

AMENDED AGENDA WITH COMMENTARY

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

**MONDAY
AUGUST 9, 2021
6:30 P.M.**

AGENDA:

- 1. Call to Order**
- 2. Roll Call**
- 3. Establish a Quorum**
- 4. Pledge of Allegiance**
- 5. Moment of Silence**
- 6. Comments to the Board by:**
 - A. Citizens registered to speak to the Board**
 - B. Board Members**
- 7. Superintendent's Reports**
- 8. 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:.....Pages 13-65

 - A. Minutes of regular meeting held on July 12, 2021**
 - B. Treasurer's Report**
 - C. Activity Fund Fundraisers as per attached list**
 - D. Encumbrances for General Fund #'s 191-278, Building Fund #'s 51-103, Building Bond 2019 Fund #1-20, and Activity Fund Reports**
 - E. Fuel bid as recommended by bid committee**
 - F. Out-of-State Trip Requests:
Dusty Throckmorton- National FFA Convention- Indianapolis, IN-
October 25-30, 2021**

G. Contracts/Agreements under \$10,000

- 1. Contract with Oklahoma Department of Career and Technology for Full-Time Adult Career and Technology Education Programs for 2021-2022**
.....Pages 56-57

Commentary:

This is our annual contract with Career Tech to continue to offer their programs for the 2021-2022 school year. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- 2. Contract with Ninjio Aware Hosted.....Pages 58-63**

Commentary:

Ninjio is a cyber training service that provides professional development to our staff which will educate them on the latest cyber-attack methods and how to recognize and prevent them. **Dee Benson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- 3. Recommendation, consideration and action upon renewal agreement with PowerSchool Hoonuit.....Pages 64-65**

Commentary:

This service takes the data from our student information system and created the logins for our students. **Dee Benson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

9. Business Agenda:

- A. Recommendation, consideration and action to calculate the 2021-2022 school year by instructional hours.....Pages 66-73**

Commentary:

We have done this for the last 11 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 authorizing Ms. Jana Wanzer as Authorized representative for the Child Nutrition Program.....Page 74**

Commentary:

This is a yearly required authorization. **Michelle Chapple will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- C. Recommendation, consideration and action upon Agreement with University of Oklahoma National Center for Disability Education and Training.Pages 75-85**

Commentary:

This agreement would allow Pre-Employment Transition Services (Pre-ETS) training to be conducted with students with disabilities. The Pre-ETS categories include: Job Exploration Counseling, Work-Based Learning, Counseling on Postsecondary Opportunities, Workplace Readiness Training, and Self-advocacy. This training would be conducted by approved Pre-ETS during the school day at no charge to the district.

Angie Young will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

- D. Recommendation, consideration and action to approve revisions to local Gifted and Talented Educational Plan.Pages 86-93**

Commentary:

The OSDE requires each district to submit a Gifted and Talented Plan for approval. The proposed plan outlines how the district identifies and serves students K-12 that are classified as Gifted and Talented. **Angie Young will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- E. Recommendation, consideration and action upon agreement with the Board of County Commissioners of Logan County for School Resource Officer provided by Logan County Sheriff's Office for 2021-2022.....Pages 94-101**

Commentary:

Guthrie Public Schools will pay the Logan County Sheriff's Office for the established cost of a resource officer for the months that school is in session as stated in this agreement. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- F. Recommendation, consideration and action upon agreement with the City of Guthrie for School Resource Officers provided by Guthrie Police Department for 2021-2022.....Pages 102-105**

Commentary:

Guthrie Public Schools will pay the Guthrie Police Department for the established cost of a resource officers for the months that school is in session as stated in this agreement. The new contract is an increase of \$1,573.92. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

G. Recommendation, consideration and action upon Guthrie High School Student Handbook for 2021-2022.....Pages 106-138

Commentary:

Deletions to last year’s handbook are noted with a strike through and changes or additions are noted in red. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

H. Recommendation, consideration and action upon agreement with Waterford Reading AcademyPages 139-140

Commentary:

Waterford Reading Academy is a software program for students enrolled in grades Pre-K through 4th grade. The program includes single student licenses for reading, math and science, and individual teacher licenses. The cost for the 2021-2022 Waterford Reading Academy is \$191,730.00 and will be paid for out of ESSER III American Rescue Plan funds. The program meets the ESSER III (ARP) required 20% set aside of these funds specifically for learning loss. **Carmen Walters will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

I. Recommendation, consideration, and action upon agreement with Edmentum-Exact Path and Courseware for the 2021-2022 school year.....Pages 141-143

Commentary:

Edmentum- Exact Path will be used at Guthrie Upper Elementary Schools to help teachers’ close achievement gabs with our students. The Courseware portion of the licenses presented will be to add an online platform for our Special Needs Students grades 6-12. The cost is \$17,700.00 and will be paid out of ESSER III American Rescue Plan (ARP) Funds. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

J. Recommendation, consideration and action upon renewal agreement with Coca-Cola Southwest Beverages LLC for 2021-2022.....Pages 144-146

Commentary:

This is our fourth year to contract with the Coca-Cola Southwest Beverages LLC. The agreement is for one year and may be renewed each year for a five-year period. In addition to commission on sales, we receive an additional \$4,000.00 in cash and products each year for granting them exclusive vending rights.

Michelle Chapple will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

- K. Discussion, consideration and vote to adopt a Resolution accepting the conveyance of real property located in Block 80, Townsite of Capital Hill from the City of Guthrie, Oklahoma.Pages 147-152**

Commentary:

Dr. Simpson will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

- L. Recommendation, consideration and action upon agreement between Guthrie Public Schools and Oklahoma Department of Human Services to provide School-Based Specialists for 2021-2022.Pages 153-156**

Commentary:

The School-Based Program is a partnership between DHS and local school systems. Through the partnership, a School-Based Specialist (SBS) is placed in the school to provide services to students and families. The program’s mission is to ensure that children are mentally and physically ready to learn and have healthy and supportive families. The cost is 50% of the School-Based Specialists salary, benefits and administrative costs totaling \$110,898.00. ESSER III American Rescue Funds (ARP) will be utilized to cover the cost. **Carmen Walters will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- M. Discussion, motion and possible action to accept a cash donation of \$19,514 toward the cost of a new scoreboard in the High School Gymnasium.**

Commentary:

While the current scoreboard is functional in the High School Gymnasium, the scoreboards in the Junior High Gym are obsolete. We plan to install the new scoreboards in the High School Gymnasium and move the current ones to the Junior High Gym. Interbank has agreed to donate \$19,514 toward replacement and installation. They currently have signage in the High School Gym and would also receive signage in the Junior High Gym. Any remaining cost will come from the Building Fund. This item will be purchased through the purchasing consortium Buy Board of which Guthrie Public Schools is a member.

Dr. Simpson will answer any questions.

RECOMMEND ACTION:

The Superintendent recommends approval.

- N. Recommendation, consideration and action upon revision to Return to Learn updates for 2021-2022.....Pages 157-165**

Commentary:

Dr. Simpson will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

**O. Recommendation, consideration and action upon revision to District Policy:
B-21 Board of Education Meeting.....Pages 166-167**

Commentary:

Due to the temporary changes in the Oklahoma Open Meeting Act and their expiration, this policy was reviewed. Our legal counsel recommends new language that better explains current conditions for a School Board Meeting to be conducted while maintaining compliance with current Open Meeting Act provisions.

Dr. Simpson will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

**P. Recommendation, consideration and action upon revision to District Policy:
C-1A Procurement.....Pages 168-169**

Commentary:

House Bill 2862, effective November 1, 2021. “Public construction contract” or “contract” is defined as meaning “...any contract, exceeding One Hundred Thousand Dollars (\$100,000.00) in amount, or any construction management trade contracts or subcontracts exceeding Fifty Thousand Dollars (\$50,000.00) in amount, awarded by any public agency for the purpose of making any public improvements or constructing any public building or making repairs to or performing maintenance on the same” The current threshold is \$50,000 for all public construction contracts. It will stay in place until November 1st when the amount will change to \$100,000 for public construction contracts and \$50,000 for trade contracts or subcontracts where construction management is the project delivery method. Our district has taken a more conservative approach with our threshold for competitive bidding. This proposed policy is within current law but will move GPS to a \$50,000 threshold for competitive bids from \$25,000 which mirror the intent of the legislation to reflect current realities in construction costs. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

**Q. Recommendation, consideration and action upon revision to District Policy:
C-27 Administration of Federal Programs.....Pages 170-177**

Commentary:

This policy has been updated to be in compliance with regulatory guidance and laws applicable to individual federal programs that districts may participate in to receive funding. Generally, the policy touches on financial procedures, including recordkeeping, vendor selection, and procurement standards, as well as conflicts of interest/mandatory disclosure. Specifically, language was added including board of education members within the zone of covered individuals and ethical obligations.

Dr. Simpson will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

**R. Recommendation, consideration and action upon revision to District Policy:
D- 7A Support Employee Rules for Conduct.....Pages 178-185**

Commentary:

This policy has been updated to add “unauthorized access of a computer, mobile phone or website” to the list of grounds for suspension, demotion, termination, or non-reemployment of support personnel as well as reflecting current Oklahoma laws relating to possession of weapons.

Dr. Simpson will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

**S. Recommendation, consideration and action upon revision to District Policy:
E-1 Length of the School Year.....Page 186**

Commentary:

This policy will replace the current School Calendar Policy and incorporates recent amendments to OKLA. STAT. tit. 70, § 1-109 and OAC 210:10-1-4. The policy eliminates obsolete language from the existing policy and outlines the requirements for a 1080-hour school year. It reflects the Guthrie Public Schools adoption of a school-hours policy and commitment to offer classroom instruction at least 1080 hours with a minimum of 165 days of instruction. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

**T. Recommendation, consideration and action upon revision to District Policy:
E- 8A Reading Sufficiency Act Testing and Procedures.....Pages 187-191**

Commentary:

Our existing policy has been revised to include the provisions of House Bill 2749 regarding professional development expenditures for teachers in grades prekindergarten through grade five to facilitate training in the science of how students learn to read.

Dr. Simpson will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

**U. Recommendation, consideration and action upon revision to District Policy:
E-41A Social Media and Social Networking.....Pages 192-195**

Commentary:

The proposed policy addresses the ever changing world of social media as recommended by our legal counsel. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

**V. Recommendation, consideration and action upon revision to District Policy:
F-1A Student Residency.....Pages 196-205**

Commentary:

With the passage of Senate Bill 68, school districts are now required to consider the residency requirements of OKLA. STAT. tit. 70, § Section 8-103.1 met for those students whose parents or legal guardians are transferred or pending transfer to a military installation within Oklahoma while on active duty pursuant to military orders, provided they can establish proof of residency as set forth in the policy. Also included is a modified statutory definition of “military installation” and new requirement that districts must accept applications from these students via electronic means. The policy’s provisions regarding “homeless children and youth” have also been updated to adequately reflect the requirements of the *McKinney-Vento Homeless Assistance Act*, which requires school districts to make reasonable efforts to identify homeless children, encourage their enrollment, and eliminate existing barriers to their education that may exist. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

**W. Recommendation, consideration and action upon revision to District Policy:
F-5A Student Transfers.....Pages 206-223**

Commentary:

With the passage of Senate Bill 783, significant changes were made to how districts must accept student transfers. Several provisions of the bill do not go into effect until January 1, 2022. However, upon the governor’s signature on March 31, 2021, the bill immediately repealed OKLA. STAT. tit. 70, § 8-104, thus eliminating emergency transfers. This revision addresses the immediate changes. We are expecting further guidance from our legal counsel on additional changes to this policy prior to full implementation of the bill on January 1, 2022.

Dr. Simpson will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

**X. Recommendation, consideration and action upon revision to District Policy:
F-5B Transfers Pursuant to the Deployed Parent School Act of 2013
.....Pages 224-226**

Commentary:

In conjunction with the revised *Student Residency* policy, this policy was updated in response to Senate Bills 783 and 68, which both amend OKLA. STAT. 70, § 8-103.1 with slightly contradictory provisions. In compliance with both bills, the policy states that the district must grant a transfer to a student of a military family regardless of the capacity of the district if certain criteria are met, which are provided in the policy. When the Oklahoma Legislature passes the “duplicate sections” bill during the next legislative session to reconcile the differences between the bills’ amendments to Section 8-103.1, we will again update this policy if necessary.

Dr. Simpson will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

**Y. Recommendation, consideration and action upon revision to District Policy:
F-8 Communicable Diseases.....Pages 227-229**

Commentary:

With the passage of House Bill 1014 this policy received a review. The purpose of the legislation is to forbid students with communicable diseases from attending school and requires such students' parents or guardians and the school district (no longer "teacher") to exclude them from school until the expiration of an ordered period of isolation or quarantine or permission to return has been given by the local or State Department of Health. Upon review, extensive revisions to our policy were needed.

Dr. Simpson will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

**Z. Recommendation, consideration and action upon revision to District Policy:
F-11A Emergency Medical Services at District Athletic Events and Activities
.....Page 230**

Commentary:

Our existing *Emergency Medical Services at District Athletic Events and Activities* policy has been updated pursuant to House Bill 1801. The policy reflects changes to OKLA. STAT. tit. 70, § 27-104 Section 27-104 that now require districts, prior to the beginning of the 2021-2022 school year, to coordinate with emergency medical service providers serving the area to develop an Emergency Action Plan ("plan") for each facility and athletic practices, events or activities held at district facilities. The policy also outlines what must be included in the plan and when it must be reviewed, updated, communicated to the visiting team's district personnel, posted to the district's website, and rehearsed with EMS providers. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

**AA. Recommendation, consideration and action upon revision to District Policy:
F-13 Administration of Medicine to Students.....Pages 231-243**

Commentary:

Our current policy has been revised due to the passage of Senate Bill 128, the *Seizure-Safe Schools Act*, which applies to any school site where a student is enrolled who has (1) a seizure disorder and (2) a seizure rescue medication or other prescribed medication to treat seizure disorder. The policy outlines the district's responsibilities under this new law which include employee training and staffing requirements, the creation of a seizure action plan for each affected student, parent authorizations, and required collection and dissemination of necessary documentation. To facilitate the collection of this documentation, an accompanying form is included with this policy for the student's physician to complete. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

**BB. Recommendation, consideration and action upon revision to District Policy:
F-41 Student Behavior and DisciplinePages 244-255**

Commentary:

The purpose of the proposed revisions are to better categorize unacceptable conduct, include explanatory examples, and identify additional conduct that would warrant discipline. The amended policy is designed to provide our administrators with more bases upon which to correct disruptive student behavior.

Dr. Simpson will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

**CC. Recommendation, consideration and action upon revision to District Policy:
G-3 Production of Public Records Policy.....Pages 256-257**

Commentary:

This proposed revision reflects the recent change in the designee for the district records custodian. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

**DD. Recommendation, consideration and action upon revision to District Policy:
G-6 Interference with the Peaceful Conduct of School District Activities
.....Pages 258-259**

Commentary:

This proposed revision is in response to Senate Bill 403, which amended OKLA. STAT. tit. 21, § 280, for the purpose of protecting political subdivisions from disturbance, interference, or disruption. Specifically, the new language of the policy reflects state law, which prohibits a person or group of people from willfully disturbing, interfering, or disrupting school district business, including publicly posted meetings, school district operations, or any school district employee, agent, official, or representative. It further mandates that a person causing a disturbance, interference, or disruption leave school district property, or property being used for school district business, after proper notice. The policy also makes clear that a person who engages in willful disturbance, interference, or disruption, or who fails to leave school district property (if engaging in such conduct) after proper notice, shall be guilty of a misdemeanor.

Dr. Simpson will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

**EE. Presentation of proposed new district policy:
C-30 Direct Deposit of Payroll.....Page 260**

Commentary:

After discussions with our Finance Staff and our Bank, we believe implementation of this policy will streamline the payroll process and reduce the need for paper warrants for our full-time staff. Anyone without a bank account may obtain one through F&M Bank or any other bank of their choice. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

**FF. Presentation of proposed new district policy:
D-51 Lactation PolicyPage 261**

Commentary:

SB 121 from the 2021 legislative session requires school districts to adopt a policy on lactation for staff. The proposed policy is a recommendation from our attorney.

Dr. Simpson will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

**GG. Presentation of proposed new district policy:
F-50 Suicide Awareness, Training, and Prevention.....Page 262**

Commentary:

SB 21 from the 2021 legislative session requires school districts to adopt a policy requiring biennial suicide awareness training. This training has already been scheduled as a component of our Professional Development before school begins this year.

Dr. Simpson will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

**HH. Presentation of proposed new district policy:
F-51 Foster Care Plan.....Pages 263-266**

Commentary:

This policy is designed to implement the requirements of Title I of the *Every Student Succeeds Act* (ESSA). Under the ESSA, a school district is required to collaborate with child and tribal child welfare agencies to ensure stability in education for children in foster care. This policy includes required assignment of at least one staff member as a foster care liaison to work with child and tribal child welfare agencies; standards for evaluating foster care child placement, enrollment procedures, transportation, and student records; and requirements related to foster child English Learners and those on IEPs. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

**II. Presentation of proposed new district policy:
G-15 Athletic Events Broadcasting and Streaming Rights.....Page 267**

Commentary:

Senate Bill 302, sets forth the circumstances under which visiting teams in all regular season high school athletic competitions must have the same rights as the home team to radio broadcast, video stream, and provide telegraphic play-by-play accounts

Dr. Simpson will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

10. **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, extra-duty assignments as listed for 2021-2022 and discussion of purchase or appraisal of real property, 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, 3 and 7**
 - A. **Vote to go into executive session**
 - B. **Acknowledge Board's return to open session**
 - C. **Statement of minutes of executive session**
11. **Vote on action as set out on the Personnel Reports**
12. **Action upon recommendation of extra-duty assignments as listed for 2021-2022**
13. **Recommendation, consideration and action upon Support Personnel Handbook for 2021-2022.....Pages 276-313**
14. **Recommendation, consideration and action upon Administrator's Handbook and Salary Schedule not including the Superintendent for 2021-2022.....Pages 314-324**
15. **Recommendation, consideration and action to accept any resignations offered since the posting of the agenda**
16. **Discussion and possible action on new business not known about or could not have been reasonably foreseen at the time of the agenda posting**
17. **Adjourn**

**Dr. Mike Simpson
Superintendent**

ss

Posted by: _____

Date: _____ Time: _____

Place: _____

**GUTHRIE PUBLIC SCHOOLS
BOARD MINUTES
REGULAR MEETING
JULY 12, 2021**

**MINUTES OF THE GUTHRIE PUBLIC SCHOOLS BOARD OF EDUCATION
REGULAR MEETING HELD AT 6:30 P.M. IN THE ADMINISTRATION BUILDING,
802 EAST VILAS, GUTHRIE, OKLAHOMA ON JULY 12, 2021**

Board Members Present: Ron Plagg, Gail Davis, Chris Schoder,
Janna Pierson, Tina Smedley

Board Members Absent: Jennifer Bennett-Johnson and Travis
Sallee

District Level School Officials Present: Dr. Mike Simpson, Superintendent
Carmen Walters, Executive Director of
Federal Programs/Elementary Ed
Susan Cox, Director of Nutrition
Cody Thompson, Director of Operations
Dee Benson, Director of Technology
Michelle Chapple, CFO
Angie Young, Director of Special Services
Samantha Stewart, Minutes Clerk
Kary Jarred, Deputy Minutes Clerk

1. The meeting was called to order by Board Clerk Ron Plagg at 6:30 p.m.
2. Members Ron Plagg, Chris Schroder, Janna Pierson, Tina Smedley and Gail Davis were present for roll call.

Members Jennifer Bennett-Johnson and Travis Sallee were not present for roll call.

3. A quorum was established.

Board Clerk Ron Plagg made a motion and seconded by Schroder for Janna Pierson Board Member to serve as the temporary chair of the meeting.

The motion carried with 5 ayes and 0 nays.

4. Board Member Pierson asked everyone to stand and join her in the Pledge of Allegiance.
5. Board Member Pierson asked everyone to join her in a Moment of Silence.

- 7A. Board Member Pierson 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.

- 7B. Board Member Pierson called for any comments to the Board by Board members.**

There were no comments to the Board by Board Members.

- 8. Board Member Pierson called for the Superintendent's Reports.**

Superintendent Simpson reported on the following:

Summer Project Update- Complete reconfiguration of the HVAC system at GUES is finally underway. Bleacher installation in the HS North Gym will be later this month along with installation of a scoreboard. We have plans for new scoreboards at Softball as well as Jelsma Stadium. Later in the agenda we will open bids for work to air condition the Fogarty Gym. We are awaiting delivery of the unit to air condition the Junior High Gym. Due to some delays, we expect these projects to stretch into the Fall but don't anticipate any disruption of service already present.

Guthrie Public Schools received a Counselor Corps Grant from the State Department of Education. The grant is in the amount of \$158,000 annually for 3 years for a total of \$474,000. It will fund new school counselors or new contracted counseling services.

Online enrollment began last Monday and we already noticed many students enroll that were not with us last year.

GHS Assistant Principal Bret Stone was elected to serve as the Regional Representative for the Oklahoma Association of Secondary School Principals. This is just another example of the respect our leadership team garners from their peers.

A reminder to board members that the OSSBA/CCOSA Conference is not far away Aug. 26-29. Please visit with Samantha Stewart for registration.

- 9. Board Member Pierson called for action on the Consent Agenda.**

A motion was made by Davis and seconded by Schroder to approve the Consent Agenda.

The motion carried with 5 ayes and 0 nays.

- 10A. Board Member Pierson called for recommendation, consideration and action to approve Ms. Carmen Walters as the authorized official for GPS to sign any federal claims for reimbursement from the State Department of Education**

A motion was made by Plagg and seconded by Smedley to approve Ms. Carmen Walters as the authorized official for GPS to sign any federal claims for reimbursement from the State Department of Education

The motion carried with 5 ayes and 0 nays.

- 10B. Board Member Pierson called for recommendation, consideration to approve Ms. Angie Young as the authorized official for GPS to sign any special education reimbursement claims from the State Department of Education for projects 621, 623, 625, 641 and 642**

A motion was made by Smedley and seconded by Davis to approve Ms. Angie Young as the authorized official for GPS to sign any special education reimbursement claims from the State Department of Education for projects 621, 623, 625, 641 and 642

The motion carried with 5 ayes and 0 nays.

- 10C. Board Member Pierson called for recommendation, consideration and action upon Activity Fund Handbook for 2021-2022**

A motion was made by Plagg and seconded by Pierson to approve the Activity Fund Handbook for 2021-2022

The motion carried with 5 ayes and 0 nays.

- 10D. Board Member Pierson called for recommendation, consideration and action upon Guthrie Upper Elementary Student Handbook for 2021-2022.**

A motion was made by Schroder and seconded by Davis to approve Guthrie Upper Elementary Student Handbook for 2021-2022

The motion carried with 5 ayes and 0 nays.

- 10E. Board Member Pierson called for recommendation, consideration and action upon Jr. High School Student Handbook for 2021-2022**

A motion was made by Smedly and seconded by Davis to approve Jr. High School Student Handbook for 2021-2022

The motion carried with 5 ayes and 0 nays.

- 10F. Board Member Pierson called for recommendation, consideration and action upon Faver Alternative School Student Handbook for 2021-2022.**

A motion was made by Plagg and seconded by Schroder to approve Faver Alternative School Student Handbook for 2021-2022.

The motion carried with 5 ayes and 0 nays.

- 10G. Board Member Pierson called for recommendation, consideration and action upon Guthrie High School Student Handbook for 2021-2022**

A motion was made by Smedley and seconded by Davis to approve Guthrie High School Student Handbook for 2021-2022.

The motion carried with 5 ayes and 0 nays.

- 10H. Board Member Pierson called for recommendation, consideration and action upon Guthrie High School Course Description Handbook for 2021-2022.**

A motion was made by Smedley and seconded by Schroder to approve Guthrie High School Course Description Handbook for 2021-2022.

The motion was carried with 5 ayes and 0 nays.

- 10I. Board Member Pierson called for recommendation, consideration and action upon Memorandum of Understanding between Meridian Technology Center and Guthrie Public Schools for supplemental funding for Guthrie Middle School Gateway to Technology Programs for 8th grade students for 2021-2022.**

A motion was made by Schroder and seconded by Plagg to approve the Memorandum of Understanding between Meridian Technology Center and Guthrie Public Schools for supplemental funding for Guthrie Middle School Gateway to Technology Programs for 8th grade students for 2021-2022.

The motion carried with 5 ayes and 0 nays.

- 10J. Board Member Pierson called for recommendation, consideration and action upon loan agreement with Child Nutrition Fund for 2021-2022**

A motion was made by Plagg and seconded by Davis to approve the loan agreement with Child Nutrition Fund for 2021-2022.

The motion carried with 5 ayes and 0 nays.

- 10K. Board Member Pierson called for a recommendation, consideration and action upon agreement with Imperial Vending for snack vending for 2021-2022.**

A motion was made by Schroder and seconded by Davis to approve agreement with Imperial Vending for snack vending for 2021-2022

The motion carried with 5 ayes and 0 nays.

- 10L. Board Member Pierson called for recommendation, consideration and action upon agreement with Renaissance Learning, Inc.**

A motion was made by Smedley and seconded by Davis to approve agreement with Renaissance Learning, Inc.

The motion carried with 5 ayes and 0 nays.

- 10M. Board Member Pierson called for discussion, consideration and action upon renewal agreement with Northwest Evaluation Association**

A motion was made by Plagg and seconded by Smedley to approve the renewal agreement with Northwest Evaluation Association.

The motion carried with 5 ayes and 0 nays.

- 10N. Board Member Pierson called for recommendation, consideration and action upon agreement with Follett School Solutions, Inc. for library inventory software for 2021-2022.**

A motion was made by Schroder and seconded by Davis to approve the agreement with Follett School Solutions, Inc. for library inventory software for 2021-2022.

The motion carried with 5 ayes and 0 nays.

- 10O. Board Member Pierson called for recommendation, consideration and action upon School Bus Rider's Handbook for 2021-2022.**

A motion was made by Davis and seconded by Schroder to approve the School Bus Rider's Handbook for 2021-2022.

The motion carried with 5 ayes and 0 nays.

- 10P. Board Member Pierson called for recommendation, consideration and action upon School Bus Driver's and Monitor's Handbook for 2021-2022.**

A motion was made by Davis and seconded by Plagg to approve the School Bus Driver's and Monitor's Handbook for 2021-2022.

The motion carried with 5 ayes and 0 nays.

- 10Q. Board Member Pierson called for discussion, motion and possible action to accept a cash donation of \$80,000 toward the cost of a new scoreboard and sound system for Jelsma Stadium.**

A motion was made by Plagg and seconded by Davis to accept a cash donation of \$80,000 toward the cost of a new scoreboard and sound system for Jelsma Stadium.

The motion carried with 5 ayes and 0 nays.

- 10R. Board Member Pierson called for discussion, consideration and possible action to award the contract for Fogarty Elementary Exterior and Fabric Duct Work HVAC project.**

A motion was made by Smedley and seconded by Schroder award the bid to Innovative Mechanical.

The motion carried with 5 ayes and 0 nays.

- 10S. Board Member Pierson called for discussion, consideration and possible action upon agreement with Infinite Campus, Inc. for Student Information for 2021-2022.**

A motion was made by Schroder and seconded by Smedley to approve the agreement with Infinite Campus, Inc for Student Information for 2021-2022.

The motion carried with 5 ayes and 0 nays.

- 10T. Board Member Pierson called to receive bids for the purchase of \$1,200,000 General Obligation Building Bonds, Series 2021 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 Plagg and seconded by Schroder to award bid to First Bankers' Banc Securities Inc. in association with F&M Bank.

The motion carried with 5 ayes and 0 nays.

- 10U. Board Member Pierson called to consider and vote on a resolution providing for the issuance of general obligation bonds in the sum of \$1,200,000 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 "General Obligation Building Bonds, Series 2021"; providing for the registration thereof; establishing the school district's reasonable expectation with respect to issuance of tax-exempt obligations in calendar year 2021 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 Smedley and seconded by Davis to accept the resolution providing for the issuance of general obligation bonds in the sum of \$1,200,000 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 "General Obligation Building Bonds, Series 2021"; providing for the registration thereof; establishing the school district's reasonable expectation with respect to issuance of tax-exempt obligations in calendar year 2021 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 5 ayes and 0 nays.

- 11. Board Member Pierson 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, teacher negotiations for 2021-2022 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**

- 11A. A motion was made by Davis and seconded by Smedley to go into executive session.**

The motion carried with 5 ayes and 0 nays. Executive session began at 7:14 p.m.

- 11B. Board Member Pierson acknowledged the Board's return to open session at 7:45 p.m.**

- 11C. Board Member Pierson stated that in executive session only those items listed in Agenda Item 11 were discussed and no votes were taken.**

- 12. Board Member Pierson called for a vote on action as set out on the Personnel Reports with the change of Amber to Victoria Pace.**

A motion was made by Schroder and seconded by Davis to approve the Personnel Reports with the change of Amber to Victoria Pace.

The motion carried with 5 ayes and 0 nays.

- 13. Board Member Pierson called for recommendation, consideration and action to approve the Proposed Professional Development Program to take place in August 2021 prior to the start of the school year and to authorize the Superintendent and his designees to take all actions necessary to implement the Program including payment of a \$750 stipend to those completing the Program.**

A motion was made by Smedley and seconded by Plagg to approve the Proposed Professional Development Program,

The motion carried with 5 ayes and 0 nays.

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

Superintendent Simpson stated there was Rachel Rudek from Charter Oak.

A motion was made by Plagg and seconded by Smedley to accept the resignation of Rachel Rudek.

The motion carried with 5 ayes and 0 nays.

- 15. Board Member Pierson called for discussion and possible action on new business not known about or could not have been reasonable foreseen at the time of the agenda posting.**

Superintendent Simpson stated there was no new business.

16. Board Member Pierson called for the meeting to be adjourned.

A motion was made by Smedley and seconded by Schroder to adjourn.

The motion carried with 5 ayes and 0 nays.

The meeting was adjourned at 7:48 p.m.

Samantha Stewart, Minutes Clerk

Jennifer Bennett-Johnson, Board President

TREASURER'S REPORT
July 31, 2021

BANK BALANCES

FARMERS & MERCHANTS

General Fund	3,870,670.05
Building Fund	538,676.70
Sinking Fund	703,087.88
ILR Fund	44,740.00
G&E Fund	85,855.24
Child Nutrition Fund	204,430.74
Activity Fund	470,246.22
School Age-Care Fund	75,619.14
Bond Fund	<u>600,601.70</u>

TOTAL \$ 6,593,927.67

RECEIPTS

GENERAL FUND:

Logan County	71,579.28
State of Oklahoma	
Okla. Tax Comm.	180,639.84
School Land Earn.	42,355.61
R.O.T.C.	6,105.86
Federal Programs	375,936.46
Misc Receipts	6,717.04
Correcting Entry(-)	
General Acct. Int.	1,587.29
Minus (-) Bank Fees	<u>75.75</u>
TOTAL	\$684,845.63

BUILDING FUND

Logan County	3,036.11
Bldg. for Champs	<u>20.00</u>
TOTAL	\$3,056.11

SINKING FUND:

Logan County	\$9,751.59
--------------	------------

CHILD NUTRITION FUND:

Local	
State	
Federal	<u>38,755.87</u>
TOTAL	\$38,755.87

INS.LOSS RECOVERY FUND:

BOND FUND:

Interest	128.23
Bank Fees	(-) <u>8.85</u>
TOTAL	\$119.38

WARRANTS PAID

GENERAL FUND:

2020-2021 \$1,328,870.99
2021-2022 \$ 635,599.40

BUILDING FUND:

2020-2021 \$91,901.96
2021-2022 \$22,993.23

CHILD NUTRITION FUND:

2020-2021 \$73,414.11
2021-2022 \$ 2,847.36

GIFTS & ENDOWMENTS FUND:

2020-2021
2021-2022 \$750.00

INS. LOSS RECOVERY FUND:

2020-2021 \$9,310.10
2021-2022

BOND FUND:

2020-2021 \$59,676.42
2021-2022

TOTAL MONIES IN F&M BANK \$ 6,593,927.67

PLEGGED – FDIC \$ 250,000.00

PLEGGED – F&M BANK \$ 7,225,000.00

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUESTS
As of 8/2/2021

1	HS COURTESY ACCOUNT	870	<u>GHS FACULTY JEAN PASS SALES</u>
2	CAMPUS BEAUTIFICATION	900	<u>STUDENT PARKING PASS SALES</u>
3	CAMPUS BEAUTIFICATION	900	STAFF PARKING PASS SALES
4	HS ATHLETICS	852	<u>EXCITE FUNDRAISING SPORTS POSTER SALES</u>
5	SCIENCE CLUB	898	DUES & LAB FEES
6	HALL OF FAME	927	DONATION SOLICITATIONS
7	JH FCCLA	821	WORLD'S FINEST CHOCOLATE FUNDRAISER
8	JH FCCLA	821	CHRISTMAS GRAMS
9	JH FCCLA	821	FOTRONE COOKIE CANDY SALES
10	JH FCCLA	821	SCHOOL CARNIVAL W/HOT DOGS & CANDY
11	VOCAL	902	JH LAB FEE
12	VOCAL	902	HS LAB FEE
13	VOCAL	902	CABARET CONCERT
14	VOCAL	902	HS SPRING MUSICAL TICKET, ADS & DONATIONS
15	VOCAL	902	JH SPRING MUSICAL TICKETS, ADS & DONATIONS
16	TRANSPORTATION	934	VENDING SALES

Ammendment to previously approved fundraisers

A	FOGARTY PTO	808	Snack Shack amendment to Fogarty Activity 809
B	GUES ACTIVITY	812	Solicite to community also for for technology equipment



1.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/5/21 Site: 705 Unobligated Account Balance: \$601.54

Account Name & Number: Courtesy Account 870

Select One: [X] Soliciting in School Only [] Soliciting in school & community [] Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Sale of Jeans Pass to GHS Faculty. Pass allows staff to wear jeans on Friday's during the school year.

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in Schools nutritional standards that went into effect across the country July 1st, 2014. You may use the Smart Snacks Calculator to see if your snack meets these standards: https://foodplanner.healthiergeneration.org/calculator/

Does the fundraiser have food items? Yes [] No [X]

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

- This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.
This fundraiser will not operate for more than fourteen(14) days in total.
The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.

Smart School Standards begin at midnight of the school day and end thirty (30) minutes after the school day ends. These standards apply to any fundraising events by organizations on school property. These standards do not apply thirty (30) minutes after school ends, on weekends and at off-campus fundraising events. Standards and exemptions are in accordance with Oklahoma State Administration Code 210:10-3-112.

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies)

Manufacturer:

Purpose for which funds will be used: The funds allow for the purchase of flowers and tems sent for hospitalized staff, family members or loss of loved ones and births. It also provides staff meals for conferences and teacher appreciation items.

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

a. Estimated INCOME: 600.00 NOTES:
b. Less Estimated EXPENSES:
c. Estimated PROFIT: 600.00

First day Fundraiser : 8/10/21 Last Day of Fundraiser: 5/14/22

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

Are school district facilities required? If yes, a facility use permit form must be completed.

Sponsor Signature: [Signature] Date: 7-5-21

Principal's Signature: [Signature] Date: 7-12-21

Athletic Director's Signature (if applicable): Date:

Child Nutrition Director's Signature (if applicable): Date:

[Signature] 25



RECEIVED
 JUL 13 2021
 BY: [Signature]

2.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/5/21 Site: 705 Unobligated Account Balance: ~~\$2006.25~~ 1856.23

Account Name & Number: Campus Beautification 900

Select One: Soliciting in School Only Soliciting in school & community Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Sale of parking passes for students for the 2021-2022 school year.

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in Schools nutritional standards that went into effect across the country July 1st, 2014. You may use the Smart Snacks Calculator to see if your snack meets these standards: <https://foodplanner.healthiergeneration.org/calculator/>

Does the fundraiser have food items? Yes No

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

- This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.
- This fundraiser will not operate for more than fourteen(14) days in total.
- The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.

Smart School Standards begin at midnight of the school day and end thirty (30) minutes after the school day ends. These standards apply to any fundraising events by organizations on school property. These standards do not apply thirty (30) minutes after school ends, on weekends and at off-campus fundraising events. Standards and exemptions are in accordance with Oklahoma State Administration Code 210:10-3-112.

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) _____

Manufacturer: _____

Purpose for which funds will be used: Activity Fund operation expenses, parking permit hang tags, assemblies/speakers/equipment, wireless radio equipment violation car stickers, etc. Also includes, furniture, building improvements, maintenance of grounds, parking lot upkeep, awards, trophies and shirts.

Name/Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser: Parking pass hang tags

a. Estimated INCOME:	<u>6500.00</u>	NOTES: _____
b. Less Estimated EXPENSES:	<u>350.00</u>	_____
c. Estimated PROFIT:	<u>6150.00</u>	_____

First day Fundraiser : 8/10/21 Last Day of Fundraiser: 5/14/22

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? Destroyed

Are school district facilities required? _____ If yes, a facility use permit form must be completed.

Sponsor Signature: [Signature] Date: 7/5/21

Principal's Signature: [Signature] Date: 7-12-21

Athletic Director's Signature (if applicable): _____ Date: _____

Child Nutrition Director's Signature (if applicable): _____ Date: _____

[Signature]
26



RECEIVED
 JUL 13 2021
 BY: [Signature]

3.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/5/21 Site: 705 Unobligated Account Balance: 32096.25 1856²³

Account Name & Number: Campus Beautification 900

Select One: Soliciting in School Only Soliciting in school & community Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Sale of parking passes for staff for the 2021-2022 school year.

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in Schools nutritional standards that went into effect across the country July 1st, 2014. You may use the Smart Snacks Calculator to see if your snack meets these standards: <https://foodplanner.healthiergeneration.org/calculator/>

Does the fundraiser have food items? Yes No

- * If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:
- This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.
 - This fundraiser will not operate for more than fourteen(14) days in total.
 - The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.

Smart School Standards begin at midnight of the school day and end thirty (30) minutes after the school day ends. These standards apply to any fundraising events by organizations on school property. These standards do not apply thirty (30) minutes after school ends, on weekends and at off-campus fundraising events. Standards and exemptions are in accordance with Oklahoma State Administration Code 210:10-3-112.

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) _____

Manufacturer: _____

Purpose for which funds will be used: Activity Fund operation expenses, parking permit hang tags, assemblies/speakers/equipment, wireless radio equipment violation car stickers, etc. Also includes, furniture, building improvements, maintenance of grounds, parking lot upkeep, awards, trophies and shirts.

Name/Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser: Parking pass hang tags, spray paint for personal parking spots.

a. Estimated INCOME: <u>300.00</u>	NOTES: _____
b. Less Estimated EXPENSES: <u>50.00</u>	_____
c. Estimated PROFIT: <u>250.00</u>	_____

First day Fundraiser : 8/10/21 Last Day of Fundraiser: 5/14/22

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? Destroyed

Are school district facilities required? _____ If yes, a facility use permit form must be completed.

Sponsor Signature: [Signature] Date: 7/5/21

Principal's Signature: [Signature] Date: 7-12-21

Athletic Director's Signature (if applicable): _____ Date: _____

Child Nutrition Director's Signature (if applicable): _____ Date: _____

[Signature]
27



RECEIVED
AUG -2 2021
BY: *OB*

4

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: July 29 2021 Site: GHS Unobligated Account Balance: 11,097.04

Account Name & Number: High School Athletics / 852

Select One: Soliciting in School Only Soliciting in school & community Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Excite Fundraising makes our sports poster calendars. They get the advertising and cut us a percentage of the adve

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in Schools nutritional standards that went into effect across the country July 1st, 2014. You may use the Smart Snacks Calculator to see if your snack meets these standards: <https://foodplanner.healthiergeneration.org/calculator/>

Does the fundraiser have food items? Yes No

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

- This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.
- This fundraiser will not operate for more than fourteen(14) days in total.
- The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.

Smart School Standards begin at midnight of the school day and end thirty (30) minutes after the school day ends. These standards apply to any fundraising events by organizations on school property. These standards do not apply thirty (30) minutes after school ends, on weekends and at off-campus fundraising events. Standards and exemptions are in accordance with Oklahoma State Administration Code 210:10-3-112.

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) n/a

Manufacturer: Excite fundraising

Purpose for which funds will be used: athletic equip.

Name/Address of Vendor: Excite fundraising

Items to be purchased in order to conduct the fundraiser: n/a

a. Estimated INCOME: <u>1500</u>	NOTES: _____
b. Less Estimated EXPENSES: _____	_____
c. Estimated PROFIT: <u>1500</u>	_____

First day Fundraiser : August 15th 2021 Last Day of Fundraiser: August 30th 2021

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? n/a

Are school district facilities required? no If yes, a facility use permit form must be completed.

Sponsor Signature: _____ Date: 7/29/2021

Principal's Signature: Chris [Signature] Date: 7-29-21

Athletic Director's Signature (if applicable): [Signature] Date: 7/28/21

Child Nutrition Director's Signature (if applicable): _____ Date: _____

[Signature]



5

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/21/21 Site: GHS Unobligated Account Balance: 6572.24 6763.46

Account Name & Number: Sciencen Club #898

Select One: [X] Soliciting in School Only [] Soliciting in school & community [] Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Science Dues & Lab fees.

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in Schools nutritional standards that went into effect across the country July 1st, 2014. You may use the Smart Snacks Calculator to see if your snack meets these standards: https://foodplanner.healthiergeneration.org/calculator/

Does the fundraiser have food items? Yes [] No [X]
* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:
- This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.
- This fundraiser will not operate for more than fourteen(14) days in total.
- The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.

Smart School Standards begin at midnight of the school day and end thirty (30) minutes after the school day ends. These standards apply to any fundraising events by organizations on school property. These standards do not apply thirty (30) minutes after school ends, on weekends and at off-campus fundraising events. Standards and exemptions are in accordance with Oklahoma State Administration Code 210:10-3-112.

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies)

Manufacturer:

Purpose for which funds will be used:

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser: Lab supplies, field trips, gas/substutes, t-shirts and any unforeseen expenditures

a. Estimated INCOME: 4000.00 NOTES:
b. Less Estimated EXPENSES:
c. Estimated PROFIT: 4000.00

First day Fundraiser : August 2021 Last Day of Fundraiser: May 2022

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

Are school district facilities required? If yes, a facility use permit form must be completed.

Sponsor Signature: Muehelle Bledus Date: 7-21-21

Principal's Signature: Chris Bettrande Date: 7-21-21

Athletic Director's Signature (if applicable): Date:

Child Nutrition Director's Signature (if applicable): Date:

Handwritten signature: M. Apple



RECEIVED
AUG - 2 2021
BY: *[Signature]*

6

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: July, 28 2021 Site: GHS Unobligated Account Balance: \$1.97

Account Name & Number: Athletic HOF # 927

Select One: Soliciting in School Only Soliciting in school & community Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Donations for HOF, going to reach out to HOF members for donations

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in Schools nutritional standards that went into effect across the country July 1st, 2014. You may use the Smart Snacks Calculator to see if your snack meets these standards: <https://foodplanner.healthiergeneration.org/calculator/>

Does the fundraiser have food items? Yes No

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

- This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.
- This fundraiser will not operate for more than fourteen(14) days in total.
- The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.

Smart School Standards begin at midnight of the school day and end thirty (30) minutes after the school day ends. These standards apply to any fundraising events by organizations on school property. These standards do not apply thirty (30) minutes after school ends, on weekends and at off-campus fundraising events. Standards and exemptions are in accordance with Oklahoma State Administration Code 210:10-3-112.

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) n/a

Manufacturer: n/a

Purpose for which funds will be used: Purchase HOF plaques, food for banquet

Name/Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser: n/a

a. Estimated INCOME: 3000 NOTES: _____

b. Less Estimated EXPENSES: _____

c. Estimated PROFIT: 3000

First day Fundraiser : August 15 2021 Last Day of Fundraiser: August 29 2021

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? _____

Are school district facilities required? no If yes, a facility use permit form must be completed.

Sponsor Signature: _____ Date: _____

Principal's Signature: Chris [Signature] Date: 7-29-21

Athletic Director's Signature (if applicable): [Signature] Date: July 28 2021

Child Nutrition Director's Signature (if applicable): _____ Date: _____

Form: AF Fundraiser Request 3/5/2021 (Revised)

[Handwritten Signature]

RECEIVED
AUG - 4 2021
BY: [Signature]

7



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-14-2021 Site: Guthrie Junior High Unobligated Account Balance: \$1400.00 #41553

Account Name & Number: 821 - FCCLA

Select One: Soliciting in School Only Soliciting in school & community Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) World's Finest Chocolates Fundraiser

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in Schools nutritional standards that went into effect across the country July 1st, 2014. You may use the Smart Snacks Calculator to see if your snack meets these standards: <https://foodplanner.healthiergeneration.org/calculator/>

Does the fundraiser have food items? Yes No

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

- This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.
- This fundraiser will not operate for more than fourteen(14) days in total.
- The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.

Smart School Standards begin at midnight of the school day and end thirty (30) minutes after the school day ends. These standards apply to any fundraising events by organizations on school property. These standards do not apply thirty (30) minutes after school ends, on weekends and at off-campus fundraising events. Standards and exemptions are in accordance with Oklahoma State Administration Code 210:10-3-112.

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) Candy

Manufacturer: World's Finest Chocolates

Purpose for which funds will be used: FCCLA Events & Conferences

Name/Address of Vendor: World's Finest Chocolates, 515 W Interstate 240 Service Rd, Oklahoma City, OK 73139

Items to be purchased in order to conduct the fundraiser: Candy Boxes

a. Estimated INCOME: <u>\$1800.00</u>	NOTES: <u>Estimated profit for selling 30 boxes. May</u>
b. Less Estimated EXPENSES: <u>\$1080.00</u>	<u>order more or less depending on student participation.</u>
c. Estimated PROFIT: <u>\$720.00</u>	

First day Fundraiser : 9-27-2021 Last Day of Fundraiser: 10-8-2021

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? Sold at a later date

Are school district facilities required? No If yes, a facility use permit form must be completed.

Sponsor Signature: [Signature] Date: 5-14-2021

Principal's Signature: [Signature] Date: 5/14/21

Athletic Director's Signature (if applicable): _____ Date: _____

Child Nutrition Director's Signature (if applicable): [Signature] Date: 8-2-21

Form: AF Fundraiser Request 3/5/2021 (Revised)

Doesn't meet

[Signature]
31



RECEIVED
AUG - 4 2021

BY:

[Signature]

8

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-14-2021 Site: GJHS Unobligated Account Balance: \$1400.00 *\$415.53*

Account Name & Number: 821, FCCLA

Select One: Soliciting in School Only Soliciting in school & community Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Students will take orders for "Christmas Grams", then deliver them the day before Christmas break. Christmas grams will be homemade chocolate covered pretzels.

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in Schools nutritional standards that went into effect across the country July 1st, 2014. You may use the Smart Snacks Calculator to see if your snack meets these standards: <https://foodplanner.healthiergeneration.org/calculator/>

Does the fundraiser have food items? Yes No

- * If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:
- This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.
- This fundraiser will not operate for more than fourteen(14) days in total.
- The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.

Smart School Standards begin at midnight of the school day and end thirty (30) minutes after the school day ends. These standards apply to any fundraising events by organizations on school property. These standards do not apply thirty (30) minutes after school ends, on weekends and at off-campus fundraising events. Standards and exemptions are in accordance with Oklahoma State Administration Code 210:10-3-112.

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) Chocolate Covered Pretzels

Manufacturer: FCCLA Students

Purpose for which funds will be used: FCCLA Events & Conferences

Name/Address of Vendor: N/A

Items to be purchased in order to conduct the fundraiser: Pretzels, Chocolate, Sprinkles, Bags

a. Estimated INCOME: <u>\$100.00</u>	NOTES: _____
b. Less Estimated EXPENSES: <u>\$15.00</u>	_____
c. Estimated PROFIT: <u>\$85.00</u>	_____

First Day Fundraiser : 11-29-2021 Last Day of Fundraiser: 12-10-2021

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? Make to Order

Are school district facilities required? No If yes, a facility use permit form must be completed.

Sponsor Signature: *[Signature]* Date: 5-14-2021

Principal's Signature: *[Signature]* Date: 5/14/21

Athletic Director's Signature (if applicable): _____ Date: _____

Child Nutrition Director's Signature (if applicable): *[Signature]* Date: 8-2-21

Form: AF Fundraiser Request 3/5/2021 (Revised) *Doesn't meet*

[Signature]
32



9

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-14-2021 Site: GJHS Unobligated Account Balance: \$1400.00 - \$415.53

Account Name & Number: 821, FCCLA

Select One: Soliciting in School Only Soliciting in school & community Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Fortune Cookie Candies

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in Schools nutritional standards that went into effect across the country July 1st, 2014. You may use the Smart Snacks Calculator to see if your snack meets these standards: <https://foodplanner.healthiergeneration.org/calculator/>

Does the fundraiser have food items? Yes No
* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:
• This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.
• This fundraiser will not operate for more than fourteen(14) days in total.
• The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.

Smart School Standards begin at midnight of the school day and end thirty (30) minutes after the school day ends. These standards apply to any fundraising events by organizations on school property. These standards do not apply thirty (30) minutes after school ends, on weekends and at off-campus fundraising events. Standards and exemptions are in accordance with Oklahoma State Administration Code 210:10-3-112.

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) Fortune Cookie Candies

Manufacturer: Jaguar Fundraising

Purpose for which funds will be used: FCCLA Events & Conferences

Name/Address of Vendor: Jaguar Fundraising, Edmond, OK

Items to be purchased in order to conduct the fundraiser: Cases of Fortune Cookies

a. Estimated INCOME: \$2,500.00 NOTES: _____
b. Less Estimated EXPENSES: \$1,500 _____
c. Estimated PROFIT: \$1,000.00 _____

First day Fundraiser : 2-21-2022 Last Day of Fundraiser: 3-4-2022

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? Sell at a later date

Are school district facilities required? No If yes, a facility use permit form must be completed.

Sponsor Signature: [Signature] Date: 5-14-2021

Principal's Signature: [Signature] Date: 5/14/21

Athletic Director's Signature (if applicable): _____ Date: _____

Child Nutrition Director's Signature (if applicable): [Signature] Date: 8-2-21

Form: AF Fundraiser Request 3/5/2021 (Revised)

Doesn't meet

[Signature]



10

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-14-2021 Site: GJHS Unobligated Account Balance: \$1400.00 ^{\$415.53}

Account Name & Number: 821, FCCLA

Select One: Soliciting in School Only Soliciting in school & community Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) FCCLA students will hold a school carnival after school. Local elementary schools will also be invited to participate.

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in Schools nutritional standards that went into effect across the country July 1st, 2014. You may use the Smart Snacks Calculator to see if your snack meets these standards: <https://foodplanner.healthiergeneration.org/calculator/>

Does the fundraiser have food items? Yes No

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

- This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.
- This fundraiser will not operate for more than fourteen(14) days in total.
- The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.

Smart School Standards begin at midnight of the school day and end thirty (30) minutes after the school day ends. These standards apply to any fundraising events by organizations on school property. These standards do not apply thirty (30) minutes after school ends, on weekends and at off-campus fundraising events. Standards and exemptions are in accordance with Oklahoma State Administration Code 210:10-3-112.

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) Candy as prizes. Hot dogs for sale.

Manufacturer: N/A

Purpose for which funds will be used: FCCLA Events & Conferences

Name/Address of Vendor: N/A

Items to be purchased in order to conduct the fundraiser: Carnival Game Supplies, Food for Concessions, Tickets and Prizes

a. Estimated INCOME: <u>\$500.00</u>	NOTES: <u>Will make tickets available ahead of time</u>
b. Less Estimated EXPENSES: <u>\$100.00</u>	<u>or to buy at the door.</u>
c. Estimated PROFIT: <u>\$400.00</u>	

First day Fundraiser : 4-25-2022 Last Day of Fundraiser: 5-6-2022

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? Sell at a later date

Are school district facilities required? Yes If yes, a facility use permit form must be completed.

Sponsor Signature: [Signature] Date: 5-14-2021

Principal's Signature: [Signature] Date: 5/14/21

Athletic Director's Signature (if applicable): _____ Date: _____

Child Nutrition Director's Signature (if applicable): [Signature] Date: 8-2-21

Form: AF Fundraiser Request 3/5/2021 (Revised)

Doesn't meet

[Signature] 34



11

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/16/2021 Site: GHS Unobligated Account Balance: 850

Account Name & Number: Vocal 902

Select One: Soliciting in School Only Soliciting in school & community Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Lab Feea for JH Choir

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in Schools nutritional standards that went into effect across the country July 1st, 2014. You may use the Smart Snacks Calculator to see if your snack meets these standards: <https://foodplanner.healthiergeneration.org/calculator/>

Does the fundraiser have food items? Yes No

** If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:*

- This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.*
- This fundraiser will not operate for more than fourteen(14) days in total.*
- The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.*

Smart School Standards begin at midnight of the school day and end thirty (30) minutes after the school day ends. These standards apply to any fundraising events by organizations on school property. These standards do not apply thirty (30) minutes after school ends, on weekends and at off-campus fundraising events. Standards and exemptions are in accordance with Oklahoma State Administration Code 210:10-3-112.

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) NA

Manufacturer: NA

Purpose for which funds will be used: Items used for producing choir concerts and musicals i.e. music, uniforms, costumes, set, t-shirts, sound equipment, Subs and busses, Awards, water and rental, unforeseen items needed for the vocal music program

Name/Address of Vendor: TBA

Items to be purchased in order to conduct the fundraiser: NA

a. Estimated INCOME: <u>750</u>	NOTES: _____
b. Less Estimated EXPENSES: <u>0</u>	_____
c. Estimated PROFIT: <u>750</u>	_____

First day Fundraiser : 8/19/2021 Last Day of Fundraiser: 5/26/2022

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? _____

Are school district facilities required? no If yes, a facility use permit form must be completed.

Sponsor Signature: [Signature] Date: 6-17-21

Principal's Signature: [Signature] Date: 6-17-21

Athletic Director's Signature (if applicable): _____ Date: _____

Child Nutrition Director's Signature (if applicable): _____ Date: _____

Form: AF Fundraiser Request 3/5/2021 (Revised)

[Signature]



12

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/16/2021 Site: GHS Unobligated Account Balance: 850

Account Name & Number: Vocal 902

Select One: [X] Soliciting in School Only [] Soliciting in school & community [] Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Lab Feea for HS Choir

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in Schools nutritional standards that went into effect across the country July 1st, 2014. You may use the Smart Snacks Calculator to see if your snack meets these standards: https://foodplanner.healthiergeneration.org/calculator/

Does the fundraiser have food items? Yes [] No [X]

- * If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:
- This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.
- This fundraiser will not operate for more than fourteen(14) days in total.
- The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.

Smart School Standards begin at midnight of the school day and end thirty (30) minutes after the school day ends. These standards apply to any fundraising events by organizations on school property. These standards do not apply thirty (30) minutes after school ends, on weekends and at off-campus fundraising events. Standards and exemptions are in accordance with Oklahoma State Administration Code 210:10-3-112.

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) NA

Manufacturer: NA

Purpose for which funds will be used: Items used for producing choir concerts and musicals i.e. music, uniforms, costumes, set, t-shirts, sound equipment, Subs and busses, Awards, water and rental, unforeseen items needed for the vocal music program

Name/Address of Vendor: TBA

Items to be purchased in order to conduct the fundraiser: NA

Table with 2 columns: Description and NOTES. Row a: Estimated INCOME: 2000. Row b: Less Estimated EXPENSES: 0. Row c: Estimated PROFIT: 2000.

First day Fundraiser : 8/19/2021 Last Day of Fundraiser: 5/26/2022

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

Are school district facilities required? no If yes, a facility use permit form must be completed.

Sponsor Signature: Bill [Signature] Date: 6-17-21

Principal's Signature: Chris [Signature] Date: 6-17-21

Athletic Director's Signature (if applicable): Date:

Child Nutrition Director's Signature (if applicable): Date:

[Handwritten signature]



B

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/16/2021 Site: GHS Unobligated Account Balance: 850

Account Name & Number: Vocal 902

Select One: [] Soliciting in School Only [x] Soliciting in school & community [] Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Cabaret Concert

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in Schools nutritional standards that went into effect across the country July 1st, 2014. You may use the Smart Snacks Calculator to see if your snack meets these standards: https://foodplanner.healthiergeneration.org/calculator/

Does the fundraiser have food items? Yes [] No [x]

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

- This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.
This fundraiser will not operate for more than fourteen(14) days in total.
The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.

Smart School Standards begin at midnight of the school day and end thirty (30) minutes after the school day ends. These standards apply to any fundraising events by organizations on school property. These standards do not apply thirty (30) minutes after school ends, on weekends and at off-campus fundraising events. Standards and exemptions are in accordance with Oklahoma State Administration Code 210:10-3-112.

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) NA

Manufacturer: NA

Purpose for which funds will be used: Items used for producing choir concerts and musicals i.e. music, uniforms, costumes, set, t-shirts, sound equipment, Subs and busses, Awards, water and rental, unforeseen items needed for the vocal music program

Name/Address of Vendor: TBA

Items to be purchased in order to conduct the fundraiser: Music and Accompaniments

a. Estimated INCOME: 2000 NOTES:
b. Less Estimated EXPENSES: 500
c. Estimated PROFIT: 1500

First day Fundraiser: 2/1/2022 Last Day of Fundraiser: 4/10/2022

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

Are school district facilities required? Yes [] If yes, a facility use permit form must be completed.

Sponsor Signature: [Signature] Date: 6-27-21

Principal's Signature: [Signature] Date: 6-17-21

Athletic Director's Signature (if applicable): Date:

Child Nutrition Director's Signature (if applicable): Date:

[Signature]



14

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/16/2021 Site: GHS Unobligated Account Balance: 850

Account Name & Number: Vocal 902

Select One: Soliciting in School Only Soliciting in school & community Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Spring Musical Ticket Sales, Ad Sales and donations

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in Schools nutritional standards that went into effect across the country July 1st, 2014. You may use the Smart Snacks Calculator to see if your snack meets these standards: https://foodplanner.healthiergeneration.org/calculator/

Does the fundraiser have food items? Yes No

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

- This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.
This fundraiser will not operate for more than fourteen(14) days in total.
The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.

Smart School Standards begin at midnight of the school day and end thirty (30) minutes after the school day ends. These standards apply to any fundraising events by organizations on school property. These standards do not apply thirty (30) minutes after school ends, on weekends and at off-campus fundraising events. Standards and exemptions are in accordance with Oklahoma State Administration Code 210:10-3-112.

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) NA

Manufacturer: NA

Purpose for which funds will be used: Items used for producing choir concerts and musicals i.e. music, uniforms, costumes, set, t-shirts, sound equipment, Subs and busses, Awards, water and rental, unforeseen items needed for the vocal music program

Name/Address of Vendor: TBA

Items to be purchased in order to conduct the fundraiser: Play Materials and Royalties

a. Estimated INCOME: 4000 NOTES:
b. Less Estimated EXPENSES: 3000
c. Estimated PROFIT: 1000

First day Fundraiser: 3/1/2022 Last Day of Fundraiser: 5/1/2022

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

Are school district facilities required? Yes If yes, a facility use permit form must be completed.

Sponsor Signature: Bill Pen Date: 6-17-21

Principal's Signature: Chris L. Grande Date: 6-17-21

Athletic Director's Signature (if applicable): Date:

Child Nutrition Director's Signature (if applicable): Date:

Handwritten signature



15

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/16/2021 Site: GHS Unobligated Account Balance: 850

Account Name & Number: Vocal 902

Select One: Soliciting in School Only Soliciting in school & community Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) JH Spring Musical Ticket Sales, Ad Sales and Donations

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in Schools nutritional standards that went into effect across the country July 1st, 2014. You may use the Smart Snacks Calculator to see if your snack meets these standards: https://foodplanner.healthiergeneration.org/calculator/

Does the fundraiser have food items? Yes No

- * If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:
This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.
This fundraiser will not operate for more than fourteen(14) days in total.
The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.

Smart School Standards begin at midnight of the school day and end thirty (30) minutes after the school day ends. These standards apply to any fundraising events by organizations on school property. These standards do not apply thirty (30) minutes after school ends, on weekends and at off-campus fundraising events. Standards and exemptions are in accordance with Oklahoma State Administration Code 210:10-3-112.

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) NA

Manufacturer: NA

Purpose for which funds will be used: Items used for producing choir concerts and musicals i.e. music, uniforms, costumes, set, t-shirts, sound equipment, Subs and busses, Awards, water and rental, unforeseen items needed for the vocal music program

Name/Address of Vendor: TBA

Items to be purchased in order to conduct the fundraiser: Play Materials and Royalties

a. Estimated INCOME: 2500 NOTES:
b. Less Estimated EXPENSES: 800
c. Estimated PROFIT: 1700

First day Fundraiser: 4/1/2022 Last Day of Fundraiser: 5/25/2022

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

Are school district facilities required? Yes If yes, a facility use permit form must be completed.

Sponsor Signature: Bill [Signature] Date: 6-17-21

Principal's Signature: Chris [Signature] Date: 6-17-21

Athletic Director's Signature (if applicable): Date:

Child Nutrition Director's Signature (if applicable): Date:

[Handwritten signature]



RECEIVED
 JUN 5 2021
 BY: [Signature]

16

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/1/21 Site: 070 Unobligated Account Balance: 2560.08

Account Name & Number: Transportation 934

Select One: Transportation Soliciting in School Only Soliciting in school & community Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Cookies, Icecream, pop corn, small pizzas, breakfast sandwiches, Sodas, juice, various candies, cookies and chips

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in Schools nutritional standards that went into effect across the country July 1st, 2014. You may use the Smart Snacks Calculator to see if your snack meets these standards: <https://foodplanner.healthiergeneration.org/calculator/>

Does the fundraiser have food items? Yes No

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

- This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.
- This fundraiser will not operate for more than fourteen(14) days in total.
- The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.

Smart School Standards begin at midnight of the school day and end thirty (30) minutes after the school day ends. These standards apply to any fundraising events by organizations on school property. These standards do not apply thirty (30) minutes after school ends, on weekends and at off-campus fundraising events. Standards and exemptions are in accordance with Oklahoma State Administration Code 210:10-3-112.

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) Various Candies, and Chips Cookies, IceCream, Pop Corn, Small Pizzas, Breakfast Sandwiches, Sodas, Juice, Water

Manufacturer: Various

Purpose for which funds will be used: Gunds are used to purchase flowers for ill or bereaved employees. Funds also cover end of year awards and other luncheons

Name/Address of Vendor: Walmart / Sams

Items to be purchased in order to conduct the fundraiser: Cookies, IceCream, Pop Corn, Small Pizzas, Breakfast Sandwiches, Sodas, Juice, Water
 Various Candies, and Chips

a. Estimated INCOME: <u>5000.00</u>	NOTES: _____
b. Less Estimated EXPENSES: <u>3000.00</u>	_____
c. Estimated PROFIT: <u>2000.00</u>	_____

First day Fundraiser : 7/1/21 Last Day of Fundraiser: 6/30/22

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? Sold the following year of disposed due to expiration date.

Are school district facilities required? _____ If yes, a facility use permit form must be completed.

Sponsor Signature: [Signature] Date: 6-30-21

Principal's Signature: [Signature] Date: 6-30-2021

Athletic Director's Signature (if applicable): _____ Date: _____

Child Nutrition Director's Signature (if applicable): _____ Date: _____

Form: AF Fundraiser Request 3/5/2021 (Revised)

[Signature]

Fogarty Elementary School

902 North Wentz
Guthrie, OK 73044-3235
Phone (405) 282-5932
Fax (405) 282-6511



Marsha Todd
Principal

8/2/2022

To: Guthrie Board of Education

From: Marsha Todd, Principal
Fogarty Elementary

A fundraiser request was submitted for Fogarty Snack Shack under account 809. The account should have been Fogarty PTO 808.

Thank you,
Marsha Todd

A handwritten signature in black ink that reads "Marsha Todd".

See attached



RECEIVED
JUN - 1 2021
BY: CR

(A)

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-28-2021 Site: Fogarty Unobligated Account Balance: ~~54846.75~~ 9598⁷⁸

Account Name & Number: Fogarty 809

Select One: Soliciting in School Only Soliciting in school & community Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Snack Shack each Friday

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in Schools nutritional standards that went into effect across the country July 1st, 2014. You may use the Smart Snacks Calculator to see if your snack meets these standards: <https://foodplanner.healthiergeneration.org/calculator/>

Does the fundraiser have food items? Yes No

- * If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:
- This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.
- This fundraiser will not operate for more than fourteen(14) days in total.
- The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.

Smart School Standards begin at midnight of the school day and end thirty (30) minutes after the school day ends. These standards apply to any fundraising events by organizations on school property. These standards do not apply thirty (30) minutes after school ends, on weekends and at off-campus fundraising events. Standards and exemptions are in accordance with Oklahoma State Administration Code 210:10-3-112.

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) approved smart snacks in schools snack and drink items
Purchased thru CN dept

Manufacturer: _____

Purpose for which funds will be used: PebbleGo License music pe and library supplies and student incentives red ribbon week supplies and field day supplies

APPROVED

Name/Address of Vendor: Child Nutrition, SAM'S Guthrie Confectionary

JUL 12 2021

Items to be purchased in order to conduct the fundraiser: N/A

BOARD OF EDUCATION
GUTHRIE, OK

a.	Estimated INCOME:	<u>\$7500.00</u>	NOTES:	_____
b.	Less Estimated EXPENSES:	<u>\$3500.00</u>	_____	_____
c.	Estimated PROFIT:	<u>\$4000.00</u>	_____	_____

First day Fundraiser: August 23 ,2021 Last Day of Fundraiser: May 20,2022

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? _____

Are school district facilities required? NO - If yes, a facility use permit form must be completed.

Sponsor Signature: _____ Date: _____

Principal's Signature: Marsha Todd Date: 5-28-21

Athletic Director's Signature (if applicable): _____ Date: _____

Child Nutrition Director's Signature (if applicable): Aaron Cox Date: 6-7-21

Form: AF Fundraiser Request 3/5/2021 (Revised)

Meets smart snack

MA Chapple #2

ⓑ

On our Check Fundraiser, we accidentally marked that it would be 'In School'. It has already been submitted and approved by the Michelle & the board. We would like to change that to 'In School & Community'.

Thank you so much,

Susan Dawson



RECEIVED
JUN - 3 2021

(B)

BY: AD
GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

19500.50
13559.64

Request Date: 6.1.21 Site: 125 Unobligated Account Balance: 13559.64

Account Name & Number: 812 Activity

Select One: Soliciting in School Only Soliciting in school & community Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) WE ARE ASKING PARENTS/GUARDIANS TO DONATE MONEY TO PURCHASE TECHNOLOGY SUPPLIES, EQUIPMENT, PROGRAMS

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in Schools nutritional standards that went into effect across the country July 1st, 2014. You may use the Smart Snacks Calculator to see if your snack meets these standards: <https://foodplanner.healthiergeneration.org/calculator/>

Does the fundraiser have food items? Yes No

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

- This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.
- This fundraiser will not operate for more than fourteen(14) days in total.
- The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.

Smart School Standards begin at midnight of the school day and end thirty (30) minutes after the school day ends. These standards apply to any fundraising events by organizations on school property. These standards do not apply thirty (30) minutes after school ends, on weekends and at off-campus fundraising events. Standards and exemptions are in accordance with Oklahoma State Administration Code 210:10-3-112.

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) _____

Manufacturer: _____

Purpose for which funds will be used: PURCHASE TECHNOLOGY SUPPLIES, EQUIPMENT, PROGRAMS

Name/Address of Vendor: _____

APPROVED

Items to be purchased in order to conduct the fundraiser: _____

JUL 12 2021

a. Estimated INCOME: 8000.00
 b. Less Estimated EXPENSES: _____
 c. Estimated PROFIT: 8000.00

NOTES: BOARD OF EDUCATION GUTHRIE, OK

First day Fundraiser: AUG. 30, 2021 Last Day of Fundraiser: OCTOBER 29, 2021

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? _____

Are school district facilities required? NO If yes, a facility use permit form must be completed.

