

**AGENDA WITH COMMENTARY**

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

**MONDAY  
JUNE 10, 2024  
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. Recognition of Superintendent of the Year**
- 9. Cottoral Elementary Construction Update**
- 10. 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 12-149**

  - A. Minutes of regular meeting held on May 13, 2024**
  - B. Treasurer's Report**
  - C. Activity Fund Fundraisers as per attached list**
  - D. Activity Fund Transfer**
  - E. Fuel bid as recommended by bid committee**
  - F. Encumbrances for General Fund #'s 1295-1339, Building Fund #'s 480-519 & 665-666, and listed change orders and Activity Fund Reports-the full register is available online**
  - G. Out of State Trip Request: Dr. Mike Simpson—AASA Legislative Advocacy Conference, Washington, D.C., 7/8/2024-7/11/2024**



**H. Contracts/Agreements under \$10,000**

- 1. Recommendation, consideration and action upon renewal agreement with Aurora Learning Community Association (ALCA) for 2024-2025  
.....Pages 95-96**

Commentary:

ALCA provides districts an online test data service known as Comprehend which allows teachers to generate a multitude of test data graph reports in seconds and can show student cohort reports (performance and scores) of progress through multiple years. This service also includes interim assessments. There is a price increase of \$30.80 from the 2023-2024 agreement.

**Carmen Walters will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- 2. Agreement with YMCA of Greater Oklahoma City for facility use for 2024-2025 at Fogarty Elementary.....Pages 97-99**

Commentary:

This will be the eleventh year the YMCA has been in charge of the School Age Care Program. We have agreed to continue hosting the program at Fogarty Elementary before and after school during the school year. This agreement allows the District and the YMCA to have this arrangement for one school year.

**Dr. Simpson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval

- 3. Agreement with YMCA of Greater Oklahoma City for facility use for 2024-2025 at Charter Oak Elementary.....Pages 100-102**

Commentary:

This will be the seventh year the YMCA has extended their School Age Care Program to Charter Oak Elementary for before and after school during the school year. This agreement allows the District and the YMCA to have this arrangement for one school year. **Dr. Simpson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval

- 4. Discussion, motion and possible action to approve or not to approve entry into an agreement with the Cooperative Council for Oklahoma School Administration (CCOSA) to participate in the CCOSA District Level Services Program for the 2024-2025 fiscal year.....Pages 103-105**

Commentary:

This agreement is for participation in CCOSA's Financial Assistance Program. This program emphasizes assistance in providing advisory services to school leaders regarding school budgets and legal issues.

**Dr. Simpson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval

**5. Contract renewal with Simplified Online Communication System to host the District website for 2024-2025.....Pages 106-112**

Commentary:

Simplified Online Communication System is our current website hosting company. The annual cost has not changed from last year.

**Dee Benson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval

**6. Agreement with Edmentum-Courseware for the 2024-2025 school year .....Pages 113-115**

Commentary:

Edmentum- Courseware: Comprehensive Library. This program provides an online platform for students with special needs. Edmentum is used for students needing a virtual option and for credit recovery. The cost for a twelve month license is \$7,700.00. **Angie Young will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval

**7. Special Services Agreement with United Community Action Head Start for 2024-2025.....Pages 116-128**

Commentary:

This is our annual renewal agreement with Head Start to provide Special Education Services to eligible students ages 3-5 which is required by federal regulations.

**Angie Young will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**8. Agreement with the State of Oklahoma, Department of Rehabilitation Services for Transition School-to-Work for 2024-2025.....Pages 129-149**

Commentary:

The transition school-to-work program is eligible to students with disabilities. The agreement provides work-readiness training and experiences. They will receive school credit for participation and will be paid a stipend based on the federal minimum wage. The Department of Rehabilitation will reimburse the District for stipends paid to the students. **Angie Young will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval

**11. Business Agenda:**

**A. Recommendation, consideration and action upon Contingency Modification #4 for Crossland Construction.....Pages 150-151**

Commentary:

The Contingency Modification #4 is in your packet with detailed information.

**Dr. Simpson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval

**B. Recommendation, consideration and action to accept the bid for Central Elementary air-cooled installation and removal.....Page 152**

Commentary:  
Quotes were received and opened on May 30, 2024 for Central Elementary air-cooled installation and removal. **Cody Thompson will answer any questions.**

**RECOMMENDED ACTION:**  
The Superintendent recommends approval

**C. Recommendation, consideration and action to accept the bid for Guthrie High School Boiler removal and installation.....Page 153**

Commentary:  
Quotes were received and opened on May 30, 2024 for Guthrie High School Boiler removal and installation. **Cody Thompson will answer any questions.**

**RECOMMENDED ACTION:**  
The Superintendent recommends approval

**D. Recommendation, consideration and action to accept lowest bid as listed for Audio and Intercom system for new Cottler Elementary School.....Page 154**

Commentary:  
Quotes were received and opened on May 30, 2024 for Audio and Intercom system for the new Cottler Elementary School. **Dee Benson will answer any questions.**

**RECOMMENDED ACTION:**  
The Superintendent recommends approval

**E. Recommendation, consideration and action to accept the bid withdrawal from ByteSpeed/Optoma for Interactive Panels for the new Cottler Elementary School .....Page 155**

Commentary:  
ByteSpeed/Optoma made a mistake on Attachment #1 Cost Factor sheet and they cannot offer the erroneous price. **Dee Benson will answer any questions.**

**RECOMMENDED ACTION:**  
The Superintendent recommends approval

**F. Recommendation, consideration and action to accept bid for Interactive Panels for new Cottler Elementary School.....Page 156**

Commentary:  
Quotes were received and opened on May 30, 2024 for Interactive Panels for the new Cottler Elementary School. **Dee Benson will answer any questions.**

**RECOMMENDED ACTION:**  
The Superintendent recommends approval

**G. Recommendation, consideration and action to accept bid for Network for the new Cotteral Elementary School.....Page 157**

Commentary:

Quotes were received and opened on May 30, 2024 for Network for the new Cotteral Elementary School. **Dee Benson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval

**H. Recommendation, consideration and action to accept bid for Security for the new Cotteral Elementary School.....Page 158**

Commentary:

Quotes were received and opened on May 30, 2024 for Security for the new Cotteral Elementary School. **Dee Benson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval

**I. Recommendation, consideration and action upon agreement with UDT as the best bid for District new phone system.....Page 159**

Commentary:

Quotes were received and opened on May 30, 2024 for Guthrie Public Schools new phone system. **Dee Benson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval

**J. Recommendation, consideration and action upon PCCO #002 for Lambert Construction..... Page 160**

Commentary:

This will complete payment for Jr. High exterior project.  
**Dr. Simpson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**K. Recommendation, consideration and action upon Change Order #1 for Innovative Mechanical, LLC.....Page 161**

Commentary:

This will complete payment for Jr. High HVAC project.  
**Dr. Simpson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**L. Recommendation, consideration and action upon renewal of financial advisor services agreement with Municipal Finance Services, Inc. for 2024-2025  
.....Pages 162-167**

Commentary:  
Their primary role is to advise the district on matters related to issuing bonds. This will be the tenth year we have contracted with MFS. The continuing disclosure service is included in this renewal as well. **Dr. Chapple will answer any questions.**

**RECOMMENDED ACTION:**  
The Superintendent recommends approval.

**M. Recommendation, consideration and action upon 2023-2024 Revised Appropriations of Red Bud Funds for Building Fund .....Pages 168-169**

Commentary:  
These documents add revenues that have become available in excess of the original estimates made by the auditor to our legal appropriations. This will allow us to make expenditures required to finish the 2023-2024 fiscal year.  
**Dr. Chapple will answer any questions.**

**RECOMMENDED ACTION:**  
The Superintendent recommends approval.

**N. Recommendation, consideration and action upon renewal with OSAG for workers' compensation insurance coverage for 2024-2025.....Page 170**

Commentary:  
Dr. Chapple has recommended that we renew our workers' compensation insurance coverage with OSAG. The renewal premium of \$263,561.00 reflects an increase of \$35,121.00 from last year. **Dr. Chapple will answer any questions.**

**RECOMMENDED ACTION:**  
The Superintendent recommends approval.

**O. Recommendation, consideration and action upon renewal with OSIG for property, general liability, fleet vehicle and errors and omissions coverage for 2024-2025  
.....Pages 171-187**

Commentary:  
Public schools are not attractive to private insurance carriers at this time. OSIG's membership includes 538 school districts. The 2024-2025 premiums show an increase of \$51,694 from last year. This increase is comparable to other districts of our size.  
**Dr. Chapple will answer any questions.**

**RECOMMENDED ACTION:**  
The Superintendent recommends approval.

**P. Recommendation, consideration and action to approve a 4-year lease agreement with Standley Systems for District copiers.....Pages 188-189**

**Commentary:**

Standley Systems has been our vendor for the past two year. This is the third year of our 4 year agreement. We are very happy with their service and support. The District will pay \$.0049 cents per copy and we will renew the agreement annually.

**Dee Benson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**Q. Recommendation, consideration and action upon agreement with Center for Communication and Engagement.....Pages 190-194**

**Commentary:**

Center for Communication and Engagement is a public relations firm specializing in public schools. The contract will include 15-20 hours per month of work for the district. The goal is to continue to build awareness and generate positive engagement about the unique program offerings and service differentiators, as well as the relationships created by attending and/or working for Guthrie Public Schools.

**Dr. Simpson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**R. Recommendation, consideration and action upon agreement with the Board of County Commissioners of Logan County for School Resource Officer provided by Logan County Sherriff's Office for 2024-2025.....Pages 195-202**

**Commentary:**

Guthrie Public Schools will pay the Logan County Sherriff'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

**S. Recommendation, consideration and action upon agreement with Renaissance Star 360 for 2024-2025.....Pages 203-207**

**Commentary:**

Renaissance Star 360 for students enrolled in grades Pre-K through 4<sup>th</sup> are computer adaptive and curriculum-based measurement assessments. Data from these assessments help educators quickly and accurately measure student performance and find the appropriate instructional path for each student learner. The cost for the 2024-2025 agreement is \$35,081.09 which is a price decrease of \$3,124.31 from the 2023-2024 agreement. There is a complete explanation of the program's use in your packet.

**Carmen Walters will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- T. Recommendation, consideration and action upon agreement with Samantha Betchan to provide Speech Therapy Services for the 2024-2025 school year.....Pages 208-209**

Commentary:

Samantha Betchan has agreed to provide Speech Therapy services during the 2024-2025 school year for \$75 per hour. Mileage will be reimbursed at \$.67 per mile for travel between sites. The approximate cost of this service will be \$94,500.00.

**Angie Young will answer any questions**

**RECOMMENDED ACTION:**

The Superintendent recommends approval

- U. 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 8<sup>th</sup> grade students for 2024-2025.....Pages 210-211**

Commentary:

This is a renewal agreement with Meridian Technology Center for The GMS Gateway to Technology program for 8<sup>th</sup> grade students at Guthrie Jr. High. It is designed to actively engage learners in hands-on projects and career exploration/preparation in an effort to increase student interest in viable careers and continued education and training to support their career goals. **John Hancock will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- V. Recommendation, consideration and action to approve the updated memo for 2024 K-6 Remedial Summer School.....Page 212**

Commentary:

Included in your packet is an updated memo with a recommendation for another administrator and substitute administrator to replace an administrator who declined the position that was previously approved at the last board meeting on May 13, 2024.

**Carmen Walters will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval

- W. Recommendation, consideration and action upon Elementary Student Handbook for 2024-2025.....Pages 213-240**

Commentary:

Deletions to last year's handbook and supplements are noted with a strike through and changes or additions are noted in red. **Carmen Walters will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**X. Recommendation, consideration and action upon Guthrie Upper Elementary Student Handbook for 2024-2025.....Pages 241-269**

**Commentary:**

This is the sixth year to have an individual handbook for Guthrie Upper Elementary School that is not tied to the elementary handbook for GPS. Deletions from the previous elementary handbook are noted with a strike through and changes or additions are noted in red. **Carmen Walters will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**Y. Recommendation, consideration and action upon Jr. High School Student Handbook for 2024-2025.....Pages 270-308**

**Commentary:**

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

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**Z. Recommendation, consideration and action upon Guthrie High School Student Handbook for 2024-2025.....Pages 309-347**

**Commentary:**

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

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**AA. Recommendation, consideration and action upon School Bus Rider's Handbook for 2024-2025.....Pages 348-358**

**Commentary:**

Deletions in the handbook are noted with a strike through and changes or additions are in red. **John Hancock will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval

**BB. Recommendation, consideration and action on the following appointments for 2024-2025:**

- **Michelle Chapple – Purchasing Agent**
- **Tamie Jones– Encumbrance Clerk**
- **Jana Wanzer – Treasurer**
- **Stephanie Simmons – Assistant Treasurer**
- **Samantha Stewart – Clerk of the Board and Minutes Clerk**
- **Kary Jarred – Deputy Clerk of the Board and Deputy Minutes Clerk**

**Commentary:**

The Board is required by State Statutes to annually designate employees to perform these duties.

**RECOMMENDED ACTION:**

The Superintendent recommends approval.



**CC. Recommendation, consideration and action upon District Policy: F-5 Transfers Exhibit A.....Page 359**

Commentary:

The following capacity determinations will be reviewed and approved by the Guthrie Board of Education before the first of January, April, July and October.

**Dr. Simpson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**DD. Recommendation, consideration and action to modify 2024-2025 School Calendar to move Homecoming early dismissal.....Page 360**

Commentary:

Homecoming which was scheduled for October 11 needs to be moved to October 4 due to all districts reconfigured by the OSSAA. **John Hancock will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval

**EE. Motion, discussion and vote to approve or disapprove the assignment of Mrs. Jeana Bateson, RN, and current Meridian Technology Center Health Careers Instructor, as an adjunct instructor for the purpose of teaching Anatomy and Physiology during the 2024-2025 school year for academic credit.**

Commentary:

Meridian Technology Center (MTC) is expanding opportunities in Health Careers Program. Having a second instructor greatly increases their flexibility. Mrs. Bateson is a Registered Nurse, and holds a Bachelor's degree in Health Occupations Education from the University of Central Oklahoma. She also holds a secondary teaching certificate in the area of CareerTech Education in regard to the provisions of SB1119, MTC believes that she meets the "distinguished qualifications in their field" provisions of SB1119 to qualify as an adjunct to teach Anatomy and Physiology.

**Dr. Simpson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval

- 12. 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 assignment for 2024-2025, support rehire for 2024-2025, teacher negotiations for 2024-2025, periodic evaluation of Dr. Michael Simpson, Superintendent of Schools, confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest, 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, 4, and 7**
- A. Vote to go into executive session**
  - B. Acknowledge Board's return to open session**
  - C. Statement of minutes of executive session**

13. **Vote on action as set out on the Personnel Reports.....Pages 361-362**
14. **Action upon extra-duty assignment for 2024-2025.....Page 363**
15. **Action upon Support rehire for 2024-2025 school year.....Page 364**
16. **Recommendation, consideration and action to name a principal for Guthrie Upper Elementary School.**
17. **Recommendation, consideration and action to accept any resignations offered since the posting of the agenda.**
18. **Discussion and possible action on new business not known about or could not have been reasonably foreseen at the time of the agenda posting.**
19. **Adjourn**

**Dr. Mike Simpson  
Superintendent**

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**Posted by:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**GUTHRIE PUBLIC SCHOOLS  
BOARD MINUTES  
REGULAR MEETING  
MAY 13, 2024**

**MINUTES OF THE GUTHRIE PUBLIC SCHOOL BOARD OF EDUCATION REGULAR MEETING HELD AT 6:30 P.M. AT GUTHRIE HIGH SCHOOL, 802 E. VILAS GUTHRIE, OKLAHOMA ON MAY 13, 2024.**

**Board Members Present:** Gail Davis, Tina Smedley, Matt Girard, Chris Schroder, S. Janna Pierson and Ron Plagg

**District Level School Officials Present:** Dr. Mike Simpson, Superintendent  
Carmen Walters, Assistant Superintendent  
John Hancock, Executive Director of Personnel and Secondary Ed.  
Dr. Michelle Chapple, CFO  
Angie Young, Director of Special Services  
Cody Thompson, Director of Operations  
Dee Benson, Director of Technology  
Kary Jarred, Deputy Minutes Clerk

- 1. The meeting was called to order by President Schroder at 6:30 p.m.**
- 2. Members Gail Davis, Matt Girard, Tina Smedley, Ron Plagg, S. Janna Pierson and Chris Schroder were present for roll call.**
- 3. A quorum was established.**
- 4. President Schroder asked everyone to stand and join him in the Pledge of Allegiance.**
- 5. President Schroder asked everyone to join him in a Moment of Silence.**
- 6. President Schroder called for Presentation of Employee and Student of the Month recognition.**

**Mr. Hancock gave a PowerPoint presentation of the Employee of the Month. The May 2024 Support Employee of the Month was Pattie Smith nominated by Jane Cook and Eve Fogal. The April 2024 Certified Employee of the Month was Caroline Roberts nominated by Angela Bandy. The May 2024 Certified Employee of the Month was Sharon Cochrane nominated by Kary Jarred. The Student of the Month for May nominated by Mrs. Medlock was Nichole Nash. Blake Wimsey with Foundation Insurance presented Nichole with a \$50 gift card to Walmart.**

- 7A. President Schroder asked the Superintendent if there were any citizens registered to speak to the Board.

Superintendent Simpson stated there was one speaker. Les Kaup spoke to the Board about internet safety of students.

- 7B. President Schroder called for any comments to the Board by Board Members.

There were no comments to the Board by Board Members.

8. President Schroder called for Superintendent's Reports:

Superintendent Simpson reported on the following:

Support Staff Appreciation Day

**Important Dates**

May 14<sup>th</sup> Senior Academic Awards night in the HS Gym beginning at 6:30 p.m.

May 15<sup>th</sup> Baccalaureate Services 7:00 p.m. at First Christian Church

May 17<sup>th</sup> High School Graduation at Jelsma Stadium beginning at 7:30 p.m.

Doors will open at 6:00 p.m.

May 24<sup>th</sup> Last day of school

4 day work week for administrative staff will begin on June 3<sup>rd</sup>.

The legislature once again appears to be at a stalemate on a budget deal. As always, Dr. Simpson has been in close contact with our legislators about the needs of our district.

**Spring Athletic Accomplishments**

Boys and Girls Golf Qualified for the State Tournament

Baseball lost in the Regional Final yesterday

Girls Tennis- #1 Singles placed 5<sup>th</sup> place. #2 Singles placed 2<sup>nd</sup>. #1 Doubles placed 2<sup>nd</sup>. #2 Doubles placed 4<sup>th</sup>.

Boys Tennis was the Regional Champion

9. Cotteral Elementary Construction Update

Lane McMillian with Crossland Construction gave a newsletter containing updates of their progress on Cotteral Elementary.

10. President Schroder called for action on the Consent Agenda

- A. Minutes of regular meeting held on April 8, 2024
- B. Minutes of special meeting held on April 16, 2024
- C. Treasurer's Report
- D. Activity Fund Transfers as per attached list
- E. Fuel bid as recommended by bid committee
- F. Encumbrances for General Fund #'s 1122-1294, Building Fund #'s 441-479, Child Nutrition #'s 16-19, and listed change orders and Activity Fund Reports-the full register is available online
- G. Declare listed items as surplus

- H. Out of State Employee Trip Request: Clay Drake, Dusty Oldenburg, Savannah Rennick and students, National FFA Convention 2024, Indianapolis, IN, October 22- October 26, 2024.
- I. Transportation request from Generations Church May 26, May 29, July 22 and July 26, 2024 to and from Camp Cargill in Sparks, Oklahoma for 1 bus and 1 driver.
- J. Transportation request from First Southern Baptist Church for May 26, May 29, June 15 and June 22, 2024 to and from Falls Creek Camp in Davis, Oklahoma for 1 bus and 1 driver.
- K. Transportation request from Guthrie Public Library for June 15, 2024 to Oklahoma Railway Museum, Oklahoma City, Oklahoma for 1 bus and 1 driver.
- L. Contracts/Agreements under \$10,000
  - 1. Renewal agreement with Oklahoma State School Boards Association for membership dues for 2024-2025
  - 2. Agreement with Visual Senses to provide Visual Impairment and Orientation and Mobility Services for 2023-2024
  - 3. Agreement with Oklahoma Hearing Solutions for Audiological Services for 2023-2024
  - 4. Agreement with TherapyWorks, Inc. to provide Physical Therapy during Extended School Year Services (ESY) for the months of June and July 2023

A motion was made by Davis and seconded by Girard to approve the Consent Agenda. The motion carried with 7 ayes and 0 nays.

**11. President Schroder called for presentation of Cenergistic, LLC report.**

Cody Thompson introduced Cari Dubose, Wayne Couldron and Ronnie Phillips.

Discussion followed.

Cari and Wayne gave out four Energy Star awards to Central Elementary, Cotteral Elementary, Fogarty Elementary and Guthrie High School.

**12A. President Schroder called for receive bids for the purchase \$3,000,000 General Obligation Building Bonds, Series 2024A of the District and vote to award said bonds to the lowest bidder complying with the Notice of Sale and Instructions to Bidders.**

Discussion followed.

A motion was made by Smedley and seconded by Davis to approve to receive bids for the purchase \$3,000,000 General Obligation Building Bonds, Series 2024A of the District and vote to award said bonds to BOK Financial Securities complying with the Notice of Sale and Instructions to Bidders.

The motion carried with 7 ayes and 0 nays.

**12B. President Schroder called to consider and vote on a resolutions providing for the issuance of general obligation bonds in the sum of \$3,000,000 by Independent School District Number 1, Logan County, Oklahoma, authorized at an election called and held for such purpose; prescribing form of bonds; designating bonds as “General Obligation Building Bonds, Series 2024A”; providing for the registration thereof; approving the form of a Continuing Disclosure Certificate; providing for the levy of an annual tax for the payment of and interest on the same; and fixing other details of the issue.**

A motion was made by Smedley and seconded by Pierson to approve a resolutions providing for the issuance of general obligation bonds in the sum of \$3,000,000 by Independent School District Number 1, Logan County, Oklahoma, authorized at an election called and held for such purpose; prescribing form of bonds; designating bonds as “General Obligation Building Bonds, Series 2024A”; providing for the registration thereof; approving the form of a Continuing Disclosure Certificate; providing for the levy of an annual tax for the payment of and interest on the same; and fixing other details of the issue.

The motion carried with 7 ayes and 0 nays.

- 12C. President Schroder called to consider and take action on a resolution authorizing the calling and holding of a special election on August 27, 2024 for the purpose of submitting to the registered, qualified electors of the Guthrie School District the question of the issuance of general obligation bonds to be issued in series, in the sum of Forty Five Million Dollars (\$45,000,000) to provide funds for the purpose of acquiring or improving school sites, constructing, repairing, remodeling or equipping buildings, or acquiring school furniture, fixtures or equipment as authorized by Section 26, Article X, of the Oklahoma Constitution which includes but is not limited to constructing, equipping and furnishing a new elementary school; and levying and collecting an annual tax in such district for the payment of the interest and principal of said bonds.

Discussion followed.

A motion was made by Plagg and seconded by Smedley to approve a resolution authorizing the calling and holding of a special election on August 27, 2024 for the purpose of submitting to the registered, qualified electors of the Guthrie School District the question of the issuance of general obligation bonds to be issued in series, in the sum of Forty Five Million Dollars (\$45,000,000) to provide funds for the purpose of acquiring or improving school sites, constructing, repairing, remodeling or equipping buildings, or acquiring school furniture, fixtures or equipment as authorized by Section 26, Article X, of the Oklahoma Constitution which includes but is not limited to constructing, equipping and furnishing a new elementary school; and levying and collecting an annual tax in such district for the payment of the interest and principal of said bonds

The motion carried with 7 ayes and 0 nays.

- 12D. President Schroder called for recommendation, consideration and action to approve teachers, aides and administrator as listed for 2024 K-6 Remedial Summer School.

A motion was made by Davis and seconded by Girard to approve teachers, aides, and administrator as listed for 2024 K-6 Remedial Summer School.

The motion carried with 7 ayes and 0 nays.

- 12E. President Schroder called for recommendation, consideration, and action upon renewal with National Purchasing Cooperative Interlocal Participation Agreement with BuyBoard National Purchasing Cooperative for 2024-2025

**Discussion followed.**

**A motion was made by Pierson and seconded by Girard to approve renewal with National Purchasing Cooperative Interlocal Participation Agreement with BuyBoard National Purchasing Cooperative for 2024-2025**

**The motion carried with 7 ayes and 0 nays.**

- 12F. President Schroder called for recommendation, consideration and action upon contract with Sodexo, Inc, for 2024-2025 for Child Nutrition Services.**

**A motion was made by Smedley and seconded by Pierson to approve contract with Sodexo, Inc, for 2024-2025 for Child Nutrition Services.**

**Discussion followed.**

**The motion carried with 7 ayes and 0 nays.**

- 12G. President Schroder called for recommendation, consideration and action upon amendment to renew agreement with Clearwater Enterprises for the purchase of third party natural gas for 2024-2025.**

**A motion was made by Girard and seconded by Davis to approve amendment to renew agreement with Clearwater Enterprises for the purchase of third party natural gas for 2024-2025.**

**The motion carried with 7 ayes and 0 nays.**

- 12H. President Schroder called for recommendation, consideration and action upon agreement with Alcohol and Drug Testing, Inc for student drug testing services for 2024-2025.**

**A motion was made by Davis and seconded by Girard to approve agreement with Alcohol and Drug Testing, Inc for student drug testing services for 2024-2025**

**The motion carried with 7 ayes and 0 nays.**

- 12I. President Schroder called for recommendation, consideration and action upon agreement with Jessica Waddle, Certified Occupational Therapist to provide Occupational therapy during the 2024-2025 school year.**

**A motion was made by Pierson and seconded by Smedley to approve agreement with Jessica Waddle, Certified Occupational Therapist to provide Occupational therapy during the 2024-2025 school year.**

**The motion carried with 7 ayes and 0 nays.**

- 12J. President Schroder called for recommendation, consideration and action upon approval of agreement with Tiffany Keitz to provide Speech Therapy Service for 2024-2025 school year.**

**A motion was made by Smedley and seconded by Davis to approve the agreement with Tiffany Keitz to provide Speech Therapy Service for 2024-2025 school year.**

**The motion carried with 7 ayes and 0 nays.**

- 12K. President Schroder called for recommendation, consideration and action upon renewal agreement with Ms. Teresa Ewing to provide Physical Therapy Services for 2024-2025.**

**A motion was made by Girard and seconded by Davis to approve renewal agreement with Ms. Teresa Ewing to provide Physical Therapy Services for 2024-2025.**

**The motion carried with 7 ayes and 0 nays.**

- 12L. President Schroder called for recommendation, consideration and action upon contractual agreement with Beth McLean for Occupational Therapy Services for Extended School Year June and July and 2024-2025 school year.**

**A motion was made by Smedley and seconded by Pierson to approve contractual agreement with Beth Mclean for Occupational Therapy Services for Extended Schools Year June and July and 2024-2025 school year.**

**The motion carried with 7 ayes and 0 nays.**

- 12M. President Schroder called for recommendation, consideration and action upon agreement between Guthrie Public Schools and Oklahoma Department of Human Services to provide School-Based Specialists for 2024-2025.**

**A motion was made by Pierson and seconded by Plagg to approve the agreement between Guthrie Public Schools and Oklahoma Department of Human Services to provide School-Based Specialists for 2024-2025.**

**The motion carried with 7 ayes and 0 nays.**

- 12N. President Schroder called for recommendation, consideration and action to accept each bid as listed for lawn services for Guthrie Public Schools for 2024-2025.**

**A motion was made by Davis and seconded by Smedley to accept Hudson Lawn Services for lawn services for Guthrie Public Schools for 2024-2025.**

**Discussion followed.**

**The motion carried with 7 ayes and 0 nays.**



- 12O. President Schroder called for recommendation, consideration and action to accept each bid as listed for spraying for weed control services for Guthrie Public Schools for 2024-2025.**

**A motion was made by Plagg and seconded by Pierson to accept Turf Surfers for spraying for weed control services for Guthrie Public Schools for 2024-2025.**

**The motion carried with 7 ayes and 0 nays.**

- 12P. President Schroder called for recommendation, consideration and action upon Temporary Appropriations for 2024-2025 for the General Fund, Building Fund, Child Nutrition Fund, Gifts and Endowments Fund and Insurance/Casualty Fund.**

**A motion was made by Smedley and seconded by Davis to approve Temporary Appropriations for 2024-2025 for the General Fund, Building Fund, Child Nutrition Fund, Gifts and Endowments Fund and Insurance/Casualty Fund.**

**The motion carried with 7 ayes and 0 nays.**

- 12Q. President Schroder called for recommendation, consideration and action upon agreement with Oklahoma State Department of Education for the 2024 Summer Food Service Program.**

**A motion was made by Girard and seconded by Plagg to approve the agreement with Oklahoma State Department of Education for the 2024 Summer Food Service Program.**

**The motion carried with 7 ayes and 0 nays.**

- 12R. President Schroder called for recommendation, consideration and action upon a survey to students by Tonya Nichols for Doctoral Research.**

**A motion was made by Davis and seconded by Smedley to approve a survey to students by Tonya Nichols for Doctoral Research.**

**The motion carried with 7 ayes and 0 nays.**

- 13. President Schroder 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, extra-duty assignments as listed for 2023-2024, rehiring of support personnel as listed for 2024-2025, employment of temporary contract teachers as listed for 2024-2025, employment of probationary teachers as listed for 2024-2025, discussion of employment of Director of Special Education, discussion of teacher negotiations for 2024-2025, 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**

- 13A. A motion was made by Smedley and seconded by Pierson to go into executive session.**

**The motion carried with 7 ayes and 0 nays. Executive session began at 7:28 p.m.**

**13B. President Schroder acknowledged the Board's return to open session at 8:20 p.m.**

**13C. President Schroder stated that in executive session only those items listed in Agenda Item 13 were discussed and no votes were taken.**

**Board Member Janna Pierson left early.**

**14. President Schroder called for vote on action as set out on the Personnel Reports.**

**A motion was made by Plagg and seconded by Girard to approve the Personnel Reports.**

**The motion carried with 6 ayes and 0 nays.**

**15. President Schroder called for action upon recommendation of extra-duty assignments as lists for 2023-2024.**

**A motion was made by Davis and seconded by Girard to approve extra-duty assignments as listed for 2023.2024.**

**The motion carried with 6 ayes and 0 nays.**

**16. President Schroder called for action upon recommendation to rehire support personnel as listed for 2024-2025.**

**A motion was made by Smedley and seconded by Girard to approve the rehire support personnel as listed for 2024-2205.**

**The motion carried with 6 ayes and 0 nays.**

**17. President Schroder called for action upon recommendation to rehire temporary contract teachers as listed for the first semester of 2024-2025.**

**A motion was made by Plagg and seconded by Girard to approve to rehire temporary contract teachers as listed for the first semester of 2024-2025.**

**The motion carried with 6 ayes and 0 nays.**

**18. President Schroder called for action upon recommendation to rehire probationary contract teachers as listed for 2024-2025.**

**A motion was made by Smedley and seconded by Girard to approve to rehire probationary contract teachers as listed for 2024-2025.**

**The motion carried with 6 ayes and 0 nays.**

**19. President Schroder called for recommendation, consideration and action on the hiring of a new Director of Special Education.**

**A motion was made by Plagg and seconded by Davis to approve hiring Kaitlin Smith as the new Director of Special Education.**

**The motion carried with 6 ayes and 0 nays.**

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

**Superintendent Simpson stated there was one- Ms. Kendra McNew.**

**A motion was made by Plagg and seconded by Davis to approve the resignation of Ms. Kendra McNew.**

**The motion carried with 6 ayes and 0 nays.**

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

**Superintendent Simpson stated there was no new business.**

- 22. President Schroder called for the meeting to be adjourned.**

**A motion was made by Davis and seconded by Girard to adjourn the meeting.**

**The motion carried with 6 ayes and 0 nays.**

**The meeting adjourned at 8:25 p.m.**

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**Samantha Stewart, Minutes Clerk**

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**Chris Schroder, President**

The agenda was posted at the Guthrie Public School's Administrative Office, 802 E. Vilas, Guthrie, OK on May 10, 2024 at 10:30 a.m. in accordance with the Open Meeting Law and notice of this regular meeting was given to the Logan County Clerk, prior to December 15, 2023. The agenda is also on our website.

