Invoices are payable net 30 days from date of invoice unless otherwise specified. Invoicing procedures, payment terms, fees, limitations to increase in annual fees and other such specifics are governed by the relevant provisions of the Standard Terms and Conditions.

Client Accounts Payable Information

| | |
|----------------------------------------------------------|--------------------------------------------------------|
| Is a PO Number Required? (Y/N) _____ PO Number: _____ | Contact Name: _____ Contact Telephone Number: _____ |
|----------------------------------------------------------|--------------------------------------------------------|

Terms and Conditions

The Agreement, as amended hereby, includes the Exhibits which are attached hereto (as listed below) and is subject to the Incorporated Contract Documents (as listed below), each of which sets forth additional terms of the Agreement. If any term of this Addendum conflicts with any Incorporated Contract Document or the Agreement, then the terms of this Addendum shall control.

Incorporated Contract Documents

Standard Terms and Conditions, Terms of Use and Privacy Policy which can be found at <http://help.schoolwires.com/welcome>.
Champions of Education Underwriting Program which can be found at <http://help.schoolwires.com/championsofeducation>.
Centricity Supplement, End-User Technical Requirements, Support Packages and Essential Package which can be found at <http://help.schoolwires.com/centricityinfo>.
Mobile Communications App Package, Mobile End-User Technical Requirements, End-User Technical Requirements and Support Packages which can be found at <http://help.schoolwires.com/mobileinfo>.

Client acknowledges that it has reviewed and accepts each of the above contract documents.

The following Exhibits are attached to this Agreement:

- Exhibit A – Fees
- Exhibit B – Additional Notes Regarding Licensed Software and Services

EXHIBIT A

Fees

| | Unit Price | Units | Year 1 |
|---------------------------------------|-------------------|--------------|---------------|
| Centricity2 Mobile Communications App | \$ 1,800.00 | 1.00 EL | \$ 1,800.00 |
| Centricity2 Essential | \$ 1,630.00 | 7.00 Sites | \$ 11,410.00 |
| | | | \$ 13,210.00 |

- EL means an enterprise license under which an unlimited number of employees throughout Client's organization may access and use the particular Licensed Software in accordance with the Standard Terms and Conditions.

- The Schoolwires Web Hosting Service is comprised of: (i) a license to use the software product or package which is specified under the "Schoolwires Web Hosting Service" heading in the table (each specified product or package is "Licensed Software" for purposes of this Agreement); and (ii) the Hosting Services (as defined in the Standard Terms and Conditions).

- Details regarding the Schoolwires Web Hosting Service are provided in Exhibit B and, where applicable, in the relevant Incorporated Contract Document.

EXHIBIT B

Additional Notes Regarding Licensed Software and Services

Schoolwires Centricity2 Essential

| | |
|------------------------------------|--------------------------|
| Support Package | Premium |
| Hosted By | Schoolwires |
| FlexSites (also known as Sections) | 250 per Site |
| Storage | 4 GB per Site |
| Bandwidth | 10 GB per month per Site |

Template Library

Client is granted the right, during the Term, to access and use the web-based library of templates made generally available by Schoolwires as part of the Template Library subscription which is specified in the Master Agreement. Client's rights to use these templates shall be subject to the terms and conditions of the Master Agreement which govern the use of Licensed Software.

By signing below, each of Schoolwires and Client represent that a) this Addendum has received all necessary approvals and that each party is authorized to enter into this contract and b) Client has received and accepted the Standard Terms and Conditions and all other contract documents incorporated into or attached to this Addendum.

THE PARTIES have executed this Addendum through the signatures of their respective authorized representatives.

Schoolwires, Inc.

Guthrie Public Schools

Name of Authorized Schoolwires Officer

Name of Authorized Guthrie Public Schools Representative

Title

Title

Signature

Signature

Date

Date

Schoolwires Internal Use Only:

| | |
|------------------|------------|
| Service Agency: | |
| Account Manager: | Tara Scott |



Board of Education Personnel Reports

Employment Request

| Classification | | | | | | |
|-----------------|-------------|----------------------|----------------|-----------|-------------|----------------|
| Certified | | | | | | |
| Name | Site | Teaching Assignment | First Work Day | Pay Grade | Hrs Per Day | Replacing |
| Darcy, Terrance | Junior High | Technology Education | 08/14/15 | | 6 | Van Barker |
| Petty, Jessica | Junior High | FCCLA | 08/14/15 | | 6 | Amanda Lile |
| Woody, Taylor | High School | English I HS/Faver | 08/14/15 | | 6 | Ashleigh Cloud |

Leave of Absence Request

| Classification | | | | | | |
|----------------|-------------|---------------------|--------------|-----------------|-------|--|
| Certified | | | | | | |
| Name | Site | Teaching Assignment | Leave of Abs | Effective Date: | Notes | |
| Ice, Kathy | Junior High | 8th Grade Science | LOA | 8/14/2015 | | |