Sponsor Signature: Guerriant Date: 6.1.21

Principal's Signature: Susan Duvon Date: 6.1.21

Athletic Director's Signature (if applicable): _____ Date: _____

Child Nutrition Director's Signature (if applicable): _____ Date: _____

mchapple

Purchase Order Register

Options: Year: 2021-2022, Fund: GEN FUND-FOR OP, Date Range: 7/1/2021 - 6/30/2022, PO Range: 191 - 278

PO No	Date	Vendor No	Vendor	Description	Amount
191	07/06/2021	44107	COUGHLAN COMPANIES, LLC	RSA: PEBBLE GO PLATFORM GOLD PACKAGE	7,049.81
192	07/06/2021	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	CAMSHAFTS FOR BUS	263.36
193	07/06/2021	44610	SOUTHWEST BUS SALES, INC.	CROSSOVER BRACKET ,LH BASE, HEATED HAWKEYE MIRROR	332.30
194	07/06/2021	44280	MARTIN AUTOMOTIVE	REPAIRS TO TRUCK 64	750.00
195	07/06/2021	42622	PERFECTION EQUIPMENT	TOMMY LIFT GATE FOR TRUCK 94	3,200.00
196	07/07/2021	17730	DR. DAWN'S CHIROPRACTIC CARE CENTER	PHYSICALS FOR BUS DRIVERS	2,000.00
197	07/07/2021	12635	MERIDIAN TECHNOLOGY CENTER	DRIVING SCHOOL FOR CHRIS HAGGARD AND CHRIS MASON	399.00
198	07/08/2021	17398	EDMOND MUSIC, INC.	BAND EQUIPMENT AND REPAIR	1,500.00
199	07/08/2021	13130	BETROLD ENTERPRISES, INC.	MUSIC/ HS BAND	800.00
200	07/08/2021	11933	JOHN VANCE MOTORS, INC.	HAND PENDANT FOR BRAUN LIFT	370.75
201	07/12/2021	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	WASHER FOR S CAMS	15.00
202	07/12/2021	14693	SCHOLASTIC, INC.	MAGAZINE SUBSCRIPTION/MESHEW/HS	208.78
203	07/12/2021	42456	STILLWATER MILLING COMPANY	BLOWER FOR AG PROGRAM	1,350.00
204	07/12/2021	12326	LOGAN COUNTY ASPHALT CO.,INC.	ROCK FOR GREENHOUSE	100.00
205	07/01/2021	13991	THOMPSON SCHOOL BOOK DEPOSITORY	2021-2022 DISTRICT TEXTBOOKS	258,856.34
206	07/01/2021	12993	ARCHWAY TEXTBOOK DEPOSITORY	2021-2022 DISTRICT TEXTBOOKS	16,729.30
207	07/01/2021	84259	BILLY VON WILSON	INSURANCE REIMBURSEMENT	622.10
208	07/01/2021	44545	PASCO SCIENTIFIC A CA CORPORATION	2021-2022 DISTRICT TEXTBOOKS	3,414.50
209	07/01/2021	15994	AMAZON CAPITAL SERVICES	2021-2022 DISTRICT TEXTBOOKS	1,393.44
210	07/01/2021	16908	GOODHEART-WILCOX PUBLISHER	2021-2022 DISTRICT TEXTBOOKS	2,071.47
211	07/08/2021	15994	AMAZON CAPITAL SERVICES	TITLE VI: SUPPLIES	1,000.00
212	07/13/2021	44388	MIDCON DATA SERVICES, LLC	SHREDDING SERVICE/SP ED	500.00
213	07/12/2021	16261	ANNA COFFIN	PRINTING SERVICES/HS	1,000.00
214	07/13/2021	12967	OKLAHOMA HOME CENTERS, INC.	PAINT AND SUPPLIES FOR KITCHEN CABINETS/HS	550.00
215	07/13/2021	15994	AMAZON CAPITAL SERVICES	BLANKET PO CLASSROOM SUPPLIES/HS/J.M.	1,000.00
216	07/13/2021	11631	HAC, INC.	BLANKET PO CLASSROOM SUPPLIES/HS/J.M.	500.00
217	07/13/2021	14207	WALMART COMMUNITY	BLANKET PO CLASSROOM SUPPLIES/HS/J.M.	750.00
218	07/14/2021	41212	OKLA CHORAL DIRECTOR'S ASSOC.	PRACTICE TRACKS FOR ALL STATE/HS/CHOIR	210.00
219	07/14/2021	44110	CDW LLC	SCANNER FOR SP SVC ADM OFFICE	450.00
220	07/06/2021	17900	NORTHWEST EVALUATION ASSOCIATION	GEN FUNDS: MAP GROWTH 5-6 + SCIENCE ADD-ON	5,500.00
221	07/06/2021	15929	RENAISSANCE LEARNING, INC.	GEN FUND: RENAISSANCE STAR MAP TESTING	22,444.43
222	07/06/2021	17899	AURORA LEARNING COMMUNITY ASSOC.	GEN FUNDS: MAP TESTING DISTRICT WIDE	4,709.60
223	07/05/2021	43748	PARENT/STUDENT/STAFF REFUND	STAFF REFUND FOR SDE BACKGROUND CHECKS	1,000.00
224	07/19/2021	12899	O'REILLY AUTOMOTIVE STORES, INC.	BRAKE PADS X 8	45 487.12

Purchase Order Register

Options: Year: 2021-2022, Fund: GEN FUND-FOR OP, Date Range: 7/1/2021 - 6/30/2022, PO Range: 191 - 278

PO No	Date	Vendor No	Vendor	Description	Amount
225	07/19/2021	44267	BLUE BEACON INTERNATIONAL, INC.	WASH LIVESTOCK TRAILERS AND AG TRUCKS	250.00
226	07/20/2021	17727	PROJECT LEAD THE WAY, INC.	PARTICIPATION FEE FOR DAVID SHARE	1,200.00
227	07/01/2021	82756	LYNETTE CHRISTINE SARASUA	MILEAGE REIMBURSEMENT FOR 2021/2022/L.S.-TECH.	2,000.00
228	07/01/2021	81425	JAMES D BENSON	MILEAGE REIMBURSEMENT FOR 2021/2022/ J.B.-TECH.	2,000.00
229	07/01/2021	84339	JOHN WILLIAM WEBB	MILEAGE REIMBURSEMENT FOR 2021/2022/ J.W.-TECH.	2,000.00
230	07/01/2021	82236	GREGORY DUANE SULLAWAY	MILEAGE REIMBURSEMENT FOR 2021/2022/ G.S.-TECH.	2,000.00
231	07/01/2021	83714	TREVOR LEE MOWDY	MILEAGE REIMBURSEMENT FOR 2021/2022/ T.M.-TECH.	2,000.00
232	07/21/2021	42550	PERFORMANCE HEALTH SUPPLY, INC.	ATHLETIC MEDICAL SUPPLIES TAPE, GLOVES,GAUZE ETC	2,839.83
233	07/21/2021	44021	AGILE SPORTS TECHNOLOGIES, INC	YEARLY SUBSCRIPTION/VIDEO STORAGE/ATHLETICS	3,300.00
234	07/21/2021	43552	ROGERS ATHLETIC COMPANY	TRAP CHUTE FOR ATHLETICS-AGILITIES	2,340.00
235	07/21/2021	10536	OKLAHOMA COACHES ASSOCIATION	COACHES CLINIC AND MEMBERSHIP/ATHLETICS	2,310.00
236	07/21/2021	44610	SOUTHWEST BUS SALES, INC.	WABCO SPEED SENSOR X 4	239.00
237	07/21/2021	40123	ROBERTS TRUCK CENTER OF OK LLC	TIE ROD AND TIE ROD END	274.18
238	07/21/2021	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	FUEL SEP FILTER DDE R61709	272.70
239	07/21/2021	12899	O'REILLY AUTOMOTIVE STORES, INC.	FUEL FILTERS WF10564	179.34
240	07/21/2021	15994	AMAZON CAPITAL SERVICES	TEACHER \$150 CLASSROOM SUPPLIES/ K BARRETT/FAVER	150.00
241	07/26/2021	44170	THOMAS BRENTON MALOY	BUS SEAT REPAIRS	2,363.50
242	07/26/2021	11933	JOHN VANCE MOTORS, INC.	REPAIRS TO TRUCK 93 AND ENGINE AIR FILTER REPLACED	500.00
243	07/26/2021	13229	QUILL CORPORATION	BLANKET OFFICE SUPPLIES/SP ED	1,200.00
244	07/26/2021	42650	B SEW INN LLC	SEWING SUPPLIES, MACHINES, EQUIPMENT/J.M./HS	500.00
245	07/26/2021	14207	WALMART COMMUNITY	TEACHER \$150 CLASSROOM SUPPLIES/ LAUREN NELSON/HS	150.00
246	07/26/2021	12682	MIDWEST BUS SALES, INC.	SWITCH W/C LIFT POWER	64.16
247	07/26/2021	11933	JOHN VANCE MOTORS, INC.	DIAGNOSTIC AND REPAIRS TO SUV 36	500.00
248	07/26/2021	40859	OKC HOTEL VENTURES, LLC	HOTEL ROOM/J.M./HS	189.00
249	07/26/2021	13183	PITSCO, LLC	GT CLASSROOM SUPPLIES	856.35
250	07/26/2021	12171	LAKESHORE LEARNING MATERIALS	GT CLASSROOM SUPPLIES	59.98
251	07/26/2021	44494	LAZEL, INC.	ONLINE CURRICULUM	590.00
252	07/26/2021	42687	CRISIS PREVENTION INSTITUTE, INC.	ANNUAL LICENSE RENEWAL	150.00
253	07/26/2021	17909	DJC HOLDINGS, LLC	ONLINE CURRICULUM	2,345.76
254	07/01/2021	12682	MIDWEST BUS SALES, INC.	THOMAS PASSENGER BUS, STATE CONTRACT #SW0110	537,000.00
255	07/19/2021	10437	TECHNOLOGY STUDENT ASSOCIATION	2021-2022 NATIONAL & STATE TSA DUES/JH	470.00

Purchase Order Register

Options: Year: 2021-2022, Fund: GEN FUND-FOR OP, Date Range: 7/1/2021 - 6/30/2022, PO Range: 191 - 278

PO No	Date	Vendor No	Vendor	Description	Amount
256	07/19/2021	16841	OK ASSOC OF CAREER & TECH EDUCATION	OKLAHOMA SUMMIT REGISTRATION/S.P.& D.S./JH	200.00
257	07/12/2021	15994	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES/L.O./JH	993.00
258	07/23/2021	14207	WALMART COMMUNITY	TEACHER 150/OWEN/JH/CLASSROOM SUPPLIES	150.00
259	07/27/2021	15994	AMAZON CAPITAL SERVICES	BLANKET PO FOR 1ST NINE WEEKS/OFFICE NEEDS/JH	450.00
260	07/27/2021	17907	TEACHER INNOVATIONS, INC	PLANBOOKS FOR 2021-2022/JH	432.00
261	07/26/2021	14207	WALMART COMMUNITY	TEACHER \$150/ SUPPLIES-WORLD HISTORY/TED LAUSEN/HS	150.00
262	07/26/2021	14207	WALMART COMMUNITY	TEACHER \$150 SUPPLIES/MONTE MYERS/HS	150.00
263	07/26/2021	12910	OFFICE DEPOT, INC.	TEACHER \$150 SUPPLIES/CLAY DRAKE/HS	150.00
264	07/27/2021	12967	OKLAHOMA HOME CENTERS, INC.	HARDWARE SUPPLIES/R.B./HS	800.00
265	07/27/2021	13286	RED ROCK DISTRIBUTING CO.	1000 GAL UNLEADED AND 6000 GAL DIESEL	16,005.80
266	07/27/2021	42047	WALKER COMPANIES	MICHELE BUFFORD/ NOTARTY FOGARTY	105.00
267	07/28/2021	12899	O'REILLY AUTOMOTIVE STORES, INC.	ALTERNATOR AND BELT	228.53
268	07/29/2021	15994	AMAZON CAPITAL SERVICES	OFFICE FURNITURE/FOGARTY	500.00
269	07/23/2021	12447	MARDEL, INC.	TEACHER \$150 SUPPLIES/M. BALL/COTTERAL	150.00
270	07/26/2021	15994	AMAZON CAPITAL SERVICES	TEACHER \$150 CLASSROOM SUPPLIES/TARRANT/HS	150.00
271	07/27/2021	14207	WALMART COMMUNITY	TEACHER \$150 OFFICE SUPPLIES/ KRISTI BLAKEMORE/HS	150.00
272	07/28/2021	15994	AMAZON CAPITAL SERVICES	\$150 SUPPLIES/PRIVETTE/CENTRAL	121.26
273	07/29/2021	15994	AMAZON CAPITAL SERVICES	TEACHER \$150 CLASSROOM SUPPLIES/HS/J STEVENS	144.88
274	07/29/2021	15994	AMAZON CAPITAL SERVICES	TEACHER \$150 CLASSROOM SUPPLIES/HS/P CARPENTER	150.00
275	08/02/2021	12682	MIDWEST BUS SALES, INC.	DEF FILTERS	555.84
276	07/06/2021	17736	IXL LEARNING, INC.	TITLE I: SITE LICENSE 7-8: 400 STUDENTS	5,500.00
277	07/06/2021	44551	GATEWAY EDUCATION HOLDINGS LLC	TITLE I: SUCCESSMAKER SEATS READING REMEDIATION	5,000.00
278	07/22/2021	15466	RENAISSANCE PROFESSIONAL DEV.	ESSER III: PROFESSIONAL DEVELOPMENT	3,000.00
Non-Payroll Total:					\$947,057.41
Payroll Total:					\$0.00
Report Total:					\$947,057.41

Purchase Order Register

Options: Year: 2021-2022, Fund: Building, Date Range: 7/1/2021 - 6/30/2022, PO Range: 51 - 103

PO No	Date	Vendor No	Vendor	Description	Amount
51	07/06/2021	12324	LOCKE SUPPLY CO.	PARTS AND SUPPLIES	1,200.00
52	07/06/2021	44651	SCHARDT ENTERPRISES, INC.	STAIN CONCRETE FLOORS AT CENTRAL	8,821.65
53	07/07/2021	17249	S. T. BOLDING III	DISTRICT ELECTRICAL REPAIRS	1,000.00
54	07/07/2021	44651	SCHARDT ENTERPRISES, INC.	PAINT 5 CLASSROOMS ON C FLOOR AT JH	3,400.00
55	07/08/2021	44635	WAXIE'S ENTERPISES, LLC	FLOOR PRODUCTS FOR HIGH SCHOOL	4,750.55
56	07/08/2021	12324	LOCKE SUPPLY CO.	MATERIAL FOR FOGARTY GYM UNIT	450.00
57	07/01/2021	44245	STATE OF OKLAHOMA	RETENTION LAGOON FEE	355.68
58	07/08/2021	44691	ROBERT SALLEE	FOGARTY ROOF REPAIRS	21,600.00
59	07/12/2021	11163	H-I-S PAINT MFG. CO, LLC	FLOOR PAINT FOR JH & HS	1,800.00
60	07/12/2021	11163	H-I-S PAINT MFG. CO, LLC	FLOOR PAINT	1,800.00
61	07/12/2021	14280	WILLOBY'S FEED AND OUTFITTERS, LLC	WEED KILLER SPRAY	400.00
62	07/13/2021	44635	WAXIE'S ENTERPISES, LLC	STALL PARTITIONS FOR GUES	3,577.06
63	07/13/2021	44635	WAXIE'S ENTERPISES, LLC	DUAL MOP BUCKET KITS	1,115.00
64	07/13/2021	44635	WAXIE'S ENTERPISES, LLC	SHOWER WASH STATIONS FOR BOC	240.00
65	07/13/2021	44372	CBS DOOR & HARDWARE, LLC	REPLACE WOOD DOORS TO LITTLE THEATER	2,722.80
66	07/13/2021	44065	FIRETROL PROTECTION SYSTEMS, INC.	FIRE ALARM SYSTEM REPAIRS	1,000.00
67	07/13/2021	44691	ROBERT SALLEE	COTTERAL ROOF REPAIRS	1,500.00
68	07/12/2021	43965	CRAFCO, INC.	PAVING MATERIAL FOR HS	1,600.00
69	07/14/2021	44590	BRADFORD SUPPLY	PKG UNIT FOR COTTERAL GYM	6,802.87
70	07/14/2021	12173	LAMPTON WELDING SUPPLY COMPANY, INC	PROPANE GAS FOR WELDER	120.00
71	07/14/2021	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	1,000.00
72	07/15/2021	44635	WAXIE'S ENTERPISES, LLC	FLOOR PRODUCTS FOR FOGARTY	640.00
73	07/15/2021	44696	TED BARBA	REFINISH MAIN HALLWAY AT FOGARTY	1,581.60
74	07/19/2021	14674	HOMETOWN RENTAL & FEED, INC.	WEEDEATER	300.00
75	07/19/2021	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PAINT AND SUPPLIES	1,200.00
76	07/19/2021	44684	PROF. SPRINKLER INSPECTIONS, LLC	FIRE SYSTEM REPAIRS	1,500.00
77	07/19/2021	44590	BRADFORD SUPPLY	HVAC FOR FFA CLASSROOM	2,900.00
78	07/22/2021	14946	MCPHAIL'S MOWER & MAGNETO, INC.	LAWN MOWER REPAIR SOFTBALL	500.00
79	07/22/2021	43965	CRAFCO, INC.	PAINTING EQUIPMENT REPAIRS AND SERVICE	1,000.00
80	07/22/2021	11163	H-I-S PAINT MFG. CO, LLC	FLOOR PAINT FOR CENTRAL	1,455.00
81	07/22/2021	44635	WAXIE'S ENTERPISES, LLC	HS WET VAC PARTS	40.00
82	07/22/2021	15525	SPECTRUM PAINT COMPANY	PARKING LOT PAINT SPRAYER	4,600.00
83	07/22/2021	17249	S. T. BOLDING III	ADD ELECTRIC FOR N GYM BLEACHERS	2,883.52
84	07/26/2021	11442	GOOCH SMITH ELECTRIC, INC.	ADD ELECTRIC FOR FOGARTY GYM HVAC UNIT	12,644.71
85	07/26/2021	11453	W. W. GRAINGER	20 VOLT HAMMER DRILL	200.00
86	07/26/2021	44226	SUNSTATE EQUIPMENT CO, LLC	TOOL AND EQUIPMENT RENTAL	1,200.00
87	07/26/2021	15525	SPECTRUM PAINT COMPANY	FLOOR PAINT	1,900.00

Purchase Order Register

Options: Year: 2021-2022, Fund: Building, Date Range: 7/1/2021 - 6/30/2022, PO Range: 51 - 103

PO No	Date	Vendor No	Vendor	Description	Amount
88	07/27/2021	44226	SUNSTATE EQUIPMENT CO, LLC	ALUMINUM SCAFFOLDING	2,500.00
89	07/27/2021	44013	CENTRAL OKLAHOMA WINNELSON	SINK FAUCETS FOR HS SCIENCE LAB	258.00
90	07/27/2021	11514	H & M CARPET CENTER LLC	REPLACE FLOOR TILE IN COTTERAL PORTABLE	1,919.46
91	07/27/2021	11514	H & M CARPET CENTER LLC	FLOOR TILE REPAIR IN HS NORTH RESTROOMS	235.08
92	07/27/2021	42872	PATRICK A. COUNTESS	FENCE REPAIR AT CENTRAL	750.00
93	07/28/2021	40596	JAMES C. MCGEE	PARKING LOT REPAIRS	1,200.00
94	07/28/2021	41388	CITIBANK\TRACTOR SUPPLY CREDIT PLAN	DELUXE SPOT SPRAYER	260.00
95	07/28/2021	44635	WAXIE'S ENTERPRISES, LLC	DISTRICT CUSTODIAL SUPPLIES	3,327.02
96	07/28/2021	44590	BRADFORD SUPPLY	EXHAUST FAN FOR COTTERAL KITCHEN	450.00
97	07/29/2021	13646	CAROLYN BLACK HALLER	TRAFFIC SIGNS FOR CHARTER OAK	325.00
98	07/29/2021	44065	FIRETROL PROTECTION SYSTEMS, INC.	DISTRICT FIRE EXTINGUISHER SERVICE & REPAIRS	1,000.00
99	07/29/2021	44156	P&T ENTERPRISES, LLC,	TORK PEAKSERVE TOWELS FOR GUES	1,997.60
100	07/29/2021	11163	H-I-S PAINT MFG. CO, LLC	DISTRICT TRAFFIC PAINT	3,096.00
101	08/02/2021	44590	BRADFORD SUPPLY	UNIT FOR EAST SIDE AT STADIUM	2,626.46
102	08/02/2021	44590	BRADFORD SUPPLY	UNIT FOR SERVER ROOM AT CENTRAL	1,484.18
103	08/02/2021	11163	H-I-S PAINT MFG. CO, LLC	FLOOR PAINT FOR CENTRAL	270.00
Non-Payroll Total:					\$121,499.24
Payroll Total:					\$0.00
Report Total:					\$121,499.24

Purchase Order Register

Options: Year: 2021-2022, Fund: BUILDING BOND 2019, Date Range: 7/1/2021 - 6/30/2022, PO Range: 1 - 20

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2021	44693	LAMBERT CONSTRUCTION COMPANY	GJHS ENVELOPE PHASE 2 - PROJECT 2104	864,000.00
Non-Payroll Total:					\$864,000.00
Payroll Total:					\$0.00
Report Total:					\$864,000.00

ACTIVITY FUND – FUND 60
BANK RECONCILIATION – FARMERS & MERCHANTS BANK
As of 8/02/2021

GENERAL LEDGER ACCOUNT

BANK RECONCILIATION

Balance (8/01/21)	\$469,008.05	Balance per bank statement	\$470,346.22
		As of (7/31/21)	
Add Receipts	\$ 2,930.33	Add Deposits in Transit	\$
Less Checks Written	\$ 6,373.63	Less O/S Checks	\$ 4,681.47
Adjustments	\$	*Adjustments	\$
		Bank correction	\$
Balance per Ledger	\$465,564.75	Balance per Ledger	\$465,564.75

Adjustment/Correction explanations:

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



 Activity Fund Clerk

8-2-21

 Date

Guthrie Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2021 - 7/31/2021

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 CENTRAL FACULTY	\$0.00	\$0.00	\$225.67	\$0.00	\$225.67	\$0.00	\$225.67
802 CENTRAL ACTIVITY	\$0.00	\$0.00	\$5,904.64	\$0.00	\$5,904.64	\$0.00	\$5,904.64
803 CENTRAL PTO	\$0.00	\$0.00	\$9,085.33	\$0.00	\$9,085.33	\$0.00	\$9,085.33
804 COTTERAL PTO	\$0.00	\$0.00	\$9,370.63	\$0.00	\$9,370.63	\$0.00	\$9,370.63
805 COTTERAL ACTIVITY	\$0.00	\$0.00	\$11,914.41	\$0.00	\$11,914.41	\$0.00	\$11,914.41
806 COTTERAL FACULTY	\$0.00	\$0.00	\$348.16	\$0.00	\$348.16	\$0.00	\$348.16
808 FOGARTY PARENTS ORG.	\$0.00	\$0.00	\$6,240.57	\$0.00	\$6,240.57	\$0.00	\$6,240.57
809 FOGARTY ACTIVITY	\$0.00	\$0.00	\$9,598.82	\$0.00	\$9,598.82	\$0.00	\$9,598.82
810 FOGARTY FACULTY	\$0.00	\$0.00	\$301.27	\$0.00	\$301.27	\$0.00	\$301.27
811 ELEM SNACK GRANT	\$0.00	\$0.00	\$1,268.19	\$0.00	\$1,268.19	\$0.00	\$1,268.19
812 GUES ACTIVITY	\$0.00	\$0.00	\$13,993.31	\$0.00	\$13,993.31	\$0.00	\$13,993.31
813 GUES FACULTY	\$0.00	\$0.00	\$878.84	\$0.00	\$878.84	\$0.00	\$878.84
814 GUES HONOR CHOIR	\$0.00	\$0.00	\$525.83	\$0.00	\$525.83	\$0.00	\$525.83
815 GUES PARENTS ORG.	\$0.00	\$0.00	\$12,180.59	\$0.00	\$12,180.59	\$0.00	\$12,180.59
816 GHS SPECIAL KIDS	\$0.00	\$0.00	\$39.35	\$0.00	\$39.35	\$0.00	\$39.35
817 ART JUNIOR HIGH	\$0.00	\$0.00	\$28.60	\$0.00	\$28.60	\$0.00	\$28.60
818 JH BUILDERS CLUB	\$0.00	\$0.00	\$267.55	\$0.00	\$267.55	\$0.00	\$267.55
819 ATHLETICS JUNIOR HIGH	\$0.00	\$0.00	\$2,887.27	\$0.00	\$2,887.27	\$0.00	\$2,887.27
820 GOLF JUNIOR HIGH	\$0.00	\$0.00	\$3,182.69	\$0.00	\$3,182.69	\$0.00	\$3,182.69
821 FHA JUNIOR HIGH	\$0.00	\$0.00	\$1,501.53	\$0.00	\$1,501.53	\$0.00	\$1,501.53
822 HONOR SOCIETY JR HIGH	\$0.00	\$0.00	\$2,889.21	\$0.00	\$2,889.21	\$0.00	\$2,889.21
823 JR HIGH ACCOUNT	\$0.00	\$0.00	\$4,241.24	\$0.00	\$4,241.24	\$0.00	\$4,241.24
824 JR HIGH FACULTY	\$0.00	\$0.00	\$385.07	\$0.00	\$385.07	\$0.00	\$385.07
825 LIBRARY JR HIGH	\$0.00	\$0.00	\$1,745.68	\$0.00	\$1,745.68	\$0.00	\$1,745.68
826 LEARN 2 LOVE	\$0.00	\$0.00	\$23,897.04	\$0.00	\$23,897.04	\$0.00	\$23,897.04
827 CHEERLEADERS JR HIGH	\$0.00	\$0.00	\$2,523.16	\$0.00	\$2,523.16	\$0.00	\$2,523.16
830 STUCO JH	\$0.00	\$0.00	\$2,900.28	\$0.00	\$2,900.28	\$0.00	\$2,900.28
831 T.S.A. JR HIGH	\$0.00	\$0.00	\$895.69	\$0.00	\$895.69	\$0.00	\$895.69
832 YEARBOOK JR HIGH	\$0.00	\$0.00	\$5,602.59	\$0.00	\$5,602.59	\$0.00	\$5,602.59
834 JR HIGH ACADEMIC TEAM	\$0.00	\$0.00	\$170.74	\$0.00	\$170.74	\$0.00	\$170.74
840 CHARTER OAK ACTIVITY	\$0.00	\$0.00	\$26,565.44	\$0.00	\$26,565.44	\$650.00	\$25,915.44
841 CHARTER OAK PTO	\$0.00	\$0.00	\$8,276.18	\$0.00	\$8,276.18	\$0.00	\$8,276.18
842 CHARTER OAK FACULTY	\$0.00	\$0.00	\$193.27	\$0.00	\$193.27	\$0.00	\$193.27
850 ACADEMIC TEAM HS	\$0.00	\$0.00	\$34.90	\$0.00	\$34.90	\$0.00	\$34.90
851 ART CLUB HS	\$0.00	\$0.00	\$7,658.59	\$0.00	\$7,658.59	\$0.00	\$7,658.59
852 ATHLETICS HS	\$0.00	\$0.00	\$16,537.04	\$49.90	\$16,487.14	\$5,390.10	\$11,097.04
853 HS CHEER	\$0.00	\$1,600.50	\$3,181.78	\$2,871.40	\$1,910.88	\$800.00	\$1,110.88
854 FOOTBALL CAMP	\$0.00	\$0.00	\$6,853.41	\$0.00	\$6,853.41	\$1,023.00	\$5,830.41
855 TENNIS HS	\$0.00	\$0.00	\$20,586.16	\$0.00	\$20,586.16	\$0.00	\$20,586.16
856 GHS LIBRARY	\$0.00	\$0.00	\$238.57	\$0.00	\$238.57	\$32.00	\$206.57
858 GHS LINK CREW	\$0.00	\$0.00	\$280.97	\$0.00	\$280.97	\$0.00	\$280.97
859 BAND (OPERATING) HS	\$0.00	\$215.00	\$20,224.63	\$0.00	\$20,439.63	\$0.00	\$20,439.63
860 CLASS OF 2021 HS	\$0.00	\$0.00	\$569.28	\$0.00	\$569.28	\$0.00	\$569.28
861 CLASS OF 2023 HS	\$0.00	\$0.00	\$1,020.65	\$0.00	\$1,020.65	\$0.00	\$1,020.65
864 GHS ALUMNI ACCOUNT	\$0.00	\$0.00	\$13,359.16	\$0.00	\$13,359.16	\$0.00	\$13,359.16
865 CLASS OF 2022 HS	\$0.00	\$0.00	\$2,632.28	\$0.00	\$2,632.28	\$0.00	\$2,632.28
866 CLASS OF 2024 HS	\$0.00	\$0.00	\$1,920.83	\$0.00	\$1,920.83	\$0.00	\$1,920.83
869 ENGLISH CLUB	\$0.00	\$0.00	\$839.74	\$0.00	\$839.74	\$0.00	\$839.74
870 HS FACULTY/COURTESY ACCOUNT	\$0.00	\$0.00	\$601.54	\$0.00	\$601.54	\$0.00	\$601.54
871 HS STUDENT PANTRY	\$0.00	\$0.00	\$13,453.16	\$0.00	\$13,453.16	\$0.00	\$13,453.16
876 FFA 4H BOOSTER CLUB HS	\$0.00	\$0.00	\$18,608.53	\$1,500.00	\$17,108.53	\$0.00	\$17,108.53
877 FFA HS	\$0.00	\$810.00	\$7,416.94	\$236.88	\$7,990.06	\$3,820.03	\$4,170.03
878 FCCLA (FHA) HS	\$0.00	\$25.00	\$2,970.61	\$0.00	\$2,995.61	\$0.00	\$2,995.61
879 FOREIGN LANGUAGE SPAN HS	\$0.00	\$0.00	\$4,814.16	\$0.00	\$4,814.16	\$0.00	\$4,814.16
880 XC BLUECREW	\$0.00	\$0.00	\$4,086.82	\$0.00	\$4,086.82	\$0.00	\$4,086.82
881 LADY JAYS BASKETBALL	\$0.00	\$0.00	\$1,754.42	\$0.00	\$1,754.42	\$0.00	\$1,754.42
882 GUTHRIE RUNNING CLUB HS	\$0.00	\$0.00	\$5.80	\$0.00	\$5.80	\$0.00	\$5.80

Guthrie Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2021 - 7/31/2021

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
883 HERITAGE CLUB HS	\$0.00	\$0.00	\$680.83	\$0.00	\$680.83	\$0.00	\$680.83
884 HIGH SCHOOL ACCOUNT	\$0.00	\$0.00	\$19,211.09	\$1,556.21	\$17,654.88	\$5,400.00	\$12,254.88
885 STUDENT SUPPORT HS	\$0.00	\$0.00	\$2,755.64	\$0.00	\$2,755.64	\$0.00	\$2,755.64
886 HONOR SOCIETY HS	\$0.00	\$0.00	\$4,594.43	\$0.00	\$4,594.43	\$0.00	\$4,594.43
889 KEY CLUB HS	\$0.00	\$0.00	\$351.01	\$0.00	\$351.01	\$0.00	\$351.01
890 SPEECH HS	\$0.00	\$0.00	\$503.25	\$0.00	\$503.25	\$0.00	\$503.25
891 STEM CLUB	\$0.00	\$0.00	\$4.85	\$0.00	\$4.85	\$0.00	\$4.85
893 MU ALPHA THETA HS	\$0.00	\$74.00	\$6,423.97	\$0.00	\$6,497.97	\$0.00	\$6,497.97
894 HS PROM ACCOUNT	\$0.00	\$0.00	\$3,842.82	\$0.00	\$3,842.82	\$0.00	\$3,842.82
895 JROTC HS	\$0.00	\$0.00	\$3,534.63	\$0.00	\$3,534.63	\$0.00	\$3,534.63
897 SOCCER CLUB HS	\$0.00	\$0.00	\$12,121.05	\$0.00	\$12,121.05	\$0.00	\$12,121.05
898 SCIENCE CLUB HS	\$0.00	\$0.00	\$6,763.40	\$0.00	\$6,763.40	\$0.00	\$6,763.40
899 STUDENT COUNCIL HS	\$0.00	\$0.00	\$6,838.67	\$0.00	\$6,838.67	\$0.00	\$6,838.67
900 CAMPUS BEAUTIFICATION HS	\$0.00	\$0.00	\$2,631.23	\$0.00	\$2,631.23	\$975.00	\$1,656.23
902 VOCAL HS	\$0.00	\$0.00	\$749.82	\$0.00	\$749.82	\$0.00	\$749.82
904 YEARBOOK HS	\$0.00	\$0.00	\$16,505.04	\$0.00	\$16,505.04	\$0.00	\$16,505.04
907 HS MEMORIAL FUND	\$0.00	\$0.00	\$73.92	\$0.00	\$73.92	\$0.00	\$73.92
908 VOCAL TRIP ACCOUNT HS	\$0.00	\$0.00	\$58.14	\$0.00	\$58.14	\$0.00	\$58.14
911 FFA BUILDING FUND	\$0.00	\$0.00	\$2,059.43	\$0.00	\$2,059.43	\$0.00	\$2,059.43
913 DRAMA HS	\$0.00	\$0.00	\$2,160.46	\$0.00	\$2,160.46	\$0.00	\$2,160.46
922 COURTESY COMMITTEE ADMIN	\$0.00	\$0.00	\$64.53	\$0.00	\$64.53	\$60.00	\$4.53
927 HALL OF FAME BANQUET	\$0.00	\$0.00	\$1.97	\$0.00	\$1.97	\$0.00	\$1.97
929 DISTRICT SPECIAL OLYMPICS	\$0.00	\$0.00	\$36,092.27	\$0.00	\$36,092.27	\$0.00	\$36,092.27
931 TECHNOLOGY INSURANCE ACCOUNT	\$0.00	\$0.00	\$1,110.37	\$0.00	\$1,110.37	\$0.00	\$1,110.37
933 FAVER C&C	\$0.00	\$0.00	\$382.06	\$0.00	\$382.06	\$0.00	\$382.06
934 TRANSPORTATION C&C	\$0.00	\$140.00	\$2,584.17	\$0.00	\$2,724.17	\$1,500.00	\$1,224.17
935 VENDING MACHINE ADMIN	\$0.00	\$0.00	\$636.90	\$0.00	\$636.90	\$310.00	\$326.90
937 FAVER ACTIVITY	\$0.00	\$0.00	\$72.27	\$0.00	\$72.27	\$0.00	\$72.27
938 NATIVE AMERICAN PARENT COM	\$0.00	\$0.00	\$205.72	\$0.00	\$205.72	\$0.00	\$205.72
940 ADMINISTRATION MISC	\$0.00	\$65.83	\$16,315.30	\$159.24	\$16,221.89	\$850.00	\$15,371.89
942 C.N. CLEARING ACCT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	(\$5,000.00)
Total	\$0.00	\$2,930.33	\$469,008.05	\$6,373.63	\$465,564.75	\$25,810.13	\$439,754.62

**Transportation Department
Fuel Bids
2019-2020**

DATE: <u>7-27-21</u>	TIME BIDS BEGAN: <u>8:10am</u>	AMOUNT NEEDED:
PO#:	TIME BIDS CLOSED: <u>8:51am</u>	DIESEL: <u>6,000 Clear</u>
		UNLEADED: <u>1,000</u>
		<u>Conventional</u>

COMPANY NAME	CONTACT PERSON	PHONE	UNLEADED	DIESEL	
	<u>(Base)</u>	<u>323603-7749</u>			
FUEL MASTERS	KIT, BRIAN, CODY or HARDIN	1-866-455-3835	<u>2.1787</u>	<u>2.4494</u>	<u>2,178.00</u> <u>14,680.00</u>
PENLEY OIL COMPANY	MIKE, SCOTT or <u>(GEORGEANN)</u>	235-7553	<u>2.5270</u>	<u>2.2693</u>	<u>2,527.00</u> <u>13,615.00</u>
RED ROCK	JOANIE or <u>(TRICHA)</u>	677-3373	<u>2.4830</u>	<u>2.2538</u>	<u>2,483.00</u> <u>13,522.00</u>
EARNHEART OIL & PROPANE	<u>(DUSTIN)</u>	405-612-2650	<u>2.59</u>	<u>2.35</u>	<u>2,590.00</u> <u>14,100.00</u>

AMOUNT OF FUEL PURCHASED: <u>7,000</u>	COMPANY BID AWARDED TO: <u>Red Rock</u>
---	--

UNLEADED FUEL: <u>1,000</u>	PRICE PER GALLON: <u>2.483.00</u>	TOTAL AMT: <u>2,483.00</u>
DIESEL FUEL: <u>6,000</u>	PRICE PER GALLON: <u>2.2538</u>	TOTAL AMT: <u>13,522.00</u>

TOTAL PURCHASE:
16,005.00

PER TELEPHONE BIDS RECEIVED BY:

Brandi Brown

Lucas Birdwell

COMMENTS:



EMPLOYEE TRIP REQUEST

Check if Out of State

Throckmorton, Dusty

7/19/2021

Name of Employee

Date

Employee's Current Assignment Assistant Principal Guthrie High School

Title of Conference or Activity National FFA Convention

Location Indianapolis Indiana Date(s) of Conference October 25 thru October 30

Full Legal Name (for air travel)

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

Departure Date October 25 AM PM (check one) Return Date October 30 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.

I will be a chaperone and driver as well as attending the national convention with students. Administrative duties as needed on the trip.

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	\$ 75.00	
Lodging	\$ 800.00	
Meals	\$ 250.00	(overnight stay required; calculated at daily IRS per diem rate in state and out of state)
Substitute	\$ _____	(calculate @ \$65 per day)
Total	\$ 1,125.00	

FFA Activity 877
FFA Activity 877
FFA Activity 877

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

Principal's Approval [Signature] 7-20-21
Signature Date

Program Director's Approval _____
Signature Date

Board of Education Approval _____
Date

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

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
 NOTICE OF ALLOCATION
 OF STATE PROGRAM ASSISTANCE & SALARY SUPPLEMENTS FOR FY 22

SUPERINTENDENT
 GUTHRIE SCHOOL SYSTEM
 802 E VILAS
 GUTHRIE, OK, 73044

TYPE OF AID	Project Code	Revenue Code	Amount
Program Assistance	412	3812	
3.00 AGRICULTURAL EDUCATION			\$38,226.00
2.00 FAMILY & CONSUMER SCIENCES			\$12,454.00
2.00 SCIENCE TECHNOLOGY ENGINEERING AND MATH			\$18,202.00
Summer Salary	411	3811	
3.00 AGRICULTURAL EDUCATION			\$21,960.00
State Teacher Supplement	411	3811	
3.00 AGRICULTURAL EDUCATION			\$7,800.00
2.00 FAMILY & CONSUMER SCIENCES			\$4,400.00
2.00 SCIENCE TECHNOLOGY ENGINEERING AND MATH			\$4,400.00
Total:			\$107,442.00

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

Questions regarding this Notice of Allocation should be directed to Debbi Butterfield at 405-743-5458

I hereby certify that the above allocations are made in accordance with the Oklahoma School Code.

Stephanie Rossander	7/14/2021 12:18 PM
Finance Manager	Date
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 2021-2022**

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 the funds necessary for 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, 2021** is one of these reports and is considered a part of this contract in addition to CESI Enrollment and Follow-Up reports. 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. Ag Education is a twelve (12) month program. All other CTE programs follow the school calendar. 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 to valerie.mcbane@careertech.ok.gov **no later than September 30, 2021.**

Approved:

_____ _____, Ed.D., State Director	_____ President, Board of Education
_____ Date	_____ Date
_____ _____, Ed.D., State Director	_____ Superintendent of Schools
_____ _____, Ed.D., State Director	_____ Guthrie School System
_____ _____, Ed.D., State Director	_____ District Name (please print)

We have prepared a quote for you

NINJIO AWARE HOSTED for Guthrie Public Schools

QUOTE # 006680

Version 1

PREPARED FOR

Guthrie Public Schools

802 E Vilas Ave
Guthrie, OK 73044
United States



CONNECT

Address

NINJIO Westlake Village
2820 Townsgate Rd.
Suite 101
Westlake Village CA 91361

Phone & Online

Phone: **805-864-1999**
Email: kking@ninjio.com
Website: www.ninjio.com



Monday, July 12, 2021

Guthrie Public Schools
Dee Benson
802 E Vilas Ave
Guthrie, OK 73044
dee.benson@guthrieeps.net

Dear Dee ,

As NINJIO's Founder & CEO, I want to thank you so much for your time, interest, and trust in NINJIO.

Our sole purpose is to get your end-users engaged and invested in our Awareness training. Thus, by leveraging NINJIO's unique behavior-changing methodology, we assist in permanent change on how your people identify, perceive, and act on cyber threats, leading to new "digital security identities."

Sharing NINJIO with your employees' loved ones is also a great way to transform your people into cyberthreat, subject matter experts. When the student becomes the teacher, NINJIO moves from being perceived as training, to an employee benefit that they actually look forward to.

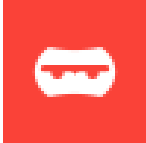
I am very confident that NINJIO will significantly raise the bar on your organization's cybersecurity posture.

Lastly, we at NINJIO have an open-door policy, and we also extend this to you. If you have any questions at any time, do not ever hesitate to reach out to me directly.


Stay Secure,

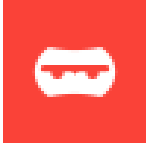
Zack Schuler
Founder & CEO
zack@ninjio.com
O: (805) 864-1992
M: (805) 501-2505

Konner King
Cybersecurity Awareness Director – West Territory
NINJIO Westlake Village




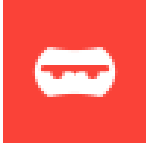
12 Months - NINJIO AWARE Hosted [28% Discount]

Product Details	List Price	Discounted Price	Qty	Monthly Recurring Price
<p>AWARE HOSTED 251-500</p> <p>NINJIO AWARE HOSTED 251-500</p>  <p>A fully MANAGED SERVICE for Security Awareness that gives your organization access to our entire library of Episodes and access to each new Episode upon release. Each Episode is roughly 3-4 minutes in length, focuses on a single attack vector and is followed by a brief quiz.</p> <p>A new Episode is released roughly every 30 days and is based on or inspired by a real security breach and/or a current and/or prolific security threat, keeping users up-to-date on the latest threats.</p> <p>You can send as many Episodes from the content library as needed with no additional cost, and your users will have access to watch the Episodes as many times as they like.</p> <p>Each Episode is written by a Hollywood Writer, a member of the Writer's Guild of America, who has written and/or produced a combined 71 Episodes of CSI:NY and Hawaii 5-0.</p> <p>Upon completion, each user is emailed a PDF Completion Certificate and is given access to a blog post written for that Episode so that they can read about the featured story and the attack vector that we applied to the Episode.</p> <p>Each Episode has a simple cartoon emailed to your users two weeks after the Episode, reinforcing the teachable moment.</p> <p>Each employee who receives our Episode can enroll up to 5 family members to receive our Episodes at no additional cost, through our Family Use Rights portal available at https://family.ninjio.com.</p> <p>Though NINJIO AWARE Hosted is a Managed Service, and we do the launch of each episode according to our scheduled, along with sending out weekly detailed reporting, the Customer Administrator still has full access to a dashboard whereby they can add/remove users, run on-demand reports, and enroll users in Ad-hoc Episodes.</p> <p>Each Episode is subtitled in English that the user can turn on/off. Additional language subtitles are available for an additional fee.</p> <p>NINJIO AWARE Hosted includes unlimited administrator support by email and phone from 9AM-5PM Pacific Time.</p>	\$2.00	\$1.44	350	\$504.00
12 Months (Monthly) Subtotal:				\$504.00



NINJIO DOJO PHISH [28% Discount]

Product Details		Recurring MSRP	Qty	Recurring Ext. MSRP
NINJIO DOJO PHISH 251 - 500	<p>NINJIO DOJO PHISH 251 - 500</p>  <p>NINJIO DOJO Simulated Phishing combines a robust library of templates and feature rich administrative portal to allow you to test your learners with real world phishing scenarios to ensure your training program is on track.</p> <p>DOJO PHISH includes unlimited monthly phishing per target with dedicated support to help you create and launch your campaigns for a successful outcome.</p> <p>Additional Features:</p> <ul style="list-style-type: none"> Template clone URL feature Failed test follow-up training Robust reporting and "User KPI" Custom Phishing URL Suspicious Email reporting button (G-Suite / Microsoft 365) Campaign randomization (with prioritization) and staggering Scheduling and time zone control 	\$0.40	350	\$140.00
			12 Months (Monthly) Subtotal:	\$140.00



NINJIO AWARE HOSTED for Guthrie Public Schools



Prepared by:

NINJIO Westlake Village

Konner King
805-864-1999
Fax N/A
kking@ninjio.com

Prepared for:

Guthrie Public Schools

802 E Vilas Ave
Guthrie, OK 73044
Dee Benson
(405) 282-8900
dee.benson@guthriepls.net

Quote Information:

Quote #: 006680

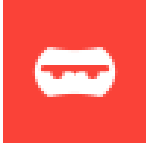
Version: 1
Delivery Date: 07/12/2021
Expiration Date: 08/11/2021

12 Months (Monthly) NINJIO Investment Summary

Description	12 Months (Monthly) Recurring
12 Months - NINJIO AWARE Hosted [28% Discount] NINJIO AWARE HOSTED 251-500	\$504.00
NINJIO DOJO PHISH [28% Discount] NINJIO DOJO PHISH 251 - 500	\$140.00
12 Months (Monthly) Total:	\$644.00

Total NINJIO Investment Summary

Description	Amount
12 Months - NINJIO AWARE Hosted [28% Discount]	\$6,048.00
NINJIO DOJO PHISH [28% Discount]	\$1,680.00
Total of Recurring Payments:	\$7,728.00
12 Months - NINJIO AWARE Hosted [28% Discount]	(Selected)

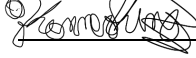


As an authorized representative of the contracting party, you agree that such party is legally bound by this quote and the Terms and Conditions available at <https://www.ninjio.com/tcs>.

If an alternate agreement has been agreed to, then the above Terms and Conditions will not apply and as an authorized representative of the contracting party, you agree that such party is legally bound by this quote and the Terms and Conditions attached hereto and incorporated herein by reference.

If your organization is located outside of the U.S., one full annual payment must be made up front prior to NINJIO beginning the onboarding process or providing Customer with any NINJIO content.

 **NINJIO Westlake Village**

Signature: 
Name: Konner King
Title: Cybersecurity Awareness Director – West Territory
Date: 07/12/2021

 **Guthrie Public Schools**

Signature: _____
Name: Dee Benson
Title: _____
Date: _____

Prepared By: Anika McGuire
 Customer Name: Guthrie Independent School District 1
 Contract Term: 12 Months
 Start Date: 1-OCT-2021
 End Date: 30-SEP-2022

 Customer Contact: Michelle Chapple
 Title: Chief Financial Officer
 Address: 802 E. Vilas
 City: Guthrie
 State/Province: Oklahoma
 Zip Code: 73044
 Phone #: (405)282-8900

Product Description	Quantity	Unit	Extended Price
Initial Term 1-OCT-2021 - 30-SEP-2022			
License and Subscription Fees			
Hoonuit Software Subscription	Integration Server Software License	1.00	Students USD 3,120.00
Hoonuit On Prem Software Subscription	Active Directory Integration Software License for Students	1.00	Students USD 3,120.00

 License and Subscription Totals: **USD 6,240.00**
Quote Total

Initial Term	1-OCT-2021 - 30-SEP-2022
Payment Total	USD 6,240.00

Fees charged in subsequent periods after the duration of this quote will be subject to an annual uplift. On-Going PowerSchool Subscription/Maintenance and Support Fees are invoiced at the then current rates and enrollment per existing terms of the executed agreement between the parties. Any applicable state sales tax has not been added to this quote. Subscription Start and expiration Dates shall be as set forth above, which may be delayed based upon the date that PowerSchool receives your purchase order. If this quote includes promotional pricing, such promotional pricing may not be valid for the entire duration of this quote.

All invoices shall be paid before or on the due date set forth on invoice. All purchase orders must contain the exact quote number stated within. Customer agrees that purchase orders are for administrative purposes only and do not impact the terms or conditions reflected in this quote and the applicable agreement. Any credit provided by PowerSchool is nonrefundable and must be used within 12 months of issuance. Unused credits will be expired after 12 months.

This renewal quote will continue to be subject to and incorporate the terms and conditions of the main services agreement executed between PowerSchool and Customer that is in effect at the time of this quote, or if no such agreement is in effect, then the terms and conditions found at <http://www.powerschool.com/msa/>, as may be amended.

THE PARTIES BELOW ACKNOWLEDGE THAT THEY HAVE READ THE AGREEMENT, UNDERSTAND IT AND AGREE TO BE BOUND BY ITS TERMS.

POWERSCHOOL GROUP LLC

Guthrie Independent School District 1

Signature:

Signature:



Printed Name: Eric Shander

Printed Name:

Title: Chief Financial Officer

Title:

Date: 22-JUL-2021

Date:

PO Number: _____



Staking A Claim in Our Students' Future

Doug Ogle
Executive Director Personnel/Secondary Ed.

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

Memo

To: Dr. Mike Simpson & Guthrie Board of Education
From: Doug Ogle, Assistant Superintendent
Date: July 19, 2021
Re: 2021-22 School Calendar Conversion

Guthrie Public Schools has an adopted calendar of 180 days for the 2021-2022 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.

SCHOOL DAYS/HOURS WORKSHEET

COUNTY	
Logan	

DISTRICT	
Guthrie	

SITE	
Central - 130	

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)				TOTAL PARENT-TEACHER CONFERENCE HOURS	
Number of Days	# of Hours per Day				
2	6				12

Actual/Regular School Year *(Do Not Include Parent-Teacher Conferences, Additional Minutes, Partial Days or Virtual Days)						
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
						0.00

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				0.00
		0				0.00
		0				0.00
ADDITIONAL DAYS TAUGHT				0	TOTAL MINUTES	0
					TOTAL HOURS	0.00

<i>Full virtual days for all students.</i>					
Number of Days	# of Hours per Day			TOTAL VIRTUAL HOURS	0

Professional Development Hours/Days					
Number of Days	Number of Hours			TOTAL PROFESSIONAL DEVELOPMENT HOURS	30
5	6				

Meets 1080 Requirement

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

GRAND TOTAL HOURS	1152.08
--------------------------	---------

Superintendent Signature _____ Date _____

RAO Signature _____ Date _____

NOTES: Type here to enter a note.

SCHOOL DAYS/HOURS WORKSHEET

COUNTY	
Logan	

DISTRICT	
Guthrie	

SITE	
Charter Oak - 135	

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)	# of Hours per Day		TOTAL PARENT-TEACHER CONFERENCE HOURS	
2	6		12	

Actual/Regular School Year *(Do Not Include Parent-Teacher Conferences, Additional Minutes, Partial Days or Virtual Days)						
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
ADDITIONAL DAYS TAUGHT				0	TOTAL MINUTES	0
				0	TOTAL HOURS	0.00

Full virtual days for all students.

Number of Days	# of Hours per Day	TOTAL VIRTUAL HOURS
		0

Professional Development Hours/Days		TOTAL PROFESSIONAL DEVELOPMENT HOURS
Number of Days	Number of Hours	
5	6	30

Meets 1080 Requirement

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

GRAND TOTAL HOURS	1152.08
--------------------------	----------------

Superintendent Signature

Date

RAO Signature

Date

NOTES: Type here to enter a note.

SCHOOL DAYS/HOURS WORKSHEET

COUNTY	
Logan	

DISTRICT	
Guthrie	

SITE	
Cotteral - 120	

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)	# of Hours per Day		TOTAL PARENT-TEACHER CONFERENCE HOURS	
2	6		12	

Actual/Regular School Year *(Do Not Include Parent-Teacher Conferences, Additional Minutes, Partial Days or Virtual Days)						
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
ADDITIONAL DAYS TAUGHT				0	TOTAL MINUTES	0
				0	TOTAL HOURS	0.00

Full virtual days for all students.

Number of Days	# of Hours per Day	TOTAL VIRTUAL HOURS
		0

Professional Development Hours/Days		
Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS
5	6	30

Meets 1080 Requirement

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

GRAND TOTAL HOURS	1152.08
--------------------------	----------------

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)	# of Hours per Day		TOTAL PARENT-TEACHER CONFERENCE HOURS	
2	6		12	

Actual/Regular School Year *(Do Not Include Parent-Teacher Conferences, Additional Minutes, Partial Days or Virtual Days)						
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
ADDITIONAL DAYS TAUGHT				0	TOTAL MINUTES	0
				0	TOTAL HOURS	0.00

Full virtual days for all students.

Number of Days	# of Hours per Day	TOTAL VIRTUAL HOURS
		0

Professional Development Hours/Days		
Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS
5	6	30

TOTAL DAYS TAUGHT FOR ASR	175
GRAND TOTAL HOURS	1152.08

Meets 1080 Requirement

Superintendent Signature _____ Date _____

RAO Signature _____ Date _____

NOTES: Type here to enter a note.

SCHOOL DAYS/HOURS WORKSHEET

COUNTY
Logan

DISTRICT
Guthrie

SITE
GUES - 125

Parent-Teacher Conference Days/Hours	(2 days and/or 12 Hours maximum)					
Number of Days	2	# of Hours per Day	6			
				TOTAL PARENT-TEACHER CONFERENCE HOURS		12

Actual/Regular School Year *(Do Not Include Parent-Teacher Conferences, Additional Minutes, Partial Days or Virtual Days)						
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
ADDITIONAL DAYS TAUGHT		0		TOTAL MINUTES	0	TOTAL HOURS
						0.00

Full virtual days for all students.

Number of Days	# of Hours per Day	TOTAL VIRTUAL HOURS	0
----------------	--------------------	---------------------	---

Professional Development Hours/Days			
Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS	30
5	6		

Meets 1080 Requirement

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

GRAND TOTAL HOURS	1152.08
-------------------	---------

Superintendent Signature _____ Date _____

RAO Signature _____ Date _____
 NOTES: Type here to enter a note.

SCHOOL DAYS/HOURS WORKSHEET

COUNTY	
Logan	

DISTRICT	
Guthrie	

SITE	
JH - 610	

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)	# of Hours per Day	TOTAL PARENT-TEACHER CONFERENCE HOURS
2	6	12

Actual/Regular School Year *(Do Not Include Parent-Teacher Conferences, Additional Minutes, Partial Days or Virtual Days)						
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
ADDITIONAL DAYS TAUGHT				TOTAL MINUTES	TOTAL HOURS	0.00
<i>Full virtual days for all students.</i>						
Number of Days	# of Hours per Day	TOTAL VIRTUAL HOURS				0

Professional Development Hours/Days			
Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS	
5	6	30	

TOTAL DAYS TAUGHT FOR ASR	175	GRAND TOTAL HOURS	1152.08
----------------------------------	------------	--------------------------	----------------

Meets 1080 Requirement

Superintendent Signature _____ Date _____

RAO Signature _____ Date _____
 NOTES: Type here to enter a note.

SCHOOL DAYS/HOURS WORKSHEET

COUNTY	
Logan	

DISTRICT	
Guthrie	

SITE	
HS - 705	

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)	# of Hours per Day		TOTAL PARENT-TEACHER CONFERENCE HOURS	
2	6		12	

Actual/Regular School Year *(Do Not Include Parent-Teacher Conferences, Additional Minutes, Partial Days or Virtual Days)						
Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught*	Total Hours
8:10 AM	3:10 PM	420	30	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
ADDITIONAL DAYS TAUGHT				0	TOTAL MINUTES	0
				0	TOTAL HOURS	0.00

<i>Full virtual days for all students.</i>		# of Hours per Day	TOTAL VIRTUAL HOURS	0
Number of Days				

Professional Development Hours/Days		Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS	30
Number of Days		6		

Meets 1080 Requirement

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

GRAND TOTAL HOURS	1166.50
--------------------------	----------------

Superintendent Signature _____ Date _____

RAO Signature _____ Date _____

NOTES: Type here to enter a note.

OKLAHOMA STATE DEPARTMENT OF EDUCATION
CHILD NUTRITION PROGRAMS (CNP)
CERTIFICATE OF AUTHORITY/AUTHORIZED USER FORM

COUNTY DISTRICT CODE 42-1001
COUNTY Logan
SCHOOL FOOD AUTHORITY Jana Wanzer

This is to certify that Jana Wanzer, whose signature appears below, is the designated authorized representative of the governing body shown below and is fully empowered to enter into any agreement with the Oklahoma State Department of Education (OSDE) which may be a prerequisite to the installation and/or operation of a National School Lunch Program (NSLP), School Breakfast Program (SBP), Special Milk Program (SMP), After-School Snack Program (ASSP), Child and Adult Care Food Program (CACFP), and/or Summer Food Service Program for Children (SFSP) in the School Food Authority (SFA) shown above, and may act for the governing body in preparing and signing other documents, reports, and claims for reimbursement pertaining to the installation and operation of the program(s).

Governing Body Guthrie Public Schools

(President, Clerk, or Other)
Title: _____ Date: _____
Jana Wanzer
(Signature of Authorized Representative)
Title: Treasurer SFA Date: 7.28.21

MAILING ADDRESS TO BE USED FOR ALL CORRESPONDENCE FROM THIS OFFICE:
802 East Vilas Guthrie, OK 73044
(Street or Box) (State) (Zip Code)

The Authorized Representative signs or electronically transmits and accepts responsibility for the monthly claim for reimbursement and receives all correspondence from this office. The name of this person should appear, typed or printed, at the top of the page; this person should sign on the *Signature of Authorized Representative* line. A member of the Board of Education should sign on the *President, Clerk, or Other* line. A stamped signature is not acceptable unless that signature is registered with the Secretary of State.

Oklahoma State Department of Education
Child Nutrition Programs Section, Room 310
2500 North Lincoln Boulevard
Oklahoma City, Oklahoma 73105-4599

MEMORANDUM:

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

FROM: Angie Young, Director of Special Education

SUBJECT: Collaborative Agreement between Guthrie Public Schools and University
of Oklahoma National Center for Disability Education and Training

DATE: August 2, 2021

Attached is an agreement with the Board of Regents of the University of Oklahoma National Center for Disability Education and Training (NCDET). This agreement would allow Pre-Employment Transition Services (Pre-ETS) training to be conducted with students with disabilities. The Pre-ETS categories include: Job Exploration Counseling, Work-Based Learning, Counseling on Postsecondary Opportunities, Workplace Readiness Training, and Self-advocacy. This training would be conducted by approved Pre-ETS during the school day at no charge to the district.

Thank you.

**Pre-Employment Transition Services Coordination
Pre-ETS
COLLABORATIVE AGREEMENT
FY 2022**

SECTION I - PURPOSE

This Collaborative Agreement ("Agreement"), effective as of the latest date of signature of all Parties or the 1st day of July, 2021 whichever is later, is entered into by and between the following Parties, also referred to herein as "Team Members" to promote collaboration in the delivery of Pre-Employment Transition Services (also referred to herein as Pre-ETS) for students with disabilities transitioning from secondary school to post-secondary education programs and/or competitive employment; for individuals with disabilities who are enrolled in secondary education and are eligible, or potentially eligible, to receive VR services.

- **Guthrie Public Schools** (also referred to herein as "Host School");
- The Board of Regents of the University of Oklahoma, by and through University Outreach/College of Continuing Education's **National Center for Disability Education and Training** (also referred to herein as "NCDET" or "University").

The Rehabilitation Act of 1973 (Rehabilitation Act), as amended by the Workforce Innovation and Opportunity Act (WIOA), and the Individuals with Disabilities Education Act (IDEA), as amended, all require a formal mechanism in place to ensure coordination of transition services that are needed to provide a free appropriate public education to students with disabilities and to ultimately transition students with disabilities to competitive integrated employment or post-secondary education.

The OBJECTIVE of this Agreement seeks to:

- Increase coordination between the Parties to identify and prepare students with disabilities to move to post-secondary education and/or competitive integrated employment; based on student need, considering strength, preferences and interests.
- Improve transition planning by DRS and LEAs for student with disabilities to facilitate the development and implementation of that individual's education program.
- Strengthen relationship between OSDE, OOWD, LEAs, higher education entities, and businesses to facilitate successful outcomes for students with disabilities.
- Engage, involve and educate families to increase student success in post-school activities.
- Increase the number of students reaching their IEP and IPE goals.
- Increase professional learning opportunities and share resources.
- Increase job training and education opportunities for people who have traditionally faced barriers.

TERM

The Parties agree that the effective period of this Agreement shall be the latest date of signature of all Parties, or July 1, 2021, whichever is the latter, through June 30, 2022.

This Agreement may be renewed for two (2) additional twelve-month periods. Any renewals are contingent upon the Department of Rehabilitation Services renewing the Pre-Employment Transition Services Agreement with the University.

SECTION 2 – DEFINITIONS (for the purpose of this agreement):

2.1 Workforce Innovation and Opportunity Act (WIOA): Reauthorizes the Rehabilitation Act of 1973 as amended, that established VR (29 U.S.C. § 701 et seq.) and creates the Pre-ETS set-aside (29 U.S.C. § 730 (d)).

2.2 Vocational Rehabilitation (VR): a federal program which promotes, assesses, plans, develops and provides services for individuals with disabilities, consistent with their strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice, so they may prepare for and engage in gainful employment, as required by the Rehabilitation Act.

2.3 Oklahoma Office of Workforce Development (OOWD): carries out the vision of the Governor's Council for Workforce and Economic Development, provides technical assistance and coordinates strategic priorities and plans across education, training and economic agencies. Works to align and connect education and workforce resources, remove workforce barriers and better support Oklahoma employers and jobseeker.

2.4 Individual Education Plan (IEP): a written statement of the educational program required by IDEA for a student with a disability designed to meet the student's individual needs. The IEP has two general purposes: to set appropriate, measurable goals for the student and to describe the specialized instruction and services the school district will provide for the student.

2.5 Individual Plan for Employment (IPE): is required by the Rehabilitation Act, and is the roadmap developed jointly by the student and the Vocational Rehabilitation counselor to help the student with a disability reach a specific competitive, integrated employment goal.

2.6 Individuals with Disabilities Education Act (IDEA): is designed to ensure that all students with disabilities have available to them a Free and Appropriate Public Education (FAPE) that provides special education and related services designed to meet their unique needs and to prepare them for further education, employment and independent living; federal act codified at 20 U.S.C. § 1400 et seq.

2.7 Local Education Agency (LEA): a public board of education or other public authority legally constituted within a state for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district or counties recognized in a state as an administrative agency for its public elementary schools or secondary schools; codified at 20 U.S.C. §1401 (19).

2.8 A student with a disability: is an individual who is in an educational program; and

meets certain age requirements; and is eligible for and receiving special education or related services under IDEA; or is an individual with a disability for purposes of section 504 of the Rehabilitation Act.

2.9 Potentially Eligible: students with disabilities, including individuals ages 14-21 who have not applied or been determined eligible for VR services.

2.10 Competitive Integrated Employment: employment for an individual with a disability that is, among other things, compensated at a rate not lower than the minimum wage and is customary for the occupation and where the individual interacts with other persons without disabilities.

2.11 Pre-Employment Transition Services (Pre-ETS): activities provided through a subset of transition services, in partnership with LEAs, to help students, and potentially eligible students, with disabilities develop skills leading to success in employment and independent living after high school. These learning experiences are designed within an outcome-oriented process that promotes movement from school to post-school activities, including postsecondary education, vocational training, competitive integrated employment, financial literacy, and self-advocacy education to improve social and independent living skills. Pre-ETS are defined and authorized in accordance with 29 U.S.C. § 733.

The following are examples of activities that fall into the five required *Pre-ETS* categories:

- **Job Exploration Counseling:** discussion, activities, vocational evaluations or assessments on in-demand job opportunities intended to foster motivation and informed decision-making.
- **Work-Based Learning** – informational interviews to research employers, work site tours, job shadowing, mentoring opportunities in the community, internships, apprenticeships, short-term employment, fellowship, and on-the-job trainings located in the community;
- **Counseling on Post-Secondary Opportunities**—discussion and activities regarding college and other -post-secondary opportunities, academic and occupational training needed to succeed in the workplace, and providing resources that may be used to support individual student success in education and training, such as disability support services and financial aid;
- **Workplace Readiness Training** (can be in a simulated or "real" work setting) - teaching social skills and independent living skills necessary to prepare for eventual employment, such as communication and interpersonal skills, financial literacy, transportation training, job-seeking skills, understanding employer expectations for punctuality and performance, and other "soft" skills necessary for employment; and
- **Self-advocacy**—training on rights and responsibilities; how to request accommodations or services and supports; communicating thoughts, concerns, and needs; peer-mentoring opportunities; and participating in leadership activities offered in educational or community settings.

SECTION 3 – RESPONSIBILITIES:

The Host School:

The school plays a significant role in the success of providing and coordinating transition services, specifically employment readiness instruction for students with disabilities. Schools are bound by the specific content in the Individuals with Disabilities Education Act (IDEA) for the provision of secondary transition services and by coordinating services with other agencies who will pay for or provide transition services. *Pre-Employment Transition Services are not meant to reduce the responsibility of schools to provide transition services. The intent is to enhance the resources available to students with disabilities through collaboration. Host School understands and agrees that they will not be reimbursed by the University for any costs incurred as part of the Pre-ETS program.*

The Host School will:

- Upon receipt of proof from NCDDET that all NCDDET personnel participant under this Agreement have passed the criminal background record check, allow the NCDDET Pre-ETS staff access to students with disabilities and/or VR clients (in a group setting or one-on-one) to whom they can provide Pre-ETS instructional activities;
- work with the local VR counselors to identify, recruit, and refer students for vocational rehabilitation services;
- be responsible for collecting written parent authorization to allow their student to participate in Pre-ETS activities;
- ensure school staff is present and assisting to ensure the highest engagement of the students;
- communicate to the NCDDET Pre-ETS staff and VR (if applicable) any concerns brought forth by a student;
- provide information to assist staff providing Pre-ETS activities that will support the learning needs, adaptations, and/or modifications of program participants;
- assist with outreach to identify students with disabilities and assessment of their potential need for transition services and pre-employment transition services;
- encourage community work experiences that provide the opportunity for students with disabilities to participate in skill development in community settings;
- promote networking and collaboration among families, schools, community agencies and employers;
- share career assessment and planning information with VR and Pre-ETS staff;
- work collaboratively to increased number of students obtaining their IEP and IPE goals;
- assist with the development of additional school sites by speaking with potential school leadership; and
- maintain confidentiality regarding program participants.

NCDDET:

The University of Oklahoma Outreach is a lifelong learning organization dedicated to helping individuals, businesses, groups, and communities transform themselves through knowledge. *Established in 1965*, the **National Center for Disability Education and Training** seeks to advance independent living, employment, and career opportunities for people with disabilities through innovative training and direct service.

NCDDET will:

- work in collaboration with VR counselor, school transition personnel, and other persons supporting students with disabilities, potentially eligible students and/or VR clients to provide Pre-ETS instructional activities in groups and/or individually;
- ensure its staff are trained and experienced in working with students with disabilities as well as developing business relationships;
- ensure its staff have successfully passed a criminal background check; and will provide the Host School proof prior to providing Pre-ETS activities,
- support the host school staff in planning for the transition of students with disabilities from school to post-school activities;
- work in collaboration with the teacher and current transition curriculum;
- work to increase employment and/or post-secondary student success;
- work with local school districts to create greater access for students with disabilities and remove barriers into transition programs and activities;
- assist with outreach to identify students with disabilities and assessment of their potential need for transition services and pre-employment transition services;
- encourage community work experiences that provide the opportunity for students with disabilities to participate in skill development in community settings;
- promote networking and collaboration among families, schools, community agencies and employers;
- share career assessment and planning information with VR and school staff;
- work with the local VR counselors to identify, recruit, and refer students for vocational rehabilitation services;
- communicate to Host School staff and VR (if applicable) any concerns brought forth by a student;
- assist with the development of additional school sites by speaking with potential school leadership; and
- maintain confidentiality regarding program participants.

Section 4 Special Terms and Assurances

A. Insurance

Each Party is hereby required to carry liability insurance or State of Oklahoma self-insurance adequate to compensate, in accordance with the limits of the Oklahoma Governmental Tort Claims Act, 51 O.S. 1991, sec 151, et seq., as amended, persons for injury to their person or property occasioned by an act of negligence by the party to be bound, its agents or employees. The Parties shall timely renew the policies to be carried pursuant to this section throughout the term of the Agreement, and provide evidence of such insurance and renewals upon request.

B. Equal Opportunity/Non-Discrimination

Each Party shall at all times comply with all federal laws relating to nondiscrimination, including, but not limited to, Presidential Executive Order 11246, as amended, and the Civil Rights Act of 1964, 42 U.S.C. §2000 *et seq.*; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794.; the Americans With Disabilities Act of 1990, 42 U.S.C. §12101 *et seq.*; Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 *et seq.*; the Age Discrimination in Employment Act, 42 U.S.C. §6101 *et seq.*; and all amendments to these acts, and all requirements imposed by the regulations issued pursuant to these acts, including, but not limited to, providing equal opportunity, both to those seeking employment and those seeking services, without regard to race, color, religion, sex, national origin, age, or handicap.

Each Party are an Equal Opportunity Employer, a provider of services and/or assistance, and is in compliance with the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended and Executive orders 11246 and 11375. The Host School represents compliance with the Americans with Disabilities Act of 1990 (Public Law 101-336), all amendments to, and all requirements imposed by the regulations issued pursuant to this act.

C. Drug-Free Workplace

Each Party represents compliance in providing or continuing to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part § 85.600 *et seq.*

D. Modification

The Agreement may only be modified by mutual consent of the Parties in writing.

E. Cancellation

1. With Cause: In the event the Host School fails to meet the terms and conditions of the Agreement, or fails to provide services in accordance with the provisions of the Agreement, the University may, upon written notice of default transmitted via Certified Mail to the Host School, cancel the Agreement effective upon receipt of notice or at 5:00 PM on the fifth calendar day from the date the University mailed the notice, whichever occurs first. Such

cancellation shall not be an exclusive remedy, but shall be in addition to any other rights and remedies provided for by law.

1. Without Cause: It is further agreed that the Agreement may be canceled by either Party by providing thirty (30) days prior written notice.

F. Access to and Retention of Records

The Host School shall maintain adequate records regarding the Pre-ETS program and student participation. Authorized personnel of the University, U.S. Department of Education or other pertinent federal agencies, and authorized personnel of the Oklahoma Department of Rehabilitation Services, and other appropriate state entities shall have the right of access to records of Host School which are pertinent to the performance of the Agreement, in order to audit, examine, make excerpts and/or transcripts. The Host School shall be required to maintain all records for three (3) years after all pending matters are closed.

G. Compliance with State and Federal Laws

Each Party to this Agreement shall comply with all applicable state and federal laws, rules and regulations relevant to the performance of the Contract. Compliance shall be the responsibility of the each Party, without reliance on or direction by the other.

Each Party hereto agrees to be responsible for its own negligent acts and omissions and those of its employees and agents as provided by the Oklahoma Governmental Tort Claims Act, 51 O.S. 1991, sec 151, et seq., as amended.

If the University notifies the Host School of a possible compliance issue, the Host School must submit an explanation to the University within forty-five (45) days of the notification. If upon receipt of the explanation the University determines the Host School is out of compliance, the Host School will have 30 days to remedy the non-compliance. If after that time the University determines the Host School has not resolved the compliance issue, the University may take any or all, but not limited to, the following options:

1. suspension of the Contract;
2. withholding of additional Contracts;
3. requiring an immediate audit of all records pertaining to the Contract;
4. the University, within 21 days of receipt of reports, shall complete review;
5. the University may choose to make an allowance on any compliance issue if appropriate documentation for the non-compliance action can be furnished.

Neither Party shall be liable for any damages resulting from any delay in delivery or failure to give notice of delay that directly or indirectly results from the elements, acts of God, delays in transportation, or delays in delivery by any cause beyond the reasonable control of the Parties.

H. FERPA

Each Party to this Agreement agrees to abide by the limitations on redisclosure of personally identifiable information from education records as set forth in the Family Educational Rights and Privacy Act (34 CFR 99.33(a)(2))

I. Clean Air Act

Each Party agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 *et seq.* The Host School agrees to report each violation to the University, and understands and agrees that the University will, in turn, report each violation as required to assure notification to the appropriate Environmental Protection Agency Regional Office.

J. Employment Relationship

This Agreement does not create an employment relationship. Individuals performing services required by the Agreement are not considered employees of the University. The Host School's employees shall not be considered employees of the University for any purpose, and as such shall not be eligible for benefits accruing to University employees.

The University shall provide access to staff as needed to meet the requirements contained herein.

K. Contract Jurisdiction

The Agreement will be governed in all respects by the laws of the State of Oklahoma. The State of Oklahoma, District Court of Oklahoma County will be the venue in the event any legal action is filed by the Host School or the University to enforce or to interpret provisions of the Agreement.

This Agreement is the product of negotiations between the Parties, each of which has had the opportunity to consult counsel prior to the execution hereof. Therefore, the Parties agree that if this Agreement needs to be interpreted by any court (or other tribunal) having jurisdiction, no conclusions or inferences of the law shall be drawn in favor of or against either Party on the basis of which Party drafted the term or provision at issue.

L. Severability

If any provision under the Agreement, or its application to any person or circumstance, is held invalid by any court of competent jurisdiction, such invalidity does not affect any other provision of the Agreement or its application that can be given effect without the invalid provision or application.

M. Ownership and Copyrights

All curriculum, instructional materials, software, reports, and videos (hereinafter "Intellectual Property") are being developed exclusively for the University or purchased by the University and shall be the property of the University. Intellectual Property created and copyrighted or trademarked by the other Party outside of the Contract shall be retained by same. This article shall not be construed to alter or diminish ownership rights provided under state or federal law or regulations.

N. Accessibility

Pursuant to Title 74, Section 85.7d and OAC 580:15-6-22 electronic and information technology procurements, agreements, and contracts shall comply with applicable Oklahoma Information Technology Accessibility Standards issued by the Oklahoma Office of State Finance. EIT Standards may be found at www.ok.gov/DCS/Central_Purchasing. Upon request, the Host School shall provide a description of conformance with the applicable Oklahoma Information Technology Accessibility Standards for the proposed product, system or application development/customization by means of either a Voluntary Product Accessibility Template (VPAT) or other comparable document.

O. Entire Agreement

This Agreement constitutes the entire Agreement and understanding between the Parties and supersedes all prior and/or contemporaneous discussions, representations, or contracts, whether written or oral, of the Parties relating to the work to be performed.

Section 5 Signatures

The Parties hereto agree that they may conduct the transaction by electronic means and hereby state that electronic signature shall have the same force and effect as an original signature.

THE HOST SCHOOL REPRESENTS THAT IT HAS READ AND UNDERSTOOD THE TERMS OF THIS AGREEMENT AND MADE NO CHANGES TO THE TERMS OF THIS AGREEMENT. BY PLACING THE SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, THE HOST SCHOOL AGREES TO BE BOUND BY THIS AGREEMENT.

Host School

Signature

Date

Print Name and Signatory Title



Staking A Claim in Our Students' Future

Phone 405-282-8900

Guthrie Public Schools Gifted and Talented Education Plan

Mission Statement

An important goal of Guthrie Public Schools is to identify and provide appropriate educational experiences for those students who give evidence of high performance capability in areas such as intellectual, creative, artistic, or leadership capacity, or in specific academic areas, and who require learning opportunities or experiences not ordinarily provided by the school in order to fully develop such capabilities.

Definitions

“Gifted and talented students” refers to those students identified as having demonstrated potential abilities of high performance capability, requiring differentiated or accelerated education or services. For the purpose of this definition, Category 1 students are those who have scored at or above the 97th percentile on a nationally standardized test of intellectual abilities assessment. This definition may also include students who excel in one or more of the following areas: (State Law, Section 904)

- Creative thinking ability
- Leadership ability
- Visual and/or performing arts ability
- Specific academic ability

“Gifted and talented child educational programs” means those special instructional programs, supportive services, unique educational materials, learning settings, and other educational services which differentiate, supplement and support the regular program in meeting the needs of the gifted and talented child.”(70-1210.31)

Identification

Multi-criteria evaluation procedures are used for the purpose of identification and placement of students in the gifted and talented program. No single criterion or cut-off score is used to exclude a student from placement. Identification will be an ongoing process extending from school entry through grade twelve. Each spring 3rd grade students will be tested using a nationally standardized test of intellectual ability. Data will be obtained through a variety of procedures and from many independent sources. This will allow for the unbiased assessment of



Staking A Claim in Our Students' Future

Phone 405-282-8900

all cultural and economic backgrounds. The committee decision for placement may be made based on referral, student product or performance, appropriate checklists and other relevant information. The site committee chaired by an educator with training in gifted education may include administrators, teachers, and counselors. This team will collect and analyze student data, maintain appropriate records, and make professional decisions on placements of students. Parent permission for intelligence testing is necessary.

Screening and nomination procedures of students for possible placement in the program will include:

- Referrals by parents, teachers, peers, or self
- Group Achievement test scores
- Classroom performance and work samples

Students who are nominated for the gifted program who do not have a current (one year old or less) standardized test score will be given a nationally standardized intelligence test. In the event a student does not qualify, the parents may request a second test. A different nationally standardized intelligence test from the district plan would be administered. Due to validity issues, students cannot be administered the same intelligence test within a calendar year period.

Students who score at or above the 97th percentile on either test will automatically be placed in the program with parent permission. When a student is nominated for the gifted program, they will be further evaluated using one or more of the following:

- WISC-V (Weschler Intelligence Scale for Children)
- WASI-II (Weschler Abbreviate Scale of Intelligence)
- CogAT (Cognitive Abilities Test)

Talented students will be identified through high achievement in visual and performing arts competition through the following:

- Demonstrations
- Auditions
- Portfolios



Staking A Claim in Our Students' Future

Phone 405-282-8900

Eligibility

Category 1

A score in the top 3 percentile on any nationally standardized intellectual ability assessment, according to the law of the State of Oklahoma, results in automatic placement into appropriate gifted programming options with parental approval.