Samantha Stewart  
Board Clerk and Minutes Clerk

## TREASURER'S REPORT

May 31, 2024

### BANK BALANCES

#### FARMERS & MERCHANTS

General Fund	7,150,301.98
Building Fund	809,953.12
Sinking Fund	3,441,934.75
ILR Fund	30,448.45
G&E Fund	44,423.24
Child Nutrition Fund	1,252,578.20
Activity Fund	721,317.70
School Age-Care Fund	75,619.14
Bond Fund	<u>5,322,760.99</u>

TOTAL \$ 18,849,337.57

### RECEIPTS

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#### GENERAL FUND:

Logan County	110,415.15
State of Oklahoma	1,656,426.24
Okla. Tax Comm.	207,215.20
School Land Earn.	33,705.18
R.O.T.C.	6,675.80
Federal Programs	136,517.13
Misc Receipts	31,984.99
Correcting Entry(-)	0.00
General Acct. Int.	15,258.56
Minus (-) Bank Fees	<u>25.00</u>
TOTAL	\$ 2,198,173.25

#### BUILDING FUND

Local	
Logan County	8,922.89
Bldg. for Champs	<u>20.00</u>
TOTAL	\$ 8,942.89

#### SINKING FUND:

Logan County \$27,760.08

#### CHILD NUTRITION FUND:

Local	27,227.63
State	22,914.04
Federal	<u>139,114.65</u>
TOTAL	\$ 189,256.32

#### INS.LOSS RECOVERY FUND:

MISC \$ 0.00

#### BOND FUND:

Interest	2,546.26
Bank Fees	<u>(-)0.00</u>
TOTAL	\$ 2,546.26

**WARRANTS PAID**

**GENERAL FUND:**

2022-2023       \$  
2023-2024       \$ 2,405,455.90

**GIFTS & ENDOWMENTS FUND:**

2022-2023       \$  
2023-2024       \$

**BUILDING FUND:**

2022-2023       \$  
2023-2024       \$125,369.13

**INS. LOSS RECOVERY FUND:**

2022-2023       \$  
2023-2024       \$

**CHILD NUTRITION FUND:**

2022-2023       \$  
2023-2024       \$ 220,058.67

**BOND FUND:**

2022-2023       \$  
2023-2024       \$ 818,229.44

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**TOTAL MONIES IN F&M BANK** \$18,849,337.57

PLEDGED – FDIC               \$     250,000.00

PLEDGED – F&M BANK       \$  26,379,000.00



**GUTHRIE PUBLIC SCHOOLS  
ACTIVITY FUND FUNDRAISER REQUESTS  
AS OF JUNE 1, 2024**



<b>CLUB</b>		<b>EVENT</b>
1	CENTRAL, ACTIVITY # 802	SCHOOL STORE
2	CENTRAL, PTO # 803	CHRISTMAS STORE
3	CENTRAL, PTO # 803	PIE A TEACHER
4	CENTRAL, PTO # 803	PENNY WARS
5	CENTRAL, PTO # 803	SCHOOL SHIRTS
6	COTTERAL, PTO #804	SMENCILS
7	COTTERAL, PTO #804	CHRISTMAS STORE
8	COTTERAL, PTO #804	SCHOOL SHIRTS
9	COTTERAL, ACTIVITY #805	LED WRISTBANDS
10	LADY JAYS BASKETBALL, JH #828	SUMMER CAMP
11	CHARTER OAK ACTIVITY, #840	SCHOOL YEARBOOK
12	CHARTER OAK ACTIVITY, #840	FALL BOOKFAIR
13	CHARTER OAK ACTIVITY, #840	SPRING BOOKFAIR
14	CHARTER OAK ACTIVITY, #840	SCHOOL SHIRTS
15	CHARTER OAK ACTIVITY, #840	AMAZON WISH LIST
16	CHARTER OAK PTO, #841	STUDENT STORE
17	CHARTER OAK PTO, #841	SCHOOL STORE (EMAILS)
18	CHARTER OAK PTO, #841	DONATIONS
19	CHARTER OAK FACULTY, #842	FLOWER FUND
20	ART CLUB, #851	ARTWORK SALE
21	ART CLUB, #851	FACE PAINTING
22	ART CLUB, #851	HOLIDAY CARDS
23	ART CLUB, #851	SWEATSHIRT SALE
24	ART CLUB, #851	T-SHIRTS
25	ART CLUB, #851	WINDOW PAINTING
26	ART CLUB, #851	ART SHOWS
27	ART CLUB, #851	DUES
28	HS STUDENT PANTRY, # 871	DONATIONS
29	FFA BOOSTER, #876	LABOR & DESSERT AUCTION
30	FFA BOOSTER, #876	CONCESSIONS STAND
31	FFA BOOSTER, #876	FOOD NIGHTS
32	FFA BOOSTER, #876	UHV RAFFLE
33	FFA BOOSTER, #876	DUES
34	FFA BOOSTER, #876	LIVE & SILENT AUCTION
35	FFA BOOSTER, #877	MEAT SALES
36	FFA BOOSTER, #877	STEAK DINNER/DANCE
37	FFA BOOSTER, #877	METAL SALES
38	FFA BOOSTER, #877	PLANT SALES
39	FFA BOOSTER, #877	SPEECH CONTEST

40 HS, XC BLUECREW #880  
41 GIRLS BASKETBALL, #881

SUMMER CAMP  
KIDS CAMP



# GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6.3.2024 Site: Central Unobligated Account Balance: 14,007.63

Account Name & Number: Central Activity 802

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) School Store - Parents and students send emails to friends and family with links to shop from different stores. Central receives credits for school supplies and a book vending machine for students.

*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: Will be used for items needed in classroom, teacher and student items, materials, and incentives, playground supplies, first aid supplies. Book vending machine will be used for incentives.

Name/Address of Vendor: School Store - 180 Freedom Ave, Murfreesboro, TN

Items to be purchased in order to conduct the fundraiser: \_\_\_\_\_

a. Estimated INCOME: <u>\$500</u>	NOTES: _____
b. Less Estimated EXPENSES: _____	_____
c. Estimated PROFIT: <u>\$500</u>	_____

First day Fundraiser : 10.7.2024 Last Day of Fundraiser: 5.22.2025

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: 6-3-24

Principal's Signature: [Signature] Date: 6-3-24

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

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

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

[Signature]  
25



27



## GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6.3.2024 Site: Central Unobligated Account Balance: 9671.83Account Name & Number: Central Activity PTO 803Select One: ☒ Soliciting in School Only ☐ Soliciting in school & community ☐ Community OnlyDescribe the fundraiser to be conducted (items sold/activity planned, etc.) Christmas Store

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: Will be used for items needed in classroom, teacher and student items, materials, and incentives, playground supplies, first aid supplies.Name/Address of Vendor: Dollar Tree, Sam's, Walmart, Amazon, local retailers

Items to be purchased in order to conduct the fundraiser: \_\_\_\_\_

a. Estimated INCOME: <u>\$2400</u>	NOTES: _____
b. Less Estimated EXPENSES: <u>\$1700</u>	_____
c. Estimated PROFIT: <u>\$700</u>	_____

First Day Fundraiser : 11.4.2024 Last Day of Fundraiser: 12.20.2024

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: Dani Watson Date: 6-3-24Principal's Signature: Dani Watson Date: 6-3-24

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

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

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





GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6.3.2024 Site: Central Unobligated Account Balance: 9671.83

Account Name & Number: Central Activity PTO 803

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Pie a Teacher raffle - students buy tickets for the teacher they most want to see get a pie in the face.

*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: Will be used for items needed in classroom, teacher and student items, materials, and incentives, playground supplies, first aid supplies.

Name/Address of Vendor: \_\_\_\_\_

Items to be purchased in order to conduct the fundraiser: \_\_\_\_\_

a. Estimated INCOME: <u>\$1250</u>	NOTES: _____
b. Less Estimated EXPENSES: _____	_____
c. Estimated PROFIT: <u>\$1250</u>	_____

First Day Fundraiser : 3.31.2025 Last Day of Fundraiser: 4.10.2025

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: Dani Watson Date: 6-3-24

Principal's Signature: Dani Watson Date: 6-3-24

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

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

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

YnA Chapple 27





# GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6.3.2024 Site: Central Unobligated Account Balance: 9671.83

Account Name & Number: Central Activity PTO 803

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Penny Wars - change brought to each class by students. Winning class gets a class party

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: Will be used for items needed in classroom, teacher and student items, materials, and incentives, playground supplies, first aid supplies.

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

a. Estimated INCOME: \$1250	NOTES:
b. Less Estimated EXPENSES:	
c. Estimated PROFIT: \$1250	

First Day Fundraiser : 1.13.2025 Last Day of Fundraiser: 1.17.2025

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: Dani Watson Date: 6-3-24

Principal's Signature: Dani Watson Date: 6-3-24

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

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

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

mp Chapple





GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6.3.2024 Site: Central Unobligated Account Balance: 91671.83

Account Name & Number: Central Activity PTO 803

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) School Shirt Sales

*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: Will be used for items needed in classroom, teacher and student items, materials, and incentives, playground supplies, first aid supplies.

Name/Address of Vendor: \_\_\_\_\_

Items to be purchased in order to conduct the fundraiser: t-shirts, sweatshirts

a. Estimated INCOME: <u>\$2000</u>	NOTES: _____
b. Less Estimated EXPENSES: <u>\$1500</u>	_____
c. Estimated PROFIT: <u>\$500</u>	_____

First Day Fundraiser : 8.1.2024 Last Day of Fundraiser: 12.20.2024

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: Dani Watson Date: 6-3-24

Principal's Signature: Dani Watson Date: 6-3-24

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

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

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

Y. McChapman





# GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/29/2024 Site: 120/Cottoral Unobligated Account Balance: \$15,442.30  
16,437.68

Account Name & Number: Cottoral PTO #804

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Smencils (Jaguar Fundraising) scented pencils and stickers

*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: Jaguar Fundraising

Purpose for which funds will be used: playground, instructional materials, incentives, luncheons

Name/Address of Vendor: Jaguar Fundraising 630 Beau Ct. Edmond, OK 73034

Items to be purchased in order to conduct the fundraiser: pencils and stickers

a. Estimated INCOME: \$1800.00	NOTES:
b. Less Estimated EXPENSES: \$200.00	
c. Estimated PROFIT: \$600.00	

First day Fundraiser : Sept. 6, 2024 Last Day of Fundraiser: May 16, 2025

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: Courtney Wilton by Vickie Jensen Date: 5-30-24

Principal's Signature: Wesley Cotton Date: 5/30/24

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

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

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

YmChapple  
30





GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/29/2024 Site: 120/Cotteral Unobligated Account Balance: \$15,472.30  
14,437.68

Account Name & Number: Cotteral PTO #804

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Christmas Store (students and parents shop)

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: WalMart, Amazon, Oriental Trading, Sams

Purpose for which funds will be used: instructional materials, luncheons, incentives, needs for the new Cotteral

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser: small items will be bought and resold for students to give as gifts

a. Estimated INCOME: \$800.00

b. Less Estimated EXPENSES: \$550.00

c. Estimated PROFIT: \$250.00

NOTES:

First day Fundraiser: Dec. 9, 2024

Last Day of Fundraiser: Dec. 13, 2024

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? saved and stored for the following school year

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

Sponsor Signature: Courtney Cotton by Vickie Hansen Date: 5-30-24

Principal's Signature: Vickie Cotton Date: 5/30/24

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

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

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

Unhappy





# GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/29/2024 Site: 120/Cottler Unobligated Account Balance: \$ 15,472.30

Account Name & Number: Cottler PTO #804

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) selling of Cottler t-shirts to use on field trips and other activities

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: playground equipment, luncheons, incentives

Name/Address of Vendor: Ski-Tee's or other t-shirt vendor

Items to be purchased in order to conduct the fundraiser: t-shirts for student and staff

a. Estimated INCOME: \$2500.00

b. Less Estimated EXPENSES: \$2400.00

c. Estimated PROFIT: \$100.00

NOTES:

First day Fundraiser : Sept. 3, 2024

Last Day of Fundraiser: Sept. 20, 2024

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? given to new students

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

Sponsor Signature: Courtney Welton by Dinkie Hansen Date: 5-30-24

Principal's Signature: Wesley Cotton Date: 5/30/24

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

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

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

mtchapple





# GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/29/2024 Site: 120 Unobligated Account Balance: 21,993.21  
23,927.97

Account Name & Number: Cottrell Activity #805

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Selling of LED wristbands to be sold for \$5 each - Jaguar Fundraising

*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:

Purpose for which funds will be used: To help fund new playground, no-paying field trips for students, incentives.

Name/Address of Vendor: Jaguar Fundraising

Items to be purchased in order to conduct the fundraiser: "Bluejays" light up wristband to use for Homecoming.

a. Estimated INCOME:	1500.00	NOTES:
b. Less Estimated EXPENSES:	750.00	
c. Estimated PROFIT:	750.00	

First day Fundraiser : 9/24/2024 Last Day of Fundraiser: 10/4/2024

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? Keep and sell during school year.

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

Sponsor Signature: Wesley Lauen Date: 5-30-24

Principal's Signature: Wesley Cotton Date: 5/30/24

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

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

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

Wesley Cotton 33



10.)



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/16/2024 Site: GJHS Unobligated Account Balance: 00.00

Account Name & Number: JH LADY JAYS BBALL 828

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) FUNDRAISER WILL BE 2 WEEKS OF TEAM CAMPS FOR BASKETBALL IN THE SUMMER OF 2024

*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: FUNDS WILL BE USED TO PURCHASE NEW UNIFORMS

Name/Address of Vendor: NA

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

a. Estimated INCOME: <u>1000</u>	NOTES: _____
b. Less Estimated EXPENSES: <u>150</u>	_____
c. Estimated PROFIT: <u>850</u>	_____

First day Fundraiser : 7/8/2024 Last Day of Fundraiser: 7/19/2024

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? NA

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

Sponsor Signature: Buye Solis Date: 5/16/2024

Principal's Signature: [Signature] Date: 5/16/2024

Athletic Director's Signature (if applicable): [Signature] Date: 5/20/24

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

[Signature] 34





GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-28-2024 Site: 135-Charter Oak Unobligated Account Balance: -\$27,668.36 23,931.79

Account Name & Number: 840-Activity

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

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

*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: Jostens

Purpose for which funds will be used: Computer upgrades/software, classroom materials, incentives

Name/Address of Vendor: All addresses correct in mass

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

a. Estimated INCOME:	<u>\$2,000.00</u>	NOTES: _____
b. Less Estimated EXPENSES:	<u>\$1,000.00</u>	_____
c. Estimated PROFIT:	<u>\$1,000.00</u>	_____

First day Fundraiser : 9/3/2024 Last Day of Fundraiser: 5/16/2025

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: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: Emily Carpenter Date: 5-29-24

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

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

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

Yma Chapple



12.)



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-28-2024 Site: 135-Charter Oak Unobligated Account Balance: \$27,668.36 23,931.79

Account Name & Number: 840-Activity

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Fall Scholastic Book Fair

*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: Scholastic Book Fair

Purpose for which funds will be used: Library books, library supplies, STEM items

Name/Address of Vendor: All addresses correct in mass

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

a. Estimated INCOME: <u>\$5,000.00</u>	NOTES: _____
b. Less Estimated EXPENSES: <u>\$2,5000.00</u>	_____
c. Estimated PROFIT: <u>\$2,500.00</u>	_____

First day Fundraiser : 10/1/2024 Last Day of Fundraiser: 10/29/2024

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? orders placed on delivery

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

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: Emily Carpenter Date: 5-29-24

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

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

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

MA Chapple





GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-28-2024 Site: 135-Charter Oak Unobligated Account Balance: \$27,668.36 23,931.79

Account Name & Number: 840-Activity

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Spring Scholastic Book Fair

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: Scholastic Book Fair

Purpose for which funds will be used: Library books, library supplies, STEM items

Name/Address of Vendor: All addresses correct in mass

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

a. Estimated INCOME: \$5,000.00	NOTES: _____
b. Less Estimated EXPENSES: \$2,500.00	_____
c. Estimated PROFIT: \$2,500.00	_____

First day Fundraiser : 3/3/2025 Last Day of Fundraiser: 3/14/2025

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? orders placed on delivery

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

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: Emily Carpenter Date: 5-29-24

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

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

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

unhappy





## GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM



Request Date: 5-28-2024 Site: 135-Charter Oak Unobligated Account Balance: \$27,668.36

BY: SS23,931.79

Account Name &amp; Number: 840-Activity

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) All school shirts

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: Gandy, 8C Enterprizes

Purpose for which funds will be used: Computer upgrades/software, classroom materials, student incentives, field trips, building and grounds needs

Name/Address of Vendor: All addresses correct in mass

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

a. Estimated INCOME: \$5,000.00

b. Less Estimated EXPENSES: \$2,5000.00

c. Estimated PROFIT: \$2,500.00

NOTES:

First day Fundraiser: 9/3/2024

Last Day of Fundraiser: 5/16/2025

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:

Date:

Principal's Signature:

Emily CarpenterDate: 5-29-24

Athletic Director's Signature (if applicable):

Date:

Child Nutrition Director's Signature (if applicable):

Date:

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

multiple



15.)



## GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/14/2024 Site: COE Unobligated Account Balance: \$19,399.07

23,931.79

Account Name &amp; Number: Charter Oak-840

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Charter Oak Teachers would like to create an Amazon wish list to seek donations from the community for classroom supplies for instructional purposes. These list will be shared on social media to attract support.

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: Teacher's will utilize donated items for classroom supplies or for instructional purposes

Name/Address of Vendor: Amazon

Items to be purchased in order to conduct the fundraiser:

- a. Estimated INCOME: 0 NOTES: \_\_\_\_\_
- b. Less Estimated EXPENSES: 0 \_\_\_\_\_
- c. Estimated PROFIT: no monetary profit but unlimited supplies \_\_\_\_\_

First day Fundraiser: 5/11/2024

Last Day of Fundraiser: 5/9/2025

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? N/A If yes, a facility use permit form must be completed.

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: Emily Carpenter Date: 5-14-24

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

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

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





GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/28/2024 Site: 135-Charter Oak Unobligated Account Balance: \$14,888.64 19,283.50

Account Name & Number: 841-PTO

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Charter Oak Student store- will be held the 1st Friday of every month students can purchase spirit items, water bottle, pens, etc

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: Computer upgrades/software, classroom materials, student incentives, field trips, building and grounds needs teachers needs/ meals for meetings

Name/Address of Vendor: Amazon, Oriental Trading, Geddes

Items to be purchased in order to conduct the fundraiser: spirit items, pens, pencils, water bottles

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

First day Fundraiser : 10/4/2024 Last Day of Fundraiser: 5/2/2025

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? all will be sold

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

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: Emily Carpenter Date: 5-29-24

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

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

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

YmChapple



17)



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/28/2024 Site: 135-Charter Oak Unobligated Account Balance: \$14,888.64

Account Name & Number: 841-PTO

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) School Store-Parents and students send emails to friends and family members with a link to shop. There are hundreds of stores that they can shop from the teacher and the school can receive credit

**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: \_\_\_\_\_

Purpose for which funds will be used: Computer upgrades/software, classroom materials, student incentives, field trips, building and grounds needs teachers needs/ meals for meetings

Name/Address of Vendor: address correct in mass

Items to be purchased in order to conduct the fundraiser: \_\_\_\_\_

a. Estimated INCOME: <u>\$1,000.00</u>	NOTES: _____
b. Less Estimated EXPENSES: <u>\$500.00</u>	_____
c. Estimated PROFIT: <u>\$500.00</u>	_____

First day Fundraiser : 9/24/2024 Last Day of Fundraiser: 5/2/2025

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? all will be sold

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

Sponsor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: Emily Carpenter Date: 5-29-24

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

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

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

Unhappy



18.)



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/14/2024 Site: COE Unobligated Account Balance: 19,283.50  
\$19,399.07

Account Name & Number: Charter Oak-841

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Teachers would like to seek donations for classroom supplies for instruction purposes from Donors Choose, Sonic Limeades for Learning. A link to their request will possibly be shared on social media

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: Teacher will utilize donated items for classroom supplies or for instructional purposes.

Name/Address of Vendor: Donors Choose and Sonic Limeades for Learning

Items to be purchased in order to conduct the fundraiser: none

a. Estimated INCOME: 0 NOTES: \_\_\_\_\_  
b. Less Estimated EXPENSES: 0 \_\_\_\_\_  
c. Estimated PROFIT: no monetary profit but unlimited supplies \_\_\_\_\_

First day Fundraiser : 6/11/2024 Last Day of Fundraiser: for classroom 6/9/2025

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: \_\_\_\_\_

Principal's Signature: Emily Carpenter Date: 5-14-24

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

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

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

Yvonne Apple



19.)



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/28/2024 Site: 135-Charter Oak Unobligated Account Balance: \$311.23 463.72

Account Name & Number: 842 Charter Oak Faculty

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Faculty Fund staff can donate money to help purchase flowers for staff during difficult times and other favors

**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: Furrows and Cottage Floral

Purpose for which funds will be used: Computer upgrades/software, classroom materials, student incentives, field trips, building and grounds needs teachers needs/ meals for meetings

Name/Address of Vendor: address correct in mass

Items to be purchased in order to conduct the fundraiser: \_\_\_\_\_

a. Estimated INCOME: <u>\$500.00</u>	NOTES: _____
b. Less Estimated EXPENSES: <u>\$500.00</u>	_____
c. Estimated PROFIT: <u>\$500.00</u>	_____

First day Fundraiser : 9/25/2024 Last Day of Fundraiser: 10/25/2024

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: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Signature: Emily Carpenter Date: 5-29-24

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

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

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

W. Schapple





# GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM



Request Date: 5/13/24 Site: High School Unobligated Account Balance: \$4991.14

Account Name & Number: GHS Art Club #851

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) ARTWORK SALE: Students will make bracelets, stickers, art, etc and sell them at various Art Club Events, as well as during the school day in Mrs. Hutchison's room.

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: This money will be used for future Art Club/Art Class supplies for various activities on campus, and off campus for the community.

Name/Address of Vendor: AMAZON, WALMART, HOBBY LOBBY, OFFICE DEPOT

Items to be purchased in order to conduct the fundraiser: Beading materials, canvases, stickers, paint, cross stitch materials, crocheting materials, etc., frames, prints of artwork, etc.

a. Estimated INCOME: \$200	NOTES: Unsure what we will make, hoping to start
b. Less Estimated EXPENSES: \$100	this year doing this, and see where it goes.
c. Estimated PROFIT: \$100	

First day Fundraiser : 8/15/24 Last Day of Fundraiser: 5/23/25

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? If yes, a facility use permit form must be completed.

Sponsor Signature: [Signature] Date: 5/13/24

Principal's Signature: [Signature] Date: 05/10/2024

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

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

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

[Signature]





# GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM



Request Date: 5/13/24 Site: High School Unobligated Account Balance: \$4991.14

Account Name & Number: GHS Art Club #851

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) FACE PAINTING - This is for all face painting, in the community, or on campus.

*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.

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

Manufacturer: \_\_\_\_\_

Purpose for which funds will be used: This money will be used for future Art Club/Art Class supplies for various activities on campus, and off campus for the community.

Name/Address of Vendor: AMAZON, WALMART

Items to be purchased in order to conduct the fundraiser: Face Painting supplies; Paint, stencils, chairs, tables, brushes, glitter, etc.

a. Estimated INCOME: <u>\$500</u>	NOTES: <u>We should not have many expensis this year.</u>
b. Less Estimated EXPENSES: <u>\$200</u>	
c. Estimated PROFIT: <u>\$300</u>	

First day Fundraiser : 8/15/24 Last Day of Fundraiser: 5/23/25

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? \_\_\_\_\_ If yes, a facility use permit form must be completed.

Sponsor Signature: [Signature] Date: 5/13/24

Principal's Signature: [Signature] Date: 05/20/2024

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

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

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

[Signature]





# GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM



Request Date: 5/13/24 Site: High School Unobligated Account Balance: \$4991.14

Account Name & Number: GHS Art Club #851

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) HOLIDAY CARDS: This is for all holidays that we may create digital artwork to make specialized cards for people.

*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.

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

Manufacturer: \_\_\_\_\_

Purpose for which funds will be used: This money will be used for future Art Club/Art Class supplies for various activities on campus, and off campus for the community.

Name/Address of Vendor: WALMART, OFFICE DEPOT, HOBBY LOBBY, AMAZON

Items to be purchased in order to conduct the fundraiser: Cards, Flyers

a. Estimated INCOME: <u>\$200</u>	NOTES: _____
b. Less Estimated EXPENSES: <u>\$100</u>	_____
c. Estimated PROFIT: <u>\$100</u>	_____

First day Fundraiser : 8/15/24 Last Day of Fundraiser: 5/23/25

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? \_\_\_\_\_ If yes, a facility use permit form must be completed.

Sponsor Signature: [Signature] Date: 5/13/24

Principal's Signature: [Signature] Date: 05/16/2024

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

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

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

[Signature]





# GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM



Request Date: 5/13/24 Site: High School Unobligated Account Balance: \$4991.14

Account Name & Number: GHS Art Club #851

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) SWEATSHIRT SALE - Students will be making their own linocuts to print onto sweatshirts, as well as designing sweatshirts to have printed.