Transfer of Position Report

| Classification | | | | | | |
|----------------|------------------------|-------------------|--------------|---------------|--|--|
| Certified | | | | | | |
| Name | Transferred From | Transferred To | Replacing | Transfer Date | | |
| Barker, Van | Technology Ed Jr. High | Science 8th Gr | Kathy Ice | 8/14/2015 | | |
| Jones, Lisa | 8th Grade English | 8th Grade History | Katie Juarez | 8/14/2015 | | |
| Juarez, Katie | 8th Gr History | 8th Gr English | Lisa Jones | 8/14/2015 | | |

| Classification | | | | | | |
|----------------|--------------------|---------------------|-----------|---------------|--|--|
| Support | | | | | | |
| Name | Transferred From | Transferred To | Replacing | Transfer Date | | |
| Hildreth, Ruth | Sp Ed Para Fogarty | Sp Ed Para Central | N/A | 8/14/2015 | | |
| Payne, Shirley | Sp Ed Para Central | Sp Ed Para Cotteral | N/A | 8/14/2015 | | |
| Reeve, Sheryl | Sp Ed Para GUES | Sp Ed Para HS | N/A | 8/14/2015 | | |

Separation of Employment

| Classification | | | | | | |
|--------------------|----------------|------------------------|-----------------------|----------------|--|--|
| Support | | | | | | |
| Name | Site | Teaching Assignment | Reason for Separation | Effective Date | | |
| Noe, Leona | Cotteral | Sp Ed Paraprofessional | Resigning | 8/5/2015 | | |
| Stokes, Gayla | GUES | Cafeteria Manager | Retiring | 1/1/2016 | | |
| Villanueva, Tricia | Transportation | Sp Needs Bus Monitor | Resigning | 8/6/2015 | | |

Guthrie Public Schools
Property Committee Meeting
August 3, 2015
5:00 p.m.

Members present: Dr. Mike Simpson, Dennis Schulz, Doug Ogle, Jerry Gammill, Terry Pennington, Jennifer Bennett-Johnson, Sharon Watts, and Linda Skinner.

Mr. Gammill spoke on the following items:

Expenditure Reports:

- Summarized the expenses for July
- Outlined new Purchase Orders for July

Completed Projects:

- 82 Work-Orders completed in July
- Jr. High Science lab
- High School kitchen painting of walls and floor
- Faver painting of walls

Projects in Progress:

- Currently have 80 Work-Orders in progress
- Smart Board installation near completion
- Summer cleaning
- FFA building construction
- Faver carpet replacement starts this week
- Faver painting of the hall floors

Superintendent Discussion:

- Bond update

**Guthrie Public Schools
Finance Committee Meeting
August 4, 2015
4:00 P. M.**

In Attendance: Dr. Mike Simpson, Dennis Schulz, Doug Ogle, Carmen Walters, Gail Davis, Tina Smedley, Janna Pierson and Vicki Biggs.

Mr. Schulz opened the meeting by informing the committee the first pages were routine financial reports and if they had questions to call or e-mail him. He also let the committee know that the interest rates were remaining steady.

Mr. Ogle spoke on the following:

Selectforce Student Drug Testing

This would be for students in extra-curricular activities. Their name would be drawn at random and there would be 20 High School and 10 Jr. High students tested each month.

Dr. Simpson spoke on the following:

Schoolwires Renewal

This is a renewal for Schoolwires to continue as the schools Web Site. Mr. Benson will be looking for possible alternatives for the future.

Mr. Schulz spoke on the following:

YMCA Contract Renewal

This is for the YMCA to continue having a daycare at the schools' facilities.

Career Tech Renewal

This is for the renewal of our Career Tech programs for 2015-16.

Ms. Walters spoke on the following:

Parent Education Program Renewal

This program is a renewal of the OPAT program and the only changes are the name change from OPAT to Parent Education Program.

Guthrie Public Schools
Curriculum Committee Meeting
August 4, 2015
5:00 P.M.

Members Present: Dr. Mike Simpson, Carmen Walters, Doug Ogle, Eldona Woodruff, Travis Sallee, Janna Pierson, and Gail Davis

Discussion Items:

Carmen Walters:

Data Retreat

- The leadership teams from each site met today August 4, 2015
- The teams utilized data from the previous school year to identify strengths, weaknesses, and needs
- The teams identified professional development needs for each site
- Central Office Staff was available to facilitate the process and provide input when needed

EdCamp

- All instructional staff will participate in EdCamp on Monday, August 17, 2015
- Elementary will be at GUES and secondary at the high school
- The instructional staff will select and attend four forty five minute sessions
- There are 24 elementary and 17 secondary choices
- The topics are based on identified professional development needs generated from our staff members
- Local staff will facilitate each session

Doug Ogle

- Two teaching positions have not yet been filled