Category 2

Student placement decisions in the capability areas will be based on multiple criteria.

To allow for the unbiased assessment of all cultural and economic backgrounds, a placement decision will be based on referral, performance, appropriate checklists, and other relevant information.

Instructionally useful information about individual students obtained during the identification process is communicated to the appropriate members of the instructional staff regardless of final placement.

Placement

Parents or guardians will be notified in writing of test results and/or eligibility for placement in the gifted and talented program. Parents may request additional conferences or consultation as desired.

Category 1 students will be automatically placed in the gifted program with parent permission.

Category 2 students will be considered for placement by an evaluation team consisting of an administrator, gifted teachers, and referring teacher. At this time, all pertinent information would be considered and placement would occur at the recommendation of the evaluation team.

Students will be placed in the talented program upon the recommendation of the evaluation team consisting of an administrator, appropriate visual and/or performing arts teacher, and the referring teacher.

Students may not be placed without the written consent of a parent.



Staking A Claim in Our Students' Future

Phone 405-282-8900

Parents may appeal a placement decision with which they disagree. A written appeal will be made first to the site committee and a further appeal may be made to the district program coordinator.

Student Evaluation

Students in the gifted and talented programs will be evaluated individually at each nine-week grading period. A checklist of expectations for achievement within the program will be sent to the parents.

Students served in a pull-out program will not be held responsible for regular classroom assignments that are completed during enrichment activities. Reevaluation for continued participation in the program may occur in the following instances:

- Decline in classroom performance.
- Parent request
- Inability of the student to perform well within the program.

Evaluation of the appropriateness of the student's placement may be requested at any time by members of the evaluation team, current classroom teacher, or parents.

Prior to a student's change of placement, the following may occur: conference with the student and parents, counseling, and/or consideration of available programming options. Removal from the gifted and talented program will not be completed without a conference and written notification for parents.

Confidentiality

All records are confidential and may not be obtained without the written consent of parents. Confidential records include test results, documentation relating to placement, and parent consent to place in the program. Gifted and talented records will remain on file for a minimum of five years after the student has left the school system.



Staking A Claim in Our Students' Future

Phone 405-282-8900

Transfers

Gifted and talented eligibility established in a different district will be recognized by Guthrie Public Schools providing:

1. The identification process and assessment instruments are equivalent to Guthrie's district plan.
2. The transfer student's gifted and talented records were received by Guthrie Public Schools.

The team may recommend a reevaluation of the transfer student to ensure gifted and talented eligibility.

Program Description

The Guthrie Gifted and Talented Program consists of differentiated education that includes multiple programming options and curriculum which is modified in pace, breadth, and depth. Programming options are coordinated to guide the development of gifted and talented students from the time they are identified through graduation from high school. The programming is an ongoing consideration of the school curriculum and schedule. Curriculum for the gifted and talented is an extension of the regular class curriculum. Processes for these students stress creativity and higher-level thinking skills. Gifted and talented students may also be served informally through various school organizations and clubs, which pertain to their specific needs, interests, and abilities. Gifted and talented students will be provided appropriate differentiated education within three weeks of the beginning of the school term.

Elementary School Gifted Program Options (2nd-6th Grades) May Include:

- Resource room access for identified gifted elementary students for a specified time once a week stressing creativity, higher-level thinking skills, and STEM. The amount of weekly class time will increase at 5th grade.
- Individualization of instruction for a focused or specific educational need.
- Proficiency-based promotion testing available upon request and parent permission. The student must score a 90th percentile in all curriculum areas.
- Guest speakers relating to unit study or interests.
- Academic and talent competition participation in a variety of areas such as science fairs or other academic and fine arts competitions.
- Field trips for enrichment in areas not emphasized in the regular curriculum.



Staking A Claim in Our Students' Future

Phone 405-282-8900

Junior High School Gifted Program Options (7th -8th Grades) May Include:

- Weekly resource room access for enrichment activities to stress creativity, higher level thinking skills and STEM.
- Advanced curriculum in math (7th grade Honors Math, 8th grade Algebra 1)
- Additional STEM class as an elective.
- Guest speakers relating to unit study or interests.
- Career Fair
- Academic and talent competition participation in a variety of areas such as science fairs or other academic and fine arts competitions.
- Field trips for enrichment in areas not emphasized in the regular curriculum.

High School Gifted Program Options (9th -12th Grades) May Include:

- Advanced Placement courses
- Concurrent Enrollment in college classes while attending high school.
- Academic Team
- Academic and talent competition participation in a variety of areas such as science fairs or other academic and fine arts competitions.
- Various electives and extra-curricular opportunities related to interests

Talented Students Program Options May Include:

- Talented students will be encouraged to enroll in electives that will enhance their talents.
- They will receive assistance to enhance their visual, musical, and performing skills.

Program Evaluation

A systemic plan for ongoing evaluation is part of program planning and implementation. An ongoing evaluation process will be established by the Guthrie Gifted and Talented Advisory Committee and Gifted Education. Each site plan will provide an evaluation process. Previous evaluations will be the basis for site planning. Students, teachers, parents, and administrators will annually evaluate gifted educational programming at their site. Evaluation results will be communicated in a timely and meaningful way to program decision makers at the site level, the district level, and as appropriate, to students, parents, and the public.

The evaluation process will assess each of the following components: Student identification, instructional program, professional development, teacher selection, community involvement, program management, and the evaluation process. The evaluation process will focus on the



Staking A Claim in Our Students' Future

Phone 405-282-8900

appropriateness of educational programming provided for gifted and talented students. The plan for evaluation will be developed which specifies data to be collected and personnel responsible for analysis of the data. The data for evaluation will be obtained from a variety of instruments, procedures, and information sources. Student progress will be assessed, with attention to mastery of content, higher level thinking skills, and creativity.

Local Advisory Committee

The Guthrie Gifted and Talented Advisory Committee Members will be appointed by the Board of Education upon recommendation of the Superintendent for a two year term. The committee will consist of at least three but no more than eleven members, at least 1/3 of whom shall be selected from a list of nominations submitted by association whose purpose is advocacy for gifted and talented children. The committee shall be broadly representative of the community. Guthrie Schools will provide staff training in gifted education to the advisory committee.

The first meeting will be called by the superintendent no later than October 1 of each year. At this meeting the committee will elect a chair and a vice-chair. The committee will meet at other times during the year as necessary in a meeting space furnished by the district. All meetings will be subject to provisions of the Oklahoma Open Meeting Act.

The advisory committee will assist in the formulation of district goals for gifted education, assist in development of the district plan for gifted educational programming, assist in the preparation of the district report on gifted child educational programming, and perform other advisory duties as requested by the board of education.

Qualifications and Responsibilities of Gifted and Talented Staff

A teacher of the gifted and talented shall hold a valid Oklahoma Teaching Certificate appropriate to the certificate credential and grade level(s) in the program. All teachers whose duties include direct involvement with gifted/talented students shall participate in professional development, workshops, seminars, conferences, and/or college training designed to educate/assist them in the area of gifted and talented education.

Gifted and talented education program coordinators shall hold a valid Oklahoma Teaching Certificate. They shall also participate in professional development, workshops, seminars, conferences and/or college training designed to educate/assist them in the area of gifted and talented education.



Staking A Claim in Our Students' Future

Phone 405-282-8900

The principal or site coordinator for gifted and talented programming will be responsible for working with the site committee, coordinating gifted educational programming related to the site gifted plan and completing such reports and information as required by the district coordinator for gifted and talented programming.

Delivery is addressed by both the regular classroom teachers and the gifted teacher. Classroom teachers may request support through modeling, consultation, or co-teaching from the District Coordinator or Gifted Teacher in supporting Gifted and Talented students.

Responsibilities of School District and Local Board of Education

The local Board of Education is responsible in providing gifted and talented educational programs for all eligible children who reside in the district. This differentiated education will include multiple programming options which shall be carefully matched with students' identified needs, interests, and abilities.

The district shall submit a Gifted and Talented Child count, a Gifted and Talented Educational Plan update, a Summary Budget, and a Gifted and Talented Expenditure Report to the State Department of Education by state determined deadlines each year.

Budget

District administrative personnel will compile and prepare the budget for gifted educational programming in conjunction with the superintendent and the Local Gifted Advisory Committee. The budget will be compiled on forms required by the State Department of Education and will be submitted per the established guidelines. An expenditures report for the previous school year will be submitted by the superintendent to the State Department of Education as required. This report will outline the expenditures made by the district for gifted and talented educational programming. The report will identify expenditures by major codes and program classifications pursuant to the Oklahoma Cost Accounting System.

AGREEMENT FOR SERVICES

This Agreement for Services ("Agreement") is entered into this _____ day of August, 2021 by and between the **BOARD OF COUNTY COMMISSIONERS OF LOGAN COUNTY** on behalf of the **LOGAN COUNTY SHERIFF'S OFFICE ("LCSO")** and **INDEPENDENT SCHOOL DISTRICT NO. 1 OF LOGAN COUNTY, OKLAHOMA, commonly known as GUTHRIE PUBLIC SCHOOLS ("GPS")**.

RECITALS:

Pursuant to OKLA. STAT. tit. 74, §§ 360.19, 1008, GPS desires to contract with LCSO for one (1) law enforcement personnel for one (1) GPS school site(s), Charter Oak Elementary (individually referred to as a "School Site" and collectively as the "School Sites), while school is in session.

NOW, THEREFORE, in consideration of the fees provided herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and the mutual covenants and agreements contained herein, the parties agree as follows:

1. SERVICES TO BE PROVIDED BY LCSO

- a. LCSO agrees to provide one CLEET certified, uniformed deputy sheriff to perform the services enumerated on Exhibit "A" at the School Sites during regular school hours, Monday through Friday, when school is in session, and at such other times as GPS may request for after-school activities and events.
- b. LCSO will utilize marked, fully equipped LCSO patrol cars and uniformed deputies on foot patrol. One marked LCSO vehicle will be present at either School Site during the hours designated in this contract.
- c. LCSO deputies shall work with GPS personnel on a cooperative basis.

2. TERM OF THE AGREEMENT

- a. The term of this Agreement shall be for an initial period from August, 2021 to MAY, 2022. After the initial period, this Agreement may be renewed annually by mutual agreement of the Parties.

3. COMPENSATION

- a. As compensation to LCSO for services provided under this Agreement, GPS agrees to pay LCSO a monthly fee of \$2998.17 for a total of \$29,981.70 per year from August, 2021 to May, 2022.
- b. If a deputy is absent during a school day for any reason, the deputy shall be replaced by another deputy qualified to perform the duties in a reasonable amount of time. If a SRO Deputy gets assigned a call for service a priority to release SRO Deputy from the call for service to return to their school as soon as possible. A call for service will not be considered absent from their SRO duties.
- c. Fees under Section 3(a) will be paid no later than the 15th of each month for services rendered during the prior month. All payments shall be credited to the LCSO Sheriff's Service Fee Account.

4. INDEPENDENT CONTRACTOR

- a. LCSO is and at all times shall be deemed an independent contractor and shall be wholly responsible for the manner in which LCSO performs the services required by the terms of the Agreement. Nothing contained herein shall be construed as creating the relationship of employer and employee, or principal and agent, between LCSO and GPS or any of LCSO's agents or employees. LCSO assumes exclusive responsibility for the acts of its employees as they relate to the services provided during the course and scope of their employment, including services provided under this Agreement. LCSO, its agents and employees, shall not

be considered in any manner to be a GPS employee or entitled to any rights or privileges of GPS employees.

- b. LCSO and GPS will work cooperatively to provide the best working relationship possible to ensure that the needs of the individual schools, students, principals, school staff, and deputies are met. To facilitate this, LCSO will designate a point of contact for routine questions, scheduling, and day-to-day operational issues. GPS administrators, LCSO's designated representative, and LCSO's deputies assigned to a School Site will meet as needed to facilitate scheduling and operation of the program.
- c. While GPS will not directly supervise LCSO's deputies in the day-to-day performance of duties as a law enforcement officer, GPS may provide input or feedback to LCSO regarding performance. If GPS objects to the assignment of any personnel under this Agreement, GPS will review those objections with the designated representative of LCSO for final resolution of the objections.

5. ADDITIONAL PERSONNEL

- a. Nothing contained in this Agreement shall limit the right of GPS to engage other law enforcement or private security personnel for special events or other school-related activities as GPS deems necessary. In the event GPS elects to engage additional personnel, the services will be coordinated with LCSO.

6. GENERAL DUTIES

- a. A description of general duties for LCSO deputies providing services under this Agreement is attached as Exhibits "A" and "B".
- b. It is anticipated that it may be necessary to amend Exhibits "A" and "B" from time-to-time to better reflect the scope of the general duties. For that reason, the Logan County Sheriff and the Superintendent of GPS are hereby authorized to make written, mutually agreed upon amendments to Exhibits "A" and "B" as needed.

7. INSURANCE

- a. LCSO is self-insured. LCSO shall provide workers' compensation insurance in the amount required by Oklahoma law for all LCSO employees who are performing work under this Agreement.

8. TERMINATION AND ASSIGNMENT

- a. This Agreement may be terminated with or without cause by either party at its sole option and without prejudice by giving sixty (60) days written notice of termination to the other party.
- b. Neither party shall assign, transfer, or sub-contract any of its rights, burdens, duties, or obligations under this Agreement without the prior written permission of the other party to this Agreement.

9. SEVERABILITY

- a. If any provision of this Agreement, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of its requiring any steps, actions, or results, the remaining parts or portions of this Agreement shall remain in full force and effect.

10. ENTIRE AGREEMENT

- a. This Agreement constitutes the entire understanding between the parties. No other agreements, oral or written, pertaining to the performance of this Agreement exists between the parties. Except as provided under Section 6, this Agreement can be modified only by a writing signed by both of the parties.

Executed this _____ day of _____, 2021.

**THE BOARD OF COUNTY COMMISSIONERS
OF LOGAN COUNTY, ON BEHALF OF THE
LOGAN COUNTY SHERIFF'S OFFICE**

**INDEPENDENT SCHOOL DISTRICT NO. 3 OF
LOGAN COUNTY, OKLAHOMA A/K/A
GUTHRIE PUBLIC SCHOOLS**

MARVIN GOODMAN, Chairperson

By: _____
President, Board of Education

MONTY PIERCY, Member

MIKE PEARSON, Member

APPROVED AS TO FORM:

By: _____
Assistant District Attorney

By: _____
Sheriff DAMON DEVEREAUX

Exhibit A
LCSO Deputy Duties

1. The primary function of the LCSO deputies serving as law enforcement personnel under the Agreement shall be to insure the safety of the students and faculty and provide campus security. Specifically, the deputies shall assist in limiting access to the school grounds to authorized persons, provide police protection of school property, personnel and students, investigate criminal acts on school grounds and serve as a liaison between the school, the police department, juvenile officials, probation officials, courts, and other agencies of the juvenile justice system.
2. A GPS school administrator, such as a principal, or designee, shall retain authority regarding all school issues. The LCSO deputies shall determine all law enforcement issues. The deputies shall communicate with the school administration regarding all law enforcement incidents at School Site(s) or at school related activities.
3. The LCSO deputies shall participate in mandatory training under state law and/or LCSO policy. The deputies should also participate in reasonable training programs provided by GPS that directly impact ability and skills as a law enforcement officer at a school.
4. The LCSO deputies shall be available as a resource to provide information on topics on which the officers have special competence due to their law enforcement training. The deputies shall also attempt to identify and counter deviant behavior and any other behavior that would be disruptive or unsafe to the students, faculty or district property.
5. The LCSO deputies shall be visible in a public relations role in order to provide a highly visible crime deterrent on school property in order to effectively promote security and order in the schools.
6. The LCSO deputies shall attempt to provide guidance and direction for students, parents and staff when appropriate, to work with the school administrators to resolve school-police problems, and to work with parents of troubled youth.
7. The LCSO deputies shall not enforce GPS regulations or rules unless the violation of such rule or regulation constitutes a violation of a federal or state law.
8. Nothing in this Agreement shall limit or eliminate the need to utilize the 9-1-1 reporting system, or the use of law enforcement officers to handle or supplement calls for service. Use of 9-1-1 is encouraged for emergency calls even if the LCSO deputy assigned to School Site is also called.
9. Except in an emergency, the LCSO deputies should not be called away from their assigned school to handle incidents, as this may be disruptive to the school environment. The deputies may be contacted and may respond as soon as possible to assist LCSO officers when reasonably necessary to provide public safety.
10. LCSO deputies shall maintain a close liaison with LCSO Deputies who are not assigned to a School Site and other law enforcement officers, as needed, around their assigned schools. They shall exchange information regarding suspects, incidents, and potential problems to ensure reasonably consistent enforcement from officer to officer to the extent permitted by law.

11. The LCSO deputies may be required to meet with school officials and the building level administrators of the school to which he or she is assigned during contract hours to discuss incidents, potential problems, and issues. The primary purpose of these meetings will be to increase the effectiveness of the services provided by the LCSO under this Agreement.
12. LCSO reserves the right to assign deputies to a non-school function or issue in the event of an emergency or situation that dictates a call-up of sheriff personnel as directed in LCSO policy and procedures. An emergency situation may include a tornado, wildfire, etc.

Attachment B
Law Enforcement Personnel and School Discipline

The purpose of this Memorandum of Understanding (MOU) is to establish a collaborative agreement on school security and school discipline to guide and define the relationship between GUTHRIE Public Schools ("GPS") and the Board Of County Commissioners of Logan County, on behalf of the LOGAN COUNTY SHERIFF'S OFFICE ("LCSO") (collectively referred to as "the Parties") in the role of LCSO law enforcement personnel ("Deputy") assigned to a School Site pursuant to this Agreement.

The Parties acknowledge that law enforcement plays an essential role in maintaining safety in the community and at GPS. However, the use of arrests and referrals to the criminal justice system for minor or typical school behaviors can adversely affect students and erode confidence in and respect for both the school administration and law enforcement. The Parties have developed this guidance to ensure a consistent approach to law enforcement and school discipline that emphasizes cooperation in the handling of school-based student misbehavior. Emphasis is placed on handling incidents uniformly while ensuring that each case is addressed on an individualized basis. The manner in which each incident is handled is dependent upon many factors unique to each child. This includes, but is not limited to, behavioral history, present circumstances, disciplinary record, academic record, general demeanor and disposition toward others, disability, special education status, and other factors. Accordingly, the Parties concur that students involved in the same incident or similar incidents may receive different and varying responses depending on the factors and needs of each student.

To address these issues and ensure that all students have access to a safe and productive learning environment, the Parties agree that cooperation is essential. Among other benefits, committed cooperation can enhance appropriate responses and use of resources, when responding to school-based misbehavior. For purposes of this MOU, student misbehavior is considered to be breaches of the Code of Student Conduct, disruptions, and other minor infractions or omissions by a student that occurs on school grounds, school transportation or during a school sponsored or related event.

Responding to Student Misbehavior

In the event a student misbehaves, the school principal and their designees will be the primary source of intervention and disciplinary consequences. The Deputy is responsible for criminal law issues—not school discipline issues. The Code of Student Conduct provides detailed information on consequences and interventions and shall guide the response to particular types of misbehavior. In addition, school officials should make reasonable efforts, where applicable, to connect students to school or community-based support services, such as counseling, mentoring, or extra-curricular activities.

Many types of minor student misbehavior may technically meet the statutory requirements for non-violent misdemeanors (e.g. theft, vandalism, disorderly conduct, loitering, incidents relating to alcohol, threats, harassment, etc.), but may be handled outside of the criminal justice system. Absent a real and immediate threat to students, teachers, or public safety, incidents involving public order offenses such as those above and including disturbance/disruption of school or public assembly; trespass; loitering; profanity; and fighting that does not involve physical injury or a weapon, may be considered school discipline issues to be handled by school officials, rather than criminal law issues warranting formal law enforcement intervention (e.g., issuance of a criminal citation, ticket, or summons, filing of a delinquency petition, referral to a probation officer, or actual arrest) as may be appropriate on a case-by-case basis. Behavior that rises to the level of a felony offense is not included within this category.

All individuals involved in school discipline decisions shall consider the surrounding circumstances including the age, history, disability or special education status, and other factors that may have influenced the behavior of the student, the degree of harm caused and the student's genuine willingness to repair the harm and accept responsibility for the student's action.

The Deputy will avoid arresting students at school, where possible, unless the child poses a real and immediate threat to student, teacher, or public safety, or a judicial warrant specifically directs the arrest of the student in a school. The LCSO and GPS building level administrators shall be consulted prior to an arrest of a student where practicable, and the student's parent or guardian shall be notified of a child's arrest as soon as practicable.

Further Incidents

Repeated incidents of non-violent misdemeanors shall result in graduated levels of school-based interventions and consequences by the administrators on campus, according to the Code of Student Conduct, and referral to law enforcement for certain incidents.

Student Rights

Absent a real and immediate threat to student, teacher, or public safety, the Deputy may conduct or participate in a search of a student's person, possessions, or locker only where there is probable cause to believe that the search will reveal evidence that the student has committed or is committing a criminal offense.

- The Deputy shall inform school administrators prior to conducting a probable cause search where practicable.
- The Deputy shall not ask school officials to search a student's person, possessions, or locker in an effort to circumvent these protections.

A school official may conduct a search of a student's person, possessions, or locker only where there is reasonable suspicion to believe that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school, and the search is justified in scope given such suspicion.

- Absent a real and immediate threat to students, teachers, or public safety, a school official shall not ask a Deputy to be present or participate in such a search.

Absent a real and immediate threat to students, teachers, or public safety, a Deputy may question or participate in the questioning of a student about conduct that could expose the child to court-involvement or arrest only after informing the child of Miranda rights and only in the presence of the child's parent or guardian.

It is the policy of LCSO to investigate all complaints against it, or of alleged misconduct by one its officers, to equitably determine whether the allegations are valid or invalid, and take appropriate action. Any student, parent, teacher, and principal or other school administrator may submit a complaint, orally or in writing, of abuses or misconduct by a Deputy to LCSO.

- Parents shall be permitted to submit a complaint in their native language.
- The complaint system must be confidential and protect the identity of the complainant from the Deputy to the extent consistent with the Deputy's due process rights.
- Complaints shall be investigated and resolved, and complainants shall be furnished with a written explanation of the investigation and resolution.

The Deputy shall maintain activity reports and submit monthly summaries of these reports to district-level school

administrators, and the relevant law enforcement agency. The monthly summaries shall include the numbers and descriptions of all incidents or calls for service; names of school officials involved (referring teachers, principals, etc.); student searches; student questioning; tickets, citations, or summonses; filing of delinquency petitions; referrals to a probation officer; actual arrests; and other referrals to the juvenile justice system.

Discretion of Law Enforcement

Nothing in this MOU is intended to limit the discretion of law enforcement. Deputies responding to an incident or consulting with school officials are encouraged to use their discretion in determining the best course of action, especially when using alternatives to arrest. While the option to use the criminal justice system is available for many incidents, the totality of the circumstances should be taken into consideration and any less punitive alternatives that ensure the safety of the school community should be considered.

AGREEMENT

This agreement made and entered into this _____ day of August 2021 by and between the City of Guthrie, Oklahoma, a municipal corporation, hereinafter referred to as the “City”, and the Guthrie School District of Logan County, Oklahoma, hereinafter referred to as “District”, WITNESSETH.

PURPOSE: The purpose of this agreement is to provide for the increased safety and security of the public schools of the District through the placement of a police officer in said schools.

ADMINISTRATION: This agreement shall be administered by the City Manager and the Chief of Police with input from the District administration. These representatives shall be responsible for administering this agreement and shall have the authority to determine the duties to be performed by the officer and the resolution of any disputes. The City Manager and the Chief of Police of the City shall receive from the District periodic recommendations and suggestions as to needs of the District. These recommendations shall be submitted by the Superintendent of Schools for the District.

TERM OF AGREEMENT: This agreement shall be in effect as of the date the agreement is signed by both parties for a period of one calendar year and may be renewed on an annual basis.

AGENCY REPRESENTATIVES: The parties will develop procedures for ongoing meetings and will, at least annually, review and if necessary, recommend any changes.

MODIFICATION OF AGREEMENT: Modification of this agreement shall be made only by consent of both parties. Such shall be made with the same formalities as were followed in this agreement and shall include a written document setting forth the modifications signed by the parties.

QUALIFICATIONS: All School Resource Officers shall be a duly certified police officer of the City and shall perform those tasks and duties delineated in the schedule of duties as approved by the administrators. City agrees and guarantees that each School Resource Officer will be, at all times, a certified Peace Officer for the State of Oklahoma and meet all requirements as set forth by the Oklahoma Council on Law Enforcement Education and Training, the City of Guthrie, Oklahoma and as may be required by law. City warrants to District that all School Resource Officers are fully trained in the proper and appropriate law enforcement use of all equipment issued to or allowed by City for use by police officers, including, but not limited to, any weapons or equipment designed to or capable of causing harm to persons or property.

DUTIES OF SCHOOL RESOURCE OFFICERS (SRO):

The SRO’s duties will include, but not be limited to, the following:

- A. To be an extension of the principal’s office for assignments consistent with this Agreement.

- B. To be a visible, active law enforcement figure on campus dealing with law enforcement matters and school code violations originating on the assigned campus.
- C. To act as the designee of the campus administrator in maintaining the physical plant of the assigned campus to provide a safe environment as to law enforcement matters and school code violations. This includes building(s), grounds, parking lot(s), lockers and other public school property.
- D. To provide a classroom resource for law education using approved materials.
- E. To be a resource for students which will enable them to be associated with a law enforcement figure in the students' environment.
- F. To be a resource for teachers, parents and students for conferences on an individual basis dealing with individual problems or questions, particularly in the area of substance control.
- G. To make appearances before site councils, parent groups, and other groups associated with the campus and as a speaker on a variety of requested topics, particularly drug and alcohol abuse.
- H. The SRO will not be involved in ordinary school discipline, UNLESS; it pertains to preventing a potential disruption and/or climate that places students at risk of harm. Disciplining students is a School District responsibility, and only when the principal and the SRO agree that the SRO's assistance is needed to maintain a safe and proper school environment would the principal request SRO involvement.
- I. If the principal believes that in a given situation or incident there is a law violation, the principal may request SRO involvement.
- J. All law enforcement agencies requesting to conduct formal police interviews, interrogations, and arrests of any student should be referred to the campus SRO.
- K. The SRO will be familiar with helpful community agencies, such as mental health clinics, drug treatment centers, etc., that offer assistance to dependency-and delinquency-prone youths and their families. Referrals will be made when necessary.
- L. The SRO and the principal will develop plans and strategies to prevent and/or minimize dangerous situations which might result in student unrest.
- M. The SRO is first and foremost a law enforcement officer. This fact must be constantly reinforced.
- N. The SRO may be asked to provide community wide crime prevention presentations that include, but are not limited to:

Drugs and the law – Adult and juvenile;
Alcohol and the law – Adult and juvenile;
Sexual assault prevention;
Safety programs – Adult and juvenile;
Assistance in other crime prevention programs as assigned.

- O. The SROs will wear approved department uniform, formal business attire or business casual with appropriate logos and name badges depending on the time of the school year, the type of school activity or program, and the requests of the school and/or police department. The Chief of Police and the principal shall jointly set expectations and resolve any disputes in this area.
- P. The SROs will wear their department authorized duty weapons in accordance with department policy.

ACCESS TO EDUCATION RECORDS:

- A. School officials shall allow SROs to inspect and copy any public records maintained by the school to the extent allowed by law.
- B. If confidential student records information is needed by an SRO, the information may be released only as allowed by law.

EMPLOYMENT OF SCHOOL RESOURCE OFFICERS:

- A. The SROs shall be employees of the City of Guthrie Police Department and shall be subject to the administration, supervision and control of the Police Department.
- B. The SROs shall be subject to all personnel policies and practices of the Police Department except as such policies or practices may be modified by the terms and conditions of this Agreement.
- C. The Police Department, in its sole discretion, shall have the power and authority to hire, discharge, and discipline SROs.
- D. A joint committee composed of representatives of the Police Department and the School District shall make recommendations for the SRO positions to the Chief of Police who shall assign such officers. If a principal is dissatisfied with an SRO who has been assigned to that principal's school, then that principal may request that the Chief of Police assign a different officer as the SRO for that school.
- E. The parties shall agree in writing how many SROs will be employed during any school year.

FUNDING: In consideration for the City's assignment of at least two School Resource Officer in accordance with the program outlined in this agreement, the District agrees to pay the sum of \$42,944.23 per officer, for a total not to exceed \$85,888.46. This amount represents the nine (9) months school is in session. The costs associated with expected salary and all applicable benefits

and premium expenses are based on the FY2022 budgeted salary and benefit expenses of the SRO. The City will invoice the District one-half of the annual sum in January and the second half in April. Upon renewal of this agreement funding in successive years shall be an amount as calculated above. Prior to the start of each school year, the City shall calculate the cost for the next year in accordance with this paragraph and provide notice of such to the District 45 days prior to the first day of school. Such amount shall be the new payment amount for the agreement unless the District chooses to terminate this agreement as provided below.

LIABILITY: City agrees that it shall be responsible for any liability arising from the actions of the officer in the same manner and to the same extent as it has liability for the actions of any police officer. Each party shall assume and be responsible for any liability or the costs of litigation arising from actions of its own employees.

TERMINATION: This agreement shall be subject to termination upon written notification by either party upon sixty (60) days notice.

WITNESS OUR HANDS the day and year first above written:

“City of Guthrie”

By:

Steven J. Gentling Mayor

Date

Attest:

Kim Biggs City Clerk

“Guthrie School District of Logan County”

By:

President, Board of Education
Guthrie Public Schools

Date

Attest:

Clerk of the Board of Education
Guthrie Public Schools



GUTHRIE HIGH SCHOOL
200 Crooks Drive

Home of the Bluejays



2021-2022 Student-Parent Handbook

ADMINISTRATION
BOARD OF EDUCATION

Jennifer Bennett-Johnson, President
Travis Sallee, 1st Vice President
Ron Plagg, Board Clerk
Chris Schroder, Deputy Board Clerk
Tina Smedley, Member
Janna Pierson, Member
Gail Davis, Member

DISTRICT OFFICE: 282-8900

Dr. Mike Simpson, Superintendent of Schools
Mr. Doug Ogle, Assistant Superintendent
Ms. Carmen Walters, Executive Director
Mrs. Michelle Chapple, Chief Financial Officer

HIGH SCHOOL OFFICES

Main & South Office	282-5906
North Office (Attendance)	282-5913
Chris LeGrande, Principal	282-5906
Bret Stone, Assistant Principal	282-5906
Dusty Throckmorton, Assistant Principal	282-5906
Juana Benson, Director of Alternative Education	282-5941
Jon Chappell, Athletic Director	282-5906
Kristi Blakemore, Junior Class M-Z & Sophomore Class Counselor	282-5913
Annie Chadd, Senior Class & Junior Class A-L Counselor	282-5913
Susan Whitehead, Freshman Counselor	282-5913

GUTHRIE PUBLIC SCHOOLS' MISSION STATEMENT

It is the mission of the Guthrie Public Schools to empower all students with the tools necessary to become productive members of society through a cooperative effort between student, home, school, and community

EXIT OUTCOMES

Our Vision of a Well-Educated Student:

Have positive self-esteem.	Be effective communicators.
Have a strong knowledge base.	Be creative and complex thinkers.
Show concern for the welfare of others.	Be problem solvers.
Be self-directed, lifelong learners.	Be cooperative learners and workers.
Be productive members of society.	

ALPHABETICAL LISTING OF CONTENTS

Absence Definitions	9	Lunch	19
Activities / Sports	9	Make Up Work	19
Administration	2	Media Center	19
AIDS Prevention Education	28	Meridian Technology Center	19
Announcements	9	Mission Statement & Exit Outcomes	2
Asbestos Management Plan	26	National Honor Society	19
Assignments when Absent	9	Off Limits Area	19
Attendance	11	Office Phone Numbers	5
Before & After School	11	Oklahoma Statutes	20
Bell Schedule	5	Organizations	20
Cafeteria	11	Parent – Teacher Conference Schedule	5
Celebrate Freedom Week	26	Parent Conferences with Teachers	20
Cell Phones	11	Parent’s Right to Know / ESSA	8
Change of Address	12	Parent-Student-Teacher Compact	7
Cheating / Plagiarism	12	Pledge of Allegiance/National Anthem	20
Checking Out Procedure	12	Profanity	20
Civil Rights Compliance	26	Proficiency-Based Promotion	21
Class Officers & Queens	12	Progress Reports	21
Closed Campus Policy	12	Public / Personal Display of Affection	21
Computer / Internet Use	27	Racial Slurs	21
Concurrent Enrollment	12	Saturday School	21
Dances	13	Schedule Changes	21
Detention	13	School Activities	21
Diabetes Management	28	School Calendar	6
Disclaimer	32	School Information	5
Dress Code & Appearance	13	School Song	4
Driver’s License Verification	14	Semester Test Exemptions	21
Drugs & Alcohol	14	Sexual Harassment	22
Due Process	15	Signs	22
Early Graduation	15	Soliciting	22
Elections	15	Student ID Badges	22
Eligibility	28	Student Search	22
Emergency Situations	30	Student Welfare / Child Abuse	22
Enrollment Regulations	29	Substitute Teacher Policy	22
Family Educational Rights & Privacy Act	29	Suspensions	22
Field Trips	15	Tardies	22
Fighting / Assault	16	Telephone Usage	22
Financial Obligation	16	Testing for Placement	23
Fireworks	16	Testing Out of Classes	23
Food & Drink	16	Textbooks	23
Gambling	16	Theft	24
Gang Code / Non-Sanctioned Activities	16	Throwing Objects	23
Grade Classifications	17	Title IX	32
Grading System	17	Tobacco	23
Graduation Policy	30	Transcripts	23
Graduation Requirements	31	Transportation	24
Guidance Services	17	Truancy / Truancy Law	10
Hall Passes	17	Unauthorized Absence	10
Health & Medications	17	Unwanted Touching	24
Homebound Policy	18	Unwritten Regulations	24
Honor Rolls	18	Valedictorian / Rank in Class	24
Immunization	32	Vandalism & Other Offenses	24
In-School Supervision (ISS)	18	Vehicles	24
Insurance	32	Vending Machines	25
Interscholastic Sports	18	Visitors	25
Intimidation / Harassment	18	Weapons	25
Lewd &/or Immoral Behavior	18	Weather	25
Lockers	19	Withdrawal from School	25

Oh G.H.S.

Oh, G. H. S. you are the one that
we love best. Our roy - al
blue is all that's good and true.
So let us fling our col - ors high.
The vic - to - ry de - pends on you. In the
halls of fame we'll write your name for the
loy - al roy - al blue.

The musical score is written on seven staves in a 2/4 time signature with a key signature of two flats (B-flat and E-flat). The melody is in the treble clef. The lyrics are placed below the notes, with some words hyphenated across bar lines. The piece concludes with a double bar line.

SCHOOL INFORMATION

CLASS: 5A

CONFERENCE: Suburban

NICKNAME: Bluejays

COLORS: Royal Blue & White

LOCATION: 200 Crooks Drive
Guthrie, OK 73044

WEBSITE: www.guthrieeps.net

PHONE NUMBERS

Attendance / North Office	282-5913	Registrar / North Office FAX	282-8823
Transcripts & Records Office	282-5913		
Discipline / Main Office	282-5906	Main Office FAX	282-5909
Transportation	282-5919		
Child Nutrition	282-5952		

Bell Schedule – Standard

8:15	--	9:02	1st Hour
9:07	--	9:54	2nd Hour
9:59	--	10:46	3rd Hour
10:51	--	11:39	4th Hour
11:39	--	12:04	Power Hour Blue
12:09	--	12:34	Power Hour White
12:39	--	1:26	5th Hour
1:31	--	2:18	6th Hour
2:23	--	3:10	7th Hour

Bell Schedule - Assembly

8:15	--	8:57	1st Hour
9:02	--	9:44	2nd Hour
9:49	--	10:31	3rd Hour
10:36	--	11:18	4th Hour
			Assembly
11:54	--	12:19	Power Hour Blue
12:24	--	12:49	Power Hour White
12:54	--	1:36	5th Hour
1:41	--	2:23	6th Hour
2:28	--	3:10	7th Hour

HIGH SCHOOL PARENT-TEACHER CONFERENCES

OCTOBER 21 & 26 4 p.m. – 7 p.m.

MARCH 22 & 24 4 p.m. – 7 p.m.

Guthrie Public Schools

School Calendar 2021-2022

<p style="text-align: center;">August</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p style="text-align: center;">AUGUST</p> <p style="text-align: center;">16,17, & 18 Teacher In-Service</p> <p style="text-align: center;">19 - First Day of Classes</p> <p style="text-align: center;">SEPTEMBER</p> <p style="text-align: center;">6 - Labor Day</p> <p style="text-align: center;">20 - Teacher In-Service</p> <p style="text-align: center;">OCTOBER</p> <p style="text-align: center;">8 - Homecoming (2:10 PM Dismissal)</p> <p style="text-align: center;">13 - End of First Quarter</p> <p style="text-align: center;">14 and 15 Fall Break</p> <p style="text-align: center;">19 - P/T Conf (Elementaries)</p> <p style="text-align: center;">21 - P/T Conf (GHS,GJHS, GUES)</p> <p style="text-align: center;">26 - P/T Conf (All Sites)</p> <p style="text-align: center;">NOVEMBER</p> <p style="text-align: center;">22-26 Thanksgiving Break</p> <p style="text-align: center;">DECEMBER</p> <p style="text-align: center;">17- End of 2nd Quarter</p> <p style="text-align: center;">Dec 20 - Dec 31 Winter Break</p> <p style="text-align: center;">JANUARY</p> <p style="text-align: center;">3 - Classes Resume</p> <p style="text-align: center;">17 - Martin Luther King Day</p> <p style="text-align: center;">FEBRUARY</p> <p style="text-align: center;">21 - Teacher In-Service</p> <p style="text-align: center;">MARCH</p> <p style="text-align: center;">11 - End of 3rd Quarter</p> <p style="text-align: center;">14-18 Spring Break</p> <p style="text-align: center;">22 and 24 - P/T Conf (All Sites)</p> <p style="text-align: center;">April</p> <p style="text-align: center;">15 - Snow Make-Up Day 1*</p> <p style="text-align: center;">29 - Snow Make-Up Day 2*</p> <p style="text-align: center;">MAY</p> <p style="text-align: center;">26 - Last Day of Classes</p> <p style="text-align: center;">30 - Memorial Day</p> <p style="font-size: small;">Administration - 282-8900 High School - 282-5906 Faver Alternative - 282-5941 Junior High - 282-5936 Upper Elementary - 282-5924 Fogarty Elementary - 282-5932 Charter Oak Elementary - 282-5964 Cottrell Elementary - 282-5928 Central Elementary - 282-0352 Child Nutrition - 282-5952 Maintenance - 282-5944 Technology - 282-5959 Transportation - 282-5919</p>	<p style="text-align: center;">January</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
S	M	T	W	T	F	S																																																																																							
1	2	3	4	5	6	7																																																																																							
8	9	10	11	12	13	14																																																																																							
15	16	17	18	19	20	21																																																																																							
22	23	24	25	26	27	28																																																																																							
29	30	31																																																																																											
S	M	T	W	T	F	S																																																																																							
						1																																																																																							
2	3	4	5	6	7	8																																																																																							
9	10	11	12	13	14	15																																																																																							
16	17	18	19	20	21	22																																																																																							
23	24	25	26	27	28	29																																																																																							
30	31																																																																																												
<p style="text-align: center;">September</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				<p style="text-align: center;">February</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28												
S	M	T	W	T	F	S																																																																																							
			1	2	3	4																																																																																							
5	6	7	8	9	10	11																																																																																							
12	13	14	15	16	17	18																																																																																							
19	20	21	22	23	24	25																																																																																							
26	27	28	29	30																																																																																									
S	M	T	W	T	F	S																																																																																							
		1	2	3	4	5																																																																																							
6	7	8	9	10	11	12																																																																																							
13	14	15	16	17	18	19																																																																																							
20	21	22	23	24	25	26																																																																																							
27	28																																																																																												
<p style="text-align: center;">October</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								<p style="text-align: center;">March</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
S	M	T	W	T	F	S																																																																																							
					1	2																																																																																							
3	4	5	6	7	8	9																																																																																							
10	11	12	13	14	15	16																																																																																							
17	18	19	20	21	22	23																																																																																							
24	25	26	27	28	29	30																																																																																							
31																																																																																													
S	M	T	W	T	F	S																																																																																							
		1	2	3	4	5																																																																																							
6	7	8	9	10	11	12																																																																																							
13	14	15	16	17	18	19																																																																																							
20	21	22	23	24	25	26																																																																																							
27	28	29	30	31																																																																																									
<p style="text-align: center;">November</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						<p style="text-align: center;">April</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </table>	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							
S	M	T	W	T	F	S																																																																																							
	1	2	3	4	5	6																																																																																							
7	8	9	10	11	12	13																																																																																							
14	15	16	17	18	19	20																																																																																							
21	22	23	24	25	26	27																																																																																							
28	29	30																																																																																											
S	M	T	W	T	F	S																																																																																							
					1	2																																																																																							
3	4	5	6	7	8	9																																																																																							
10	11	12	13	14	15	16																																																																																							
17	18	19	20	21	22	23																																																																																							
24	25	26	27	28	29	30																																																																																							
<p style="text-align: center;">December</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td></td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	S	M	T	W	T	F	S			1	2	3	4		5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p style="text-align: center;">May</p> <table border="1" style="width: 100%; text-align: center; border-collapse: collapse;"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31											
S	M	T	W	T	F	S																																																																																							
		1	2	3	4																																																																																								
5	6	7	8	9	10	11																																																																																							
12	13	14	15	16	17	18																																																																																							
19	20	21	22	23	24	25																																																																																							
26	27	28	29	30	31																																																																																								
S	M	T	W	T	F	S																																																																																							
1	2	3	4	5	6	7																																																																																							
8	9	10	11	12	13	14																																																																																							
15	16	17	18	19	20	21																																																																																							
22	23	24	25	26	27	28																																																																																							
29	30	31																																																																																											

1st Quarter **38+4**
 2nd Quarter **41**
 3rd Quarter **48+1**
 4th Quarter **48**
 175 Days Taught
 5 Professional Days
 180 Days Total
 *School will be dismissed
 if not used for bad weather

- Professional Day
- Vacation Day
- Parent/Teacher Conferences
(4:00 p.m. - 7:00 p.m.)
- Snow Make-Up Day
(To be used in numbered order
if days are needed)

NOTE: Any additional inclement weather days will be made up at the end of the school year

Board Approved 1/11/2021

GUTHRIE HIGH SCHOOL PARENT-STUDENT-TEACHER COMPACT

We at Guthrie High School are committed to providing the best education possible for each of our students. It is our goal to give every child the opportunity to reach his/her full potential in intellectual, emotional, and physical growth. We know that learning can take place if there is a combination of effort, interest, and motivation on the part of the school, the home, and the community working toward that end. This compact is a voluntary agreement and a promise of commitment to help *your student* progress in school, promoting his/her achievement. We believe that this agreement can be fulfilled through our team effort.

AS A STUDENT I AGREE TO:

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments, and homework.
- Know and follow the school and class rules.
- Communicate regularly with my parents and teachers about my school experiences so that they can help me be successful in school.
- Respect the school, classmates, staff, and families.

AS A PARENT I AGREE TO:

- Provide a quiet time and place for homework and monitor TV viewing.
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention, and proper nutrition.
- **Regularly monitor my child's progress in school.**
- Participate at school in activities such as decision making, volunteering, and/or attending parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.

AS A TEACHER I AGREE TO:

- Teach classes through interesting and challenging lessons that promote student achievement.
- Endeavor to motivate my students to learn.
- Have high expectations and help every child to develop a love of learning.
- Communicate regularly with families about student progress.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful assignments to reinforce and extend learning.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and communities.
- Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families which help each **student achieve the school's high academic standards.**

AS A TEAM, WE CAN WORK TOGETHER TO CARRY THIS OUT!

Dear Parents and Guardians:

In accordance with the *Every Student Succeeds Act* PARENTS' RIGHT-TO-KNOW, this is a notification from Guthrie Public Schools to every parent of a student in a Title I school that you have the right to request and receive in a timely manner:

- a) information regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teachers shall include the following:
 - If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
 - If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
 - The teachers baccalaureate degree major, graduate certification, and field of discipline; and
 - Whether the student is provided services by paraprofessionals, and if so, their qualifications [ESSA 1112(e)(1)(A)(i)-(ii)]
- b) information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable. [ESSA 1112(e)(2)(A)]
- c) In addition to the above information you will be notified if your student has been taught for four or more consecutive weeks by a teacher who does not meet the applicable state certification for licensure requirements at the grade level and subject area in which the teacher has been assigned. [ESSA 1112(e)(1)(B)(ii)]

If you have questions or concerns, please feel free to contact your student's Principal.

Sincerely,

Mike Simpson, Ed. D.
Superintendent of Schools

ACTIVITIES / SPORTS

Numerous extra-curricular activities are offered at Guthrie High School.

Requirements for membership in these organizations can be obtained from the sponsors / coaches. Students are encouraged to participate in activities in which they can excel because of special interests, talent, and/or ability.

The maximum number of absences for activities, whether sponsored by the school or an outside agency / organization, which removes the student from the classroom shall be ten (10) for any one class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which students must earn the right to compete. Students participating in school activities will not be allowed to participate in these activities after missing class, or a portion of class, during the day of the activity except for documented reasons or administrative approval.

ANNOUNCEMENTS

A daily bulletin will be read at the end of the fourth hour on a regular basis. The announcements are available on the HS website for parents and also for students who are absent. Announcements must be approved by the sponsor of an organization and must be submitted to the **principal's secretary for posting**.

ASSIGNMENTS WHEN ABSENT

When a student is absent from class for more than three (3) days, homework assignments may be requested by emailing individual teachers or checking Google Classroom.

ATTENDANCE

There is a close relationship between academic success and school attendance. Good attendance habits learned and developed in school will be carried over into the world of work. The rewards for good attendance at GHS are increased learning and an increased probability that students will be successful. Of equal importance is the development and practice of dependability and punctuality (two essential skills in the world of work.) Most important is the need to attend in order to learn from both teacher and classmates. To our knowledge, no student who had perfect attendance has ever failed in learning.

Parents can monitor a student's attendance through the District's online gradebook portal.

Definition of an absence:

An absence is defined as any time a student misses more than 10% of a class period during the school day.

Notification of an absence by parents:

By state statute, it is the duty of the parent or guardian of a student to notify the school concerning the cause of any absence. This should be done as early as possible on the day the student misses school. School personnel will make every reasonable effort to notify the parent or guardian via an automatic calling system of an absence for any part of the school day unless the parent or guardian notifies the school of such absence. It is important for a student to accept responsibility for his/her behavior. Accordingly, if a student is out of school without **his/her parent's permission, he/she** may receive a zero for all work missed. An absence of this nature is known as an UNEXCUSED absence.

Unexcused absence:

Examples of but not limited to:

- Leaving campus and not checking out and receiving an early dismissal slip;
- Presenting an unacceptable verification or note for an excused absence; (see Excused Absence)
- Failing to have parent/guardian authorization;
- Oversleeping;
- Missing the bus or having car trouble.

Any unexcused absence becomes an Unexcused Truancy if it is not cleared within 48 hours by parent or documentation.

Absences for Extracurricular Activity:

An absence for a student who has to miss school for a Guthrie High School activity will be counted as an activity absence. This absence will not count toward administrative failure. **Students should pay close attention to the state's ten-day activity absence policy.**

College Visits:

Guthrie High School seniors are given two days per year to visit a college of their choice, which could include residual ACT dates or college enrollment. This absence does not count against the ten-day rule, administrative failure, or semester test exemptions. Documentation from the school visited **may be required upon the student's return**.

Parent-Verified Absence:

- A parent must make contact by phone or in person to the Attendance office.
- A parent notifying the office does not make the absence a documented absence (see below).

Documented Absence:

A documented absence is necessary to keep the student out of administrative failure. A documented absence can be defined as:

- **a doctor's note (document must be original; faxes must be received directly from the doctor's office);**
- a court document;
- funeral information (immediate family).

The Attendance Office must have this documentation; if not, the absence may count as an unexcused absence, which counts towards administrative failure.

- Documentation must be turned in within five days of the absence or it may not count as a documented absence. The principal will make the determination if circumstances prevented the absence from being cleared within the time limit.
- The principal will make the final determination as to whether or not an absence is excused or unexcused and the acceptability of documentation.

Administrative Failure:

To implement the school policy of administrative failure and encourage attendance in school, the following procedures and guidelines shall be used:

- No student shall be absent more than nine (9) times in any one semester without proper documentation (see Documented Absence.)
- Any student who has more than nine (9) absences (without proper documentation) may not receive a passing grade in the appropriate subjects or grade level for that semester.
- If a student has an unexcused absence, the student may receive a zero for all work missed. The student is still expected to make up the work. Also, the student should expect disciplinary action.
- In the event a student has exceeded the allowable number of absences, the following is the appeal process that will be utilized: a written request must be made by the parent/guardian within 10 days of receipt of the appeal letter. An appeal committee will consider extenuating circumstances on an individual basis.

Periodic attendance letters may be mailed throughout each semester. Students who accumulate more than nine (9) undocumented absences for the semester will be in danger of receiving No Credit for the classes in which excessive absences occur.

Ten Day Drop:

After the 10th consecutive day of unauthorized absence, students will be dropped from attendance rolls.

Truancy Law:

Parents can be fined if they allow students to remain absent from school. Under the State Truancy Law, the district must report truancy to the appropriate authorities. Penalties may be assessed by a truancy officer.

Unauthorized Absence:

A student who fails to check out when leaving school anytime during the school day, leaves class without permission, or does not report to a specific location is subject to disciplinary action.

Disciplinary action will include, but not be limited to:

- 1st Offense: one (1) Saturday School
- 2nd Offense: two (2) days ISS
- 3rd Offense: three (3) days ISS
- 4th Offense: three (3) day suspension
- 5th Offense: five (5) day suspension

Any further offenses may result in suspension for the remainder of the semester and possibly the following semester.

Attendance Reports:

High School students may request an attendance report from the Attendance Office. A parent may come in and pick up an attendance report at any time in the Attendance Office.

Attendance Codes:

The following is a list of attendance codes as they pertain to student absences.

AB – personal business. If appropriate documentation is submitted, this will be changed to an AD.

AC – college day. Seniors may use two college days per year.

AD – documented absence. **This does not count against the student's nine (9) allowable absences.**

AM – medical. If appropriate documentation is submitted, this will be changed to an AD.

AR – vo-tech absence. Attendance taken at vo-tech is turned in to GHS for attendance recording.

AU – unaccounted for. Student is absent and was not called in by a parent.

EG – testing. This is not counted as an absence.

EI – in school suspension. This is not counted as an absence.

TU – tardy.

EC, ED, EE, EF, EL, EN, EO, ES, EX – these codes are on- or off-campus student activities and are not counted as an absence.

BEFORE AND AFTER SCHOOL

No student will be in the building before 7:00 a.m. or after 3:45 p.m. unless requested by a teacher or participating in a supervised activity.

CAFETERIA

Students are expected to behave in an appropriate manner while in the cafeteria. Students are responsible for maintaining their table, the area around their table, and for disposing all trays, plates, and trash in the designated cans.

Cafeteria Guidelines:

- Students will be required to present ID numbers to purchase meals.
- There will be no charging of meals in the cafeteria.
- Students may deposit additional money to their account balance any morning before school.
- Checks will be accepted for the full amount only. No change can be given.
- Payment can be made anytime online via the PaySchools link on the **Guthrie Public Schools' website**.
- Free or reduced accounts cannot be used more than once per meal and can only be used by the appropriate owner.
- Ala Carte is CASH only.
- Extra items are CASH only.
- Cashiers are not allowed to make change without a purchase.
- Federal and state laws govern reimbursable meals to the following:
 - Breakfast must be 3 or 4 items.
 - Lunch must be 3 to 5 items.

Cafeteria Offenses:

Cutting in line, leaving a tray or dirty table, not following instruction of a staff member, and other minor offenses during lunch may result in three (3) lunch detentions per offense. Major infractions will be handled as outlined elsewhere in this handbook.

CELL PHONES / STUDENT POSSESSION OF WIRELESS COMMUNICATION DEVICES

Students may possess a cellular telephone while on school premises and while in transit under the authority of the school. **The term “cell phone” includes but is not limited to cellular phones, mobile phones, VoIP, iPhones, smart phones, smart watches, internet phones, or similar devices.**

Students will keep cellular telephones turned off and out of sight during scheduled class time. During these times, students shall be restricted from text or picture messaging, calling, electronic mailing, instant messaging, uploading, downloading, gaming, web surfing, accessing social networking sites, or using any features or applications installed on communication devices.

Students may only use cellular telephones before and after school and at lunch or during break periods. Likewise, students may use cellular telephones while attending a function sponsored or authorized by the school, subject to the same restrictions applicable to instructional periods.

Due to safety concerns, the use or display of earbuds or headphones while on campus, with the exception of use during online coursework, is prohibited. The use of earbuds or headphones during extra-curricular activities is up to the discretion of the activity sponsor.

Disciplinary Actions:

- 1st Offense: phone or ear device is confiscated AND Saturday School. The phone will be returned at the END of the day.
- Subsequent Offenses: device confiscated AND two days ISS.

Failure to surrender a device upon request will result in a three (3) day out-of-school suspension.

CHANGE OF ADDRESS

Any change of address or telephone number should be reported to the Office. Any phone number changes for the School Messenger system should be turned in immediately to the Office.

CHEATING / PLAGIARISM

Cheating will be considered the act or intent of giving or gaining knowledge for an assignment or test or to answer by fraudulent means.

Consequences:

The penalty for cheating will be a zero for the assignment or test. Frequent acts of cheating will require further consequences as per teacher / administrator discretion.

Plagiarism is the intention or accidental use of another's ideas, words, or writing as one's own without appropriate documentation. .

Disciplinary Action:

- 1st Offense: **parents will be notified and a grade of "0" for the assignment or test will be given.**
- 2nd Offense: above consequences apply plus a Saturday School will be assigned.
- 3rd Offense: 3-day suspension
- 4th Offense: loss of credit in the respective class for the semester.

CHECKING OUT PROCEDURE

If it is necessary for a student to leave school, notification to the Attendance Office by the parent/guardian is required before the student will be allowed to check out. Students must sign out in the Attendance Office before leaving campus. Upon returning to school, the student is required to check back in at the Attendance Office. Failure to comply with this procedure may result in disciplinary actions. Students are only allowed to use the office telephone in case of illness or emergency.

Guthrie High School operates under a closed campus policy. Leaving campus without permission during lunch may result in disciplinary action from the Attendance Office. A student cannot check out during the lunch period UNLESS:

1. A parent guardian comes to the Office and checks the student out.
or
2. The student is leaving for the remainder of the day.

CLASS OFFICERS AND QUEENS

It is the policy of the Guthrie Public Schools for every student to have an opportunity for leadership. With this in mind, no student can be elected or appointed to more than three (3) offices during the school year and may be president of only one (1) organization or class per year. This rule applies to the editor(s) of the yearbook and the editor(s) of the school newspaper.

During the course of the school year, a girl may be elected queen of one (1) team or organization and attendant of any two (2) organizations. No girl may be queen twice in one year.

This rule will be enforced through the mutual cooperation of faculty and students. If any student is elected to too many offices, he/she will be allowed to make a choice as to which office to keep. Any problems concerning the enforcement of this rule will be reported to the building principal for action.

Candidates for any office (including queens or attendants) must meet the following qualifications:

- Meet the eligibility requirements of the OSSAA.
- Be in regular attendance.
- Be free of recent disciplinary reports of a serious or chronic nature.
- Not be president of any other organization or activity.
- Not be president and queen of the same organization.

CONCURRENT ENROLLMENT

A junior or senior enrolled at Guthrie High School is eligible to participate in enrollment at high school and college simultaneously.

Permission must be obtained by the principal and is subject to current Oklahoma State Department of Education regulations. See the Course Selection Handbook for complete information.

DANCES

Dances will held periodically during the school year under the direction of various Guthrie High School organizations. Only those students enrolled at Guthrie High School are eligible to attend; junior high school age students will not be allowed to attend. All students wanting to attend prom who do not attend Guthrie Schools must be pre-approved by the principal.

Any student attending a school-sponsored dance, including the Junior-Senior Prom, may be subject to a BAC (Breath Alcohol Content) Test.

Students are not allowed to gather in the parking lot or cars or drive around the parking lot during a dance. Once students leave the dance, they are to leave the school grounds / dance site. No readmission is allowed once students leave the dance site.

DETENTION

Students assigned detention by an administrator are to report to the assigned detention area. The following rules apply to all administrator-assigned detentions.

Failure to show for detention will result in the following disciplinary action: two (2) days of ISS.

Detentions assigned by a teacher will be served with that teacher. Failure to serve such detentions will result in the following actions:

- Detentions will double when given to the Discipline Office.
- Failure to serve detentions assigned by the office will result in two days of ISS.

DRESS CODE AND APPEARANCE

The educational process includes preparing students to deal with rules and laws outside the school setting. By recognizing that appropriate **dress is an issue which is addressed in the “real world” by workplace requirements or professional standards and expectations**, students have an opportunity to learn that what is acceptable and appropriate in one situation is not acceptable in other situations. Clothing that may be fun or appropriate on the weekend may not be appropriate for school. Standards of dress are provided so clothing does not distract from the educational process. It is hoped that a minimum amount of time and effort is spent on enforcement; however, it is the responsibility of the student and parent to adhere to these guidelines.

APPEARANCE:

- All students are required to wear shoes. House shoes, house slippers, cleated shoes, or wheeled shoes are not permissible in the school building.
- Skirts, dresses, and shorts should be no shorter than the longest fingertip when held at sides. The length of these items must be the appropriate length all the way around the body.
- Leggings and other stretchy clothing are allowed but should be covered by an outer garment that reaches the longest fingertip when held at sides. The length of these items must be the appropriate length all the way around the body.
- Headwear is not to be worn in the building. This includes, but is not limited to, hats, bandanas, earmuffs, and hair picks.
- The principal may make exceptions for spirit days or special activities.

Examples of inappropriate attire are, but are not limited to:

1. Clothing that inappropriately exposes the body.
 - a. Clothing that allows undergarments to be visible.
 - b. Pants with holes/rips/tears above the longest fingertip point of the thigh.
 - c. Clothing that exposes the midriff.
 - d. Shirts not long enough to be tucked in or to drop two (2) inches below the waistline without tugging or stretching the shirt.
 - e. **Sleeveless shirts, blouses, and dresses whose straps are not at least one dollar bill’s width.**
 - f. Sleeveless shirts, blouses, and dresses not fitted under the arm.
 - g. Shirts not worn on both shoulders.
 - h. Mesh jersey or fishnet type clothing unless a t-shirt or other appropriate lining is underneath.
 - i. Pants below the waistline. Pants, sweats, skirts, or shorts rolled at the waist.
2. Sunglasses (including when worn as headwear.)
3. Bandanas.
4. Gang related attire or paraphernalia.
5. Clothing, badges, jewelry, or other items advertising drugs, alcohol, tobacco products or practices. Clothing, badges, jewelry, or other items reflecting messages of a suggestive, immoral, derogatory, hateful, or vulgar nature.
6. **Apparel identifying a student as “security,” “staff,” “police,” or comparable position.**
7. Onesie pajamas.
8. Blankets used as coats.
9. **Chains or “spikes” on clothing, attached to wallets, or worn as a necklace or bracelet.**
10. Clothing not worn in accordance with the design (such as both straps being worn on overalls, or legs on pants being worn at their full length.)
11. Clothing that is excessively baggy or long, including trench coats.

Any clothing that disrupts the learning atmosphere of the school is prohibited. Clothing with possible implied meanings, intended or not, may be offensive and will fall under this policy.

DRESS CODE POLICY:

When a student has worn inappropriate clothing to school, the parent(s) of the student may be contacted. The student may be sent home to change clothing, or parents may be requested to bring appropriate clothing to school. If parent(s) are unavailable, the student will be assigned to in-school supervision. Time missed in procuring appropriate clothing will count as an unexcused tardy or absence in accordance with the attendance policy.

DRUGS AND ALCOHOL

It is the policy of the Guthrie Public Schools that no student shall possess, use, transmit, share, provide, sell, conspire to sell or possess, be in the chain of sale or distribution or be under the influence of any prohibited or controlled substance including a/an narcotic drug, illicit drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substances, alcoholic beverage or non-intoxicating beverage (defined by law, i.e. 3.2 beer). Counterfeit drugs (turkey drugs), drug paraphernalia and chemicals which provide a mood-altering effect are included as controlled substances. Illicit drugs include steroids, and prescription and over-the-counter medications being used for an abusive purpose. This prohibition applies to competitions, on school transportation, on school premises, at school functions, school-sponsored activities, performances, contests, athletics competitions, during lunch, or while under the supervision of school personnel. This policy is adopted in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

It is the responsibility of all school personnel to report suspected violations of this policy to an administrator. The administrator will notify the parents, impose appropriate consequences according to the discipline policy, and report the incident to the local authorities. School discipline will be imposed independent of any court action. A confidential drug/alcohol report, completed by the administrator, will be sent to the Superintendent or his/her designee and to the Drug Free Schools office.

Any student violating this policy and his/her parents will be provided a list of resources and encouraged to obtain drug/alcohol education, **counseling, and/or chemical dependence treatment as appropriate and at the parent's expense.**

Copies of this Policy shall be provided to all students and their parents at the beginning of each school year.

CONSEQUENCES FOR STUDENT VIOLATION OF DRUG/ALCOHOL POLICY

- A. Conspiracy/Chain/Sale/Distribution/Delivery of Drugs or Alcohol (for personal gain, monetary privilege or gain): Student will be suspended out of school for the remainder of the current semester and all of the succeeding semester.
- B. Possession/Use/Sharing/Being Under the Influence of Drugs or Alcohol:
Students suspected of being under the influence may be subject to a field sobriety test conducted by a member of law enforcement. Failure to comply will result in first offense disciplinary action.
 1. First Offense: Ninety (90) day out-of-school suspension (1 semester equivalency)
 - A. A thirty (30)-day suspension may be granted if the student and the parents/guardians agree to the following:
 - (1) to meet with the District Counseling Service representative;
 - (2) to obtain, from a licensed practitioner, an alcohol/drug use assessment which may recommend counseling, education, treatment, and/or drug testing. The cost of any assessment or recommended counseling, education, treatment, etc. will **be the sole responsibility of the student's parent or guardian.**
 2. Second Offense: Suspension out-of-school for the remainder of the current semester and all of the succeeding semester.

Nothing in this policy is intended to limit or restrict the ability of the School District to take other disciplinary action against a student in a particular case in accordance with other policies governing student discipline. **A school principal or the principal's designees may devise an appropriate disciplinary plan for an individual student relating to the substance abuse in question and may submit that plan to the Superintendent, Superintendent's designee, or principal for approval.** If such disciplinary plan is approved by the Superintendent, Superintendent's designee, or Principal it may be implemented for the student in question.

NOTE: Procedural Due Process Rights: For ALL out-of-school suspensions, the due process steps outlined in the GPS Policy Manual and this handbook will govern administrative procedures to be followed in the enforcement of this policy.

REPORTING STUDENT SUBSTANCE ABUSE

- A. The Board recognizes the complexity of problems which may be associated with student substance abuse. The concern is for the well-being and best interests of students at all times. Therefore, the following procedure will be utilized by teachers and administrators in reporting students who appear to be under the influence, as defined by law, of: low-point beer, alcoholic beverages, or controlled dangerous substances. This policy is adopted in compliance with Oklahoma Statute tit. 70§24-138.

- B. When it appears to a teacher or administrator that a student may be under the influence of low-point beer, alcoholic beverages, or controlled substances (drugs), the teacher or administrator will report the matter in writing to the school principal or his/her designee. Whenever possible, the teacher or administrator should attempt to obtain a corroborative observation from another teacher or administrator.
- C. The report of the teacher or administrator will state the date, time, and place of the incident. It will also describe the actions of the student or other circumstances from which the teacher or administrator concluded that the student appeared to be under the influence of low-point beer, alcoholic beverages, or controlled substances.

DUE PROCESS

A. SUSPENSION OF TEN DAYS OR LESS

1. An appeal to the building level Appeals Committee can be requested, by letter, to the school principal within five (5) calendar days after the principal's out-of-school suspension decision is received by the student and/or his or her parent. The out-of-school decision becomes final and non-appealable if a request for appeal is not received within the time frame described above.
2. Upon receipt of the appeal request, the principal shall confirm that the student's out-of-school suspension falls within the category out-of-school suspensions for which an appeal to the Appeals Committee is authorized to hear. If for any reason the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to the long-term out-of-school suspension must be followed.
3. The Appeals Committee will conduct an investigation, in an informal manner, and make a decision (by majority vote) as to the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. The Appeals Committee reserves the right to amend, rescind, or alter the length of suspension based on its findings.
4. The decision of the Appeals Committee shall be final and non-appealable.

B. SUSPENSION IN EXCESS OF TEN DAYS:

1. A parent or student may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools.
2. An appeal must be submitted to the Superintendent of Schools, or designee, at 802 East Vilas, Guthrie, OK.
3. If no appeal is received within five (5) calendar days from the parent or student, the principal's decision will be final.
4. The Superintendent reserves the right to amend, rescind, or alter the length of suspension based on the findings of the investigation.

EARLY GRADUATION

Students enrolled through Guthrie Public Schools are afforded the opportunity to graduate early via online coursework, the Bluejay Academy, or Faver Alternative School. If the required coursework is completed prior to commencement exercises in May, **diplomas will be issued in early June with the other members of the current academic year's graduating class.**

ELECTIONS

There will be a number of elections at Guthrie High School. Before an election is held, sponsors must submit qualifications, rules, and dates to the principal for approval. A copy of the written rules shall be posted on the student or class bulletin board for at least one week before students file for office or before they are nominated.

Written Ballots must be prepared for all elections, and all ballots for any elections will be counted in the office of the Principal/Activities Coordinator where they will be tabulated and results will be determined. The sponsor and representatives of the organizations are responsible for this tabulation. No student can be elected president of two school organizations during the same year. Candidates for any office (including queens or attendants) must meet the following qualifications:

- Meet the eligibility requirements of the OSSAA.
- Be in regular attendance.
- Be free of recent disciplinary reports of a serious or chronic nature.
- Not be president of any other organization or activity.
- Not be president and queen of the same organization.

FIELD TRIPS

It is a privilege and honor for Guthrie Public School students to attend and represent our school at various activities through the course of the year. Students must be academically eligible to participate in any school activity. School dress code standards apply to all field trip activities. Inappropriate behavior on these trips may warrant severe disciplinary action. Students must ride the school bus to and from the activity. During any trip, major inappropriate behavior (such as curfew being broken) may result in the student:

- Being sent home at his/her own expense.
- Suspension from school for an appropriate amount of time.
- Loss of the privilege to go on any future school trips.

FIGHTING / ASSAULT

Fighting will not be tolerated at Guthrie Public Schools due to a chance of injury and/or property damage. Fighting is defined as any situation in which there is participation in an incident involving physical violence. Assault is defined as a physical act and/or an act, criminal or tortuous, that threatens physical harm to a person, whether or not actual harm is done. Disciplinary action will be taken by the administrator if either persons involved fit the above definition. A student that has been suspended out of school may be required to attend a conference with the principal before the individual is allowed to return to his/her regular classes. If a student participates in a fight, the following may apply, and Administration reserves the right to modify any discipline consequences.

Disciplinary Action

FIGHTING

- 1st Offense: suspension from school for five (5) consecutive days. (See Suspension Policy.)
- 2nd Offense: suspension from school for ten (10) consecutive days. (See Suspension Policy.)
- 3rd Offense: suspension from school for the remainder of the semester.

ASSAULT

- 1st Offense: suspension from school for fifteen (15) days. (See Suspension Policy.)
- 2nd Offense: suspension from school for forty-five (45) days. (See Suspension Policy.)
- 3rd Offense: suspension from school for the remainder of the year. (See Suspension Policy.)

Students who film a fight at school and promote the video online or on Social Media may be disciplined under both policies as the administrator deems appropriate.

Any student who engages in a fight may be subject to review and/or fine by a local law enforcement official.

FINANCIAL OBLIGATION

It is the policy of the Guthrie Public Schools to not charge fees for classes. However, students may be expected to pay for special projects, materials, and activities (i.e., art, science lab fees, elective classes, etc.)

FIREWORKS

Fireworks are not permitted while students are attending school, on school premises, or at school-sponsored activities. Any student in violation of said policy will face immediate disciplinary actions.

FOOD AND DRINK

No glass bottles are allowed in the building at any time. Only water bottles are allowed in the library and library computer lab. No food or drink is allowed at or near any computer station.

GAMBLING

No gambling in any form will be allowed at Guthrie High School at any time. Infractions may result in administrative disciplinary action.

GANG CODE / NON-SCHOOL SANCTIONED ORGANIZATIONS

The following are prohibited at Guthrie High School during the school day and at all school events (home and away):

- Possession, wearing, use, distribution or displaying of any sign, symbol, badge, color, or other item that is evidence of affiliation with, or membership in, an organization that is a gang or an organization that is not sanctioned (approved of) by the school administration.
- Students will not be permitted to wear pants below the waistline (sagging and bagging.)
- The wearing of headgear that would associate a student with an organization that is not sanctioned by the school. This includes caps, bandanas, handkerchiefs, shoestrings, or any other item associated with gang-related behavior.
- Participation in any act, either verbal or non-verbal, to include gestures, expressions, handshakes, signs, etc., that may indicate an affiliation with, or membership in, an unsponsored, unacknowledged organization.
- Participation in any act that may further the interest of such an organization, including but not limited to, membership, writing or inscribing graffiti, messages, symbols or signs on school property.

Violation of this policy will result in disciplinary actions up to and including the suspension for the current semester and the following semester and filing of criminal charges, depending on the severity of the infraction.

GRADE CLASSIFICATION

Students who are enrolled as regular high school students are classified as follows:

Freshmen: have completed less than 4 units/credits

Sophomores: must have successfully completed four (4) units/credits

Juniors: must have successfully completed eleven (11) units

Seniors: must have successfully completed seventeen (17) units and have attended high school for six semesters.

Classification requirements must be met by the first day of classes for the fall semester. Students not meeting the required number of credits will be reclassified to the lower grade level at the beginning of the school year and may remain at that level for the entire year.

GRADING SYSTEM

Parents and students are encouraged to frequently **monitor grades through the District's online gradebook system**. Final report cards may be picked up at the high school beginning June 15. .

A: 90-100

B: 80-89

C: 70-79

D: 60-69

F: 59 or Below

NC – No Credit (attendance non-compliance)

Pre AP, AP, and College Concurrent courses will be weighted on a 5.0 scale.

Mid-term and semester finals will not count for more than 20% of a student's grade.

GUIDANCE SERVICES

Guidance services will be available for all students. The principals, counselors, and teachers are ready to provide personal, educational, and vocational counseling and guidance whenever it is needed. The counselors are available to help with problems. Students are assigned to the following counselors:

Mrs. Annie Chadd - Senior Class and Junior Class A - L

Mrs. Kristi Blakemore – Sophomores Class and Junior Class M - Z

Ms. Susan Whitehead – Freshman Class

While every effort will be made to keep parents and students informed of progress, programs, scholarships, units of credit, or records of attendance and academics, it is the responsibility of the student to acquire this information.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have hall pass from an authorized staff member. **The pass must contain the student's name, the date, destination, time, and staff member's signature.**

HEALTH & MEDICATION

If a student is injured or becomes ill at school, he/she should report to the Office and a parent/guardian will be notified.

It is the policy of the Guthrie Public Schools that NO drugs or medication of any kind (including aspirin and similar products) except those prescribed by a physician, will be given to a student by school employees.

ILLNESS AND MEDICATION

We request you adjust your student's schedule to eliminate the need to take medication during the school day. In the event it is necessary for a student to use medication during the school day, the following procedure will be followed:

- All medication, **appropriately labeled by the pharmacy or physician as to the name of the medication, dosage instructions, doctor's name, and prescription date**, is to be brought to the Main Office secretary upon arrival at school.
- A Medication Authorization form **dated and signed by the parent/guardian, must accompany the medication giving the student's name, dosage amounts, specific dosage times, and other instructions if necessary. This form is available on the district's website** under Departments, Health Information and Forms, Medications at School **or at the school's office**. This form must be signed by a physician before medication can be administered by school staff.
- Confirmed asthmatic patients with a note from the physician may keep their inhalers with them.
- If you do not wish to send a large bottle of medication to school, we suggest you ask your pharmacist to label an additional, smaller container for use at school.
- **A log of the student's medication will be kept at the school office.**

NON-PRESCRIPTION MEDICATION is NOT allowed at school. If a student needs to take a non-prescription medication, a parent/guardian must come to the Main Office to administer the medication.