**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.**

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

Manufacturer: \_\_\_\_\_

Purpose for which funds will be used: This money will be used for future Art Club/Art Class supplies for various activities on campus, and off campus for the community.

Name/Address of Vendor: AMAZON, WALMART, HOBBY LOBBY, BODY BILLBOARDS, OFFICE DEPOT

Items to be purchased in order to conduct the fundraiser: Sweatshirts, Ink, Flyers, bags, etc.

a. Estimated INCOME: <u>\$400</u>	NOTES: _____
b. Less Estimated EXPENSES: <u>\$200</u>	_____
c. Estimated PROFIT: <u>\$200</u>	_____

First day Fundraiser : 8/15/24 Last Day of Fundraiser: 5/23/25

**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? \_\_\_\_\_ If yes, a facility use permit form must be completed.

Sponsor Signature: M. Hutchins Date: 5/13/24

Principal's Signature: [Signature] Date: 05/20/2024

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

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

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

[Signature]





# GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM



Request Date: 5/13/24 Site: High School Unobligated Account Balance: \$4991.14

Account Name & Number: GHS Art Club #851

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) TSHIRT SALE - Students will be making their own linocuts to print onto tshirts, as well as designing shirts to have printed.

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.

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

Manufacturer:

Purpose for which funds will be used: This money will be used for future Art Club/Art Class supplies for various activities on campus, and off campus for the community.

Name/Address of Vendor: AMAZON, WALMART, HOBBY LOBBY, BODY BILLBOARDS, OFFICE DEPOT

Items to be purchased in order to conduct the fundraiser: Tshirts, Ink, Flyers, bags, etc.

a. Estimated INCOME: \$400	NOTES:
b. Less Estimated EXPENSES: \$200	
c. Estimated PROFIT: \$200	

First day Fundraiser : 8/15/24 Last Day of Fundraiser: 5/23/25

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? If yes, a facility use permit form must be completed.

Sponsor Signature: [Signature] Date: 5/13/24

Principal's Signature: [Signature] Date: 05/20/2024

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

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

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

[Signature]





# GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM



Request Date: 5/13/24 Site: High School Unobligated Account Balance: \$4991.14-

Account Name & Number: GHS Art Club #851

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) WINDOW PAINTING: Painting windows at local businesses in town. We do not charge for this, but this is for anyone who does give to Art Club for the painting.

***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.

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

Manufacturer: \_\_\_\_\_

Purpose for which funds will be used: This money will be used for future Art Club/Art Class supplies for various activities on campus, and off campus for the community.

Name/Address of Vendor: WALMART, OFFICE DEPOT, HOBBY LOBBY, AMAZON

Items to be purchased in order to conduct the fundraiser: Paint, tape, window cleaning supplies, brushes, rollers, etc.

a. Estimated INCOME: <u>\$200</u>	NOTES: _____
b. Less Estimated EXPENSES: <u>\$100</u>	_____
c. Estimated PROFIT: <u>\$100</u>	_____

First day Fundraiser : 8/15/24 Last Day of Fundraiser: 5/23/25

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? \_\_\_\_\_ If yes, a facility use permit form must be completed.

Sponsor Signature: [Signature] Date: 5/13/24

Principal's Signature: [Signature] Date: 5/20/2024

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

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

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

[Signature]





# GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM



Request Date: 5/13/24 Site: High School Unobligated Account Balance: \$4991.14

Account Name & Number: GHS Art Club #851

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) ART SHOWS: We are hoping to have 3 art shows 1 fall, 1 spring, and 1 AP Art Show during 24\*25 school year. This fundraiser is for any donations/entry fee for these events.

***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: This money will be used for future Art Club/Art Class supplies for various activities on campus, and off campus for the community.

Name/Address of Vendor: WALMART, OFFICE DEPOT, HOBBY LOBBY, AMAZON

Items to be purchased in order to conduct the fundraiser: Flyers, frames, prints of artwork, command strips, etc.

a. Estimated INCOME: <u>\$200</u>	NOTES: _____
b. Less Estimated EXPENSES: <u>\$100</u>	_____
c. Estimated PROFIT: <u>\$100</u>	_____

First day Fundraiser : 8/15/24 Last Day of Fundraiser: 5/23/25

***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? \_\_\_\_\_ If yes, a facility use permit form must be completed.***

Sponsor Signature: [Signature] Date: 5/13/24

Principal's Signature: [Signature] Date: 05/19/2024

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

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

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

[Signature] 50





27.)

# GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM



Request Date: 5/13/24 Site: High School Unobligated Account Balance: \$4991.14

Account Name & Number: GHS Art Club #851

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) ART CLUB/SUPPLY DUES - \$20 Intro, \$25 Advanced Classes, \$35 AP, \$35 Art Club Dues

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: This money will be used for future Art Club/Art Class supplies for various activities on campus, and off campus for the community.

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser: None

a. Estimated INCOME: \$1,700
b. Less Estimated EXPENSES: \$0
c. Estimated PROFIT: \$1,700
NOTES:

First day Fundraiser : 8/15/24 Last Day of Fundraiser: 5/23/25

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? If yes, a facility use permit form must be completed.

Sponsor Signature: M. Hutchins Date: 5/13/24

Principal's Signature: Date: 05/20/2024

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

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

Handwritten signature



28.)



# GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/21/2024 Site: GHS Unobligated Account Balance: 7,286.58 11,086.58

Account Name & Number: HS STUDENT PANTRY / 871

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 STUDENT PANTRY

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: FUNDS WILL BE USED TO PURCHASE CLOTHING, HYGIENE ITEMS, STORAGE CONTAINERS, NON-PERSHABLE FOOD AND OTHER ITEMS FOR THE STUDENT PANTRY.

Name/Address of Vendor: N/A

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

a. Estimated INCOME: <u>10,000.00</u>	NOTES: _____
b. Less Estimated EXPENSES: <u>0</u>	_____
c. Estimated PROFIT: <u>10,000.00</u>	_____

First day Fundraiser : 7/1/2024 Last Day of Fundraiser: 6/30/2025

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? N/A If yes, a facility use permit form must be completed.

Sponsor Signature: [Signature] Date: 5/21/24

Principal's Signature: [Signature] Date: 5/21/2024

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

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

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

[Signature]





# GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 05/22/2024 Site: High School Unobligated Account Balance: \$34,999.23

Account Name & Number: FFA Booster 876

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Labor and Desert Auction

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) Cakes, Pies, Cookies

Manufacturer: N/A

Purpose for which funds will be used: Scholarships, equipment, trips, etc.

Name/Address of Vendor: Parents & Supporters

Items to be purchased in order to conduct the fundraiser:

a. Estimated INCOME: 6500 NOTES:  
b. Less Estimated EXPENSES: 0  
c. Estimated PROFIT: 6500

First day Fundraiser : 01/08/2025 Last Day of Fundraiser: 05/15/2025

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? Yes If yes, a facility use permit form must be completed.

Sponsor Signature: Clayton Miller Date: 5-22-24

Principal's Signature: [Signature] Date: 05/22/2024

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

Child Nutrition Director's Signature (if applicable): [Signature] Date: 5-22-24

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

[Signature]



30.)



# GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 05/22/2024 Site: High School Unobligated Account Balance: \$34,399.23

38,253.54

Account Name & Number: FFA Booster 876

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Concession stand for local, county, and speech contest

*does not meet*  
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) Hot dogs, chips, candy, pop, water, condiments, various

Manufacturer: N/A

Purpose for which funds will be used: Scholarships, equipment, trips, etc.

Name/Address of Vendor: Sams, Walmart

Items to be purchased in order to conduct the fundraiser: \_\_\_\_\_

a. Estimated INCOME: 5000

NOTES: \_\_\_\_\_

b. Less Estimated EXPENSES: 1000

c. Estimated PROFIT: 4000

First day Fundraiser : 01/01/2025

Last Day of Fundraiser: 05/15/2025

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? yes If yes, a facility use permit form must be completed.

Sponsor Signature: Clayton

Date: 5-22-24

Principal's Signature: Steph Threlton

Date: 05/22/2024

Athletic Director's Signature (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_

Child Nutrition Director's Signature (if applicable): Steph Threlton

Date: 5-22-24

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

Mr. Chapple



31.)



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 05/22/2024 Site: High School Unobligated Account Balance: \$33,869.23

Account Name & Number: FFA Booster 876

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Food night at local eating establishments

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

Manufacturer: N/A

Purpose for which funds will be used: Scholarships, equipment, trips, etc.

Name/Address of Vendor: Billy Sims & Senor Lopez

Items to be purchased in order to conduct the fundraiser:

a. Estimated INCOME: 1000  
b. Less Estimated EXPENSES: 0  
c. Estimated PROFIT: 1000

NOTES:

First day Fundraiser : 08/01/2024

Last Day of Fundraiser: 05/15/2025

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: Clay Ingle Date: 5-22-24

Principal's Signature: [Signature] Date: 05/22/2024

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

Child Nutrition Director's Signature (if applicable): [Signature] Date: 5-22-24

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

[Signature]



32.1



# GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 05/22/2024 Site: High School Unobligated Account Balance: \$34,399.23

38253.54

Account Name & Number: FFA Booster 876

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Utility Vehicle Raffle

*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: Scholarships, equipment, trips, awards, travel, fuel, transportation

Name/Address of Vendor: Great Plains Kubota

Items to be purchased in order to conduct the fundraiser: Kubota Utility Vehicle

a. Estimated INCOME: <u>25000</u>	NOTES: _____
b. Less Estimated EXPENSES: <u>11400</u>	_____
c. Estimated PROFIT: <u>13600</u>	_____

First day Fundraiser : 08/15/2024 Last Day of Fundraiser: 12/01/2024

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: [Signature] Date: 5-22-24

Principal's Signature: [Signature] Date: 05/22/2024

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

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

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

[Signature]



33.)



# GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 05/22/2024 Site: High School Unobligated Account Balance: \$34,399.23 33253.54

Account Name & Number: FFA Booster 876

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

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

*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: N/A

Purpose for which funds will be used: Scholarships, equipment, trips, etc.

Name/Address of Vendor: Booster Club Members

Items to be purchased in order to conduct the fundraiser: \_\_\_\_\_

a. Estimated INCOME: 2500 NOTES: \_\_\_\_\_  
b. Less Estimated EXPENSES: 0 \_\_\_\_\_  
c. Estimated PROFIT: 2500 \_\_\_\_\_

First day Fundraiser : 08/01/2024 Last Day of Fundraiser: 05/15/2025

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: [Signature] Date: 5-22-24

Principal's Signature: [Signature] Date: 05/22/2024

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

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

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

[Signature]



34.)



# GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 05/22/2024 Site: High School Unobligated Account Balance: \$34,399.23

Account Name & Number: FFA Booster 876

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Live & Silent Auction during the pork chop dinner

*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: N/A

Purpose for which funds will be used: Scholarships, equipment, trips, etc.

Name/Address of Vendor: Parents & Supporters

Items to be purchased in order to conduct the fundraiser: \_\_\_\_\_

a. Estimated INCOME: <u>6500</u>	NOTES: _____
b. Less Estimated EXPENSES: <u>0</u>	_____
c. Estimated PROFIT: <u>6500</u>	_____

First day Fundraiser : 08/01/2024 Last Day of Fundraiser: 12/01/2024

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? Yes If yes, a facility use permit form must be completed.

Sponsor Signature: [Signature] Date: 5-22-24

Principal's Signature: [Signature] Date: 05/24/2024

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

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

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

[Signature]



35.)



## GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 05/22/2024

Site: High School

Unobligated Account Balance: \$6,142.85

6,856.33

Account Name &amp; Number: FFA 877

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

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

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) Sausage, Bacon, Chicken, Ham, fajitas, tamales, turkey, etc

Manufacturer: N/A

Purpose for which funds will be used: Scholarships, equipment, trips, awards, travel, fuel, transportation

Name/Address of Vendor: Blue &amp; Gold, T&amp;D meats, DJ's

Items to be purchased in order to conduct the fundraiser:

a. Estimated INCOME: 120000

b. Less Estimated EXPENSES: 80000

c. Estimated PROFIT: 40000

NOTES:

First day Fundraiser: 08/15/2024

Last Day of Fundraiser: 05/15/2025

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: 5-22-24

Principal's Signature:

Date: 05/22/2024

Athletic Director's Signature (if applicable):

Date:

Child Nutrition Director's Signature (if applicable):

Date: 5-22-24

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



3e.)



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 05/22/2024 Site: High School Unobligated Account Balance: \$6,142.85

Account Name & Number: FFA 877

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Steak Dinner & Dance

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) Steak, baked potato, green beans, salad, desert, & drink

Food provided after school hours

Manufacturer: N/A

Purpose for which funds will be used: Scholarships, equipment, trips, awards, travel, fuel, transportation

Name/Address of Vendor: Various Vendors

Items to be purchased in order to conduct the fundraiser:

a. Estimated INCOME: 18750

NOTES:

b. Less Estimated EXPENSES: 4000

c. Estimated PROFIT: 14750

First day Fundraiser: 08/15/2024

Last Day of Fundraiser: 05/15/2025

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? Yes ☒ If yes, a facility use permit form must be completed.

Sponsor Signature: Clay Drake

Date: 5-22-24

Principal's Signature: [Signature]

Date: 05/24/2024

Athletic Director's Signature (if applicable): [Signature]

Date:

Child Nutrition Director's Signature (if applicable): [Signature]

Date: 5/22/24

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

[Signature]





# GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 05/22/24 Site: High School Unobligated Account Balance: \$6,142.85 6856.33

Account Name & Number: FFA 877

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

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

*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: Scholarships, equipment, trips, awards, travel, fuel, transportation

Name/Address of Vendor: Railroad Yard, Ace, Lowe, Stillwater Steel

Items to be purchased in order to conduct the fundraiser: Metal, Wood, screws, bolts, other items

a. Estimated INCOME: 10000 NOTES: \_\_\_\_\_  
b. Less Estimated EXPENSES: 4000 \_\_\_\_\_  
c. Estimated PROFIT: 6000 \_\_\_\_\_

First day Fundraiser : 08/15/2024 Last Day of Fundraiser: 05/15/2025

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: [Signature] Date: 5-22-24

Principal's Signature: [Signature] Date: 05/22/2024

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

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

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

[Signature]





# GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 05/22/2024 Site: High School Unobligated Account Balance: \$6,142.85 6656.33

Account Name & Number: FFA 877

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

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

*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 Plants

Manufacturer: N/A

Purpose for which funds will be used: Scholarships, equipment, trips, awards, travel, fuel, transportation

Name/Address of Vendor: Westell Greenhous + other Suppliers

Items to be purchased in order to conduct the fundraiser: \_\_\_\_\_

a. Estimated INCOME: <u>\$7,000</u>	NOTES: _____
b. Less Estimated EXPENSES: <u>\$2,500</u>	_____
c. Estimated PROFIT: <u>\$4,500</u>	_____

First day Fundraiser : 08/15/2024 Last Day of Fundraiser: 05/15/2025

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: [Signature] Date: 5-22-24

Principal's Signature: [Signature] Date: 05/14/2024

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

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

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

[Signature]





# GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 05/22/24 Site: High School Unobligated Account Balance: \$6,142.85

Account Name & Number: FFA 877

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

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

*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: Scholarships, equipment, trips, awards, travel, fuel, transportation

Name/Address of Vendor: Dearinger Printing, Judging Card, Signtec

Items to be purchased in order to conduct the fundraiser: Awards, Registration

a. Estimated INCOME: <u>1500</u>	NOTES: _____
b. Less Estimated EXPENSES: <u>800</u>	_____
c. Estimated PROFIT: <u>700</u>	_____

First day Fundraiser : 01/01/2025 Last Day of Fundraiser: 05/15/2025

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? Yes ☐ If yes, a facility use permit form must be completed.

Sponsor Signature: [Signature] Date: 5-22-24

Principal's Signature: [Signature] Date: 05/14/2024

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

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

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

[Signature]





# GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/16/2024 Site: GHS Unobligated Account Balance: 2350.45 4457.45

Account Name & Number: XC BLUECREW 880

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) FUNDRAISER WILL BE MULTIPLE WEEKS OF TEAM CAMPS FOR CROSS COUNTRY IN SUMMER OF 2024

**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) NO FOOD, BEVERAGE, ETC

Manufacturer: NA

Purpose for which funds will be used: FUNDS WILL BE USED TO BUY WARM-UPS AND OTHER GEAR FOR THE CROSS COUNTRY AND TRACK TEAMS

Name/Address of Vendor: NA

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

a. Estimated INCOME: 1500

b. Less Estimated EXPENSES: 300

c. Estimated PROFIT: 1200

NOTES: ONLY EXPENSES WILL BE T-SHIRTS THAT EACH CAMPER WILL RECEIVE

First day Fundraiser : 6/11/2024

Last Day of Fundraiser: 7/12/2024

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? NA

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

Sponsor Signature: Boya Baliga

Date: 5/16/2024

Principal's Signature: [Signature]

Date: 05/16/2024

Athletic Director's Signature (if applicable): [Signature]

Date: 5/20/24

Child Nutrition Director's Signature (if applicable): \_\_\_\_\_

Date: \_\_\_\_\_

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

[Signature] 64





# GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-13-2024 Site: hs Unobligated Account Balance: 432.96

Account Name & Number: Guthrie OK Girls Basketball 881

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Guthrie Kids camp (basketball)

*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: Uniforms, equipment, food, travel, summer camp fee, ETC

Name/Address of Vendor: N/A

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

a. Estimated INCOME: <u>3000.</u>	NOTES: _____
b. Less Estimated EXPENSES: <u>500.</u>	_____
c. Estimated PROFIT: <u>2500.</u>	_____

First day Fundraiser : June 24, 2024 Last Day of Fundraiser: June 26, 2024

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: Bruce Clark Date: 5/13/24

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director's Signature (if applicable): Dee Date: 5/13/24

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

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

Michelle 65



**GUTHRIE PUBLIC SCHOOLS**  
**ACTIVITY FUND TRANSFER REQUEST**  
**As of 6/1/2024**

<b>To</b>	<b>From</b>	<b>Amount</b>
SR. CLASS #866	NHS #886	\$350.00



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



Amount 350.00

Date Requested 5/15/2024

Transfer to: #866 Sr. Class  
Account Name & Number

Transfer from: #886 NHS  
Account Name & Number

State Reason for Transfer Below

Help with cost of reprint graduation programs.

Sponsor's Signature: Annie Chadd

President / Vice-Pres. Signature: \_\_\_\_\_

Treasurer/Secretary's Signature: \_\_\_\_\_

Principal's Signature: [Signature]

Transfer # \_\_\_\_\_

Board Approved \_\_\_\_\_



**Transportation Department  
Fuel Bids**

DATE: 6/4/24 - 6/5/24	TIME BIDS BEGAN: 8:30 am 6/4/24	AMOUNT NEEDED: DIESEL: 7000 gal UNLEADED: 1000 gal
PO#:	TIME BIDS CLOSED: 9:30 am 6/5/24	

COMPANY NAME	CONTACT PERSON	PHONE	UNLEADED	DIESEL
FUEL MASTERS	KIT, BRIAN, CODY or HARDIN	1-866-455-3835	2.458	2.262
PENLEY OIL COMPANY	MIKE, SCOTT or GEORGEANN	235-7553	2.6509	2.3994
RED ROCK	JOANIE or TRICHA	677-3373	2.4827	2.2877
EARNHEART OIL & PROPANE	DUSTIN	405-612-2650	2.443	2.244

$2.458 \times 1000 = 2458.00$   
 $2.262 \times 7000 = 15,834.00$   
 $2.6509 \times 1000 = 2650.90$   
 $2.3994 \times 7000 = 16,795.80$   
 $2.4827 \times 1000 = 2482.70$   
 $2.2877 \times 7000 = 16,013.90$   
 $2.443 \times 1000 = 2443.00$   
 $2.244 \times 7000 = 15,708.00$

AMOUNT OF FUEL PURCHASED:

COMPANY BID AWARDED TO: Earnheart

UNLEADED FUEL:

1000 gal.

PRICE PER GALLON:

2.443

TOTAL AMT:

\$2,443.00

DIESEL FUEL:

7000 gal.

PRICE PER GALLON:

2.244

TOTAL AMT:

15,708.00

TOTAL PURCHASE:

\$18,151.00

PER TELEPHONE BIDS RECEIVED BY:


COMMENTS:

## Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 1295 - 1339, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1296	05/08/2024	15994	AMAZON CAPITAL SERVICES	FARRIS FOUNDATION GRANT	375.48
11	1297	05/08/2024	44269	VIVACITY TECH PBC	CHROMEBOOKS / TITLE VI	20,240.00
11	1298	05/08/2024	15926	DELL MARKETING L.P.	DELL LAPTOPS / TITLE VI	2,925.30
11	1299	05/08/2024	15994	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES / TITLE VI	78.80
11	1300	05/08/2024	45246	BIZ NETWORKS LLC	SIGNATURE STAMPS FOR SCHRODER AND DAVIS	48.60
11	1301	05/10/2024	14201	WALKER TIRE DTR LLC	TIRES FOR TRUCK #80	1,200.00
11	1302	05/10/2024	43765	TIM HUSKEY	RIM FOR TRUCK #80	80.00
11	1303	05/09/2024	16309	PETROLEUM MARKETERS EQUIPMENT CO.	DEF TANK FUEL NOZZLES	117.00
11	1304	05/06/2024	15994	AMAZON CAPITAL SERVICES	CLASSROM/RECESS SUPPLIES	413.86
11	1305	05/08/2024	44361	BETSY CHEN	CONTRACT	20,000.00
11	1306	05/14/2024	45056	THERAPY WORKS	PT CONTRACT FOR JUNE 2024 ESY	2,000.00
11	1307	05/14/2024	84292	NANCY ELIZABETH MCLEAN	OT CONTRACT FOR JUNE 2024 ESY	2,000.00
11	1308	05/14/2024	12682	MIDWEST BUS SALES, INC.	PENDANT FOR BUS 52 FOR LIFT	255.40
11	1309	05/15/2024	44682	GREGORY T RANDOLPH	GRADUATION SECURITY	100.00
11	1310	05/15/2024	44879	BRYAN SCHULTZ	GRADUATION SECURITY	100.00
11	1311	05/15/2024	44450	JORDAN CLARK CRAWFORD	GRADUATION SECURITY	100.00
11	1312	05/15/2024	44365	JAMES A. POE	GRADUATION SECURITY	100.00
11	1313	05/15/2024	12899	O'REILLY AUTOMOTIVE STORES, INC.	PARTS AND SUPPLIES	1,000.00
11	1314	05/15/2024	45268	ALBRECHT BRYAN	MOVING BUS 1 AND 12 POST DISABLING	2,000.00
11	1315	05/14/2024	12682	MIDWEST BUS SALES, INC.	VALVE BRAKE HYD BOOSTER SERVICE	432.39
11	1316	05/16/2024	12899	O'REILLY AUTOMOTIVE STORES, INC.	NOX SENSOR FOR BUS 8	456.29
11	1317	05/17/2024	43793	CHASE D BUFFORD	GRADUATION SECURITY	100.00
11	1318	05/17/2024	45269	KOPF SAMANTHA	GRADUATION SECURITY	100.00
11	1319	05/20/2024	15994	AMAZON CAPITAL SERVICES	PD SUPPLIES	536.01
11	1320	05/21/2024	15994	AMAZON CAPITAL SERVICES	METAL DETECTOR FOR MAIN OFFICE	320.00
11	1321	05/28/2024	43510	HOOTEN OIL COMPANY, INC	250 GAL DEF	435.75
11	1322	05/21/2024	43821	TEACHER SYNERGY, LLC	TPT	199.18
11	1323	05/28/2024	44398	DETCO INDUSTRIES, INC.	CITRUS TAGR DOZ QTS	350.00
11	1324	05/28/2024	12682	MIDWEST BUS SALES, INC.	DOOR CONTROL, MECH COVER	789.90
11	1325	05/28/2024	12682	MIDWEST BUS SALES, INC.	MDL-SHM, FULL #020015750	1,073.94
11	1326	05/28/2024	12682	MIDWEST BUS SALES, INC.	Z020015766 SEALS	6.28
11	1327	05/29/2024	12899	O'REILLY AUTOMOTIVE STORES, INC.	FRONT ROTORS	932.08
11	1328	05/29/2024	12682	MIDWEST BUS SALES, INC.	HUB CAP GASKET	51.00
11	1329	05/28/2024	15525	SPECTRUM PAINT COMPANY	HS- PAINT (ATHLETIC FIELDS)	1,566.00
11	1330	06/03/2024	44280	MARTIN AUTOMOTIVE	REPAIRS TO TRUCK 63 CHECK ENGINE LIGHT IS ON	300.00
11	1331	06/04/2024	15994	AMAZON CAPITAL SERVICES	AG SUPPLIES	837.21



## Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 1295 - 1339, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1332	06/05/2024	44033	EARNHEART CRESCENT LLC	1000 GALLONS UNLEADED 7000 GALLONS OF DIESEL	18,151.00
11	1333	06/05/2024	12899	O'REILLY AUTOMOTIVE STORES, INC.	VAN 89 ALTERNATOR AND BATTERY	303.37
11	1334	06/05/2024	14201	WALKER TIRE DTR LLC	VAN 89 TIRES	356.00
11	1335	06/06/2024	82641	RUSSELL L CHRISTIAN	PER DIEM AND MILEAGE REIMBURSEMENT	302.07
11	1336	06/06/2024	82357	SHELLEY LYNN TOON-DAVES	PER DIEM AND MILEAGE REIMBURSEMENT	304.75
11	1337	06/06/2024	84400	DIANE MAY THOMPSON	PER DIEM	193.25
11	1338	06/06/2024	83965	CODY THOMPSON	PER DIEM	178.25
11	1339	06/06/2024	83131	SUSAN ELAINE BIRDWELL	PER DIEM	44.25

<b>Non-Payroll Total:</b>	<b>\$81,453.41</b>
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<b>Payroll Total:</b>	<b>\$0.00</b>
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<b>Balance Forward:</b>	<b>\$0.00</b>
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<b>Report Total:</b>	<b>\$81,453.41</b>
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## Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 480 - 519, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	480	05/09/2024	40596	JAMES C. MCGEE	FOGARTY PARKING LOT REPAIRS	1,200.00
21	481	05/09/2024	10129	NORTHUP AUTO PARTS & MACHINE	HS SUPPLIES (ATHLETIC FIELDS)	60.00
21	482	05/10/2024	44013	CENTRAL OKLAHOMA WINNELSON	SINK FAUCETS FOR TRANSPORTATION	211.40
21	483	05/10/2024	10110	HENKE & WANG PLUMBING	PLUMBING FOR HS SPED CLASSROOM	4,600.00
21	484	05/10/2024	10110	HENKE & WANG PLUMBING	ROUGH IN PLUMBING IN HS WRESTLING	2,500.00
21	485	05/10/2024	43749	TREAT'S SOLUTIONS, LLC	FLOOR MACHINES AND PARTS	2,669.45
21	486	05/13/2024	40596	JAMES C. MCGEE	REPAIRS TO GUES PLAYGROUND BB COURT	1,200.00
21	487	05/13/2024	10110	HENKE & WANG PLUMBING	DISTRICT PLUMBING REPAIRS	1,000.00
21	488	05/10/2024	10110	HENKE & WANG PLUMBING	FINISH OUT PLUMBING FOR HS GIRLS WRESTLING ROOM	4,000.00
21	489	05/14/2024	42501	EARTHSMART CONTROLS, LLC	HVAC CONTROLS SERVICE AND REPAIRS	1,000.00
21	490	05/14/2024	13033	P & K EQUIPMENT, INC.	FERTILIZER & SEED SPREADER	349.00
21	491	05/14/2024	15525	SPECTRUM PAINT COMPANY	INTERIOR PAINT	734.60
21	492	05/14/2024	43883	UNITED REFRIGERATION, INC.	R22 REFRIGERATION FOR CENTRAL CHILLER	1,650.00
21	493	05/15/2024	44157	POPE CONTRACTING, INC.	FLOOR REPAIRS AT ADMIN BUILDING	2,000.00
21	494	05/15/2024	12967	OKLAHOMA HOME CENTERS, INC.	PARTS AND SUPPLIES	1,000.00
21	495	05/16/2024	45200	BRADY INDUSTRIES OF KANSAS LLC	WET VAC REPLACEMENT BLADES	350.00
21	496	05/16/2024	15994	AMAZON CAPITAL SERVICES	DISTRICT WIFI T-STATS AND GAUGES	900.00
21	497	05/17/2024	11619	HOME DEPOT CREDIT SERVICES	DOWNSPOUT SPLASH BLOCKS FOR TECHNOLOGY	96.00
21	498	05/16/2024	15994	AMAZON CAPITAL SERVICES	DISTRICT PARTS AND SUPPLIES	1,000.00
21	499	05/20/2024	44635	WAXIE'S ENTERPRISES, LLC	DISTRICT VAC BAGS	226.68
21	500	05/21/2024	12324	LOCKE SUPPLY CO.	REFRIGERANT FOR GUES CHILLER	1,000.00
21	501	05/20/2024	42456	STILLWATER MILLING COMPANY	HS- FERTILIZER- CHEMICALS (ATHLETIC FIELDS)	750.00
21	502	05/23/2024	45270	PUCKETT DUSTIN	MOVE PORTABLE FROM GUES TO CHARTER OAK	10,000.00
21	503	05/21/2024	43749	TREAT'S SOLUTIONS, LLC	SUMMER FLOOR PRODUCTS FOR DISTRICT	3,829.68
21	504	05/21/2024	11619	HOME DEPOT CREDIT SERVICES	GOOF OFF FOR HS WRESTLING LOCKER ROOM	40.00
21	505	05/24/2024	44635	WAXIE'S ENTERPRISES, LLC	FLOOR PADS AND TOILET PAPER	2,760.33
21	506	05/23/2024	12910	OFFICE DEPOT, INC.	FILE CABINET AND SHELVING FOR OPERATIONS	655.97
21	507	08/29/2023	16626	JOHN HUDSON	MOW 213 E VILAS	200.00
21	508	08/29/2023	44635	WAXIE'S ENTERPRISES, LLC	HAND SOAP AND MOP HANDLES	1,676.55
21	509	05/23/2024	44590	BRADFORD SUPPLY	EXHAUST FAN FOR GREENHOUSE	1,200.00
21	510	05/23/2024	43883	UNITED REFRIGERATION, INC.	DISTRICT HVAC PARTS AND SUPPLIES	1,000.00



## Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 480 - 519, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	511	05/28/2024	10110	HENKE & WANG PLUMBING	UNHOOK GAS LINES TO KITCHEN APPLIANCES	800.00
21	512	05/28/2024	43749	TREAT'S SOLUTIONS, LLC	WOOD FLOOR FINISH AND T-BARS	1,965.65
21	513	05/29/2024	44614	IDN-GLOABL, INC	HIGH SCHOOL DOOR HARDWARE	200.00
21	514	05/28/2024	44635	WAXIE'S ENTERPRISES, LLC	DISTRICT ROLL TOWELS AND HAND SOAP	3,425.00
21	515	06/04/2024	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	500.00
21	516	06/04/2024	40968	LIGHTLE SAND AND CONSTRUCTION	DIRT FOR SOFTBALL FIELD	2,500.00
21	517	06/04/2024	44689	DIEGO CHAVARRIA	GROUND WORK ON PRACTICE/SOCCER FIELD	3,500.00
21	518	06/05/2024	45273	PALOMAR MODULAR BUILDINGS	24X32 MODULAR CLASSROOM W/ALUMINUM RAMP	135,444.00
21	519	06/05/2024	44092	INNOVATIVE MECHANICAL LLC	HIGH SCHOOL BOILER INSTALL/REMOVAL	81,285.00
<b>Non-Payroll Total:</b>						<b>\$279,479.31</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$279,479.31</b>

Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 665 - 666, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	665	05/22/2024	11254	FEDERAL CORPORATION	HVAC PARTS FOR CENTRAL	500.00
21	666	05/21/2024	44635	WAXIE'S ENTERPISES, LLC	MAXX DURABLE FLOOR FINISH	3,169.18
Non-Payroll Total:						\$3,669.18
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$3,669.18



## Change Order Listing

**Options:** Fund: GEN FUND-FOR OP, Year: 2023-2024, ReferenceDate: PO Date, Date Range: 5/1/2024 - 5/31/2024, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
27	07/01/2023	44224	JOSE ROMAN BOTELLO	SECURITY OFFICER FOR ELEMENTARY SITES	-1,400.00
30	07/01/2023	16626	JOHN HUDSON	SECURITY OFFICER FOR ELEMENTARY SITES	3,870.00
43	07/01/2023	84631	SHAYNA RENEE VAUGHAN	EXPENSE REIMBURSEMENT FOR 2023-2024	16.19
45	07/01/2023	44308	JOHN ROBERT EVANS	SECURITY OFFICER FOR ELEMENTARY SITES	240.00
52	07/01/2023	16652	THOMAS KUTAY	SECURITY OFFICER FOR ELEMENTARY SITES	535.00
57	07/01/2023	80130	JON CHAPPELL	MILEAGE REIMBURSEMENT FOR 2023-2024	1,000.00
62	07/01/2023	44926	QUALITY CHOICE TESTING LLC	STUDENT EXTRACURRICULAR DRUG TESTING	-2,320.00
67	07/01/2023	42721	FORTITUDE DOGS, INC.	CONTRABAND DETECTION SERVICES	-560.00
68	07/01/2023	44913	JAMES D DAVES	SECURITY OFFICER FOR ELEMENTARY SITES	-1,360.00
87	07/01/2023	83916	JESSICA LYNN WEST	MILEAGE REIMBURSEMENT	74.36
96	07/01/2023	16731	OUHSC	CPR CERTIFICATION CARDS	-112.00
97	07/01/2023	84626	CORIN CHAYON MILLER	MILEAGE REIMBURSEMENT	-30.37
99	07/01/2023	84515	MAESYN ALYXANDRIA BARTON	MILEAGE REIMBURSEMENT	-305.59
101	07/01/2023	81574	ANGIE KAYE YOUNG	MILEAGE REIMBURSEMENT	-536.81
102	07/01/2023	12332	LOGAN COUNTY HEALTH DEPT	BLANKET FOR SPED VACCINATIONS	-250.00
108	07/01/2023	44342	CHICKASAW PERSONAL COMMUNICATIONS	JPS VIA RENEWAL-TECHNOLOGY	-20.00
109	07/01/2023	43320	CHICKASAW	ON SITE SUPPORT OF NETWORK- TECHNOLOGY	-1,000.00
112	07/01/2023	11169	ENDEX OF OKLAHOMA, INC.	BLANKET FOR PARTS AND REPAIRS	-577.95
113	07/01/2023	16105	GUITAR CENTER STORES, INC.	BLANKET FOR AUDIO/VISUAL SUPPLIES-TECHNOLOGY	-1,000.00
119	07/01/2023	43845	THE MAC MAN, LLC	SUPPORT AND REPAIRS	-921.00
126	07/01/2023	13496	G. E. MONEY BANK	BLANKET FOR SUPPLIES- TECHNOLOGY	-716.12
128	07/01/2023	44253	SMARTDRAW GROUP, LLC	SOFTWARE-TECHNOLOGY	-50.25
160	07/01/2023	17730	DR. DAWN'S CHIROPRACTIC CARE CENTER	DRIVER PHYSICALS	-250.00
180	07/01/2023	44380	SCHOOL SAFE ID, LLC	SCHOOL SAFE ID LICENSE- TECHNOLOGY	-508.00
216	07/11/2023	16841	OK ASSOC OF CAREER & TECH EDUCATION	OKACTE CONFERENCE REGISTRATION AUG. 1-2, 2023	-150.00
223	07/11/2023	15994	AMAZON CAPITAL SERVICES	SUPPLIES	-1,570.81
278	07/24/2023	15994	AMAZON CAPITAL SERVICES	SUPPLIES	-708.57
302	07/01/2023	44092	INNOVATIVE MECHANICAL LLC	JR HIGH HVAC RENOVATION C/O FY '23	3,179.00
308	07/26/2023	12967	OKLAHOMA HOME CENTERS, INC.	HARDWARE	-350.70
331	07/31/2023	15994	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES/JH	-26.78

## Change Order Listing

**Options:** Fund: GEN FUND-FOR OP, Year: 2023-2024, ReferenceDate: PO Date, Date Range: 5/1/2024 - 5/31/2024, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
382	08/07/2023	45097	HEATH & TRACI SHELTON	LETTERHEAD, ENVELOPES, OTHER OFFICE PAPER PRODUCTS	-784.00
405	08/10/2023	14207	WALMART COMMUNITY	\$150 TEACHER SUPPLIES/GRAYSON/GUES	-50.00
423	08/15/2023	15994	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	-32.95
492	08/22/2023	43408	SCOTT NORRIS COMPANY, INC.	BLANKET FOR TABLET & PHONE REPAIRS - TECHNOLOGY	-303.00
537	09/01/2023	44682	GREGORY T RANDOLPH	SECURITY OFFICER FOR ELEMENTARY SITES	-10,000.00
573	09/11/2023	84405	SABREENA ROSE BURKS	IN DISTRICT MILEAGE REIMBURSEMENT	-300.00
574	09/11/2023	84558	BRENDA MARIE GUIN	MILEAGE REIMBURSEMENT	-405.68
586	09/11/2023	44902	NEW DIRECTION SOLUTIONS LLC	NURSE CONTRACT	-44,663.87
609	09/18/2023	44147	OUTBACK LABS LLC	SUPPLIES AND MATERIALS FOR AG PROGRAM	-96.50
636	09/27/2023	15994	AMAZON CAPITAL SERVICES	STEM 3/ OUTDOOR	-0.01
656	09/26/2023	15994	AMAZON CAPITAL SERVICES	BLANK PO	-20.08
657	10/03/2023	84089	SHERANA KAYE PURVIANCE	MILEAGE REIMBURSEMENT	-458.08
761	10/31/2023	15994	AMAZON CAPITAL SERVICES	TITLE VI TUTORING	-18.73
854	12/04/2023	11933	JOHN VANCE MOTORS, INC.	REPAIRS TO TRUCK 93	1,336.84
860	12/04/2023	45118	TIFFANY KEITZ	SPEECH CONTRACT 2ND SEMESTER	-867.00
900	12/12/2023	12910	OFFICE DEPOT, INC.	TEACHER \$150\D.OLDENBURG\HS	-150.00
917	01/04/2024	45181	CORNERSTONE BEHAV HEALTH & PED THER	OUTSIDE TESTING SERVICES	-50.00
927	01/10/2024	11849	JERRY D. JONES	WRECKER SERVICES	-15.00
928	01/10/2024	44926	QUALITY CHOICE TESTING LLC	DRIVER DRUG TESTING	-915.00
932	01/05/2024	15994	AMAZON CAPITAL SERVICES	BLANKET PO FOR CLASSROOM SUPPLIES	-13.82
977	01/26/2024	15994	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	-15.97
1028	02/15/2024	17961	NCS PEARSON, INC.	TESTING SUPPLIES	-500.00
1061	03/04/2024	45210	MURRAY SUSAN K	CONTRACT	615.00
1068	03/07/2024	14377	FOLLETT SCHOOL SOLUTIONS, INC	LIBRARY BARCODES	5.59
1073	03/06/2024	11933	JOHN VANCE MOTORS, INC.	KEY AND PROGRAMING FOR TRUCK 83	-32.01
1084	03/08/2024	45174	MINAL HOTELS LLC	HOTEL ROOMS FOR OYE	-1.00
1088	03/12/2024	14377	FOLLETT SCHOOL SOLUTIONS, INC	BOOKS FOR LIBRARY	-339.24
1094	03/11/2024	10272	BODY BILLBOARDS	EMPLOYEE OF THE MONTH PLAQUES FOR 2023-2024	-66.00
1097	03/14/2024	44361	BETSY CHEN	BEHAVIORAL COACH CONTRACT	5,622.48
1102	03/12/2024	44428	RIVERSIDE ASSESSMENTS, LLC	COGAT SCORING SERVICES	-226.30
1122	04/04/2024	15994	AMAZON CAPITAL SERVICES	2024 GUTHRIE EDUCATIONAL FOUNDATION GRANT	-17.65
1123	04/04/2024	14377	FOLLETT SCHOOL SOLUTIONS, INC	GEF GRANT: BIOGRAPHIES	-88.99
1127	04/07/2024	12899	O'REILLY AUTOMOTIVE STORES, INC.	FUEL FILTERS FOR BUSES	11.61
1129	04/09/2024	44110	CDW LLC	PRINTER CARTRIDGES	-551.81
1130	04/09/2024	14377	FOLLETT SCHOOL SOLUTIONS, INC	BOOKS	-940.26



## Change Order Listing

**Options:** Fund: GEN FUND-FOR OP, Year: 2023-2024, ReferenceDate: PO Date, Date Range: 5/1/2024 - 5/31/2024, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
1135	04/10/2024	15994	AMAZON CAPITAL SERVICES	FOUNDATION GRANT - MATH ENRICHMENT	-1.45
1139	04/08/2024	12171	LAKESHORE LEARNING MATERIALS	EDUCATION FOUNDATION GRANT	-0.45
1147	04/10/2024	17552	ULINE, INC.	H-1355 CURVED RUBBER SQUEEGEES	25.90
1150	04/09/2024	44280	MARTIN AUTOMOTIVE	REPAIRS TO SUV 36	1,268.25
1152	04/08/2024	15994	AMAZON CAPITAL SERVICES	FOUNDATION GRANT - WILDA	-41.24
1153	04/11/2024	15994	AMAZON CAPITAL SERVICES	FOUNDATION GRANT/CENTRAL/FONDA HEFNER	-210.99
1154	04/11/2024	15994	AMAZON CAPITAL SERVICES	FOUNDATION GRANT-E.CARPENTER	0.35
1156	04/11/2024	15994	AMAZON CAPITAL SERVICES	TOY GRANT	1.06
1157	04/11/2024	12171	LAKESHORE LEARNING MATERIALS	GUTHRIE FOUNDATION GRANTS	-32.31
1158	04/11/2024	12171	LAKESHORE LEARNING MATERIALS	FOUNDATION GRANT/CORI HAMM	-44.32
1159	04/10/2024	15994	AMAZON CAPITAL SERVICES	AMY INGLE FOUNDATION GRANT \$577.85	-7.80
1161	04/10/2024	15994	AMAZON CAPITAL SERVICES	GUTHRIE EDUCATIONAL FOUNDATION GRANT	-5.66
1162	04/04/2024	15994	AMAZON CAPITAL SERVICES	FOUNDATION GRANT	-27.22
1163	04/04/2024	15994	AMAZON CAPITAL SERVICES	FOUNDATION GRANT	2.68
1164	04/04/2024	15994	AMAZON CAPITAL SERVICES	TWO CHAIRS, RUG, AND NEW BOOKS	-1.82
1166	04/15/2024	15994	AMAZON CAPITAL SERVICES	EMILY CARPENTER FOUNDATION GRANT	-27.93
1167	04/12/2024	15994	AMAZON CAPITAL SERVICES	FOUNDATION GRANT - ACTIVITIES FOR SEL SMALL GROUPS	-18.50
1169	04/12/2024	14201	WALKER TIRE DTR LLC	TIRES FOR VAN 78	0.60
1171	04/15/2024	14207	WALMART COMMUNITY	2024 GUTHRIE EDUCATIONAL FOUNDATION GRANT	-0.92
1172	04/12/2024	12387	LOWES COMPANIES, INC.	SUPPLIES AND MATERIALS FOR AG PROGRAM	3.78
1173	04/15/2024	15994	AMAZON CAPITAL SERVICES	OFFICE/CLASSROOM SUPPLIES	-1.28
1174	04/15/2024	15994	AMAZON CAPITAL SERVICES	LIBRARY SUPPLIES	-81.78
1175	04/16/2024	12682	MIDWEST BUS SALES, INC.	DIAGNOSIS BUS 21	38.80
1180	04/15/2024	12171	LAKESHORE LEARNING MATERIALS	PROJECT 061 GRANT	-7.23
1182	04/15/2024	43821	TEACHER SYNERGY, LLC	FOUNDATION GRANT/CENTRAL/BAILEY BLEWETT	-13.51
1183	04/15/2024	15994	AMAZON CAPITAL SERVICES	FOUNDATION GRANT/CENTRAL/BAILEY BLEWETT	-2.21
1185	04/15/2024	15994	AMAZON CAPITAL SERVICES	GUTHRIE EDUCATIONAL FOUNDATION GRANT	-1.79
1186	04/15/2024	44579	PORTABLE REPAIR, INC	SAFETY RADIOS FOR STAFF	-1.50
1187	04/12/2024	15994	AMAZON CAPITAL SERVICES	FOGARTY FOUNDATION GRANT 'SCHOOL ITEMS'	-18.09

## Change Order Listing

**Options:** Fund: GEN FUND-FOR OP, Year: 2023-2024, ReferenceDate: PO Date, Date Range: 5/1/2024 - 5/31/2024, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
1188	04/11/2024	12171	LAKESHORE LEARNING MATERIALS	GUTHRIE EDUCATION FOUNDATION	-0.14
1189	04/09/2024	15994	AMAZON CAPITAL SERVICES	FOUNDATION GRANT/S GREEN/FOGARTY	-2.00
1190	04/09/2024	45028	SYNERGY 1 GROUP INC	FOUNDATION GRANT/S GREEN/FOGARTY	-0.01
1192	04/16/2024	12387	LOWES COMPANIES, INC.	SUPPLIES AND MATERIALS FOR AG PROGRAM	-21.62
1194	04/09/2024	15994	AMAZON CAPITAL SERVICES	FOUNDATION GRANT/A HENINGTON/ FOGARTY	19.69
1196	04/16/2024	15994	AMAZON CAPITAL SERVICES	GUTHRIE EDUCATIONAL FOUNDATION GRANT - MAKERSPACE	-21.43
1202	04/17/2024	12171	LAKESHORE LEARNING MATERIALS	TITLE IV (552) STEM CURRICULUM AND SUPPLIES	-119.97
1203	04/17/2024	12171	LAKESHORE LEARNING MATERIALS	TITLE IV (552) STEM CURRICULUM AND SUPPLIES	-47.43
1204	04/16/2024	15994	AMAZON CAPITAL SERVICES	GUTHRIE EDUCATIONAL FOUNDATION GRANT\HS\L. REECE	-31.80
1208	04/18/2024	15994	AMAZON CAPITAL SERVICES	FOUNDATION GRANT/COTTERAL/PRIVETTE	-1.69
1209	04/17/2024	15994	AMAZON CAPITAL SERVICES	FOUNDATION GRANT/CENTRAL/PRIVETTE	-29.39
1212	04/18/2024	15994	AMAZON CAPITAL SERVICES	TEACHER GRANT	-1.08
1214	04/22/2024	15994	AMAZON CAPITAL SERVICES	STEM SUPPLIES	-62.05
1224	04/18/2024	15994	AMAZON CAPITAL SERVICES	GRANT ITEMS	0.67
1227	04/18/2024	15994	AMAZON CAPITAL SERVICES	TEACHER OF THE YEAR EDUCATIONAL GRANT	-0.51
1228	04/23/2024	45249	PYRAMID SEATTLE TENANT LLC	HOTEL 6/28-7/4	20.00
1229	04/24/2024	15994	AMAZON CAPITAL SERVICES	LASER CUTTER AND SUPPLIES	-0.13
1231	04/24/2024	13969	THE RAILROAD YARD, INC.	3 STICKS 2X2X1/8X20 3 STICKS	5.00
1232	04/24/2024	12963	OKLAHOMA DEPT. OF CAREER & TECH ED.	BOOKS FOR CLASSROOM	-86.30
1233	04/24/2024	12967	OKLAHOMA HOME CENTERS, INC.	CONSUMABLES FOR STEM 2 CLASS	-2.16
1236	04/24/2024	13183	PITSCO, LLC	CONSUMABLES FOR CLASS PROJECTS STEM 2	-115.60
1237	04/26/2024	12682	MIDWEST BUS SALES, INC.	DEF FILTERS	0.85
1246	04/26/2024	15994	AMAZON CAPITAL SERVICES	INK CARTRIDGE	-43.31
1249	04/26/2024	15994	AMAZON CAPITAL SERVICES	SUMMER SCHOOL CLASSROOM SUPPLIES	-2.81
1250	04/29/2024	15994	AMAZON CAPITAL SERVICES	JH LIBRARY SUPPLIES	-1.68
1251	04/29/2024	15994	AMAZON CAPITAL SERVICES	JH LIBRARY BOOKS	-4.78
1252	04/29/2024	15994	AMAZON CAPITAL SERVICES	CLASSROOM SET OF BOOKS	-0.30
1254	04/29/2024	15994	AMAZON CAPITAL SERVICES	SCHOOL SUPPLIES/OFFICE SUPPLIES	-0.22
1256	04/25/2024	83904	JESSICA NICOLE MAKER	NLC SEATTLE PER DIEM 6/27-7/3	-513.50
1257	04/16/2024	12783	ARISTOTLE CORPORATION	CLASSROOM SUPPLIES	-132.29
1260	04/24/2024	15994	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	286.87



**Guthrie Public Schools**  
**Change Order Listing**

**Options:** Fund: GEN FUND-FOR OP, Year: 2023-2024, ReferenceDate: PO Date, Date Range: 5/1/2024 - 5/31/2024, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
				Non-Payroll Total:	(\$60,257.53)
				Payroll Total:	\$86,558.06
				Report Total:	<u>\$26,300.53</u>

## Change Order Listing

**Options:** Fund: Building, Year: 2023-2024, ReferenceDate: PO Date, Date Range: 5/1/2024 - 5/31/2024, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
32	07/05/2023	44065	FIRETROL PROTECTION SYSTEMS, INC.	DISTRICT FIRE ALARM MONITORING SERVICE	-120.00
34	07/05/2023	44746	ZACHARY W. GOLDEN	CHARTER OAK LAGOON SERVICES	-907.00
102	07/27/2023	14280	WILLOBY'S FEED AND OUTFITTERS, LLC	DISTRICT BUG AND WEED SPRAY	-418.71
120	08/09/2023	17491	ENGINEERED EQUIPMENT, INC.	DISTRICT HVAC PARTS	-498.17
127	08/11/2023	44065	FIRETROL PROTECTION SYSTEMS, INC.	FIRE SPRINKLER REPAIRS AT HIGH SCHOOL	-737.86
168	09/07/2023	44724	HW 2020 PROPERTY LLC	DIRT WORK AT TENNIS COURTS	-375.00
206	10/02/2023	44635	WAXIE'S ENTERPRISES, LLC	PARTITIONS FOR GIRLS WRESTLING AT HS	140.00
215	10/11/2023	44590	BRADFORD SUPPLY	DISTRICT HVAC PARTS AND SUPPLIES	-39.44
225	10/13/2023	43914	HUGG AND HALL EQUIPMENT COMPANY	FORK LIFT AND MAN LIFT PM SERVICES	11.51
251	11/06/2023	42632	AAA PLAYGROUNDS	PLAYGROUND MATS FOR CHARTER OAK	-2,450.00
310	01/09/2024	11514	H & M CARPET CENTER LLC	6" BLACK COVE BASE FOR FAVER WRESTLING ROOM	-100.00
334	01/30/2024	44629	CRIMPED, LTD	DISTRICT PARTS, SUPPLIES, REPAIRS	-493.26
340	01/30/2024	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PAINT AND PAINT SUPPLIES	-19.56
341	02/01/2024	10110	HENKE & WANG PLUMBING	PLUMBING REPAIRS AT THE HIGH SCHOOL WRESTLING ROOM	-675.00
368	01/17/2024	43883	UNITED REFRIGERATION, INC.	DISTRICT HVAC PARTS AND SUPPLIES	-55.42
378	02/16/2024	17249	S. T. BOLDING III	DISTRICT ELECTRICAL SERVICE AND REPAIRS	-331.14
385	02/22/2024	42501	EARTHSMART CONTROLS, LLC	HVAC CONTROLS REPAIRS AND SERVICE	286.39
390	02/28/2024	11165	EMSCO ELECTRIC SUPPLY CO., INC.	DISTRICT ELECTRICAL SUPPLIES	-239.88
394	03/05/2024	10110	HENKE & WANG PLUMBING	DISTRICT PLUMBING REPAIRS AND SERVICE	-5.10
395	03/05/2024	15994	AMAZON CAPITAL SERVICES	DISTRICT PARTS AND SUPPLIES	-95.64
401	03/08/2024	45001	EXTERIOR SOLUTIONS GROUP, LLC	DISTRICT ROOF REPAIRS	-600.00
412	03/15/2024	41365	EWING IRRIGATION PRODUCTS INC	SPRINKLER HEADS FOR SQUIRES FIELD	-320.00
415	03/15/2024	43973	CHRISTOPHER CODY HAYES	DISTRICT LANDSCAPING & TREE SERVICE	-1,000.00
423	03/22/2024	10110	HENKE & WANG PLUMBING	GAS LINE REPAIRS AT COTTERAL	-3,500.00
427	03/29/2024	10110	HENKE & WANG PLUMBING	DISTRICT PLUMBING REPAIRS	-80.88
438	04/02/2024	43914	HUGG AND HALL EQUIPMENT COMPANY	FORKLIFT REPAIRS	-536.40
442	04/08/2024	40596	JAMES C. MCGEE	SAND FOR FOGARTY	-840.00
443	04/08/2024	44046	DECKER INC	SWING SEATS FOR CHARTER OAK	-95.73
445	04/09/2024	12324	LOCKE SUPPLY CO.	DISTRICT PARTS AND SUPPLIES	24.26
448	04/11/2024	43749	TREAT'S SOLUTIONS, LLC	DISTRICT FOAMING HAND SOAP	84.86
451	04/15/2024	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	-4.24



Change Order Listing

**Options:** Fund: Building, Year: 2023-2024, ReferenceDate: PO Date, Date Range: 5/1/2024 - 5/31/2024, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
452	04/15/2024	45240	LED LEADERS LLC	INSTALL NEW BALLAST AND BULBS ON SQUIRES FIELD	-175.00
454	04/15/2024	17734	PATCO ELECTRIC SERVICES, INC.	ELECTRICAL REPAIRS IN HS CONCESSION	-0.24
458	04/18/2024	44635	WAXIE'S ENTERPISES, LLC	SUMMER FLOOR PRODUCTS	-139.47
462	04/26/2024	44614	IDN-GLOABL, INC	ELECTROLYNX POWER TRANSFER HINGE FOR HS	-3.12
463	04/29/2024	43993	CENTRAL RURAL ELECTRIC COOP	INSTALL POLE AND ADD POWER FOR CO PORTABLE	-2,655.00
Non-Payroll Total:					(\$16,964.24)
Payroll Total:					\$0.00
Report Total:					(\$16,964.24)

Change Order Listing

**Options:** Fund: CHILD NUTRITION FUND, Year: 2023-2024, ReferenceDate: PO Date, Date Range: 5/1/2024 - 5/31/2024,  
Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
10	07/01/2023	43903	TIM KEITH	GREASE TRAP SERVICE FOR GUES	-1,300.00
Non-Payroll Total:					(\$1,300.00)
Payroll Total:					\$240.29
Report Total:					(\$1,059.71)

**ACTIVITY FUND - FUND 60**  
**BANK RECONCILIATION - FARMERS & MERCHANT BANK**  
**AS OF 6/01/2024**

<u>GENERAL LEDGER ACCOUNT</u>		<u>BANK RECONCILIATION</u>	
Balance (5/1/2024)	\$ 781,443.54	Balance per bank statement (5/31/2024)	\$ 721,317.70
Add Receipts	\$ 69,588.61	Add Deposits in Transit	\$ 60.00
Less Checks Written	\$ (205,999.88)	Less O/S Checks	\$ (36,504.52)
Adjustments	\$ 39,840.91	Adjustments	\$ -
Balance per Ledger	\$ <b>684,873.18</b>	Balance per Ledger	\$ <b>684,873.18</b>

Ledger Adjustment details: Reclassification of OCAS coding.  
Bank Adjustment details:

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

*Stephanie Simmons*

Stephanie Simmons, Activity Fund Clerk

6/1/2024

Date



# Guthrie Public Schools

## Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 5/1/2024 - 5/31/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
101 HS ADMINISTRATION	\$16.98	\$0.00	\$0.00	\$0.00	\$16.98	\$0.00	\$16.98
119 ATHLETICS	\$0.00	\$1,200.00	\$0.00	\$0.00	\$1,200.00	\$0.00	\$1,200.00
801 CENTRAL FACULTY	\$212.94	\$0.00	\$0.00	\$0.00	\$212.94	\$0.00	\$212.94
802 CENTRAL ACTIVITY	\$25,907.24	\$1,450.41	\$0.00	\$12,023.30	\$15,334.35	\$1,326.72	\$14,007.63
803 CENTRAL PTO	\$15,826.41	\$287.00	\$0.00	\$5,993.45	\$10,119.96	\$448.13	\$9,671.83
804 COTTERAL PTO	\$17,104.00	\$1,506.71	\$0.00	\$1,797.40	\$16,813.31	\$375.63	\$16,437.68
805 COTTERAL ACTIVITY	\$29,649.87	\$1,822.89	\$0.00	\$6,567.23	\$24,905.53	\$977.56	\$23,927.97
806 COTTERAL FACULTY	\$893.06	\$51.35	\$0.00	\$222.23	\$722.18	\$0.00	\$722.18
808 FOGARTY PARENTS ORG.	\$7,696.84	\$227.00	\$0.00	\$1,455.81	\$6,468.03	\$1,503.93	\$4,964.10
809 FOGARTY ACTIVITY	\$20,167.05	\$2,994.37	\$0.00	\$4,600.63	\$18,560.79	\$4,300.82	\$14,259.97
810 FOGARTY FACULTY	\$251.61	\$0.00	\$0.00	\$0.00	\$251.61	\$0.00	\$251.61
811 ELEM SNACK GRANT	\$903.69	\$0.00	\$0.00	\$0.00	\$903.69	\$0.00	\$903.69
812 GUES ACTIVITY	\$37,633.51	\$3,168.46	\$0.00	\$2,924.10	\$37,877.87	\$18,330.58	\$19,547.29
813 GUES FACULTY	\$684.34	\$53.95	\$0.00	\$0.00	\$738.29	\$0.00	\$738.29
814 GUES HONOR CHOIR	\$525.83	\$0.00	\$0.00	\$0.00	\$525.83	\$0.00	\$525.83
815 GUES PARENTS ORG.	\$10,068.04	\$0.00	\$0.00	\$546.79	\$9,521.25	\$2,819.65	\$6,701.60
816 GHS SPECIAL KIDS	\$9,024.74	\$0.00	\$0.00	\$243.00	\$8,781.74	\$0.00	\$8,781.74
817 ART JUNIOR HIGH	\$28.60	\$0.00	\$0.00	\$0.00	\$28.60	\$0.00	\$28.60
818 JH BUILDERS CLUB	\$163.56	\$0.00	\$0.00	\$0.00	\$163.56	\$0.00	\$163.56
819 ATHLETICS JUNIOR HIGH	\$5,545.07	\$0.00	\$0.00	\$0.00	\$5,545.07	\$0.00	\$5,545.07
820 GOLF JUNIOR HIGH	\$3,156.17	\$1,475.00	\$0.00	\$64.59	\$4,566.58	\$0.00	\$4,566.58
821 FHA JUNIOR HIGH	\$3,174.63	\$0.00	\$0.00	\$390.33	\$2,784.30	\$454.44	\$2,329.86
822 HONOR SOCIETY JR HIGH	\$3,536.54	\$0.00	\$0.00	\$64.59	\$3,471.95	\$65.41	\$3,406.54
823 JR HIGH ACCOUNT	\$1,023.28	\$0.00	\$0.00	\$0.00	\$1,023.28	\$370.00	\$653.28
824 JR HIGH FACULTY	\$2,276.40	\$559.78	\$0.00	\$268.71	\$2,567.47	\$876.90	\$1,690.57
825 LIBRARY JR HIGH	\$3,698.73	\$0.00	\$0.00	\$1,952.99	\$1,745.74	\$0.00	\$1,745.74
826 LEARN 2 LOVE	\$10,960.78	\$0.00	\$0.00	\$320.55	\$10,640.23	\$48.06	\$10,592.17
827 CHEERLEADERS JR HIGH	\$2,390.16	\$0.00	\$0.00	\$0.00	\$2,390.16	\$0.00	\$2,390.16
830 STUCO JH	\$2,132.15	\$1,094.50	\$0.00	\$0.00	\$3,226.65	\$0.00	\$3,226.65
831 T.S.A. JR HIGH	\$713.16	\$0.00	\$0.00	\$316.12	\$397.04	\$78.00	\$319.04
832 YEARBOOK JR HIGH	\$7,376.13	\$820.00	\$0.00	\$0.00	\$8,196.13	\$0.00	\$8,196.13
834 JR HIGH ACADEMIC TEAM	\$170.74	\$0.00	\$0.00	\$0.00	\$170.74	\$0.00	\$170.74
840 CHARTER OAK ACTIVITY	\$34,753.36	\$3,662.28	\$0.00	\$11,051.43	\$27,364.21	\$3,432.42	\$23,931.79
841 CHARTER OAK PTO	\$22,731.46	\$470.25	\$0.00	\$3,568.20	\$19,633.51	\$350.01	\$19,283.50
842 CHARTER OAK FACULTY	\$398.13	\$65.59	\$0.00	\$0.00	\$463.72	\$0.00	\$463.72
850 ACADEMIC TEAM HS	\$125.70	\$0.00	\$0.00	\$0.00	\$125.70	\$0.00	\$125.70
851 ART CLUB HS	\$5,441.14	\$47.00	\$0.00	\$249.28	\$5,238.86	\$0.00	\$5,238.86
852 ATHLETICS HS	\$66,260.73	\$2,198.75	\$0.00	\$23,160.57	\$45,298.91	\$21,345.63	\$23,953.28
853 HS CHEER	\$7,606.12	\$4,026.00	\$0.00	\$8,358.25	\$3,273.87	\$118.67	\$3,155.20
854 FOOTBALL CAMP	\$9,379.46	\$725.00	\$0.00	\$0.00	\$10,104.46	\$34.50	\$10,069.96
855 TENNIS HS	\$9,978.25	\$2,105.00	\$0.00	\$3,468.45	\$8,614.80	\$1,082.51	\$7,532.29
856 GHS LIBRARY	\$86.59	\$0.00	\$0.00	\$0.00	\$86.59	\$0.00	\$86.59
858 GHS LINK CREW	\$295.84	\$135.00	\$0.00	\$0.00	\$430.84	\$0.00	\$430.84
859 BAND (OPERATING) HS	\$27,758.63	\$5,366.24	\$0.00	\$19,700.38	\$13,424.49	\$169.66	\$13,254.83
861 CLASS OF 2023 HS	\$109.12	\$0.00	\$0.00	\$0.00	\$109.12	\$0.00	\$109.12
862 CLASS OF 2027 HS	\$1,846.67	\$0.00	\$0.00	\$0.00	\$1,846.67	\$0.00	\$1,846.67
864 GHS ALUMNI ACCOUNT	\$15,256.29	\$0.00	\$0.00	\$0.00	\$15,256.29	\$0.00	\$15,256.29
866 CLASS OF 2024 HS	\$8,489.12	\$360.00	\$0.00	\$7,059.08	\$1,790.04	\$700.00	\$1,090.04
867 CLASS OF 2025 HS	\$2,697.72	\$0.00	\$0.00	\$45.00	\$2,652.72	\$0.00	\$2,652.72
868 CLASS OF 2026 HS	\$2,173.85	\$0.00	\$0.00	\$0.00	\$2,173.85	\$0.00	\$2,173.85
869 ENGLISH CLUB	\$736.83	\$0.00	\$0.00	\$0.00	\$736.83	\$0.00	\$736.83
870 HS FACULTY/COURTESY ACCOUNT	\$943.45	\$601.95	\$0.00	\$0.00	\$1,545.40	\$150.00	\$1,395.40
871 HS STUDENT PANTRY	\$11,086.58	\$0.00	\$0.00	\$0.00	\$11,086.58	\$0.00	\$11,086.58
876 FFA 4H BOOSTER CLUB HS	\$37,861.54	\$530.00	\$0.00	\$0.00	\$38,391.54	\$138.00	\$38,253.54
877 FFA HS	\$54,341.95	\$7,178.99	\$0.00	\$46,808.19	\$14,712.75	\$7,856.42	\$6,856.33
878 FCCLA (FHA) HS	\$10,821.20	\$5,175.75	\$0.00	\$10,083.87	\$5,913.08	\$1,773.40	\$4,139.68
879 FOREIGN LANGUAGE SPAN HS	\$5,136.37	\$100.00	\$0.00	\$1,847.90	\$3,388.47	\$737.09	\$2,651.38

# Guthrie Public Schools

## Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 5/1/2024 - 5/31/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
880 XC BLUECREW	\$2,350.45	\$2,816.00	\$0.00	\$709.00	\$4,457.45	\$0.00	\$4,457.45
881 LADY JAYS BASKETBALL	\$432.96	\$0.00	\$0.00	\$0.00	\$432.96	\$0.00	\$432.96
882 GUTHRIE RUNNING CLUB HS	\$894.04	\$0.00	\$0.00	\$0.00	\$894.04	\$0.00	\$894.04
883 HERITAGE CLUB HS	\$565.67	\$159.00	\$0.00	\$260.00	\$464.67	\$110.00	\$354.67
884 HIGH SCHOOL ACCOUNT	\$10,488.42	\$927.70	\$0.00	\$2,111.97	\$9,304.15	\$3,524.13	\$5,780.02
885 STUDENT SUPPORT HS	\$3,920.51	\$602.84	\$0.00	\$36.40	\$4,486.95	\$77.88	\$4,409.07
886 HONOR SOCIETY HS	\$7,930.46	\$139.00	\$0.00	\$250.00	\$7,819.46	\$609.99	\$7,209.47
889 KEY CLUB HS	\$227.80	\$60.00	\$0.00	\$168.00	\$119.80	\$0.00	\$119.80
890 SPEECH HS	\$672.63	\$0.00	\$0.00	\$0.00	\$672.63	\$507.82	\$164.81
891 STEM CLUB	\$4.85	\$0.00	\$0.00	\$0.00	\$4.85	\$0.00	\$4.85
893 MU ALPHA THETA HS	\$13,958.41	\$1,592.00	\$0.00	\$338.80	\$15,211.61	\$4,278.21	\$10,933.40
894 HS PROM ACCOUNT	\$28,102.72	\$0.00	\$0.00	\$2,891.09	\$25,211.63	\$1,455.52	\$23,756.11
895 JROTC HS	\$14,263.48	\$387.83	\$0.00	\$4,966.06	\$9,685.25	\$604.10	\$9,081.15
897 SOCCER CLUB HS	\$28,495.89	\$760.00	\$0.00	\$4,005.01	\$25,250.88	\$0.00	\$25,250.88
898 SCIENCE CLUB HS	\$7,477.16	\$1,660.00	\$0.00	\$877.57	\$8,259.59	\$1,132.08	\$7,127.51
899 STUDENT COUNCIL HS	\$11,540.61	\$2,582.88	\$0.00	\$1,382.69	\$12,740.80	\$194.28	\$12,546.52
900 CAMPUS BEAUTIFICATION HS	\$5,988.04	\$0.00	\$0.00	\$0.00	\$5,988.04	\$0.00	\$5,988.04
902 VOCAL HS	\$9,532.20	\$0.00	\$0.00	\$2,157.94	\$7,374.26	\$982.28	\$6,391.98
904 YEARBOOK HS	\$48,027.17	\$3,375.00	\$0.00	\$0.00	\$51,402.17	\$325.49	\$51,076.68
905 GPS eSPORTS	\$179.73	\$0.00	\$0.00	\$0.00	\$179.73	\$0.00	\$179.73
907 HS MEMORIAL FUND	\$73.92	\$0.00	\$0.00	\$0.00	\$73.92	\$0.00	\$73.92
908 VOCAL TRIP ACCOUNT HS	\$58.14	\$0.00	\$0.00	\$0.00	\$58.14	\$0.00	\$58.14
911 FFA BUILDING FUND	\$1,651.71	\$0.00	\$0.00	\$0.00	\$1,651.71	\$544.50	\$1,107.21
913 DRAMA HS	\$1,298.29	\$0.00	\$0.00	\$594.55	\$703.74	\$0.00	\$703.74
922 COURTESY COMMITTEE ADMIN	\$64.53	\$80.00	\$0.00	\$0.00	\$144.53	\$64.53	\$80.00
925 GENERAL FUND REFUND	\$2,191.13	\$584.23	\$0.00	\$0.00	\$2,775.36	\$0.00	\$2,775.36
927 HALL OF FAME BANQUET	(\$137.93)	\$0.00	\$0.00	\$0.00	(\$137.93)	\$0.00	(\$137.93)
929 DISTRICT SPECIAL OLYMPICS	\$28,377.46	\$1,900.00	\$0.00	\$7,834.66	\$22,442.80	\$5,161.38	\$17,281.42
931 TECHNOLOGY INSURANCE ACCOUNT	\$721.99	\$50.00	\$0.00	\$0.00	\$771.99	\$0.00	\$771.99
932 SUMMER SCHOOL HS	\$14,397.05	\$2,222.50	\$0.00	\$0.00	\$16,619.55	\$0.00	\$16,619.55
933 FAVER C&C	\$129.63	\$0.00	\$0.00	\$0.00	\$129.63	\$0.00	\$129.63
934 TRANSPORTATION C&C	\$1,607.30	\$22.80	\$0.00	\$0.00	\$1,630.10	\$586.50	\$1,043.60
935 VENDING MACHINE ADMIN	\$769.20	\$3.33	\$0.00	\$0.00	\$772.53	\$280.40	\$492.13
937 FAVER ACTIVITY	\$711.27	\$0.00	\$0.00	\$0.00	\$711.27	\$0.00	\$711.27
940 ADMINISTRATION MISC	\$15,089.21	\$204.28	\$0.00	\$2,263.72	\$13,029.77	\$935.25	\$12,094.52
<b>Total</b>	<b>\$821,284.45</b>	<b>\$69,588.61</b>	<b>\$0.00</b>	<b>\$205,999.88</b>	<b>\$684,873.18</b>	<b>\$91,238.48</b>	<b>\$593,634.70</b>



## EMPLOYEE TRIP REQUEST

Check if Out of State \_\_\_\_\_

Name of Employee \_\_\_\_\_

Date \_\_\_\_\_

Employee's Current Assignment \_\_\_\_\_

Title of Conference or Activity \_\_\_\_\_

Location \_\_\_\_\_

Date(s) of Conference \_\_\_\_\_

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

Full Legal Name (for air travel) \_\_\_\_\_

Departure Date \_\_\_\_\_ AM \_\_\_\_\_ PM  
(check one)

Return Date \_\_\_\_\_ 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.

**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	\$ _____	
Lodging	\$ _____	
Meals	\$ _____	(overnight stay required; calculated at daily IRS per diem rate in state and out of state)
Substitute	\$ _____	(calculate @ \$65 per day)
<b>Total</b>	<b>\$ _____</b>	

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Principal's Approval

Signature \_\_\_\_\_

Date \_\_\_\_\_

Program Director's Approval

Signature \_\_\_\_\_

Date \_\_\_\_\_

Board of Education Approval

Date \_\_\_\_\_

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



# Legislative Advocacy Conference



**Make your voice heard on Capitol Hill and learn about the latest federal policy issues that will impact your district**

**2024 Conference: July 9-11, 2024**

School system leaders and school business officials are critical leaders when it comes to federal education policy discussions. The Legislative Advocacy Conference, presented by AASA and ASBO International, is your opportunity to learn, share and represent your district.

Over the course of 3 days, participants will hear from education policy experts, key U.S. Department of Education staff and meet with their Senators and Representatives on Capitol Hill.

## **Topics Include:**

- Student data privacy legislation
- Title IX, child nutrition and overtime regulations
- The end of ESSER and what it means for students
- Importance of dedicated school mental health funding
- The state of AI policy

## **Featuring a Fireside Chat with Neera Tanden**

**Neera Tanden**, Domestic Policy Advisor to President Biden, will join **David Schuler**, Executive Director of AASA, alongside **Josh Cowen**, Professor of Education Policy at Michigan State University and author of the forthcoming book *'The Privateers: How Billionaires Created a Culture War and Sold School Vouchers'* for an exclusive fireside chat.



## More Featured Speakers



**Josh Cowen**

Professor of Education Policy, Michigan State University

(<https://www.aasa.org/about-aasa/person/josh-cowen>)

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**Holly McIntush**

Partner, Thompson & Horton LLP

(<https://www.aasa.org/about-aasa/person/holly-mcintush>)

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**Maggie Cicco**

Research Fellow, Edunomics Lab, Georgetown University

(<https://www.aasa.org/about-aasa/person/maggie-cicco>)

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**Rupak Gandhi**

Superintendent, Fargo Public Schools (N.D.)

(<https://www.aasa.org/about-aasa/person/rupak-gandhi>)

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**Andrew Ko**

Chief Innovation Advisor, AASA, The School Superintendents Association

(<https://www.aasa.org/about-aasa/person/andrew-ko>)

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Details

**\$169**

Member Price

**\$169**

Non-Member Price

Not a member? [Join today \(/join\)](#).

**Register Now** ([https://my.aasa.org/AASA/Events/Event\\_Display.aspx?EventKey=ADVCON24](https://my.aasa.org/AASA/Events/Event_Display.aspx?EventKey=ADVCON24))

## Contact

### **Gabriela Iturri**

Meetings Manager

AASA, The School Superintendents Association

[giturri@aasa.org \(mailto:giturri@aasa.org\)](mailto:giturri@aasa.org)



## Accommodations

Hyatt Regency on Capitol Hill

Group Rate \$243+

**Must reserve by June 10, 2024 to receive discounted rate**

**Book Now**

[\(https://www.hyatt.com/en-US/group-booking/WASRW/G-SCH0\)](https://www.hyatt.com/en-US/group-booking/WASRW/G-SCH0)

## Register by Mail or Fax

## Related Events



### 2025 AASA National Conference on Education

(<https://www.aasa.org/professional-learning/event/2025/03/06/default-calendar/2025-aasa-national-conference-on-education>)





Guthrie Public Schools

**Memo**

**To: Dr. Simpson and Guthrie Board of Education**

**From: Carmen Walters, Assistant Superintendent**

**Date: June 3, 2024**

**Re: Aurora Learning Community Association (ALCA) Agreement**

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Attached is a copy of the 2024-2025 agreement between Guthrie Public Schools and Aurora Learning Community Association (ALCA). Aurora Learning Community Association (ALCA) provides districts an online test data service known as Comprehend. Teachers can generate a multitude of test data graph reports (each in seconds) which: disaggregate their OSTP test data for any subgroup, down to objectives for the standards, determine objectives in which an individual student or the group as a whole are strong or weak, show student cohort reports (performance and scores) of progress through multiple years, provide standard and objective trend analysis of multiple years and allow for student tracking/inventories using other data sets and interim assessments.

The cost for the 2024-2025 ALCA web-based program is \$4,880.40 which is a price increase from the 2023-2024 agreement of \$30.80. General funds will be utilized to cover the cost of the program.

I recommend approval of the license agreement between Guthrie Public Schools and Aurora Learning Community Association.



# Estimate

ALCA  
1001 East Elm Street  
Fairview, OK 73737

## BILLED TO

Guthrie Public Schools  
802 E Vilas Ave  
Guthrie, OK  
73044-5228

## DETAILS

April 26, 2024  
Guthrie Renewal 24-25

## TOTAL DUE

**\$4,880.40**

Attn: Carmen Walters

Arch for Oklahoma 24-25

Includes a 30% discount on Arch and free professional development.

Item	Quantity	Price	Subtotal
<b>Arch for Oklahoma 2024-25</b> Arch includes: <ul style="list-style-type: none"><li>• DATA WAREHOUSE (All data sets: OSTP, ACT, STAR, WIDA, NWEA, etc.)</li><li>• LESSON PLANNER</li><li>• Standards Alignment</li><li>• Interim Assessments</li><li>• Curriculum Mapping</li><li>• Strategies Tracking</li><li>• Blended Learning in Arch Classes (SIS syncing available)</li><li>• Standards-based Grading</li><li>• Real-Time Formative Assessments</li><li>• Student &amp; Teacher Dashboards</li><li>• Portfolios</li></ul>	3486	\$2.00	\$4,880.40
<b>On-Site Professional Development &amp; Support 2024-25</b> Up to 6 hours of customizable professional development on a day to facilitate sustainable best practice application of the Arch Instructional Management System.	1	\$900.00	\$0.00
<b>Online Professional Development &amp; Support 2024-25</b> Zoom webinar training for Group or Individual throughout academic year	1	\$450.00	\$0.00
Total:			\$4,880.40

## FACILITY USE AND LICENSE AGREEMENT

THIS AGREEMENT is entered into as of the 10th day of June, 2024, between INDEPENDENT SCHOOL DISTRICT NO.1 OF LOGAN COUNTY, OKLAHOMA, a/k/a Guthrie Public Schools (“School District”) and the YMCA OF GREATER OKLAHOMA CITY (“Licensee”)

### RECITALS:

- A. Licensee desires to use a portion of the buildings and improvements located at School District’s Fogarty Elementary School (the “Facility”) solely to operate an after school program for school aged kids PreK through 6<sup>th</sup> grade (the “Permitted Use”).
- B. The School District desires to allow Licensee to use and occupy the Facility at the specific times and for specific purposes set forth herein.

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

1. The School District agrees to allow Licensee to use and occupy the Facility from August 12, 2024 through May 31, 2025, for the Permitted Use. This Agreement shall be subject to renewal upon mutual written agreement of the parties. Any renewal terms shall begin on August 1 and end on May 31 of each subsequent year (each “Renewal Term”). Either party may terminate this Agreement upon giving a thirty (30) day written notice to the other party. This Agreement may terminate immediately if either party commits to material breach of any of the provisions of this Agreement and does not cure such breach within ten (10) days after receipt of written notice thereof from the other party.
2. Licensee shall pay school District at the rate of Thirty Dollars (\$30) per day for use of Gymnasium, Cafeteria, playground and 1 classroom. School District shall invoice Licensee monthly. Payment shall be made within ten (10) days of Licensee’s receipt of the invoice.
3. Licensee shall give a Twenty-five Percent (25%) tuition discount and priority of enrollment to children of employees of the School District.
4. Licensee shall comply with all applicable federal, state and local laws governing the Permitted Use.
5. Licensee agrees to indemnify, defend and hold harmless the School District, its agents and employees from any and all liability regardless of the source and regardless of the type of claim which may occur or arise out of, directly or indirectly, the Licensee’s occupancy and use of the Facility. Licensee shall maintain and pay for Commercial General Liability Insurance specifically related to the Licensee’s use and occupancy of the Facility issued by a company or companies authorized to do business in the State of



Oklahoma, naming the School District as an additional insured, and providing coverage in amount not less than the amount required to insure the School District's liability under the Oklahoma Governmental Tort Claims Act, including any amendments thereto subsequent to the date of this Agreement. Copies of certificates of insurance evidencing such coverage shall be furnished to the School District prior to the commencement of the term of this Agreement. The insurance certificates shall require the insurer to provide at least ten (10) days prior written notice to the School District before cancellation of the coverage for any reason, including non-payment of the premium. Nothing contained herein shall be constructed to limit or waive the School District's immunity from liability under laws now in existence, or existing in the future.

6. Licensee warrants and represents that it is authorized to sign the Agreement and by signing this Agreement binds itself, its affiliates, members, successors and assigns.
7. The rights and privileges granted to the Licensee by this Agreement may not be assigned or transferred without prior written consent of the School District. No waiver of any portion of this Agreement shall be effective unless in writing and signed by the School District and Licensee. This Agreement with any items incorporated by reference shall constitute the entire agreement between the parties and supersedes all prior negotiations and agreements.
8. The School District reserves the right to refuse admission, eject or cause to be ejected from the Facility any objectionable person or persons, and neither the School District nor any of its administrators, agents or employees shall be liable to Licensee for any damages that may be sustained by Licensee through the exercise by the School District of this right.
9. Licensee will use the Facility only for the Permitted Use and will take reasonable precautions to ensure that the Facility and any ancillary equipment of the School District are used in a careful and prudent manner so as to prevent any loss, defacement or damage to them. Licensee is liable to the School District for the damages, repair or replacement of any items damaged during Licensee's use of the School Districts' Facility.
10. School District shall have no responsibility for any loss of, damage to, destruction or disappearance of any of Licensee's property in the Facility. Licensee assumes the entire risk of the foregoing. Licensee understands that School District does not and will not maintain any casualty or other insurance on Licensee's property. Licensee waives and right of subrogation on behalf of its insurance carrier against School District for any loss of, damage to, destruction or disappearance of Licensee's property in the Facility.
11. The School District shall maintain the facility at its sole cost including, HVAC, plumbing and normal repairs for damages not caused by Licensee usage. School District shall

provide routine cleaning and trash removal of the areas covered under this agreement in accordance with its normal cleaning in the facility.

12. The parties shall, at all times, act and function pursuant to the Agreement and hold themselves out as independent contractors. It is not the intention of the parties to form a joint venture or partnership. This Agreement should not be construed to create a contract of employment or any agency relationship. Licensee is solely responsible for operations, concerning the Permitted Use, for employment of staff, benefits and worker' compensation coverage and for the payment of all taxes, including federal, state and local employment taxes arising out of Licensee's activities hereunder. In no event shall Licensee or its employees, agents or representatives be entitle to benefits or workers' compensation coverage of any kind from School District.

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

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

By: \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Clerk, Board of Education

"SCHOOL DISTRICT"  
YMCA OF GREATER OKLAHOMA CITY  
By:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Address:

\_\_\_\_\_  
Telephone: \_\_\_\_\_

"LICENSEE"

## FACILITY USE AND LICENSE AGREEMENT

THIS AGREEMENT is entered into as of the 10th day of June, 2024, between INDEPENDENT SCHOOL DISTRICT NO.1 OF LOGAN COUNTY, OKLAHOMA, a/k/a Guthrie Public Schools (“School District”) and the YMCA OF GREATER OKLAHOMA CITY (“Licensee”)

### RECITALS:

- A. Licensee desires to use a portion of the buildings and improvements located at School District’s Charter Oak Elementary School (the “Facility”) solely to operate an after school program for school aged kids PreK through 6<sup>th</sup> grade (the “Permitted Use”).
- B. The School District desires to allow Licensee to use and occupy the Facility at the specific times and for specific purposes set forth herein.

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

1. The School District agrees to allow Licensee to use and occupy the Facility from August 12, 2024 through May 31, 2025, for the Permitted Use. This Agreement shall be subject to renewal upon mutual written agreement of the parties. Any renewal terms shall begin on August 1 and end on May 31 of each subsequent year (each “Renewal Term”). Either party may terminate this Agreement upon giving a thirty (30) day written notice to the other party. This Agreement may terminate immediately if either party commits to material breach of any of the provisions of this Agreement and does not cure such breach within ten (10) days after receipt of written notice thereof from the other party.
2. Licensee shall pay school District at the rate of Thirty Dollars (\$30) per day for use of Gymnasium, Cafeteria, playground and 1 classroom. School District shall invoice Licensee monthly. Payment shall be made within ten (10) days of Licensee’s receipt of the invoice.
3. Licensee shall give a Twenty-five Percent (25%) tuition discount and priority of enrollment to children of employees of the School District.
4. Licensee shall comply with all applicable federal, state and local laws governing the Permitted Use.
5. Licensee agrees to indemnify, defend and hold harmless the School District, its agents and employees from any and all liability regardless of the source and regardless of the type of claim which may occur or arise out of, directly or indirectly, the Licensee’s occupancy and use of the Facility. Licensee shall maintain and pay for Commercial General Liability Insurance specifically related to the Licensee’s use and occupancy of the Facility issued by a company or companies authorized to do business in the State of



Oklahoma, naming the School District as an additional insured, and providing coverage in amount not less than the amount required to insure the School District's liability under the Oklahoma Governmental Tort Claims Act, including any amendments thereto subsequent to the date of this Agreement. Copies of certificates of insurance evidencing such coverage shall be furnished to the School District prior to the commencement of the term of this Agreement. The insurance certificates shall require the insurer to provide at least ten (10) days prior written notice to the School District before cancellation of the coverage for any reason, including non-payment of the premium. Nothing contained herein shall be constructed to limit or waive the School District's immunity from liability under laws now in existence, or existing in the future.

6. Licensee warrants and represents that it is authorized to sign the Agreement and by signing this Agreement binds itself, its affiliates, members, successors and assigns.
7. The rights and privileges granted to the Licensee by this Agreement may not be assigned or transferred without prior written consent of the School District. No waiver of any portion of this Agreement shall be effective unless in writing and signed by the School District and Licensee. This Agreement with any items incorporated by reference shall constitute the entire agreement between the parties and supersedes all prior negotiations and agreements.
8. The School District reserves the right to refuse admission, eject or cause to be ejected from the Facility any objectionable person or persons, and neither the School District nor any of its administrators, agents or employees shall be liable to Licensee for any damages that may be sustained by Licensee through the exercise by the School District of this right.
9. Licensee will use the Facility only for the Permitted Use and will take reasonable precautions to ensure that the Facility and any ancillary equipment of the School District are used in a careful and prudent manner so as to prevent any loss, defacement or damage to them. Licensee is liable to the School District for the damages, repair or replacement of any items damaged during Licensee's use of the School Districts' Facility.
10. School District shall have no responsibility for any loss of, damage to, destruction or disappearance of any of Licensee's property in the Facility. Licensee assumes the entire risk of the foregoing. Licensee understands that School District does not and will not maintain any casualty or other insurance on Licensee's property. Licensee waives and right of subrogation on behalf of its insurance carrier against School District for any loss of, damage to, destruction or disappearance of Licensee's property in the Facility.
11. The School District shall maintain the facility at its sole cost including, HVAC, plumbing and normal repairs for damages not caused by Licensee usage. School District shall

provide routine cleaning and trash removal of the areas covered under this agreement in accordance with its normal cleaning in the facility.