HOMEBOUND POLICY

Teachers are responsible for assigning adequate work for their respective subjects. It is the student's responsibility to acquire the assignment and make up any work that is missed. Work being sent will be contingent upon work being returned weekly. A variety of learning platforms will be available to assist with individual needs.

HONOR ROLLS

Each semester those students making a 4.0 (+) will be placed on the Superintendent's Honor Roll. Those students having no grade(s) below a "C" and with a 3.5 – 3.99 average or better will be placed on the Principal's Honor Roll. Students must receive credit in all classes enrolled in to be eligible for an Honor Roll. Honor rolls are based on semester unweighted grade point averages.

IN-SCHOOL SUPERVISION (ISS)

In-School Supervision (ISS), if offered, will not apply to the following offenses:

- Fighting
- Crimes under Oklahoma Statutes
- Drug Offenses
- Weapon Violations
- Theft
- Sexual Harassment
- **Tobacco / Vaping**

If a student is placed in ISS and breaks the rules, he/she will be suspended pending review of the offense. When the suspended student returns, he/she will complete the original ISS placement. Students assigned to ISS will participate in mandatory community service at the high school. Students will not be able to participate in, or attend, any school activities while they are assigned to ISS.

All ISS assignments must be completed in a satisfactory manner and cleared by the ISS instructor before the student will be allowed to return to the regular classroom.

INTERSCHOLASTIC SPORTS

Guthrie High School participates in a wide variety of varsity sports for both men and women as a Class 5A school. Students who wish to participate on a varsity team must make the squad and comply with the requirements set by the Oklahoma Secondary School Activities Association. Varsity sports include baseball, basketball, cheerleading, cross country, golf, football, soccer, fast-pitch and slow-pitch softball, tennis, track, and wrestling. Physicals and insurance or insurance waivers are required.

INTIMIDATION / HARASSMENT (No-Bully Law)

Intimidation, threats, or harassment directed toward other students will not be tolerated. All students are expected to treat others with respect at school, at school activities, and at other extracurricular activities.

Bullying will not be tolerated.

Please refer to the GPS Policy Manual Section F-31: Policy Prohibiting Harassment, Intimidation and Bullying Procedures for Combating These Behaviors.

Disciplinary Action:

- 1st Offense: parent conference/phone contact and suspension from school for three (3) consecutive days. (See Suspension Policy.)
- 2nd Offense: parent conference/phone contact and suspension from school for five (5) consecutive days. (See Suspension Policy.)
- 3rd Offense: Suspension for the remainder of the semester and the following semester. (See Suspension Policy.)

LEWD AND/OR IMMORAL BEHAVIOR

Immoral and/or lewd behavior will not be tolerated. Infractions will result in administrative disciplinary action.

Examples of inappropriate behavior are, but are not limited to:

- Writings
- Drawings
- Pictures
- Magazines

Images in electronic format

LOCKERS

Lockers will be assigned upon student request. **STUDENTS, DO NOT GIVE YOUR LOCKER COMBINATION TO ANOTHER STUDENT.** Each student is responsible for keeping his/her locker clean and neat. Any vandalism, including stickers or writing on lockers, is prohibited. Violations will result in paying replacement costs and administrative disciplinary action.

Pursuant to Title 70 O.S. 1987 §24-102, students have no reasonable expectation for privacy rights from school officials in regard to school lockers, desks, or other school property.

LUNCH

We operate a **CLOSED CAMPUS**. Students must stay in a supervised location from the time they arrive until dismissed. The cafeteria offers many choices. Snacks (i.e. chips and drinks) are available at the vending machines.

Leaving campus without permission during lunch will result in disciplinary action from the Attendance Office. A student cannot check out during the lunch period unless:

- A parent/guardian comes to the Office and checks the student out or
- The student is leaving for the remainder of the day.

MAKE UP WORK

Students, upon returning from an absence (excluding an unauthorized absence), will have the total number of days missed plus one additional day to make up work. Major assignments that were assigned earlier in the semester will be due on the designated day whether the student is in attendance or not. **IT IS THE RESPONSIBILITY OF EACH STUDENT TO MAKE ARRANGEMENTS FOR MAKE UP WORK.**

MEDIA CENTER

The school has a well-equipped media center with a full-time librarian. Instruction in media usage is given to all students. Students are encouraged to use the media center regularly. The media center will be open for students before and after school. Teachers may issue hall passes for students to visit the media center during class. *Prior authorization from the librarian is required before students are allowed to work in the library computer lab.*

MERIDIAN TECHNOLOGY CENTER

Juniors and seniors (and sophomores for qualifying programs) may enroll at Meridian Technology Center. Students enrolled at Meridian Tech will receive a maximum of four (4) units of credit through Guthrie High School for that work. Four (4) hour blocks accomplish this in the a.m. and p.m. classes. Students who drop classes at Meridian Tech will lose those credits.

High School students attending Meridian Technology Center are provided transportation. Starting immediately and continuing through the end of the first semester of the 2021 – 2022 school year, students will be allowed to drive private vehicles to and from Meridian Technology Center provided that the parents of any student and the student must sign and adhere to an agreement the Guthrie Public Schools which will include the following:

1. A written statement to the District declining the bus transportation provided by Guthrie Public Schools & Meridian.
2. **A written statement signed by the student's parents authorizing the student to drive to Meridian alone by private vehicle.**
3. A written statement signed by the **student's parents and the student waiving any liability claim against the Guthrie Public Schools arising out of the parent's decision to allow their child to drive their private vehicle to and from Meridian.**
4. A commitment that the student will make the trip to and from Meridian alone or with a parent.
5. A commitment that the student will not allow any other student to travel with him/her to and from Meridian.
6. Any violation of this policy or the agreements listed above may result in the immediate reinstatement of the prohibition against the driving of private automobiles to Meridian.
7. The superintendent shall make all determinations as to whether a student has violated these requirements.

Bus transportation will continue to be available. Any parent or student who desires to use the provided transportation may do so.

NATIONAL HONOR SOCIETY

To be a member of the National Honor Society, a student's grade point average must be 3.5 or higher on a 4.0, unweighted, scale. For the high school NHS, averages are based on all grades received, including those during the freshman year. High school eligibility begins the second semester of the sophomore year (as per National Honor Society guidelines) and with a teacher recommendation required for prospective members. All students are expected to meet other criteria, including leadership, service, and character.

OFF LIMITS AREAS

The following areas are off limits during the school day, including before school, during the lunch hour, and during passing periods.

- Crooks Drive (south of the building).
- The tennis courts and greenhouse area.
- The parking lot except to load and unload before and after school. **NO LOITERING IN CARS.**

- The area east of the annex (outback) buildings.
- The area west of the vocal room including pond and outdoor classroom, unless under teacher supervision.
- The area north of the school and behind the gym.
- The sidewalk running from the South Annex to the Vo-Ag Building.
- The area between the Vo-Ag Building and the nearest sidewalk.
- The sidewalk between the Vo-Ag Building and the main building.

Infractions will be dealt with in the Attendance Office.

OKLAHOMA STATUTES

Action(s) defined as crimes under OKLAHOMA STATUTES may result in suspension if the student commits the acts while in attendance at school, en route to / from school, on school premises, or at school-sponsored activities. Students may also be suspended with said suspension for the remainder of the semester and for the following semester on the first offense for the following:

1. Assault and battery of a school official.
2. Possession of a dangerous weapon or facsimile (with or without intent to do bodily harm.)

For example:

- a. Knives
 - b. Firearms and/or facsimiles (including cap guns)
 - c. Explosives
 - d. Metal objects (chains, brass knuckles, etc.)
 - e. Clubs
 - f. Sharp or pointed instruments
3. Participation in an illegal demonstration on school property.

Students will be suspended for three (3) to five (5) days for the first offense and may be suspended from school for the remainder of the semester and for the following semester on the second offense for the following:

- Verbal assault directed toward a school official.
- Defying, or failure to comply with, a school official.
- Inciting a fight.
- Failure to identify oneself.

ORGANIZATIONS

The following organizations are sponsored by Guthrie High School: Academic Team, Art Club, BPA, Cheerleading, Drama Club, English Club, FCCLA, FFA, Foreign Language Club, Heritage Club, Humanities, Key Club, LINK Crew, Mu Alpha Theta, National Honor Society, JROTC Teams, Science/Environmental Club, Student Council, Vocal, Yearbook, and Youth in Government.

Sponsors must approve all club and class meetings. The president should contact the sponsor to obtain permission for a meeting. The sponsor is responsible for obtaining final approval from the Principal/Activities Coordinator for a calendar date, etc., and to place the activity on the official school calendar. Sponsors must attend all functions of their group.

No students will be allowed to drive themselves to any school-sponsored activity held out of town.

PARENT MEETINGS WITH TEACHERS

Parent-Teacher meetings are arranged through a teacher, counselor or administrator. Parents should phone or email to avoid conflicting appointments.

PLEDGE OF ALLEGIANCE / NATIONAL ANTHEM

The Pledge of Allegiance and the National Anthem of the United States of America will be given at various times during the school year. It is **the student's right not to participate, but the student MUST remain quiet, attentive, and respectful to the rights of others** during the ceremony.

PROFANITY

Profanity and/or obscene gestures will not be tolerated while attending school, on school premises, or at school-sponsored activities.

Disciplinary Action:

- 1st Offense: One (1) Saturday School
- 2nd & Subsequent Offenses: Two (2) days ISS

Profanity used while in conversation with a staff member will result in two days of ISS.

PROFICIENCY-BASED PROMOTION

All K-12 students are eligible to advance one or more levels in designated curriculum areas if they perform at 90% or higher on assessments designated by the Guthrie Public School District. This type of curriculum advancement is proficiency-based promotion.

Upon request of a student, parent, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum as identified in Title 70 O.S. §11-103.6

Core areas are as follows:

Social Studies, Language Arts, Mathematics, Science, Languages, and the Arts.

Proficiency will be demonstrated by testing with the Oklahoma Proficiency Tests by Riverside, Edgenuity online final exams, or with district approved, teacher-created criterion referenced tests. In addition, a performance demonstration will be required in language arts, foreign language, and the arts. Lab sciences at the high school will require performance of relevant laboratory techniques.

More details can be obtained from the district policy on Proficiency-Based Promotion E-22A found on the district's website or from the site principal.

PROGRESS REPORTS

Progress reports can be requested through the office, a counselor, or an administrator. Parents are encouraged to regularly monitor student progress via the online grading portal.

PUBLIC / PERSONAL DISPLAY OF AFFECTION

Personal Displays of Affection will not be tolerated. Infractions may result in disciplinary action and counseling.

RACIAL SLURS

It makes no difference if the racial slurs are in jest or in earnest. **"Flag words" are also considered racial slurs.**

Disciplinary Action:

- 1st Offense: Three (3) consecutive days suspension. (See Suspension Section.)
- 2nd Offense: Five (5) consecutive days suspension. (See Suspension Section.)
- 3rd Offense: Five (5) consecutive days to one (1) year suspension. (See Suspension Section.)

RESTROOM BEHAVIOR

Because a restroom stall is designed for personal and privacy care, no more than one student will be allowed in any one stall at any given time.

Disciplinary Action:

- 1st Offense: Saturday School
- 2nd Offense: Two (2) days of ISS
- 3rd and Subsequent Offenses: Three (3) day suspension

SATURDAY SCHOOL

Saturday School will be held from 8:00 to 11:30 a.m. A Saturday School placement will take precedence over any other extracurricular activity.

Failure to arrive by 8 a.m. will result in the student not being admitted to Saturday School. Students should bring enough classroom assignments or reading materials to fill the entire time frame. No electronic devices are allowed. No food or drinks are allowed, though a 10-minute break for the vending machines is given.

Failure to attend Saturday School will result in the following disciplinary action:

- 1st Offense: Two (2) days ISS
- 2nd and Subsequent Offenses: One (1) day suspension

SCHEDULE CHANGES

Students are expected to honor their enrollment schedule.

Class changes or any type of schedule change will be made by the counselor only after thorough counseling, a very good reason established, and parent notification.

All AP schedule changes must have principal approval.

Schedule changes may only be made for the following reasons:

- The course has been completed in a virtual setting.
- The course level is incorrect or an enrollment error is evident.
- The student wishes to attempt, under a different teacher, a course previously failed.
- A particular course is required to graduate.

Any other changes must be with administrative approval based upon sound educational evaluation and in compliance with the 90% attendance policy. Students will not be allowed to make schedule changes to change instructors unless an extenuating circumstance gains administrative approval. ALL STUDENT CLASS CHANGES MUST BE WITHIN THE FIRST FIVE DAYS OF EACH SEMESTER TO RECEIVE CREDIT.

SCHOOL ACTIVITIES

Students who misbehave (i.e., run, roam, harass, fail to cooperate with school officials) at school activities will be dismissed from the activity without a refund and can face additional administrative action.

SEMESTER TEST EXEMPTIONS

Students may be exempt from semester exams if they have at least a "C" in the course at the time of the test, have no more than three absences, and no tardies. School-related absences do not count against the three absence total.

SEXUAL HARASSMENT

Sexual harassment is any type of verbal / physical abuse of a sexual nature. Suggestive comments, unwanted touching, obscene hand / body gestures, suggestive notes, etc., would be considered sexual harassment. Since this covers a wide degree of offenses, the punishment on the first offense will range from three (3) days suspension to suspension for the remainder of the semester and the following semester. Also see Unwanted Touching section.

SIGNS

All signs posted in Guthrie High School must be approved by the Administration. Any signs posted improperly will be removed.

SOLICITING

No soliciting or selling may be done in the school without approval of the building principal. Only fundraising activities approved by the Board of Education are allowed.

STUDENT ID BADGES

Student ID badges will be issued upon request. If a student loses his/her badge, a replacement cost of \$5 will be incurred, and the student will be responsible for making arrangements through the Main Office to have a replacement badge made.

STUDENT SEARCH

School personnel have the authority to detain and search, or authorize the search of, any student upon suspicion the student is in violation of District policy.

STUDENT WELFARE / CHILD ABUSE

Employees of the Guthrie Public Schools are required by law to report suspected child abuse victims to the Department of Human Services. In suspected cases of physical and sexual abuse, local authorities may question the victim at the school site without the principal obtaining **permission from the victim's parent/guardian.**

SUBSTITUTE TEACHER POLICY

Failure to comply with school rules while under the direct supervision of a substitute will result in immediate administrative disciplinary action.

SUSPENSIONS

It is the philosophy of the Guthrie Public Schools that no student be permanently suspended from school unless every means has been exhausted in trying to teach the student respect for policies and guidelines of the school.

However, when it is evident a student has no interest in an education, is a behavior problem, or is a chronic truant, the Administration must take action suspending said student in the best interest of the school as a whole.

Out-of-school suspensions shall be served on consecutive school days until completed.

A student will not be allowed to participate in any school activity during the time of the suspension and until the day following the last day of the suspension.

Any student who has accumulated in excess of three (3) suspensions for attendance or disciplinary action may be suspended for the remainder of the semester, for the following semester, or longer if allowed by law in extreme cases.

While serving a suspension, a student will not be allowed on campus or allowed to attend or participate in any school-sponsored activity. If this policy is violated, a suspension of three (3) days, the remainder of the current semester, and/or the following semester may be added to the current suspension.

While suspended or in "In-School Supervision" (ISS) a student may not take part in any school activity including extracurricular practices.

TARDIES

Criteria for tardies:

- A tardy is defined as not being in the classroom when the tardy bell rings.
- The counting of tardies for attendance purposes will be by individual class period.

Disciplinary Action:

- 12 tardies in a class: One Saturday School
- 18 tardies in a class: Two days ISS
- 24 tardies in a class: Three days ISS

TELEPHONE USAGE

Classroom phones are not to be used by students. Messages will be delivered to students as necessary.

TESTING FOR INITIAL PLACEMENT OF HOME SCHOOLED / NON-STATE ACCREDITED SCHOOL STUDENTS

When a student transfers in from home or non-state accredited schools, they will be placed at the last level reached in an accredited high school. If proof is presented that home or non-state accredited private courses have been taken, testing will be given to that level.

The following rules apply:

- Testing is by appointment only.
- Passing scores on the test(s) will be 90%. If the test(s) is (are) passed by at least that score, credit will be given on the high school transcript.
- If the test(s) is (are) not passed, the student will be placed at the level last attained in a state accredited school.
- Placement testing is given only once per subject.
- If no testing is requested, the student will be placed at the ninth grade entry level or at the level indicated by their last state accredited school transcript.
- Testing will be scheduled through a guidance counselor.

TESTING OUT OF CLASSES

Upon the request of the student, parent, guardian, or educator, a student will be given opportunity to demonstrate proficiency in one or more areas of the core curriculum.

1. Tests will be by appointment only. **The contact point for testing will be in the Guidance Counselor's Office.**
2. Qualifying students are those who are legally enrolled in Guthrie High School.
3. The passing scores will be 90% with no retest during the same testing period.
4. Tests will cover:
 - a. the entire course content.
 - b. Oklahoma Academic Standards
 - c. the subject matter taught at Guthrie High School.
5. No one will be allowed to test out of any class for which they have already taken a more advanced class in the same subject area.
6. A passing grade will result in the course being put on the transcript for credit but with no letter grade. Credit for graduation will be given as a class passed.
7. Failure to demonstrate proficiency will not be noted on the transcript.

TEXTBOOKS

Textbooks will be issued through the teacher in your classes. Textbooks are provided to the school through state funding, which means books must be utilized by the school for multiple years. Therefore, it is your responsibility to treat books with care. Once you have been given books to use, you will be responsible for the books assigned specifically to you until you complete the school term or until you withdraw from school. A textbook which is lost or damaged will be your responsibility. You must take care of replacement or damage costs before a diploma is issued or a class schedule is released for the upcoming school year. The school may hold grades and records if fines or replacement costs are not resolved.

THROWING OBJECTS

Due to obvious danger, throwing of any objects (including snowballs and ice balls) will not be tolerated. If an item is thrown that could cause damage or injury, the penalty will be the same as fighting; the exception is if a serious injury is caused then the student may be suspended for the remainder of the semester and/or for the following semester.

TOBACCO

In compliance with State Laws of Oklahoma, it shall be the policy of the Guthrie Board of Education that the use of, or possession of, tobacco products (including smokeless tobacco), including paraphernalia, synthetic cigarettes (Vapes, electronic) in any form, by students while attending school, in/on school premises, and at school-sponsored activities is prohibited.

Any student in violation of said policy will face immediate disciplinary action and a possible citation from the Oklahoma ABLE Commission.

- 1st Offense: Parent conference / phone contact and suspension from school for five (5) consecutive days. (See Suspension Policy.)
- 2nd Offense: Parent conference / phone contact and suspension from school for ten (10) consecutive days. (See Suspension Policy.)
- 3rd Offense: Suspension for the remainder of the semester, or suspension for the remainder of the school year. (See Suspension Policy.)

TRANSCRIPTS

Transcripts will be provided free of charge to transferring students and yearly graduates. Please allow twenty-four (24) hours working time to process. Transcripts will reflect all classes attempted. If a class is repeated, both grades will be represented on the transcript. Final transcripts will be available beginning June 15.

TRANSPORTATION

All bus-riding students must complete a Bus Rider Registration form and adhere to the Bus Rider Guidelines as set forth by the Guthrie Public Schools Transportation Department. Since the bus driver is fully responsible for matters of safety, he/she is given full authority over all students on his/her bus. Students are to ride only the bus assigned to them. The Transportation Department must approve any changes. Misbehavior endangers the safety of the riders and the driver.

Since school transportation is a PRIVILEGE, a student may be required to walk or provide their own transportation.

UNWANTED TOUCHING

Any situation in which one student makes aggressive contact in any manner on another student.

- 1st Offense: three (3) day suspension
- 2nd Offense: five (5) day suspension
- 3rd Offense: ten (10) day suspension

Also see Sexual Harassment Section.

UNWRITTEN REGULATIONS

Each year, there are a few things including some “fads” that appear on our campus. We are not listing these, nor are we making a regulation to cover all of the problems that may arise. When a fad begins on the campus and a “nuisance” develops, we shall immediately eliminate the nuisance.

VALEDICTORIAN AND RANK IN CLASS

A valedictorian is defined as a student who has achieved the highest degree of academic excellence in school. To be considered for valedictorian status, students must be enrolled at Guthrie High School at the beginning of their senior year.

Beginning with the class of 2023, candidates for valedictorian may not have a grade below an A in any non-weighted class and must not have a grade below a B in any Advanced Placement (AP) or college concurrent course.

Candidates for Valedictorian must be students of good character. Therefore, they must not have had any disciplinary record of suspension **and must not have earned any NC's (No Credit) on their transcript.**

8th grade courses transcribed for high school credit shall be calculated in overall GPA.

In order to be considered for Valedictorian, students must have taken at least one AP or college concurrent enrollment course, or the highest level core class for which they are eligible, from each of the four core subject areas (English, Math, Science, and Social Studies.) Coursework to be considered must be transcribed before second semester of a student's senior year, unless exception has been granted in advance by the high school principal.

PreAP, AP, and approved college concurrent enrollment courses will be scored on a 5.0 grading scale. Students maintaining a 4.0 GPA will be recognized as a valedictorian for scholarship purposes. The students with the highest and second highest GPAs in the graduating class will speak at commencement exercises.

If any of the aforementioned regulations are compromised between May 1st and the date of graduation, the Valedictorian candidate may forfeit his/her recognition of said academic distinction.

THEFT/VANDALISM AND OTHER OFFENSES

Any student committing an act of vandalism, theft, or forgery is subject to suspension. Damaged or stolen school property must be paid for or replaced by the offending student. The use or possession of stink bombs and/or any other object that would be detrimental to the educational process or that might disrupt any event, class, etc., will also be considered vandalism. Offenses listed above may result in more severe penalties of suspension. Suspensions may range from three (3) days to the remainder of the semester and the following semester, and/or appropriate civil action.

VEHICLES

CAMPUS SPEED LIMIT IS 15 M.P.H.

Every vehicle must be parked inside the designated area and not be moved or used from arrival until departure at the end of the school day. The school will accept no responsibility for theft or vandalism of vehicles; all cars should be locked and valuables removed upon arrival at school. All student drivers must have a valid driver's license. No one is to be parked in any fire lane.

The first row (both sides) of the parking lot nearest the school is reserved for the staff or for other vehicles as marked. The parking places next to the building are reserved for adult visitors and handicapped individuals. Parking will be on a first come, first serve basis, and students must park in the lot west of the main building. Failure to comply may result in disciplinary action.

Students should not block traffic by double parking on the end of the rows; these are emergency exits for fire and police vehicles. Vehicles may be towed if drivers do not abide by the parking regulations, and/or loss of parking/driving privileges may result.

Students leaving their cars in the parking lot when going on a field trip, school-sponsored event, or overnight will follow parking regulations. However, the school will not assume or accept any responsibility for the vehicle.

If a student drives on a dirt/grassed area, parks somewhere other than the student area in the front parking lot, parks in a fire lane (marked by a red line), or parks in an area that is not marked as a parking spot, he/she may be subject to the following discipline:

- 1st Offense: Saturday School
- 2nd Offense: Two (2) days ISS
- 3rd Offense: Three (3) days ISS

Students are not allowed in the parking lot or in parked cars during the school day.

Each vehicle is to be registered with the Main Office by the student and obtain a parking permit at enrollment. Parking permits may be purchased for \$20. Students who do not get their license until second semester may purchase a permit for \$15 if purchased within 30 days of the issue date of their license. Failure to acquire a decal, improper parking, or any driving infraction may result in your vehicle being towed at the owner's expense. **Any towing fee will be at the car owner's expense.**

VENDING MACHINES

Vending machines are provided for your convenience. They are to be used only at the appropriate times and not during class time. All vending machines are "use at your own risk."

VISITORS

All visitors must report to the Main Office to sign in at the School ID Kiosk and receive a visitor badge to wear while in the building. We cannot accommodate student visitors during the school day. Parents, if you need to talk with your student, report to the Main Office for assistance. Visitors with infants must remain in the Main Office.

WEAPONS

Students should not bring any type of instrument to school that can be used as a weapon or tool which could be used to deface or vandalize school property.

The following instruments may be considered weapons:

- Knives
- Firearms and/or facsimiles including cap guns, etc.
- Explosives and/or facsimiles

- Metal Objects (chains, brass knuckles, etc.)
- Clubs
- Sharp or pointed instruments
- Stun guns
- Chemical sprays

Violations of this policy will result in administrative action. See the Oklahoma State Statutes section. Students may be suspended for up to one (1) calendar year for violation of this policy.

WEATHER

In the event school is closed due to inclement weather, parents are asked to tune in to Guthrie News Page or local television stations. When **possible, the District's website will also be updated to include the** latest information.

If weather conditions deteriorate during the school day please do not phone the school to inquire about closing or dismissal information.

WITHDRAWAL FROM SCHOOL

When a student must withdraw from Guthrie Public Schools during the term, he/she must report to the registrar on the morning of the day he/she leaves to begin formal withdrawal from school. There will be a 24-hour turnaround time to receive grades and clearance from teachers. Students will not be cleared for withdrawal until a parent or guardian has made contact with the registrar and all textbooks and school property have been returned. Once records have been received with grades and clearance from each teacher, the library, and the cafeteria the student will be cleared for withdrawal. A transcript **of the student's work will be forwarded, upon request, to the new school.**

DISTRICT, STATE, & FEDERAL POLICIES

AIDS PREVENTION EDUCATION

- A. Acquired Immune Deficiency Syndrome (AIDS) prevention education shall be taught in the public schools of this state. AIDS prevention education shall be limited to the discussion of the disease AIDS and its spread and prevention. Students shall receive such education at the option of the local school district:
1. a minimum of once during the period from grade five through grade six;
 2. a minimum of once during the period from grade seven through grade nine; and
 3. a minimum of once during the period from grade ten through grade twelve.
- B. The State Department of Education shall develop curriculum and materials for AIDS prevention education in conjunction with the State Department of Health. A school district may also develop its own AIDS prevention education curriculum and materials. Any curriculum and materials developed for use in the public schools shall be approved for medical accuracy by the State Department of Health. A school district may use any curriculum and material which have been developed and approved pursuant to this subsection.
- C. School districts shall make the curriculum and materials that will be used to teach AIDS prevention available for inspection by the parents and guardians of the students that will be involved with the curriculum and materials. Furthermore, the curriculum must be limited in time frame to deal only with the factual medical information for AIDS prevention. The school districts, at least one (1) month prior to teaching AIDS prevention education in any classroom, shall conduct for the parents and guardians of the students involved during weekend and evening hours at least one presentation concerning the curriculum and materials that will be used for such education. No student shall be required to participate in AIDS prevention education if a parent or guardian of the student objects in writing to such participation.
- D. AIDS prevention education shall specifically teach students that:
1. engaging in homosexual activity, promiscuous sexual activity, intravenous drug use, or contact with contaminated blood products is now known to be primarily responsible for contact with the AIDS virus;
 2. avoiding the activities specified in paragraph 1 of this subsection is the only method of preventing the spread of the virus;
 3. sexual intercourse, with or without condoms, with any person testing positive for human immunodeficiency virus (HIV) antibodies, or any other person infected with HIV, places that individual in a high risk category for developing AIDS.
- E. The program of AIDS prevention education shall teach that abstinence from sexual activity is the only certain means for the prevention of the spread or contraction of the AIDS virus through sexual contact. It shall also teach that artificial means of birth control are not a certain means of preventing the spread of the AIDS virus and reliance on such methods puts a person at risk for exposure to the disease.
- F. The State Department of Health and the State Department of Education shall update AIDS education curriculum material as newly discovered medical facts make it necessary.

ASBESTOS MANAGEMENT PLAN

In accordance with federal law, Guthrie Public Schools has been inspected and approved for asbestos management. Asbestos plans are available for viewing during regular school hours, Monday through Friday, by contacting the Director of Operations at the Maintenance Department, located at 200 Crooks Drive, Bldg #4, Guthrie, OK.

CELEBRATE FREEDOM WEEK

Act 682 of 2003 created "Celebrate Freedom week" in public schools the week in which November 11 falls. This law was created to educate students about the sacrifices made for freedom in the founding of this country and the values on which this country was founded. During **"Celebrate Freedom Week" all social studies classes** shall include instruction to help students focus on the freedoms offered in the United States of America. Suggested topics of study are included in the text of Act 682 of 2003, but the instruction is left up to the individual school district. In an effort to assist educators and curriculum coordinators with program and lesson plans for Celebrate Freedom Week, ADE has compiled the following ideas. **These are only suggestions, and school are encouraged to select their own creative ideas for "Celebrate Freedom Week."** To view the wording of the law, please refer teachers in your district to: <http://arkedu.state.ar.us/commemos/customer.cig>.

CIVIL RIGHTS COMPLIANCE AND ASSURANCES NOTICE OF NON-DISCRIMINATION

Guthrie Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or disability in its program and activities and provides equal access to the Boy Scouts and other designated youth groups. The Guthrie Public School System also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

Procedural Requirements

Title VI, Title IX, Section 504, ADA July 2000.

AVISO DE DECLARACION NO-DESCRIMINATORIA

Escuela Pública de Guthrie no discrimina raza, color, nacionalidad, genero, edad o incapacidad de admision a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningun aspecto de sus operaciones. El Escuela Publica de Guthrie tampoco discrimina en sus contrators o practicas de empleados.

Esta noticia es provista y requerida por el Titulo VI del Acto de Derechos Civiles de 1964, Seccion 504 del Acto de Rehabilitacion de 1973, Titulo IX de la Enmienda Educativa de 1972, en el Acto de Era de Discriminacion de 1975, y el Acto de los Estadounidenses con Habilidades Diferenciadas de 1990. Preguntas, quejas, o para mas informacion con respecto a estas leyes pueden ser recibidas por el coordinador de quejas.

Nombre / Titulo: Superintendente de las Escuelas
Publicas de Guthrie
Direccion de Oficina: 802 E. Vilas, Guthrie, OK 73044
Numero Telefono (correro de voz / TDD) (405) 282-8900
M-F 8:00 – 12:00 & 1:00 – 4:30

Procedural Requirements

Title VI, Title IX, Section 504, ADA July 2000

COMPUTER AND INTERNET ACCEPTABLE USE POLICY

1. Internet-related systems (including but not limited to: computer equipment, software, operating systems, network accounts providing electronic mail, World Wide Web browsing software, File Transfer Protocol, network and intranet systems, etc.) are the property of Guthrie Public Schools. They are to be used for educational purposes, which service the interests of the school district, our students, and patrons during the course of normal operations.
2. Communications on these systems are not private. While the school administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the District system remains the property of the District. Despite security precautions, there is no absolutely fail-safe way to prevent an unauthorized user from accessing stored files.
3. Monitoring: the district reserves the right to monitor all employee and student use to ensure proper working order, appropriate use by students and employees, the security of school data, and the retrieval of the contents of any user communications on these systems. Management may access user files, including archived material of present and former users, **without the user's consent, for any purpose related to maintaining the integrity of the network, or the rights of the District or other users, or for any other reasonable purpose.**

4. Personal use: personal use of the systems is authorized within reasonable limits as long as it does not interfere with or conflict with educational purposes. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. School equipment may not be used for commercial purposes.
5. E-mail is the property of the school district. There should be no expectations of privacy where e-mail is concerned. E-mail is subject to disclosure under the Open Records Act, subpoena, or court order.
6. Users are responsible for backing up data on a daily basis. This is an important function designed to maintain records of communications and activity which replaced (or supplements) maintaining files containing memoranda, correspondence, etc.
7. Any attempt to violate the guidelines, terms and conditions for use of technology, the network, or the internet may result in revocation of user privileges, other disciplinary actions consistent with Board of Education Policy and existing practice regarding inappropriate language or behavior including suspension, expulsion, dismissal, or appropriate legal action.
8. No student or employee of the district may maintain a web presence on behalf of the school or related to the school other than that authorized by the school district. Any employee who wishes to publish a web page on behalf of the school or a school organization must attend the web page training provided by the district.
9. School equipment may not be used to access or post to any material that is illegal, offensive, abusive, or slanderous, either in text or graphic format.
10. All software installed on school equipment must be properly licensed to the school district. Software that is not properly licensed may not be installed on district-owned equipment.
11. District software may not be copied for personal use except where explicitly provided for by the manufacturer's license agreements.
12. Users may not access or tamper with another users account.
13. The network may not be used for political activities.
14. **The use of chain letters, "spam" or "letter bombs" is prohibited.**
15. All copyright laws must be observed at all times.
16. **Every user of the network must have a signed Acceptable Use Policy document on file in the principal's office of their respective school.**
17. The District makes no warranties of any kind, neither expressed nor implied, for the internet access it is providing. The District will not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service, for the accuracy, nature or quality of information stored on District diskettes, hard drives or servers, nor for the accuracy, nature or quality of information gathered through district-provided internet access.
18. The District will not be responsible for unauthorized financial obligations resulting from district provided access to the internet.
19. Access is a privilege, not a right. **All users of the district's network and other technological resources are responsible for respecting and adhering to local, state, federal and international laws and guidelines governing use of information and the available technologies.**
20. Personal computers are the responsibility of the owner.
21. Any item being purchased with District funds must be approved by the Director of Technology. This includes hardware, software, and Professional Development training.

DIABETES MANAGEMENT

Guthrie Public Schools provides nursing services that promote a student's ability to learn. Our goals are to:

- assist students in learning how to take care of their health.
- ensure a safe school environment.
- promote good control of a student's health condition so they are ready to learn.

Diabetes can affect a student's ability to learn if it is not under good control. To help us meet these goals, Guthrie Public Schools has a nurse who is a certified diabetes educator. She works with school, **personnel, individual students with diabetes and their families, and the student's health care provider.**

As a reminder, each year we need to have the following information for your child:

- written diabetes management plan from your health care provider.
- signed authorization by parent/guardian for medication and treatment at school.
- completed Diabetes Questionnaire filled out by parent/guardian/student.

In addition, adequate supplies, as listed in the student's diabetes management plan, must be provided at school:

- snacks or glucose tablets to treat low blood sugar
- medications
- blood glucose meter, strips, and supplies
- ketone testing strips and equipment
- Glucagon

We are looking forward to helping your child with diabetes be successful in school. Please feel free to contact us with any questions or concerns.

ELIGIBILITY

When co-curricular and/or interscholastic programs are scheduled during the school day, a student must be eligible according to the following guidelines of the Oklahoma Secondary Schools Activities Association:

A. ATTENDANCE REGULATIONS

1. School Activity: These are extracurricular activities, whether sponsored by the school or outside agency, which remove the student from class for more than half a class period.
2. The total number of student activity absences allowed for one class period per student shall be ten (10).
3. Once a student has had ten student activity absences (per school year) from any one class period, the student must be reported to **the principal's office for consideration for further absences** for student activities.
4. A student is expected to attend classes 90% of the time in order to participate in school-sponsored activities.

B. SCHOLASTIC ELIGIBILITY

(Information taken from OSSAA RULES AND REGULATIONS)

Section 1: Semester Grades

- a) A student must have received a passing grade in all subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. If a student does not meet minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next semester he/she attends.
- b) A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
- c) Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

Section 2: Student Eligibility during a Semester

- a) Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
- b) A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of his/her probationary one-week period, he/she will be ineligible to participate during the next one-week period. The eligibility periods will begin Monday and end on Sunday.
- c) A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).
- d) **"Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.**

Section 3. Special Provisions

- a) An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three (3) weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three (3) week period.
- b) Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision Rule 3, Section 3-c, if the incomplete grade was caused by an unavoidable hardship. (Example of such hardships would be illness, injury, death in family, and natural disaster.) (Board policy allows a maximum of two (2) weeks to apply this exception.)
- c) Schools may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

Section 4. Special Education Students

- a) Students who are enrolled in special education class, have an Individual Educational Plan, and have been certified by the principal as doing a quality of work which may, with the approval of the Board of Directors, be accepted as eligible under this rule.

ENROLLMENT REGULATIONS

All students must be enrolled in seven hours per day. The only exception to this rule is a student on an IEP or those enrolled through the **counselors' office in concurrent enrollment.**

All students **MUST PROVIDE** two Proofs of Residence. **These can be in the form of a copy of a current utility bill, renter's agreement, or real estate contract.**

A new resident student is one that has established a legal residence within the school district and is living with custodial parent or court-appointed guardian. New resident students **MUST PROVIDE**:

1. Two Proofs of Residence
 - a) A copy of a current utility bill, renter's agreement, real estate contract, etc.
 - b) **An Enrollment Declaration form certified by the Guthrie Public Schools' Transportation Department.**
2. Immunizations Records

3. Copy of Birth Certificate
4. The name, address, phone and fax number of the previous school attended
5. CDIB (Certified Degree of Indian Blood), if applicable
6. Official withdrawal form from previous school if enrolling after the start of school
7. Transcripts from previous school attended (high school students only)
8. Social Security Number, if available
9. Special Education Records or Gifted/Talented Records, if applicable, are helpful in ensuring the proper placement of student.

Other information that may be required:

Proof of custody / guardianship – court appointed papers (signed by a judge) denoting custody for students not living with both parents listed on the birth certificate.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

1. The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents of eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education record that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
 Family Policy Compliance Office
 U.S. Department of Education
 600 Independence Avenue SW
 Washington, D.C. 20202-4605

FIRE, TORNADO, AND EMERGENCY SITUATIONS

All emergency drills will be performed in accordance with the State Department of Education accreditation regulations.

FIRE --- The alert for fire will be the fire alarm.

TORNADO--The alert for a tornado will be a continuous long ringing of the bells.

EARTHQUAKE – The alert for earthquake will be an announcement via intercom.

LOCK DOWN-- The alert for Lock Down will be a series of long, short, long, short ringing of the bells.

LOCK OUT– The alert for Lock Out will be an announcement via the intercom.

TRAIN DERAILMENT – The alert for Train Derailment will be an announcement via the intercom.

Periodic drills will be held to familiarize the students with emergency procedures. All students are to remain with their teacher for roll to be taken once safely away from, or in secure area of, the building.

GRADUATION POLICY

Guthrie High School recognizes that graduation ceremonies are important events for our students, parents, guests, and the community.

Note: Twenty-four units (credits) are required to participate in graduation exercises.

To ensure that graduation exercises are enjoyable and dignified for all participants and spectators, the Board of Education has approved the following requirements:

1. A student shall be a graduate of Guthrie High School and entitled to a high school diploma whenever that student has:
 - a. Successfully completed the minimum number of credits established by the District for graduation; and
 - b. if the student elects to participate in graduation ceremonies, completes such exercises in accordance with this policy.
2. Any student who elects to participate in graduation exercises will still be considered a student of this District until such ceremonies have been completed. **The graduation process is “completed” after the graduation program and** the last student has exited the premises.
3. Any student who elects to participate in graduation and other related senior activities will be required to be in good disciplinary standing with Guthrie Public Schools, Meridian Technology Center, and any other concurrent enrollment institution.
4. All students participating in graduation ceremonies will be required to abide by school relations as outlined in the Student-Parent Handbook.

In addition, students shall not engage in the following conduct during graduation exercises:

- a. throwing objects into the air;
 - b. engaging in any disruptive activity which substantially interferes with the graduation process or the rights of other individuals;
 - c. using or possessing air horns and similar items;
 - d. wearing decorated mortar boards or clothing outside of academic recognition.
- Please refer to the Graduation Compliance Letter issued in May for graduation dress code specifics.
5. The administration shall have the power to impose discipline on any student who commits any act referred to above. It is recommended the administration take necessary steps to impose discipline as soon as it is convenient after completion of graduation exercises.
 6. Students who are found, after an informal hearing process conducted by the administration, to have committed any of the acts described above shall be subject to discipline. Such discipline may include, but is not limited to, suspension from school for the remainder of the semester if the graduation ceremony is held prior to the end of school.

GRADUATION: STATE, LOCAL, and NCAA REQUIREMENTS

This section is for general information only. Each individual is responsible for working with his/her counselor in progressing towards meeting the requirements set forth by the State Board of Education and Guthrie Public Schools.

NCAA requirements change yearly, and students should meet with the athletic director’s office or senior counselor to receive information concerning athletic eligibility through the NCAA Clearinghouse. **This should begin during the student’s freshman year** and should be checked yearly for changes.

To receive senior status, a student must have successfully completed seventeen (17) units/credits and a have a reasonable expectation of completing the twenty-five (25) units/credits required for graduation by the end of the summer term immediately following the current school year.

The Guthrie Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is policy of the Board of Education that a minimum of twenty-five (25) units of credit be earned in the subject areas listed below to be eligible for graduation. Twenty-one (21) of the twenty-five (25) credits must be earned in the 10th, 11th, and 12th grades.

- Seniors are required to be enrolled in a full schedule, although this may include a combination of college and local hours if local requirements are met.
- A student may not be enrolled in more than two English classes in a semester.
- At least three of the last five units completed must be in attendance at Guthrie High School.
- Correspondence courses may be applied toward graduation in compliance with Oklahoma State Law and must be completed by April 15 to be eligible for graduation exercises.
- Students who need more than one credit unit for graduation SHALL NOT be permitted to participate in graduation exercises as per Oklahoma State Law.
- Concurrent college enrollment will be available for Guthrie High School students as per state regulations.
- Students may not enroll in more than two like electives in any one semester without permission of all teachers involved and the **principal’s approval**. (Example: two art classes, two drama classes, two ag classes, etc.)

IMMUNIZATION

Oklahoma State Health Department requires all students to be immunized. Guthrie Public Schools, in accordance with these laws, requires every student enrolling to have proof of immunization. Students will not be allowed to enroll without necessary immunizations. Parents or students may check the school website for immunization guidelines.

Free Clinics

Many insurance companies will pay for the required immunizations. If not covered by your insurance, there are free clinics available.

Site

Logan County Health Dept.
215 Fairgrounds Road
Guthrie, OK 73044
405-282-3485

Hours

Daily Monday thru Friday
8:00 a.m. – 11:00 a.m. &
1:00 p.m. – 4:00 p.m.

INSURANCE

Insurance is required for all students participating in extracurricular activities before they take part in any practice, scheduled contest, or class. Students already covered by a family insurance policy may have a parent sign a waiver to this requirement. **THE SCHOOL ASSUMES NO RESPONSIBILITY FOR THE SETTLEMENT OF CLAIMS.** *The school must have proof of insurance by the start of the eighth day of class or the student will be dropped from that class and assigned another class/subject.* **NO EXCEPTIONS!**

TITLE IX

The Guthrie Public School system hereby agrees that it will comply with Title IX of the Educational Amendments of 1972 which states that no person in the United States shall, on the basis of sex, be excluded from participation in, denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. The School District is an equal opportunity employer.

It is, therefore, the policy of the Guthrie Independent School District No. I-1, Logan County, to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to the Title IX Coordinator, Guthrie Public Schools Administration Building, 802 East Vilas, Guthrie, OK, 73044; telephone (405) 282-8900.

DISCLAIMER

The preceding discipline steps are meant as a guide only. In severe or unusual cases, the judgment of the Administrator will take precedence. The Guthrie Public School Policy Manual will also be used in regard to school-student relationships. A copy of this policy can be viewed on the Guthrie Public Schools website at www.guthriepls.net.

<p>GUTHRIE PUBLIC SCHOOLS</p> <p>BOARD OF EDUCATION POLICY</p>	<p><i>Students</i></p> <p>Adopted: X</p>
--	---

ASVAB TESTING AND STUDENT ACCESS TO MILITARY RECRUITERS

It is the policy of the board of education to take part in testing programs with the aim of providing all students with information designed to help them recognize their talents and to assist them in planning their education and career paths. Therefore, the district will provide students in grades ten through twelve (10–12) an opportunity to take the Armed Services Vocational Aptitude Battery test (ASVAB), or an alternative assessment as provided below, and to consult with a military recruiter.

The ASVAB or alternative assessment will be scheduled during normal school day hours and at a time that limits conflicts with extracurricular activities. The district will provide to students and their parents or legal guardians in grades ten through twelve (10–12) the date, time, and location of the scheduled administration of the ASVAB or alternative assessment.

At the discretion of the board of education, the district may administer an alternative assessment in lieu of the ASVAB, provided the alternative assessment meets the following criteria:

1. it assesses a student’s aptitude for success in a career field other than a career field that requires postsecondary education;
2. is free to administer;
3. requires minimal training and support of school faculty and staff to administer the test; and
4. provides each student with a professional interpretation of the test results that allows the student to explore occupations that are consistent with each student’s interests and skills and to develop strategies to attain career goals.

Regardless of whether the district offers the ASVAB or an alternative assessment, the district will permit each student taking the assessment with an opportunity to consult with a military recruiter. Individual student meetings with recruiters will be permitted on dates and times approved by the building principal or the principal’s designee, which will be advertised to students and their parents and legal guardians.

Reference: OKLA. STAT. tit. 70, § 1210.508-5.



Guthrie Public Schools

Memo

To: Dr. Simpson and Guthrie Board of Education

From: Carmen Walters, Executive Director

Date: July 29, 2021

Re: Waterford Reading Academy

Attached is a copy of the 2021-2022 agreement between Guthrie Public Schools and Waterford Reading Academy. Waterford Reading Academy is a software program for students enrolled in grades Pre-K through 4th grade. The program includes single student licenses for reading, math and science, and individual teacher licenses.

The Waterford Reading Academy focuses on a comprehensive reading, math, and science curriculum that guides them along their own personalized learning path. The supplemental instruction reinforces concepts and lessons taught in the classroom and helps close achievement gaps. The program can also be used in small group, or whole class instruction, as well as serving as a virtual instruction as needed. In addition, the program offers Spanish support for English Language Learners.

Included in the price is the Waterford assessment of core skills, a Waterford mentor that serves as a family engagement specialist through their family academy for Pre-K family participants, and for K-2nd grade participants. The program also provides a dedicated consultant assigned to just Guthrie through their professional services that includes 150 days of onsite consulting, planning, and instructional strategies.

The Waterford Reading Academy is aligned to Oklahoma state standards.

The cost for the 2021-2022 Waterford Reading Academy is \$191,730.00 and will be paid for out of ESSER III American Rescue Plan funds. The program meets the ESSER III (ARP) required 20% set aside of these funds specifically for learning loss.

I recommend approval of the license agreement between Guthrie Public Schools and Waterford Reading Academy.



PO Box 250
West Jordan, UT
84084-0250

Quote

Date: 7/29/2021
Quote #: Q00005017
Expiration Date: 9/28/2021
Payment Terms: Net 30
Prepared By: Jodi Sohrt

Bill To: Guthrie Public Schools
Carmen Walters
802 E VILAS AVE
GUTHRIE, OK 73044

Ship To: Guthrie Public Schools
Carmen Walters
802 E Vilas Ave
Guthrie, OK 73044

Item Number	Description	Unit Price	Quantity	Price
WRA01SG	Waterford Reading Academy Single Student License Reading sequence, Math & Science sequence, OR SmartStart sequence, with WACS, Mobile Mentor - single student annual license	\$80.00 (-\$53.00)	990	\$79,200.00 (-\$52,470.00)
WRA01SG	Waterford Reading Academy Single Student License Reading sequence, Math & Science sequence, OR SmartStart sequence, with WACS, Mobile Mentor - single student annual license	\$80.00 (-\$80.00)	185	\$14,800.00 (-\$14,800.00)
CA01SG	Classroom Advantage single annual license per teacher	\$250.00 (-\$250.00)	71	\$17,750.00 (-\$17,750.00)
PS150PRM	Professional Services: Premier 150 Up to 150 Onsite or Consulting Prep Days	\$165,000.00	1	\$165,000.00

Notes:

This quote includes the following:
~1175 Waterford Student Licenses (12 month subscription, 2021-2022) (185 licenses at no cost for 4th grade.)
~71 Classroom Advantage Teacher Licenses
~Waterford Assessment of Core Skills at no cost
~Waterford Mentor at no cost (Family Engagement Component)
~Custom professional services plan to meet the needs of Guthrie with a dedicated consultant assigned to Guthrie
~Family Academy for PreK family participants and for K-2nd grade participants
~Customer Support

List Price: \$276,750.00
Discount: \$85,020.00
Total: \$191,730.00

Please remit purchase order to jodisohrt@waterford.org

This price quotation for the customer's convenience only and not an offer to contract. All quotations are subject to review and final acceptance by a duly authorized representative of Waterford Research Institute. Not responsible for typographical or other errors. Waterford's standard licensing terms and conditions will apply to any order.

All pricing in this quotation is exclusive of any applicable sales, use or other similar taxes or duties. The customer is responsible for such taxes or duties that may apply. **If the customer is tax-exempt, evidence of such tax exemption must be provided or else you will be charged sales tax.**

Memo

To: Dr. Simpson and Guthrie Board of Education
From: Doug Ogle, Assistant Superintendent
Date: 7/29/2021
Re: Edmentum Exact Path & Courseware Licenses

I would like to recommend that Guthrie Public Schools purchase Edmentum – Exact Path and Courseware in the amount of \$17,700.00 for the 2021-2022 school year. Exact Path will be used at Guthrie Upper Elementary Schools to help teachers' close achievements gaps with our students. The Courseware portion of the Licenses presented will be to add an online platform for our Special Needs Students grades 6-12.

Both Licenses will be paid out of ESSER III American Rescue Plan (ARP) Funds.

Doug Ogle
Assistant Superintendent



Date: 7/7/2021
 Order Number: Q-342968
 Revision: 1
 Order Form Expiration Date: 6/30/2021

ORDER FORM

Please fax all pages to 1.877.519.9555 or email to orders@edmentum.com
 Orders Under \$25,000.00 may pay by Credit Card:
 Call 214.294.9901 or e-mail creditcardprocessing@edmentum.com

Customer and Billing Address

Customer No.: 232816
 Customer Name: Guthrie School District I-01
 Billing Address: 802 E Vilas Ave
 Guthrie, OK 73044-5228

Products and Services

Guthrie School District I-01

Products	Qty	License Start Date	License End Date	License Term (Months)
Renaissance + Exact Path: Core Library - Program License	500	7/1/2021	6/30/2022	12
3rd Party SIS Integration - Courseware	1	7/1/2021	6/30/2022	12
Exact Path Elevate Package	1	7/1/2021	6/30/2022	12
Custom Consulting Services - Onsite	1	7/1/2021	6/30/2022	12
Courseware: Comprehensive Library - Program License	20	7/1/2021	6/30/2022	12
Courseware Elevate Package	1	7/1/2021	6/30/2022	12
Guthrie School District I-01 Subtotal:				\$17,700.00

Guthrie Senior High School

Products	Qty	License Start Date	License End Date	License Term (Months)
3rd Party SIS Integration - Courseware	1	7/1/2021	6/30/2022	12
Guthrie Senior High School Subtotal:				\$0.00

Subtotal:	\$17,700.00
Estimated Tax:	\$0.00
Total US Funds:	\$17,700.00

** Unless otherwise specified in this Order Form, the Start Date for your license(s) will be one of the following: (a) the day immediately following the expiration date of the prior license term or (b) the date in which we have accepted your order and have issued log-in credentials for your software license.

*** Services purchased are valid for an annual term. Any service offering that is not used during the applicable term will expire and cannot be carried over or used in subsequent periods.

Invoicing and Payment Terms

Edmentum | P.O. Box 776725 | Chicago, IL 60677-6725 | www.edmentum.com





Date: 7/7/2021
 Order Number: Q-342968
 Revision: 1
 Order Form Expiration Date: 6/30/2021

ORDER FORM

Please fax all pages to 1.877.519.9555 or email to orders@edmentum.com
 Orders Under \$25,000.00 may pay by Credit Card:
 Call 214.294.9901 or e-mail creditcardprocessing@edmentum.com

The full amount of Your Order will be invoiced when accepted by Us. Payment is due 15 days after invoice date.

Terms and Conditions

For the purposes of this Order Form, "you" and "your" refer to Customer, and "we", "us" and "our" refer to edmentum Inc. and affiliates. This Order Form and any documents it incorporates (including the Standard Purchase and License Terms located at <http://www.edmentum.com/standardterms> and the documents it references) form the entire agreement between you and us ("Agreement"). You acknowledge that any terms and conditions in your purchase order or any other documents you provide that enhance our obligations or restrictions or contradict the Agreement do not have force and effect.

Purchase Order

You acknowledge that this Agreement is non-cancellable and you will submit a purchase order for the full amount of this Order Form. Your order will not be scheduled for delivery until you have submitted a purchase order referencing and conforming to this Order Form.

Acceptance

This offer will expire on the Order Form Expiration Date noted above unless we earlier withdraw or extend the offer in writing. I represent that I have read the terms and conditions included in this Agreement, that I am authorized to accept this offer and the Agreement's terms and conditions on behalf of the customer identified above and that I do accept this offer on behalf of the customer who agrees to adhere to the Agreement's terms and conditions. To the extent that either parties process does not require that I execute this Order Form, I accept, acknowledge and agree to the terms and conditions identified in and referenced in this Agreement as signified by my receipt, use or access of the products and/or services identified. Please fax all pages to 1.877.519.9555 or email to orders@edmentum.com.

Customer Signature:

 Name (Printed or Typed):

 Title:

 Date:



THIRD AMENDMENT

This Third Amendment, made and entered into effective as of July 1, 2021 (the “Third Amendment”) between Guthrie Public Schools, having its principal place of business at 705 E. Oklahoma Avenue, Guthrie, OK 73044 (“District”) and Coca-Cola Southwest Beverages LLC, a Delaware limited liability company, (the “Beverage Provider”), shall serve to amend that certain Beverage Provider Agreement with an Effective Date of July 1, 2018, (the “Agreement”), between District and Beverage Provider. All capitalized terms not defined herein shall have the meanings ascribed to them in the Agreement.

WITNESSETH:

WHEREAS the parties to the Agreement wish to confirm and amend certain of its terms and conditions as set forth herein.

NOW THEREFORE, in consideration of the promises made herein, the parties hereto agree as follows:

- A. The fourth Agreement Year of the Term begins on July 1, 2021.
- B. Section 3(a) entitled Sponsorship Funding shall be amended by adding the following:

The Sponsorship Funding for Agreement Year 4 shall be made in two installments of One Thousand Dollars (\$1,000) each, to be paid within thirty (30) days following December 31, 2021 (“First Payment”) and June 30, 2022 (“Second Payment”). Beverage Provider shall have the right to make an adjustment in accordance with Section 11 (e) of the Agreement to the First and Second Payments proportionate to the percentage decrease in the average daily census for students on Campus for in-person classes during the timeframe proceeding the payment then due. District shall provide the average daily census for students on Campus for in-person classes to Beverage Provider for purposes of such adjustment.

In the event of any adjustment, the parties agree that the aggregate Sponsorship Funding set forth in the first sentence of Section 3(a) for the entire Term is and shall be proportionately reduced accordingly.

- C. Exhibit A (Wholesale Pricing Schedule) of the Agreement is hereby amended and restated in its entirety and shall for the fourth Agreement Year of the Term be and read as provided in Exhibit A, attached to this Amendment and incorporated for all purposes.
- D. Except as modified herein, all other terms and conditions of the Agreement shall remain in full force and effect. In the event of a conflict between the Agreement and this Third Amendment, this Third Amendment shall control. Each party represents, warrants and covenants to the other as follows:
 - 1 Authority. It has full power and authority to enter into the Third Amendment and to grant and convey the rights set forth herein.
 - 2 Binding Obligation. All necessary approvals for the execution, delivery and performance of this Third Amendment by it have been obtained, and this Third Amendment has been duly executed and delivered by it and constitutes the legal and binding obligation of it enforceable in accordance with its terms.

IN WITNESS WHEREOF, the undersigned have caused this Third Amendment to be duly executed as of the date first above written.

Coca-Cola Southwest Beverages LLC

By: _____

Printed Name: _____

Title: _____

Date

Guthrie Public School District

By: Dr. Mike Simpson
Superintendent

Date:

Exhibit A

Product Description	Invoice Price
12oz Sparkling	\$14.97
20oz Sparkling	\$32.00
20oz Dasani	\$13.50
20oz Powerade	\$31.98
18.5 Goldpeak Tea (12 Count)	\$21.42
20oz Vitaminwater (12Count)	\$18.34
12oz Minute Maid Juice To Go	\$34.15

*All prices are per standard physical case and exclusive of taxes, deposits, handling fees and recycling fees.



Kim Biggs
PO Box 908
Guthrie, OK 73044
kbiggs@cityofguthrie.com
405.282.0495
Fax 405.282.6898

July 26, 2021

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

Re: Conveyance of Property

Dr. Simpson:

The Guthrie City Council approved the attached Resolution and Quit Claim Deed at their regularly scheduled meeting on July 20, 2021 conveying a portion of property to the Independent School District No. 1. Please file the attached deed with the Logan County Clerk and provide a copy of the filed deed to my attention. If you have any questions or need additional information, please do not hesitate to contact me at 405-282-0495.

Sincerely,

A handwritten signature in blue ink that reads "Kim Biggs".

Kim Biggs
City Clerk/Treasurer

Encl.

www.cityofguthrie.com

INTEGRITY, SERVICE, QUALITY OF LIFE



RESOLUTION 2021-20

A RESOLUTION APPROVING THE CONVEYANCE TO INDEPENDENT SCHOOL DISTRICT NO. 1 OF LOGAN COUNTY, OKLAHOMA (“SCHOOL DISTRICT”) OF A CERTAIN CITY-OWNED PARCEL OF LAND AND AUTHORIZING THE EXECUTION AND DELIVERY OF A RELATED QUIT CLAIM DEED.

WHEREAS, the City of Guthrie (“City”) is owner of a parcel of real property located at the Northwest corner of Drexel Boulevard and Grant Avenue, which parcel is more particularly described and depicted on Exhibit “A”, attached hereto and incorporated herein (the “Property”); and

WHEREAS, pursuant to OKLA. STAT. Title 11, § 22-125, the City is authorized to convey real property to a school district located in the City, without consideration and without a resolution declaring such property to be surplus to the needs of the City; and

WHEREAS, it is in the best interests of the City for the Property to be conveyed to the School District to further the School District’s continued use, maintenance and operation of the Property; and

WHEREAS, the City intends to convey the Property to the School District by Quit Claim Deed (“Quit Claim Deed”).

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF GUTHRIE:

Section 1. The conveyance of the Property by the City to the School District is hereby approved without appraisal, notice or the necessity of the payment of monetary consideration by the School District to the City, subject to the following:

A. The conveyance to the School District shall be subject to all easements of record on or affecting the Property.

B. The conveyance to the School District shall be made “As Is, Where Is” without warranty of any kind.

C. Upon conveyance to the School District, the City shall have no further responsibility for the maintenance of the Property, and the School District shall assume all responsibility for future maintenance of the Property.

Section 2. The Mayor is hereby authorized, on behalf of the City of Guthrie, to execute the necessary Quit Claim Deed to convey the referenced Property to the School District.

Adopted and approved by the City Council of the City of Guthrie this 20th day of July 2021.



(Seal)

ATTEST:

Kim Biggs

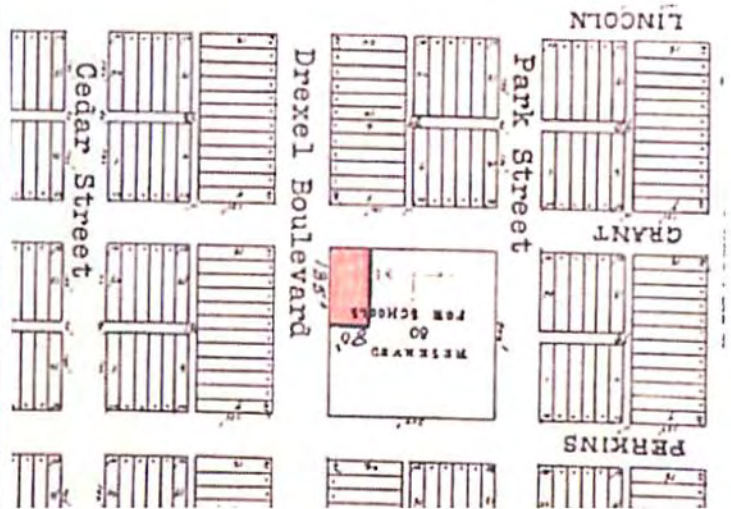
Kim Biggs, City Clerk

Steven J. Gentling
Steven J. Gentling, Mayor

APPROVED:

William W. Wheeler
William W. Wheeler, City Attorney

Exhibit A



QUIT CLAIM DEED

STATE OF OKLAHOMA)
)
COUNTY OF LOGAN) KNOW ALL BY THESE PRESENTS:

The City of Guthrie, Oklahoma, an Oklahoma municipal corporation (“Grantor”), for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by Grantor, does hereby grant, bargain, sell and convey unto Independent School District No. 1 of Logan County, Oklahoma (“Grantee”), that certain real property located in Logan County, Oklahoma, being more particularly described to wit:

Beginning at the Southeast corner of Block Eighty (80) in Townsite of Capitol Hill, a subdivision of the City of Guthrie, Oklahoma, according to the recorded plat thereof, thence North 135 feet; thence West 80 feet; thence South 135 feet; thence East 80 feet to the point of beginning.

Together with all and singular all rights and appurtenances belonging to such real property including all of Grantor’s right, title and interest in and to all common elements, streets, alleys and other public or private ways adjacent thereto, and all of the buildings, structures, fixtures and improvements in, upon and under such real property (collectively the “Property”).

This conveyance is subject to all rights-of-way, easements, leases, deeds and plat restrictions, partitions, severances, encumbrances, licenses, reservations and exceptions which are of record as of the date set forth below, and is further subject to all rights of persons in possession, and to physical conditions, encroachments and possessory rights which would be evident from an inspection of the Property and existing outstanding mineral interests owned by third parties, if any.

TO HAVE AND TO HOLD the Property unto the Grantee, its successors and assigns, forever, subject to the terms, conditions, reservations and exceptions set forth herein without warranty. To the extent permitted by law and without making any representations or warranties, Grantor assigns to Grantee all rights it may have to warranties made by prior Grantors, if any.

IN WITNESS WHEREOF, the name of the Grantor is hereunto affixed this 20th day of July, 2021.

THE CITY OF GUTHRIE, OKLAHOMA,
an Oklahoma municipal corporation
By: Steven J. Gentling
Steven J. Gentling, Mayor

ATTEST:
Kim Biggs
Kim Biggs, City Clerk





Guthrie Public Schools

Memo

To: Dr. Simpson and Guthrie Board of Education
From: Carmen Walters, Executive Director
Date: August 3, 2021
Re: OKDHS School-Based Specialists Agreement

Attached is a copy of the 2021-2022 agreement between Guthrie Public Schools and the Oklahoma Department of Human Services (OKDHS) in order to provide School-Based Specialists.

Guthrie Public Schools applied to partner with the OKDHS School-Based Services Program and was approved for three School-Based Specialists. The School-Based Program is a partnership between DHS and local school systems. Through the partnership, a School-Based Specialist (SBS) is placed in the school to provide services to students and their families. The program's mission is to ensure that children are mentally and physically ready to learn and have healthy and supportive families. The specialists help address a variety of issues that could be hindering a student's success; such as attendance, food insecurities, basic needs, mental health, behavior issues, health, hygiene, home life situations, and transportation.

The cost for the 2021-2022 Agreement is 50% of the School-Based Specialists salary, benefits, and administrative costs totaling \$110,898.00 that the district would be responsible for. ESSER III American Rescue Funds (ARP) will be utilized to cover the cost.

I recommend approval of the agreement between Guthrie Public Schools and the Oklahoma Department of Human Services.

SCHOOL-BASED SERVICES AGREEMENT

THIS AGREEMENT is entered on this 30th day of July 2021, between the Oklahoma Department of Human Services (OKDHS) and Guthrie Public Schools in order to provide a School-Based Specialist to be placed at the school(s). The term of this Agreement begins July 1st 2021 and ends June 30th, 2022. OKDHS and Guthrie Public Schools may be referred to collectively herein as "the Parties."

WHEREAS, OKDHS desires to place an OKDHS School-Based Specialist in the school(s) to provide a collaborative link between the school(s) and OKDHS, community partners, and resources.

NOW THEREFORE, in consideration of the mutual covenants contained herein, the Parties agree as follows:

OKDHS Responsibilities:

1. OKDHS will provide an employee, hereinafter referred to as a School-Based Specialist (SBS) to be placed in school(s) designated by GPS beginning at such time DHS has an employee placed in the SBS position for GPS.
2. OKDHS will provide the same benefits to the SBS including but not limited to; workers compensation, state holidays and leave as listed for the SBS' qualifications and tenure.
3. The SBS will retain the same rights and privileges and the same obligations set forth in OKDHS policy. The SBS will maintain office hours similar to the school staff members and shall be no less and no more than forty (40) hours per week.
4. OKDHS shall at all times supervise the SBS, OKDHS will advise GPS of the supervisor's name and contact information. OKDHS shall appraise SBS' performance.
5. SBS will request leave in advance except in the event of an emergency and OKDHS will notify GPS.
6. The SBS will adhere to OKDHS' and GPS confidentiality requirements, and GPS dress code and standards of conduct.
7. OKDHS will bill GPS quarterly for 50% of the SBS' salary, benefits and administrative costs.
8. OKDHS will be responsible for maintenance and support for computer, equipment, and cell phones and retains ownership thereof.
9. In the event that GPS deems that Distance Learning is necessary for reasons of health and safety, OKDHS will continue to supply the SBS Workers to perform the same services using means appropriate to Distance Learning.

School District Responsibilities:

1. GPS will provide office space conducive for confidential interviewing and case management.
2. GPS will advise the SBS and his/her supervisor of all rules and regulations applicable to SBS' job duties.
3. GPS shall pay OKDHS 50% of the SBS' salary, benefits, and administrative costs within forty-five (45) days of receiving a proper invoice from OKDHS.
4. GPS will assign an employee to act as a liaison between GPS and DHS' supervisor for periodic review of the program and for input into SBS' performance appraisal.
5. GPS will provide broadband connectivity to allow VPN connection for the SBS either through its existing network or a dedicated connection for OKDHS' computers.
6. GPS will supply OKDHS with all administrative data necessary for administration of the program, as allowed by state and federal law.
7. In the event that GPS deems that Distance Learning is necessary for reasons of health and safety, it will continue to pay for the SBS positions at the agreed upon rate.

General Provisions:

1. Neither Party hereto shall assign or transfer its rights or obligations pursuant to this Agreement without prior written consent of the other party's consent will not be held unreasonably.
2. Either Party hereto may terminate without cause with thirty (30) days written notice.
3. DHS is the employer of the SBS and GPS will have no rights or obligations to the SBS as an employer for withholding remittance of taxes, insurance, FICA, etc.
4. The Parties have or will have by the date services are delivered under its control the personal services, labor and equipment or facilities to perform work required from it pursuant to this Agreement.
5. Unavailability of Funding: Neither Party can guarantee the continued availability of funding for this project, notwithstanding the consideration herein. In the event funds to finance reduce the contract consideration upon notice in writing to the other Party. Each Party retains absolute discretion as to whether its funding is available.
6. Confidential Information: Each Party recognizes the other has and will acquire client/student information which must be protected from improper disclosure. Neither Party, whether directly or indirectly, shall divulge, disclose or otherwise communicate such information to third parties without the prior written consent of the other.
7. HIPAA Privacy Rule: The Parties agree to use and disclose Protected Health Information in compliance with the "Privacy Rule" of the Health Insurance Portability and Accountability

8. Family Education Rights and Privacy Act (FERPA): The SBS shall use and disclose student educational records and family information in compliance with FERPA, 20 U.S.C. §1232g, 34 C.F.R. Part 99.

OKLAHOMA DEPARTMENT
OF
HUMAN SERVICES

By: _____

Title: _____

GUTHRIE PUBLIC SCHOOLS

By: _____

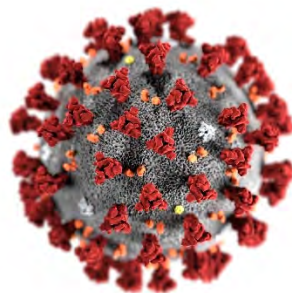
Title: _____



GUTHRIE PUBLIC SCHOOLS

**Return To Learn Plan and
COVID-19 Protocols for 2021-22**

Effective ~~June 14, 2021~~ August 2, 2021



GUTHRIE PUBLIC SCHOOLS RETURN TO LEARN PLAN 2021-22

Our number one priority is student and staff health and safety while also providing a safe and positive learning environment for all students. Guthrie Public Schools understands the importance of in-person instruction for our students and our goal is to offer in person learning on a continuous basis throughout the school year. We realize a need may arise when we have to close a classroom, school, or the entire district temporarily due to a rise in confirmed cases of COVID-19 or other issues such as inclement weather. If we must transition from in person instruction to distance learning overnight, we want to assure parents that our teachers and students are equipped with the resources and knowledge to conduct and participate in distance learning. Guthrie Public Schools will be using **a variety of online learning platforms including** Google Classroom, Edgenuity, ~~Online Courseware for grades 6-12, and Exact Path Online Courseware for grades K-5.~~ **Exact Path and Waterford Upstart.**

Last year some changes were implemented that we intend to continue during the 2021-22 school year for the safety of our students and staff. Assigned seating, including on school buses will continue at this time. Parents are encouraged to take their child to school if possible. Parents will again be required to screen their child daily before leaving home for COVID-19 symptoms. Staff will also be required to screen for the same COVID-19 symptoms. Any visitors to a school must complete a similar screening prior to receiving a visitor pass to enter a building.

GPS will follow the color coded COVID-19 Alert System established by the Oklahoma State Department of Health to determine instructional setting, health protocols, and activities. This determination will be made when the levels of infection for Logan County are released in advance of the next week of instruction. While at the yellow level, the wearing of masks in all indoor spaces is strongly recommended. If Logan County is elevated to the orange level or higher and the governor has declared a statewide emergency, masks will be required of all students and staff while inside buildings or in school vehicles with more than one person present. Masks will be required on school buses as long as they are required by federal order on public transportation. Pre-K through 4th grade students may be allowed to remove their masks based on a determination of the district level administration. If Logan County has dropped below the orange level for two consecutive weeks, or the emergency declaration by the governor has expired, the wearing of masks will return to a strong recommendation. Any exemption to this requirement will be considered on a case by case basis by the district administration, including the school nurse, and may require written documentation from a healthcare professional. Failure to follow a mandatory mask condition by students or staff will be treated as a violation of the school dress code policy.

Online Options with BLUEJAY ACADEMY for Students 7-12

BLUEJAY ACADEMY is a fulltime virtual class with online curriculum for individual student success monitored by Guthrie Public Schools staff. Students in grades 7-12 will receive online instruction from district purchased Edgenuity Courseware that is individually tailored for each student. Students that meet eligibility requirements would also be able to participate in all Guthrie Public Schools extracurricular activities.

You can apply or learn more about the BLUEJAY ACADEMY by visiting www.guthrie.net or by clicking the link provided below.

<https://www.guthrie.net/vnews/display.v/SEC/Bluejay%20Academy>

COVID-19 PROTOCOL FOR GUTHRIE PUBLIC SCHOOLS

DAILY SCREENING

1. Parent screening using provided checklist; if parents send their child to school, they are certifying they have screened their child. It's the parent's responsibility to do the parent screening and it will be relied upon by the school district.
2. Staff also screen themselves; it is the staff member's responsibility to screen themselves before coming to work. By coming to work, they are certifying they have screened themselves.
 - Checklist attached: At Home Checklist for Students and for Faculty/Staff
 - Communication to parents attached

Checking students and staff for COVID-19 symptoms can pose challenges given the similarities between certain COVID-19 symptoms and seasonal allergies; challenges with younger persons recognizing when they are sick due to mild symptoms; and the fact that some persons may have COVID -19 and not have any symptoms at all.

The Oklahoma State Department of Health has developed a symptom assessment tool to help determine when someone should be kept home or sent from school and/or tested for COVID-19.

"A" Symptoms	"B" Symptoms
Fever ≥ 100.4 F	Nasal Congestion/Stuffy Nose
Sore Throat	Runny Nose
Cough	Muscle/Body Aches
Difficulty Breathing	Fatigue
Diarrhea or Vomiting	Chills
New Loss of Taste or Smell	Nausea
	Loss of Appetite
	Elevated Temperature < 100.4 F
	New Onset of Severe Headache
Recommended testing when:	
Person has 1 "A" Symptom OR	
Person has 3 "B" Symptoms	

AT SCHOOL PROCEDURES

Isolation Room: Any student or staff member who exhibits a fever of 100 degrees or more will be instantly isolated in a predetermined isolation room and immediately sent home.

After being sent home, the student or staff member cannot return to school until one of the following criteria is met:

- Without COVID testing, the student or staff member must not be present at school for 10 days from symptom onset. The student or staff member may return on 11th day if symptoms have resolved.

- After a negative COVID test, the student or staff member can return to physical school after 24 hours of being fever free with no fever reducing medication. **For students and staff members who have been quarantined or isolated by the health department, they cannot return to school until their quarantine period ends regardless of a negative COVID-19 test result.**
- The student will become a distance learner at home until he/she can return to school.
- The student will be counted as present because distance learning will be provided.
- The student will be entered into a database accessible only to necessary school personnel.