12. The parties shall, at all times, act and function pursuant to the Agreement and hold themselves out as independent contractors. It is not the intention of the parties to form a joint venture or partnership. This Agreement should not be construed to create a contract of employment or any agency relationship. Licensee is solely responsible for operations, concerning the Permitted Use, for employment of staff, benefits and worker' compensation coverage and for the payment of all taxes, including federal, state and local employment taxes arising out of Licensee's activities hereunder. In no event shall Licensee or its employees, agents or representatives be entitle to benefits or workers' compensation coverage of any kind from School District.

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

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

By: \_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Clerk, Board of Education

"SCHOOL DISTRICT"  
YMCA OF GREATER OKLAHOMA CITY  
By:

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Address:

\_\_\_\_\_  
Telephone:

"LICENSEE"



**CCOSA**

The Cooperative Council for  
Oklahoma School Administration

2901 North Lincoln Boulevard  
Oklahoma City, OK 73105  
405-524-1191 office  
405-524-1196 fax  
[www.ccosa.org](http://www.ccosa.org)

## CCOSA's District Level Services (DLS) Program (Agreement 2024-2025)

This letter sets out the Agreement between the Cooperative Council for Oklahoma School Administration (CCOSA) and \_\_\_\_\_ School District No. \_\_\_\_ of \_\_\_\_\_ County, Oklahoma (District) concerning the District's participation in **CCOSA's District Level Services Program** (Program) for the fiscal year ending June 30, 2025.

For participating Oklahoma cooperatives, interlocals, and technology centers, the cost of participation will be determined based upon the total 2022-23 ADM for your district.

### P.O. CALCULATION GRID

County Name: \_\_\_\_\_

County Number: \_\_\_\_\_

District Name: \_\_\_\_\_

District Number: \_\_\_\_\_

#### P.O. CALCULATION GRID

<u>ADM</u>	<u>COST</u>
25,000 plus	\$ 4,000
10,000 to 24,999	\$ 3,000
5,000 to 9,999	\$ 2,500
1,500 to 4,999	\$ 2,000
500 to 1,499	\$ 1,800
499 or less	\$ 1,500

<b>ADM (2022-23)</b>	<b>TOTAL COST</b>

Purchase Order Number: \_\_\_\_\_

Purchase Order Amount: \_\_\_\_\_

\*\*Please attach a copy of the purchase order when submitting completed forms\*\*





CCOSA

The Cooperative Council for  
Oklahoma School Administration

2901 North Lincoln Boulevard  
Oklahoma City, OK 73105  
405-524-1191 office  
405-524-1196 fax  
[www.ccosa.org](http://www.ccosa.org)

## Superintendent Certification of Participation

I certify that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the Board of Education of \_\_\_\_\_ Public Schools voted to allow our school district to participate in the CCOSA District Level Services Program. The \_\_\_\_\_ Board of Education has encumbered \$\_\_\_\_\_ for the purpose of participating in the CCOSA District Level Services Program. The Board of Education acknowledges that participation in the Program will result in the provision of advisory services to designated administrators with \_\_\_\_\_ Public Schools.

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

The District understands that CCOSA's District Level Services Program emphasizes assistance in areas that help to create high-quality schools based on the research in *For the People* and seven areas that create a quality system: Culture and Climate; Learning; Teaching, and Assessment; Expanded Learning Opportunities; Governance, Leadership, and Accountability; Human Capital Development; Physical Resources; and Financial Resources.

If consultation and/or professional learning is in the school district, the school district would agree to pay travel expenses that would not be a part of this agreement.

The District understands that CCOSA and/or its partners will be unable to provide assistance in some areas and with some issues. The District understands that, in those situations, CCOSA and/or its partners may recommend that the District seek advice, assistance, and services beyond those offered by this Program, which may cause the District to incur expenses that are not covered by this Program. **This Program is ADVISORY ONLY and CCOSA and/or its partners do not warrant or guarantee any specific outcome related to the advisory services provided. CCOSA reserves the right to refuse participation to school districts and to remove school districts from participation in the Program.**

The term of this Agreement begins on the date it is approved by the District's Board of Education and ends on June 30, 2025. Either the District or CCOSA may terminate this Agreement upon notice in writing to the other party. However, a delay in contract approval could result in your district missing valued services and workshops!



**CCOSA**

The Cooperative Council for  
Oklahoma School Administration

2901 North Lincoln Boulevard  
Oklahoma City, OK 73105  
405-524-1191 office  
405-524-1196 fax  
[www.ccosa.org](http://www.ccosa.org)

## CCOSA's District Level Services (DLS) Program

### Designated Administrator Contact Form 2024-2025

While all of your district leaders have full access by phone, email, or in person, we need you to designate district administrators who serve as your main contacts to share information from CCOSA and its partners. **These designated administrators will need to commit to forwarding Professional Learning opportunities to your other district and/or school team members to ensure that all of your leaders get maximum benefit from the program.** Districts with an ADM of 10,000 and above may designate three district administrators. The District may include additional school personnel at no additional cost in conference calls, on-site visits, and training sessions.

#### **Designated Administrators**

(based upon each district's size in ADM for the 2022-23 school year)

<u>ADM</u>	<u># of eligible administrators</u>
10,000 +	3
1 to 9,999	2

<u>ADMINISTRATOR</u>	<u>PHONE NUMBER</u>	<u>EMAIL ADDRESS</u>
*		

\*only if ADM exceeds 10,000

Please send a copy of the completed forms to Jen Knight ([jennifer@ccosa.org](mailto:jennifer@ccosa.org)) or fax to 405.524.1196 (ATTN: Jen Knight). Keep one copy for your records.

RECEIVED

### Organization Information

**Organization:** Guthrie Public Schools

**Address**

Street Address: 802 East Vilas Avenue

City: Guthrie

State: OK

Zip: 73044

Main Phone: 405-282-8900

Fax: 405-282-5904

**Contract Dates:** 07/01/2024 – 06/30/2025

**Current URL (web address):** <https://www.guthrieips.net/>

**Student Enrollment:** 3,465

**Contract Type:** Schools

### Contact Information

**Signatory Contact**

Name: Mike Simpson

Title: Superintendent

Phone: 405-282-8900

Email: [mike.simpson@guthrieips.net](mailto:mike.simpson@guthrieips.net)

**Network Administrator**

Name: Dee Benson

Title: Director of Technology

Phone: 405-282-5959

Email: [dee.benson@guthrieips.net](mailto:dee.benson@guthrieips.net)

**Website Contact**

Name: Kary Jarred

Title: Secretary/Website Coordinator

Phone: 405-282-8900

Email: [kary.jarred@guthrieips.net](mailto:kary.jarred@guthrieips.net)

**Business/Office Manager Contact**

Name: Michelle Chapple

Title: CFO

Address: 802 East Vilas Avenue

City: Guthrie

State: OK

Zip: 73044

Phone: 405-282-8900

Fax: 405-282-5904

Email: [michelle.chapple@guthrieips.net](mailto:michelle.chapple@guthrieips.net)

**PLEASE REVIEW FOR ACCURACY AND THEN COMPLETE ANY MISSING INFORMATION.  
RETURN A SIGNED, COMPLETED COPY TO DIANNA KASTANEK AT [diannak@fes.org](mailto:diannak@fes.org).**



Contract Information

Agreement Term Dates: Contract Dates: 07/01/2024 – 06/30/2025  
Term is 12 months. Billing cycle: ☒ Annually ☐ Quarterly ☐ Monthly

- Special Billing Notes/Arrangements
- Supersedes all previous SOCS license agreements, effective start date of this agreement.
  - Includes option to redesign your website every 3 years, for no additional charge. Guthrie Public Schools last redesigned on 12/12/2023 and is eligible again as of 07/01/2026. Optionally, as Guthrie Public Schools is not yet eligible for another free redesign, it is still possible to redesign at any time for \$500.
    - Does your organization want to do a redesign? Please mark an option: ☐ Yes ☐ No
    - If so, what is the requested project start date? \_\_\_\_\_
  - Additional notes/information:  
There is no additional price increase at this time.

Sales Tax Exemption Form and PO  
Please email a copy of your sales tax exemption form if applicable and PO to Dianna Kastanek at [diannak@fes.org](mailto:diannak@fes.org)

Pricing Summary

ANNUAL ROYALTIES/FEES:

SOCS Website Services & Support + Mobile App in the Stores	\$ 6,500 per year
Texting Services (Notifier)	\$ per year
Additional URL/Domain Registrations (\$20 per domain)	\$ per year
Total Annual Royalties/Fees	\$ 6,500 per year

OPTIONAL ONE-TIME SERVICES/FEES:

Texting Services (Notifier) Set-up	\$
Additional Listserv Set-up	\$
Content Migration Estimate (\$90 per hour)	\$
On-line Payment Set-up (TBD)	\$
Custom graphics development	\$
Total One-Time Set-up Fees	\$ 0

- Optional Fees
- On-site training is negotiable
  - Licensee specific customization services will be made available to Licensee at an hourly programming rate.

- Additional Notes/Conditions
- Includes SOCS GO App
  - Includes Guthrie Public Schools custom mobile app

FES Contact Information

FES Partner Representative

Brendan Conway

[brendanc@fes.org](mailto:brendanc@fes.org)

800-850-8397, ext. 6991

Fax: 402-479-6691

1300 O Street

Lincoln, NE 68508

Consultant/ESC: Jim Knox

FES Administrative Representative

Dianna Kastanek

[diannak@fes.org](mailto:diannak@fes.org)

800-850-8397, ext. 6661

Fax: 402-479-6691

1300 O Street

Lincoln, NE 68508

Signatures

I attest that I am authorized to sign on behalf of:  
Guthrie Public Schools

For: FES  
1300 O Street  
Lincoln, NE 68508

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Signed Date: \_\_\_\_\_

Signed Date: \_\_\_\_\_

# RENEWAL LICENSE AND SERVICE AGREEMENT

## *Simplified Online Communication System ("SOCS")*

This License and Service Agreement (the "Agreement") made by and between FES, a Nebraska nonprofit corporation located in Lincoln, Nebraska and **Guthrie Public Schools** ("Licensee").

### THE PARTIES AGREE AS FOLLOWS:

1. License. FES grants to Licensee a limited, nonexclusive and nontransferable license to the Simplified Online Communication System ("SOCS") web hosting service (collectively the "Licensed Service"). Exclusive proprietary title to all rights, patents, trademarks, copyrights, source code, graphic design and images created by FES and trade secrets in the Licensed Service shall remain with FES and no title to or ownership interest in the Licensed Service shall be transferred to Licensee.
2. Installation, Training, Technical and Support Services. FES shall provide certain technical services to Licensee associated with the installation, management and administration of the Licensed Service. One time set up fee does not include graphic design services. Graphic design services for the website are included in the license fee and limited to 3 mockup designs prior to site installation. Additional graphic services will be charged at the current hourly rate. FES shall provide updates and certain enhancements to the Licensed Service without charge during the term of this Agreement and any renewals. Basic instruction and support services shall be provided at no extra cost as a part of the initial delivery of the Licensed Service. Other technical assistance relating to subsequent technical client network support, configuration, and/or guidance, content creation and/or the transfer of existing content, or on-site training are not part of the license agreement and are subject to a separate charge. Those services and the related charges are noted on page 7 of this Agreement.
3. Charges, Payments, and Taxes. Licensee shall pay the royalty fees for the Licensed Service and related services and costs as set forth on the included pricing summary. All annual royalty fees shall be due on the date identified on the Exhibit; for any exercised renewal terms, the annual fee shall be due on the anniversary date of the original payment, unless otherwise agreed to by the parties. FES shall direct bill Licensee for all royalty fees, services, and support, including additional charges for technical assistance in accordance with the terms and rates set out the attached schedule. Interest shall accrue at the rate of one and one-half percent (1.5%) per month for any invoice balance outstanding for more than thirty (30) days. Each party shall be responsible for its own obligations associated with any federal, state, local or other taxes required with the delivery of the Licensed Service.
4. Obligations of Licensee. In addition to the covenants provided by Licensee within this Agreement, Licensee specifically agrees to the following:
  - a. Logos and Branding. Permit FES or its designees and assigns to place a logo at a reasonable location on the site, with a link to the website of FES and/or its designee, if so requested by FES.
  - b. Utilization of Site. Permit FES or its designees and assigns to utilize Licensees' site and corresponding content in sales demonstrations, marketing materials and/or other venues to highlight Licensed Service to existing and/or potential Licensees.
  - c. Implementation Team. Identify an initial SOCS implementation team to work directly with FES in the implementation of SOCS for Licensee.
5. Warranties and Representations. FES hereby warrants that the Licensed Service (including enhancements and modifications) will perform in all material respects during the term of this Agreement. FES shall, at no additional charge to Licensee, undertake to correct any Licensed Service which does not perform substantially in accordance with the representations of FES. If a defect in the Licensed Service cannot be adequately remedied, the sole and exclusive remedy for any breach of this limited warranty will be restricted to (i) the replacement of the Licensed Service by FES or (ii) refund by FES to Licensee the annual royalty payment which applies to the year in which the defect occurred.

If Licensee modifies, attempts to modify, or decompiles or attempts to decompile the Licensed Service, fails to implement the changes to the Licensed Service as supplied by FES, or in any other way abuses or tampers with the Licensed Service, the warranty obligations of FES under this section shall be null and void. The limited warranty and



restricted remedy contained herein is not applicable to any Licensed Service that has been modified or misused by Licensee.

**FES PROVIDES NO WARRANTIES, EXPRESS OR IMPLIED, NOR IS IT OBLIGATED FOR, AND EXPRESSLY DISCLAIMS ANY RESPONSIBILITY FOR, THE CONTENT DEVELOPED BY LICENSEE OR ITS AGENTS AS ALLOWED BY THE EDIT FEATURES AVAILABLE IN AND UTILIZED THROUGH THE LICENSED SERVICE. FURTHER, NO REPRESENTATIONS OR WARRANTIES ARE MADE CONCERNING THE ACCURACY, COMPLETENESS, TIMELINESS OR RELIABILITY OF ANY INFORMATION CONTAINED IN ANY SITE LINKED THROUGH THE LICENSED SERVICE. FES DOES NOT WARRANT OR GUARANTY UNINTERRUPTED ACCESS TO THE LICENSED SERVICE AS USED THROUGH THE WORLD WIDE WEB AND ANY SITE LINKED TO THE LICENSED SERVICE OR THE AVAILABILITY OF INTERNET E-MAIL LINKS PROVIDED THROUGH THE LICENSED SERVICE. IN NO EVENT SHALL FES, ITS OFFICERS, AFFILIATES, AGENTS, LICENSORS, EMPLOYEES OR INTERNET SERVICE PROVIDERS BE LIABLE TO LICENSEE OR ANY THIRD PARTY FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES WHATSOEVER INCLUDING, BUT NOT LIMITED TO, LOST REVENUE, LOST OR DAMAGED DATA, OR OTHER COMMERCIAL OR ECONOMICAL LOSS, WHETHER BASED IN CONTRACT, TORT, OR ANY OTHER THEORY OF LIABILITY.**

FES shall use all reasonable efforts to ensure that the SOCS Service is operating and available to Customers 99.9% of the time in any calendar month. Downtime is considered to be time that the SOCS Network is unavailable due to a failure in the FES network. There may be periods of time that FES schedules maintenance on the SOCS network that requires an interruption of service. Customers will be notified in advance of scheduled maintenance and every effort will be made to schedule this maintenance outside the hours of 7:00 a.m. to 10:00 p.m. Central time. Scheduled maintenance is not considered downtime. FES cannot be responsible for connectivity issues arising from problems in the client's network or internet outages due to such things as environmental disaster, cyber-attack, widespread power outages and other events beyond FES' control.

To protect clients' and FES' networks, FES employs tools that vigorously filters viruses and spam. FES, at its sole discretion, reserves the right to filter content it feels poses a threat to the networks.

**Confidentially:** Absent the use of encryption, use of the Licensed Service through the Internet is not a secured medium and privacy cannot be assured. Internet e-mail is vulnerable to interception and manipulation of data. FES will not be responsible for any damages to Licensee or any third party suffered as a result of the transmission of information, confidential or otherwise, that may be made through Internet e-mail links provided through this Licensed Service. FES is not responsible for any errors or changes made to any transmitted information. Should Licensee or any third party user transmit information using Internet e-mail resources through the Licensed Service, such individuals do so at their own risk.

**Accessibility:** FES further acknowledges and warrants that, upon release to Licensee, the Licensed Service is currently in material compliance with relevant federal law and corresponding regulations associated with accessibility of web content and the prohibition of discrimination based on disability (the "Accessibility Standards"). FES agrees to promptly respond to, resolve and remediate any bona-fide complaint regarding accessibility of the Licensed Service under the Accessibility Standards in a timely manner and provide an updated version to Licensee at no cost. If FES, in its judgment, cannot remedy any bona-fide complaint concerning accessibility of the Licensed Service under the Accessibility Standards, then Licensee may terminate this Agreement, but its remedy shall be limited to that set out in Section 7 of this Agreement.

Licensee is entitled to make certain changes to the Licensed Service by adding, editing or supplementing content. Licensee is fully responsible for compliance with the Accessibility Standards as to any added content or alterations made to the original content prepared by FES, and Licensee shall indemnify and hold FES harmless for any claims of violation or noncompliance of the Accessibility Standards. In addition, all limited warranties provided by FES in this section shall not apply if the Licensed Service (including all elements of the licensed SOCS system) are: (i) modified or altered by Licensee in any way (other than by FES or with the specific prior written consent of FES); (ii) not timely updated by Licensee with the corrections, patches, fixes, updates, improvements or enhancements that FES may make available from time to time; or (iii) used in any manner or for any purpose by Licensee which is not specifically permitted by this Agreement or the documentation.

**Malware:** While FES makes reasonable efforts to assure that the Licensed Service as provided through the Internet does not contain computer viruses, Licensee is responsible to take precautions to scan for computer viruses and to ensure that Licensee has a complete current backup of the applicable items contained on its computer system.

**Links to Other Sites:** The Licensed Service allows for links to other sites through the use of the Internet. These links are provided solely as a service through the Licensed Service. Such linked sites are independently developed by parties other than FES, and FES assumes no liability or responsibility for the accuracy or appropriateness of the information contained in such sites. The inclusion of any link to any other site through the Licensed Service does not imply endorsement by FES. Any mention of another party or its product or service through links offered through the Licensed Service should not be construed as an endorsement of that party or its product or service by FES. If Licensee or any third party decides to access other linked websites, such action is taken at that party's own risk.

**Legal Content:** The Licensee agrees to comply with all digital rights, copyright, trademark and decency laws. FES reserves the right to remove content that violates these laws or when notified of an ownership dispute. It is the responsibility of the licensee to resolve such disputes and pay associated costs. If client is using the logo or mark of another organization, the client accepts all liability and may be required to demonstrate that permission has been granted to use said logo or mark (i.e. professional sports team logos, NCAA logos, Disney or Olympic logos).

6. **Marketing and Reproduction of Licensed Materials.** Licensee shall only publish, identify or make reference to FES's trade names, trademarks, logos or other identifying materials associated with SOCS or the Licensed Service as approved by FES. If such approval is given, Licensee shall provide complete recognition of FES to the Licensed Service in all forms of advertising, marketing, and related promotional materials. Licensee shall not download, offload nor reproduce, in whole or in part, the Licensed Service, except for archive emergency restart purposes, where relevant and as approved in writing by FES. Licensee shall not use any decompiler programs or devices with respect to the Licensed Service or in any way attempt to decompile the Licensed Service. Licensee shall not remove or destroy any proprietary markings or legends placed upon or contained within the Licensed Service or related materials.

7. **Limitation of Liability.** If FES, in its judgment, is unable to remedy any defects, failure, nonconformity or alleged breach of warranty under the Licensed Service or is otherwise unable to adequately replace the Licensed Service within ninety (90) days after receiving notice from Licensee, FES shall then refund to Licensee the annual royalty payment which applies to the year in which the alleged defect, failure, nonconformity or breach occurred. In no event shall FES be liable to Licensee for loss of profits, sales, goodwill, data or computer programs, or punitive, indirect, tort, economic, special, incidental or consequential damages. Each party agrees to indemnify and hold the other (as well as their respective affiliates, directors, officers, employees and agents) harmless from and against all liabilities, losses, damages, judgments, costs, and expenses of any kind which may be imposed on, incurred by or asserted against a party to this Agreement including, without limitation, attorney fees relating to or arising out of this Agreement or any transaction contemplated hereby, or any amendment, supplement, modification of, or any waiver or consent under or in respect of this Agreement or any transaction contemplated hereby that in each case results from a failure of a party to comply with or perform its obligation under this Agreement or from any act of negligence or willful misconduct on the part of such party.

## 8. **Term of Agreement and Termination.**

- a. Unless otherwise terminated as provided herein, this Agreement shall commence as of the beginning date and terminate on the ending date of the term stated on page one (1) of this Agreement, subject to the terms of automatic extension set out below.
- b. Notwithstanding the terms of subpart (a) above, Licensee may terminate this Agreement if FES commits a material breach defined as the inability of the system to perform critical functionality (example: article moderation) or that renders the system inoperable and fails to cure that breach within thirty (30) days after receiving written notice from Licensee of that breach; provided, however, that FES shall have thirty (30) business days to cure any defects or breaches associated with its limited warranties associated with the Licensed Service, as set out in Section 7 above.
- c. Notwithstanding the terms of subpart (a) above, FES may terminate this Agreement (i) if Licensee is delinquent in making any payments due under this Agreement when due and continues to fail to make any such payment for ten (10) days after written notice of such delinquency is sent from FES, or (ii) if Licensee commits any other material breach of this Agreement and fails to remedy such breach within thirty (30) days after written notice of such breach is sent from FES. In the event of such termination by FES, Licensee shall remain liable for all fees incurred to date. Such termination by FES shall be without prejudice to any other remedies FES may have at law or in equity.

- d. The termination of this Agreement by either party for any reason contemplated herein shall terminate the rights of Licensee to the Licensed Service. Upon such termination, the license and all other rights granted to Licensee under this Agreement shall cease immediately and Licensee shall promptly (i) return all operating manuals, documentation and other material related to the Licensed Service in the possession of Licensee; (ii) purge the Licensed Service and any portion thereof from each and every computer, computer storage device, and every other medium of Licensee which such Licensed Service or any portion thereof may be on; and (iii) certify to FES that Licensee has complied with these provisions.
  - e. At Licensee's request, upon termination of this Agreement by either party, and upon receipt of final payment to FES, FES agrees to return a backup file of client's database plus files uploaded by the client (ie: pictures) within 30 days of termination.
  - f. So long as Licensee is not in default of any terms of this Agreement, then this Agreement shall automatically renew annually after completion of the initial term dates on the anniversary hereof, subject to Licensee's obligation to pay the annual royalty fee as provided for herein and any other obligations as contemplated by this Agreement. Either party may terminate the automatic renewal provision by providing notice to the other, no less than sixty (60) days prior to the anniversary date, of its intent to decline the automatic renewal of the contract term. In the event either party should exercise the termination right, the license rights granted to Licensee shall then cease in accordance with the terms of this section.
  - g. The termination of this agreement before the end date, either by original contract or automatic renewal, will require the Licensee to pay 50% of the remaining total license fee.
  - h. All communications regarding terminating or changing terms of this agreement must be rendered in writing. Phone calls will not be recognized for purposes of this contract.
9. General. Any notice required under this Agreement shall be given in writing to each party at the address identified adjacent to each party's signature. Licensee shall not assign or otherwise transfer this Agreement or any interest therein without the prior written consent of FES. This Agreement shall be binding upon the parties hereto, their successors and assigns as permitted. No waiver or any breach of this Agreement shall constitute a waiver of any prior, concurrent or subsequent breach of the same or any other provision of this Agreement. This Agreement may be originally executed in one or more counter-parts, each of which shall be deemed an original. This Agreement shall be governed by the laws of the State of Nebraska and the parties submit and consent to the jurisdiction of the Nebraska courts for any matter associated with this Agreement. No modifications to this Agreement shall be valid unless made in writing and signed by all parties hereto.
10. Compliance with State Laws. In executing this Agreement, Licensee represents that it has secured all necessary consents and approval from relevant governing or oversight boards and related entities as may be required by state or local law. Execution of this Agreement shall constitute acknowledgement of any such confirmation requirements and waiver of any subsequent claims of requiring consent, confirmation or approval as a condition precedent to the implementation or enforcement of this Agreement.



**MEMORANDUM:**

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

**FROM:** Angie Young, Director of Special Education

**SUBJECT:** Edmentum Courseware

**DATE:** May 30, 2024

Attached is an agreement with Edmentum Courseware: Comprehensive Library. This program provides an online platform for students with special needs. Edmentum is used for students needing a virtual option and for credit recovery. The cost for a twelve month license is \$7,700.00.



Date: 05/09/2024  
Order Number: Q-563054  
Revision: 1  
Order Form Expiration Date: 06/30/2024

## ORDER FORM

Orders Under \$25,000.00 may pay by Credit Card:  
Call 214.294.9901 or e-mail [creditcardprocessing@edmentum.com](mailto: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)
Clever - SIS Integration - Courseware/Exact Path	1	07/01/2024	06/30/2025	12
Courseware: Comprehensive Library - Program License	45	07/01/2024	06/30/2025	12
Customer Success Services	1	07/01/2024	06/30/2025	12

Guthrie School District I-01 Subtotal: \$7,700.00

Total US Funds: \$7,700.00

This Order shall have an effective date ("Effective Date") which is the earlier of (a) the date we accept your signed Order Form or (b) the earliest of the License Start Dates applicable to the products listed above

To the extent the products listed above include "EdOptions Academy" and "ALVS" enrollment products, they are governed by the terms and conditions listed in Appendix A. For all other products, unless otherwise specified in the products table of this Order Form above, the Start Date for your software subscription license(s) will be the date on which we have accepted your order and have issued log-in credentials. In the case of a purchase for multiple successive subscription licenses, the Start Date for each successive subscription will be the day immediately following the License Term expiration of the preceding license subscription.

\*\*\* 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.

### Taxes

Prices shown above do not include any state and local taxes that may apply. Any such taxes are the responsibility of the Customer and will appear on the final invoice. If the contracting entity is exempt from sales tax, please send the applicable tax exemption certificate to [orders@edmentum.com](mailto:orders@edmentum.com) or attach the certificate to this order form in the Signature section.

### Invoicing and Payment Terms

The full amount of Your Order will be invoiced when accepted by Us. Payment is due 15 days after invoice date.

Edmentum | P.O. Box 776725 | Chicago, IL 60677-6725 | [www.edmentum.com](http://www.edmentum.com)





Date: 05/09/2024  
Order Number: Q-563054  
Revision: 1  
Order Form Expiration Date: 06/30/2024

## ORDER FORM

Orders Under \$25,000.00 may pay by Credit Card:  
Call 214.294.9901 or e-mail [creditcardprocessing@edmentum.com](mailto:creditcardprocessing@edmentum.com)

### 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.

### Invoice Contact Information – Please Provide Your Finance Dept Contact Information

First Name:

Last Name:

Email Address:

### Customer Signature

Name (Printed or Typed)

Title

Date





**MEMORANDUM:**

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

**FROM:** Angie Young, Director of Special Education

**SUBJECT:** Special Services Agreement with United Community Action Head Start

**DATE:** May 30, 2024

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

**Memorandum of Understanding  
Between  
United Community Action Program Head Start and  
Guthrie Public Schools  
2024-2025**

This Memorandum of Understanding is entered into by and between United Community Action Program Head Start and Guthrie Public Schools to improve the availability and quality of services to Head Start Children and families in our community.

The purpose of this memorandum is for coordination of services between Head Start and the local public school for our preschool aged children and families.

UCAP Head Start is mandated under the “Improving Head Start for School Readiness Act of 2007” section 642 (e) (5) to collaborate and coordinate with public entities to the extent practicable.

UCAP Head Start has identified activities in which services between Head Start and the public school may appease this provision in a unified manner.

Both parties will engage in an ongoing system of communication to ensure all eligible children and their families have access to quality early childhood educational experiences.

The UCAP Head Start Program along with the public school will provide the following roles and responsibilities in this collaborative agreement.