POSITIVE CASE – ELEMENTARY CAMPUS

1. Consult with Logan County Health Department as they begin contact tracing.
2. Communicate to staff.
3. Communicate to applicable parents depending on classroom arrangement.
4. Thoroughly sanitize classroom.
5. Positive case classroom goes to distance learning for 10 days while those students are quarantined. If the student has siblings, the siblings will be quarantined.
6. If the attendance of campus learners at the site and/or district where the positive case occurs reaches a 35% absenteeism rate, the site and/or district (dependent on school size and structure) will go to distance learning for 10 days. The count starts on the first day of distance learning.
7. Grab and Go meals will be provided starting on Day 1 of distance learning. Delivery schedule will be dictated by the district's Child Nutrition capabilities.

POSITIVE CASE – SECONDARY LEVEL CAMPUS

1. Consult with Logan County Health Department as they begin contact tracing.
2. Communicate to staff.
3. Communicate to parents at site about positive case.
4. Logan County Health Department will decide which students must be quarantined and go to distance learning dependent on exposure level as determined by the county health officials.
5. If the attendance at the site and/or district where the positive case occurs reaches a 35% absenteeism rate, the site and/or district (dependent on school size and structure) will go to distance learning for 10 days. The count starts on the first day of distance learning.
6. Grab and Go meals will be provided starting on Day 1 of distance learning. Delivery schedule will be dictated by the Child Nutrition capabilities.

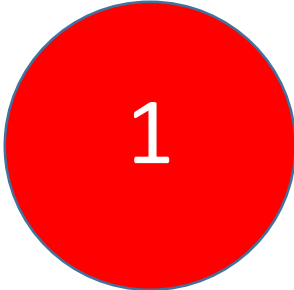
REQUIREMENTS FOR ALL ELEMENTARY AND SECONDARY TEACHERS

1. Maximize classroom space (remove reading nooks, center areas, etc.)
2. One directional seating (for all classrooms that don't have round tables)
3. Seating charts (required by all teachers for all classes)

BUS TRANSPORTATION

1. Recommend alternate transportation if possible for all bus riders.
2. Maximize air flow.
3. Seating chart required.
4. Additional bus routes (~~district decision~~)

Response to COVID-19 Scenarios



Scenario

A student or staff member exhibits a temperature of 100 degrees or above (whether at school or at home)

Action

Student/staff must be sent, or remain, at home until one of the following conditions is met:

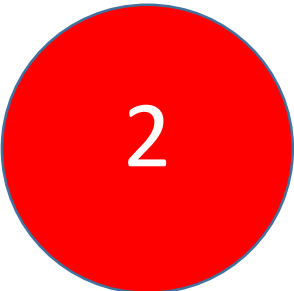
With a negative COVID test, he/she can return to school after being 3 days fever free with no fever reducing medication.

If not tested, the student/staff must remain at home for 10 days.

Site remains open.

Communication

No communication needed



Scenario

A student or staff member tests positive for COVID-19

Action

Health Department will be notified and conduct contact tracing

If the student/staff is in the elementary grade range, all individual class members will quarantine and go to distance learning for 14 days from last exposure and monitor any symptoms.

All other grade level actions will be dependent on contact tracing and decisions by the Health Department.

If at any time with the report of a positive case the absenteeism rate at a site/district reaches 35%, the site/district (dependent on size and school structure) will go to distance learning for 14 days.

Communication

To:

Applicable Staff

Applicable student families

Site, if necessary

District, if necessary

SCHOOL BUS SEATING CHART

DRIVER _____

BUS # _____

FRONT OF BUS

			ROW 1			
			ROW 2			
			ROW 3			
			ROW 4			
			ROW 5			
			ROW 6			
			ROW 7			
			ROW 8			
			ROW 9			
			ROW 10			
			ROW 11			
			ROW 12			
			ROW 13			
			ROW 14			
			ROW 15			

BOARD OF EDUCATION MEETING

~~The Guthrie Board of Education shall transact all business at official meetings of the board. These may be either regular, special, or emergency meetings as provided by law.~~

~~The regular monthly meetings of the Guthrie Board of Education shall be scheduled annually as provided for by law.~~

~~Special meetings of the board may be scheduled by the board president as provided by law.~~

The board of education shall transact all business at official meetings of the board. These may be regular, continued or reconvened, special or emergency meetings, defined as follows:

1. Regular Meeting – the usual, official legal action meeting held regularly.
2. Continued or Reconvened Meeting – a meeting assembled for the purpose of finishing business appearing on an agenda of a previous meeting.
3. Special Meeting – an official legal action meeting called between scheduled regular meetings to consider specific topics.
4. Emergency Meeting – an official legal action meeting held only for dealing with situations involving either injury to persons or injury or damage to public or personal property or immediate financial loss so severe that the 48-hour notice period for a special meeting would be impractical and increase the likelihood of injury or damage or immediate financial loss.

A “meeting” is defined as the gathering of a quorum of members of the school district to propose or take legal action, including any deliberations with respect to such action.

No meetings will be held by teleconference. However, meetings may be held by videoconference as long as the meeting conforms to the requirements of Oklahoma’s Open Meeting Act. Accordingly, any meeting conducted by videoconference must meet the following requirements:

- A quorum must be present in person at the physical meeting site as posted on the meeting notice and agenda.
- The meeting notice and agenda prepared in advance of the meeting shall indicate that the meeting will include videoconferencing locations and shall state the location, address and telephone number of each available videoconference site, the identity of each member of the body, and the specific site from which each member of the body shall be physically present and participating in the meeting.
- After the meeting notice and agenda are prepared and posted, no member of the public body shall be allowed to participate in the meeting from any location other than the specific location posted on the agenda in advance of the meeting.
- The method of meeting described in the meeting notice shall not be modified prior to the meeting, and the board shall conduct the meeting according to the methods described in the notice. If a code or password is required to access the videoconference meeting, the code or password shall be included in the public notice.
- In order to allow the public to attend and observe each board member carrying out their duties, a member of the board desiring to participate in a meeting by videoconference shall participate from a site and room

from within the school district. Each site or room where a member of the board is present for a meeting that includes videoconference, shall be open and accessible to the public, and the public shall be allowed into that site or room.

- Public bodies may provide additional videoconference sites as a convenience to the public, but additional sites shall not be used to exclude or discourage public attendance at any video at any videoconference site.
- The public shall be allowed to participate and speak, as allowed by rule or policy set by the public body.
- Any materials shared electronically between members of the public body, before or during the videoconference, shall also be immediately available to the public in the same form and manner as shared with members of the public body.
- All votes occurring during any meeting conducted using videoconferencing shall occur and be recorded by roll call vote.
- *Executive sessions by videoconference are prohibited.*

The regular meeting of the board of education shall be scheduled annually at the location indicated in the annual letter to the Logan County Clerk as provided for by law. The regular meeting may be changed in accordance with the provisions of the Open Meeting Act.

Special meetings of the board may be called by the president at any time, and he/she shall call special meetings whenever so requested, in writing, by any member of the board. Business transacted at any special meeting may be for either a specific or a general purpose.

Reference: Okla. Stat. tit. 25, §§ 304, 307.1 (2021).

PROCUREMENT

To ensure fair and open competition in the purchase of needed equipment and supplies, the district shall seek quotes or proposals in the following manner:

Quotes/Requests for Proposal:

\$5,000 to \$9,999	If possible at least three quotes shall be secured verbally. Purchase order may be approved by the superintendent or superintendent's designee.
\$10,000 to \$24,999 \$49,999	If possible, at least three quotes shall be obtained in written form from the supplier. Purchase order may be approved by the superintendent or the superintendent's designee.
\$25,000 \$50,000 and over	If possible, at least three sealed quotes or formal requests for proposal shall be secured in accordance with specific procedures established by the superintendent. Purchase order or contract must be submitted to the board of education for approval before the award is made.

A summary of quotes and/or proposals will be attached to purchase orders.

Bids

No contract involving an expenditure of more than \$50,000 (~~\$100,000~~ after November 1, 2021) for the purpose of constructing a building or making any improvements or repairs to school buildings shall be made except upon sealed bids in accordance with the Public Competitive Bidding Act of 1974, OKLA. STAT. title 61, sec. 101 et seq. (the Act). ~~No contract shall be split into two or more contracts involving sums below this threshold for the purpose of avoiding the requirements of the Act.~~ The Act does not prohibit the district from erecting a building or making improvements on a force account basis. The term "force account" means the purchase of necessary materials and the use of the districts' regularly employed staff to provide necessary labor. ~~No contract involving sums in excess of \$50,000 shall be split into partial contracts involving sums below \$50,000 for the purpose of avoiding the requirements of the Act.~~

New transportation equipment shall be purchased from the list maintained by the State Board of Education by sealed bid at a price not greater than the price filed with the State Board of Education in accordance with the provisions of OKLA. STAT. title 70, sec 9-109.

Items Exempt From Quotes/Requests for Proposal

Because of the unique nature of some goods and services, the following will be exempt from quotes/requests for proposal requirements. However, every effort will be made to obtain the best quality goods and services at a reasonable cost from a qualified vendor.

1. Professional Services – those services defined by the Oklahoma Cost Accounting System (OCAS) as purchased professional and technical services. Examples include educational services, accounting services, legal services, medical services, etc.
2. Textbooks
3. Utilities

4. State and Local Contracts

Quotes/requests for proposal requirements may be waived for goods and services purchased from a vendor awarded an Oklahoma State Contract. Furthermore, when it is in the district's best interest, the district may purchase from other public contracts or special pricing offers awarded and made to other political sub-divisions. Quotes/requests for proposal requirements shall be waived for procurements made from other public contracts.

5. Single (Sole) Source Selection

Single source selections shall be exempt from quote/proposal requirements provided that said procurements shall meet all three of the following requirements:

1. Goods or services are unique to one manufacturer/supplier and no other similar (equal in function and performance) or like goods or services are available from another supplier.
2. The manufacturer distributes directly or has limited distribution to a single distributor.
3. Manufacturer (not distributor) submits a written letter on company letterhead stating why the goods or services are unique to his company and that distribution is limited to the manufacturer or sole distributor. This letter must be attached to the requisition.

Sole source procurement may also be allowed where compatibility of equipment, accessories, or replacement parts are of paramount consideration. Documentation of such shall be included with requisition.

In the event of emergencies or extenuating circumstances, the superintendent may authorize deviations from this policy provided that any such deviation does not violate the Public Competitive Bidding Act of 1974, Okla. Stat. title 61, sec. 101 et seq.

ADMINISTRATION OF FEDERAL PROGRAMS

The district participates in a variety of federal programs and receives funding (“Awards”) through those programs. All district representatives will comply with all regulatory guidance and laws applicable to the individual programs.

The district will regularly monitor its compliance efforts and make appropriate information available to the federal awarding agency (“FAA”), state pass-through entity (“State Entity”), inspectors general, and/or US comptroller. The district will make required performance reports using OMB approved information collections reports.

Audits

If the district expends \$750,000 or more in federal awards during the fiscal year, it will have an audit conducted.

Employee Compensation

Regardless of the source of the funds, employees are paid pursuant to the district’s salary schedule for all work performed. If personnel costs are paid with Awards, those costs will be calculated as wages and fringe benefits permitted in 2 C.F.R. § 200.431 for services rendered during the relevant time period.

Employees who are paid with Award funds – in whole or in part - must maintain adequate records documenting the time spent performing each set of duties so that their compensation can be correctly allocated to the Award. 2 C.F.R. § 200.430

Travel and Conference Expenses

The district will follow its standard travel reimbursement and professional development policies and procedures when spending Award funds, except when a federal requirement is more stringent, in which case the district will adhere to the more stringent requirement. Any travel, conference / professional development participation and expenses will be reasonable, necessary, and related to the federal program tied to the Award.

Conflict of Interest / Mandatory Disclosure Regarding Contracting

The district will make written disclosure of any potential conflict of interest to the FAA or State Entity in accordance with the FAA’s policy.

All members of the board are expected to maintain high ethical standards and use good judgment in conducting school business. Board members are also required to follow the same standards

of professional conduct required of all district employees. Board members, **officers, employees and agents of the district** specifically agree to refrain from using their position for any unfair personal or business advantage or engaging in any action which gives the appearance of such misconduct. Any board member who violates this policy will be **subject to censure by the board, may be referred to the Oklahoma State Ethics Commission, and may also be referred for criminal prosecution. Any officer, employee or agent of the district will be subject to disciplinary action, including but not limited to termination and/or prosecution for violation of the requirements related to standards of conduct and conflict of interest.**

Business Arrangements and Financial Transactions

All board members are required to familiarize themselves with and comply with all the requirements of OKLA. STAT. tit. 70 § 5-124.

As required by law, the district will not contract with any member of the board or any company, individual or business concern in which any member of the board is directly or indirectly interested. A member of the board is considered to be interested in any contract with a company, individual or business concern if the member of the board or any member of the immediate family (including a partner) of the member of the board owns any substantial interest in the same, or if an organization employs or is about to employ one of these parties. The only exceptions will be those allowed by OKLA. STAT. tit. 70 § 5-124.

If a contract is allowed by an exception listed in OKLA. STAT. tit. 70 § 5-124, then the board will not give special consideration to any company based on its affiliation with a board member or a board member's family or partner. If the board is seeking to conduct business with a company affiliated with a board member (or a board member's family member or partner) that member will abstain from the contracting process unless a statutory exception applies.

Gifts

Board members may not seek or accept gifts, payments, services, entertainment, travel, valuable privileges, etc. from individuals or vendors who do business or seek to do business with the district, although board members may accept common courtesies such as meals and promotional items as are customarily exchanged in the normal course of business. These courtesies must be of nominal value only. Board members are expected to use good judgment in accepting such courtesies and must avoid any conflict of interest or even the appearance of impropriety.

Reporting Misconduct

In the event a board member engages in misconduct such as fraud, bribery, or gratuity violations, the board president, or the vice president if the president is the board member engaging in the misconduct, will report the violation to the FAA or State Entity in order to help prevent or prosecute waste, fraud, and abuse.

Financial Management Procedures

Internal Controls

The Director of Federal Programs is responsible for implementing appropriate internal controls over Award funds which are consistent with 2 C.F.R. Part 200 Subpart E. This includes, but is not limited to, reviewing and comparing Awards, budgets, and allocations to determine whether the Awards are being expended appropriately and in compliance with relevant guidelines. The Director of Federal Programs is responsible for taking prompt action if noncompliance is discovered. The Director of Federal Programs is also required to take reasonable measures to safeguard protected personally identifiable and protected information.

General Recordkeeping

The district will expend all Awards and account for those Awards in accordance with all applicable laws and regulations. The Director of Federal Programs is responsible for maintaining appropriate records, documentation, and oversight related to all Awards. This includes, but is not limited to the following:

- information to prepare all required reports
- compliance documentation to establish conformity with federal statutes, regulations, and the specific terms and conditions of an Award
- proof of the appropriate expenditure of Awards
- records of receipt / expenditure of Awards, including the federal program under which the Award was made, any applicable CFDA number, Award identification number and year, name of the FAA, and name of any applicable State Entity
- accurate, current, and complete disclosure of the financial results of all Awards in accordance with current OMB standards and the terms of the Award
- source documents showing the application for funds, authorizations, obligations, unobligated balances, assets, expenditures, and income and interest related to an Award
- evidence that all Award funds, property, and other assets have been safeguarded and are used solely for authorized purposes
- a comparison of Award expenditures and budgets
- the district's written procedures to minimize the elapsed time between the transfer of funds and disbursement by the district, when possible, to receive funds in advance from the FAA
- the district's written procedures for determining the allowability of costs in accordance with 2 CFR part 200 subpart E and the terms and conditions of the Award

Records Retention Timeline

The district will maintain all records pertinent to any Awards it receives. All documents will be maintained a minimum of 3 years from the date of submission of the final expenditure report OR 3 years from the date of the quarterly or annual financial report UNLESS there are pending claims related to project OR the FAA has notified the district the records should be maintained longer OR the records have been transferred to or are maintained by the FAA or State Entity. The district will retain records for real property and equipment maintained for 3 years after final disposition.

Interest

The District Treasurer is responsible for maintaining advance Award payments in an interest-bearing account unless:

- the district receives less than \$120,000 in Awards per year
- the district would earn less than \$500 per year in interest on federal cash balances
- the depository would require an unfeasible minimum balance
- the banking system prohibits interest bearing accounts

The Chief Financial Officer is responsible for retaining up to \$500 per year of interest earned on Awards for the district to utilize for administrative expenses. The Chief Financial Officer is responsible for remitting any additional earned interest to the Department of Health and Human Services Payment Management System.

Budgeting

The Director of Federal Programs is responsible for regularly reviewing budgets and expenses and making appropriate reports and requests for deviations in the budget or project scope.

Real Property, Equipment, and Supplies

The district will appropriately insure all real property, equipment, and supplies ("Property") acquired or improved with Awards, and will take reasonable steps to safeguard and adequately maintain the Property. All Property will be labeled.

The district will not encumber Property acquired or improved with an Award without prior approval from the FAA.

The district will maintain appropriate records of the Property. These records will include, as applicable, a description, serial/identification number, source of funding (including the Federal Award Identification Number), name of title holder, acquisition date, cost, percentage of federal

participation in the project's cost, location, use and condition, disposition data (including date of disposal and sale price).

The district will conduct an inventory of Property at least every 2 years, and will review/update the inventory annually. The district will include the following information on the inventory: fund source, description, serial number, acquisition date, acquisition cost, and location.

The district will use the Property as long as needed, and may make the Property available for other federal projects as long as this will not disrupt the intended use.

Once the Property is no longer needed, it will be disposed of in accordance with current federal standards.

Property purchased for a Title I, Part A Targeted Assistance program will be reserved only for identified students.

General Procurement Standards and Vendor Selection

General Standards

The district will follow its standard procurement policies and procedures when spending Award funds, except when a federal requirement is more stringent, in which case the district will adhere to the more stringent requirement. The Chief Financial Officer is responsible for overseeing that contractors perform in accordance with the terms of their contracts / purchase orders.

Any employee who has oversight or compliance responsibilities for administering an Award will comply with the district's stated conflict of interest policy above.

The district will use processes and analysis designed to avoid acquiring unnecessary and duplicative items and will actively attempt to make economical purchases with Award funds. This may include, when appropriate, consideration of leases, shared service agreements, use of federal excess and surplus property, and value engineering clauses in construction contracts.

The district will only award contracts to responsible contractors possessing the ability to successfully perform. In determining whether a contractor is a responsible contractor, the district will consider integrity, compliance with public policy, record of past performance, and financial and technical resources.

The district will maintain adequate records detailing the history of procurement, including the rationale for the procurement method, selection of the contract type, contractor selection or rejection, and the basis for the contract price for all Awards.

In procurement with Awards, the district will only use time and material type contracts after determining that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. If such a contract is used, the district will utilize extra oversight on the project.

The district will utilize good practices and sound business judgment to settle all procurement issues related to Awards, including source evaluations, protests, disputes, and claims.

Procurement Methods

For procurement processes with Award funds, the district will make technical specifications on proposed procurements available to the FAA or State Entity if requested.

All contracts connected with an Award will comply with 2 C.F.R. §200.318-.326.

For all procurements using funds from an Award, the district will utilize one of the procurement methods identified below:

- Micro-purchase will be utilized for purchases under \$10,000 (or \$2,000 if the purchase is subject to the Davis-Bacon Act). The district will attempt to distribute these purchases equitably among qualified suppliers, and the district will not solicit competitive quotations if the district believes a purchase price is reasonable.
- Small purchase procedures will be utilized for purchases under the Simplified Acquisition Threshold (\$250,000). When utilizing this procurement method the district will obtain quotes from an adequate number of qualified sources.
- Sealed bids will be utilized when complete, adequate, and realistic specifications are available, multiple bidders are willing and able to compete effectively for the business and the procurement lends itself to a firm fixed price and the successful bidder can be made principally on the basis of price. When utilizing this procurement method, the district will timely and publicly issue the invitation for bids - including adequate information about the project. All the bids will be publicly opened as prescribed in the invitation for bids, and the contract will be awarded in writing to the lowest responsible bidder. If a sealed bid is rejected, the district will document the reason for the rejection.
- Competitive proposals will be utilized when other procurement methods are not appropriate. The first step of the competitive proposal process is getting an independent estimate. When utilizing this procurement method, the district will publicize the evaluation factors and their relative importance to an adequate number of qualified sources and will consider all responses. The district will use an established, written method for conducting technical evaluations of the proposals (including receiving independent estimates before receiving bids or proposals) and award the project to the proposal which is most advantageous to the district.

The district may also use competitive proposals for qualifications-based procurement of architectural/engineering (A/E) services to award proposals to the most qualified competitor – subject to fair and reasonable compensation. The district will not use this type of procurement to purchase other types of services through A/E firms.

- Noncompetitive proposals will be utilized when an item is only available from a single source, there is an urgent situation which precludes the delays associated with competitive selection, the FAA or State Entity has expressly authorized this method, or solicitation from multiple sources has yielded inadequate competition.
- Negotiating Profit will be negotiated as a separate element of the price for each contract if there is no price competition and in all cases where cost analysis is performed.

For all procurements using funds from an Award, the district:

- will not utilize a cost plus a percentage of cost or percentage of construction cost method of contracting
- will not accept bids or proposals from a contractor that develops or drafts specifications, requirements, statements of work, invitations for bids, or similar documents
- will not unnecessarily restrict bidders to a specific geographic area
- will ensure that if a list of prequalified persons, firms or products are used, that the list is current and includes enough qualified sources to ensure maximum open and free competition
- will take appropriate affirmative steps to ensure that small and minority businesses, women's business enterprises, and labor surplus area firms ("target groups") are included in its contracting process, including:
 - including target groups on the solicitation list and ensure that these target groups are solicited whenever they are potential sources
 - dividing total requirements, if economically feasible, to permit maximum participation by target groups
 - establishing delivery schedules, when possible, which encourage target groups to participate
 - utilizing groups which interface with the target groups (e.g., Small Business Administration, Minority Business Development Agency of the Department of Commerce, etc.)
 - requiring the prime contractor, if using subcontracts, to take these same affirmative steps to include target groups
 - ensuring the district and all its contractors comply with the with § 6002 of the Solid Waste Disposal Act, including procuring only items which contain the highest percentage of recovered materials practicable for purchases over \$10,000, procuring solid waste management services which maximize energy and resource

recovery, and establishing an affirmative procurement program for procuring recovered materials identified in EPA guidelines.

Suspension and Debarment

The following language shall be included within the terms of any contract for goods and services that will be paid for using federal funding:

Certification Regarding Debarment, Suspension and Ineligibility

To the best of its knowledge and belief, the contractor or any of its principals are not presently debarred, suspended, proposed for debarment or otherwise declared ineligible for the award of contracts by any Federal agency by the inclusion of the contractor or its principals in the current "LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NONPROCUREMENT PROGRAMS" published by the U.S. General Services Administration Office of Acquisition Policy.

The prospective lower tier participant shall provide immediate written notice to the District if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances. Should the prospective lower tier participant enter into a covered transaction with another person at the next lower tier, the prospective lower tier participant agrees by accepting this agreement that it will verify that the person it intends to do business with is not excluded or disqualified.

SUPPORT EMPLOYEE RULES FOR CONDUCT

A support employee may be suspended, demoted, terminated or nonreemployed for violation of any of the following Rules for Conduct, as well as other standards of conduct included in school district policies:

1. Falsification of personnel or other records.
2. Unexcused failure to be at work station at starting time.
3. Leaving work station without authorization prior to lunch periods, or end of work day.
4. Abandonment of job (3 or more consecutive or non-consecutive absences in a rolling 6 month period without following the proper reporting procedures).
5. Unapproved or excessive absenteeism.
6. Chronic absenteeism for any reason.
7. Unapproved or excessive tardiness.
8. Chronic tardiness.
9. Wasting time or loitering during working hours.
10. Leaving work area during work hours, without permission, for any reason.
11. Possession of weapons on school premises or in school district vehicles or while on duty. Support personnel ~~with a valid handgun license pursuant to the Oklahoma Self Defense Act~~ **who are either (a) over the age of twenty-one (21) or (b) who are a military member or veteran and over age eighteen** may possess a handgun in the school parking lot but that weapon must be stored in the employee's vehicle pursuant to Oklahoma law.
12. Removing school district property or records from school district premises without proper authority.
13. Willful abuse, misuse, defacing, or destruction of school district property, including tools, equipment, or property of other employees.
14. Theft or misappropriation of property of employees, students or of the school district.
15. Sabotage.
16. Distracting the attention of others.
17. Refusal to follow instructions of supervisor.
18. Refusal or failure to do work assignment.
19. Unauthorized operation of machines, tools, or equipment.
20. Threatening, intimidating, coercing or interfering with employees or supervisors.

21. Threatening, intimidating, coercing or exploiting students **or others connected with the district.**
22. The making or publishing of false, vicious, or malicious statements concerning any employee or supervisor.
23. Creating a disturbance on school premises including but not limited to engaging in quarrelsome behavior and fighting.
24. Creating or contributing to unsanitary conditions.
25. Actions or omissions that jeopardize the health, safety, life or property of self or others.
26. Practical jokes injurious to other employees, students or school district property.
27. Possession, consumption, or reporting to work under the influence of beer, alcoholic beverages (including wine), non-prescribed drugs, or controlled dangerous substances.
28. Disregard of known safety rules or common safety practices.
29. Unsafe operation of motor driven vehicles or equipment.
30. Operating machines or equipment without using the safety devices provided.
31. Gambling, lottery, or any other game of chance on school district property.
32. Unauthorized distribution of literature, written or printed matter of any description on school district property.
33. Posting or removing notices, signs, or writing in any form on bulletin boards of school district property at any time without specific authority of the administration.
34. Poor workmanship.
35. Immoral conduct or indecency including abusive and/or foul language.
36. Excessive personal calls during working hours, except for emergencies. This includes in-coming and out-going calls.
37. Walking off job.
38. Clocking in or out on another employee's time card or time sheet.
39. Smoking or using tobacco products in an unauthorized area including the use of e-cigarettes, personal vaporizers and other similar devices, regardless of whether those devices are used with cartridges containing nicotine.
40. Refusal of job transfer, if the transfer does not result in a demotion.
41. Abuse of "breaks" (rest periods) or meal period policies.
42. Insubordination of any kind.
43. Dishonesty of any kind, including withholding pertinent information from a supervisor.

44. Wrongdoing of any kind.
45. Violation of a law or regulation.
46. Sexual harassment of an employee, a student or a third party such as a patron or vendor.
47. Engaging in discriminatory conduct (including discrimination based on race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, or age) against an employee, student, or third party.
48. Violation of a policy or rule enacted to ensure orderly and proper job performance or for the safety of self or others.
49. Misuse or abuse of any school district leave policy or guidelines.
50. Any intentional act or omission which constitutes a material or substantial breach of job duties, responsibilities or obligations.
51. Any conduct which the employee knew or should have reasonably known was a violation of school rules or policies.
52. When it is in the best interest of the school district, any support personnel may be suspended, demoted, terminated or nonreemployed.
53. Because of the difficulty of retaining competent support employees on a temporary basis over an extended period of time, a support employee shall be subject to termination or nonreemployment for inability to perform the essential job requirements if the employee is unable due to illness or accidental injury to return to work for his or her regularly scheduled hours and to perform all of the essential duties of the position (with or without reasonable accommodation) within 12 work weeks or the number of work days equal to the employee's total accumulated sick leave days, whichever is longer, measured from the date of the first absence due to the condition resulting in the extended absence.
54. **Unauthorized access of a computer, mobile phone or website.**

GUTHRIE PUBLIC SCHOOLS

NOTICE TO SUPPORT EMPLOYEE OF
SUSPENSION WITHOUT PAY, DEMOTION OR TERMINATION

_____, 20____

TO: _____
name

address

address

On the ___ day of _____, 20____, an initial hearing was held concerning your employment status.
This will notify you of: [mark the applicable item]

___ A. Suspension Without Pay as a Disciplinary Measure.

You have been suspended from your employment without pay and other benefits as a disciplinary measure from
_____, 20____, to _____, 20____.

___ B. Demotion Action.

You have been demoted from _____ to _____, with appropriate
reduction in pay and other benefits, effective _____, 20____.

___ C. Termination Action.

You have been terminated, effective as of _____, 20____.

The above action has been taken for the following cause or causes:

You are entitled by law to a hearing before the Board of Education on this action. If you desire to exercise this right, you must notify the Board of Education in writing within ten (10) working days of the postmark on the envelope in which this notice is sent. FAILURE TO REQUEST A HEARING WITHIN THE ABOVE TIME WILL RESULT IN THE LOSS OF YOUR RIGHT TO A HEARING. ENCLOSED FOR YOUR CONVENIENCE IS A HEARING REQUEST FORM. IF YOU DESIRE A HEARING ON THE ABOVE ACTION, THE ENCLOSED HEARING REQUEST FORM SHOULD BE DELIVERED TO THE CLERK OF THE BOARD OF EDUCATION AT THE GUTHRIE SCHOOL DISTRICT, GUTHRIE, OKLAHOMA, OR MAILED BY CERTIFIED MAIL TO THE SAME PERSON AT THE GUTHRIE SCHOOL DISTRICT, GUTHRIE, OKLAHOMA.

If you request a hearing you will be notified in writing of the date, time and place of the hearing. The hearing will be conducted at the next, or next succeeding, regularly scheduled meeting of the Board of Education if the hearing request is received at least ten (10) days prior to the next, or the next succeeding regularly scheduled Board of Education meeting. However, you have the right to request a special board meeting to conduct the hearing, which special meeting will be held no earlier than ten (10) days nor later than thirty (30) days after receipt of your hearing request.

You have the following hearing rights: the right to be present in person; the right to be represented by counsel of your choice; the right to present evidence and witnesses on your behalf; and the right to confront and cross-examine witnesses on behalf of the school administration. The Board of Education at the hearing may affirm, modify or reverse the above action and may increase or decrease the severity of the above action. The decision of the Board of Education will be final.

Yours very truly,

Superintendent of Schools

Enclosure: Hearing Request Form

_____, 20____

**By Certified U.S. Mail, Return Receipt Requested,
Restricted Delivery.**

RE: Notice to Support Employee of Proposed Nonreemployment

Dear Mr./Ms. _____:

This is to advise you that the Board of Education intends to consider and act on whether you should not be reemployed with the School District for the 20____-20____ fiscal year. The cause for your possible nonreemployment is as follows:

You are entitled by law to a hearing before the Board of Education on this proposed action. If you desire to exercise this right, you must notify the Board of Education in writing within ten (10) working days of the postmark on the envelope in which this notice is sent. FAILURE TO REQUEST A HEARING WITHIN THE ABOVE TIME WILL RESULT IN THE LOSS OF YOUR RIGHT TO A HEARING. ENCLOSED FOR YOUR CONVENIENCE IS A HEARING REQUEST FORM. IF YOU DESIRE A HEARING ON THE ABOVE PROPOSED ACTION, THE ENCLOSED HEARING REQUEST FORM SHOULD BE DELIVERED TO THE CLERK OF THE BOARD OF EDUCATION AT THE GUTHRIE SCHOOL DISTRICT, GUTHRIE, OKLAHOMA, OR MAILED BY CERTIFIED MAIL TO THE SAME PERSON AT THE GUTHRIE SCHOOL DISTRICT, GUTHRIE, OKLAHOMA.

If you request a hearing you will be notified in writing of the date, time and place of the hearing. The hearing will be conducted at the next, or next succeeding, regularly scheduled meeting of the Board of Education if the hearing request is received at least ten (10) days prior to the next, or the next succeeding regularly scheduled Board of Education meeting or at a special meeting called by the Board, at the Board's discretion. However, you have the right to request a special board meeting to conduct the hearing, which special meeting will be held no earlier than ten (10) days nor later than thirty (30) days after receipt of your hearing request.

You have the following hearing rights: the right to be present in person; the right to be represented by counsel of your choice; the right to present evidence and witnesses on your behalf; and the right to confront and cross-examine witnesses on behalf of the school administration. At the conclusion of the hearing, the Board of Education will vote to reemploy or nonreemploy you for the ensuing fiscal year. The decision of the Board of Education is final and nonappealable.

Yours very truly,

Superintendent of Schools

Enclosure: Hearing Request Form

HEARING REQUEST FORM

TO: Clerk of the Board of Education
GUTHRIE PUBLIC SCHOOLS
Guthrie, OK

I hereby request a hearing before the Board of Education on the:

- _____ suspension without pay as a disciplinary measure
- _____ demotion
- _____ termination action
- _____ proposed nonreemployment

concerning my employment. I acknowledge receipt of the Notice dated _____, 20____, concerning such action. I understand that the hearing will be conducted at the next, or next succeeding, regularly scheduled meeting of the Board of Education if the hearing request is received at least ten (10) days prior to the next, or the next succeeding regularly scheduled meeting of the Board, or at a special meeting of the Board, at the Board's discretion, unless I check the item below requesting a special meeting of the Board of Education.

_____ I request a special meeting of the Board of Education, to be held no earlier than ten (10) days nor later than thirty (30) days after receipt of this hearing request.

Signature of Support Employee

Date

SCHOOL CALENDAR

This policy will set the length of the District's school year as required by House Bill 1864 which became effective on April 24, 2009.

It is the policy of this District that for each school year classes must be in session for classroom instruction a minimum of 1050 hours and the District must offer a minimum of 30 hours of professional development to all classroom teachers for a total academic year of a minimum of 1080 hours.

Because the District has elected to adopt a school hours policy in determining the length of its school year, the superintendent of schools must, prior to September 15 of each year, notify the State Department of Education, in writing, that the District will utilize a school year based on school hours.

In the implementation of this policy, parent teacher conferences will be counted as classroom instruction time for no more than 6 hours per semester.

If the District temporarily closes school at any time during the school year due to inclement weather, the number of hours of instruction which occurred on the day of the inclement weather and prior to the school closing shall be counted toward the 1080 hours requirement. In addition, if directed by the board of education by proper board action, the superintendent will extend the length of the relevant number of school days following the inclement weather in order to achieve the necessary 1080 hours requirement.

At the regular board meeting in February of each year, the superintendent shall submit to the board of education for its approval a school calendar for the following year.

LENGTH OF THE SCHOOL YEAR

Minimum Length of School Year: School shall actually be in session and classroom instruction offered for not less than 1080 hours with a minimum of 165 days of instruction each school year. Only where conditions beyond the control of school authorities make the maintenance of the term impossible, and the State Board of Education has been apprised and has expressed concurrence in writing, may school be maintained for less than a full year.

Notification of School-Hours Policy: Prior to October 15th of the applicable school year, the superintendent or their designee, shall notify the State Board of Education, in writing, that the district has adopted a school-hours policy and provide the State Board of Education with a copy of the school calendar as approved by the district's board of education.

Professional Development: No more than five days or 30 hours of classroom instruction time per school year may be used for professional development meetings.

Parent-Teacher Conferences: If parent-teacher conferences are held during a regular school day, as authorized by the district, parent-teacher conferences shall be counted as classroom instruction time for no more than 6 hours per semester, for a total of 12 hours per school year.

READING SUFFICIENCY ACT TESTING AND PROCEDURES

Every student enrolled in kindergarten shall be assessed at the beginning, middle and end of each school year using a screening instrument approved by the State Board of Education for the acquisition of reading skills including, but not limited to, phonemic awareness, letter recognition, and oral language skills as identified in the subject matter standards adopted by the State Board of Education. Every first, second, and third grade student shall be assessed for the acquisition of reading skills for the grade level in which enrolled. Any student who is assessed and who is not meeting grade-level targets in reading shall be provided a reading assessment plan. The plan shall include a program of reading instruction designed to enable the student to acquire the appropriate grade level of reading skills.

Progress of Reading Instruction and Proficiency Team

The program of reading instruction shall align with the State subject matter standards, shall be based on a three-tiered Response to Intervention (“RtI”) model, and shall include provisions of the Reading Enhancement and Acceleration Development (READ) Initiative adopted by the School District. The plan may include, but is not limited to:

Sufficient in-school instructional time sufficient for the acquisition of phonemic awareness, phonics, reading fluency, vocabulary, and comprehension, **if necessary**, ~~T~~tutorial instruction as needed after regular school hours, on Saturdays, and during the summer, **and** assessments identified for diagnostic purposes and periodic monitoring to measure the acquisition of reading skills as identified in the student’s program of reading instruction.

A student enrolled in first or second grades who has been assessed and found not to be meeting grade-level targets in reading, shall be entitled to supplemental instructional services and supports in reading until the student is determined by the results of a screening instrument to be meeting grade-level targets in readings. The program of reading instruction for each student shall be developed by a Student Reading Proficiency Team and shall include supplemental instructional services and supports. Each team shall be composed of ~~the~~:

1. The parent or guardian of the student,
2. The teacher assigned to the student who had responsibility for reading instruction in that academic year,
3. A teacher who is responsible for reading instruction and is assigned to teach in the next grade level of the student, and
4. A certified reading specialist, if one is available.

The reading progress of kindergarten students at risk for reading difficulties at the beginning of the school year shall be monitored throughout the school year and measured mid-year and at year-end. Kindergarten students who are not meeting grade-level targets by mid-year in reading shall be provided a program of reading instruction designed to enable the student to acquire the appropriate grade-level reading skills.

A Probationary Promotion Reading Proficiency Team may evaluate a student for probationary promotion if the student is enrolled in third grade, is not eligible for automatic promotion, and scores below the proficiency level does not meet the criteria established by the Commission for Educational Quality and Accountability on the reading portion of the third grade statewide criterion-referenced test. The Probationary Promotion Reading Proficiency Team shall be composed of:

1. The parent or guardian of the student,
2. The teacher assigned to the student who had responsibility for reading instruction in that academic year,

3. A teacher who is responsible for reading instruction and is assigned to teach in the next grade level of the student, and
4. A certified reading specialist, if one is available.

The principal and superintendent must approve the probationary promotion. For a student who is approved for probationary promotion, the Probationary Promotion Reading Proficiency Team shall continue to review the student's reading performance and repeat the evaluation and recommendation process each academic year until the student demonstrates he or she is meeting grade-level targets on an approved screening instrument such that the student is on track to be college and career ready.

Throughout the school year progress monitoring shall continue, and diagnostic assessment, if determined appropriate, shall be provided. Year-end reading skills shall be measured to determine reading success. The program of reading instruction shall continue until the student is determined by the results of approved reading assessments to be meeting grade-level targets. If a reading instruction program is being provided for a student on an Individualized Education Program (IEP), a special education teacher must be consulted and the plan may be a separate document from the IEP, or an IEP team meeting may be convened and the plan could then be included in the student's IEP.

Grade Promotion After Participation in Summer Academy Programs

If, by the end of the second quarter of the school year, a teacher determines that a third grade student is not reading at grade level, the parent or guardian shall be notified of the student's current reading level, the proposed program of reading instruction for the student, and the potential need for the student to participate in a summer academy or other program designed to assist the student in attaining grade-level reading skills.

A teacher who determines that a third grade student is unable to meet the reading competencies required for completion of third grade may, after consultation with the parent or guardian of the student, recommend that the promotion of the student to the fourth grade be contingent upon the participation in, and successful completion of the required reading competencies, at a summer academy or other program. If the student does not participate in the summer academy or other program or does not successfully complete the reading competencies in the summer academy or other program, the student shall be retained in the third grade.

Program of Reading Instruction and Retention

For any third grade student not reading at that grade level, as determined by the screening instruments for the acquisition of reading skills approved by the State Board of Education, a new program of reading instruction shall be developed and implemented. The new plan shall include provisions of the READ Initiative adopted by the School District and may include specialized tutoring.

The minimum criteria for grade-level performance of third-grade students pursuant to the Reading Sufficiency Act shall be that students are able to read and comprehend grade-level text. To determine the promotion and retention of third-grade students pursuant to the Reading Sufficiency Act, the State Board of Education shall use only the scores for the standards for reading foundations/processes and vocabulary portions of the statewide third-grade assessment administered pursuant to 70 O.S. Section 1210.508 and shall not use the scores from the other language arts portions of the assessment. The performance levels established by the Commission for Educational Quality and Accountability pursuant to Section 1210.508 shall ensure that students meeting the performance-level criteria are performing at grade level on the reading foundations and vocabulary portions of the statewide third-grade assessment.

Each program of reading instruction shall be based upon a three-tiered Response to Intervention ("RtI") model and shall include:

1. For students identified for Tier I intervention: a minimum of ninety (90) minutes of uninterrupted daily scientific-research-based reading instruction;
2. For students identified for Tier II intervention: at least an amount of uninterrupted scientific-research-based reading instructional time that is:
 - A. Based on specific student needs;
 - B. Reflects the needed intensity and/or frequency as identified on a screening tool, diagnostic assessment and/or progress monitoring instrument; and
 - C. Is determined by the classroom teacher reading specialist (if available) and building principal.
3. For students identified for Tier III intervention, at least forty-five (45) to sixty (60) minutes of additional uninterrupted daily scientific-research-based reading instruction in addition to the ninety (90) minutes of uninterrupted daily reading instruction provided under Tier I.

The parent of any student who is found to have a reading deficiency and is not meeting grade-level reading targets, and has been provided a reading assessment plan, shall be notified in writing of the following:

That the student has been identified as having a substantial deficiency in reading;

A description of the current services being provided to the student pursuant to a conjoint measure model such that a reader and a text are placed on the same scale;

A description of the proposed supplemental instructional services designed to remediate the reading deficiency that will be provided to the student;

That the student will not be promoted to the fourth grade if the reading deficiency is not remediated by the end of the third grade, unless the student is otherwise promoted pursuant to the school district's Student Retention and Promotion Policy or is exempt for good cause;

Strategies for parents to use in helping their child succeed in reading proficiency;

The grade-level performance scores of the student;

That, while the results of statewide assessments are the initial determinant, they are not the sole determiner of promotion and that portfolio reviews and assessments are also available in considering promotion or retention;

The specific criteria and policies of the school district for mid-year promotion.

Only the scores from the reading comprehension portions of the third grade criterion-referenced test shall be used to determine the promotion and retention of third grade students pursuant to the Reading Sufficiency Act. For students who do not meet the academic requirements for promotion, the School District may promote the student only as provided for in the school district's Student Retention and Promotion Policy. For details on the good-cause exceptions and requests to exempt students from the academic requirements for promotion, see the School District's Promotion and Retention Policy.

Students who do not meet the performance criteria established by the Commission for Educational Quality and Accountability on the reading portions of the statewide third-grade assessment and who are not subject to a good cause exemption, and who do not qualify for promotion or "probationary promotion", shall be retained in the third grade and provided intensive instructional services and supports.

Instruction and Interventions for Retained Students

The School District shall conduct a review of the reading instruction program for all students who do not meet the performance criteria established by the Commission for Educational Quality and Accountability on the reading

portion of the statewide assessment administered to the student. The review shall address additional supports and services needed to remediate the identified areas of reading deficiency. A student portfolio shall be completed for each retained student.

Students retained due to a reading deficiency will be provided intensive interventions in reading as well as intensive instructional services and supports to remediate the identified areas of reading deficiency, including a minimum of ninety (90) minutes of daily, uninterrupted, scientific-research based reading instruction. Retained students shall be provided other strategies prescribed by the School District, which may include, but are not limited to:

- small group instruction,
- reduced teacher-student ratios,
- more frequent progress monitoring,
- tutoring or mentoring,
- transition classes containing third and fourth grade students,
- extended school day, week, or year, and
- summer reading academies, if available.

Additionally, students who are retained will be provided a high-performing teacher who can address the needs of the student, based on student performance data and above-satisfactory performance appraisals. In addition to the required reading enhancement and acceleration strategies, students who are retained will be provided at least one of the following instructional options:

- supplemental tutoring in scientific research based reading programs in addition to the regular reading block, including tutoring before or after school,
- a parent-guided “Read at Home” assistance plan developed by the State Department of Education,
- a mentor or tutor with specialized reading training.

The School District may, in accordance with rules of the State Board of Education, use screening assessments, alternative assessments, or portfolio reviews in order to reevaluate a retained third grade student for mid-year promotion to the fourth grade. See the School District’s Promotion and Retention Policy for details on mid-year promotion.

Copies of the results of all assessments administered shall be made a part of the student’s permanent record.

Reading Enhancement and Acceleration Development (READ) Initiative

The School District establishes the following READ Initiative. The focus of the School District’s READ Initiative is to prevent the retention of third grade students by offering intensive accelerated reading instruction to third grade students who have failed to meet the reading standards for promotion to fourth grade, and to kindergarten through third grade students who are exhibiting a reading deficiency.

The School District’s READ Initiative will be provided to all kindergarten through third grade students at risk of retention as identified by the reading assessments administered to the student. The School District’s READ Initiative program will be provided during regular school hours in addition to the regular reading instruction and will provide a state approved reading curriculum that at a minimum, meets the following specifications:

- assists students assessed as exhibiting a reading deficiency in developing the ability to read at grade level,
- provides skill development in phonemic awareness, phonics, fluency, vocabulary, and comprehension,
- provides scientifically based and reliable assessment,
- provides initial and ongoing analysis of the reading progress of each student,
- is implemented during regular school hours,
- establishes at each school an Intensive Acceleration Class for retained third-grade students who subsequently do not meet the performance criteria established by the Commission for Educational Quality and Accountability on the reading portion of the statewide assessment. The focus of the Intensive Acceleration Class shall be to increase the reading level of a child at least two grade levels in one school year,

provide reports to the State Department of Education, upon request, on the specific intensive reading interventions and support implemented by the School District,
provide to a student who has been retained in the third grade and has received intensive instructional services but is still not ready for grade promotion, the option of being placed in a transitional instructional setting. A transitional instructional setting shall specifically be designed to produce learning gains sufficient to meet fourth grade performance standards while remediating the student's areas of reading deficiency.

The School District's Intensive Acceleration Class shall:

be provided to any student in the third grade who does not meet the performance criteria established by the Commission for Educational Quality and Accountability on the reading portions of the statewide assessments and who was retained in the third grade the prior year because of not meeting the performance criteria established by the Commission for Educational Quality and Accountability on the reading portions of the statewide assessments,
have a reduced student-teacher ratio,
provide an uninterrupted reading instruction for the majority of student contact time each day and incorporate opportunities to master the fourth grade state standards in other core subject areas,
use a reading program that is scientific-research-based and has proven results in accelerating student reading achievement within the same school year,
provide intensive language and vocabulary instruction using a scientific-research-based program, including use of a speech-language therapist,
include weekly progress monitoring measures to ensure progress is being made.

Board of Education Reporting Requirements

The School District's Board of Education will annually publish on the District's website, and report in writing in the format prescribed by the State Department of Education, to the State Board of Education by September 1 of each year the following information on the prior school year:

the progression of the District's students identified as having reading deficiencies and the policies and procedures of the School District on student retention and promotion,
the number and percentage of all students in grades three that did not meet the performance criteria established by the Commission for Educational Quality and Accountability on the reading portions of the statewide assessment,
by grade, the number and percentage of all students retained in grades three through ten,
information on the total number and percentage of students who were promoted for good cause, by each category of good cause as specified in the District's Promotion and Retention Policy, and
any revisions to the policies of the School District on student retention and promotion from the prior year.

Professional Development

Beginning with the 2022-2023 school year, if the district receives more than \$2,500 in funds allocated to provide remediation and intervention in reading for enrolled students in grades prekindergarten through grade five, the district shall spend no less than 10% of the allocated funds on professional development for teachers of these grade levels. This professional development shall include training in the science of how students learn to read as well as instructional materials required for implementation. In accordance with this policy and Oklahoma law, the district shall utilize professional development programs that are evidence-based and directly address the cognitive science of how students learn to read for which the district is permitted to use received funds. The district shall select these programs from the OSDE's published list of programs, which will be available from the OSDE no later than June 30, 2022.

Reference: Okla. Stat. tit. 70, § 1210-508C, Okla. Stat. tit. 70, § 1210-508E;

Reference: 70 OKLA. STAT. §1210-508C, 70 OKLA. STAT. §1210-508E; **Okla. Stat. tit. 70, § 1210-508D**

SOCIAL MEDIA AND SOCIAL NETWORKING

The Guthrie School District recognizes the appropriate use of social media as a method for communicating ideas and information. The forms of electronic and digital communications change rapidly. **Social media includes all means of communicating or posting information or content of any nature on the Internet, including but not limited to one's own or another's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat-room, whether or not associated or affiliated with the district, as well as any other form of electronic communication.** This policy addresses common existing forms of electronic and digital communication (email, texting, blogging, tweeting, posting, etc.) but is intended to cover any new form of electronic or digital communication which utilizes a computer, phone or other digital or electronic device.

Definitions

"Blog" means an online journal that contains entries or posts that consist of text, links, images, video or other media and is usually between 300-500 words.

"Social networking" or **"social media"** means interaction with external websites or services based upon participant contributions to the content. Types of social media include social and professional networks, blogs, micro blogs, video or photo sharing and social book marking; and

"Comment" means a response to an article or social media content submitted by a commenter.

"Copyrights" protect the right of an author to control the reproduction and use of any creative expression that has been fixed in tangible form, such as literary works, graphic works, photographic works, audiovisual works, electronic works and musical works. It is illegal to reproduce and use copyrighted content publicly on the Internet without first obtaining the permission of the copyright owner.

"Hosted content" means text, pictures, audio, video or other information in digital form that is uploaded and resides in the social media account of the author of a social media disclosure. If an employee downloads content off of the Internet, and then uploads it to their own social media account, they are hosting that content. This distinction is important because it is generally illegal to host copyrighted content publicly on the Internet without first obtaining the permission of the copyright owner.

"Professional social media" is a work-related social media activity that is either school-based or non-school based.

"Cyberbullying" means the use of electronic information and communication devices, including, but not limited to email, instant messaging, text messaging, cellular telephone communications, Internet blogs, Internet chat rooms, Internet postings and defamatory websites.

"Social media account" means a personalized presence inside a social networking channel, initiated at will by an individual. YouTube, Twitter, Facebook, Instagram, SnapChat, TikTok and other social networking channels allow users to sign-up for their own social media account, which they can use to collaborate, interact and share content and status. When a user communicates through a social media account, their disclosures are attributed to their User Profile.

"Social media channels" means blogs, micro-blogs, wikis, social networks, social bookmarking services, user rating services and any other online collaboration, sharing or publishing platform, whether accessed through the web, a mobile device, text messaging, email or other existing or emerging communications platforms.

"Social media disclosures" are blog posts, blog comments, status updated, text message, posts via email, images, audio or video recordings, or any other information made available through a social media channel. Social media disclosures are the actual communications a user distributes through a social media channel, usually by means of their social media account.

Official Use of Social Media

The district is responsible for creating and maintaining its “official” online presence. Unless specifically authorized **in writing** by the Superintendent, no district employee may create an “official” Guthrie School District presence on any form of Social Media, now in existence, or created in the future, or represent themselves as a spokesperson or authorized representative of the Guthrie School District.

Professional Conduct

The District is committed to creating an environment in which all persons can interact together in an atmosphere free of all forms of harassment, exploitation or intimidation. Therefore, when communicating via social networks, employees are expected to act with honesty, integrity, and respect for the rights, privileges, privacy, and property of others. By doing so employees will be abiding by applicable laws, school district policy and the core values of the Guthrie School District. The District prohibits abusive or offensive on-line behavior of employees at work or when engaged in work-related activities; likewise, District resources are not to be used in abusive or offensive ways. Also, the District discourages out-of-school on-line abusive or offensive behavior because of its potential to interfere with and disrupt working and student relationships.

Employees are responsible for the material they publish online as well as the messages sent via computers and wireless telecommunication devices. Any conduct that negatively reflects upon the district, consists of inappropriate behavior, or creates disruption on the part of an employee may expose that employee to disciplinary action up to and including termination. Inappropriate behavior is defined as any activity that harms students, compromises an employee’s objectivity, undermines an employee’s authority or ability to maintain control of students or work with or around students, is disruptive to the educational environment, or is illegal. Moreover, employees should not engage in personal social media during working hours.

Expectations of Staff

District employees are role models and must exemplify ethical behavior in their relationships with students, ~~clients~~ **parents/guardians, patrons**, and other staff members. Online activity, including personal online activity, is public and is therefore a reflection on the district as an organization. Employees should exercise good judgment and common sense, maintain professionalism, and address inappropriate behavior or activity discovered on these networks. Inappropriate behavior or activity should be immediately communicated to a direct supervisor. The following should inform and guide employee judgment and actions:

1. The line between professional and personal relationships can become blurred; therefore, district employees should exercise discretion and maintain professionalism when communicating with students via computers or wireless telecommunication devices. Employees should limit this type of communication with students to matters concerning a student’s education or extra-curricular activities for which the staff member has assigned responsibility. Excessive messaging or other social media communication to an individual student should be avoided.
2. District employees are prohibited from engaging in private exchanges with students, and should only communicate with groups or in such a manner that the communication can be publicly viewed.
3. Photos of and videos featuring students should not be posted on social media without the informed consent of a parent/guardian. For personal protection, never take a photo of an individual student.
4. **Photos and videos of fellow employees should not be posted without their express permission.**

5. Group student photos may be submitted to the site administrator or superintendent for inclusion on official district accounts.
6. Students should not be cited, obviously referenced, or depicted in images without proper written approval of the student's parent/guardian, and the confidential details of these individuals should never be disclosed.
7. Externally communicating any confidential information or information related to the Guthrie School District not intended for public dissemination is always forbidden and may be grounds for termination and legal action. Public information will be released through the superintendent or his designee.
8. Copyright and fair use laws must be respected at all times. Trademarks such as logos, slogans, and digital content such as art, music, or photographs, may require permission from the copyright owner. It is the responsibility of the employee to seek permission for any such trademarked content.
9. District employees are discouraged from sharing content or comments containing the following when it is directed at a colleague, parent, student or citizen of the State of Oklahoma:
 - a. Obscene sexual content or links to obscene sexual content;
 - b. Abusive and bullying language or tone;
 - c. Conduct or encouragement of illegal activity; and
 - d. Disclosure of information which an agency and its employees are required to keep confidential by law, regulation or internal policy.

Content or comments of the type listed above are especially concerning when directed at or exchanged with a student and, as a result, may result in disciplinary action up to and including termination of employment and, in some instances, referral to law enforcement or licensing bodies.

10. The district is not interested in limiting an employee's ability to participate in personal social networks with a personal email address outside of the workplace. However, what is published on these sites should never be attributed to the district. Employees should make it clear that they are speaking for themselves. Furthermore, even if you do not mention the district, that information is readily ascertainable and could reflect poorly upon the employee and the district. Employees are encouraged to use common sense when making online comments, even if they intend for those to be purely personal in nature.
11. Employees are cautioned to be aware of their association with the district online social networks. If an employee identifies themselves as a district employee, the employee should ensure their profile, photographs, and related content are consistent with how the employee wishes to present themselves with colleagues, students, parents/guardians, and others.

Personal Use of Social Networking Sites (e.g., Facebook, TikTok, Twitter and Instagram, etc.)

1. Employees are personally responsible for all comments/information and hosted content published online. Employees should always be mindful that social media posts like tweets and status updates will be visible and public for an extended time.
2. By posting comments, having online conversations, etc. on social media sites, employees should remember that they are broadcasting to the world; accordingly, they should be aware that even with the strictest privacy settings, what one "says" online should be within the bounds of professional discretion. Comments expressed via social networking pages under the guise of a "private conversation" may still be shared by others in a more public domain.
3. Comments related to the district, its employees, and district events, should always meet the highest

standards of professional discretion. Employees should always assume that every one of their postings is in the public domain.

4. Before posting personal photographs, employees should first consider how the posted images reflect on an employee's professionalism.
5. District employees are not permitted to solicit or accept "friend" requests from enrolled district students on any personal social media account. This includes student accounts and district employee personal accounts.
6. District employees are not permitted to encourage students enrolled in the district to create social media accounts of any kind.
7. All district employees who choose to utilize Facebook, TikTok, Twitter, Instagram or any other social media platform to provide classroom or extracurricular activity information to students and parents must create a "teacher" page, and posts must be exclusively about classroom or school activities.

Accountability

All staff are expected to serve as positive ambassadors for the district and appropriate role models for students. Failure to do so could put an employee in violation of district policy. Violation of district policies and procedures may result in disciplinary action up to and including termination of employment. All employees who have reason to believe that their on-line conduct has generated public or media attention are expected to immediately report their activity and attention generated to their supervisor.

Staff-Student Relationships

Employees are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate. Examples of unprofessional relationships include, but are not limited to: employees fraternizing or communicating with students as if employees and students were peers, e.g. writing personal letters or emails; "texting" students; calling students on a cell phone or allowing students to make personal calls to them unrelated to homework or class work; sending personal or inappropriate pictures to students; discussing or revealing to students personal matters about their private lives or inviting students to do the same (other than professional counseling by an assigned school counselor); and engaging in sexualized dialogue, whether in person, by phone, via the Internet or in writing.

Employees who post information on Facebook, Twitter or other similar platforms that include inappropriate personal information such as, but not limited to, provocative photographs, sexually explicit messages, use of alcohol, drugs or anything students are prohibited from doing must understand that if students, parents or other employees obtain access to such information, the employee's actions will be investigated by district officials; if warranted, an employee will be disciplined up to and including termination, depending on the severity of the offense, and may have their case forwarded to the Oklahoma State Department of Education for review and possible sanctions.

Distribution of Policy

This policy shall be distributed to all employees via the district's e-mail system at the beginning of each school year and at the time of hiring to all new employees hired after the start of the school year.

Reference: 74 O.S. §840-8.1

STUDENT RESIDENCY

The Guthrie School District is established for the purpose of serving the educational interests of resident students. This includes homeless students, students who are not documented citizens, and students whose parents/guardians are not documented citizens. The district will not inquire into a student or parent/guardian's citizenship status as a part of enrollment, and will only use information regarding a student's living situation to better serve the student. The district will periodically review its practices and the documents it seeks as a part of establishing residency within the district to ensure that its processes are not overly burdensome and do not discourage the enrollment of homeless students and/or undocumented students.

Definitions

For purposes of this Policy, the terms listed below have the following meanings:

"Residence," "residency" and "legal residence" mean the student's present place of abode, provided that it is a place where important family activities (such as sleeping, eating, working, relaxing, and playing) take place during a significant part of each day. Mere presence alone is not sufficient to establish residency. Documentary evidence that may be submitted to establish residency is identified below.

"Person having legal custody" means a person who is legally responsible for the care of the child pursuant to the order of a court or governmental agency responsible for making custody determinations and/or placements.

~~"Permanent care and custody" means a person who has assumed the care and custody of the child on a continuous and ongoing basis with the intent not to relinquish such care and custody until the child reaches the age of majority.~~

~~"Major degree of support" means a substantial contribution to the cost of the child's care, but it need not exceed one-half of all monies expended in the care and support of the child.~~

Basic Residency Requirements

State law provides that a child's residence for school purposes is the school district in which the (1) parents, (2) guardian or (3) person having legal custody of the child holds legal residence. **Children who are foster children are granted residency in the district if they attended the district prior to entering foster care, if their current/prior foster family is/was a resident of the district, or if another child in their current foster home attends school in the district pursuant to a transfer. The district does not permit students to establish residency based on the mere affidavit of a person who has assumed permanent care and custody of the child under Okla. Stat. tit. 70 § 1-113 or based on an attorney in fact affidavit under Okla. Stat. tit. 10 § 700.**

The district does not permit students to establish residency based on the affidavit of a person who has assumed permanent care and custody of the child under Okla. Stat. tit. 70 § 1-113.

~~State law also grants school districts the discretion to permit a child to establish residency by residing with an adult who is a legal resident of the school district but is not the child's parent or guardian or the person having legal custody of the child, if such adult has assumed permanent care and custody of the child.~~

~~The Board of Education has determined that it is in the School District's best interests to allow a child to establish residency in the School District by residing with an adult who is a legal resident of the School District and has assumed permanent care and custody of the child but is not the child's parent or guardian or the person having legal custody of the child.~~

~~For a child to establish residency in the School District by residing with an adult who is a legal resident of the School District and has assumed permanent care and custody of the child but is not the child's parent or guardian or the person having legal custody of the child, the following criteria must be met:~~

~~_____ A. _____ The adult with whom the child is residing must file a request for determination of residency with the School District's Residency Officer. The request must include an affidavit in which the adult attests under oath that he or she has assumed permanent care and custody of the child and states the reasons for assuming permanent care and custody of the child.~~

~~_____ B. _____ The Residency Officer shall make an initial residency determination pursuant to the procedures outlined below. The person seeking to establish the child's residency in the School District shall have the right to request that the Board of Education review the Residency Officer's determination as provided below.~~

~~_____ C. _____ The Residency Officer and Board of Education shall consider the facts and unique concerns of each case and shall approve residency only if the information provided demonstrates that the adult has assumed permanent care and custody of the child and contributes the major degree of support to the child.~~

~~Pursuant to Oklahoma law, knowingly filing a false affidavit of residency is a misdemeanor punishable by imprisonment in the county jail for not more than one (1) year or a fine of not more than \$500 or both.~~

Procedure for Resolving Residency Disputes

The School District recognizes that there may be occasions when there is a dispute regarding residency. Upon enrollment in the school system the School District will verify that the student is a resident of the District or is otherwise entitled to attend school in the District for any reason authorized by law. At enrollment at least two documents showing residency will be required, which can include but are not limited to: current gas, electric, water or residential propane bills, standard real estate contracts and signed rental agreements. As a part of this verification process the School District will obtain an address from each student or the student's parent, guardian, or person having legal custody of the child. In providing an address to the School District that is within the District's boundaries the student and student's parent, guardian, or person having legal custody of the child represent that this address is the student's residence. The School District may also require, in order to verify residency, certified copies of court orders, guardianship documents, written agreements and affidavits relating to the care, custody and control of the student and any other information the District deems relevant.

If at any time a School District administrator has a reasonable belief that the reported residence may not be the residence of the child for purposes of school attendance, the administrator shall notify the student's parent, guardian, or person having legal custody of the child that there is a question regarding the student's legal residency. The student's parent, guardian, or person having legal custody of the child shall be given an opportunity to submit information regarding the student's residency to the School District's Residency Officer. All notices required by this policy shall be in writing. Additionally, reasonable alternative arrangements for documenting communications will be made for those persons who are visually impaired or otherwise unable to communicate in writing.

Information or documentation to prove student residency in the School District shall include but not be limited to proof of provision of utilities, payments of ad valorem taxes, local agreements or contracts for purchasing/leasing housing, driver's licenses, income tax returns, notes, mortgages, contracts and any other source of proof that is not in conflict with statutory provisions relating to the residence of students.

Any question or dispute as to the residence of a student shall be determined by the Residency Officer and the Board of Education pursuant to the following procedures:

- A. The student's parent, guardian, or person having legal custody of the child must notify the Residency Officer in writing of the review request within three (3) school days from the date of written denial

of admittance or from the date of written notification that the student is considered not to be a resident of the School District. Upon receipt of a request for review, the Residency Officer shall allow the parent, guardian, or person having legal custody to provide additional pertinent information in accordance with the School District's criteria and the statutory provisions regarding residency. This information must be submitted with the request for review.

- B. The Residency Officer must render a decision and notify the student's parent, guardian, or person having legal custody of the child of the decision and reasoning thereof in writing within three (3) school days of receipt of the request for review.
- C. If the student's parent, guardian, or person having legal custody of the child disagrees with the Residency Officer's decision, such person shall notify the Residency Officer in writing within three (3) school days of his or her receipt of the Residency Officer's decision. The Residency Officer will submit his or her findings and all documents reviewed to the Board of Education. The Board of Education will review the decision and the documents submitted on behalf of the School District and the student and will render a decision at the next board meeting. The decision of the Board of Education shall be the final administrative decision.
- D. In an effort to place students in school as quickly as possible, timelines shall be followed unless due to emergency circumstances both parties agree to an extension of timelines.

Miscellaneous Policy Provisions

Hearings involving more than one student where students are related or residing in the same household may be consolidated at the discretion of the Residency Officer and the Board of Education.

If the residency dispute involves an 18-year-old student, all notices will be delivered to the student.

If already enrolled and attending school in the School District, a student or students involved in a dispute related to the student's residency may remain in school until available appeals are exhausted when the student or the student's parent, guardian, or person having legal custody of the child has filed an appeal in the manner and within the time permitted by this policy.

The Residency Officer shall be in charge of maintaining the files related to a residency dispute, ensuring that the principals or others directly involved in such a dispute forward their records of the dispute following their involvement, and otherwise keeping all communications involving the dispute intact.

The School District's Residency Officer is the Superintendent of Schools.

The Board of Education understands that there may be some instances where residency may be established on a date other than the date the student was enrolled in the School District. For any period during which a student is enrolled in the School District, but is not a resident of the School District, the School District may charge tuition if it is established that the student's parent, guardian, or person having legal custody of the child knew or should have known that the child or children who are the subject of the residency dispute were not residents of the School District. The tuition shall be based on a per capita cost of educating a student in the School District during the preceding year. This issue may be raised along with other issues related to the residency dispute and shall be heard in the same manner.

The School District shall provide for educational services for homeless children as required by law.

The School District reserves the right to require re-verification of student residency at the beginning of each school term.

A copy of this Policy shall be provided to the student's parent, guardian, or person having legal custody of the child as soon as possible following the inception of any residency dispute.

Special Definitions and Procedures Applicable to Homeless Children and Youth

~~“Homeless children and youth” means students who lack fixed, regular and adequate nighttime residence, and includes:~~

- ~~A. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;~~
- ~~B. children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;~~
- ~~C. children and youths who are living in cars, parks, public spaces, buildings, substandard housing, bus or train stations, or similar settings; and~~
- ~~D. migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses A. through D.~~

~~**Enrollment, Records and Immunizations.** Federal law provides that homeless children and youth, individually or through a parent or guardian, may choose to attend the school in the area in which they are currently living. The District’s Residency Officer will determine whether a student is a homeless child or youth for purposes of establishing residency and promptly advise the parent, guardian or person having legal custody of the child of the decision, both orally and in writing, if possible. If there is no such person, the Residency Officer will advise the student. The School District will enroll each homeless student and permit his or her full participation in all school programs, whether or not the student is accompanied by a parent, guardian or person having custody of the child, and without proof of residence, current immunizations and traditional enrollment documentation, such as school records and medical/immunization records. The School District’s homeless liaison may assist the student and school in obtaining those items. A parent, guardian or person having legal custody of the child who disagrees with the Residency Officer’s determination may appeal the decision to the Board of Education under the procedure identified below. If there is no parent, guardian or person having legal custody of the child available, the student may appeal the decision.~~

The McKinney-Vento Homeless Assistance Act (the “Act”) applies to all children and youth who lack a fixed, regular, and adequate nighttime residence, such as a children living in homeless shelters, domestic violence shelters, runaway and homeless youth shelters, transitional living facilities, cars, campgrounds, motels or children and youth living doubled up, and homeless and migratory children.

The Act provides that homeless children and youth:

- do not need a permanent address to enroll in school;
- have a choice of school placement;
- cannot be denied school enrollment because school records or other enrollment documentation are not immediately available;
- have the right to participate in all federal, state, or local programs and activities for which they are eligible;
- cannot be isolated or separated from the mainstream school environment; and
- have the right to receive prompt resolution of any dispute regarding educational placement.

Therefore, in accordance with the Act, the district shall make reasonable efforts to identify homeless children, encourage their enrollment, and eliminate existing barriers to their education that may exist. The district will not

stigmatize or segregate homeless students and youth, and these students shall have access to the same public school programs available to other students of the district. The district will identify and provide equal access to secondary education and support systems for homeless students, runaway youths and youths separated from public schools. The district will also work to identify and remove those barriers which prevent youths from receiving appropriate credit for full or partial coursework satisfactorily completed while attending a prior school.

Definitions

For purposes of the Act, and this policy, “homeless children and youth” means students who lack fixed, regular and adequate nighttime residence, and includes:

1. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or abandoned in hospitals;
2. children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. children and youths who are living in cars, parks, public spaces, buildings, substandard housing, bus or train stations, or similar settings; and
4. migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless.

Programs, Activities, and Social Services

The district will provide each homeless student or youth those programs, activities, and social services available to other district students which are determined to be in the student’s best interests. The programs, activities, and services include the following:

- Preschool;
- Special education;
- Title I;
- Limited English Proficiency;
- Before and after school care;
- Academic and extracurricular activities;
- Magnet schools;
- Summer school;
- Career and technology education;
- Advanced placement;
- Online learning;
- Charter school;
- School meals; and
- Transportation.

The district will waive those fees which may present a barrier for homeless students or youths, including those associated with the school meal programs and transportation.

Enrollment, Records, and Immunizations

The Act provides that homeless children and youth, individually or through a parent or guardian, may choose to attend the school in the area in which they are currently living. The district’s residency officer will determine

whether a student is a homeless child or youth for purposes of establishing residency and promptly advise the parent, guardian or person having legal custody of the child of the decision, both orally and in writing, if possible. If there is no such person, the residency officer will advise the student. Whenever possible, the district will comply with the wishes of either the parent, guardian, person having legal custody of the child, or student regarding enrollment. The district will enroll each homeless student and permit his or her full participation in all school programs, whether or not the student is accompanied by a parent, guardian or person having custody of the child, and without proof of residence, current immunizations and traditional enrollment documentation, such as school records and medical/immunization records. The district's homeless liaison may assist the student and school in obtaining those items. A parent, guardian or person having legal custody of the child who disagrees with the residency officer's determination may appeal the decision to the board of education under the procedure identified in this policy. If there is no parent, guardian or person having legal custody of the child available, the student may appeal the decision.

Appeals Procedures

The district will make every effort to resolve disputes regarding homeless children at the lowest level possible by utilizing the following process:

1. At the time a homeless student seeks enrollment, the district will notify the student or his/her family of these procedures and provide the student/family with a copy of this policy.
2. The district will promptly notify the district's homeless coordinator that a homeless student seeks enrollment, and will seek to involve the coordinator in decisions regarding the student's education.
3. Students/families who disagree with a decision regarding the student's education may meet with the coordinator for an informal resolution. The coordinator will notify the student/family that a written complaint may be submitted within five (5) days (or longer if agreed upon by the parties).
4. If the coordinator receives a written complaint, the coordinator will prepare a decision (plan of action) and provide it to the student/family within five (5) days of receipt of the written complaint. The coordinator will also notify the student/family of the right to appeal to the superintendent.
5. Students/families who are still dissatisfied with a decision regarding the student's education may file a written appeal with the superintendent within five (5) days of receipt of the coordinator's plan. The superintendent will meet with the student/family within five (5) days of receipt of the appeal. The superintendent will issue a decision within five (5) days of the meeting with the student/family. The superintendent will also notify the student/family of the right to appeal to the board of education.
7. Students/families who are still dissatisfied with a decision regarding the student's education may file a written appeal with the board of education by submitting a written notice to the superintendent within five (5) days of the superintendent's decision. The appeal will be placed on the next agenda (or the following agenda, if the appeal is received after the agenda posting deadline) and the board's decision is final at the district level. Students/families who are still dissatisfied with a decision regarding the student's education may file an appeal with the Oklahoma State Department of Education utilizing the procedures established by the OSDE.

Special Definitions and Procedures Applicable to Transitioning Military Children

Special Definitions and Procedures Applicable to Students with Active-Duty Military

Parents or Legal Guardians and Transitioning Military Children

“Children of military families” means a school-aged child(ren), enrolled in kindergarten through twelfth grade, in the household of an active duty member.

“Active duty” means full-time duty status in the active uniformed service of the United States, including members of the National Guard and Military Reserve on active duty orders pursuant to Title 10, Sections 1209 and 1211 of the United States Code.

“Military installation” means a base, camp, post, station, yard, center, homeport facility for any ship or other installation under the jurisdiction of the Department of Defense or the United States Coast Guard.

“Military student” means the child of a military family for whom the local education agency receives public funding and who is formally enrolled in kindergarten through twelfth grade.

“Transition” means (a) the formal and physical process of transferring from school to school or (b) the period of time in which a student moves from one school in the sending state to another school in the receiving state.

“Sending state” means the state from which a child of a military family is sent, brought, or caused to be sent or brought.

“Receiving state” means the state to which a child of a military family is sent, brought, or caused to be sent or brought.

“Uniformed service(s)” means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration and Public Health Services.

Establishing Residency. A student shall be considered in compliance with residency provisions of this policy and state law if he or she is a student whose parent or legal guardian is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order. The parent or legal guardian of such a student must provide proof of residence in the school district within ten (10) days after the published arrival date provided on their official documentation. The following may be used to establish proof of residency:

1. a temporary on-base billeting facility,
2. a purchased or leased home or apartment, or
3. federal government or public-private venture off-base military housing.

State law provides that transitioning military children placed in the care of a noncustodial parent or other person standing in loco parentis, may attend school in the school district in which the noncustodial parent or person standing in loco parentis to the transitioning military child holds legal residence. Similarly, transitioning military children placed in the care of a noncustodial parent or other person standing in loco parentis may continue to attend the school in which the student was enrolled while residing with the custodial parent. A special power of attorney relating to the guardianship of a military child and executed under applicable law shall be sufficient for purposes of enrollment and all other actions requiring parental participation and consent.

Enrollment. For a student whose parent or legal guardian is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order, the district shall accept applications by electronic means, including enrollment in a specific school or program within the district and course registration.