These activities will include; but not limited to:

- a) Share the UCAP School Readiness Goals  
UCAP will provide along with this MOU a copy of our School Readiness Goals
- b) Join in Recruitment/Pre-Enrollment events  
Staff will inform parents of upcoming enrollment time as notified by the public school
- c) Share information as needed for children transitioning into public school with written consent from parent.  
Staff will gather written consent from parents as to what documents is needed by the Public school for enrollment such as birth certificate, immunization record, etc.
- d) Invite Kindergarten teacher to speak at parent meeting in UCAP Head Start  
Staff will inform the public school on a scheduled time for a representative, preferably a kindergarten teacher, to come and provide parents as to what is to be expected in their child’s next level of education.
- e) Joint staff training sessions when allowable to establish camaraderie between school and Head Start personnel  
UCAP staff will collaborate with public school administrators on training that would be of interest to both parties for joint attendance.
- f) Share information with parents about events occurring at the public school via flyers or notes

UCAP staff will disseminate any flyers or notices from the public school informing parents of events they would be welcome to attend

- g) Plan tours for Head Start children and parents to visit public school and get acquainted with public school personnel and the view the facility.

UCAP staff will coordinate with public school personnel for a time for tours or visits to occur.

Approved By:

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Kim Rice  
UCAP Head Start Director

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Guthrie  
Public School Superintendent



**SPECIAL SERVICES AGREEMENT BETWEEN  
United Community Action Head Start & Guthrie Public Schools  
2024-2025**

This is a local agreement between Guthrie Public Schools, hereinafter referred to as the local education agency (LEA), and United Community Action Head Start Program, hereinafter referred to as the local Head Start Program. The following information states the roles and responsibilities of parties regarding Head Start Program eligible children ages three through five identified as having disabilities in accordance with procedures established by the Oklahoma State Department of Education, Special Education Services (OSDE/SES) and by the Head Start Program Performance Standards (45 CFR 1304 Chapter XIII 1302). These regulations are promulgated under federal and state laws governing the education of children with disabilities.

This agreement is to describe the responsibilities of each entity, outline areas of cooperation and provide guidance for local cooperation, and coordination between and among all aforementioned parties in the implementation of the Disabilities Education Improvement Act (IDEA) 2007 and (45 CFR Chapter XIII), Head Start Program Performance Standards: 42 U.S.C. 9801 et seq., subchapter B of 45 CFR Chapter XIII is revised, 2016). Pertinent contact information for all agencies is included as Attachment A.

For the 2024-2025 School Year, Guthrie Public Schools will utilize: Developmental Delay X, or Categorical, \_\_\_\_\_, eligibility for Head Start age children.

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

**I. LEA RESPONSIBILITIES:**

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

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

**II. LOCAL HEAD START RESPONSIBILITIES:**

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

### **III. COORDINATION OF COST SHARING:**

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

### **IV. COORDINATION OF REQUIRED PAPERWORK:**

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

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

### **V. COORDINATION OF SCREENING:**



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

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

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

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

#### VI. COORDINATION OF IEP REVIEW:

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

## **VII. COORDINATION OF INSERVICE TRAINING:**

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

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

## **VIII. TRANSITION**

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

## **IX. RESOLUTION OF DISPUTE**

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

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

Signatures:

\_\_\_\_\_  
Head Start Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent, LEA

\_\_\_\_\_  
Date



**ATTACHMENT A:**  
**CONTACT INFORMATION**

Head Start Program Name: UCAP, Inc.	Dallas, TX 75202
United CAP Head Start Program Address: 501	Phone: (214) 767-9648
6 <sup>th</sup> Street, Pawnee, OK 74058	Fax: (214) 767-3743
Head Start Director: Kim Rice	Email: <a href="mailto:dallas@acf.hhs.gov">dallas@acf.hhs.gov</a>
Head Start Director's	
Email: <a href="mailto:krice@ucapinc.org">krice@ucapinc.org</a>	

Head Start Disabilities Services Coordinator:	
<b>Heather Tennial</b>	ACF/ACYF/Head Start Bureau/AI/ANPB
Head Start Disabilities Services Coordinator's	330 "C" Street, S.W., Room 2030 Main Office
Email: <a href="mailto:h Tennial@ucapinc.org">h Tennial@ucapinc.org</a>	Washington, D.C. 20047
Disabilities Services Coordinator Phone	Phone: (202) 205-8437
Number: 918-762-2561 x327	Fax: (202) 205-8436
	AI/ANPB Toll-Free Phone: 877-876-2662

Head Start Center Director: Sherry Howry  
Head Start Site: 2700 S. Division,  
Guthrie, OK 73044  
HS center email: [guthriehs@ucapinc.org](mailto:guthriehs@ucapinc.org)  
Guthrie Head Start Phone #: 405-282-1257  
Head Start Site Fax Number 405-282-5247

LEA Superintendent: Dr. Mike Simpson  
LEA Address: 802 East Vilas,  
Guthrie, OK, 73044  
LEA Superintendent's Phone Number:  
405-282-8900  
LEA Superintendent's Email Address  
[mike.simpson@guthrieips.net](mailto:mike.simpson@guthrieips.net)

Oklahoma Head Start Collaboration Office  
Paula Brown, Project Director  
605 Centennial Blvd  
Edmond OK 73013  
Phone 405-949-1495  
Fax 405-949-0955  
Email: [headstart@okacaa.org](mailto:headstart@okacaa.org)

ACF Federal Region VI Office  
Kenneth Gilbert, Regional Program Manager  
1301 Young Street, Ste 917



**ATTACHMENT B:**

**EXAMPLES OF AREAS OF COST-SHARING**

- Classroom assistants
- Transportation
- Adaptive equipment
- Assistive technology



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

*Disabilities Services Coordinator info: Heather Tennial, 918-762-2561 x327*

*This form is completed in conjunction with the Release of Confidential Information  
CFSUPP-3, with both being sent to LEA or SoonerStart office. Send e-mail from COPA referral to  
htennial@ucapinc.org*

**Center:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**I,** \_\_\_\_\_, **(do)** \_\_\_\_\_ **(do not)** \_\_\_\_\_

(Parent/Guardian Name) (mark one)

**hereby give** \_\_\_\_\_ **Head Start/Early Head**

(Name of Head Start/Early Head Start Center)

**Start permission to refer my child** \_\_\_\_\_ **to the**

(Child's Name)

\_\_\_\_\_ **Public Schools/SoonerStart for further evaluation**

(Name of LEA or Local SoonerStart Office)

**and possible special or early intervention services.**

\_\_\_\_\_  
(Parent/Guardian Signature) (Date)

\_\_\_\_\_  
(Teacher Signature) (Date)

\*\*\*\*\*

***Head Start/Early Head Start Use Only***

***Screening Results***

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

Communication: \_\_\_\_/\_\_\_\_, Gross Motor: \_\_\_\_/\_\_\_\_, Fine Motor: \_\_\_\_/\_\_\_\_,

Problem Solving: \_\_\_\_/\_\_\_\_, Personal-social: \_\_\_\_/\_\_\_\_/

Comments: \_\_\_\_\_ Date \_\_\_\_\_

*ASQSE Indicate Total Score/Cutoff Score* \_\_\_\_\_/\_\_\_\_\_/Date \_\_\_\_\_

Hearing \_\_\_\_\_/\_\_\_\_\_/Date \_\_\_\_\_ Vision \_\_\_\_\_/\_\_\_\_\_/Date \_\_\_\_\_

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

Physical \_\_\_\_\_ Date \_\_\_\_\_

(Most Recent)

Dental \_\_\_\_\_ Date \_\_\_\_\_

(Most Recent)

Other \_\_\_\_\_ Date \_\_\_\_\_

**MEMORANDUM:**

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

**FROM:** Angie Young, Director of Special Education

**SUBJECT:** Transition School-to-Work Agreement with the State of Oklahoma  
Department of Rehabilitation Services

**DATE:** May 30, 2024

Attached is an agreement with the State of Oklahoma Department of Rehabilitation Services to continue the transition school-to-work program for eligible students with disabilities during the 2024-2025 school year. The purpose of this agreement is to provide work-readiness training and work experiences for students with disabilities. Through this agreement, students with disabilities may be employed by the school or a private employer not more than 15 hours a week during the school year or not more than 20 hours a week during the summer break. The student will receive school credit for participation in the school work study program. The school district will pay the student a stipend for their work based on the federal minimum wage. The Department of Rehabilitation will reimbursement the school district for stipends of students in the school work study program. Also, The Department of Rehabilitation will participate in IEP transition services meetings, confer with teachers and parents, and complete vocational evaluations.

Thank you.

To: School Work Study (SWS) Schools (The contact person for your school)

It is time for all the school districts that have a Transition School-to-Work: School Work Study contract to sign a new contract for fiscal year 2025 (July 1, 2024 – June 30, 2025).

You are receiving this email with a new contract and the Vendor Information Form attached. **You will need to complete the "eSign", which will automatically send them back to us for our signatures.** The forms will be tracked electronically from that point.

Please complete the entire eSign. Then please review the **entire contract** and find the indicated signature block for your eSignature. Follow the instructions.

Optional: If this email has been sent to someone other than the proper signatory, you may click the hyperlink that allows you to have someone else sign, or you may download a copy of the vendor form and contract then sign and email it back in its entirety to [klowry@okdrs.gov](mailto:klowry@okdrs.gov).

**We must receive the completed contract and Vendor Information Form before we can process your contract.** Please submit as soon as possible so there are no delays in the processing of your contract.

Remember, the "EIN number" is your Federal ID Number.

**Services beginning July 1, 2024 or after may not be provided until the Award of Contract has been issued.**

If you have questions about signing the contract, please communicate with Chris Compton and cc: Renee Sansom Briscoe at the Oklahoma Department of Rehabilitation Services. Their email addresses are [ccompton@okdrs.gov](mailto:ccompton@okdrs.gov) at (405) 605-9651 and [rsansom@okdrs.gov](mailto:rsansom@okdrs.gov) at (405) 212-7789. For SWS contract content and service questions, contact Renee Sansom Briscoe at [rsansom@okdrs.gov](mailto:rsansom@okdrs.gov) or (405) 212-7789.

If there are planned personnel changes that affect this contract, please also provide the new information to Chris and Renee at the above email addresses.

Thank you for your help in this matter.



The Workforce Innovation Opportunity Act (WIOA) requires the Department of Rehabilitation Services (DRS) to collect and report Measurable Skills Gains for youth.

To document these Measurable Skills Gains, Vocational Rehabilitation Counselors will need to obtain a consent form signed by a parent or the student (if they are age 18+) to then submit to your school to obtain copies of students' secondary transcripts. You can expect to receive such transcript requests at the end of each semester and should note that the signed consent forms are only good for one year.

The State Department of Education Special Education Services (OSDE-SES) and DRS request that LEAs collaborate with their local VR Counselors to establish procedures to assist VR Counselors with obtaining students' secondary transcripts and/or report cards to meet WIOA compliance.

Here are some examples of effective procedures VR counselors have shared:

1. The VR Counselor obtains a DRS release form signed by the student's parent/guardian or by the student if they are age 18+ (see example) and then provides a copy of the signed release forms to your school district. The LEA then provides the transcripts to the OKDRS/VR counselor.

(NOTE: LEA's are encouraged to establish a set contact person(s) for the VR Counselor to send consent forms, such as the counselor's office, registrar, special education administration support staff, etc.)

2. For those students participating in School Work Study (SWS), the VR Counselor will send copies of the signed release forms and the school can provide the students' transcripts along with the SWS time sheets.

3. The VR Counselor sends out the following letter to students and encloses a self-addressed postage-paid envelope for the student to return the transcript in the mail to DRS:

Dear [Client],

The first (second) semester of the school year is almost over, and I hope it has been a good semester for you! I am required to document in your vocational rehabilitation your educational process each semester. Please provide DRS with a copy of your semester's grades. Please return either a high school transcript for (insert the fall or spring semester and the year) or a report card in the enclosed postage-paid envelope or email it to me at (insert counselor's email address). Please contact me if you have any questions at all. Thank you!

Thank you for your support as we work to improve outcomes for students with disabilities.

*Renee Sansom Briscoe*

Renee Sansom Briscoe  
Transition Coordinator  
405-212-7789  
[rsansom@okdrs.gov](mailto:rsansom@okdrs.gov)

*Lori Chesnut*

Lori Chesnut  
Program Specialist  
405-521-4802  
[lori.chesnut@sde.ok.gov](mailto:lori.chesnut@sde.ok.gov)



**STATE OF OKLAHOMA  
DEPARTMENT OF REHABILITATION SERVICES  
TRANSITION SCHOOL-TO-WORK: WORK STUDY**

This agreement, consisting of seventeen (17) pages (the "Contract"), is hereby made between the Oklahoma Department of Rehabilitation Services ("DRS") and

**Guthrie Public Schools  
802 E. Vilas  
Guthrie OK 73044-5228**

("Contractor" or "School"), and constitutes the entire agreement between the DRS and the Contractor, and no other representations are given or should be implied from written or oral agreements or negotiations that preceded the Contract.

**RECITALS**

**WHEREAS**, the Oklahoma Department of Rehabilitation Services is authorized to make and enter into all contracts necessary or incidental to the performance of its duties, and may purchase or lease equipment, furniture, materials and supplies, and incur such other expenses as may be necessary to maintain and operate the Department, 74 O.S. § 166.1.C; and

**WHEREAS**, the Individuals with Disabilities Education Act (IDEA) and the Rehabilitation Act both provide for transition services for children with disabilities to facilitate the child's movement from school to post-school activities including employment, 20 U.S.C. § 1401(34) and 29 U.S.C. § 721(a)(11)(D); and

**WHEREAS**, the Oklahoma Department of Rehabilitation Services is authorized by rules promulgated by the Oklahoma Commission for Rehabilitation Services at Subchapter 7 of Chapter 10 of Title 612 of the Oklahoma Administrative Code to implement the Transition from School-to- Work Program; and

**WHEREAS**, in the School-to-Work program, there are many services needed. Some of these services are provided by the school under the individualized education plan (IEP) and some are provided by the Oklahoma Department of Rehabilitation Services under the individualized plan for employment (IPE). Other services may be provided by the parents, Career Tech, and others. A major component of the Transition School-to-Work program is work-readiness training and work experience. The work experience can be provided through Work Adjustment Training or the three types of Work Study Programs.

**NOW THEREFORE**, the parties agree as follows:

## **I. Contract Period**

The Contract is effective from the latest date of signature of both parties or July 1, 2024, whichever is the latter, through June 30, 2025. The Contract may be renewed for two additional one-year periods upon written agreement of the DRS and the Contractor.

## **II. Contract Services**

**Students eligible to participate in Work Study (School Work Study, Worksite Learning, Employer Work Study) include those:**

- with documented disabilities (includes IEP, 504 Plan, or other documents), who have been determined eligible for DRS services or are on a trial work plan, as determined by the DRS counselor;
- with an approved DRS case;
- with an individualized plan for employment (IPE) in place;
- with School Work Study (SWS) as a line of service on the IPE;
- who are at least sixteen (16) years of age; and
- who are attending high school.

All students participating in Work Study shall be DRS clients.

Students participating in Work Study may do so for **no more than 24 cumulative months**, as authorized in the form of Authorization(s) for Purchase(s) provided by the DRS counselors prior to the students starting work. In order for the School to be reimbursed for wages paid to a student participating in School Work Study and/or Worksite Learning, the School must have received authorization in the form of an Authorization for Purchase from the DRS counselor prior to the student starting work.

The months do not need to be consecutive. Based on individual needs and barriers due to disability, there may be exceptions where the student requires more time to make additional progress. In that instance, the DRS counselor may authorize additional time. Summer months spent in Work Study count in the 24 cumulative months. Transportation, scheduling, administrative or family convenience, or family/individual income needs are not acceptable reasons to extend Work Study beyond 24 cumulative months.

Participating students may work **no more than 15 cumulative hours per week during the school year** (i.e., during the day, evenings, weekends, or holidays). In each of the cases described above, the students **must** be given school credit for their participation during the school day, and the School staff and the DRS counselor will provide important guidance and instructional help around the work experience. If the student works after school hours, in the evening or on weekends, the School may also choose to give the student school credit and is encouraged to do so to support earning elective credits. The School will provide staff to work with the DRS counselor in the area of transition. The School will have at least one (1) person designated to serve as the "teacher/transition coordinator". Paraprofessionals could serve as

transition coordinator or could also be assigned to help with the process and documentation. The School agrees to provide designated staff time for performing the needed duties related to transition. The School agrees to fully inform the staff responsible for carrying out the duties set forth in the Contract. This includes providing all necessary staff with a copy of the Contract.

Students wishing to continue working through the summer as part of Transition School-To-Work: Work Study may do so if the School's current contract, which expires June 30, is renewed for the following fiscal year that begins July 1<sup>st</sup>.

During the school year - The maximum number of hours worked per student that is reimbursable by the DRS **cannot** exceed 15 cumulative hours per week during the school year. The DRS will reimburse 100% of the wages paid by the School for a maximum 15 cumulative hours per week

During the summer months - The maximum number of hours worked may exceed 15 cumulative hours and no more than 20 per week for summer work only when pre-approved by the DRS counselor. The DRS will reimburse 100% of the wages paid by the School for a maximum 20 cumulative hours per week. Students may work a maximum 20 cumulative hours per week beginning with the first day of summer break. However, upon the first day back to school, the students must go back to working no more than a maximum 15 cumulative hours per week. All Child Labor Laws apply and must be adhered to.

<https://www.dol.gov/general/topic/youthlabor>

**The School is required to continue supervising, monitoring, and reporting on students working in the School or in the community during the summer.**

Paid work positions must reflect **real work/jobs** and include tasks that would normally be a function of that position. The students must be learning skills that will transfer to competitive, integrated employment in the community. Classroom instructional time does not count as work. The School must ensure that students have access to a wide variety of work/job types and must also ensure the School has enough work to cover the number of students intended to participate in the program. Examples of work/jobs within the School include, but are not limited to, the following:

- office assistant/mail clerk - deliver mail/messages, stamping, sealing, organizing, cleaning, stocking, inventory, ordering, shredding, answering phones, making ID badges, laminating, taking messages, greeting visitors;
- transportation assistant - cleaning buses inside and out, light vehicle maintenance, checking fluids, tire pressure, assisting with trip tickets, cleaning bus barn;
- teacher's aide - reading to groups/individuals, cleaning, organizing, light grading, bulletin boards, listening to students read, engage students in activities, shredding, making copies;



- custodial -operating electric floor cleaning machines, simple maintenance, taking out trash, cleaning classrooms, sanitizing, dusting lockers and trophy cases, cleaning windows, restocking bathrooms, vacuuming rugs;
- manager of sports team - scorekeeping, ordering, inventory, hauling/moving equipment, washing towels, preparing water jugs and equipment for practices and games;
- information technology assistant - using compressed air to clean computers and keyboards; replacing batteries, mice and keyboards; cleaning monitors; deliveries to students and/or teachers; organizing order tickets;
- clerk in school store or coffee/snack cart - greeting, stocking, inventory, organizing, ordering, taking orders, filling orders, taking money and making change, cleaning, making displays;
- cafeteria assistant - wiping down tables, taking out trash, loading dishes, preparing food and utensils, stocking, serving, organizing;
- library aide - greeting, accepting books, checking books out, shelving books, research, cleaning, organizing, doing displays, answering phones; and
- landscaping/maintenance - mowing, weed eating, edging, pulling weeds, cleaning up flower beds, planting flower beds, selecting flowers/plants, planting in flower beds, trimming trees/shrubs, raking and bagging leaves, picking up trash from parking lot or around school grounds, light repairs on school properties, such as replacing light bulbs, painting, exterminating pests, etc.

The same guidelines should be adhered to when selecting community placements for paid work experiences.

In the final nine (9) months of the student's Work Study (School Work Study, Worksite Learning, Employer Work Study), the student must work for an employer outside of the school or school district, unless otherwise approved by the DRS counselor.

Students may not work in their family-owned business unless approved by the DRS counselor. This includes farms and other businesses.

Upon graduation with a standard diploma and high school exit, students receiving services through the Contract must cease work on the last day of school. They may not continue participation in School Work Study and/or Worksite Learning beyond their high school departure .

## **A. Work Study Program**

There are two types of Work Study through DRS:

1. School Work Study (SWS) allows students with disabilities to **work on the School campus**. The students are supervised or closely monitored by School personnel and the School pays the students a wage, with the **DRS making reimbursement to the School** for



that payment. The **School maintains liability** for the students while working on campus.

1. Worksite Learning allows students with disabilities to **work in the community**. The students are supervised or closely monitored by School personnel and the School pays the students a wage, with the **DRS making reimbursement to the School** for that payment. The **School maintains liability** for the students while working off campus.

## **B. Other Work Opportunities**

This is not a Work Study through DRS:

1. Employer Work Study allows students with disabilities employment experience in **part-time jobs in the community**, with the employers paying the wages/salary(ies). In this instance, the students are employees of the community employers, **employers maintain liability**, and the **DRS does not reimburse the employers for the wages/salary(ies)**.

## **C. Contractor's/School's Obligations**

The Contractor's/School's designated teacher/transition coordinator shall:

1. be knowledgeable about the contents and requirements of the Contract;
2. have received written authorizations from the DRS counselors prior to initiating work study services for eligible students or paying for work study services rendered by eligible students (i.e., not starting a student to work before the DRS has approved in writing);
3. serve as a member of the IEP team and make decisions for job placement as a team;
4. provide information regarding the program to School personnel, students, and parents;
5. provide job readiness instruction and assistance to the students in the program prior to starting their jobs (e.g., helping them prepare for interviewing for the potential position) through transition services or five core pre-employment transition services:
  - a. job exploration counseling;
  - b. work-based learning experiences;
  - c. counseling on opportunities for enrollment in postsecondary education (college, CareerTech, trade education, professional certification, etc.);
  - d. workplace readiness, including social and independent living skills; and
  - e. self-advocacy, including peer mentoring.
6. support students' job placement efforts, including tracking and regular follow up with students on their progress;
7. collaborate with the DRS counselor to keep track of all students who are taking part in the program, their place of employment, job title, and the skills they are learning or practicing, at least once per semester or whenever new students join or job duties change;
8. assist with the coordination of the individualized education program (IEP) and the individualized plan for employment (IPE) to reflect the SWS services provided by DRS,

including, but not limited to, present levels of performance, services, and annual education/training or employment goals on the IEP;

1. document such transition services or pre-employment transition services provided and completed by participating students;
2. provide such documentation to the DRS counselor at the end of each semester;
3. submit (at the same time and by the 15<sup>th</sup> of the following month or whenever payroll is run by the School for their payment cycle) monthly invoices/pay stubs, time sheets, progress reports, and proof of payment to students for reimbursement of the wages paid to students participating in School Work Study and/or Worksite Learning; and
4. ensure the electronic copy of the contract is routed to the appropriate person for signature and returned electronically to the DRS.

If claiming mileage reimbursement for the School's teacher/transition coordinator's travel to and from the job sites of participating Work Study students, the School shall submit monthly itineraries and travel claims that have been signed and verified by the School's designated signer.

#### **D. DRS's Obligations**

The DRS counselor shall:

1. provide authorization in the form of an Authorization for Purchase to the School's teacher/transition coordinator prior to the School initiating services for each eligible student participating in School Work Study and/or Worksite Learning;
2. provide a written/emailed approval to the School's teacher/transition coordinator prior to the initiation of a student's participation in Employer Work Study;
3. accept referrals, process applications, and help to organize the IEP and the IPE;
4. provide input on the IEP's employment goals, serve as a member of the IEP team, and make decisions for job placement as a team;
5. arrange work schedules to allow for meetings with School staff, the student in the program, parents, employers, and other people involved in the process;
6. organize and provide necessary services, such as, but not limited to vocational assessment & counseling and guidance;
7. provide the School's teacher/transition coordinator with updated information as it becomes available, upon request;
8. support students' job placement efforts, including tracking and regular follow up with students on their progress;
9. collaborate with the School's teacher/transition coordinator to keep track of all students who are taking part in the program, their place of employment, job title, and the skills they are learning or practicing, at least once per semester or whenever new students join or job duties change;
10. monitor students progress at job sites;
11. ensure that the School is submitting monthly timesheets, progress reports, proof of payments to students, and documentation of transition services or pre-employment transition services (as completed) on a regular basis;

1. provide reimbursement to the School for wages paid to students participating in School Work Study and/or Work Site Learning;
2. provide mileage reimbursement at the state rate for the School's teacher/transition coordinator's travel to and from job sites of students participating in School Work Study and/or Worksite Learning; and
3. provide support in assisting students graduating into Employer Work Study.

## **E. Student Wage**

1. The DRS and the School agree that students who are employed by the School as part of a training program are not independent contractors, but employees of the School. **The School agrees to deduct state and federal income tax from wages paid to the student.** The School is responsible for costs incurred for workers' compensation or other expenses not included in the minimum wage reimbursed by the DRS, as part of its contribution toward providing coordinated transition services outlined in the Individuals with Disabilities Education Act (IDEA) and the Workforce Innovation and Opportunity Act (WIOA).

2. The DRS and the School further agree that **IRS regulations provide that services performed by a student who is employed by the school in which the student is enrolled are not considered "employment" for purposes of FICA (Federal Insurance Contribution Act—Social Security and Medicare) and FUTA (Federal Unemployment Tax Act—employment tax) payroll deductions.** 26 C.F.R. § 31.3121(b)(10)-2(a)(1) and § 31.3306(c)(10)-2(a). The rules provide that the services performed by the student must be incident to and for the purposes of pursuing a course of study at the School. 26 C.F.R. § 31.3121(b)(10)-2. **The DRS and the School agree that students who are employed by the School as part of a training program are not subject to FICA or FUTA, except as otherwise provided below.** The employee/student must be enrolled and regularly attending classes at the school where they are employed to have the status of a student within the meaning of the regulations. This exemption does not apply if the student is working for a private employer through Employer Work Study, rather than for the School as part of an internship program. *The student must be employed by the School in order for the exception to apply.* The Oklahoma Employment Security Act provides that employment as part of a work-training program is exempt from the definition of "employment" and, therefore, not subject to the Act and, therefore, should not be documented as wages paid in quarterly submissions to the Oklahoma Employment Security Commission (OESC). 40 O.S. §1-210 (15)(l). **At the end of the calendar year, students are to be provided a W-2 (Wage and Tax Statement), and not a 1099-Misc form for independent contractors.**

3. In order for the School to be reimbursed for wages paid to a student participating in School Work Study and/or Worksite Learning, the School must have received authorization in the form of an Authorization for Purchase from the DRS counselor prior to the student starting work.

## **I. Compensation**



## A. Contract Amount

The DRS shall reimburse the Contractor as follows:

- school months –the current federal minimum wage. EXEMPT from FICA and FUTA, thus should not be taken out of the student's check.
- summer months –the current federal minimum wage, plus FICA and FUTA, as summer months are NOT exempt due to the student not being enrolled at least half-time in school.

Payment shall be made upon receipt of properly completed and approved invoices/pay stubs, timesheets and progress reports documenting the provision of services and/or receipt of proper claims for reimbursement of travel expenses pursuant to the contract for services. By law the **DRS cannot pay** in advance. Neither the Contractor nor any other parties may rely upon any amount set by the DRS in the Contract, or otherwise, as a guaranty, warranty, or any other promise of receipt or payment of that amount, except for those goods and/or services provided to and accepted by the DRS pursuant to the Contract.

The **DRS will cancel the Contract if procedures are not followed** (e.g., putting students to work before authorized, inappropriate job placements, delayed billing, not submitting proper documentation as outlined in the Contract). If a settlement/ratification agreement must be reached between the Contractor and the DRS, the Contractor will receive only 50% of the funds for which it is seeking reimbursement.

The Oklahoma State Constitution, Article 10, Section 23 states, "Balanced Budget - Procedures. The state shall never create or authorize the creation of any debt or obligation, or fund or pay any deficit, against the state, or any department, institution, or agency thereof, regardless of its form or the source of money from which it is to be paid, except as may be provided in this section and in Sections 24 and 25 of Article X of the Constitution of the State of Oklahoma."

An express or written contract is a document evidencing, among other things, the mutual consent of the contracting parties. The written document becomes effective when the parties have signified their mutual consent by the act of signing it. The act of signing occurs when it occurs and applies only to events in the future.

To ensure you stay within the law and that you receive full compensation for services provided, please wait for official written documentation from your DRS counselors as to when a service may actually begin for an approved DRS client. The DRS CANNOT backdate in order to pay for services for any youth with disabilities.

According to 70 O.S. § 5-142, school districts must conduct national criminal record background searches and fingerprinting on prospective employees. Therefore, the DRS will reimburse the School up to fifty dollars (\$50.00) per DRS client who:

- \* is going to participate in School Work Study and/or Worksite Learning;



- \* is at least eighteen (18) years of age; and
- \* has not previously had a criminal background check completed by the school district or any other school district in Oklahoma.

This reimbursement will occur upon request and submission of properly completed documentation to the DRS counselor. If the Contractor chooses to request the expedited background check from the Oklahoma State Department of Education, the Contractor will be responsible for any additional fees beyond the fifty dollars (\$50.00).