The School District will promptly accept unofficial or “hand-carried” educational records and transcripts in lieu of official education records and transcripts for transitioning military children. Upon receipt of such records, the School District will promptly enroll the transitioning military child. However, upon enrollment, the District will request official educational records and transcripts from the school in the sending state. The District’s Residency Officer will determine whether a student is a transitioning military student for purposes of establishing residency and promptly advise the parent or other person standing in loco parentis of the decision, both orally and in writing, if possible. A parent or other person standing in loco parentis who disagrees with the Residency Officer’s determination may appeal the decision to the Board of Education under the procedure identified above.

Grade Level Placement. Transitioning military children, including children entering kindergarten, shall be able to enroll in the same grade level in which they were enrolled in the sending state, regardless of age, time of transfer or age requirements of the receiving state.

Course Level and Educational Program Placement. To the extent that this School District is in a receiving state, the District may subsequently perform course placement and educational program evaluations of a transitioning military student. However, the School District will initially place the transitioning military student in courses and programs comparable to those in which the student was a participant while in the sending state, including, but not limited to, Honors, International Baccalaureate, Advanced Placement, Gifted and Talented, English as a Second Language, Special Education and vocational, technical and career pathway courses. The School District will make these accommodations whether or not the student has fulfilled the necessary prerequisites in the District or receiving state.

Extracurricular Activities. When appropriate, the District will provide transitioning military children the opportunity to participate in extracurricular participation, regardless of application deadlines.

Immunizations. Transitioning military children shall have thirty (30) days from the date of enrollment to obtain any immunizations required by Oklahoma law. For a series of immunizations, such children must obtain initial vaccinations within thirty (30) days.

Tuition. The School District may not charge tuition to a transitioning military child placed in the care of a noncustodial parent or other person standing in loco parentis who lives in a school district other than that of the custodial parent if the parent or other person standing in loco parentis lives within the boundaries of this School District.

Reference: 42 U.S.C. §11301 et seq.; Okla. Stat. tit. 70 §§ 510.1, 1-113, 8-103.1 (2021)

GUTHRIE PUBLIC SCHOOLS
802 East Vilas
Guthrie, OK 73044

SCHOOL YEAR: _____

DATE: _____

RESIDENCE AFFIDAVIT
(PLEASE PRINT ALL INFORMATION)

Student's Last Name	First Name	Middle Initial	Date of Birth
Grade			

Previous Address (Street)	(City)	(State)	(Zip)	Previous Telephone
---------------------------	--------	---------	-------	--------------------

School Attended:	(Name of School)	(Address of School)
------------------	------------------	---------------------

Sex: Male _____ Female _____

<p><u>Homeowner/Head of Household</u></p> <p>I hereby certify that the above named student and his/her family resides in my household. I am not responsible for the financial support, attendance, grades or behavior of said students. <u>Copy of valid Driver's License is required.</u></p> <p>Head Household: _____ of _____</p> <p>Address: _____</p> <p>City: _____ State: _____</p> <p>Zip: _____</p> <p>Social Security #: _____</p>	<p><u>Student's Parent/Legal Guardian</u></p> <p>I hereby certify that I am temporarily residing with a friend or relative. Within 30 days, I will provide additional documents to further verify the address as my residence (business letter, bank statements, bill statements, utility bill, change of address from post office, cancelled rent checks, etc.)</p> <p>I further certify that I am the parent/legal guardian of the above child. In the event the child becomes ill or must be removed for disciplinary reasons, I will be available. <u>Copy of valid Driver's License is required.</u> (Proof of previous residence must be provided.)</p> <p>Parent/Guardian: _____</p> <p>Social Security #: _____</p> <p>Work Phone: _____</p>
---	---

Home _____	Phone: _____	Emergency Phone: _____
Emergency _____	Phone: _____	Signature: _____
Signature: _____		<u>The student will not be enrolled until all necessary documentation has been provided and verified.</u>
<u>This document does not permit athletic eligibility without approval by GPS Athletic Director.</u>		

This document must be completed and accompanied by two proofs of residence. Additional information may be requested and a home visit may be necessary in order to verify the address. Falsification of information will result in the immediate withdrawal of the student from Guthrie Public Schools.

*****FOR SCHOOL DISTRICT USE ONLY*****

Action: **Enrollment Approval ()** **Enrollment Denied ()**

Comment:

Signed : _____ **Building Principal** Date: _____

COMPLETE THE QUESTIONNAIRE ON THE REVERSE SIDE

PLEASE COMPLETE THE QUESTIONS BELOW:

- How long have you resided at this residence?

- Do you consider this your permanent residence?

- How long do you intend to live at this temporary residence?

- What is your relationship to the homeowner?

- Are you employed? _____ If so, can your employer verify this as your permanent residence? _____
- Why are you temporarily residing at this residence?

TRANSFER POLICY

A request for a transfer into this District initiated by or on behalf of a nonresident student will be approved or refused in accordance with this policy. The transfer of a student whose resident District does not offer the grade the student is entitled to pursue will be approved if the student resides within the transportation area of this School District.

Transfer

1. ~~Open Transfer: Applications for Open Transfers must be submitted between January 1st and May 31st for the subsequent school year. Once approved, Open Transfers are valid only for the duration of the school year for which the application is made. A new application must be submitted each school year.~~
2. ~~Emergency Transfer: Applications for an Emergency Transfer may be submitted at any time, but must specify the school year for which the Emergency Transfer is sought. Once approved, Emergency Transfers are only effective for the duration of the school year for which the application is made. A new application will be required each school year and the application must show one of the grounds for emergency discussed in this policy.~~

~~Applications for both Open and Emergency Transfers are available at the Oklahoma State Department of Education website under Student Transfers. Additionally, Applicants for any transfer must complete and submit both the District's Application Form (ATTACHMENT A) and the Transfer Student Consent to Cancellation of Transfer (ATTACHMENT B). The District will not approve an application for an open or emergency transfer that is submitted without these completed forms. Transfers will be approved on a student by student basis in accordance with the policy provisions set out below. Siblings must apply individually.~~

~~A student whose family relocates from the school district may continue attendance to the end of the current school year provided the student began the school year in the school district without the need for an emergency transfer application. Parents are responsible for transportation. The student may apply for a transfer, pursuant to this policy, for subsequent school years.~~

Approval of Transfers:

~~Once an application for a transfer has been submitted to the District, it will be forwarded to the superintendent or the superintendent's designee for review and shall be considered in accordance with the criteria set forth below. The board of education delegates to the superintendent or the superintendent's designee authority to approve or deny a transfer application pursuant to the criteria listed in this policy. The Superintendent will, on a periodic basis, report to the Board of Education on the status of transfers the District has approved.~~

Nondiscrimination

~~The district shall not accept or deny any transfer application based upon the student's race, color, sex, pregnancy, gender, gender expression, national origin, religion, disability, veteran status, sexual orientation, age, genetic information, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. Failure to meet the criteria in this policy for approval will not be deemed to be rejection for a discriminatory reason.~~

Criteria For Approval Or Denial Of Regular Transfers:

The fact that the District has adopted an open transfer policy does not mean that every transfer application will be accepted. A transfer will be denied if the administration determines the transfer would detract from the educational experience of currently enrolled students or place additional financial or space burdens upon the district.

In addition to the general criteria listed above, a transfer application will NOT be approved if this District does not:

1. Provide the courses/educational program(s) in which the applicant desires to enroll or in which this District deems the student is required to enroll in order to comply with state and federal laws and regulations;
2. Have adequate facilities to provide the courses/educational program(s) in which the applicant desires to enroll or in which this District deems the student is required to enroll in order to comply with state and federal laws and regulations;
3. Have adequate space for the student in the courses/educational program(s) in which the applicant desires to enroll or in which the District deems the student is required to enroll in order to comply with state and federal laws and regulations. The administration may reserve preferred space for resident students or new resident students reasonably anticipated to move into the District during the school year. Thus, the District may deny a transfer if approval would result in:
 - A. Placing a financial or education burden on District facilities or staff in the courses/educational programs the student would attend;
 - B. Exceeding class size limitations set by state law or District policy in such courses; or,
 - C. Exceeding a percentage of such class size limitations as set by the Superintendent or designee. The administration may determine that a percentage of class size mandates should be reserved for later resident enrollment to prevent the exceeding of class size limits later in the school year due to additional enrollment of reasonably anticipated new resident students.
4. Have current personnel needed to provide the grade/courses/programs in which the applicant desires to enroll.

A transfer will NOT be approved if the student:

Has a disciplinary record which provides a reasonable basis to determine the applicant would present a discipline problem if enrolled. Such a reasonable basis will exist if school discipline or court records of the student, from any public or private school within or without the State of Oklahoma or any court within or without the State of Oklahoma, show the student at any time:

- A. Has violated school regulations;
- B. Has committed an act commonly regarded as being immoral;
- C. Has been adjudicated as a delinquent for an either a violent or nonviolent offense under relevant Oklahoma law;
- D. Has been convicted as an adult for either a violent or nonviolent offense under relevant Oklahoma law;

- E. ~~Has committed on school property, in school transportation, or at a school event a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or others;~~
- F. ~~Has possessed on school property, in school transportation, or at a school event an alcoholic beverage, or missing or stolen property found to have been taken from a student, school employee, or the school during school activities; or,~~
- G. ~~Has possessed on school property, while in school transportation, or at a school event a dangerous weapon or a controlled dangerous substance as defined by relevant Oklahoma law, or a prescription or non-prescription mood altering substance.~~

A transfer will **NOT** be approved if the applicant:

1. ~~Fails to complete and submit the Application Form (**Attachment A**), provide the District with sufficient educational records, or inform the District in detail of the grades/courses/programs in which the student desires to enroll or participate if the application is accepted so that the criteria above can be applied within the time deadlines set by law for the approval or rejection of a transfer. All such records must be supplied to the District in time for District personnel to make a reasonable review of such records in applying the approval/denial criteria set by this policy. This is particularly important for students with disabilities because all documentation of the resident district will need to be reviewed to make a preliminary determination as to whether the District has the appropriate programs, staff, and services to provide the applicant with the education and services set forth in the student's IEP or Section 504 Accommodation Plan, and, if a preliminary approval determination is made, to prepare for and conduct a joint IEP or Section 504 conference with the resident district prior to any final approval or rejection of the transfer application. All applicants must consent in writing to the release of educational records from previous schools attended, and applicants for students with disabilities must consent in writing to forward to this District whatever confidential records this district deems is necessary to review in applying the approval/denial criteria of this policy. The Superintendent or designee has authority to amend **Attachment A** by regulation to include additional information needed to review an application request.~~
2. ~~Fails to complete the Transfer Student Consent to Cancellation of Transfer (ATTACHMENT B);~~
3. ~~Fails to timely submit a completed application; or,~~
4. ~~Provides incorrect information on the application request.~~

~~First Priority For Transfer Openings Will Be Reserved For Children Of District Employees:~~

~~Subject to the foregoing criteria for approval or denial of regular transfers, priority for transfers first will be given to applications for the enrollment of nonresident students who are children of District employees. Transfer requests for such children will be numbered as received, and the District shall consider requests on a first come, first serve basis. Any currently enrolled District student who is a child of a District employee for whom a regular transfer has been approved in the past and any sibling of such student will be given priority if an application is filed May 31st, and the first come, first serve list will be compiled only after such current students and their siblings have been placed on the list.~~

~~Second Priority For Transfer Openings Will Be Reserved For Children Of Parents Who Work Within The Geographical Confines of the School District:~~

~~Second, subject to the foregoing criteria for approval or denial of regular transfers, priority for transfers will be given to applications for the enrollment of nonresident students who are children of parents who work within the geographical confines of this School District. Transfer requests for such children will be numbered as received, and~~

the District shall consider requests on a first come, first serve basis. Any currently enrolled District student who is a child of a parent working within the geographical confines of this School District for whom a regular transfer has been approved in the past and any sibling of such student will be given priority if an application is filed before May 31st, and the first come, first serve list will be compiled only after such current students and their siblings have been placed on the list.

All other transfers will be considered on a non-priority basis. Transfer requests will be numbered as received, and the District shall consider requests on a first come, first serve basis. All transfer applications received by this District shall be dated and time stamped. Any currently enrolled District student for whom an open transfer has been approved in the past and any sibling of such student will be given priority if an application is filed before May 31st, and the first come, first serve list will be compiled only after such current students and their siblings have been placed on the list.

Time Deadlines for Open Transfers

An application for an open transfer must be submitted on a form approved by the State Board of Education, completed by the parent or person having custody of the student, and filed with the district's superintendent not later than May 31st of the school year preceding the school year in which the transfer is requested. Additionally, the parent or person having custody of the student must complete and submit both the District's Application Form (ATTACHMENT A) and the Transfer Student Consent to Cancellation of Transfer (ATTACHMENT B). On or before May 31st of the school year preceding the school year in which the transfer is requested, the district will notify all resident school districts that an application for the transfer has been filed by a student enrolled in the resident school district. This district shall approve or deny the application by July 15th and shall notify the parents of the students, in writing, of the decision. If the transfer is approved, the student/parent have until August 1 to notify this district, in writing, that the student will be enrolling in this district. Failure of the parents to notify this district as required, in writing, may result in loss of the student's right to enroll in this district for the ensuing school year. By September 1, this district will inform the State Board of Education and the resident district, in writing, of the students who have been granted transfers and their grade levels.

Emergency Transfers

Students may be granted a transfer on an emergency basis. The parent or person with custody must submit a completed application to the superintendent or superintendent's designee on a form approved by the State Board of Education. Additionally, the parent or person having custody of the student must complete and submit both the District's Application Form (ATTACHMENT A) and the Transfer Student Consent to Cancellation of Transfer (ATTACHMENT B). On an adequate showing of an emergency, the superintendent may approve a transfer, subject to approval of the State Board of Education. An emergency shall include proof provided by the parent of:

1. _____ The inability of the resident district to provide an education to the transfer applicant due to the destruction or partial destruction of a school building attended by the student; or
2. _____ The inability of the resident district to offer the subject the student desires to pursue, PROVIDED the student became a legal resident of this receiving district after February 1 of the school year immediately prior to the school year for which the pupil is seeking the transfer; or
3. _____ A catastrophic medical problem of the student, which means an acute or chronic serious illness, disease, disorder or injury which has a permanent detrimental effect on the body's system or makes the risk of harm unusually hazardous, such that removal from the resident district is medically needed; or
4. _____ The total failure of the resident district to provide transportation to and from school; or

5. ~~The concurrence of both the resident school district and this receiving district (with the Sending District's Superintendent's Signature on the Application); or~~
6. ~~The unavailability of remote or on-site Internet based instruction by course title in the resident district for a student identified in need of drop-out recovery or alternative education services as a result of the resident district's intake and screening procedures, PROVIDED the student was enrolled at any time in a public school of this state during the previous three (3) school years; or~~
7. ~~The unavailability of a specialized deaf education program for a student who is deaf or hearing impaired. In coordination with the parent of a transferring student, a transfer on this ground may be processed and treated as an IEP Service Agreement; or~~
8. ~~The student having been a victim of bullying which was reported to the sending school district. Prior to granting a transfer pursuant to this ground the district will verify that the student was the victim of bullying as defined by the statute and that the sending school district received a report of bullying.~~

~~Applications for approval of an emergency transfer will not be deemed complete and submitted to the district for consideration until the parent has submitted to the district both (a) the State Board of Education approved emergency transfer application, and (b) the parent signed ATTACHMENT B, which will cancel the transfer if the conditions stated in the Attachment occur. This district shall have complete discretion as to whether to approve or not to approve an emergency transfer which is based upon prior approval of the resident district.~~

~~Prior to cancelling an emergency transfer, this district will notify the parent, in writing, of the date and time when the superintendent or superintendent's designee will be considering the transfer's cancellation.~~

Open & Emergency Transfers

~~Transportation~~

~~Parents will be required to provide transportation to and from school or to and from a regular pre-existing bus stop in the school district.~~

Students With Disabilities:

~~If a student with a disability applies for a transfer, the student must supply all documentation of the resident district relating to the student's previous and current IEPs and Section 504 Accommodation Plans so that this District may:~~

1. ~~Determine whether the District currently has appropriate programs, staff, services and placement needed to fulfill the current or anticipated IEP or Section 504 Accommodation Plan of the student; and,~~
2. ~~If a preliminary determination is made that the District has the appropriate programs, staff, services and placement needed to fulfill the current IEP or Section 504 Accommodation Plan of the student if the transfer application is approved, conduct the statutorily required joint IEP or Section 504 conference with the district of residence before a final determination of approval or denial is made.~~

~~Notwithstanding the provisions of this policy, students with disabilities may be educated in this district pursuant to special education cooperative agreements between this District and other school districts. Such transfers will not be deemed to be parent or student initiated transfer applications governed by this policy.~~

~~Athletic and Other Competition:~~

~~A transfer student, granted an open transfer, will not be eligible to participate in school-related interscholastic competition governed by the Oklahoma Secondary School Activities Association (“Association”) for a period of one year from the first day of attendance at this District, unless the transfer is from a school district not offering the grade the student is entitled to pursue. Whether a student granted an emergency transfer will be eligible to participate in school-related interscholastic competition shall be determined by the Association.~~

~~Approval of a Transfer Requires Agreement for Cancellation of Transfer~~

~~Approval by this district of any transfer is contingent upon the applicant agreeing, in writing, to cancellation of this transfer by the district during the school year if the student does not comply with the rules and regulations of this district for student behavior, or if the family of the transferred student fails to remain current in financial obligations owed to the district, including, but not limited to, payment for lunches or lost or destroyed district property. The board of education hereby delegates to the superintendent or the superintendent’s designee authority to cancel any transfer previously granted by the board of education or by their designee upon a determination that cancellation is appropriate. The consent form is attached as ATTACHMENT B, which may be amended by administrative regulation.~~

~~Students Seeking a Transfer from a Non-Accredited School or a Home School~~

~~Students currently enrolled in a private school not accredited by a state agency or in a home school are not guaranteed enrollment in the grade/programs/courses in which the applicant desires to enroll. Students desiring to transfer from private schools not accredited by a state agency or from a home school will be required to take all placement tests required of resident students enrolling in the district after attendance in private schools not accredited by a state agency or home schools, and the administration will decide the appropriate placement primarily upon placement test results as per district policy. Accordingly, students applying for a transfer from such schools will be granted a provisional transfer until: (a) test results are reviewed to determine the appropriate grade/courses/programs for the applicant; and (b) the criteria of this policy is then applied to determine if the applicant is eligible for transfer approval. An applicant who does not agree to accept placement based upon such test results and criteria review will be deemed ineligible for an approved transfer and the provisional transfer will be of no effect.~~

~~Acceptance of Assignment Required; Subsequent Change Needs Administrative Approval~~

~~Because approval of transfers is based upon criteria of sufficient programs, staffing, and space needs for the particular applicant, a transfer student must accept the school site, courses, and programs to which the student is assigned by the administration. A transfer student will not be allowed, at the time of or after enrollment, to change the grade/courses/programs in which the student state he/she desired to enroll on the transfer application without specific written permission from the superintendent or superintendent’s designee. It will be the responsibility of the transfer student or parent to inform the school official from whom approval for a new assignment is requested that the student is a transfer student, and failure to do so will result in cancellation of the transfer unless excused by the superintendent or designee.~~

STUDENT TRANSFERS

A request for a transfer into this district initiated by or on behalf of a nonresident student will be approved or refused in accordance with this policy. The transfer of a student whose resident district does not offer the grade the student is entitled to pursue will be approved IF the student resides within the transportation area of this district.

Transfer Application

Applications for transfer shall be completed by the parent of a student on an application form specified by the State Board of Education. The term “parent” means the parent of a student or person having custody of the student as provided for in Okla. Stat. tit. 70, § 1-113(A)(1). The application shall be filed with the superintendent of the receiving school district if the receiving school district is within this state or with the State Board of Education for transfers to school districts in another state.

In addition to completing the application form as specified by the State Board of Education, applicants must complete and submit both the District’s Application Form (**ATTACHMENT A**) and the Transfer Student Consent to Cancellation of Transfer (**ATTACHMENT B**). The district will not approve an application for a transfer that is submitted without these completed forms. The district will notify all resident school districts that an application for the transfer has been filed by a student enrolled in the resident school district. This district shall timely approve or deny the application and shall notify the parents of the students, in writing, of the decision. Siblings must apply individually.

Children of District Teachers

A student shall be allowed to transfer to a school district in which the parent or legal guardian of the student is employed as a teacher as defined in Okla. Stat. tit. 70, § 1-116.

First-Come First Serve Basis

Transfers will be approved on a student-by-student basis in the order in which they are received and in accordance with the policy provisions set out below.

Transportation

Parents will be required to provide transportation to and from school or to and from a regular pre-existing bus stop in the school district.

Relocation of Family During Term of Transfer

A student whose family relocates from the school district may continue attendance through the end of school year during or for which the transfer was granted. The student may apply for a transfer for subsequent school years.

Nondiscrimination

The district shall not accept or deny any transfer application based upon the student’s race, color, sex, pregnancy, gender, gender expression, national origin, gender identity, religion, disability, veteran status, sexual orientation, age, genetic information, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. Failure to meet the criteria in this policy for approval will not be deemed to be rejection for a discriminatory reason.

Approval of Transfers

Once an application for a transfer has been submitted to the District, it will be forwarded to the superintendent or the superintendent’s designee for review and shall be considered in accordance with the criteria set forth below. The board of education delegates to the superintendent or the superintendent’s designee authority to approve or deny a transfer application pursuant to the criteria listed in this policy.

Criteria for Approval or Denial of Transfers

The fact that the district has adopted a transfer policy does not mean that every transfer application will be accepted. A transfer will be denied if the administration determines the transfer would detract from the educational experience of currently enrolled students or place additional financial or space burdens upon the district.

In addition to the general criteria listed above, a transfer application will **NOT** be approved if:

A. This district does not:

Provide the courses/educational program(s) in which the applicant desires to enroll or in which this district deems the student is required to enroll in order to comply with state and federal laws and regulations.

Have adequate facilities or services to provide the courses/educational program(s) in which the applicant desires to enroll or in which this district deems the student is required to enroll in order to comply with state and federal laws and regulations.

Have adequate space for the student in the courses/educational program(s) in which the applicant desires to enroll or in which the district deems the student is required to enroll in order to comply with state and federal laws and regulations. The administration may reserve preferred space for resident students or new resident students reasonably anticipated to move into the district during the school year. Thus, the district may deny a transfer if approval would result in:

- A. Placing a financial or education burden on district facilities or staff in the courses/educational programs the student would attend; or
- B. Exceeding class size limitations set by state law or district policy in such courses; or,
- C. Exceeding a percentage of such class size limitations as set by the superintendent or designee. The administration may determine that a percentage of class size mandates should be reserved for later resident enrollment to prevent the exceeding of class size limits later in the school year due to additional enrollment of reasonably anticipated new resident students.

Have current personnel needed to provide the grade/courses/programs in which the applicant desires to enroll.

B. The student:

- 1. Has a disciplinary record which provides a reasonable basis to determine the applicant would present a discipline problem if enrolled. Such a reasonable basis will exist if school discipline or court records of the student, from any public or private school within or without the State of Oklahoma or any court within or without the State of Oklahoma, show the student at any time:
 - A. Has violated school regulations;
 - B. Has committed an act commonly regarded as being immoral;
 - C. Has been adjudicated as a delinquent for either a violent or nonviolent offense under relevant Oklahoma law;

- D. Has been convicted as an adult for either a violent or nonviolent offense under relevant Oklahoma law;
 - E. Has committed on school property, in school transportation, or at a school event a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or others;
 - F. Has possessed on school property, in school transportation, or at a school event any alcoholic beverage, or missing or stolen property found to have been taken from a student, school employee, or the school during school activities; or,
 - G. Has possessed on school property, while in school transportation, or at a school event a dangerous weapon or a controlled dangerous substance as defined by relevant Oklahoma law, or a prescription or non-prescription mood-altering substance.
- C. The applicant:
- 1. Fails to complete and submit the Application Form (**ATTACHMENT A**), provide the district with sufficient educational records, or inform the district in detail of the grades/courses/programs in which the student desires to enroll or participate if the application is accepted so that the criteria above can be applied within the time deadlines set by law for the approval or rejection of a transfer. All such records must be supplied to the district in time for district personnel to make a reasonable review of such records in applying the approval/denial criteria set by this policy. This is particularly important for students with disabilities because all documentation of the resident district will need to be reviewed to make a preliminary determination as to whether the district has the appropriate programs, staff, and services to provide the applicant with the education and services set forth in the student's IEP or Section 504 Accommodation Plan, and, if a preliminary approval determination is made, to prepare for and conduct a joint IEP or Section 504 conference with the resident district prior to any final approval or rejection of the transfer application. All applicants must consent in writing to the release of educational records from previous schools attended, and applicants for students with disabilities must consent in writing to forward to this district whatever confidential records this district deems is necessary to review in applying the approval/denial criteria of this policy. The superintendent or superintendent's designee has authority to amend **ATTACHMENT A** by regulation to include additional information needed to review an application request.
 - 2. Fails to complete the Transfer Student Consent to Cancellation of Transfer (**ATTACHMENT B**);
 - 3. Fails to timely submit a completed application; or,
 - 4. Provides incorrect information on the application request.

Students with Disabilities

If a student with a disability applies for a transfer, the student must supply all documentation of the resident district relating to the student’s previous and current IEPs and Section 504 Accommodation Plans so that this district may:

- A. Determine whether the district currently has appropriate programs, staff, services and placement needed to fulfill the current or anticipated IEP or Section 504 Accommodation Plan of the student; and
- B. If a preliminary determination is made that the district has the appropriate programs, staff, services and placement needed to fulfill the current IEP or Section 504 Accommodation Plan of the student if the transfer application is approved, conduct the statutorily-required joint IEP or Section 504 conference with the district of residence before a final determination of approval or denial is made.

Notwithstanding the provisions of this policy, students with disabilities may be educated in this district pursuant to special education cooperative agreements between this district and other school districts. Such transfers will not be deemed to be parent-initiated or student-initiated transfer applications governed by this policy.

Athletic and Other Competition

A transfer student granted an open transfer will not be eligible to participate in school-related interscholastic competition governed by the Oklahoma Secondary School Activities Association (“Association”) for a period of one year from the first day of attendance at this district, unless the transfer is from a school district not offering the grade the student is entitled to pursue. Whether a student granted an open transfer will be eligible to participate in school-related interscholastic competition shall be determined by the Association.

Approval of a Transfer Requires Agreement for Cancellation of Transfer

Approval by this district of any transfer is contingent upon the applicant agreeing, in writing, to cancellation of this transfer by the district during the school year if the student does not comply with the rules and regulations of this district for student behavior, or if the family of the transferred student fails to remain current in financial obligations owed to the district, including, but not limited to, payment for lunches or lost or destroyed district property. The board of education hereby delegates to the superintendent or the superintendent’s designee authority to cancel any transfer previously granted by the board of education upon a determination that cancellation is appropriate. The consent form is attached as **ATTACHMENT B**, which may be amended by administrative regulation.

Students Seeking a Transfer from a Non-Accredited School or a Home School

Students currently enrolled in a private school not accredited by a state agency or in a home school are not guaranteed enrollment in the grade/programs/courses in which the applicant desires to enroll. Students desiring to transfer from private schools not accredited by a state agency or from a home school will be required to take all placement tests required of resident students enrolling in the district after attendance in private schools not accredited by a state agency or home schools, and the administration will decide the appropriate placement primarily upon placement test results as per district policy. Accordingly, students applying for a transfer from such schools will be granted a provisional transfer until: (a) test results are reviewed to determine the appropriate grade/courses/programs for the applicant; and (b) the criteria of this policy are then applied to determine if the applicant is eligible for transfer approval. An applicant who does not agree to accept placement based upon such test results and criteria review will be deemed ineligible for an approved transfer and the provisional transfer will be of no effect.

Acceptance of Assignment Required; Subsequent Change Needs Administrative Approval

Because approval of transfers is based upon criteria of sufficient programs, staffing, and space needs for the particular applicant, a transfer student must accept the school site, courses, and programs to which the student is assigned by the administration. A transfer student will not be allowed, at the time of or after enrollment, to change the grade/courses/programs in which the student state he/she desired to enroll on the transfer application without specific written permission from the superintendent or superintendent's designee. It will be the responsibility of the transfer student or parent to inform the school official from whom approval for a new assignment is requested that the student is a transfer student, and failure to do so will result in cancellation of the transfer unless excused by the superintendent or designee.

Reference: Okla. Stat. tit. 70 §§ 8-102, 8-103, 8-103.1, 8-113, 13-103

ATTACHMENT A
Application Form

Completion of this form is required of each applicant for a transfer in order to apply the criteria of this policy. Failure to fully and truthfully complete and timely submit this form to the district will result in a denial of the transfer. Completion of this form will be in addition to completion of any form required by the State Board of Education.

1. Full name of student as it appears on the student’s birth certificate:

2. Date of student’s birth: _____
3. Current address of student: _____

4. Full names of parent(s), guardian(s), or custodian(s) of the student:

5. Educational history of the student:
 - A. School district in which student currently resides: _____
 - B. School in which the student is currently enrolled, if different from above.

 - C. If the student has not exclusively attended the school district in which the student is currently enrolled, list the name of each school district and addresses, if known, in which student has ever been enrolled:

School: _____
Dates of Attendance: _____
Grade Completed Upon Leaving District: _____

School: _____
Dates of Attendance: _____
Grade Completed Upon Leaving District: _____

School: _____
Dates of Attendance: _____
Grade Completed Upon Leaving District: _____
6. Current or last completed grade of student: _____
7. Grade in which the student desires to enroll: _____
8. Courses in which the student desires to enroll in each semester in the coming school year:

9. Has the student a disciplinary record for violating school regulations?

Yes _____ No _____

If Yes, state school(s) in which each violation occurred and approximate date(s) of violation(s):

10. Has the student ever been suspended from school or placed in an alternative education program or setting for disciplinary reasons?

Yes _____ No _____

If Yes: For each suspension and alternative program or setting, state the school which suspended or placed the student; the nature of the offense; and approximate date of the suspension or placement, if different from the above:

11. Has the student been adjudicated as a delinquent for an offense that is not a violent offense under relevant Oklahoma law?

Yes _____ No _____

If Yes: State the name of the court making the adjudication; the time of such adjudication; the nature of offense; whether the student is still under any court supervision; and, if so, the name of the person overseeing such supervision:

12. Has the student been adjudicated as a delinquent for an offense that is ~~not~~ a violent or nonviolent offense under as defined in relevant Oklahoma law?

Yes _____ No _____

If Yes: ~~State the name of the court making the adjudication; the time of such adjudication; the nature of offense; whether the student is still under any court supervision; and, if so, the name of the person overseeing such supervision.~~ State the name of the court in which the conviction was entered; the time of the conviction; the nature of the offense; the sentence imposed; whether the student is still under any court supervision; and, if so, the name of the parole officer or other supervisor:

13. ~~Has the student been convicted as an adult for an offense defined in relevant Oklahoma law as an exception to a nonviolent offense?~~

~~Yes _____ No _____~~

~~If Yes: State the name of the court in which the conviction was entered; the time of the conviction; the nature of the offense; the sentence imposed; whether the student is still under any court supervision; and, if so, the name of the parole officer or other supervisor:~~

Has the student committed on school property, in school transportation, or at a school event, a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or others?

Yes _____ No _____

If Yes: State the school district attended when the act occurred; the approximate date of the act; and describe what occurred:

14. ~~Has the student been convicted as an adult for an offense defined in relevant Oklahoma law as a violent offense?~~

~~Yes _____ No _____~~

~~If Yes: State the name of the court making the conviction was entered; the time of the conviction; the nature of the offense; the sentence imposed; whether the student is still under any court supervision; and, if so, the name of the parole officer or other supervisor:~~

~~Has the student possessed on school property, in school transportation, or at a school event, an alcoholic beverage; low-point beer, as defined by relevant Oklahoma law; or been involved with missing or stolen property found to have been taken from a student, school employee, or the school during school activities?~~

~~Yes _____ No _____~~

~~If Yes: State, for each separate act, the school district attended when the act occurred; the approximate date of the act; and describe what occurred:~~

~~_____~~

15. ~~Has the student committed on school property, in school transportation, or at a school event, a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or others?~~

~~Yes _____ No _____~~

~~If Yes: State the school district attended when the act occurred; the approximate date of the act; and describe what occurred:~~

~~Has the student possessed on school property, while in school transportation, or at a school event, a dangerous weapon or a controlled dangerous substance, as defined by relevant Oklahoma law, or a prescription or non-prescription mood-altering substance?~~

~~Yes _____ No _____~~

~~If Yes: State, for each separate act, the school district attended when the act occurred; the approximate date of the act; and describe what occurred:~~

~~_____~~

16. ~~Has the student possessed on school property, in school transportation, or at a school event, an alcoholic beverage; low point beer, as defined by relevant Oklahoma law; an unauthorized wireless telecommunication device; or been involved with missing or stolen property found to have been taken from a student, school employee, or the school during school activities?~~

Yes _____ No _____

If Yes: State, for each separate act, the school district attended when the act occurred; the approximate date of the act; and describe what occurred:

Has the student ever been removed from any school for making an electronic communication with the intent to terrify, intimidate, harass, or threaten injury or harm to faculty or other students?

Yes _____ No _____

If Yes: State, for each separate act, the school district attended when the act occurred; the approximate date of the act; and describe what occurred:

- 17. Has the student possessed on school property, while in school transportation, or at a school event, a dangerous weapon or a controlled dangerous substance, as defined by relevant Oklahoma law, or a prescription or non-prescription mood altering substance?

Yes _____ No _____

If Yes: State, for each separate act, the school district attended when the act occurred; the approximate date of the act; and describe what occurred:

If the student has been identified as a child with a disability, this district will need to review all such records to make a reasonable determination of whether the district has the facilities, programs, staff, and space to implement the student’s current or anticipated Individualized Education Program (IEP) or Section 504 Accommodation Plan, and, if preliminary approval of a transfer is made, to conduct the statutorily-required joint IEP or Section 504 conference with the resident school district. Is the student currently, or has the student been, a child with a disability who received an IEP or Section 504 Accommodation Plan?

Yes _____ No _____

If Yes: Brief describe the nature of the disability; the approximate time period in which the student has been, or was, under an IEP or Section 504 Accommodation Plan; and the names of the school districts which implemented the student’s plan:

- 18. If the student has been identified as a child with a disability, this district will need to review all such records to make a reasonable determination of whether the district has the facilities, programs, staff, and space to implement the student’s current or anticipated Individualized Education Program (IEP) or Section 504 Accommodation Plan, and, if preliminary approval of a transfer is made, to conduct the statutorily-required joint IEP or Section 504 conference with the resident school district. Is the student currently, or has the student been, a child with a disability who received an IEP or Section 504 Accommodation Plan?

Yes _____ No _____

If Yes: Brief describe the nature of the disability; the approximate time period in which the student has been, or was, under an IEP or Section 504 Accommodation Plan; and the names of the school districts which implemented the student’s plan:

Do you agree to complete the Consent For Release Of Confidential Information, allowing this district to review all educational records of the student from all previous schools attended by the student?

Yes _____ No _____

19. ~~Do you agree to complete the Consent For Release Of Confidential Information, allowing this district to review all educational records of the student from all previous schools attended by the student?~~

~~Yes _____ No _____~~

ATTACHMENT B
Transfer Student Consent to Cancellation of Transfer

The undersigned, who is **not** a resident of this District, recognizes:

1. That the undersigned non-resident student has a right by law to attend the school district of residence;
2. That the non-resident student desiring to enroll in this District has **no** statutory right to attend this District;
3. That the District is not required to accept this transfer application; and,
4. That the District does not desire to accept a transfer of a student who will detract from the educational process of resident students or take the place of another transfer applicant who would not detract from that process.

The undersigned hereby agrees that if the District approves a transfer allowing the undersigned student to enroll in this District, the administration of the District has the **irrevocable** consent of the undersigned to cancel the student's transfer. Reasons for cancellation include, but are not limited to, the following:

1. The student fails to comply with student behavior rules set by the District, school, or teacher;
2. The parent(s), or student 18 years of age or older, fails to promptly pay financial obligations owed to the District, including payments owed, but not limited to, school lunches and for lost or destroyed District property;
3. The student does not have a valid excuse for failure to attend school;
4. The superintendent or board determine that due to a financial shortfall occurring at any time or over-enrollment causing crowded classrooms or programs that it is necessary to cancel any transfer for the best interests of the students who reside in the district; or
5. The best interest of the district

The undersigned also is informed that this consent to cancellation is a necessary component for continued enrollment after transfer acceptance, and thus the consent may not be withdrawn at any time in the future.

The undersigned also understands that although the administration will notify the parent(s), or student 18 years of age or older, of any cancellation, the undersigned understands and agrees that the determination of the administration that a cancellation is to be effected will be final, that the undersigned will have **no** right to appeal that determination to the District's Board of Education, and that after cancellation, the administration will send the educational records of the student to the student's resident school district or to such other school district as the undersigned directs.

By signing this agreement, I affirm that I have read and understand the above conditions concerning acceptance of the transfer application and my consent to District authority to cancel the transfer, if granted, for the reasons stated above.

EXECUTED this ____ day of _____, 2_____.

Signature of Parent Applying for a Transfer

Printed Name of Parent Applying for a Transfer

Signature of Student 18 Years of Age or Older

Printed Name of Student 18 Years of Age or Older

**TRANSFERS PURSUANT TO THE
DEPLOYED PARENTS SCHOOL ACT OF 2013**

The district will grant a transfer to a student of a military family if the following criteria are met:

1. ~~Oklahoma is the home state of record for the student; and~~
2. The student's parent is a member of the active U.S. uniformed military service on full-time active duty; *or* the parent is a member of the military reserves on active duty **orders**; and
3. At least 1 parent has a Department of Defense issued ID card; and
4. At least 1 parent provides evidence that he/she will be on active duty status or **active duty meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a natural disaster requiring the use of** orders for ~~at least~~ **more than** 30 consecutive days;
5. ~~The student will be living with a relative residing in the district or moving into the district within 6 months of the application.~~

~~In order to be granted a transfer pursuant to the Deployed Parents School Act of 2013 ("Act"), a student/parent must submit a completed application form with supporting documentation. The superintendent is authorized to approve such transfers on behalf of the board of education and to notify the board at the next regularly scheduled meeting that a transfer pursuant to the Act was accepted.~~

In lieu of applying for a transfer under the Act, students of military families may also establish residency in the district and enroll in the district as outlined in the district's residency policy.

**APPLICATION FOR TRANSFER UNDER THE
DEPLOYED PARENTS SCHOOL ACT OF 2013**

1. Full name of student as it appears on the student's birth certificate:

2. Date of student's birth: _____

3. Current address of student: _____

4. Full name(s) of student's parent(s):

5. Name of parent on active duty (copy of Department of Defense ID card required):

6. Full name of student's custodian(s) during parent's active duty:

7. Address of custodian(s):

8. Period of parent's active duty (copy of orders required):

9. School district in which student currently resides: _____

10. School district which student attends, if different from above: _____

11. Current or last completed grade of student: _____

12. Grade in which the student desires to enroll: _____

13. Courses in which the student desires to enroll in each semester in the coming school year:

14. If the student has been identified as a child with a disability, this district will need to review all such records to implement the student’s current or anticipated Individualized Education Program (IEP) and conduct the statutorily-required joint IEP conference with the resident school district. Is the student currently, or has the student been, a child with a disability who received an IEP?

Yes _____ No _____

If Yes: Briefly describe the nature of the disability; the approximate time period in which the student has been, or was, under an IEP; and the names of the school districts which implemented the student’s IEP:

15. Do you agree to complete the Consent for Release of Confidential Information, allowing this district to review all educational records of the student from all previous schools attended by the student?

Yes _____ No _____

ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)

Acquired Immune Deficiency Syndrome (AIDS) is one of a number of communicable diseases which require special precautions to prevent transmission in the school environment. Because there is no cure for AIDS and because it is a life threatening disease, it is imperative that specialized procedures be followed in the handling of a student who is diagnosed as a carrier of the AIDS virus.

1. Nature of the AIDS Virus:

AIDS is a disease which disables the body from fighting infection. The cause of the disease is infection by the Human T Lymphotropic Virus, Type III (HTLV III), also known as Human Immunodeficiency Virus (HIV). Three categories of outcomes result from infection by HTLV III. The first, AIDS, is the most severe form of the infection and most victims die within two years. The second form of infection is AIDS Related Complex (ARC), a milder form with less severe symptoms. The third and most common form of infection by HTLV III causes the affected person to be an Asymptomatic Carrier, having no symptoms but still believed capable of transmitting the virus to others. Based upon the medical evidence presently available, it appears that each of the three levels or stages of HTLV III infection is contagious under certain conditions.

2. Transmission of AIDS:

Unlike many other communicable diseases, AIDS is not believed by most medical authorities to be transmissible through casual contact in the normal school environment. Present medical knowledge indicates that the AIDS virus is transmitted by the introduction of the virus into the blood stream through sexual contact, sharing of hypodermic needles among intravenous drug users, receiving blood transfusions from infected individuals, or at birth. Pending further research, however, any spill of body fluid (blood, tears, semen, saliva, vomitus, urine, or excrement) by an AIDS infected individual should be considered as a possible source of infection.

3. Cleanup of Body Fluids:

Since it is not always known whether a student is infected with the HTLV III virus, rubber gloves and a 1-10 solution of household bleach in water are to be used in cleaning up a spill of body fluid by my student. Insofar as possible, paper towels or other disposable paper products are to be used. Following cleanup, the rubber gloves and paper towels are to be sealed in a plastic bag and discarded. Used sanitary napkins are also to be sealed in plastic bags and disposed of in the same manner. Other materials used in the cleanup, such as mop heads, rags or clothing are to be thoroughly rinsed in a bleach and water solution or washed separately in hot water. Band instruments which are shared among students are to be thoroughly decontaminated between uses. Thorough hand washing with soap and water is also advised. These precautions will help to guard against the spread of not only AIDS but other communicable, though less deadly, diseases.

4. Referral of AIDS Students:

When school administrators learn that a student may have AIDS, the superintendent will refer the matter to the Oklahoma Department of Health, and request that it convene a multidisciplinary team for evaluation and recommendation on school placement for the student. The student's parents or legal guardian and physician and a representative of the superintendent shall be included in the multidisciplinary team.

If the case is verified by medical authorities as the HTLV III virus and if there is a possibility that other students or employees become infected from the AIDS student, the superintendent is authorized to arrange a safe, temporary placement for the student until permanent arrangement can be made.

Following a thorough analysis of the case, the multidisciplinary team will make a recommendation as to whether and under what conditions the student should be permitted to continue in school.

~~If an alternative educational program is required, the program will be established in the least restrictive environment possible, the principal is to establish a separate file on that student to which only the principal and those identified employees are to have access. No entry regarding the AIDS condition is to be made on the student's cumulative record, health card, the computerized student data base or other record.~~

COMMUNICABLE DISEASES

Many communicable diseases, including Human Immunodeficiency Virus (HIV) and/or Acquired Immune Deficiency Syndrome (AIDS), require special consideration in the school environment. The board of education seeks to provide an environment which is safe for all students and employees, while maintaining the dignity and privacy of individuals infected with communicable diseases.

Current research indicates that the risk of transmitting HIV/AIDS and other communicable diseases is low in the school setting when appropriate procedures are followed. All school employees are required to follow the district's Bloodborne Pathogen Exposure Control Plan at all times when there is a potential for exposure to any bodily fluid. Parents/guardians will be notified in the event a minor student has been exposed to a potentially infectious agent.

Information regarding an individual's communicable disease status will be maintained in a separate confidential file and will only be disclosed:

- in compliance with Oklahoma law; or
- with the express approval of the superintendent.

Information about an individual's communicable disease status will not be included in the individual's regular school or health records. Any individual who discloses another person's communicable disease status without the superintendent's express authorization will face disciplinary action.

Communicable Diseases for Which Isolation or Quarantine is Required

No student having a communicable disease, requiring a period of isolation or quarantine, shall enter or remain at a district school site. This shall be in effect until the order for quarantine or isolation has expired or permission for entry and return to the school site and activities has been given by the local county health department or State Department of Health. It shall be the responsibility of the student's parent(s) or legal guardians and District administration—not the student's teacher—to exclude the student. In the event a student known to be infected arrives at a school site or, after their arrival, is discovered to be infected—a school site administrator shall discretely remove the student from the class or activity, place the student in a monitored room where the student will not come into close contact with non-infected persons, and contact the student's parent or legal guardian to make arrangements to send the student home.

Student Admission

No student will be denied an education or participation in the activities of the district-based solely on his/her status as a student infected with a communicable disease. In the event the school administration learns that a student may have a communicable disease, the superintendent or designee will consult with the Oklahoma State Department of Health regarding an appropriate educational environment for the student. All decisions regarding an appropriate educational setting for the student will be made on a case-by-case basis following established policies and procedures for students with chronic health problems or other disabilities. The placement decision will be periodically reviewed, and will also be reviewed at any time a staff member observes behavior which might pose a reasonable risk of transmitting the communicable disease.

Employment

No individual will be denied employment or have his/her contract nonrenewed based solely on his/her status as an individual infected with a communicable disease.

Reference: Okla. Stat. tit. 63, § 1-507 (2021)

**EMERGENCY MEDICAL SERVICES AT
DISTRICT ATHLETIC EVENTS AND ACTIVITIES**

~~As required by the Riley Boatwright Act, prior to the beginning of the 2020-2021 school year, the board of education shall coordinate with the emergency medical services provider that serves the area in which the district is located and develop a plan for the provision of emergency medical services at athletic events or activities held at district facilities.~~

~~This plan shall be reviewed and updated annually, as appropriate, and placed on file with both the district and the emergency medical services provider.~~

Reference: Okla. Stat. tit. 70, § 27-104
FIRST AID STUDENTS (REGULATION)

As required by Okla. Stat. tit. 70, § 27-104 (Riley’s Rule), prior to the beginning of the 2021-2022 school year, the board of education shall coordinate with emergency medical service providers that serve the area in which the district is located and develop an Emergency Action Plan (“Plan”) for each facility and athletic practices, events or activities held at district facilities.

The Plan shall . . .

1. include maps and directions with appropriate contact information for emergency medical services;
2. assign a medical administrator who is a current district employee (e.g., coach, administrator, or athletic director);
3. define responsibilities and personnel on-site, both medical and school officials;
4. include a list of medical equipment that is available and location of the nearest automated external defibrillator — if available;
5. be posted in each district facility;
6. be distributed to all school officials involved in athletic practices, events or activities held at school district facilities; and
7. specifically document actions taken after any emergency to evaluate for debriefing purposes and to determine if there are necessary changes to the Plan.

The Plan shall be reviewed, updated, and rehearsed annually with school officials and local emergency medical services providers and placed on file with both the district and the emergency medical services provider. The Plan shall also be updated to reflect any potential significant changes that would affect implementation of the Plan.

Prior to each athletic event or activity where there are athletes participating from visiting schools, the Plan shall be digitally transmitted to the visiting school administrator or coach by the superintendent or designee, or it shall be posted on the district’s website.

Reference: Okla. Stat. tit. 70, § 27-104 (2021)

ADMINISTRATION OF MEDICINE TO STUDENTS

Purpose

The purpose of this policy is to identify when district personnel are authorized to administer medication to students, when students are authorized to self-medicate and how district personnel will maintain, administer, monitor and dispose of student medication.

Definitions

For purposes of this policy, these terms have the following definitions:

“Inhaler” means a device that delivers a bronchodilator to alleviate symptoms of respiratory distress that is manufactured in the form of a metered-dose inhaler or dry-powder inhaler and that may include a spacer or holding chamber that attaches to the inhaler to improve the delivery of the bronchodilator.

"Medicine" or “medications” includes prescription medications, opiate antagonists and over-the-counter medicines such as but not limited to aspirin, cough syrup, medicated ointments and any other item used to treat an illness, disease or malady. This term shall not include “Sunscreen” as defined below.

“Parent” means a parent, a court appointed guardian or a person having legal custody.

“Respiratory distress” means the perceived or actual presence of coughing, wheezing or shortness of breath.

“Sunscreen” means a compound topically applied to prevent sunburn.

Policy

Under Oklahoma law, a school nurse, an administrator or a designated school employee may administer prescription and nonprescription medications and assist in applying sunscreen to students. Only designated employees who have successfully completed specific training in the administration of nonprescription and prescription medications may administer medication to students with legitimate health needs.

Except as provided in this policy and in the district’s Student Diabetes Care and Management policy, students may not retain possession of or self-administer any medicine. Violation of this rule will be reported to the student's parent and may result in discipline, including out-of-school suspension.

As further set out below, the district retains the discretion to reject requests for the administration of medication or application of sunscreen and to discontinue the administration of medication or application of sunscreen.

The parent must deliver the student’s medicine to the school nurse or school administrator in its original container with the parent’s written authorization for administration of the medicine. Sunscreen for application by a school nurse must be delivered to the school nurse or school administrator in its original container with the parent’s written authorization for application of sunscreen. The parent's authorization for either administration of medicine or application of sunscreen must identify the student, the medicine or sunscreen, and include or refer to the label for instructions on administration of the medicine. The school

nurse, an administrator or a designated employee will administer the medicine to the student or assist the student in applying sunscreen pursuant to the parent's instructions and the directions for use on the label or in the physician's prescription. The parent must complete a new authorization form annually and for each change of medication or sunscreen. The district will maintain the authorization form as a part of the student's health record. Authorization forms will be available in the principal's office. A parent who chooses to do so may come to the school and personally dispense medication or apply sunscreen to the student.

The administration of each school will keep a record of the students to whom medicine is administered or sunscreen is applied, the date of administration or application, the person who administered the medicine or applied the sunscreen, and the name or type of medicine or sunscreen administered.

Medications and sunscreen will be stored in a separate locked drawer or cabinet that is readily accessible only to the persons who will administer the medication or apply the sunscreen. Medications requiring refrigeration will be refrigerated in a secure area.

Any person administering medicine or applying sunscreen to a student will participate in training by October 1 of each year conducted by a school nurse or other health care professional. The training will include:

- Review of state statutes and school rules and regulations (including this policy) regarding administration of medication and application of sunscreen by school personnel;
- Procedures for administration, documentation, handling and storage of medication; and
- Medication needs of specific students, desired effects, potential side effects, adverse reactions and other observations.

Only those persons who successfully complete the training are authorized to administer medication or apply sunscreen. Each school site will maintain a current list of those authorized to administer medication and apply sunscreen at that site.

students who are able to self-administer specific medications, such as inhaled asthma medication or anaphylaxis medication, replacement pancreatic enzymes, or use specialized equipment, such as an inhaler or Epinephrine injector, may do so provided such medication and specialized equipment are transported and maintained under the students' control in compliance with the following rules:

- A licensed physician or dentist must provide a written order that the student has a particular medical condition (asthma, anaphylaxis, cystic fibrosis, etc.), is capable of and has been instructed in the proper method of self-administration of medication. It is the parent's responsibility to contact the physician and have the physician complete and return the required order.
- The parent must provide a written authorization for self-administration of medication.
- Parents who elect self-medication understand and agree that the district, its agents and employees shall incur no liability for any adverse reaction or injury the student suffers as a result of self-administration of medication and/or use of specialized equipment.

- The written authorization will terminate at the end of the school year and must be renewed annually.
- If the parent and physician authorize self-medication, the district is not responsible for safeguarding the students' medications or specialized equipment.
- Students who self-medicate are prohibited from sharing or playing with their medication or special equipment. If a student engages in these activities the parent will be contacted and a conference will be scheduled with the parent, student, nurse and other appropriate persons.
- Students will not be allowed to self-administer:
 - Narcotics;
 - Prescription pain killers;
 - Medication used to treat ADD/ADHD or other psychological or behavior disorders; and
 - Other medication hereafter designated in writing by the district.
- Except as otherwise provided by an individual student's school health plan, students may self-administer non-diabetes and non-anaphylaxis-related injectables only in the school office in the presence of authorized school personnel. Diabetes-related injectables will be administered in accordance with the district's Management of Students with Diabetes policy.
- Students who self-medicate are encouraged to wear Medic Alert bracelets or necklaces.
- The parent will provide an emergency supply of a student's inhaled asthma medication or anaphylaxis medication or replacement pancreatic enzymes to be administered by school personnel, as required by state law.

Students who are able to self-apply sunscreen may do so provided such sunscreen is regulated by the Food and Drug Administration. Students may self-apply sunscreen without the written authorization of a parent, legal guardian or physician. All students are permitted to possess sunscreen that is regulated by the Food and Drug Administration.

Sunscreen

School staff will only assist the student in applying sunscreen with the parent's written authorization and according to label directions or, if applicable, written instructions from the student's physician. The sunscreen must be in the original container indicating:

- Ingredients; and

- Directions for Application.

Nonprescription Medication

School staff will only administer nonprescription medication with the parent's written authorization and according to label directions or written instructions from the student's physician. The medication must be in the original container that indicates:

- Student name (affixed to the container);
- Ingredients;
- Expiration date;
- Dosage and frequency;
- Administration route, i.e., oral, drops, etc.; and
- Other directions as appropriate.

School staff will only administer aspirin (acetylsalicylic acid) and products containing salicylic acid with written instructions from the student's physician. The parent must provide and maintain a supply of nonprescription medication for the student.

Prescription Medication

Except for district-wide Epinephrine injectors, school staff will only administer prescription medication with written authorization and instructions. Prescription medication must be in the original container that indicates:

- Student name;
- Name and strength of medication and expiration date;
- Dosage and directions for administration;
- Name of the licensed physician or dentist;
- Date, name, address and phone number of the pharmacy.

The parent must provide and maintain the supply of prescription medication for the student.

The parent must reclaim any remaining medication by the last official day of school closing or within seven days after the prescribing physician discontinues the medication. The school nurse or designated employee will destroy in a nonrecoverable fashion in the presence of a witness any medication not timely reclaimed. The person who destroys the medication will record the following information:

- Date of destruction;

- Time of destruction;
- Name and quantity of medication destroyed; and
- Manner of destruction of medication

Any and all controlled substances will be destroyed according to state law.

The school nurse or designated employee will advise the principal or designee if discontinuance of medication to a student is appropriate and assist in informing the parent. Legitimate reasons for discontinuing administration of medication include, but are not limited to the following:

- A legitimate lack of space or facility to adequately store specific medication;
- Lack of cooperation by the student, parent and/or prescribing doctor and the district;
- An unexpected and/or adverse medical reaction to the medication at school, i.e., mood change, allergic reaction, etc., considered to be harmful to the health and well-being of the student;
- Any apparent change in the medication's appearance, odor, or other characteristics that raise reasonable doubts about the quality of the medication; and
- The medication expiration date has passed.

Seizure-Rescue Medication (*Seizure-Safe Schools Act*)

Beginning January 1, 2022, at every school site that has a student enrolled who (1) has a seizure disorder and (2) has a seizure rescue medication or other medication prescribed to treat seizure disorder symptoms approved by the Food and Drug Administration and any successor agency that is prescribed by the student's health care provider, the district shall have at least one employee who has met the training requirements necessary to (1) administer or assist with the self-administration of seizure medication, and (2) recognize the signs and symptoms of seizures and the appropriate steps to be taken to respond to these symptoms. For purposes of this training, the district is permitted by law to use any adequate and appropriate training programs or guidelines for training of school personnel in the seizure disorder care tasks covered under this policy.

Before a seizure rescue medication can be administered to a student to treat seizure disorder symptoms, the student's parent or legal guardian shall do the following:

- A. provide the school with **written authorization** to administer the medication at school;
- B. provide a **written statement** from the student's health care provider that shall contain the following information:
 - the student's name,
 - the name and purpose of the medication,
 - the prescribed dosage,
 - the route of administration,
 - the frequency that the medication may be administered, and
 - the circumstances under which the medication may be administered;

- C. provide the **prescribed medication** to the school in its unopened, sealed package with the label affixed by the dispensing pharmacy; and
- D. collaborate with school personnel to create a “**seizure action plan**,” which means a written, individualized health plan designed to acknowledge and prepare for the health care needs of a student diagnosed with a seizure disorder.

The written authorization and seizure action plan shall be kept on file in the office of the school nurse or school administrator, and it shall be distributed to any school personnel or volunteers responsible for the supervision or care of the student. The written authorization and seizure action plan shall be effective only for the school year in which written authorization is granted and may be renewed each following school year upon fulfilling requirements A–D above. The district shall follow all administrative rules promulgated by the State Board of Education for the development and implementation of the seizure education program and the procedures for the development and content of seizure action plans.

Pursuant to state law, a school employee may not be subject to any disciplinary proceedings resulting from an action taken in compliance with *Seizure-Safe Schools Act*, and any employee acting in accordance with the provisions of that act shall be immune from civil liability unless the actions of the employee rise to the level of reckless or intentional misconduct. Any district-employed school nurse shall not be responsible for and shall not be subject to disciplinary action for actions performed by a volunteer.

District-Wide Use of Epinephrine Injectors

The board of education has authorized the superintendent to obtain a prescription for Epinephrine injectors in the name of the school. This prescription will be of a quantity sufficient to provide for two (2) injectors at each site.

The superintendent will designate personnel at each site to:

- be responsible for obtaining and maintaining an adequate supply of injectors from the central office;
- ensure appropriate training on the administration of the injectors for designated staff members;
- distribute and maintain annual parent/guardian consent forms.

No employee, except a school nurse, will be required to agree to be trained in the use of Epinephrine injectors or to administer Epinephrine injections.

District employees are still required to call 911 in the event of an emergency, including any time an Epinephrine injector is used.

Annual written notice will be provided to all parents/guardians that trained employees are authorized to administer Epinephrine injections to any student who appears to be having an anaphylactic reaction if the parent /guardian has given written consent and waived liability related to the good faith use of the injection. No Epinephrine injection shall be given if the proper written consent is not on file with the district.

District-Wide Use of Inhalers

The board of education has authorized the superintendent to obtain a prescription for inhalers and spacers or holding chambers in the name of the school district. This prescription will be of a quantity sufficient to provide for two (2) inhalers with spacers and holding chambers in a secure location at each school site.

The superintendent will designate personnel at each school site to:

- be responsible for obtaining and maintaining an adequate supply of inhalers with spacers and holding chambers from the district's central office;
- ensure appropriate training on the administration of the inhalers with spacers and holding chambers for designated staff members;
- distribute and maintain annual parent/guardian consent forms.

Only a school nurse or school employee trained by a health care professional will be required to agree to be trained in the use of inhalers with spacers and holding chambers.

School employees are still required to call 911 in the event of an emergency, including any time an employee believes a student is experiencing respiratory distress.

Annual written notice will be provided to all parents/guardians that trained employees are authorized to administer inhalers to any student who is believed to be experiencing respiratory distress.

The District must also immediately notify a student's parent/guardian after administration of an inhaler.

The parent/guardian must provide written consent and waive liability related to the good-faith use of the inhaler. No inhaler shall be given if the proper written consent from the parent/guardian is not on file with the district.

Administration of Opiate Antagonists (e.g., Narcan) by District Personnel

District medical personnel (certified school nurse or any other nurse employed by or under contract with the district) or any other person designated by the Superintendent may administer an opiate antagonist for a suspected opiate overdose by a student or other individual exhibiting signs of an opiate overdose.

The Superintendent may authorize one or more district employees to receive training offered by the Department of Mental Health and Substance Abuse Services, a law enforcement agency or any other entity in recognizing the signs of an opiate overdose and administering an opiate antagonist. The Superintendent may designate persons to receive this training who have been required to receive annual training in cardiopulmonary resuscitation and the Heimlich maneuver (70 Okla. Stat. §1210.199). Furthermore, if a person or persons designated and trained to administer an opiate antagonist are absent, the Superintendent or designee may authorize any person to administer an opiate antagonist to a student or other individual exhibiting signs of an overdose.

Any person administering an opiate antagonist to a student or other individual at a school site or school-sponsored event, in a manner consistent with addressing opiate overdose, shall be covered by Oklahoma's Good Samaritan Act. In the event of a suspected overdose, the district and its employees or designees shall be immune from civil liability in relation to the administration of an opiate antagonist.

Reference: OKLA. STAT. tit. 70 § 1-116.2, 70 § 1-116.3
Okla. Stat. tit. 70 § 1210.199

Okla. Stat. tit. 70 §1210.242
Okla. Stat. tit. 63 §1-2506.1
Okla. Stat. tit. 70, § 1210.183

**CONSENT FOR THE ADMINISTRATION OF AN
EPINEPHRINE INJECTION**

I, _____, the parent/guardian of _____
_____, a minor child and student of _____ School, give
consent for my child to receive an Epinephrine injection in the event trained school personnel believe my
child is having an anaphylactic reaction.

I understand that that the prescription for the Epinephrine injector will be a prescription issued to the school
and not to my child individually. I further understand that if an injection is administered, it will be given
by a school employee who has received training pursuant to the requirements of Oklahoma law. I
understand that no employee of the school will incur any legal liability regarding the decision to administer
or not administer an Epinephrine injection to my child. I acknowledge that a full copy of the school's policy
regarding the administration of Epinephrine injections is available upon request.

I have read these terms and conditions and request that my child receive an Epinephrine injection in the
event that trained school personnel believe my child is having an anaphylactic reaction.

Parent/Guardian Signature

Date

Witness

**CONSENT FOR THE ADMINISTRATION OF AN
INHALER**

I, _____, the parent/guardian of _____

_____, a minor child and student of Guthrie Public Schools, give consent for my child to be administered an inhaler in the event trained school personnel believe my child is exhibiting symptoms of respiratory distress.

I understand that that the prescription for the inhaler will be a prescription issued to the school district and not to my child individually. I further understand that if an inhaler is administered, it will be given by a school employee who has received training pursuant to the requirements of Oklahoma law. I understand that no employee of the school district will incur any legal liability regarding the decision to administer or not administer an inhaler to my child. I acknowledge that a full copy of the district's policy regarding the administration of inhalers is available upon request.

I have read these terms and conditions and request that my child be administered an inhaler in the event that trained school personnel believe my child is exhibiting symptoms of respiratory distress.

Parent/Guardian Signature

Date

Witness Signature

Guthrie Public Schools
Parental Authorization to Administer Seizure Rescue Medication

TO: _____
(Administrator) (School)

I am the parent, guardian or legal custodian with legal custody of _____, a minor student attending this school.

During the school day, this student may require administration of a seizure rescue medication by authorized School District personnel. I hereby give my consent and authorize the school nurse, the principal, or _____ (an employee of the School District designated by the school nurse, the principal, and me) for the _____ school year to administer _____ (name of drug), a seizure rescue medication which I am hereby supplying you in its unopened, sealed package with the label affixed by the dispensing pharmacy intact.

I understand that under state law before a seizure rescue medication can be administered to the student at school, I must do the following:

1. provide the school with this written authorization to administer seizure rescue medication at school;
2. provide the school with a written statement from my child’s health care provider that must contain the following information:
 - a. the student’s name,
 - b. the name and purpose of the medication,
 - c. the prescribed dosage,
 - d. the route of administration,
 - e. the frequency that the medication may be administered, and
 - f. the circumstances under which the medication may be administered;
3. provide the prescribed medication to the school in its unopened, sealed package with the label affixed by the dispensing pharmacy intact; and
4. collaborate with school personnel to create a seizure action plan.

I understand that under state law employees of the School District shall not be liable to the student or the student's parent or guardian for civil damages for any personal injuries to the student which result from acts or omissions of school employees taken in compliance with the *Seizure-Safe Schools Act* unless that employee’s actions rise to a level of reckless or intentional misconduct. I also understand that under state law, a school nurse shall not be responsible for actions performed by a volunteer.

I agree to abide by all of the terms of the School District’s Policy on the Administration of Medicine to Students, a copy of which will be given to me on my request. I also understand my obligations under this policy must be fulfilled before the school can administer a seizure rescue medication to my child and that this written authorization is only valid for the current school year and must be renewed every succeeding school year before seizure rescue medication can be administered to my child at school for that school year.

Date

Signature

Address

Parent with legal custody/guardian

Guthrie Public Schools
Statement of Health Care Provider Regarding Administration of
Seizure Rescue Medication at School

To whom it may concern:

Pursuant to the *Seizure-Safe Schools Act*, Okla. Stat. tit. 70, §1210.183 (2021), before School District personnel may administer a seizure rescue medication to _____, birthdate _____ (“student”), the following information must be provided to the School District by the student’s physician.

Please print legibly or type the following information:

1. Student’s Name _____ ;
2. Name and Purpose of the Medication _____
_____ ;
3. Prescribed Dosage _____ ;
4. Route of Administration _____ ;
5. Frequency by which Medication may be Administered _____ ; and
6. Circumstances under which Medication may be Administered _____

I affirm that I am the student’s physician and that the information provided on this form is accurate and was provided by me.

Signature of Physician (or Adult Student)

Printed Name & License No.

STUDENT BEHAVIOR AND DISCIPLINE**Discipline Code**

The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Altering or attempting to alter another individual's food or beverage
2. Arson
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
5. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
6. ~~Cheating~~ Academic Misconduct, including, but not limited to, cheating, plagiarism, unauthorized collaboration, alteration of academic materials or other academic misbehavior
7. Complicity in misconduct by others, including, but not limited to, attempting to or encouraging others to commit prohibited conduct. Apathy or acquiescence in the presence of prohibited conduct is violative of this policy.
- ~~7.~~ 8. Conduct that threatens or jeopardizes the safety of others
- ~~8.~~ 9. Cutting class or sleeping, eating or refusing to work in class
- ~~9.~~ 10. Disorderly conduct, including behaving in a disorderly, lewd, indecent manner or breaching the peace on school property or in school-sponsored activities. Examples include, but are not limited to, obscene language, profanity, inappropriate behavior or gestures, indecent exposure, nonconsensual photography, video, or audio recording of another person on school premises or at school-sponsored events when recording causes or is likely to cause injury or distress
- ~~10.~~ 11. Disruption of the educational process or operation of the school — as to disruptive behavior in the classroom specifically, engaging in behavior that a reasonable person would view as substantial or repeated interference with the instructor's ability to teach the class or the ability of other students to benefit from instruction
12. Extortion
- ~~11.~~ 13. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
- ~~12.~~ 14. Failure to comply with state immunization records

- ~~13.~~ 15. False reports or false calls
- ~~14.~~ 16. Fighting
- ~~15.~~ 17. Forgery, fraud or embezzlement
- ~~16.~~ 18. Gambling
- ~~17.~~ 19. Gang related activity or action
- ~~18.~~ 20. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts
- ~~19.~~ 21. Hazing (whether involving initiations, admission into, affiliations with, or as a continued involvement in a group or organization or not) in connection with any school activity, regardless of location. Hazing, includes, but is not limited to, any activity that recklessly or intentionally endangers the mental or physical health or safety of a student. Likewise, engaging in any action or activity that causes or is likely to cause physical or mental discomfort or distress that may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants is violative of this policy
- ~~20.~~ 22. Immorality
- ~~21.~~ 23. Inappropriate attire, including violation of dress code
- ~~22.~~ Inappropriate behavior or gestures
- ~~23.~~ Indecent exposure
- 24. Intimidation or harassment because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
- 25. ~~Obscene language~~ Physical or verbal abuse, including, but not limited to, physically restraining or transporting someone against their will
- ~~26.~~ Physical or verbal abuse
- ~~27.~~ Plagiarism Possessing, distributing or viewing obscene materials, including electronic possession, distribution or viewing (sexting)
- ~~28.~~ 26. Possession or distribution of a caustic substance
- ~~29.~~ 27. Possessing, distributing or viewing obscene materials, including electronic possession, distribution or viewing (sexting)
- ~~30.~~ 28. Possession of synthetic urine, a warmer or any other item with the intent to use that item to tamper with a drug or alcohol test
- ~~31.~~ 29. Possession, without prior authorization, of a wireless telecommunication device

- ~~32-~~ 30. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.). Students who are members of JROTC and are participating in an authorized school program may, with prior approval from the principal, bring an inoperable weapon to school for the sole and exclusive purpose of participating in the program. Students may only possess the inoperable weapon in a manner consistent with the authorization to participate in the program
- ~~33-~~ 31. Possession, claimed possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.
- ~~34-~~ 32. Possession or claimed possession of illegal and/or drug related paraphernalia;
- ~~35-~~ 33. Possession, or claimed possession, distribution, or claimed distribution of supplements, prescription medicine, and/or non-prescription medicine while at school and school related functions without prior district approval
- ~~36-~~ ~~Profanity~~
- ~~37-~~ 34. Purchasing, selling and /or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions
35. **School Bus or Transportation Misconduct – While riding on any district school bus or other district-provided mode of transportation, engaging in any of the following acts is prohibited: (a) throwing any object; (b) placing any part of one’s body out of a window (bus moving or stationary); (c) eating, drinking, and/or possessing food or drink while on a bus (lunches taken to school are excluded provided they are packed in a container and the container is not opened on the bus); (d) failure to remain seated (feet on floor, facing front); (e) disrespectful words, comments or actions toward the driver or other passengers; (f) blocking the aisle; (g) pushing while loading/unloading or while bus is approaching; (h) transporting unauthorized items; (i) any type of harassment; (j) excessive noise; and (k) improper street crossing during loading or unloading**
- ~~38-~~ 36. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
- ~~39-~~ 37. Theft
- ~~40-~~ 38. Threatening behavior, including but not limited to gestures, written or verbal expression, electronic communication or physical acts, **or electronic communications**
- ~~41-~~ 39. Truancy
- ~~42-~~ 40. Use, possession, claimed possession, distribution or selling marijuana or marijuana related products in any form. “Marijuana” is defined as provided for in the District’s policy on Medical Marijuana, Hemp & Cannabidiol (CBD)
- ~~43-~~ 41. Use, possession, distribution or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, and vapor products which includes noncombustible products that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size,

that can be used to produce a vapor in a solution or other form. A vapor product also includes any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. Vapor product not included are any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act

- 44. 42. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
- 45. 43. Using racial, religious, ethnic, sexual, gender or disability-related epithets
- 46. 44. Use of the school's ~~technology~~ resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies, in any manner not authorized by school officials, or in violation of law
- 47. 45. Vandalism
- 48. 46. Violation of Board of Education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property
- 49. 47. Vulgarity
- 50. 48. Willful damage to school property
- 51. 49. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

School Safety and Bullying Prevention Act (Okla. Stat. tit. 70, § 24-100.2)

The Oklahoma Legislature established the *School Safety and Bullying Prevention Act* with the express intent of prohibiting bullying in all schools. In addition to the prohibition listed in the student discipline code, above, the board has adopted a separate policy prohibiting bullying and outlining the district's plan to address it.

Sample Disciplinary Options

Instructor or Administrator Intervention

May include, but is not limited to: warning conference with student, parent conference, referral to counselor, behavioral contract, restriction of privileges, requirement of corrective action by student, changing student's seat or class assignment, involvement of local authorities or agencies, or other appropriate action as required or indicated by the circumstances.

Detention

Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/principal at the specified time with class work to be studied. Detention may be assigned on a week-day or on a Saturday, as deemed appropriate.

Alternative In-School Placement

Alternative in-school placement is an optional correctional measure that may be used by the school when deemed appropriate. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school representatives. **Any such placement will be made in accordance with applicable special education procedural safeguards.**

Alternative Out-of-School Placement

Alternative out-of-school placement is an optional correctional measure specifically authorized in cases when a student has made electronic communications intended to terrify, intimidate, harass, or threaten injury or harm to faculty or students. Any such placement will be made in accordance with applicable special education procedural safeguards.

School Service

School service may be required of students when an administrator believes that it would allow the student to understand the logical consequences of his/her conduct. Examples include, but are not limited to, cleaning after vandalism or littering, helping a teacher after disrupting a class, etc. School service will not be utilized to augment the district's workforce, in ways which are likely to endanger a student, or in a manner which is designed to unduly embarrass a student.

Out of School Student Suspension

The reference to "parent" in this section of the policy refers to a student's parent or legal guardian.

The reference to "principal" means the school principal or the school staff member to whom the principal has delegated the responsibility for student discipline.

Students may be suspended out of school pursuant to the district's policy regarding student suspension.

A. Behavior or Conduct that May Result in Suspension:

Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the school or the District for:

1. violation of a school regulation;
2. possession of an intoxicating beverage, low-point beer, as defined by Okla. Stat. tit. 37, § 163.2, wireless telecommunication device, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; and

3. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the District's policy related to firearms.

Students who are suspended under categories 1 or 2 will be provided with an education plan as outlined below. No education plan will be required for students who are suspended under category 3.

Violent Acts Toward School Personnel

Any student in grades 6 through 12 found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for the school shall be suspended for the remainder of the current semester and the next consecutive semester. For good cause and considering the totality of the circumstances, the District's superintendent or designee may modify the term of the suspension. Final action as to any such suspension, including its term, remains with the board of education pursuant to a timely appeal.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requiring an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

B. District's Obligation Applicable to All Out-of-School Suspensions

Alternative In-School Placements

Before the District, through its designated representatives, recommends out-of-school suspension, alternative in-school placements including, but not limited to: placement in an alternative school setting, reassignment to another classroom, placement in in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or corrective actions that may be used, if warranted, as an alternative to out-of-school suspension.

Students with Disabilities

THE DISTRICT WILL PROVIDE ADDITIONAL PROCEDURAL SAFEGUARDS AS REQUIRED BY LAW FOR STUDENTS IDENTIFIED AS HAVING DISABILITIES UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT OR SECTION 504 OF THE REHABILITATION ACT/TITLE II OF THE AMERICANS WITH DISABILITIES ACT WHO ARE SUSPENDED OUT OF SCHOOL OR ARE OTHERWISE SUBJECT TO DISCIPLINARY REMOVAL.

C. Pre-Out-of-School Suspension Conferences

1. When a student engages in behavior or conduct that may result in suspension, the principal shall conduct an informal conference with the student.
2. at the conference with the student the principal shall read the policy, rule or regulation that the student is charged with having violated and shall discuss the conduct of the student that is a violation of the policy, rule or regulation.

3. The student shall be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.
4. If it is concluded that an out-of-school suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the out-of-school suspension.
5. The principal shall immediately notify the parent by phone and in writing that the student is being suspended out of school and that alternative in-school placement or other available options have been considered and rejected. Elementary and middle school students shall not be dismissed before the end of the school day without advance notice to the parent.

D. Immediate Out-of-School Suspension Without a Pre-Out-of-School Suspension Conference

1. A student may be suspended out-of-school without the above pre-out-of-school suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, or school employees, or to school property, or a continued substantial disruption of the educational process.
2. In such cases, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

E. Conferences with Parents

1. The principal will seek to hold a conference with the parent or guardian as soon as possible after the out-of-school suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is notified that an out-of-school suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.
2. At the conference, the principal will read the policy, rule or regulation the student is charged with having violated and will briefly outline the conduct or behavior on the part of the student. The principal will also explain the basis for an out-of-school suspension rather than the use of alternative options. The parent should be asked by the principal if he/she understands the rule and the charges against the student.
3. At the conclusion of the conference the principal shall state whether he/she will terminate or modify the out-of-school suspension. In all cases the parent will be advised of his/her right to have the out-of-school suspension reviewed by the Out-of-School Suspension Committee, the Superintendent or the Superintendent's designee and/or the Board of Education as provided by this Policy. If the parent is in agreement with the principal's decision, he/she will be requested to sign a Waiver of Review.

F. Out-of-School Suspension Requirements

1. An out-of-school suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension in excess of ten (10) school days. A short-term out-of-school suspension shall be a period of ten (10) or fewer school days.
2. In no event should an out-of-school suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case an out-of-school suspension for up to one calendar year is appropriate. Out-of-school suspensions involving firearms are governed by the School District's Gun-Free Schools Student Suspension Policy (F-45A). Out-of-school suspensions should have a

definite commencement and ending date; indefinite out-of-school suspensions are not permitted. It is recommended that out-of-school suspensions beyond ten (10) days be imposed only in serious situations.

3. Out-of-school suspensions should be consistent; that is, one student should not be suspended out of school for a few days and another student suspended out of school for an extended period for the same or similar offense. However, the principal may take previous conduct and previous disciplinary actions and out-of-school suspensions of the student into consideration.
4. Out-of-school suspensions until the student performs some remedial act are not permitted; however, the student may be advised that an out-of-school suspension of definite length will be terminated at an earlier date if he/she performs a prescribed remedial act or acts.

G. Individualized Plans for Out-of-School Suspension

Out-of-school suspensions in excess of five (5) days shall include an Individualized Plan for Out-of-School Suspension ("Plan") that shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.

The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.

A copy of the Plan shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

H. Records and Reports

The principal will keep written records of each out-of-school suspension conference containing the date of the conference, the names of the persons present, the time duration of the conference, and the basis for rejection of alternative disciplinary options. Also, the principal shall maintain records related to the Education Plan and the student and/or parent's compliance or non-compliance with the Plan.

I. Short-Term Out-of-School Suspensions (Out-of-School Suspensions of Ten (10) or Fewer School Days)

The Board of Education recognizes that student out-of-school suspensions of ten (10) or fewer school days (referred to as "short-term out-of-school suspensions") involve less stigma and require less formal due process procedures than are required for out-of-school suspensions of greater than ten (10) school days (referred to as "long-term out-of-school suspensions"). Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the out-of-school suspension decision to a committee composed of administrators and/or teachers. The composition of the committee shall be reserved to the District's discretion.

Method of Appeal to a Committee:

1. An appeal to a committee can be requested by letter to the school principal, which must be received within five (5) days after the principal's out-of-school suspension decision is received by

the student, or his/her parent or guardian. The out-of-school decision will become final and nonappealable if a request is not timely submitted.

2. Upon receipt of the request, the school principal shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee is authorized. If the school principal determines that the period of out-of-school suspension is greater than ten (10) school days, or if for any reason, the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term out-of-school suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the Board of Education.

Hearing the Appeal:

1. The Superintendent of Schools, or his or her designee, shall appoint a review committee consisting of not less than three School District employees who shall be certified administrators and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.
2. The Superintendent of Schools or his or her designee shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration will be given to accommodate the work schedules of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.
3. The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule or regulation which the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian will be asked by the committee if they understand the rule and charges against the student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.
4. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the out-of-school suspension. The committee's decision shall be communicated in writing and a copy will be mailed to the parent or guardian of the student, the principal and the Superintendent of Schools.
5. The decision of the committee shall be final and nonappealable.

J. Long-Term Out-of-School Suspensions (Out-of-School Suspensions in Excess of Ten (10) School Days)

Right of Appeal:

A parent, legal guardian or the student may appeal the principal's out-of-school suspension decision in excess of ten (10) school days to the Suspension Review Committee, the Superintendent of Schools and the Board of Education

Method of Appeal to the Suspension Review Committee:

1. Within five (5) days from the date the principal's decision is received by the parent/guardian or student, the student's parent/guardian may request, in writing, a review of the out-of-school suspension by the suspension review committee. If a request for review is made, the building principal and the SRC will follow the procedures outlined below for out-of-school suspensions of ten (10) days or less, except the decision of the SRC is not final and may be appealed. **Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.**
2. If no appeal is received within five (5) calendar days after the principal's decision is received by the parent or student, the principal's out-of-school suspension decision will be final and nonappealable.
3. If the student's parent/guardian is not satisfied by the decision of the SRC, he/she may request a further review by the Superintendent of Schools or his/her designee by written notice to the school principal within five (5) days after the parent/guardian is notified of the SRC's decision. Upon receipt of a request to appeal the SRC's decision the school principal will immediately deliver the request to the Superintendent of Schools or his/her designee.

Method of Appeal to the Superintendent of Schools or His/Her Designee:

1. An appeal can be presented by letter to the Superintendent of Schools.
2. The Superintendent of Schools or his/her designee should hold a conference with the parent or guardian as soon as possible after receipt of the appeal. The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.
3. At the conference, the Superintendent of Schools or his/her designee will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct of the part of the student. The parent should be asked by the Superintendent of Schools or his/her designee if he/she understands the rule and the charges against the student.
4. Within twenty four (24) hours of the conclusion of the conference the Superintendent of Schools or his/her designee will notify the parent/guardian or student whether he/she will terminate or modify the out-of-school suspension. In all cases the parent will be advised of his/her right to have the out-of-school suspension reviewed by the Board of Education. If the parent is in agreement with the decision of the Superintendent of Schools or his/her designee, he/she will be requested to sign a waiver of review by the Board

Method of Appeal to the Board of Education:

1. An appeal can be requested by letter to the Superintendent of Schools or to the Clerk of the Board of Education.
2. If no appeal is received within five (5) days after the decision of the Superintendent of Schools or his/her designee is received by the parent or student, the decision of the Superintendent or his/her designee will be final.

Hearing the Appeal:

1. The Board will hear the appeal as soon as possible. The Board's decision is final and nonappealable.
2. The parent and student will be notified in writing of the date, time and place of the hearing.

3. The parent and student will have the right to an “open” or “closed” hearing, at their option.
4. Reasonable efforts will be made to accommodate the work schedule of parents.

Procedure for Student Out-of-School Suspension Appeal Hearing Before the Board of Education:**1. The Board should:**

- a. Announce that the next agenda item is an out-of-school suspension review hearing for a student.
- b. Ask whether the parents/student wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response is to be made a part of the minutes of the meeting. If parents/guardian, or student request a closed hearing, a motion to go into executive session per their request should be made and voted on.

2. The Board President should advise the parents/student:

- a. That they are entitled to legal counsel, if they desire it.
 - b. That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given an opportunity to cross-examine.
 - c. That the parents/student will be given an opportunity to call any witnesses and present any evidence they may wish, subject to cross-examination by legal counsel for the administration.
 - d. That the Board will consider the evidence and documents and reach a decision which will be recorded by vote in open session.
 - e. That the parents/student may ask any questions about the procedure.
3. Following presentation of 1 and 2 above, all administration witnesses and documents subject to cross-examination.
 4. Parents/student may call any witnesses and present any documents subject to cross-examination.
 5. After each witness is presented School Board members may ask the witness any questions.
 6. Parents’/student’s closing statement
 7. Administration’s closing statement.
 8. Deliberate in private. (If the hearing has not been held in executive session, the Board may still deliberate in executive session pursuant to OKLA. STAT. tit. 25, Section 307 (B)(7) to discuss items which are confidential under state or federal law.)
 9. Return to open session and vote. [After adopting a motion making certain findings of fact the Board must make a motion to:
 - (1) affirm the out-of-school suspension;
 - (2) modify the out-of-school suspension (increase or decrease severity of the out-of-school suspension)Or
 - (3) revoke the out-of-school suspension]

Attendance at School Pending Appeal Hearing

Pending the appeal hearing of an out-of-school suspension to the Board, the student will have the right to attend school under such "in-house" restrictions as the principal deems proper, except that at the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal:

1. the conduct for which the student was suspended out of school reasonably indicates that continued attendance by the student pending any appeal hearing would be dangerous to other students, staff members or school property; or
2. the conduct for which the student was suspended out of school reasonably indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the educational process at the school.

K. Student Privileges While Under Out-of-School Suspension or Under Other Disciplinary or Correctional Measures

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school. In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

PRODUCTION OF PUBLIC RECORDS POLICY

The Board of Education of the Guthrie School District adopts this following Policy Statement in connection with the Oklahoma Open Records Act (the "Act").

District's Philosophy

The school district, as a tax supported institution, recognizes that the public has a right to be fully informed concerning its operation. The School District strongly believes that informed citizens are vital to the successful functioning of the democratic government process which this school district desires to exemplify to its students.

In order to achieve these goals, the board of education hereby states that all records of the school district, except those records designated as confidential in this Policy Statement, or, otherwise, as required by federal or state law, shall be open to any person for inspection, copying and/or mechanical reproduction during regular business hours. All persons requesting the right to inspect non-confidential records of the school district shall be accorded prompt access to those records.

Confidential Records Not Available for Inspection

As permitted by the Act, the school district hereby designates the following records as confidential and not open for public inspection:

1. Records which can be kept confidential under federal or state law.
2. Personnel records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline or resignation.
3. Personnel records where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, and employment applications submitted by persons not hired, and transcripts from institutions of higher education.
4. If disclosure would give an unfair advantage to competitors or bidders, the following: bid specifications for competitive bidding prior to publication, contents of sealed bids prior to bid opening; computer programs or software (but not the data thereon); and appraisals relating to the sale or acquisition of real estate prior to the award of a contract.
5. Except for the fact that a communication has been received and that it is or is not a complaint, personal communications received from a person exercising rights secured by the Oklahoma or United States Constitutions. Any response to such personal communications shall be confidential only to the extent necessary to protect the identity of the person exercising the right.
6. Individual student records, except for:
 - A. Statistical information not identified with a particular student if such information is maintained in a composite form, and
 - B. Directory information as defined in the Act, if pursuant to the Family Educational Rights and Privacy Act that information (1) has been designated by the school district as directory information and (2) parents have been notified of and have not exercised their non-release rights.

7. Teacher lesson plans, tests and other teaching materials.
8. Personal communications concerning individual students.
9. Personal notes and personally created materials, when made prior to taking action, making a recommendation or issuing a report. Confidentiality does not extend to departmental budget requests prepared as an aid to memory or research leading to the adoption of a public policy or the implementation of a public project.
10. The home address of any person employed or formerly employed by the School District.
11. The home telephone number of any person employed or formerly employed by the School District, where disclosure would constitute a clearly unwarranted invasion of personal privacy.

Records Reproduction

The district does not consider publication in a newspaper or broadcast by news media as resale or use of data for trade or commercial purpose. However, the district shall charge the news media and others the direct cost of copying electronic data.

A search fee shall not be charged when the release of documents is in the public interest, including, but not limited to, release to the news media, scholars, authors and taxpayers seeking to determine whether those entrusted with the affairs of the government are honestly, faithfully, and competently performing their duties as public servants.

Records Custodian

The Board of Education hereby designates the superintendent or if such person is not available during regular business hours, then the superintendent's designee as the person authorized to release non-confidential public records for inspection, copying, or mechanical reproduction.

Under Oklahoma law, the board clerk is the custodian of the district's copy of required school board election related filings. Copies of these documents can be obtained by making a request through the clerk's designee, ~~Jana Frey~~ **Samantha Stewart**.

***INTERFERENCE WITH THE PEACEFUL CONDUCT
OF SCHOOL DISTRICT ACTIVITIES***

I. Interfering with Peaceful Conduct

The Superintendent of Schools or anyone designated by the Superintendent or the Board of Education to maintain order in the School District shall have the authority and power to direct any person to leave School District property who is not a student, officer or employee thereof, and who:

1. Interferes with the peaceful conduct of activities on School District property;
2. Interferes with the peaceful conduct of school activities off school district property when students are present;
3. Commits an act that interferes with the peaceful conduct of activities on School District property;
or
4. Commits an act that interferes with the peaceful conduct of school activities off school district property when students are present;
5. Enters School District property for the purpose of committing an act that may interfere with the peaceful conduct of activities on School District property-;
6. Enters non-school district property when students are present for the purpose of committing an act that may interfere with the peaceful conduct of school activities.

For purposes Section I of this policy, ~~the term conduct that~~ “interferes with the peaceful conduct of activities on school district property” includes, but is not limited to, actions that directly interfere with classes, study, student or faculty safety, housing or parking areas or extracurricular activities; threatening or stalking any person; damaging or causing waste to any property belonging to another person or the School District; or direct interference with administration, maintenance or security of property belonging to the School District.

Any person to whom this policy applies, who fails to leave School District property as directed or returns within six (6) months thereafter, without first obtaining written permission from the Superintendent or anyone designated by the Superintendent or the Board of Education, shall be guilty of a misdemeanor.

Appeal Process

After receiving a directive to leave School District property under this policy, the person issued the directive may request reconsideration by taking the following steps:

Appeal Process:

The person may request review of the initial decision by letter to the Superintendent. If no written request is received within five (5) calendar days of the person’s receipt of written notification of the directive to leave School District property, the directive will be final and non-appealable. If the Superintendent issued the initial directive to leave School District property, the Superintendent will appoint another administrator to review his/her decision. The decision of the Superintendent or his/her designee will be final and non-appealable.

The Superintendent or person who issues the directive to leave School District property will give the person to whom the directive is issued a copy of this policy along with the directive to leave District property. During any

appeal process, the person given the directive to leave school property must remain off school property unless the Superintendent, in writing, instructs that the directive is to be stayed pending the appeal process.

II. Disturbing, Interfering, or Disrupting School District Business

- A. **Disturbing, interfering or disrupting.** Any person, alone or in concert with others and without authorization, who willfully disturbs, interferes or disrupts 1) school district business, including any publicly posted meetings; or 2) school district operations; or 3) any school district employee, agent, official, or representative, shall be guilty of a misdemeanor.
- B. **Refusing to leave property.** Any person who is without authority or who is causing any disturbance, interference or disruption who willfully refuses to disperse or leave any property, building, or structure 1) owned, leased, or occupied by the school district or its employees, agents or representatives; or 2) used in any manner to conduct school district business or operations after proper notice by a peace officer, sergeant-at-arms, or other security personnel, shall be guilty of a misdemeanor.

Definition of “disturb, interfere or disrupt.” For purposes of Section II of this policy, the term “disturb, interfere or disrupt” means any conduct that is violent, threatening, abusive, obscene, or that jeopardizes the safety of self or others.

III. School District Power to Petition the District Court Regarding Workplace Harassment and Violence

Workplace harassment and violence are unacceptable and should not be tolerated. Pursuant to Okla. Stat. tit. 12 § 1398, the board of education of the school district may authorize the initiation of an action in a District Court of Oklahoma seeking injunctive and other available relief to address workplace harassment and/or violence. Seeking an injunction pursuant to Section 1398 shall not limit any other action or recourse the Superintendent and school district may have under law and school district policy.

References: Okla. Stat. tit. 21 §§ 1375, 1376
Okla. Stat. tit. 70 §§ 24-131, 24-131.1
Okla. Stat. tit. 12 § 1398
Okla. Stat. tit. 21, § 2011

DIRECT DEPOSIT OF PAYROLL

In the interests of economy and to provide its employees the convenience of having payroll funds available in their bank accounts on payday, the Board of Education has determined to have the net pay of all Guthrie Public School employees directly deposited in a specific banking institution account that is designated in writing by the employee.

Participation in the direct deposit program shall be mandatory from November 1, 2021. Thereafter, all employees shall have their payroll wage payments disbursed through direct deposit to the financial institution of each employee's choice. Agreement to accept direct deposit of payroll funds shall be a prerequisite for new employment with the Guthrie Public Schools, (the "District"). The Board may grant exemptions from this policy on such terms and conditions as it deems necessary.

Direct deposit forms shall be given to every current and new employee on which employees shall designate the financial institution and account information necessary for direct deposit. It shall be the duty of all current employees to submit their completed direct deposit forms to the business office by a date that will be specified by and communicated to them by the Board of Education. Should any current employee fail to submit a completed direct deposit form by the date specified, that employee shall receive a paper check which must be collected from the business office during non-work hours or provide to the business office a self-addressed stamped envelope for each pay period. New employees must submit their completed direct deposit forms to the business office before receiving their first paycheck.

Direct deposit of payroll funds will be made in accordance with the District's payroll schedule for the current year. The District shall electronically provide each employee their direct deposit payroll advice that details payroll information by means that are not burdensome to the employee. No fee or assessment shall be charged to any employee because of the implementation and administration of the direct deposit program under this policy.

It shall be the responsibility of each employee to notify the District's business department of any changes to either the employee's designated bank account or banking institution that would affect direct deposit of funds at least 30 days before the next scheduled payroll disbursement. Should an employee encounter a difficulty in obtaining a bank account for the direct deposit of payroll funds, the District shall work with the employee to set up an account at the District's bank which will be designated as the employee's direct deposit account.

Reference: 70 Okla. Stat. § 6-106.2

LACTATION POLICY

The purpose of this policy is to provide school district employees who are lactating with accommodations should they desire to express breast milk during the workday while separated from their newborn child.

The board of education shall provide any employee who is lactating reasonable paid break time each day to use a designated lactation room for the purpose of maintaining milk supply and comfort. The break time may run concurrently with any break time, paid or unpaid, already provided to the employee.

The board shall make a reasonable effort to designate a private, secure and sanitary room or other location, other than a toilet stall, where an employee can pump or express her milk or breastfeed her child. The designated area shall be a space where intrusion from co-workers, students and the public can be prevented, and one where an employee who is using this area can be shielded from view.

Reference: 29 U.S.C. § 207(r); Okla. Stat. tit. 70, § 5-149.3

SUICIDE AWARENESS, TRAINING, AND PREVENTION

PURPOSE: Suicide is a leading cause of death among young people. The health and well-being of students is of utmost importance to the school district, and the school district is committed to actively preventing suicide through awareness, effective training, outreach, and prevention. This policy outlines strategies, procedures, and resources for preventing suicide, identifying potentially-suicidal students and high-risk behavior, as well as intervention and postvention mechanisms.

SCOPE: This policy is applicable to actions that occur in school district buildings, premises, or property, including vehicles, at school-sponsored functions and activities, and governs the entire school district community, including, but not limited to, staff, students, parents and guardians, and volunteers.

SUICIDE PREVENTION TRAINING: The school district shall provide training and education to all staff members on suicide awareness and prevention on a biennial basis. The training will include evidence-based approaches to suicide prevention or curriculum made available or approved by the Department of Mental Health and Substance Abuse Services, including how to recognize changes in behavior that may be indicative of distress, how to approach students to discuss concerns, and how to refer a parent or student to appropriate resources.

Beginning with the 2022-2023 school year, the school district may provide training to address suicide awareness and prevention to 7th through 12th graders.

Publication and Distribution: The course outline for the training curriculum shall be made available on the school district's website.

NOTIFYING PARENTS AND LEGAL GUARDIANS: Teachers, counselors, principals, administrators and other school personnel, upon determining a student is at risk for attempting suicide, shall notify the parents or legal guardians of the student immediately upon determining such risk exists.

IMMUNITY FROM EMPLOYMENT DISCIPLINE AND CIVIL LIABILITY: Teachers, counselors, principals, administrators and other school personnel shall be immune from employment discipline and any civil liability with respect to the following actions:

1. Calling 911, law enforcement, or the Department of Human Services if they believe a student poses a threat to themselves or others or if a student has committed or been the victim of a violent act or threat of a violent act;
2. Providing referral, emergency medical care or other assistance offered in good faith to a student or other youth; or
3. Communicating information in good faith concerning drug or alcohol abuse or potential safety threat by or to any student to the parents or legal guardians of the student, law enforcement officers or health care providers.

NO SPECIFIC DUTY OF CARE OR CAUSE OF ACTION: The training required by this policy, or lack thereof, shall not be construed to impose any specific duty of care. No person shall have a cause of action for any loss or damage caused by any act or omission resulting from the implementation of this policy or resulting from any training, or lack thereof, required by this policy, unless the loss or damage was caused by willful or wanton misconduct.

Community Intervention and Prevention Services: The school district may enter into agreements with designated Youth Services Agencies for the provision of intervention and prevention services.

FOSTER CARE PLAN

This plan addresses the requirements of the foster care provisions under Title I of the *Every Student Succeeds Act* (ESSA) that the district collaborates with Child Welfare Agencies and Tribal Child Welfare Agencies (CWAs) to ensure stability in education for children in foster care.

The district is committed to providing all students with educational experiences that are free from disruptions and recognizes that children in foster care often face barriers regarding enrollment, attendance, and school success. This policy is designed to promote stability for children in foster care so that they can continue their education without disruption, maintain meaningful relationships with peers and educators, and be ready to succeed in postsecondary education and careers.

This policy ensures that children in foster care have the same access to free, appropriate public education as other children and that students in foster care are not separated from the mainstream school environment because of foster care placement. This educational stability includes assurances that (1) a child in foster care will remain in the child's school of origin, unless a determination is made that it is not in the child's best interest in that school; and (2) if a determination is made that it is not in the child's best interest to remain in the school of origin, the child will be immediately enrolled in the school of residence, even if the child is unable to produce records normally required for enrollment.

School District Assurances

Each plan for ensuring the educational stability of a child in foster care will include the following assurances:

- Each placement of the child in foster care takes into account the appropriateness of the current educational setting and the proximity to the school in which the child is enrolled at the time of placement;
- The state child welfare agency will coordinate with appropriate local educational agencies to ensure that the child remains in the school in which the child is enrolled at the time of placement;
- If it is not in the best interest of the child to return to the resident school, the child will immediately be provided appropriate enrollment in the district; and
- The district will gather and maintain educational records and promptly send them to any district to which the student moves.

Foster Care Child Liaison (POC)

The district will assign at least one person to serve as a Foster Care Child Liaison, or Point of Contact (POC). The POC may also be the homeless student coordinator. The name of this person will be annually submitted to the Oklahoma State Department of Education (OSDE) through the online Grants Management System by September 30th. If additional staff members are needed to meet the requirements, the district will make assignments as necessary. The POC will work in the best interest of the child to ensure that all educational requirements are being met. The POC will have access to available training and materials to keep them informed of any changes to foster care laws. The POC will work closely with CWAs to:

- Coordinate with corresponding child welfare agencies on the implementation of Title I provisions,
- Lead the development of a process for making best interest determinations,
- Document best interest determinations,
- Facilitate transfer of records and immediate enrollment,
- Facilitate data sharing with child welfare agencies consistent with the *Family Educational Rights and Privacy Act* (FERPA) and other privacy protocols,
- Develop and coordinate local transportation procedures,
- Manage best interest determinations and transportation cost disputes,

- Ensure that children in foster care are enrolled in and regularly attend school, and
- Provide professional development and training to school staff on Title I provisions and the educational needs of children in foster care.

Decision-Making Process

To determine the appropriate placement of each child in foster care, a committee will meet that is comprised of the site administrator or representative, the POC, and a member of the CWA. In emergency circumstances, a CWA has the authority to make an immediate decision regarding a child's school placement, then consult with the district and revisit the best interest determination for the child. The determining factors that may be evaluated include the following:

- Proximity of the resource family home to the child's present school;
- Safety considerations;
- Age and grade level of the child as it relates to the other best interest factors;
- Needs of the child, including social adjustment and well-being;
- Child's performance, continuity of education, and engagement in the school where the child presently attends;
- Child's special educational programming if the child is classified;
- Point of time in the year;
- Child's permanency goal and likelihood of reunification;
- Anticipated duration of the placement;
- Preferences of the child;
- Preferences of the child's parent(s) or educational decision maker(s);
- The child's attachment to the school, including meaningful relationships with staff and peers;
- Placement of the child's sibling(s);
- Influence of the school climate on the child, including safety;
- Availability and quality of the services in the school to meet the child's educational and socioemotional needs;
- History of school transfers and how they have impacted the child;
- How the length of the commute would impact the child, based on the child's developmental stage;
- Whether the child is a student with a disability under the IDEA who is receiving special education and related services or a student with a disability under Section 504 who is receiving special education or related aids and services and, if so, the availability of those required services in a school other than the school of origin; and
- Whether the child is an EL and is receiving language services, and, if so, the availability of those required services in a school other than the school of origin.

* Transportation costs will not be considered when determining a child's best interests.

In the event of a disagreement regarding school placement of a child in foster care, the child welfare agency should be considered the final decision maker in making the best interest determination. The child welfare agency is uniquely positioned to assess vital non-educational factors such as safety, sibling placements, the child's permanency goal, and other components of the case plan. The child welfare agency also has the authority, capacity, and responsibility to collaborate with and gain information from multiple parties including parents, children, schools and the court in making these decisions.

Enrollment of Students

Foster care parents, social workers or other legal guardians will be allowed to immediately enroll children in the district. The district understands that all necessary paperwork (birth certificates, shot records, academic records, special education records, etc.) may not be immediately available and wants to provide a smooth transition for the student into the district. The district will contact the child's home school district for records and make adaptations as

needed. After enrollment, the following guardianship or legal custody documents shall be provided for verification by the foster family or CWA:

- Power of attorney
- Affidavit
- Court Order

IDEA Students

Part B of the IDEA directs school districts to make a Free Appropriate Public Education (FAPE) available to all eligible children with disabilities in the Least Restrictive Environment (LRE). FAPE under the IDEA includes the provision of special education and related services at no cost to the parents in accordance with a properly developed Individualized Education Program (IEP). Each child's placement decision must be made by a group of knowledgeable persons.

The district will operate in accordance with all state and federal laws regarding special education students. Special education services will be provided to foster care students just as they are to all district students following the guidelines below:

- Educational placement will be determined annually and will be based on the child's IEP in accordance with the child's individual needs;
- The child will be placed in the least restrictive environment and, unless they require some other arrangements, will attend the school that he/she would attend if not disabled;
- Timely and expedited evaluations and eligibility determinations for highly mobile children with disabilities will be made when possible;
- Children in foster care will have access to related aids and services that are designed to meet their educational needs;
- Children will have access to comparable services including summer and extended school year services if applicable; and
- Children in foster care will not be discriminated against and are considered a protected group.

EL Students

The district will ensure that EL students in foster care will participate meaningfully and equally in educational programs by doing the following:

- Identifying and assessing all potential EL students in a timely, valid and reliable manner;
- Provide EL students with a language assistance program that is educationally sound and proven successful;
- Sufficiently staff and support the language assistance programs for EL students;
- Ensure that EL students have equal opportunities to meaningfully participate in all curricular and extracurricular activities;
- Avoid unnecessary segregation of EL students;
- Ensure that EL students with disabilities are evaluated in a timely and appropriate manner for special education and disability-related services and that their language needs are considered in these evaluations and delivery of services;
- Meet the needs of EL students who opt out of language assistance programs;
- Monitor and evaluate EL students in language assistance programs following federal guidelines;
- Continue to evaluate the effectiveness of school district language assistance programs and progress of each student; and
- Ensure meaningful communication with the parents of the students.

Transportation

The district will collaborate with the CWA to develop and implement clear written procedures governing how transportation is provided to maintain children in foster care in their schools of origin and will also work with the CWA to reach an agreement regarding transportation costs. The agreement will cover how transportation will be provided, arranged, and funded for the duration of the child's time in foster care. Each agreement can/will vary greatly because the needs of each child should be considered in making transportation decisions.

The regular transportation policies approved by the district will be followed in transporting foster care students. Drivers will be appropriately licensed, certified, and have required DMV and background checks. Various public school vehicles may be used to transport students depending on circumstances. Students who must be transported out-of-state will be approved by the school board as required by Oklahoma law.

Student Records

The district will share education records with the CWA as allowed by FERPA and the IDEA. This allows educational agencies to disclose educational records of students in foster care to State and Tribal agencies without parental consent.

**ATHLETIC EVENTS
BROADCASTING AND STREAMING RIGHTS**

Beginning with the 2021-2022 school year and notwithstanding any policy of a school athletic association,¹ in all of the district's regular season high school athletic competitions in this state, the visiting team shall have the same rights to radio broadcast, video stream, and provide telegraphic play-by-play accounts as the district (home team), as long as the visiting team has either of the following:

1. A valid agreement to broadcast, video stream and/or provide telegraphic play-by-play accounts between a media organization and the school's board of education; or
2. The visiting team has a curricular program for students that typically provides streaming for the team's home games.

Pursuant to Okla. Stat. tit. 70, § 27-102, a school athletic association is any private organization or association which charges the school or school district a membership fee, retains a portion of revenue generated by the interscholastic activities or contests of the member schools, and provides the coordination, supervision and regulation of the interscholastic activities and contests of the member schools.

The provisions of this policy shall apply to contracts for the rights to radio broadcast, video stream, and provide telegraphic play-by-play accounts entered into or renewed on or after July 1, 2021.

A school athletic association is defined as any private organization or association which charges the school or school district a membership fee, retains a portion of revenue generated by the interscholastic activities or contests of the member schools, and provides the coordination, supervision and regulation of the interscholastic activities and contests of the member schools.

Reference: Okla. Stat. tit. 70, § 27-105; Okla. Stat. tit. 70, § 27-102



Board of Education Personnel Reports August 9, 2021

Employment Request

<u>Classification Certified</u> Name	Site	Teaching Assignment	First Work Day	Hrs. Per Day	Replacing
Albee, Brenda	Charter Oak	2 nd Grade	08-16-21	6	Rachel Rudek
Carroll, Stephen	JH/HS	Counselor	08-10-21	6	Casey Wilson
Case, Jennifer	GUES	SpEd. M/M Autism	08-16-21	6	Melodi Woods
Mabrey, Meagan	Central	Pre-K	08-16-21	6	Mary Hane
Zahiri, Sherry	JH	SpEd.	08-16-21	6	Christy Connoly

<u>Classification Support</u> Name	Site	Assignment	First Work Day	Pay Grade	Hrs. Per Day	Replacing
Davis, Patsy	GUES	Caf. Manager	08-16-21	6	8	Robert Hall
Frey, Meghan	Central	Pre-K Para	08-16-21	3	7.5	NP
Hernandez, Alicia	JH	Cafeteria	08-16-21	2	6	Christina Wells
Robbins, Erin	Cotteral	Site Secretary	08-02-21	4	7.5	Jessica Winn
Salas, Ana	District-Wide	Biglingual Coord.	08-16-21		6	NP
Smithson, Sharon	Central	KG Para	08-16-21	3	7.5	Sharon Mooney
Tanabe, Alee	Charter Oak	Cafeteria	08-16-21	2	6.5	Nancy Teagle
Vincilione, Raoul	Trans.	Rte. Driver	08-16-21	13	6	Sabrina Ingram
Weeks, Alicia	Fogarty	Cafeteria	08-16-21	2	6	Jessica Winn

FMLA Requests

Certified:

Support: 2

Transfer of Position Report

<u>Classification Certified</u> Name	Transferred From	Transferred To	Replacing
---	---------------------	-------------------	-----------

<u>Classification Classified</u> Name	Transferred From	Transferred To	Replacing
--	---------------------	-------------------	-----------



**Board of Education Personnel Reports
August 9, 2021**

Separation of Employment

<u>Classification Certified</u>		Teaching	Reason for	
Name	Site	Assignment	Separation	Effective Date

Wilson, Casey	JH	Counselor	resignation	07-26-21
---------------	----	-----------	-------------	----------

<u>Classification Classified</u>			Reason for	
Name	Site	Position	Separation	Effective Date

Jordan, Jeffrey	Trans.	Rte. Driver	resignation	07-22-21
Mooney, Sharon	Central	KG Para	resignation	07-19-21
Vickman, Jayci	GUES	SpEd. Para	resignation	07-13-21
Winn, Jessica	Cotteral	Site Secretary	resignation	07-13-21

110	JOHNS, KERRY	Honor Choir - Fogarty/Central	\$500.00
110	DAVENPORT, DEANNA	Bus Loading 1st Sem Fogarty	\$500.00
110	DAVENPORT, DEANNA	Bus Loading 2nd Sem Fogarty	\$500.00
110	HUGHES, SHAY	Bus Loading 1st Sem Fogarty	\$500.00
110	HUGHES, SHAY	Bus Loading 2nd Sem Fogarty	\$500.00
110	MANN, ELIZABETH	Bus Loading 1st Sem Fogarty	\$500.00
110	MANN, ELIZABETH	Bus Loading 2nd Sem Fogarty	\$500.00
120	BEEBY, LAURA	Bus Loading 1st sem Cotteral	\$500.00
120	BEEBY, LAURA	Bus Loading 2nd Sem Cotteral	\$500.00
120	BEEBY, LAURA	Web Page Coordinator Fogarty	\$300.00
120	SIMPSON, KELLY	Counselor Elem	\$600.00
120	BROWN, CARMEN	Bus Loading 1st sem Cotteral	\$500.00
120	BROWN, CARMEN	Bus Loading 2nd Sem Cotteral	\$500.00
120	DURHAM, CHRISTINE	Bus Loading 1st sem Cotteral	\$500.00
120	DURHAM, CHRISTINE	Bus Loading 2nd Sem Cotteral	\$500.00
120	HENSON, CARA	Bus Loading 1st sem Cotteral	\$500.00
120	HENSON, CARA	Bus Loading 2nd Sem Cotteral	\$500.00
120	JENSEN, KATHLEEN	Web Page Coordinator Cotteral	\$300.00
120	STANSBURY, TONYA	Bus Loading 1st sem Cotteral	\$500.00
120	STANSBURY, TONYA	Bus Loading 2nd Sem Cotteral	\$500.00
125	CARPENTER, EMILY	Intern Assistant Principal	\$5000.00
125	CROCKETT, CORBIN	Bus Loading 1st Sem GUES	\$500.00
125	CROCKETT, CORBIN	Bus Loading 2nd Sem GUES	\$500.00
125	FIELDS, SHANA	Web Page Coordinator GUES	\$300.00
125	STONE, BELINDA	Counselor Elem	\$600.00
125	PRIVETTE, COLTON	Honor Choir - GUES	\$600.00
125	WAY, MICHAEL	Band Music Assistant	\$4500.00
125	WAY, MICHAEL	Summer Band Pride \$1500	\$1500.00
130	CAMPBELL, MEGAN	Counselor Elem	\$600.00
130	CHRISTIANSON, BARBARA	Bus Loading 1st Sem Central	\$500.00
130	CHRISTIANSON, BARBARA	Bus Loading 2nd Sem Central	\$500.00
130	COTTON, LESLEY	Web Page Coordinator Central	\$300.00
130	FRIESE, GREG	Bus Loading 1st Sem Central	\$500.00
130	FRIESE, GREG	Bus Loading 2nd Sem Central	\$500.00
130	FOSHEE, STACY	Bus Loading 1st Sem Central	\$500.00
130	FOSHEE, STACY	Bus Loading 2nd Sem Central	\$500.00
130	LERNER, ELIZABETH	Honor Choir Central/Charter Oak	\$500.00
135	ANDERSON, CASEY	Web Page Coordinator Charter Oak	\$300.00
135	GOOD, LISA	Bus Loading 1st Sem Charter Oak	\$500.00
135	GOOD, LISA	Bus Loading 2nd Sem Charter Oak	\$500.00
135	POWELL, JOYCE	Bus Loading 1st Sem Charter Oak	\$500.00
135	POWELL, JOYCE	Bus Loading 2nd Sem Charter Oak	\$500.00

135	RATLIFF, SUZANNE	Bus Loading 1st Sem Charter Oak	\$500.00
135	RATLIFF, SUZANNE	Bus Loading 2nd Sem Charter Oak	\$500.00
610	COCHRANE, SHARON	Bus Loading 1st Sem JH	\$500.00
610	COCHRANE, SHARON	Bus Loading 2nd Sem JH	\$500.00
610	DEARING, BRYAN	Team Leader 7th	\$500.00
610	DICKINSON, TIFFANY	Academic Team Coach - JH	\$375.00
610	GILLETT, RON	Detention (PM) JH	\$450.00
610	GILLETT, RON	Honor Society JH	\$300.00
610	HOOPER, KRISTEN	Team Leader 7th	\$500.00
610	HOWARD, JAY	Art Stars - JH	\$300.00
610	LEGRANDE, SHAROLYN	Honor Society JH	\$300.00
610	LEGRANDE, SHAROLYN	Journailsm JH	\$1000.00
610	LEGRANDE, SHAROLYN	Web Page Coordinator JH	\$500.00
610	LEGRANDE, SHAROLYN	Yearbook Photographer JH	\$200.00
610	MALTZ, SHURLYN	Math Counts JH	\$300.00
610	MALTZ, SHURLYN	Team Leader 8th	\$500.00
610	MOORE, AMANDA	Academic Team Coach - JH	\$375.00
610	MOORE, AMANDA	Student Council JH	\$650.00
610	OGLE, TINA	Team Leader 7th	\$500.00
610	OWEN, LAUREN	Student Council JH	\$650.00
610	OWEN, LAUREN	Vocational JH FCS	\$2200.00
610	PETERMAN, SCOTT	Vocational JH Tech	\$2200.00
610	ROSS, AUBREY	Drama JH	\$600.00
610	ROSS, AUBREY	Vocal Music JH	\$1750.00
610	RICHARDSON, BILLY	Band Music Assistant	\$4500.00
610	RICHARDSON, BILLY	Summer Band Pride \$1500	\$1500.00
610	WHITEHEAD, SUSAN	Additional Days (20)- JH Counselor	\$4340.40
610	WHITEHEAD, SUSAN	Builders Club	\$800.00
610	WHITEHEAD, SUSAN	Counselor JH	\$600.00
610	CARROLL, STEPHEN	Additional Days (20)- JH Counselor	\$4340.40
610	CARROLL, STEPHEN	Counselor JH	\$600.00
705	BAKER, LINDSEY	Art - HS	\$2000.00
705	BAKER, LINDSEY	Junior Class Sponsor	\$750.00
705	BENHAM, LAURA	Special Olympics HS	\$300.00
705	BERRYMAN, SHELLEY	Competitive Drama HS	\$2500.00
705	BERRYMAN, SHELLEY	Drama - HS	\$500.00
705	BLACKBURN, ROB	Band Director	\$7000.00
705	BLACKBURN, ROB	Summer Band Pride \$2000	\$2000.00
705	BLAKEMORE, KRISTI	Additional Days (20) HS Counselor	\$4577.80
705	BLAKEMORE, KRISTI	AP Coordinator HS	\$500.00
705	BLAKEMORE, KRISTI	Counselor HS	\$600.00
705	DEMENT, TIFFANY	Freshman Class Sponsor	\$200.00

705	CHADD, ANNIE	Additional Days (20) HS Counselor	\$5741.80
705	CHADD, ANNIE	AP Coordinator HS	\$500.00
705	CHADD, ANNIE	Counselor HS	\$600.00
705	GRAVES, HARLEY	Special Ed Supervision 1st Semester	\$450.00
705	GRAVES, HARLEY	Special Ed Supervision 2nd Semester	\$450.00
705	BAKER, LINDSEY	Key Club	\$1200.00
705	DEMENT, TIFFANY	Link Crew	\$500.00
705	FIELDS, MONETTA	Dept Chair - Math HS	\$700.00
705	FIELDS, MONETTA	Mu Alpha Theta HS	\$500.00
705	HESTER, KYRI	Detention (PM) HS	\$450.00
705	HESTER, KYRI	Honor Society - HS	\$362.50
705	JORDAN, JEFF	Dept Chair - Lang Arts HS	\$700.00
705	KINZIE, PATSY	Dept Chair - Special Ed HS	\$700.00
705	KINZIE, PATSY	Special Olympics HS	\$300.00
705	MAKER, JESSICA	Vocational HS FCS	\$2200.00
705	MYERS, MONTE	Student Council HS	\$1500.00
705	COLE, MEAGAN	English Club HS	\$500.00
705	ONEILL, JENNIFER	Science Club	\$500.00
705	PERRING, BILL	Band Marching Assistant	\$2300.00
705	PERRING, BILL	Dept Chair - Fine Arts HS	\$700.00
705	PERRING, BILL	Senior Class Sponsor	\$750.00
705	PERRING, BILL	Vocal Music HS	\$5000.00
705	PORTER, CASEY	Dept Chair - Social Studies HS	\$700.00
705	PYEATT, DAYLON	Academic Team Coach - HS	\$1500.00
705	PYEATT, DAYLON	Sophomore Class Sponsor	\$200.00
705	REDUS, MICHELLE	Dept Chair - Science HS	\$700.00
705	REDUS, MICHELLE	Junior Class Sponsor	\$750.00
705	REDUS, MICHELLE	Science Club	\$500.00
705	SALAS, GLORIA	Foreign Language Club HS	\$300.00
705	CHADD, ANNIE	Senior Class Sponsor	\$750.00
705	STEVENS, JUSTIN	Dept Chair - Business HS	\$700.00
705	STEVENS, JUSTIN	Online/Virtual Curriculum Coord.	\$3000.00
705	STEVENS, JUSTIN	District Google Classroom	\$2000.00
705	STEVENS, JUSTIN	Web Page Coordinator HS	\$1500.00
705	YOUNG, TYLER	Detention (AM) HS	\$450.00
710	BARRETT, KIM	Bus Loading 2nd Sem Faver	\$500.00
710	BARRETT, KIM	Noon Duty Faver 1st Sem	\$450.00
710	BENSON, JUANA	Additional Days (20) Faver Director	\$5641.00
710	BENSON, JUANA	Alternative Ed Dire - Faver	\$5000.00
710	RUSSELL, DONNA	Noon Duty Faver 2nd Sem	\$450.00
710	WOODARD, ERIC	Bus Loading 1st Sem Faver	\$500.00
	MORGAN, SAM	JH 7th Grade - Girls Basketball	\$1,800.00

	RANEY, CHRIS	7th FB Head Coach	\$3,000.00
	SIEFERT, HAYDEN	8th FB Head Coach	\$2,550.00
	CLYMER, ZACK	9th Grade Baseball	\$2,000.00
	BEACH, CHRIS	9th Grade Basketball	\$1,800.00
	JOHNSON-FIELDS, PAM	9th Grade Cheer	\$1,425.00
	BURRIS, YOLANDA	9th Grade Girls Basketball	\$1,800.00
	REECE, LISA	9th Grade Track Coach - Girls	\$1,000.00
	WOODARD, ERIC	FB Def. Cord	\$750.00
	YOUNG, TYLER	FB Def. Cord	\$750.00
	RICE, JASON	FB Off. Cord	\$2,000.00
	BENNETT, TERRY	FB Special Teams Cord	\$750.00
	YOUNG, TYLER	FB Special Teams Cord	\$750.00
	BURRIS, YOLANDA	HS Asst Coach - Girls Basketball	\$2,700.00
	REECE, LISA	HS Asst Coach - Girls Basketball	\$2,700.00
	BENNETT, TERRY	HS Baseball Asst Coach	\$2,300.00
	SIEFERT, HAYDEN	HS Baseball Asst Coach	\$2,300.00
	PORTER, CASEY	HS Baseball Head Coach	\$5,200.00
	MORGAN, SETH	HS Basketball Asst Coach	\$2,700.00
	MORGAN, SEAN	HS Basketball Head Coach - Boys	\$6,000.00
	ROBERTS, MALCOLM	HS Basketball Head Coach - Girls	\$6,000.00
	REECE, LISA	HS CC Asst Girls	\$1,100.00
	TARTER, CLAY	HS CC Head Coach - Boys	\$2,700.00
	JENSEN, JAKE	HS CC Head Coach - Girls	\$2,700.00
	JOHNSON-FIELDS, PAM	HS Cheer Head Coach	\$2,100.00
	YOUNG, TYLER	HS FB Asst Coach	\$4,100.00
	RICE, JASON	HS FB Asst Coach	\$3,600.00
	WOODARD, ERIC	HS FB Asst Coach	\$3,600.00
	SANDERS, CHAD	HS FB Asst Coach	\$3,600.00
	PLAGENS, CHASE	HS FB Asst Coach	\$3,600.00
	BENNETT, TERRY	HS FB Asst Coach	\$3,600.00
	DAVIS, LUKE	HS FB Asst Coach	\$3,600.00
	BEEBY, KELLY	HS FB Head Coach	\$9,400.00
	MESHEW, RIC	HS Golf Head Coach - Boys	\$2,700.00
	RICE, JASON	HS Golf Head Coach - Girls	\$2,700.00
	SANDERS, CHAD	HS Power Lifting/Weights Coach	\$1,000.00
	BEEBY, KELLY	HS Power Lifting/Weights Coach	\$1,000.00
	TARRANT, KARA	HS Slow Pitch Asst Coach	\$1,750.00
	BLAKLEY, BOOKER	HS Slow Pitch Head Coach	\$2,750.00
	PARKS, JASMINE	HS Soccer Asst Coach	\$1,500.00
	HORN, MICHAEL	HS Soccer Head Coach - Boys	\$3,300.00
	ENGLE, MATHEW	HS Soccer Head Coach - Girls	\$3,300.00
	TARRANT, KARA	HS Softball Asst Coach	\$2,300.00

TARRANT, KARA	HS Softball Asst Coach	\$2,300.00
BLAKLEY, BOOKER	HS Softball Head Coach	\$5,200.00
BERRYMAN, SHELLEY	HS Tennis Head Coach - Girls	\$2,800.00
SANDERS, CHAD	HS Track	\$1,600.00
BEEBY, KELLY	HS Track	\$1,600.00
DAVIS, LUKE	HS Track Asst Coach	\$1,600.00
REECE, LISA	HS Track Asst Coach	\$1,600.00
JENSEN, JAKE	HS Track Head Coach - Boys	\$3,500.00
TARTER, CLAY	HS Track Head Coach -Girls	\$3,500.00
DAVENPORT, JADON	HS Wrestling Head Coach	\$6,000.00
VAUGHAN, SCOT	JH 8th Grade - Boys Basketball	\$1,800.00
JACKSON, DARRELL	JH 8th Grade - Boys Basketball	\$1,800.00
BENNETT, TERRY	JH Baseball Asst Coach	\$1,100.00
MORGAN, SETH	JH Baseball Asst Coach	\$1,100.00
METZ, DUSTEN	JH Baseball Head Coach - 7th Grade	\$1,600.00
CROCKETT, CORBIN	JH Baseball Head Coach - 8th Grade	\$1,800.00
DEMENT, ADAM	JH CC Head Coach - Boys	\$1,100.00
DEMENT, TIFFANY	JH CC Head Coach - Girls	\$1,100.00
WALTERS, KRISTEN	JH Cheer Coach	\$375.00
LAHR, MACEY	JH Cheer Head Coach	\$750.00
STONE, BRAYDEN	JH FB Asst Coach	\$1,850.00
STEVENS, JUSTIN	JH FB Asst Coach	\$1,800.00
DAVENPORT, JADON	JH FB Asst Coach	\$1,800.00
MORGAN, SAM	JH FB Asst Coach	\$1,800.00
GILLETT, RON	JH Golf Head Coach - Boys	\$1,300.00
GILLETT, RON	JH Golf Head Coach - Girls	\$1,300.00
BEACH, CHRIS	JH Soccer Head Coach - Boys	\$1,500.00
VAUGHAN, SCOT	JH Softball Asst Coach	\$1,100.00
DEMENT, ADAM	JH Track - Boys	\$1,700.00
DEMENT, TIFFANY	JH Track - Girls	\$1,700.00
HOWARD, JAY	JH Wrestling Head Coach	\$1,700.00
GILLETT, RON	Junior High Softball Head Coach	\$1,700.00
JOHNSON-FIELDS, PAM	Pep Club	\$200.00
BEEBY, KELLY	Summer Athletic Pride	\$2,000.00
ROBERTS, MALCOLM	Summer Athletic Pride	\$2,000.00
MORGAN, SEAN	Summer Athletic Pride	\$2,000.00
HOWARD, JAY	Summer Athletic Pride	\$1,000.00
DAVENPORT, JADON	Summer Athletic Pride	\$1,000.00
BLAKLEY, BOOKER	Summer Athletic Pride	\$1,000.00
TARRANT, KARA	Summer Athletic Pride	\$1,000.00
RICE, JASON	Summer Athletic Pride	\$1,000.00
DAVIS, LUKE	Summer Athletic Pride	\$1,000.00

	YOUNG, TYLER	Summer Athletic Pride	\$1,000.00
	PLAGENS, CHASE	Summer Athletic Pride	\$1,000.00



SUPPORT PERSONNEL HANDBOOK

FOR THE SCHOOL YEAR

~~2020-2021~~ 2021-2022

ALSO AVAILABLE AT

www.guthrie.net

PUBLICATIONS

TABLE OF CONTENTS

SECTION A BOARD OF EDUCATION

SECTION	POLICY
SA-1	POLICIES AND PROCEDURES

SECTION B PERSONNEL

SB-1	APPLICATIONS
SB-2	NON-DISCRIMINATION
SB-3	SEXUAL HARASSMENT
SB-4	CONTRACTS
SB-5	PAYROLL
SB-6	USE OF TELEPHONE
SB-7	COMMISSIONS
SB-8	PROFESSIONAL CONDUCT OF PERSONNEL
SB-9	DRESS/APPEARANCE
SB-10	FINANCIAL OBLIGATIONS
SB-11	CLOSING OF SCHOOL DUE TO INCLEMENT WEATHER
SB-12	CHILD ABUSE AND NEGLECT
SB-13	ADMINISTRATIVE CENTER WORK SCHEDULE
SB-14	SUPERVISION OF FAMILY MEMBERS
SB-15	STAFF USE OF TOBACCO PRODUCTS
SB-16	WORKER'S COMPENSATION

SECTION	POLICY
SB-17	WORK SCHEDULES, PAY GRADES & SALARY SCHEDULES
SB-18	EVALUATION
SB-19	PROFESSIONAL LEAVE
SB-20	JURY DUTY
SB-21	MATERNITY LEAVE
SB-22	PERSONAL LEAVE
SB-23	BEREAVEMENT LEAVE
SB-24	SICK LEAVE
SB-25	SUPPORT EMPLOYEE VACATIONS
SB-26	EPIDEMIC LEAVE
SB-27	SUSPENSION, DEMOTION OR TERMINATION
SB-28	REDUCTION IN FORCE

SECTION C
MISCELLANEOUS POLICIES

SC-1	DISTRICT EMPLOYEE PURCHASES
SC-2	HYGIENE AND SANITATION (BLOODBORNE PATHOGENS)
SC-3	STAFF SAFETY
SC-4	USE OF DRUGS AND CONTROLLED SUBSTANCES BY EMPLOYEES DRUG-FREE WORKPLACE
SC-5	DISPOSAL OF SURPLUS PROPERTY
SC-6	FOOD SERVICES
SC-7	MAINTENANCE AND OPERATION OF THE PLANT

SECTION	POLICY
SC-8	INSURANCE
SC-9	HAZARDOUS MATERIALS COMMUNICATION
SC-10	SMOKE FREE ENVIRONMENT
SC-11	MAINTENANCE
SC-12	USE OF SCHOOL VEHICLE
SC-13	COORDINATION OF TRANSPORTATION SERVICES
SC-14	ACCIDENTS AND ACCIDENT REPORTING
SC-15	OUT-OF-STATE TRAVEL
SC-16	BUS DRIVERS
SC-17	COMMERCIAL DRIVER'S LICENSE REIMBURSEMENT
SC-18	FAIR LABOR STANDARDS ACT
	SUPPORT PERSONNEL EVALUATION INSTRUMENT

SECTION A BOARD OF EDUCATION

SA-1

POLICIES AND PROCEDURES

The Guthrie Public School Board of Education recognizes the need and necessity for all personnel to be informed and have access to all school policies and procedures. Therefore the Board of Education has adopted the Support Personnel Handbook for distribution to all support employees.

A complete copy of the Guthrie Public Schools Policy Book will be kept in each building library and main administrative office. These copies are for employee use and reference.

SECTION B PERSONNEL

SB-1

APPLICATIONS

Applications for positions or promotions with Guthrie Public Schools shall be in the approved format provided by the district.

All applications submitted for employment or promotion becomes the sole property of Guthrie Public Schools. The application, references and other information are confidential and will be reviewed only by the appropriate authorized supervisory personnel.

An applicant's name or other information will not be given to any private business, agency, or institution.

SB-2

NON-DISCRIMINATION

The Guthrie Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the board does business.

The School District has adopted Grievance Procedures for Filing, Processing and Resolving Alleged Discrimination Complaints to address discrimination based on sex (including sexual harassment), race, color, national origin, religion, age or qualified disability. Students and their parents can obtain a free copy of the Grievance Procedures from their school principal or the superintendent. Employees may obtain a copy from their building principal, supervisor, or the director in charge of personnel.

SB-3

SEXUAL HARASSMENT

The following are the rules and regulations to be followed by all employees of the Guthrie Public Schools:

1. "Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by one employee towards another employee which (a) is made an explicit or implicit term or condition of a worker's employment, or (b) is used as a basis for employment decisions affecting that worker or (c) has the purpose or effect of unreasonably interfering with a person's work performance, or creating an intimidating, hostile or offensive working environment.
2. All employees are strictly prohibited from engaging in any form of sexual harassment of any other employee or applicant for employment. Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits and termination. Such penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.
3. Any employee who is or has been subjected to sexual harassment or knows of any employee who is or has been subjected to sexual harassment shall report all such incidents to the director of personnel or the office of the superintendent. All such reports should be made in person or in writing signed by the reporting party. However, in order to encourage full and complete reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of the director of personnel or the office of the superintendent. All such reports should state the name of the employee or applicants involved, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter.
4. Any employee who is subjected to job-related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Antidiscrimination Act and may report such incidents to the Equal Employment Opportunity Commission or the Oklahoma Human Rights Commission.

SB-4 CONTRACTS

Support employees will be offered one of the following contracts: regular, duration of need, or part-time.

- A. Regular contracts are issued to employees working a complete contract year.
- B. Duration of need contracts are provided for by state law and are issued for a stated period of time as distinguished from regular contracts. These contracts are temporary agreements, written for a stated period of time, and no expectancy of future employment is implied. The circumstances under which duration of need contracts may be used are within the discretion of the Board of Education. Such circumstances include, but are not limited to the following:
 - 1. Personnel employed for less than a full contract year are to be considered on a “Duration of Need Contract” only.
 - 2. Personnel employed to fill a temporary leave vacancy
 - 3. Other circumstances deemed appropriate by the Superintendent of Schools

SB-5 PAYROLL

- A. Pay day shall be on the 25th day of each month. When that day falls on a weekend or holiday, checks will be issued on the last workday preceding that date. Summer checks will be available on the corresponding day in June.
- B. Guthrie Public Schools provides for electronic deposit of payroll checks to the financial institution of the employee’s choice. Guthrie Public Schools schedules an open enrollment period each year, which will coincide with existing Section 125 deadlines, and allow one additional change per year, per employee except in extenuating legal circumstances. The Business Office will provide employee authorization forms for electronic deposit.

NOTICE: Except as otherwise provided by law, the business office requires that new insurance companies applying for payroll deduction slots have a minimum of ten (10) policies in force and receive approval from the Superintendent of Schools or his designee.

The deadline for initiating Section 125 employee payroll deductions is September 1st each year. New employees are required to designate payroll deductions within thirty (30) days of employment.

SB-6 USE OF TELEPHONE

Employees are not to use the telephone for long distance school calls where the charge would be made to the school telephone without permission of the principal/supervisor.

SB-7 COMMISSIONS

School law prohibits an employee from receiving gratuities or commissions to influence the purchase of material or supplies.

SB-8 PROFESSIONAL CONDUCT OF PERSONNEL

The Board of Education makes no rules and regulations concerning the conduct of employees when not on duty. The Board assumes that each employee's training and good judgment is such that the employee knows what proper conduct is and will govern himself/herself accordingly.

SB-9

DRESS/APPEARANCE

All employees are expected to dress appropriately and to conduct themselves responsibly. The image they portray as a Guthrie Public Schools' employee through the day-to-day contact with the public and with colleagues has a direct bearing on how they judge the effectiveness of our school system. It is important that a positive image be portrayed. Cleanliness and personal grooming are important and expected.

SB-10

FINANCIAL OBLIGATIONS

The board of education expects employees of Guthrie Public Schools to pay all financial obligations promptly.

SB-11

CLOSING OF SCHOOL DUE TO INCLEMENT WEATHER

Should it be necessary to close school because of inclement weather, the three major network stations will announce the closing. Whenever possible, the stations will be informed of any closing in time to announce it on the 10:00 p.m. newscasts. Support personnel on a twelve (12) month contract will report to work at the discretion of the Superintendent.

SB-12

CHILD ABUSE AND NEGLECT

School district employees having reason to believe that a student under the age of 18 years has had physical injury inflicted upon the student by other than accidental means and the injury appears to have been caused as the result of physical abuse or neglect shall immediately report the matter to the principal of the student's school.

"Physical abuse and neglect" means harm or threatened harm to a child's health or welfare by the child's parent or guardian, or other person with whom the child resides, including non-accidental physical injury, sexual abuse, or negligent treatment or maltreatment including the failure to provide adequate food, clothing, shelter, or medical care.

The school principal, the reporting employee and any other employees whom the school principal believes may have had opportunity to observe the student shall review the available information and indications of abuse. The school principal shall report the suspected abuse to the county office of the Department of Human Services for the county where the student resides if the school principal determines that there is reason to believe the student has been abused. The school principal shall advise the other employees and the superintendent of the decision.

If any employee involved in the review believes a report should have been made when it was not, or at any point believes that the student is in imminent physical danger, the employee should report the situation to the appropriate office of the Department of Human Services, with or without the concurrence of the other employees involved. The employee making the report shall notify the school principal and the superintendent.

If the Department of Human Services office is notified by telephone of suspected abuse, the oral report shall be followed by a written report from the school principal or other employee making the telephone report. The written report should contain the names and addresses of the child, the parents, and any other responsible persons, the child's age, the nature and extent of injuries, any previous incidents, and any other helpful information.

All information or documents generated by the school district in regard to the matter are confidential; shall not be disclosed except to investigators of the Department of Human Services, the school district's attorneys, or the District Attorney's office or other state or federal officials in connection with the performance of their official duties; and shall be maintained by the school district in a file separate from the student's general file.

At the request of appropriately identified investigators of the Department of Human Services or the district attorney's office, the school principal may permit the investigators access to a student whose suspected abuse has been reported by a school employee. The principal, or a designated counselor or teacher, must be present but shall not participate in the investigators' interview with the students.

Oklahoma law provides that any school employee who in good faith and exercising due care makes a report to the Department of Human Services, or allows access to a child by persons authorized to investigate a report concerning the child, shall not be liable in damages to any person in the event the report is inaccurate.

SB-13

ADMINISTRATIVE CENTER WORK SCHEDULE

The Administrative Center will be open Monday through Friday from 7:45 a.m. until 4:45 p.m. Personnel will alternate schedules, including lunch schedules, to assure that the office is continuously open all day. On days when school is officially closed it will be at the discretion of the Superintendent to determine if 12-month employees will report to work.

SB-14

SUPERVISION OF FAMILY MEMBERS

Employees will not be assigned to serve under the direct supervision of a member of their own family. Any employee presently under the supervision of a family member at the time of the adoption of this policy will be permitted to remain in that specific position.

SB-15

STAFF USE OF TOBACCO PRODUCTS

In order to reinforce the policy, which prohibits the use of tobacco products by students, school employees who are on duty and in the presence of students are prohibited from using tobacco products.

SB-16

WORKER'S COMPENSATION

As required by the law, the Guthrie School District carries Worker's Compensation Insurance. Should any employee who is covered by such insurance be injured while at work, the employee is entitled to the benefits provided by the Worker's Compensation Law. No employee will be awarded both sick leave and Worker's Compensation payments.

SB-17

WORK SCHEDULE, PAY GRADES & SALARY SCHEDULE

The following are guidelines for scheduling and payment purposes. The Superintendent or his/her designee may alter the work schedule in favor of the employee at the Superintendent's discretion.

12-MONTH EMPLOYEES

Included are Central Office Staff, Building Level Secretaries (H.S. only), Maintenance Personnel, Custodial Personnel, Child Nutrition Secretary and Transportation Personnel/Secretary

Contracted days - Minimum of 160 days (which includes holidays)

Holidays include - Independence Day, Labor Day, Fall Break, Thanksgiving Break, Christmas Break, Martin Luther King Day, Spring Break, Memorial Day

Starting date - July 1

Ending date June 30

10-MONTH EMPLOYEES

Included are Building Level Secretaries

Contracted days - Minimum of 160 days

Starting date - 10 days before teachers report to start the school year

Ending date - 10 days after the last day teachers work

9-MONTH EMPLOYEES

Route Drivers and Cafeteria Workers

Contracted days - Minimum of 160 days

Included are all Teacher Assistants, Library Assistants and Handicap Bus Drivers

Contracted days - Minimum of 160 days

Starting date - First day teachers report

Ending date - Last day teachers work

Guthrie Public Schools Position Pay Grade Schedule

Position	Pay Grade
<i>Clerical</i>	
Secretary to Superintendent	12
Payroll / Appropriated Funds	11
Activity Fund Clerk	9
Secretary to Assistant Superintendent	9
Treasurer/ School Food Authority (SFA)	9
Secretary to Executive Director	9
Secretary to Director of Special Education	9
High School Financial Secretary	7
Central Office Receptionist	7 ⁹
High School Registrar	7
Maintenance Clerk	6
Junior High Financial Secretary	4
Site Secretary / Receptionist	4
<i>Technology</i>	
Systems Analyst	13
Software System Analyst	11
Computer Support Tech I	10
Data Management Specialist	7
<i>Assistants</i>	
Paraprofessional	3
Paraprofessional with Certifications	6
<i>Maintenance</i>	
Lead Maintenance	13
Full-Time Maintenance	8
Grounds Superintendent	8
Grounds Maintenance	3
Certified HVAC / Electrical Technician - Journeyman	\$23 Hourly
Certified HVAC / Electrical Technician - Contractor	\$26 Hourly
<i>Custodial</i>	
Head Custodian – High School	6
Head Custodian – Junior High / GUES	5
Head Custodian – Athletics/ Cottler / Charter Oak / Central / Fogarty	4
Custodian	3
<i>Transportation</i>	
Lead Mechanic	12
Mechanic	10
Full Time Special Needs Driver	13
Route Supervisor	13
Route Driver	13
Dispatch Supervisor	6
Monitor	2
<i>Child Nutrition</i>	
Cafeteria Manager	6
Secretary to Child Nutrition Director	4
Cafeteria Worker	2

Full-time Employees that work a minimum of four (4) hours daily will receive the district paid teacher retirement benefit.
 Full-time Employees that work a minimum of six (6) hours daily will qualify to receive all fringe benefits available through the district support employee benefit program.
 Up to 5 years credit may be granted for Military Service on the Support Personnel Salary Schedule.



GUTHRIE PUBLIC SCHOOLS
 SUPPORT SALARY SCALE - FULL TIME EMPLOYEES
 FY 2021 - 2022

Experience	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE	GRADE
	1	2	3	4	5	6	7	8	9	10	11	12	13
0	7.50	7.80	8.30	8.80	9.30	9.80	10.30	10.80	11.30	11.80	12.30	12.80	13.50
1	7.50	7.95	8.45	8.95	9.45	9.95	10.45	10.95	11.45	11.95	12.45	12.95	13.85
2	7.50	8.10	8.60	9.10	9.60	10.10	10.60	11.10	11.60	12.10	12.60	13.10	14.18
3	7.50	8.25	8.75	9.25	9.75	10.25	10.75	11.25	11.75	12.25	12.75	13.25	14.46
4	7.50	8.40	8.90	9.40	9.90	10.40	10.90	11.40	11.90	12.40	12.90	13.40	14.62
5	7.50	8.55	9.05	9.55	10.05	10.55	11.05	11.55	12.05	12.55	13.05	13.55	14.77
6	7.50	8.70	9.20	9.70	10.20	10.70	11.20	11.70	12.20	12.70	13.20	13.70	14.93
7	7.50	8.85	9.35	9.85	10.35	10.85	11.35	11.85	12.35	12.85	13.35	13.85	15.08
8	7.50	9.00	9.50	10.00	10.50	11.00	11.50	12.00	12.50	13.00	13.50	14.00	15.24
9	7.50	9.15	9.65	10.15	10.65	11.15	11.65	12.15	12.65	13.15	13.65	14.15	15.39
10	7.50	9.30	9.80	10.30	10.80	11.30	11.80	12.30	12.80	13.30	13.80	14.30	15.55
11	7.50	9.45	9.95	10.45	10.95	11.45	11.95	12.45	12.95	13.45	13.95	14.45	15.70
12	7.50	9.60	10.10	10.60	11.10	11.60	12.10	12.60	13.10	13.60	14.10	14.60	15.86
13	7.50	9.75	10.25	10.75	11.25	11.75	12.25	12.75	13.25	13.75	14.25	14.75	16.01
14	7.50	9.90	10.40	10.90	11.40	11.90	12.40	12.90	13.40	13.90	14.40	14.90	16.17
15	7.50	10.05	10.55	11.05	11.55	12.05	12.55	13.05	13.55	14.05	14.55	15.05	16.32
16	7.50	10.20	10.70	11.20	11.70	12.20	12.70	13.20	13.70	14.20	14.70	15.20	16.48
17	7.50	10.35	10.85	11.35	11.85	12.35	12.85	13.35	13.85	14.35	14.85	15.35	16.63
18	7.50	10.50	11.00	11.50	12.00	12.50	13.00	13.50	14.00	14.50	15.00	15.50	16.79
19	7.50	10.65	11.15	11.65	12.15	12.65	13.15	13.65	14.15	14.65	15.15	15.65	16.94
20	7.50	10.80	11.30	11.80	12.30	12.80	13.30	13.80	14.30	14.80	15.30	15.80	17.10
21	7.50	10.95	11.45	11.95	12.45	12.95	13.45	13.95	14.45	14.95	15.45	15.95	17.25
22	7.50	11.10	11.60	12.10	12.60	13.10	13.60	14.10	14.60	15.10	15.60	16.10	17.41
23	7.50	11.25	11.75	12.25	12.75	13.25	13.75	14.25	14.75	15.25	15.75	16.25	17.56
24	7.50	11.40	11.90	12.40	12.90	13.40	13.90	14.40	14.90	15.40	15.90	16.40	17.72
25	7.50	11.55	12.05	12.55	13.05	13.55	14.05	14.55	15.05	15.55	16.05	16.55	17.87
26	7.50	11.80	12.30	12.80	13.30	13.80	14.30	14.80	15.30	15.80	16.30	16.80	18.03
27	7.50	12.05	12.55	13.05	13.55	14.05	14.55	15.05	15.55	16.05	16.55	17.05	18.18
28	7.50	12.30	12.80	13.30	13.80	14.30	14.80	15.30	15.80	16.30	16.80	17.30	18.34
29	7.50	12.55	13.05	13.55	14.05	14.55	15.05	15.55	16.05	16.55	17.05	17.55	18.49
30	7.50	12.80	13.30	13.80	14.30	14.80	15.30	15.80	16.30	16.80	17.30	17.80	18.64
31	7.50	13.05	13.55	14.05	14.55	15.05	15.55	16.05	16.55	17.05	17.55	18.05	18.79
32	7.50	13.30	13.80	14.30	14.80	15.30	15.80	16.30	16.80	17.30	17.80	18.30	19.04

***In accordance with 70 O.S. § 6-101.40 - HB1026XX, effective July 1, 2018, all full-time support staff will receive a \$1,250 pay increase for the 2021-2022 school year. This additional amount will be reflected on your pay stub spread over a 12-month period.

SB-18 EVALUATION

It is the policy of the Guthrie Board of Education that all Support Employees be evaluated at least once each year prior to May 1. The Support Employee evaluation assignments are as follows:

EMPLOYEE	EVALUATOR
Secretaries	Building Principal
Teacher Assistants	Building Principal - Teacher
Special Ed Teacher Assistants	Building Principal - Teacher - Sp. Ed. Director
Custodians	Building Principal
Maintenance Personnel	Director of Operations
Cafeteria Personnel	Director of Food Services
Transportation Personnel	Director of Operations
Central Office Personnel	Superintendent - Asst. Supt.

ONE OR ALL OF THE DESIGNATED EVALUATORS MAY DO EVALUATIONS AS DEEMED NECESSARY.

Where the Building Principal is designated as the evaluator, an Assistant Principal if so assigned may assume the responsibility.

A copy of the evaluation instrument to be used is included at the back of this handbook.

SB-19 PROFESSIONAL LEAVE

Professional leave may be provided upon request and approval of appropriate administration. Such leaves shall be used for attendance at professional conferences, meetings, workshops, observations of other schools' programs or other meetings.

SB-20 JURY DUTY

Support employees shall be granted leave to serve on a jury or as a subpoenaed witness. An employee serving as a juror or subpoenaed witness shall be paid the full contract salary less any compensation received for such service, exclusive of parking or mileage reimbursement.

SB-21 MATERNITY LEAVE

A Support Employee who is pregnant may continue her duties until, in the opinion of the employee's physician and the employee, she is no longer able to perform her duties. The employee shall give written notice at least fourteen (14) days prior to the time she intends to cease her duties, except in case of an emergency.

The notice shall also state whether or not she intends to return to the district after the child is born and when she intends to return. An employee who gives notice she desires to return to the district must reaffirm that intent by giving written notice to the Board within sixty (60) days of the child's birth. At the time of her return, the employee shall be assigned to the same position or an equivalent position for which she is qualified, provided she returns the same school year. Up to thirty, (30) days of sick leave with pay can be used for maternity leave. Days requested beyond thirty, (30) must be documented by a physician.

SB-22

PERSONAL LEAVE

Each Support Employee shall have three (3) days to be used as personal or emergency leave with the following restrictions:

1. Such leave shall be granted upon request to the employee's building principal or director at least forty-eight (48) hours in advance of the requested leave. The time limit shall be waived in case of emergency.
2. Cost of a substitute, if needed, shall be paid by the school system.
3. These days are not cumulative.
4. Any days taken over the allowed three (3) days will result in loss of a full day's pay for each day.
5. The day immediately preceding and following a school holiday will not be allowed for personal leave, except as approved by the building principal.
6. No personal leave days will be granted the first or last weeks of class, except in case of emergency and approved by the principal.
7. Unused personal leave days shall accumulate as sick leave for the following year. Those employees who have one hundred ten (110) unused sick leave days accumulated at the end of the school year may make a written request to receive \$50.00 per day for each unused personal leave day, maximum of three (3) days. Eligible staff must request payment in writing to the office of the superintendent by June 1 each year to receive reimbursement. Reimbursement for unused personal leave days is not cumulative.

SB-23

BEREAVEMENT LEAVE

Non-cumulative bereavement leave of up to five (5) days per occurrence shall be granted to an employee in the event of a death in the immediate family. Immediate family shall include: spouse, parent, stepparent, child, stepchild, foster-child, brother-in-law, sister-in-law, son-in-law, daughter-in-law, sibling, grandparent, grandchild, parent-in-law, aunt or uncle, and aunt or uncle-in-law. (Bereavement leave need not be taken on consecutive days but must be initiated within 15 days and completed within 30 days of the qualifying event.)

SB-24

SICK LEAVE

One day per contract month of sick leave shall be granted annually for personal illness, accidental injury, pregnancy or temporary disability to the employee or accidental injury or illness the immediate family. (Immediate family shall include: spouse, parent, step-parent, child, step-child, foster child, brother-in-law, sister-in-law, son-in-law, daughter-in-law, sibling, grandparent, grandchild, or parent-in-law.)

Support Employees who legally retire and are vested in the Oklahoma Teacher's Retirement System shall be paid for accrued sick leave upon written request at the rate of \$50.00 per day. Those employees who have resigned and have been employed by the Guthrie Public School System for a minimum of ten (10) years shall also be paid for accrued sick leave at the rate of \$50.00 per day. All sick leave days paid upon separation of employment through retirement must have been accrued in the service of Guthrie Public Schools. Sick leave days transferred from other employment will not be considered for reimbursement. Written request by the employee prior to the effective date of resignation (but not later than June 15th) shall be required. This can only be done once. (Requests for accumulated sick leave reimbursement received after the close of the fiscal year on June 30th will not be paid.)

Unused sick leave days shall accumulate to a maximum of 120 days per employee. Personnel who have accumulated one hundred twenty (120) days sick leave prior to the commencement of the school year earn additional days when the new school year begins which will be credited to their individual retirement reserve account. Official records of all days accumulated above 120 shall be maintained by the school district for the purpose of teacher retirement.

SB-25

VACATION

All personnel assigned to twelve-month positions will accrue vacation time and be entitled to take vacation leave when approved by their immediate supervisor.

Rate of Accrual

Twelve-month personnel shall accrue a maximum of 12 days of vacation per fiscal year at the rate of 1 day per month.

Special Accrual

Current employees who have previously worked less than 12-month contracts and are changed to 12-month positions will accrue vacation days, on the last day of the first month of 12-month employment and each month thereafter, for the remainder of the fiscal year.

When a 12-month employee transfers to a less-than 12-month position, the employee will be paid for all vacation days.

New Employees

Personnel who are employed later than the first month of the fiscal year will accrue, beginning on the last day of the first month of employment, vacation days at the rate of 1 day per month for each month remaining in the fiscal year.

Month of Accrual

Personnel must have reported to work prior to the tenth (10th) of the month or have worked through the tenth (10th) of the month to receive credit toward vacation for that month.

With regard to computation of earned vacation time, absences of an employee on sick leave or vacation are considered as time served.

Vacation days will not be accrued after the expiration of sick leave or for absences not covered by sick leave or vacation time.

Accumulation

Twelve-month employees who accumulate vacation days as a part of their employment contract may accumulate up to a maximum of thirty-five (35) vacation days. An employee that has in excess of thirty-five (35) vacation days at the end of any month will lose the accrual for that month with no compensation for the day lost.

Payment of Unused Vacation Upon Termination of Employment

Upon retirement or termination of employment, personnel having unused vacation leave will be reimbursed at their daily rate.

SB-26

Epidemic Leave

Support employees who are full-time employees of the District, as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee, and who are also employed a minimum of one hundred seventy-two (172) days, shall be entitled to pay for any time lost when school is closed on account of epidemics or otherwise when an order for such closing has been issued by a health officer authorized by law to issue the order.

SB-27

SUPPORT PERSONNEL SUSPENSION, DEMOTION OR TERMINATION

1) Definitions:

- a) "Support Employee" shall mean an employee of the School District who provides those services, not performed by professional educators or licensed teachers, which are necessary for the efficient and satisfactory functioning of the School District.
- b) "Full-time Support Employee" shall mean a support employee who regularly works the standard period of labor which is generally understood to constitute full-time employment for the type of services performed by the employee and who is employed by the School District for a minimum of 172 days per year.
- c) "Suspension without pay" shall mean the temporary denial of a support employee's right to work and receive any pay and other benefits during the term of the suspension. "Suspension without pay" may be as a disciplinary measure as provided in paragraph 4.B (1), below, or as a suspension pending investigation as provided in paragraph 4.B(2), below. If a final decision is made under the procedures stated below that a suspension without pay was improper, the support employee shall receive full pay and other benefits for the period of suspension.
- d) "Suspension with pay" may occur in those situations in which the superintendent or his designee, or a supervisor of the support employee perceives a significant hazard in keeping the support employee on the job, in which event the support employee may be asked to immediately leave the School District's premises and the support employee is temporarily relieved of his duties pending a hearing under paragraph 4, below.
- e) "Demotion" shall mean a reduction in pay during the term of the support employee's contract. "Demotion" shall not mean a change in job description or work assignment or duties.
- f) "Termination" shall mean the discharge of the support employee from his/her employment with the School District during the term of his/her contract and does not include the cessation of employment upon expiration of the support employee's contract.
- g) "Nonreemployment" shall mean the failure to offer a support employee a new contract for the next successive school year after the contract under which the support employee is presently employed has expired.

2) Policy on Suspension, Demotion, Termination or Nonreemployment of Full-Time Support Employees.

A full time support employee who has been employed by the School District for more than one year shall be suspended, demoted, terminated or nonreemployed during the term of his/her contract only for cause as provided in this policy. In addition to the definition of cause stated in section 3 of this Policy, "cause" shall also specifically include lack of funds or lack of work. Any support employee who has been employed by the School District for less than one year (12 months) is not entitled to invoke the procedures of this policy and such employee's contract can be terminated at any time without cause.

3) Cause for Suspension, Demotion, Termination or Nonreemployment.

- a) A support employee may be suspended, demoted, terminated or nonreemployed during the term of his/her contract for any of the following:
 - i) Violation of any rule, regulation or requirement issued by the Office of the Superintendent or Board of Education of the School District; or
 - ii) Conduct not otherwise specified in the above rules, regulations or requirements which constitutes insubordination, neglect of duty, incompetency in job performance, dishonesty, or causing or allowing damage, destruction or theft of school property.

- b) The rules, regulations and requirements referred to above shall be posted in a prominent place at each work location or otherwise communicated in writing to all support employees. The rules, regulations and requirements, which may be revised from time to time, shall state that violation of the rules, regulations and requirements may result in suspension, demotion, termination or nonreemployment during the term of his/her contract.

4) Procedures For Suspensions Without Pay, Terminations and Demotions.

- a) Any full-time support employee is subject to disciplinary action in the form of a suspension without pay, demotion or termination. Prior to instituting any such disciplinary action, the full-time support employee shall receive the following hearing rights:
 - i) The superintendent of schools or his designee shall orally advise the support employee of the cause or basis for the proposed disciplinary action;
 - ii) The superintendent of schools or his designee shall explain to the support employee the evidence against the support employee;
 - iii) The superintendent of schools or his designee shall allow the support employee an opportunity to present his side of the matter.
- b) After the support employee is afforded the above hearing rights, the superintendent of schools or his designee may take any of the following actions:
 - i) Suspension without pay for ten (10) working days or less as a disciplinary measure;
 - ii) Suspension without pay pending investigation as to whether cause exists for the termination of the support employee;
 - iii) Demotion of the support employee;
 - iv) Termination of the support employee;
 - v) Conclude that no disciplinary action is appropriate.
- c) If a support employee is suspended without pay pending an investigation as to whether termination is appropriate, then, within five (5) working days after the effective date of the suspension without pay, such investigation must be completed and the superintendent or his duly authorized designee shall afford the support employee a second hearing with the same hearing rights as set forth in paragraph 4.A., above. After the second hearing, the support employee shall either be reinstated, with back pay and other benefits, suspended without pay further as a disciplinary measure (not to exceed a total of 10 working days including the initial days of suspension without pay), demoted or terminated.
- d) The support employee shall have the right to appeal to the Board of Education a suspension without pay as a disciplinary measure, a demotion or a termination as set forth in the Procedures for Appeal to the Board of Education in section 6 below.

5) Procedures for Nonreemployment.

Prior to being nonreemployed, a full-time support employee who has been employed by the School District for more than one (1) year shall be entitled to the following hearing rights:

- a) The board of education or the superintendent of schools or his designee shall advise the support employee, in writing, of the board's intention to consider and act on the nonreemployment of the support employee for the subsequent fiscal year;
- b) The written notification shall set out the cause(s) for such action;

- c) The support employee shall have the right to contest his nonreemployment before the Board of Education as set forth in the Procedures for Appeal to the Board of Education in section 6 below.

6) Procedures for Appeal to the Board of Education.

- a) After any suspension without pay as a disciplinary measure, or prior to the effective date of any demotion, termination during the term of his/her contract or nonreemployment, the support employee shall receive notice of his/her right to a hearing before the Board of Education as herein provided.
- b) All notices shall be sent to the support employee by certified mail at the address of the support employee shown on the school records. If the support employee refuses to accept the notice or fails or refuses to pick up the notice after being notified by the post office to do so, then the support employee shall be deemed to have received the notice on the date that the notice was postmarked. The notice shall contain the information provided in the form attached hereto. The postmark shall be used to determine the timeliness of the notice.
- c) A support employee who has been notified in writing of his/her suspension without pay as a disciplinary measure, demotion or termination during the term of his/her contract or nonreemployment may notify the Clerk of the Board of Education of the School District within ten (10) working days of the postmark on the notice if the support employee desires a hearing before the Board of Education. If the support employee fails to notify the Clerk of the Board of Education of the School District in writing within ten (10) working days of the postmark on the notice that the support employee requests a hearing, the support employee shall be deemed to have waived the right to a hearing and the suspension without pay as a disciplinary measure, demotion or termination action shall be final and, in the case of a nonreemployment, the board may take final action to nonreemploy the employee without further notice or hearing rights.
- d) Hearing before Board of Education:
 - i) Upon timely notice as set forth above, the support employee shall be entitled to a hearing before the Board of Education. The hearing shall be conducted at the next, or next succeeding, regularly scheduled meeting of the Board of Education if the request for the hearing was received at least ten (10) days prior to the next, or next succeeding, regularly scheduled Board of Education meeting. At the request of the support employee or at the discretion of the Board of Education, the Board of Education shall call a special meeting to conduct the requested hearing, which special meeting shall be held no earlier than ten (10) days nor later than thirty (30) days after receipt of the support employee's request.
 - ii) At the hearing before the Board of Education, the support employee shall be entitled to be represented by counsel, to cross-examine witnesses presented by the School District, to present witnesses on his/her behalf and to present any relevant evidence or statement which the support employee desires to offer. The hearing shall be conducted in "open" session. The hearing shall commence with a statement to the support employee of his rights at the hearing. Following this statement, the school administration shall present facts showing the cause for the support employee's suspension without pay as a disciplinary measure, demotion, termination or nonreemployment. The burden of proof shall be upon the school administration. The support employee shall then have the right to present his/her side of the matter. After both the school administration and the support employee have fully presented their respective positions, the Board of Education shall deliberate on the evidence in executive session. The Board of Education shall announce its findings and decision immediately in open session by individual voice vote. The decision shall be made by a majority of the Board of Education members present at the meeting.
 - iii) As to suspension as a disciplinary measure, demotion or termination, the Board of Education may affirm, modify or reverse the action taken against the support employee, including increasing or decreasing the severity of the original action. As to nonreemployment, the board may reemploy or nonreemploy the employee for the subsequent fiscal year.
 - iv) The decision of the Board of Education at the hearing shall be final and non-appealable.

7) Miscellaneous.

This policy shall be effective immediately upon adoption by the Board of Education and shall supersede all previous policies regarding the subject matter contained herein. The Board of Education reserves the right to modify or amend this policy from time to time in any manner consistent with applicable law.

Nothing contained in this policy shall prevent the board of education from acting on its own volition in matters pertaining to suspension, demotion, dismissal or nonrenewal of support employees.

SB-28

SUPPORT PERSONNEL REDUCTION IN FORCE

Procedures for Elimination of Support Personnel Positions:

Guthrie Public Schools may lay off an employee whenever it is necessary because of a shortage of funds or work, or because of a material change in the function of the school.

If normal attrition does not accomplish the necessary staff reduction, the Superintendent will recommend the names of the employees to be laid off based upon all the following criteria:

1. Type of job (skills involved in performance).
2. Length of service to Guthrie Public Schools.
3. Work performance and efficiency.

Each employee to be involved in a lay-off as a result of a Reduction In Force shall be notified in writing by the Superintendent at least two (2) weeks before the effective date.

An employee under RIF shall have the right of re-employment to any vacant position that the school district intends to fill provided such employee meets the qualifications of the position. This right expires one (1) year after the effective date of the RIF. The employee shall be considered in reverse order (i.e., the last dismissed will be the first considered) and shall resume his/her place on the salary schedule as qualified. The employee shall be responsible to keep an up to date address and phone number at the office of the superintendent.

GUTHRIE PUBLIC SCHOOLS

SUPPORT EMPLOYEE RULES AND REGULATIONS

A support employee may be suspended, demoted, terminated or nonreemployed for violation of any of the following Rules and Regulations:

- (1) Falsification of personnel or other records.
- (2) Unexcused failure to be at work station at starting time.
- (3) Leaving work station without authorization prior to lunch periods, or end of work day.
- (4) Excessive unexcused absenteeism.
- (5) Chronic absenteeism for any reason.
- (6) Chronic tardiness.
- (7) Wasting time or loitering during working hours.
- (8) Leaving work area during work hours, without permission, for any reason.
- (9) Possession of weapons on school premises or in school district vehicles or while on duty.
- (10) Removing school district property or records from school district premises without proper authority.
- (11) Willful abuse, misuse, defacing, or destruction of school district property, including tools, equipment, or property of other employees.
- (12) Theft or misappropriation of property of employees, students or of the school district.
- (13) Sabotage.
- (14) Distracting the attention of others.
- (15) Refusal to follow instructions of supervisor.
- (16) Refusal or failure to do work assignment.
- (17) Unauthorized operation of machines, tools, or equipment.
- (18) Threatening, intimidating, coercing or interfering with employees or supervisors.
- (19) The making or publishing of false, vicious, or malicious statements concerning any employee or supervisor.
- (20) Creating a disturbance on school premises including but not limited to engaging in quarrelsome behavior and fighting.
- (21) Creating or contributing to unsanitary conditions.
- (22) Practical jokes injurious to other employees or school district property.
- (23) Possession, consumption, or reporting to work under the influence of beer, alcoholic beverages (including wine), non-prescribed drugs, or controlled dangerous substances.
- (24) Disregard of known safety rules or common safety practices.
- (25) Unsafe operation of motor driven vehicles.

- (26) Operating machines or equipment without using the safety devices provided.
- (27) Gambling, lottery, or any other game of chance on school district property.
- (28) Unauthorized distribution of literature, written or printed matter of any description on school district property.
- (29) Posting or removing notices, signs, or writing in any form on bulletin boards of school district property at any time without specific authority of the administration.
- (30) Poor workmanship.
- (31) Immoral conduct or indecency including abusive and/or foul language.
- (32) Excessive personal calls during working hours, except for emergencies. This includes in-coming and out-going calls.
- (33) Walking off job.
- (34) Clocking in or out another employee's time card or time sheet.
- (35) Use of Tobacco on school property.
- (36) Refusal of job transfer, if the transfer does not result in a demotion.
- (37) Abuse of "breaks" (rest periods) or meal period policies.
- (38) Insubordination of any kind.
- (39) Sexual harassment of an employee, a student or a third party such as a patron.
- (40) Misuse or abuse of any school district leave policy or guidelines.
- (41) When it is in the best interest of the school district, any support personnel may be suspended, demoted, terminated or nonreemployed.
- (42) Because of the difficulty of retaining competent support employees on a temporary basis over an extended period of time, a support employee shall be subject to termination or nonreemployment for physical inability to perform the essential job requirements if the employee is unable due to illness or accidental injury to return to work for his or her regularly scheduled hours and to perform all of the essential duties of the position within 12 work weeks or the number of work days equal to the employee's total accumulated sick leave days, whichever is longer, measured from the date of the first absence due to the illness or injury.

SECTION C

MISCELLANEOUS POLICIES

SC-1

DISTRICT EMPLOYEE PURCHASES

The Guthrie Public School District will no longer accept responsibility for purchases by district employees unless those purchases meet one of the following criteria:

1. Purchase order delivered by employee, purchase order received by mail, or purchase order confirmed verbally via telephone by Purchasing Department.
2. Authorization form for emergency purchases signed by the purchasing manager or designee (this is not a purchase order). This form is for a “one-time” purchase only.

District employees are not authorized to charge purchases in the name of the district. It is the responsibility of the vendor to make sure that no business transaction is negotiated with an employee of the school district unless that transaction meets one of the two criteria mentioned above.

NOTE TO SCHOOL EMPLOYEES: Business transactions conducted during any fiscal year period (July 1-June 30) must have a purchase order typed prior to the end of that period (June 30). State law does not permit the issuance of purchase orders after the end of the fiscal year for expenditures of the prior year. Also, invoices of the prior fiscal year cannot be paid from current year funds. If you submit either of these after the close of the fiscal year, you are liable for the payment.

It is the responsibility of the employee and that of the school or department to see that invoices and requisitions needed for this payment be in the Purchasing Department no later than May 18 of each year.

SC-2

HYGIENE AND SANITATION (BLOODBORNE PATHOGENS)

The Guthrie Board of Education recognizes that body fluids of any person may contain infectious or contagious bacteria or viruses, and that such bacteria or viruses may be spread from one person to another by accidental or careless handling of body fluids during sanitation or custodial work or the administration of emergency first aid.

The superintendent is directed to prepare regulations establishing proper procedures for handling body fluids during normal housekeeping. Such procedures shall include methods for the handling disposal of body fluids in school buildings and on school equipment and material. The district will make personal protective equipment available to employees for use in handling and disposing of body fluids.

The superintendent will also direct the identification of employees who could be reasonably anticipated as the result of their job duties to face contact with blood or other potentially infectious materials. Any employees so identified will be offered Hepatitis B vaccinations at district cost. Such vaccinations will be provided at a reasonable time and recommendations of the U.S. Public Health Service.

School district employees who have had an exposure incident to body fluids will participate in a follow-up confidential medical evaluation documenting the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee's blood if the employee consents, post-exposure prophylaxis, counseling and evaluation of reported illnesses. Health care professionals must be provided specified information to facilitate the evaluation and their written opinion on the need for Hepatitis B vaccine must be supplied to the employer. All diagnoses must remain confidential.

SC-3

STAFF SAFETY

All employees of this school district will be covered by Workers' Compensation Insurance for any accident occurring while on official duty on or off school property. Employees will report any accident, however slight in which they are involved to the employee's immediate supervisor as soon as possible. The report will include a brief description of the accident, the persons involved, and injuries sustained.

The supervisor will forward the report to the Assistant Superintendent's office as soon as possible. The Assistant Superintendent will submit an Employee's Report of Industrial Injury to the State Compensation Office.

Employees who have filed for Worker's Compensation may be required by the superintendent or designee to submit to medical tests or examinations as determined by a licensed physician appointed or hired by the board.

SC-4

USE OF DRUGS AND CONTROLLED SUBSTANCES BY EMPLOYEES DRUG-FREE WORKPLACE

In recognition of the clear danger resulting from drug abuse, and in good faith effort to promote the health, safety, and welfare to employees, students and the community, it is the policy of this school district to provide a drug-free workplace in compliance with the Drug-Free Schools and Communities Act Amendment of 1989.

With the intent that all employees have notice and knowledge of the ramifications concerning illegal chemical substance use, possession, purchase, sale, or distribution when the employee is on duty or on school property, the Guthrie Board of Education has adopted the following policy and regulations on testing of employees and applicants for employment with regard to use of illegal chemical substances.

Statement of Purpose and Intent

1. The safety of students and employees of the school district is of paramount concern to the school board.
2. Employees who are under the influence of an illegal chemical substance when on duty or on school property pose serious safety risks to students and other employees.
3. The use of illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of work of all employees and the safety of all students.
4. Recent scientific studies demonstrate that the use of illegal chemical substances reduces an employee's ability to perform the job beyond the time period of immediate consumption or use.
5. The board recognizes that all employees have certain personal rights guaranteed by the Constitution of the United States of America and by the Constitution of the State of Oklahoma. This policy will not infringe on those rights.
6. Employees who have been identified, as chemically dependent will be referred, on a confidential basis, to a treatment facility or agency.
7. Due to the devastating impact that the use of illegal chemical substances can have on the safety of students and employees and their adverse affect on an employee's ability to perform the employee's job, the board will not tolerate employees who use, possess, distribute, purchase, sell or are under the influence of illegal chemical substances when on duty or while on school property.
8. This policy will apply to all employees of the school district regardless of position, title or seniority. Violations of this policy will subject the employee to disciplinary action, including termination.
9. The use of intoxicating or non-intoxicating beverages as defined by Oklahoma law (alcohol) is specifically addressed in this policy because alcohol is a legal drug. However, possession or use of alcohol when the employee is on duty or on school property is prohibited. Any employee who is found to be under the influence of alcohol when the employee is on duty or on school property or any employee who possesses or consumes alcohol when the employee is on duty or on school property or while attending a school event will be subject to disciplinary action, including termination.

Employee Drug Use Tests

Employees will be required to submit to drug use testing in the following instances:

1. A drug use test will be a required part of an annual physical examination to determine physical fitness for all new school bus drivers, new school vehicle mechanics, and all other new employees who are required to take an annual physical examination and whose jobs have a direct bearing on the safety of students or other employees. Returning employees will be randomly selected as required by Oklahoma State Law. Each employee who is to be tested for illegal chemical substances as a part of an annual physical examination will be given at least 30 calendar days notice of the date of the physical examination and attendant drug use test.
2. Any employee whose behavior while on duty creates a reasonable individualized suspicion that the employee is under the influence of an illegal chemical substance will be required to take a drug use test.
3. Any employee who is involved in an otherwise unexplained accident involving school property will be required to take a drug use test. Any employee who refuses to take a drug use test when so required under the provisions of this policy will be deemed to have committed an act of insubordination or willful neglect of duty, which will be the basis for disciplinary action, including termination.

Applicants for Employment Drug Use Tests

Applicants for employment will be required to submit to drug use testing as follows:

Drug use tests will be included as a part of physical examinations for that class of employees for whom physical examinations are required and only following a conditional offer of employment. If the prospective employee refuses to take the examination, or if the examination discloses drug use, the employment offer will be withdrawn. Applicants for employment will be notified that drug use testing will be a part of the physical examination if a physical examination is required.

Persons Authorized to Order Drug Testing

The following persons have the authority to require drug use testing of employees under this policy:

1. The superintendent of schools;
2. Any employee designated for such purposes by the superintendent or by the school board.

Circulation of Policy

This policy and the accompanying regulations shall be given broad circulation to all employees of the school district, which shall include prominent posting at various places in the district. Each employee and applicant for employment shall be entitled to receive, upon request, a free copy of this policy and the accompanying regulations.

Regulations:

In accordance with the policy of the board of education, the following regulation implements and supports the Use of Illegal Chemical Substances by Employees policy:

Definitions

1. "Illegal chemical substance" means any substance, which an individual may not sell, possess, use, distribute or purchase under either federal or Oklahoma law. Illegal chemical substance includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all pre-prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose.
2. "Under the influence" means any employee of the school district or applicant for employment with the school district who has any illegal chemical substance or the metabolites thereof present in the person's body in any amount which is considered to be "positive" for such drug or drug metabolites using any scientifically substantiated drug use screen test and drug use confirm test.
3. "Positive", when referring to a drug use test administered under this policy, means a toxicological test result, which is considered to demonstrate the presence of an illegal chemical substance or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.
4. "School property" means any property owned, leased or rented by the school district, including but not limited to school buildings, parking lots and motor vehicles.
5. "Drug use test" means a scientifically substantiated method to test for the presence of illegal chemical substances in a person's urine.
6. "On duty" means any time during which an employee is acting in an official capacity for the school district or performing tasks within the employee's job description, including the taking of an annual physical examination.
7. "Reasonable suspicion" means a suspicion based on specific personal observations concerning the appearance, speech or behavior of an individual, and reasonable inferences drawn from those observations in the light of experience.

Determination of Applicants for Employment and Employees Being Under the Influence of an Illegal Chemical Substance

1. Any drug use test administered under the terms of this policy will be administered by or at the direction of a professional laboratory using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimen, proper laboratory control and scientific testing. All aspects of the drug use-testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of applicants and employees to the maximum degree possible. The test specimen shall be obtained in a manner, which minimizes its intrusiveness. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall; the test monitor shall not observe any employee or applicant while the specimen is being produced, but the test monitor may be present outside the stall to listen for normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the specimen. If at any time during the testing procedure, the test monitor has reason to believe or suspect that an employee/applicant is tampering with the specimen, the test monitor may stop the procedure and inform the test coordinator who will then determine if direct observation is required. The test monitor shall give each employee or applicant a form on which the employee or applicant may, but shall not be required to list any medication he/she has taken or any other legitimate reasons for having been in contact with potentially illegal chemical substances in the preceding 30 days.
2. If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography mass spectrometry technique. An applicant for employment will not be denied employment or an employee will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof.
3. If the second test is positive for the presence of illegal chemical substances or the metabolites thereof, the applicant for employment or the employee will be furnished with a copy of the test results.
4. Any applicant for employment or employee who is subject to disciplinary action as a result of being under the influence of an illegal chemical substance will be given a reasonable opportunity to rebut the drug use tests results. If the applicant or employee asserts that the positive test results are caused by other than consumption of an illegal chemical substance by the applicant or employee, then the applicant or employee will be given an opportunity to present evidence that the positive test result was produced by other than consumption of an illegal chemical substance. The school district will rely on the opinion of the laboratory, which performed the tests in determining whether the positive test result was produced by other than consumption of an illegal chemical substance. The employee or applicant will have a right to have a second gas chromatography/mass spectrometry test performed on the same test specimen at the expense of the employee or applicant if the request for the second test is made within 30 days after the date the first test positive result is communicated to the employee or applicant and subject to the approval by the school district's consulting laboratory of (a) the laboratory selected by the applicant for the second test and (b) the testing methodology used by the laboratory selected by the employee or applicant. A proper chain of custody shall be maintained at all times in transmitting the specimen to and from a second laboratory.
5. The laboratory reports and results of drug use testing will be maintained on a confidential basis except as otherwise required by law; provided however, the results and reports of drug use testing may be given to law enforcement authorities if the drug use test is administered as a result of an employee's involvement in an accident resulting in injury to persons or property. The laboratory performing drug use tests for the school district will not report on or disclose to the school district any physical or psychological condition affecting an employee or employment applicant which may be discovered in the examination of a specimen other than the presence of illegal chemical substances or the metabolites thereof. The use of specimens to test for any other substances will not be permitted.

Employee Use, Sale, Possession, Distribution, Purchase or Being Under the Influence of an Illegal Chemical Substance

An employee who possesses, uses, distributes, purchases sells or is confirmed by drug use tests to be under the influence of an illegal chemical substance while on duty, while on school property or as a result of drug use tests conducted as part of an annual physical examination will be subject to disciplinary action, including termination.

Applicants Under the Influence of an Illegal Chemical Substance

Any applicant who is confirmed by drug use test to be under the influence of an illegal chemical substance will not be hired.

SC-5

DISPOSAL OF SURPLUS PROPERTY

Obsolete, surplus, worn-out, or unusable school property shall be traded in or exchanged in the acquisition of other property whenever feasible. Otherwise, such property shall be sold at competitive bidding or at public auction, unless, some other disposition of real property or of personal property has been designated by the board. All such sales or other dispositions shall be recorded and reported to the board.

SC-6

FOOD SERVICES

Food services shall participate in the National School Lunch Program on a basis as nearly self-supporting as feasible, while maintaining charges per pupil at the most reasonable rates possible.

The Guthrie Public Schools Foods Service Department cooperates with the National School Lunch Program. Children from families whose income is at or below the levels set by law are eligible for free or reduced-price meals.

Application forms are available at the principal's office in each school. The information provided on the application is confidential and will be used only for the purpose of determining eligibility. Applications may be submitted at any time during the year.

In certain cases foster children are also eligible for these benefits. If a family has foster children living with them and wishes to apply for such meals for them, they should contact the school.

In operation of child feeding programs, no child will be discriminated against because of race, sex, color, or national origin.

SC-7

MAINTENANCE AND OPERATION OF THE PLANT

The operation and maintenance of the school plant and physical facilities shall be carried out in an efficient and economical manner. The main goal shall be to keep facilities, buildings, and equipment attractive and in good repair.

Hazard Communication Standard

The school district shall be in compliance with OSHA hazard Communication Standard "Right-to-Know Laws", and regulations regarding the use and storage of chemicals in the workplaces and classrooms. (Occupational Safety and Health Act, 1985 (OSHA) Hazard Communications Law, 1986)

SC-8

INSURANCE

The school district shall carry the most economical adequate insurance available on buildings against loss from fire, wind, and other perils. The insurance program and its cost shall be continually studied by the administration and periodically reviewed by the board. Insurance programs shall include the following:

- A. The school district shall carry Worker's Compensation Insurance
- B. The school district shall make available the opportunity to participate in a group health insurance policy.
- C. The school district shall furnish a limited loss of time insurance policy.
- D. Student accident insurance may be made available to all students.
- E. As a political subdivision of the state of Oklahoma, the district shall be liable for loss resulting from its torts or the torts of its employees acting within the scope of their employment of duties subject to the limitations specified in State Law. The school district shall carry liability insurance on all employees. Employees involved in on-the-job activities, which could result in legal proceedings, should inform their supervisor as soon as possible. It should be noted that this liability insurance is not valid in cases of criminal negligence.

SC-9

HAZARDOUS MATERIALS COMMUNICATION

Guthrie Public Schools will comply with federal, state and local regulations pertaining to the use and storage of hazardous materials within the school district, including the workers' right-to-know. In an effort to maintain such regulations, Guthrie Public Schools will utilize the following procedures:

- A. Maintain and make available to its employees such chemical hazard information as required
- B. Maintain and make available to its employees such accident and safety reports as required
- C. Report any health or safety information pertaining to hazardous materials as required to the appropriate governing agency upon request
- D. Work with the local fire authority to identify hazards and placard as required
- E. Maintain proper labeling and storage of containers of hazardous materials
- F. Provide all necessary personal protective equipment for employee safety when dealing with hazardous materials
- G. Conduct such training as needed to familiarize each employee with hazards of that employee's position
- H. Provide such training at least annually and as needed for specific situations

NOTICE

ASBESTOS MANAGEMENT PLAN

A copy of the Asbestos Management Plan for Guthrie Public Schools may be viewed in each site Principal's office. A master copy is available for public inspection at the Guthrie Public Schools' Maintenance Department located at 200 Crooks Drive, Building #4.

SC-10

SMOKE FREE ENVIRONMENT

Smoking, chewing or any other use of tobacco by staff, students, and members of the public is prohibited on, in or upon any school property. It is the intent of this policy to prohibit tobacco use of any kind by anyone on school property 24 hours per day, seven days per week, 365 days per year. This policy applies to all school sponsored events held on or off campus even during non-school hours and days. This policy applies to all public school functions and any outside agency using the District's facilities, including stadium, and sports complex.

SC-11

MAINTENANCE

Guthrie Public School District I-1 employs a maintenance staff that functions under the Director of Maintenance. Minor equipment and facility repairs are the chief duties of the maintenance staff. All repair and/or work requests shall be submitted on a work order form signed by the building administrator to the Office of the Director of Maintenance. In case of an emergency, report the event by telephone to the Office of the Director of Maintenance. For emergencies, a work order will be completed at the director's office. All work orders will be forwarded to the appropriate maintenance person. No private repair firms should be called without the approval of the director of maintenance.

Major facility alterations and additions are generally scheduled for summer or during extended non-school periods.

SC-12

USE OF SCHOOL VEHICLE

Only district vehicles, which are currently under warranty, will be allowed to be taken on out-of-state trips. The Vo-Ag truck and the newer buses are the only district vehicles that would be allowed to take out-of-state trips under such a policy.

SC-13

COORDINATION OF TRANSPORTATION SERVICES

Information regarding bus routes, bus schedules, and bus assignments or any changes will be prepared in writing by the Transportation Office, and copies will be provided to principals of all schools. The Transportation Director must approve schedules and changes. In the event a bus or buses may be late arriving at a school, the Transportation Office will notify the school affected. The Principal should report unusual delays at a school to the Transportation Office. Principals should notify the Transportation Office if a bus continually arrives at school too early or too late or if potential transportation difficulties are detected at a campus as the result of driver action.

SC-14

ACCIDENTS AND ACCIDENT REPORTING

The following steps should be taken for all accidents:

- A. The bus driver should stop and render aid. The Transportation Office should be called or contacted via the radio immediately. The dispatcher will notify the police.
- B. The bus should not be moved unless the driver is instructed to do so by the police or the Transportation Director.
- C. The bus driver should inquire about personal injury. No student should be let off the bus unless there is a threat of fire. If there are injuries, the driver should make a list of those injured and submit the list along with an Accident Report to the Transportation Office. The Transportation Office should notify the principal of the school where those students attend.
- D. The driver should exchange complete information with the other driver involved.

SC-15

OUT-OF-STATE TRAVEL

Oklahoma school buses may not be used for transporting students out-of-state without permission from the State Department of Education. Principals needing this transportation should make a written request, listing reason(s) for this request, to the Administrative Assistant in charge of pupil transportation for the Guthrie Public Schools. This request must be made at least three (3) weeks prior to the activity. The Administrative Assistant, after reviewing the request, may ask that the State Department approve the use of school buses for the activity.

SC-16

BUS DRIVERS

All drivers for the school system must be at least 18 years of age, have a current Chauffeur or Commercial Chauffeur's license, and must be certified by the State Department of Education. Drivers are required to carry their certification card with them when they are driving a bus. New drivers hired after the initial School for Certification is given shall make arrangements to attend a school as soon as one is given in the area. Failure to do so will result in termination. All drivers are required to maintain an acceptable driving record of no more than two (2) moving traffic violations in the last three (3) years, provided no more than one (1) violation occurred in the last two (2) years. Each year a driver must secure and have on file a Motor Vehicle Report in the Transportation Office. A driver can have no DUI or drug-related traffic violations or reckless or careless driving offenses on a Motor Vehicle Report and drive a school bus for the Guthrie Public Schools.

SC-17

COMMERCIAL DRIVER'S LICENSE REIMBURSEMENT

The Guthrie School District will reimburse an employee for his/her initial cost to acquire a Commercial Driver's License (CDL), provided the employee uses a school vehicle in his/her employment. This reimbursement will occur after the third month of employment, upon receipt of the appropriate form submitted by the employee. An employee who has been reimbursed for the cost of the CDL by the district will have that amount charged against his/her last paycheck with the district, if he/she leaves the district before the end of the school year.

**SC-18
FAIR LABOR STANDARDS ACT**

REVISED 10-11-2004

**GUTHRIE SCHOOL DISTRICT POLICY FOR CLASSIFICATION OF EMPLOYEES
AND RIGHTS AND RESPONSIBILITIES INVOLVING NONEXEMPT EMPLOYEES**

It is the policy of Guthrie School District to ensure compliance with the Fair Labor Standards Act (FLSA) provisions concerning the payment of overtime at the established rate to eligible employees. Consistent with that obligation this policy discusses the proper classification of employees as exempt or nonexempt employees and also addresses the rights and responsibilities of the District and nonexempt employees in areas related to the authorization necessary for overtime work, and related recordkeeping requirements. The purpose of the policy is to ensure that the District correctly identifies those individuals entitled to overtime and ensures that nonexempt employees required to work overtime as a condition of their employment receive either monetary compensation or compensatory time for approved overtime. The District's construction and interpretation of this policy shall be consistent with FLSA's mandatory provisions.

District's Overtime Obligations

The FLSA does not limit the number of hours that an employee may work, either daily or weekly. It requires that overtime compensation be paid or time accrued at a rate of not less than one and one-half times the nonexempt employee's regular rate of pay for each hour worked in a workweek in excess of the maximum hours applicable to the type of employment in which the employee is engaged. For school district employees this means overtime for hours in excess of 40 per week for non-exempt employees.

While overtime must be calculated on a workweek basis, there is no requirement in the FLSA that the overtime compensation be paid weekly. As a general rule, overtime earned in a particular workweek should be paid where possible on the regular payday for the period in which such workweek ends. When the correct amount of overtime compensation cannot be determined until later, the district will pay it as soon after the regular pay period as practicable. Payment shall not be delayed beyond the next payday. In those cases where an employee elects or District enforces compensatory time, the use of accrued time is controlled by the District's Compensatory Time for Overtime Policy.

I. Employee Classification for Purposes of FLSA

It is the District's intent to adhere to the requirements of FLSA with regard to the classification of employees and with respect to the payment of overtime wages to eligible employees.

II. Non-Covered Employees

FLSA provides that certain employees are not covered by the Act. Non-covered employees include volunteers, independent contractors, legal advisors, and certain trainees. Non-covered employees are basically treated the same as exempt employees, for purposes of FLSA.

III. Exempt Employees

In accordance with the FLSA, exempt employees do not receive overtime. Exempt employees include executive, administrative, and/or professional personnel.

The District employs a variety of employees. The determination of an employee's proper classification requires evaluation of specific duties, authority and compensation; however, the following provides guidance regarding how employees are generally classified for purposes of overtime compensation.

IV. Nonexempt Employees

Nonexempt employees are entitled to overtime for all hours worked in excess of 40 in a workweek. Overtime compensation is paid at a rate of not less than one and one-half times the nonexempt employee's regular rate of pay for each hour worked in a workweek in excess of 40 hours per week.

V. Examples of Employee Classifications

Nonexempt employees include:

- Bus drivers
- Cafeteria workers
- Dietitians
- Custodial workers
- Day-care workers
- Keypunch operators for school records
- Hall or lunchroom monitors
- Secretarial or clerical support
- Security personnel
- Maintenance workers

Exempt executives include:

- Superintendent
- Assistant Superintendents
- Principals and Assistant Principals
- Directors of Computer Programming

Exempt professionals include:

- Guidance counselors
- Certified public accountants in budget office
- Non-RN school nurse
- School attorneys
- School psychologists
- School registered nurse
- School librarian
- Teachers

Noncovered positions include:

- Appointed members of the board of education
- Elected member of the board of education
- Homeroom mothers/fathers and other volunteers

VI. Authorization Required for Overtime

Employees are not permitted to work overtime without the prior written authorization of the employee's supervisor or the superintendent. An employee who works overtime, without authorization, will be subject to discipline up to and including the possibility of termination. If for any reason the employee is unable to obtain approval of overtime prior to working overtime, he/she is required to immediately bring overtime work to the attention of his/her supervisor.

Supervisors are required to strictly enforce the district's prohibition of unauthorized overtime. To this end, a supervisor must not allow an employee to work overtime if the supervisor knows or reasonably suspects that the employee is working in excess of hours authorized. **A supervisor who fails to take reasonable action to enforce the district's policy will be subject to discipline up to and including possible termination of employment.**

VII. Use of Time Clocks or Other Time Records

Employees will be assigned a method for keeping track of work hours. Each employee is responsible for the complete and accurate reporting of his/her time and must verify that the time reported is truthful to the best of the employee's knowledge and experience.

Employees assigned a time clock must not clock in more than seven (7) minutes prior to the beginning of the employee's work schedule, or more than seven (7) minutes after the end of the schedule. An employee who does not have prior written permission and who is found to have clocked in more than seven (7) minutes before his/her schedule, or clocked out more than seven (7) minutes after his/her schedule, will be in violation of the provisions of this policy. Time accumulated on the time clock before or following the employee's scheduled work hours will not be considered as time worked. An employee who has questions regarding whether the employee should be on the time clock, should immediately contact a supervisor for clarification.

An employee utilizing an alternate method of time keeping is, likewise, required to ensure that the times listed by the employee are complete and accurate and recorded to the best of the employee's knowledge and experience and is subject to the same requirements and penalties as an employee utilizing a time clock.

An employee who identifies an erroneous entry on his or her time card or record should immediately bring the error or mistaken entry to the attention of his/her supervisor and both should insert and initial the correct entry or information on the time record.

Employees who clock in more than eight (8) minutes late will be docked ¼ hour. Employees who are eight (8) minutes early will be paid overtime only if the early report to work is approved by the employee's supervisor. **Voluntary overtime is strictly prohibited because it creates monetary liability for the district, even though that result is unintended.**

VIII. Notice of Policy to Employees

Each employee will be furnished with a copy of the District's FLSA policy and required to sign an acknowledgement confirming that the employee received the policy and that he/she understands the rights and responsibilities that it includes.

Questions concerning any part of the policy should be directed to the employee's supervisor or the superintendent.

If at any time an employee believes that he/she is incorrectly classified for purposes of FLSA or is entitled to additional compensation under federal or state law, he/she should promptly notify the superintendent in writing, setting out the basis for the employee's complaint of misclassification or incorrect compensation.

**GUTHRIE SCHOOL DISTRICT
POLICY REGARDING MULTIPLE EMPLOYMENT ASSIGNMENTS**

The School District may have opportunities for its employees to assume more than one type of employment position. The District will closely monitor the assignment of more than one position to any employee to ensure that the assignment does not result in the employee working more hours than is advisable or hours which will create overtime or unacceptable overtime liability for the School District.

Accordingly, the District will closely monitor all multiple assignments made to employees to determine whether the positions assigned are exempt from overtime or will require the payment of overtime. Employees must strictly adhere to instructions regarding the hours of work authorized.

I. Exemption from Overtime

Exemptions from the overtime provisions of the FLSA are provided under federal regulations. School administrators are exempt as administrative employees and teachers are exempt from overtime under the professional exemption. Other employees may be exempt based on the duties performed and whether they meet the tests approved by FLSA for executive, administrative or professional positions.

II. Multiple Position Employment Prohibition of Exempt Employees

Teachers and administrative employees of the board who are exempt from overtime provisions of the Act under regulations promulgated by the Wage and Hour Division of the United States Department of Labor may not be employed in multiple positions with the board if such employment would jeopardize the exempt status of the employee's teaching or administrative position.

III. Employment Contract Supplements

Pursuant to employment contracts approved by the board, teachers and other *exempt* personnel may earn a salary supplement for performing assigned duties, such as coaching athletic teams, serving as cheerleading sponsors, and other extra responsibilities incidental to their position as teachers or school administrators.

IV. Multiple Position Employment of Non-Exempt Employees

Non-exempt employees of the District and board may be employed in multiple positions only if the time to be worked by the employee in those positions will not normally exceed forty hours during the employee's workweek. Additional position assignments to employees in this category will be subject to the following conditions:

1. *Authorized* overtime will be paid to non-exempt employees who work more than forty hours in a workweek, whether the work is performed in one or more than one job.
2. Supervisors may only permit overtime under unusual or extraordinary circumstances and overtime must be approved in advance, in writing, before overtime hours are worked.
3. An employee working overtime, which is not properly authorized, in advance in writing by the employee's supervisor, is considered to be in violation of this policy and the violation may result in disciplinary action, up to and including possible termination.

V. Overtime Rates of Pay

Non-exempt employees working more than one position, in which the rate of pay is different for each position, must agree in writing, in advance of performance of the work and as part of the overtime authorization, as to the rate of pay. At the time any overtime hours are approved, the employee's supervisor will determine for which job and rate the overtime hours are to be worked. If overtime hours are properly authorized and worked, they will be paid at the rate established for the work being performed during the overtime hours.

VI. Benefit Entitlements According to Primary Position

Employees who work in more than one position for the District will be entitled to benefits in only the primary position unless otherwise provided by law. The primary position is defined as the position in which the person was initially employed by the District and will generally be the position which is regularly assigned the most hours of work.

GUTHRIE SCHOOL DISTRICT COMPENSATORY TIME FOR OVERTIME POLICY

The Fair Labor Standards Act (FLSA) extends flexibility to school districts in adopting arrangements that provide compensatory time off in lieu of monetary overtime compensation. Accordingly, Guthrie School District will provide, within reasonable limits, compensatory time off. The calculation used to determine the amount of compensatory time available to a nonexempt employee is one and one-half hours of compensatory time for each hour of overtime worked. Compensatory time received by an eligible employee extinguishes the employee's entitlement to monetary overtime compensation. Compensatory time off is subject to all of the conditions provided in this policy and the District's other policies concerning FLSA. The District's administration shall, at all times, retain the authority to make the decision to permit an employee to accumulate and use compensatory time or to pay the employee for overtime worked; however, the standard of time and one-half for overtime hours worked shall apply in either instance. The District's policy and applicable procedures concerning compensatory time are more fully detailed below.

I. Prior Approval of Overtime Required

Overtime will not be allowed to any non-exempt employee unless prior approval has been given, in writing, by the employee's supervisor or his/her designee. Non-exempt employees working in excess of forty (40) hours per workweek without prior written approval may be subject to appropriate disciplinary action, up to and including possible termination.

II. Calculation of Compensatory Time

If a non-exempt employee is properly assigned to work more than forty (40) hours in a workweek, the District may provide compensatory time ("comp time") off in lieu of monetary overtime compensation at a rate of not less than one and one-half (1 1/2) hours of compensatory time for each hour of overtime worked. It shall be the responsibility of the employee and the employee's supervisor to maintain accurate records of all comp time accrued. All overtime recorded to be accrued as comp time must be initiated by the employee and the immediate supervisor or his/her designee by the end of the week following the week in which the overtime is worked.

III. Scheduling Use of Compensatory Time

Any non-exempt employee who has accrued comp time and who requests the use of the comp time shall be permitted to use the comp time within a reasonable period, after making the request, as long as the use of the comp time does not unduly disrupt the operation of the District. Supervisors are encouraged to limit the accumulation of comp time to eight (8) hours per pay period, but special circumstances may justify a greater accumulation. All requests to use comp time must be in writing. If the request is denied, then the employee and supervisor are to arrange an alternate date for the comp time to be used. If no agreement can be reached, then a meeting will be conducted with the superintendent of schools or superintendent's designee to schedule a date for the comp time to be taken. The School District requires that comp time earned during one pay period must be used during that period or during the next pay period.

IV. Maximum Accrual of Time

Employees may accrue up to 120 hours of comp time. (Because comp time is accumulated at time and one-half, this is 80 hours of actual overtime work.) Employees who work in a public safety activity, emergency response activity or seasonal activity may accumulate up to 240 hours of comp time.

V. When Hours are Not Considered Work Hours

Time periods in excess of twenty (20) minutes during which the employee is not actually performing job duties will not be included as "hours worked" if the time can effectively be used for the employee's own purpose.

VI. Volunteer Work

Non-exempt employees are not allowed to do “volunteer” work for the District. Although the District appreciates the occasional willingness of nonexempt personnel to volunteer their time, FLSA regulations create an unacceptable risk of overtime liability when nonexempt personnel volunteer to perform services for the school district or volunteer to work longer hours without compensation. An exception to the volunteer prohibition is an employee of the School District, who is a parent, grandparent, or guardian who volunteers in connection with school activities involving the individual’s child or grandchild and the activity is one for which parents or others customarily volunteer. In addition, the volunteer’s activities or services must be unrelated to the employee’s compensated duties with the school.

VII. Payment for Comp Time Upon End of Employment

Any non-exempt employee whose employment with the District terminates and who has accrued but not used comp time shall be paid at his/her regular hourly or salary rate in effect at the time the employee receives the payment. The District reserves the right, at any time, to substitute a cash payment, in whole or in part, for comp time.

VIII. Notice of Policy to Nonexempt Employees

A copy of this policy will be provided all of the district’s nonexempt employees along with a compensatory time agreement which employees will sign and which the employee’s supervisor will sign. The agreement, unless withdrawn by the district, will remain in effect while the employee works for the District. This compensatory time off policy shall be considered as a condition of employment for all non-exempt employees of the District.

**GUTHRIE SCHOOL DISTRICT
COMPENSATORY TIME OFF AGREEMENT**

In accordance with the Fair Labor Standards Act, the Guthrie School District has a policy of granting employees compensatory time off in lieu of compensation for hours worked in excess of 40 hours a week, or, in the District's discretion, providing the employee monetary overtime compensation. A copy of this policy has been provided to me. I understand that the compensatory time will be granted at time and one-half for all hours worked in excess of 40 hours per week. I further understand that the compensatory time may be limited, preserved, used or cashed out consistent with the provisions of that policy and applicable law and regulations of the U.S. Department of Labor.

I knowingly agree to this provision of time off as compensation for overtime work as a condition of my employment and consent to the use of compensatory time in accordance with the District's policy. I further understand that in the event any portion of the policy is interpreted to conflict with the FLSA or its regulations, that the conflicting portion shall be struck and the remainder of the policy shall continue in full force and effect.

Employee Signature

Date

Supervisor Signature

Date

GUTHRIE PUBLIC SCHOOLS
 PERFORMANCE EVALUATION FOR SUPPORT EMPLOYEES

Employee _____ Social Security Number _____

Building/Department _____ Job Title _____

Annual Evaluation _____ 90 Day Evaluation _____ Special Evaluation _____

The Support Personnel Performance Evaluation Program is designed to improve the quality of work in all areas of the support staff by improving the individual on-the-job performance of each employee. It is a cooperative effort between the supervisor and the employee to identify strengths and weaknesses and to prescribe steps for improvement whenever necessary.

CIRCLE THE PROPER RATING FOR EACH PERFORMANCE CRITERION OBSERVED.

Definition of Evaluation Code

- PC- Professionally Competent: Performance is satisfactory
- NI- Needs Improvement: Performance is not as effective as desired
- U - Unsatisfactory: Performance is unacceptable
- NA- Not applicable for this employee

PERFORMANCE EVALUATION FACTORS

PERSONAL CHARACTERISTICS

PERFORMANCE ASSESSMENT

	PC	NI	U
Maintains acceptable attendance record, excluding earned vacation and other leave benefits to which employee is entitled.	PC	NI	U
Arrives on time and maintains reasonably uniform signing or clocking in on time.	PC	NI	U
Maintains a positive outlook, which enhances employee's morale.	PC	NI	U
Uses tact in dealing with the public as well as with other employees.	PC	NI	U
Accepts constructive criticism and suggestions for improvement without resentment.	PC	NI	U
Demonstrates genuine interest in and satisfaction with job assignment.	PC	NI	U
Observes employee dress code, is neat and well groomed in keeping with job assignment	PC	NI	U

PERFORMANCE EVALUATION FACTORS

PERFORMANCE ASSESSMENT

WORK PERFORMANCE

	PC	NI	U
Understands all phases of the job	PC	NI	U
Seeks assistance and/or clarification as needed without hesitation	PC	NI	U
Produces neat, accurate work product which meets acceptable Standards	PC	NI	U
Plans and organizes work in acceptable manner for maximum Efficiency	PC	NI	U
Works well independently without inordinate amount of direct supervision required	PC	NI	U

PROFESSIONAL DEVELOPMENT

	PC	NI	U	NA
Strives to improve in skills required for present job assignment	PC	NI	U	NA
Makes decisions and forms opinions based on sound judgment	PC	NI	U	NA
Uses authority objectively and wisely without favoritism	PC	NI	U	NA
Indicates desire to advance in responsibility and reveals leadership Potential	PC	NI	U	NA

IF NEEDS IMPROVEMENT or UNSATISFACTORY is checked for any area, a PLAN FOR IMPROVEMENT should be developed with the employee, identifying specific steps to be taken to improve performance to a level of competency. THE PLAN FOR IMPROVEMENT should include setting of a specific date at which time a Special Evaluation will be conducted to check progress or completion of the plan. A PLAN FOR IMPROVEMENT should be developed for each area needing improvement. Both the employee and the supervisor should sign the plan at its inception and should initial and date the plan at the time of the special evaluation to check progress.

Supervisor's Comments: _____

Signatures affixed here do not indicate necessarily concurrence with the evaluation, but that the employee and the supervisor have discussed the contents and recommendations.

Employee's Comments: _____

EMPLOYEE'S SIGNATURE _____ DATE _____

SUPERVISOR'S SIGNATURE _____ DATE _____

Building Site



GUTHRIE PUBLIC SCHOOLS

ADMINISTRATOR'S HANDBOOK
TERMS AND CONDITIONS OF EMPLOYMENT

PUBLISHED 8/18/2020 ~~8/10/2021~~

TABLE OF CONTENTS

ITEM	PAGE NUMBER
Purpose	3
Definition	3
Salary Schedule	4
Annual Reemployment	5
Dismissal or Nonreemployment of an Administrator	5
Vacation	5
Life Insurance	6
Health & Dental Insurance	6
Workers Compensation Insurance	6
Sick Leave	7
Sick Leave Bank	8
Personal Leave	8
Family Medical Leave	8
Bereavement Leave	8
Jury Duty	9
Leave-Of-Absence	9
Promotion & Transfer	10
Professional Growth	11
Evaluation	11

GUTHRIE PUBLIC SCHOOLS
Administrator Handbook
Terms and Conditions of Employment

PURPOSE

The Guthrie School District Administrator Handbook is furnished to each Administrator for the purpose of informing him/her of the basic terms and conditions of employment with respect to an administrative position.

The Handbook addresses and explains many practices administered by the School District that will assist the administrator in better understanding basic employment matters such as workdays, leave (including sick and vacation) as well as other benefits. You will, undoubtedly, have questions that either need additional interpretation or are not addressed. In these situations, we encourage you to immediately discuss them with your supervisor to insure a clear understanding and resolution of your issue.

The Superintendent and Board of Education continually review Board policies. As a result of this review process, the Handbook's contents and its interpretation can and will be modified when such modification is deemed necessary.

The Handbook is for information purposes only. Neither it nor any other communication may displace applicable law, Board policy or the terms of the **Administrator's contract** with Guthrie Public Schools.

I. Definition

For purposes of these policies and terms of employment, the term administrator shall mean all personnel in the District who are employed on an administrative contract with the Guthrie Public School District. All policies and procedures herein apply to the Superintendent, Assistant Superintendents, Principals, Assistant Principals and Directors unless an item is limited to a specific employee **position or items are specifically modified in an administrator's contract between** the employee and the Board of Education.

II. Salary Schedule

The Salary Schedule for all administrators will be approved by the Board of Education, upon recommendation of the Superintendent.

Administrative Stipend Scale

~~2020-2021~~ 2021-2022

(Base Salary = Years of Service on Teacher Salary Scale)

Position	Administrative Incentive Above Teacher Salary Scale	Longevity Incentive
<i>BUILDING LEVEL</i>		
<i>ADMINISTRATIVE SCALE</i>		
Ass't Elementary Principal	\$11,500.00	+ \$150 per year for each year of "building" level administrative experience (maximum of 31 32 years)
Elementary Principal	\$18,000.00	
Ass't JH Principal	\$13,000.00	
JH Principal	\$23,000.00	
Ass't HS Principal	\$20,000.00	
HS Principal	\$30,000.00	
<i>DISTRICT LEVEL</i>		
<i>ADMINISTRATIVE SCALE</i>		
Assistant Superintendent	\$42,000.00	+ \$250 per year for each year of "district" level administrative experience (maximum of 31 32 years)
Executive Director	\$37,000.00	
Chief Financial Officer* *	\$34,500.00	
Athletic Director	\$20,000.00	
Director of Operations *	\$17,750.00	
Director of Technology	\$17,750.00	
Director of Special Education	\$15,250.00	
Director of Alternative Education	\$5,000.00	

*Base salary will be the years of service on the **Bachelor's Salary Scale**

** **Base salary will be the years of service on the Master's Salary Scale**

III. Annual Reemployment

The Board of Education will approve all administrators for a one year contract, with the exception of the Superintendent. By law, a Board may enter into a contract with the Superintendent not to exceed three years. All other administrators will be considered for reemployment by the Board of Education in February of each year. The Board, at its discretion, may alter the date for **consideration of an administrator's contract as long as consideration of the contract occurs before the first Monday in June of each school year.**

IV. Dismissal or Non-reemployment of an Administrator

Whenever the Board of Education or the Administrator of a school District shall determine that the dismissal or nonreemployment of a full-time certified administrator from his/her administrative position with the school district should be effected, the administrator shall be entitled to due process pursuant to Okla. Stat. Tit. 70 6-101- the law applicable to termination of employment of certified administrators.

The procedures and grounds for dismissal or non-reemployment of a non-certified administrator will be the same as for all non-certified employees.

V. VACATION

All personnel assigned to twelve-month positions will accrue vacation time and be entitled to take vacation leave when approved by their immediate supervisor.

A. Rate of Accrual

Twelve-month personnel shall accrue a maximum of 12 days of vacation per fiscal year or 1 day per month.

B. Special Accrual

Current employees, who have previously worked less than 12-month contracts and are changed to 12-month positions, will accrue, one vacation day on the last day of each month remaining in the fiscal year.

When a 12-month employee transfers to a less-than 12-month position, the employee will be paid for all unused vacation days.

C. New Employees

Personnel who are employed later than the first month of the fiscal year will accrue, one vacation day on the last day of each month remaining in the fiscal year.

D. Month of Accrual

Personnel must have reported to work prior to the tenth (10th) of the month or have worked through the tenth (10th) of the month to receive credit toward vacation for that month.

With regard to computation of earned vacation time, absences of an employee on sick leave or vacation are considered as time served.

Vacation days will not be accrued after the expiration of sick leave or for absences not covered by sick leave or vacation time.

E. Accumulation

Twelve month employees, who accumulate vacation days as a part of their employment contract, may accumulate up to a maximum of thirty-five (35) vacation days. An administrator that has in excess of thirty-five (35) vacation days at the end of any month will lose the accrual for that month with no compensation for the day lost.

F. Payment of Unused Vacation Upon Termination of Employment

Upon retirement or termination of employment, personnel having unused vacation leave will be reimbursed at a daily rate equal to a regular day of pay.

VI. Life Insurance

Certified and Non-Certified Administrators will receive the same life insurance benefits as all other full-time employees.

VII. Health & Dental Insurance

Certified Administrators will receive the same health and dental benefits as all other full-time certified employees.

Non-Certified Administrators will receive the same health and dental benefits as all other full-time support employees.

VIII. Workers Compensation Insurance

Administrators who are injured by accident arising out of and in the course of his/her employment, regardless of where such injury occurred, shall be entitled to apply for benefits through workers compensation insurance as provided by the Board of Education.

IX. Sick Leave

- A. Administrators shall be vested one day of sick leave for each month of contract. Days vested for administrators will be by length of contract:

Twelve (12) month administrators = Twelve (12) days
Eleven (11) month administrators = Eleven (11) days
Ten (10) month administrators = Ten (10) days

Should an administrator have to be absent from work due to sick leave, he/she must notify their immediate supervisor as soon as possible prior to being absent. Sick leave shall be accumulative to a maximum of one hundred twenty (120) days.

- B. If, after exhausting all sick leave, additional days are required, the administrator shall receive full contract salary less the amount normally paid a certified substitute for an additional period of twenty (20) days. The salary deduction is made regardless of whether the District retains a substitute for the position. In order to receive the additional twenty (20) days, the administrator must present **a doctor's statement to the effect that he/she is medically unable to return to work**. If additional days are needed following the twenty (20) days, the administrator may apply to the appropriate sick leave bank, assuming the administrator is a contributing member.
- C. Upon termination of employment, administrators may choose to transfer the accumulated sick leave between school Districts. The administrator is responsible for obtaining documentation of sick leave to be transferred to the next school District.
- D. Upon retirement through Oklahoma Teacher Retirement System, or resignation after ten years of service to Guthrie Public Schools, administrators shall be paid for all unused sick leave days earned while employed with the district, up to a maximum of one hundred twenty (120) days at the rate of \$50 per day. Sick leave days purchased may, also, be used towards additional experience with the Oklahoma Teachers Retirement System. Those days purchased by Guthrie Public Schools may not be transferred to another school district.

X. Sick Leave Bank

Administrators may participate in the certified or support employee's sick leave bank as applicable. Policies and provisions of use of the sick leave banks can be found in the Policies and Procedures Manual for Guthrie Public Schools.

XI. Personal Leave

A. Administrators shall be granted three (3) days of personal leave with pay each year to conduct personal business that must be conducted during a day under which the administrator is obligated by contract to be at work.

1. Except in emergency situations, administrators who must be absent for reasons of personal leave shall provide the Superintendent with at least forty-eight (48) hours advance notice. In emergencies, the administrator will notify the Superintendent prior to the beginning of the school day and on return to work will complete the necessary documentation.
2. Unused personal leave days shall accumulate as sick leave for the following year. However, administrators who have one hundred ten (110) unused sick leave days accumulated at the close of the school year, may make a written request to receive \$50.00 per day for each unused personal leave day, maximum of three (3) days. Eligible administrators must request payment in writing to the payroll office by June 1 each year to receive reimbursement.

XII. Family and Medical Leave

Family and medical leave shall be available to the administrator in accordance with the District's policy governing family and medical leave.

XIII. Bereavement Leave

A. Non-cumulative bereavement leave of up to five (5) days per occurrence shall be granted to an Administrator in the event of a death in the immediate family. Immediate family shall include the following:

Spouse, parents, step-parent, child, step-child, foster child, brother-in-law, sister-in-law, son-in-law, daughter-in-law, siblings, mother-in-law, father-in-law, grandparents, grandchildren, aunt or uncle, and aunt or uncle-in-law.

- B. For deaths outside of the immediate family, administrators may apply to the Superintendent who is authorized to grant leave chargeable to sick leave, bereavement leave or personal leave by paying the cost of a certified substitute whether or not one is hired.

XIV. Jury Duty or Subpoena Leave

Administrators who are required to serve on jury duty or to appear in court in response to an official subpoena will receive full salary during the period of service. Administrators who must serve in this capacity shall pay over to the District any compensation received for said services.

XV. Leave-of-Absence Without Pay

- A. Administrators may request extended leave-of-absence for not more than one (1) year without pay under any of the circumstances in this section. All requests for such extended leave-of-absence without pay shall be made in writing. All responses to the request shall be in writing. Such application shall be reviewed by the Superintendent before recommending action by the Board of Education. Whether, and under what circumstances, to grant a leave without pay is reserved entirely to the discretion of the Board of Education.
- B. Administrators will be eligible to request a leave-of-absence after two (2) years of continuous administrative service to the District.
- C. Replacement for an administrator granted a leave-of-absence will be on an interim, temporary employment contract. During such interim employment, the administrator employed may apply for positional openings within the District.
- D. Leave-of-absence without pay may be requested for the following reasons:

- 1. If an administrator is unable to work due to personal illness or disability and has exhausted all sick leave available, a medical leave request must be accompanied by a doctor's certificate stating the administrator cannot perform his/her duties.

The administrator may return to duty only upon presentation of appropriate medical evidence stating he/she is able to resume regular work and upon the recommendation of the Superintendent.

- 2. **To care for a sick member of the administrator's immediate family.**

3. To adopt a child. An administrator adopting a child shall be entitled to, upon request, a leave to commence at any time during the first year continuous with adoption after receiving de facto custody of the child, or prior to receiving custody, if necessary to fulfill the requirements for adoption.
4. Military leave-of-absence may be granted by the Board of Education to an administrator in accordance with existing state and federal statutes.
5. Pursuit of advanced degree. An administrator may be granted a leave-of-absence to pursue an advanced degree. An administrator must be able to prove to the Board of Education the advanced degree will benefit the school District. Upon application, the administrator must be no further than one year away from completion of the advanced degree.
6. The administrator's use of a leave-of-absence, or any part of it, for a purpose, which qualifies for family and medical leave under the Family and Medical Leave Act, shall fulfill the District's obligations under the Act.

An administrator on leave-of-absence shall be responsible for health and other insurance premiums, if any, except for that part of the leave which qualifies as family and medical leave.

XVI. Promotion and Transfer

- A. All vacant administrative positions shall be posted for a minimum of three (3) days. A letter of application will be required to demonstrate an interest in the vacancy.
- B. Administrators may request a transfer within the District by filing a letter of intent with the Superintendent.
- C. The Superintendent may involuntarily transfer administrative staff within the District as he/she deems in the best interest of the school district.

XVII. Professional Growth

- A. Professional growth is encouraged for all administrators. Requests to attend conferences and/or seminars, in state, must be submitted in writing to the Superintendent at least two (2) weeks prior to attendance. Any trips outside the state must be approved by the Board of Education. All requests for attendance out of state must be submitted to the Superintendent one week prior to the posting of the Board agenda.

- B. All reimbursements for expenses to attend conferences and/or seminars will be approved by the Board at the next regularly scheduled meeting following submitting actual documentation of expenses.

XVIII. Evaluation

Each administrator will receive a formal evaluation conference with the **Superintendent or the Superintendent's designee prior to a recommendation for** renewal or non-renewal of contract for the next school year. The evaluation will be on a Board approved evaluation instrument and will become a part of the administrator's personnel file. Following the evaluation by the Superintendent, the administrator will have ten (10) days to write a response which will be attached and made a part of the evaluation. Administrator evaluations will be viewed by the Board of Education in consideration of any recommendations by the Superintendent pursuant to renewal or non-renewal of **administrator's** contract for the next school year.

Guthrie Public Schools
Property Committee Meeting
August 2, 2021 5:00 p.m.

Attending Members: Dr. Mike Simpson, Doug Ogle, Michelle Chapple, Cody Thompson, Carmen Walters, Tina Smedley, Gail Davis, Angie Young, and Linda Skinner.
Ron Plagg was in attendance for Jennifer Bennett-Johnson

Cody Thompson spoke on the following items:

Expenditure Reports:

- Summarized the expenses for July for Maintenance and Transportation
- Comparison of 2020/21 expenditures to 2019/20
- 99 new June Purchase Orders for Maintenance and 41 for Transportation

Completed Projects:

- Put down new floor tile, painted classrooms and handrails at Cottoral
- Completed the annual fire alarms, sprinkler systems & kitchen hood inspections throughout the district
- Made significant parking lot repairs at the HS, Fogarty, and Bus lot
- Made repairs to the floor in the BOC FB locker room shower area, removed the partitions, installed new shower heads, and painted the entire room
- Painted several classrooms on A & C floors, the hallways, and both stairwells at the Jr. High
- New carpet was installed in the Jr High Library and Band room
- Painted hallway floors in the north side of Central, the lower basement Hallway and cafeteria at Fogarty, and the lower cafeteria at the JH
- Deep cleaned/shampooed carpets at all school sites
- Replace air filters at the HS, Fogarty, and Cottoral
- Custodial summer deep cleaning is underway at all sites
- Completed 33 of the State School Bus annual inspections

Maintenance Projects:

- Complete the summer deep clean custodial projects
- Install HVAC package units at Cottoral and Fogarty
- Remove all tree stumps throughout the District
- Paint HS annex exterior doors and hand rails at Fogarty
- Replace the sidewalk going from the teacher parking lot to the building at Fogarty
- Repair outside drain that have possibly collapsed at the JH
- Move/replace light switches in different areas throughout the District
- Make repairs to sidewalk between south wing and Quad at Cottoral
- Continue oil and transmission fluid changes to the white and yellow fleet
- Work on maintenance projects list for this summer
- Paint/stain the concrete floors at the BOC FB restroom and the south building hall floors at Central
- Install plumbing shut-off valves at strategic areas at each School

- Make parking lot repairs at the Cotteral, GUES, and the JH
- Replace main entry doors at Fogarty
- Complete the State mandatory bus inspections
- Restripe all parking lots throughout the district
- Continue bus rider enrollment and setting up bus routes for the coming school year
- Hire & train new bus drivers for the 2 open positions

Bond/Building Fund Projects:

HVAC Project – Fogarty Gym 20-ton package unit
 Central Cafetorium – 20-ton unit – installation complete
 Cotteral Gym – 12.5-ton unit and 2.5-ton unit

2021 Bond Projects – ESSER/Cares Act Funding

GUES - Building Automatic System Replacement, replace air handler units, exhaust fans in restrooms, and other system controls – in progress
 Replace the two boilers
 Central – Replace the boiler and chiller
 High School – Replace five boilers
 Several sites – Replace package units
 Jr. High Gym – Install new package HVAC units
 Junior High – tuckpointing to the exterior of the main building – in progress
 installation of outside windows

2021 Building Fund Summer Projects:

HS – North gym bleachers
 Fogarty – Install new carpet in the Quad building classrooms-completed
 Central – Install new carpet in the South building classrooms-completed
 HS – new scoreboard for the North Gym
 HS Softball – new scoreboard for the softball field
 Jelsma Stadium – new scoreboard for the football field
 Junior High – install new carpet in the Library and Band rooms - completed
 IT/CN – install new generator

Angie Young discussed the updated Gifted and Talented Plan which is required every 5 years.

Carmen Walters discussed the grant we received for 3 School Specialists which we pay for half the salary and DHS pays the other half.

Ms. Walters also discussed Waterford Reading Academy program and feels it will be beneficial for our students.

Dr. Simpson discussed the new scoreboard Inter Bank is donating for the High School main gym. The current scoreboard will be moved to the Jr. High gym.

There was also discussion regarding COVID-19 and payroll direct deposit for all school staff as of November 1st, 2021.

Guthrie Public Schools

Finance Committee meeting

August 3, 2021

4:00 p.m.

In Attendance: Dr. Mike Simpson, Doug Ogle, Michelle Chapple, Carmen Walters, Angie Young, Dee Benson, Gail Davis, Janna Pierson, Ron Plagg, and Brandi Brown

Mrs. Chapple opened the meeting informing the committee the first items were routine financial reports, speaking briefly on the budget.

Comparative Financial Report as of July 31, 2021

Budget information was given.

Renewal Agreement with Coca Cola Southwest Vending 2021-2022

The agreement was discussed and there will be a 4% increase on their products.

Approval of SDE Child Nutrition Certificate of Authority 2021-2022

Mrs. Chapple presented the certificate for Jana Wanzer to represent as School Food Authority (SFA).

Mr. Ogle presented the following:

Approval of Career & Technology Education Career and Education for 2021-2022

Mr. Ogle presented the documentation for CareerTech and the funding will be the same as last year.

Approval of Edmentum-ExactPath for 2021-2022

Mr. Ogle presented the agreement which will be for 5th & 6th grades and will be paid with ESSER III funds.

Approval of Administrator's Handbook for 2021-2022

Mr. Ogle discussed the administrator's handbook and the only change was the pay scale went from 31 to 32 step.

Approval of Support Personnel Handbook 2021-2022

Mr. Ogle discussed the support handbook and added in the new legislator law that full time support personnel will be paid during a pandemic or when an order for a closing has been issued by a health officer authorized by law to issue the order. The district receptionist position went from 7 to 9 pay scale with more job duties.

Ms. Walters presented the following:

Discussion on OKDHS School-Based Specialists

Ms. Walters discussed this agreement and there will be 3 OKDHS staff and the district will pay 50% of salary/benefits and will be paid with ESSER III funds.

Approval of Agreement with Waterford Reading Academy for 2021-2022

Ms. Walters presented this agreement and this will be software for Pre-K through 4th grade for reading, math, and science. Included will be professional development for teachers.

Mrs. Young presented the following:

Approval of Presentation of Proposed Gifted and Talented Plan

Mrs. Young presented the plan for G/T students and how the district will accommodate these students.

Mr. Benson presented the following:

Approval of Hoonuit (Formerly Mizuni) for 2021-2022

Mr. Benson presented the agreement and it will create a student login automatically for all students in the district and will be paid with ESSER III funds.

Approval of Ningeo (Cyber Security) for 2021-2022

Mr. Benson presented the agreement for Cyber Security Awareness and will be paid with ESSER III funds.

Dr. Simpson presented the following:

Renewal of Agreement with Logan County Sheriff's Office for SROs 2021-2022

Dr. Simpson presented the agreement and there is no fee increase.

Renewal of Agreement with City of Guthrie for SROs 2021-2022

Dr. Simpson presented the agreement with at least an 8% increase.

District Updates

A donation that was given will go towards a new scoreboard at the High School and the old one will be moved to the Jr. High gym.

Curriculum Committee Meeting Minutes

August 3, 2021

5:00 PM

GPS Administration Board Room

In Attendance:

Dr. Mike Simpson, Doug Ogle, Carmen Walters, Angie Young, Janna Pierson, Travis Sallee, Chris Schroder, and Meghan Norton.

Agenda Items Discussed:

Ms. Walters:

- Waterford representatives: Jodi Sohrt, Director of School Relations and Candra Morris, Director of Family Partnerships presented the Waterford Reading Academy focused on kindergarten readiness, reading, math/science and family engagement. Ms. Walters discussed the positive communication she had with other districts in Oklahoma currently using the program. The cost for the 2021-2022 Waterford Reading Academy agreement will be \$191,730.00 which will be paid for with ESSER III American Rescue Plan funds.
- Ms. Walters presented the OKDHS School-Based Specialists Agreement partnering with the Oklahoma Department of Human Services to provide three School-Based Specialists for the district. The School-Based Specialists will provide services to the district's students and their families. The cost for the 2021-2022 OKDHS agreement is 50% of the School-Based Specialists salary, benefits, and administrative costs totaling \$110,898.00 the district would be responsible for. ESSER III American Rescue Funds will be utilized to cover the cost.

Mr. Ogle:

- Discussion was held regarding the Career Tech allocation for FY22.
- Description of the Days-to-Hours calculation.
- The 2021-2022 Support Handbook was discussed. Three changes were explained.
- One change for the 2021-2022 High School Handbook was described.
- SRO openings will be covered for the coming school year.
- Mr. Ogle presented the 2021-2022 renewal of Edmentum Exact Path & Courseware licenses.
- Mr. Ogle introduced the idea of having a board member joining the ACT/SAT committee.

Mrs. Young

- Mrs. Young presented the 2021-2022 Collaborative Agreement with the University of Oklahoma National Center for Disability Education Training. She explained that there would be no charge for these services and it is the third year for this program.
- The Gifted and Talented Plan was discussed for the coming school year. It was noted that this plan is more succinct and straightforward.

Dr. Simpson

- District updates were discussed.