#### **A. Payment**

The State of Oklahoma has forty-five (45) days from receipt of properly completed and approved invoices/pay stubs, timesheets and progress reports documenting the provision of services and/or receipt of proper claims for reimbursement of travel expenses pursuant to the contract for services to make payment to the Contractor. Invoices/pay stubs, timesheets, progress reports, and claims shall be sent to the DRS counselor who authorized services for each DRS client. **DRS cannot reimburse wages for School Work Study and/or Worksite Learning hours that were not authorized in the form of an Authorization for Purchase provided by the DRS counselor prior to the student starting work.** The DRS counselor's name, address, and telephone number are shown on each DRS client's Authorization for Purchase. If the State of Oklahoma fails to make payment within the forty-five (45) days, the Contractor is eligible to receive interest on the unpaid balance due per State of Oklahoma Statutes. The Contractor is responsible for claiming the interest. Pursuant to 2 C.F.R. § 200.407(n), 2 C.F.R. § 200.441, the DRS shall not use federal funds or non-federal funds used for vocational rehabilitation (VR) match to pay interest assessed for late payments to the Contractor.

#### **B. Lapse Of Invoices/Claims**

Properly completed and approved invoices/pay stubs, timesheets, and progress reports documenting the provision of services and/or proper claims for reimbursement of travel expenses pursuant to the contract for services shall be submitted within ninety (90) calendar days of the provision of those services and/or incurrence of those travel expenses. Supporting encumbrances may be cancelled upon a lapse of six (6) months from the actual provision of services and/or incurrence of travel expenses pursuant to the contract for services, unless specified otherwise in the Contract.

#### **I. Standard Terms**

##### **A. Equal Opportunity/Non-Discrimination**

The Contractor 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.

#### **A. Lobbying Activities**

The Contractor certifies the following:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, renewal, amendment or modification of any federal grant, or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

#### **B. Debarment And Suspension**

In accordance with Presidential Executive Orders 12549 and 12689, the Contractor certifies that neither it nor its principals are presently debarred, suspended or otherwise disqualified for participation in federal assistance programs. Such certification is a material representation of fact upon which reliance is being placed when entering into the Contract. A determination that the Contractor knowingly rendered an erroneous certification, in addition to other available remedies, may result in whole or partial termination of the Contract for the Contractor's default. Additionally, the Contractor shall promptly provide written notice to the Oklahoma state purchasing director if the certification becomes erroneous due to changed circumstances.

#### **C. Drug-Free Workplace**

The Contractor certifies compliance in providing or continuing to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988.

#### **D. Modification**

The Contract may only be modified by mutual consent of the parties in writing.

#### **E. Cancellation**

1. With Cause: In the event the Contractor fails to meet the terms and conditions of the Contract or fails to provide services in accordance with the provisions of the Contract, the DRS may upon written notice of default transmitted via Certified Mail to Contractor, cancel the Contract effective upon receipt of notice or at 5:00 PM on the fifth calendar day from the date DRS 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. In the event a Notice of Cancellation is issued, the Contractor shall have the right to request a review of such decision as provided by the rules and regulations promulgated by the State of Oklahoma, Office of Management and Enterprise Services.

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

#### **F. Access To And Retention Of Records**

The Contractor shall maintain adequate and separate accounting and fiscal records and account for all funds provided by any source to pay the cost of the Contract. Authorized personnel of the U.S. Department of Education or other pertinent federal agencies, and authorized personnel of the Oklahoma Department of Rehabilitation Services, State Auditor and Inspector, and other appropriate state entities shall have the right of access to any books, documents, papers, or other records of contract which are pertinent to the performance or payment of the Contract in order to audit, examine, make excerpts and/or transcripts.

The Contractor is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following completion or termination of the Contract, unless otherwise indicated in the Contract terms. If a claim, audit, litigation or other action involving such records is started before the end of the seven-year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved or until the end of the seven-year retention period, whichever is later.

#### **G. Subcontracting**

The services to be performed under the Contract shall not be subcontracted, in whole or in part, to any other person or entity without written approval by the DRS. The terms of the Contract, and such additional terms as the DRS may require, shall be included in any subcontract. Approval of the subcontract shall not relieve the Contractor of any responsibility for performing the Contract.

#### **H. Compliance With State And Federal Laws**

The Contractor 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 Contractor, without reliance on or direction by the DRS.

#### **A. Travel**

The travel expenses to be incurred by the Contractor pursuant to the Contract shall be included in the total amount of the contract award. The DRS will only pay travel expenses (including per diem) specified in and charged against the total amount of the contract award. In addition, the DRS will not reimburse travel expenses in excess of the rate established by the Oklahoma State Travel Reimbursement Act, 74 O.S. § 500.1-37. The Contractor shall be responsible for all travel arrangements, and provide supporting documentation for reimbursement.

#### **B. Client Confidentiality**

The Contractor assures compliance with DRS requirements pertaining to the protection, use, and release of personal information. The Contractor will hold confidential all personal information regarding individuals, including lists of names, addresses, photographs, records of evaluation, and all other records of the DRS client. This information may not be disclosed, directly or indirectly, unless consent is obtained in writing or as otherwise required by law.

#### **C. Unallowable Costs**

In the event any audit, audit resolution, review, monitoring, or other oversight results in the determination that the Contractor has expended DRS funds on unallowable costs on this or any previous contract, the Contractor shall reimburse the DRS in full for all such costs on demand. The DRS may, at its sole discretion, deduct and withhold such amounts from subsequent payments to be made to the Contractor under this or other contracts.

#### **D. Audit**

##### **1. Federal Funds**

Organizations that expend \$750,000 or more in a year in federal funds from all sources shall have a certified independent audit conducted in accordance with 2 C.F.R. Part 200.

##### **2. State Funds**

Corporations both for-profit and non-profit, and governmental entities that receive \$50,000 or more in a year in State funds from DRS shall have a certified independent audit of its operations conducted in accordance with Government Auditing Standards. The financial statements shall be prepared in accordance with Generally Accepted Accounting Principles, and the report shall include a supplementary schedule of awards listing all state and federal funds by funding source.



**1. Auditor Approval and Audit Distribution**

The audit shall be performed by a certified public accountant or public accountant who has a valid and current permit to practice public accountancy in the State of Oklahoma, and who is approved by the Oklahoma Accountancy Board to perform audits according to Government Auditing Standards. The Contractor's fiscal managers and appropriate oversight bodies shall review the auditor's latest external quality control review report prior to the audit being conducted. DRS retains the right to examine the work papers of said auditor.

The Contractor shall submit two copies of the annual audit report, management letter (if applicable), corrective action plan to all audit findings, and the auditor's latest external quality control review report to the DRS Contracts Unit at 3535 N.W. 58<sup>th</sup> Street, Suite 300, Oklahoma City, OK 73112 or [Contracts@okdrs.gov](mailto:Contracts@okdrs.gov) within 120 days of the Contractor's fiscal year end. In the event the Contractor is unable to provide the audit report within the time specified, the Contractor shall submit a written request for an extension to the physical address or email address listed above, citing the reason for delay. The DRS reserves the right to suspend payment to the Contractor for costs owed pursuant to this Contract if the DRS has not received the prior year audit.

**E. Clean Air Act**

The Contractor agrees 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 Contractor agrees to report each violation to DRS and understands and agrees that DRS will, in turn, report each violation as required to assure notification to the appropriate Environmental Protection Agency Regional Office.

**F. Employment Relationship**

The Contract does not create an employment relationship. Individuals performing services required by the Contract are not considered employees of the State of Oklahoma or the DRS for any purpose, and as such shall not be eligible for benefits accruing to state employees. The Contractor shall comply with all applicable laws regarding workers' compensation insurance.

**G. Insurance**

If the Contractor is not a self-insured governmental entity, the Contractor is hereby required to carry liability insurance adequate to compensate persons for injury to their person or property occasioned by an act of negligence by the Contractor, its agents or employees. Said policy must provide that the carrier may not cancel or transfer the policy without giving the DRS thirty (30) days written notice prior to the cancellation or transfer. The Contractor shall timely renew the policies to be carried pursuant to this section

throughout the term of the Contract, and provide the DRS with evidence of such insurance and renewals upon request.

#### **A. Punitive Actions**

The Contractor understands that payment for services to DRS clients pursuant to the Contract shall be made by the DRS. Accordingly, the Contractor shall not restrict or refuse services under the Contract to DRS clients based on nonpayment by the DRS. No actions shall be taken against the DRS client, including collection actions for any service covered under the Contract, or for any late payment for which the DRS has responsibility. In addition, the Contractor agrees that no punitive actions will be taken against any client of the DRS for late payment of any tuition, fees, books, supplies, etc. for which the DRS has responsibility. This includes, but is not limited to, withholding grades, Pell or other financial aids, or delaying enrollment.

#### **B. Prior DRS/State Employment**

The Contractor hereby certifies that at the start of the contract period neither he/she nor, if applicable, any member of its board or officers are former DRS employees who were employed by the DRS during the prior twelve (12) months. Pursuant to 74 O.S. § 85.42(B), the Contractor also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the Contractor to fulfill any of the services provided for under said contract. This term shall not apply when the Contractor is a State of Oklahoma governmental entity.

#### **C. Legal Employment Status Verification System**

The Contractor certifies that it and all proposed subcontractors, whether known or unknown at the time the Contract is executed or awarded, are in compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007 (25 O.S. §§ 1312 and 1313) and all applicable federal immigration laws and are registered and participate in the Status Verification System. The Status Verification System is defined at 25 O.S. §1312, and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and is available at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

#### **D. Contract Jurisdiction**

The Contract 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 DRS or the Contractor to enforce or to interpret provisions of the Contract.

#### **E. Severability**

If any provision under the Contract, 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 Contract or its application that can be given effect without the invalid provision or application.

#### **A. TikTok Ban**

Pursuant to State of Oklahoma Governor's Executive Order 2022-33, no person or entity who contracts with the State of Oklahoma, including but not limited to any State agency, board, commission, or authority and agents thereof, shall download or use the TikTok application or visit the TikTok website on government networks or other State-owned or State-leased equipment.

#### **B. Certification For Non-Boycott Of Israel Goods Or Services**

Pursuant to 74 O.S. § 582, in contracts of more than \$100,000, the Contractor certifies that it is not currently engaged in a boycott of goods or services from Israel that constitutes an integral part of business conducted or sought to be conducted with the State of Oklahoma, and that it will not boycott Israel during the term of the Contract.

#### **C. Certification For Non-Boycott Of Fossil Fuel Energy Companies**

In contracts of \$100,000 or more and where the Contractor has 10 or more employees, the Contractor certifies that it does not currently boycott energy companies in violation of the Energy Discrimination Elimination Act of 2022 (74 O.S. § 12001 et seq.). The Contractor further certifies that it will not boycott energy companies in violation of the Act during the term of the Contract.

#### **D. Force Majeure**

A party is not liable for failure to perform the party's obligations if such failure is a result of Acts of God (including fire, flood, earthquake, storm, or other natural disaster), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), strikes or labor disputes, embargoes, government orders, epidemics, pandemics or other similar events beyond the reasonable control of the party. If a party asserts Force Majeure as an excuse for failure to perform the party's obligation, then the nonperforming party must prove that the party took reasonable steps to minimize delay or damages caused by foreseeable events, that the party substantially fulfilled all non-excused obligations, and that the other party was timely notified of the likelihood or actual occurrence of an event described in this clause.

If an event of Force Majeure occurs, the party injured by the other's inability to perform may elect one of the following remedies:

- to terminate the Contract in whole or in part; or

- to suspend the Contract, in whole or part, for the duration of the Force Majeure circumstances.

The party experiencing the Force Majeure circumstances shall cooperate with and assist the injured party in all reasonable ways to minimize the impact of Force Majeure on the injured party.

#### **A. Termination For Funding Insufficiency**

Notwithstanding anything to the contrary in any Contract document, the DRS may terminate the Contract in whole or in part if funds sufficient to pay obligations under the Contract are not appropriated or received from an intended third-party funding source. In the event of such insufficiency, the Contractor shall be provided at least fifteen (15) calendar days' written notice of termination. Any partial termination of the Contract under this section shall not be construed as a waiver of, and shall not affect, the rights and obligations of any party regarding portions of the Contract that are not terminated. The determination by the DRS of insufficient funding shall be accepted by and shall be final and binding on the Contractor.

#### **B. Prohibition On Certain Telecommunications And Video Surveillance**

The Contractor shall not obligate or expend funds received as payment under this contract to procure or obtain equipment, services, or systems that use telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system produced by one of the prohibited companies as provided for at 2 C.F.R. § 200.216.

#### **I. Signatures**



For the faithful performance of the terms of the Contract, the parties hereto, in their official capacities stated, affix their signatures.

Oklahoma Department of  
Rehabilitation Services

\_\_\_\_\_  
Signature Date

Kathy Lowry, CPO  
\_\_\_\_\_  
Print Name

Manager/Compliance Officer  
\_\_\_\_\_  
Title

Contractor

**Signature:**

**Email:** angie.young@guthrieips.net

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contact Person Telephone

\_\_\_\_\_  
Contractor's Email Address

STATE OF OKLAHOMA  
DEPARTMENT OF REHABILITATION SERVICES  
**WORK PLAN**

Guthrie Public Schools  
VENDOR

\_\_\_\_\_  
Contract Number

Porsheana Brown has been appointed contract monitor for the above stated contract and assumes responsibility for the monitoring of all programmatic aspects of the contract, including the periodic and ongoing review of reports or other valid indications of performance. The contract monitor also assumes oversight responsibility for fiscal monitoring of said contract.

The contract monitor has been assigned the following duties:

1. monitoring services provided through the contract;
2. periodically reviewing interim reports or other indications of past contract performance;
3. monitoring contractor compliance to the requirements and specifications of the contract;
4. monitoring pre-authorization of contract services in AWARE;
5. monitoring the Oklahoma Department of Rehabilitation Services (DRS) authorizing authority's approvals for services provided through the contract;
6. monitoring the DRS authorizing authority's receiving, reviewing, approving, and submitting of invoices/claims for payment to DRS Finance – Accounts Payables (State Office);
7. If the contract number begins with 805, the contract monitor shall submit requests for additional funding to the DRS Contracts Section prior to the expenditure of funds.

All information pertinent to this contract (i.e., original contract copies, addendums, revisions, vendor correspondence, evaluations, reports, audits, compliance reviews and staff comments regarding service provision) shall be maintained in the central repository located in the DRS Contracts Section. Documentation shall be made available for review upon request by the Office of Management and Enterprise Services (OMES). Copies of invoices/claims shall be maintained in the DRS Finance Unit. Confidential DRS client information shall be maintained in the DRS client's case service file.

The services to be performed through the contract are necessary for DRS to carry out its policies, rules, and regulations regarding the provision of indicated and appropriate rehabilitation services in a timely manner leading to employment of eligible disabled individuals, per the Code of Federal Regulations (CFR), Section 261.42(a)(4).

**New Cotteral Elementary - 23OK61-MLA**

**23OK61-MLA**

2001 W. Noble Ave.  
Guthrie, OK 73044

**Date:** 5/9/2024

**Number:** C-MOD 04

**Subject:** Contingency Modification 04

**Source of Funding:** Allowance / Contingency

**Description**

PCO #13 - Credit for RFI-10 for a more efficient underground electrical conduit install.  
PCO #14 - Cost from ASI-05 which added required emergency exit lighting and made other lighting changes.  
PCO #15 - Credit for RFI-11 which removed several floor boxes from the project.  
PCO #16 - Cost for ONG to relocate the private gas line serving the existing school.  
PCO #17 - Cost for Dense Mechanical to provide a private gas meter connection to the existing school.  
PCO #18 - Credit for RFI-16 which removed two doors from the project.  
PCO #19 - Cost for RFI-12 which added rock backfill around the west storm sewer line.

**Days Requested:** 0

**Change Total:** \$0.00

Item Number	Description	Amount
01	Contingency Modification 04	\$(20,304.76)
02	RFI-10 - Underground Conduit 90s	\$(4,906.00)
03	ASI-05 - Added Exit Lights	\$18,874.00
04	RFI-11 - Floor Box Removal	\$(3,261.70)
05	ONG Gas Line Relocation Cost	\$2,415.00
06	Dense Gas Line Relocation Cost	\$1,600.00
07	RFI-16 - Credit for Removing Doors in Room 122	\$(2,282.54)
08	RFI-12 - Added Rock for Storm Sewer Line	\$7,866.00

The Stacy Group, Inc.

Crossland Construction Company, Inc.

Guthrie Public Schools

ARCHITECT

CONTRACTOR

OWNER

By Sean Willis

By Lane McMillan

By Mike Simpson

Signature \_\_\_\_\_

Signature *Lane McMillan* \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date 06/03/2024 \_\_\_\_\_

Date \_\_\_\_\_



## Guthrie Cottrell Elementary

### Contingency Change Log

CC	PCO #	Description	Reason for CC	Sent Date	Amount	Status	Approved	Pending	Anticipated	ARCHITECTURAL APPROVAL DATE	OWNER APPROVAL DATE
1	1	COX Fiber Reroute	Existing Conditions		\$ 1,578.44	Approved	\$ 1,578.44	\$ -	\$ -		
1	2	Buyout for Wheelchair Lift	Buyout		\$ (7,205.00)	Approved	\$ (7,205.00)	\$ -	\$ -		
1	3	Parking Lot Correction	Existing Conditions		\$ 31,880.00	Approved	\$ 31,880.00	\$ -	\$ -		
2	4	Switchgear	Expedite		\$ 23,253.00	Approved	\$ 23,253.00	\$ -	\$ -	3/1/2024	3/11/2024
2	5	Gym Subgrade Correction	Existing Conditions		\$ 7,500.00	Approved	\$ 7,500.00	\$ -	\$ -	3/1/2024	3/11/2024
2	6	08C - Glass and Glazing Buyout	Buyout		\$ 2,800.00	Approved	\$ 2,800.00	\$ -	\$ -	3/1/2024	3/11/2024
2	7	11A - Food Service Equipment Buyout	Buyout		\$ (235,000.00)	Approved	\$ (235,000.00)	\$ -	\$ -	3/1/2024	3/11/2024
2	8	27B - A/V Systems Buyout	Buyout		\$ (100,003.00)	Approved	\$ (100,003.00)	\$ -	\$ -	3/1/2024	3/11/2024
2	9	Added Transitional Piers	Project Add		\$ 15,000.00	Approved	\$ 15,000.00	\$ -	\$ -	3/1/2024	3/11/2024
2	10	Northwest Subgrade Correction	Existing Conditions		\$ 6,200.00	Approved	\$ 6,200.00	\$ -	\$ -	3/1/2024	3/11/2024
3	11	Southwest Subgrade Correction	Existing Conditions		\$ 28,648.00	Approved	\$ 28,648.00	\$ -	\$ -	4/9/2024	4/8/2024
3	12	Additional Southwest Subgrade Correction	Existing Conditions		\$ 8,500.00	Approved	\$ 8,500.00	\$ -	\$ -	4/9/2024	4/8/2024
4	13	RFI-10 - Underground Conduit 90s	Design Change		\$ (4,906.00)	Pending	\$ -	\$ (4,906.00)	\$ -		
4	14	ASI-05 - Lighting Changes	Design Change		\$ 18,874.00	Pending	\$ -	\$ 18,874.00	\$ -		
4	15	RFI-11 - Floor Box Removal	Design Change		\$ (3,261.70)	Pending	\$ -	\$ (3,261.70)	\$ -		
4	16	ONG Gas Line Relocation Cost	Existing Conditions		\$ 2,415.00	Pending	\$ -	\$ 2,415.00	\$ -		
4	17	Dense Gas Line Relocation Cost	Existing Conditions		\$ 1,600.00	Pending	\$ -	\$ 1,600.00	\$ -		
4	18	RFI-16 - Credit for Removing Two Doors	Design Change		\$ (2,282.54)	Pending	\$ -	\$ (2,282.54)	\$ -		
4	19	RFI-12 - Added Rock for Storm Sewer Line	Conflict		\$ 7,866.00	Pending	\$ -	\$ 7,866.00	\$ -		
							\$ -	\$ -	\$ -		

Potential/Forthcoming CC's								
XX	RFI-11 - Data Service Conduit	Design Change		\$ -	Anticipated	\$ -	\$ -	\$ -
XX	Retaining Wall Removal	Design Change		\$ -	Anticipated	\$ -	\$ -	\$ -
Totals						\$ (216,848.56)	\$ 20,304.76	\$ -

CM getting pricing  
 Pricing Received  
 Architectural Hold / Looking for Options

\*Approval - Wet signature recieved by all parties for CC approval

\*Pending - CC sent out but is awaiting signatures

\*Anticipated - Item is being priced but is not official

Original Contingency	\$ 430,152.00
Total	\$ 430,152.00
Approved	\$ (216,848.56)
Current Contingency	\$ 647,000.56
Pending Costs	\$ 20,304.76
Anticipated Costs	\$ -
Projected Contingency	\$ 626,695.80



**GUTHRIE PUBLIC SCHOOLS  
CENTRAL ES AIR-COOLED INSTALLATION/REMOVAL  
BID TAB**



<b>VENDOR</b>	<b>INSTALL 5 AIR-COOLED 1-5T</b>	<b>REMOVAL OLD AIR-COOLED CONDENSER</b>	<b>FEEDER</b>	<b>TOTAL COST</b>
<b>INNOVATIVE MECHANICAL</b>	<b>\$ 195,000.00</b>	<b>\$ 10,000.00</b>		<b>\$ 205,000.00</b>
<b>HUNTER MECHANICAL</b>	<b>\$ 238,000.00</b>	<b>\$ 6,700.00</b>		<b>\$ 244,700.00</b>
<b>* ALTERNATIVE BIDS NOT SOLICITED</b>				
<b>ALTERNATIVE 1</b>	<b>\$ 187,000.00</b>	<b>\$ 6,700.00</b>	<b>\$ 10,575.00</b>	<b>\$ 193,700.00</b>
<b>ALTERNATIVE 2</b>	<b>\$ 213,000.00</b>	<b>\$ 6,700.00</b>	<b>\$ 10,575.00</b>	<b>\$ 219,700.00</b>
<b>HARRISON ENERGY PARTNERS</b>	<b>NO BID</b>			
<b>INTEGRITY HEAT &amp; AIR</b>	<b>NO BID</b>			
<b>BRANCH HEAT &amp; AIR</b>	<b>NO BID</b>			
<b>DENSE MECHANICAL</b>	<b>NO BID</b>			
<b>LUCKINBILL MECHANICAL</b>	<b>NO BID</b>			

**GUTHRIE PUBLIC SCHOOLS  
HIGH SCHOOL BOILER REMOVAL/INSTALLATION  
BID TAB**



<b>VENDOR</b>	<b>INSTALL 3 LAARS MIGHTY THERM 750K</b>	<b>REMOVE 3 RAY PAK BOILERS</b>	<b>TOTAL COST</b>
INNOVATIVE MECHANICAL	\$ 78,285.00	\$ 3,000.00	\$ 81,285.00
HUNTER MECHANICAL	\$ 122,000.00	\$ 3,000.00	\$ 125,000.00
HARRISON ENERGY PARTNERS	NO BID		
INTEGRITY HEAT & AIR	NO BID		
BRANCH HEAT & AIR	NO BID		
DENSE MECHANICAL	NO BID		
LUCKINBILL MECHANICAL	NO BID		

## Audio & Intercom

Company	Brand	Per Classroom	Total Classroom	Grand Total
<b>Haddock</b>	Galaxy	\$2,035.00	\$54,945.00	\$92,896.00
<b>Endex</b>	LightSpeed	\$4,707.41		\$127,100.07
<b>Piraino</b>	Front Row	\$3,742.70	\$101,052.90	\$142,289.90
<b>United System</b>	Valcom	\$44,481.14		\$148,465.35
<b>TwoTrees</b>	Audio Enhancements	\$5,912.30		\$159,632.00
<b>VIP Technology</b>	Extran	\$10,817.14	\$292,062.78	\$348,186.90

**From:** [Brian Hoots](#)  
**To:** [Dee Benson](#)  
**Subject:** RE: Guthrie Bid Package - Interactive Panels  
**Date:** Friday, May 31, 2024 8:39:35 AM  
**Attachments:** [image001.png](#)  
[GPS Cotteral Interactive Panels.pdf](#)  
[GUTHRIE PUBLIC SCHOOLS Interactive Panels BID NOTICE.pdf](#)

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Good morning Dee, I'd like to formally request that the ByteSpeed/Optoma bid proposal be removed from consideration. We made a mistake on our Attachment #1 Cost Factor Sheet, and we cannot offer the erroneous price. Please reply if you accept this withdrawal request. Thank you,



**Brian Hoots**  
Territory Manager  
**ByteSpeed®**

[bhoots@bytespeed.com](mailto:bhoots@bytespeed.com)

Toll Free - 877.553.0777

Direct Line – 218.227.0479

E-rate SPIN #: 143022706

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**From:** Dee Benson <dee.benson@guthrieips.net>  
**Sent:** Wednesday, May 1, 2024 11:14 AM  
**To:** Dee Benson <dee.benson@guthrieips.net>  
**Subject:** Guthrie Bid Package - Interactive Panels

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Dee Benson

Director of Technology

Guthrie Public Schools

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## Interactive Panels

Company	Brand	Per Classroom	Grand Total 27	Installation	Installation Cost	Final Cost	
				Per Panel	For 27 Panels		
ByteSpeed	Optima	\$57.41	\$1,550.00	\$305.18	\$8,240.00	\$9,790.00	Withdrawr
Haddock	Promethean APLX-65-NA-1	\$1,309.00	\$35,343.00	\$319.00	\$8,613.00	\$43,956.00	
Haddock	Sage	\$1,349.00	\$36,423.00	\$319.00	\$8,613.00	\$45,036.00	
UDT	MIMIOPRO 654 V1.1	\$1,579.23	\$42,639.21	\$158.73	\$4,285.71	\$46,924.92	
Video Reality	Smart GX165	\$1,591.60	\$42,973.00	\$200.00	\$5,400.00	\$48,373.00	No Google
TwoTrees	Newline Q Series	\$1,780.00	\$48,060.00	\$185.00	\$4,995.00	\$53,055.00	
Piraino	Newline Q Pro Series 7yr	\$1,754.00	\$47,358.00	\$300.00	\$8,100.00	\$55,458.00	
SHI	Newline 650Q	\$1,510.54	\$40,784.58	\$584.51	\$15,782.00	\$56,566.58	
TwoTrees	Newline Q Pro Series	\$2,105.00	\$56,835.00	\$185.00	\$4,995.00	\$61,830.00	
CDWG	Samsung WA65D	\$1,862.30	\$50,282.30	\$553.86	\$14,954.00	\$65,236.30	
Piraino	Smart MX265	\$2,295.00	\$61,965.00	\$300.00	\$8,100.00	\$70,065.00	
Video Reality	ViewSonic	\$3,352.12	\$90,507.20	\$200.00	\$5,400.00	\$95,907.20	
United Systems	BenQ	\$2,073.01	\$55,971.27	\$400.00	\$55,971.27	\$111,942.54	
VIP	MAXHUB	\$6,926.00	\$187,002.00	\$1,112.77	\$30,045.00	\$217,047.00	
Vivacity	V7 IFP 7503-V7PROM (JT4006)	\$1,999.99	N/A	N/A	\$53,999.73	#VALUE!	No Install

**Guthrie Public Schools Bid Tabulation  
Network**

**May 30th, 2024 at 10:00am**

<b>Company</b>	<b>Total Project Cost</b>
<b>Adept Patriot Services</b>	<b>\$78,840.00</b>
<b>United Systems</b>	<b>\$97,423.50</b>
<b>VIP Technology</b>	<b>\$80,856.96</b>

**Guthrie Public Schools Bid Tabulation  
Security**

**May 30th, 2024 at 10:00am**

<b>Company</b>	<b>Brand</b>	<b>Camera System</b>	<b>Door Security</b>	<b>Grand Total</b>
<b>Haddock</b>	AXIS	\$51,000.00	\$30,325.00	\$81,325.00
<b>United Systems</b>	Avigilon	\$96,801.05	\$26,976.13	\$143,967.18
<b>TwoTrees</b>	Verkada	\$51,401.49		\$51,401.49

### Phone System Bids

Company	Brand	Platform	First Year	First Year Non-Recurring	Second Year	Monthly
GoTo	GoTo	Cloud	\$7,151.47	\$7,151.47	\$36,373.08	\$3,031.09
Haddock	ESI E Cloud PBX	Cloud	\$23,946.64		\$23,558.64	1995.56
CDW-G	Net2phone	Cloud	\$30,760.50	\$3,213.20	\$27,547.20	\$2,295.60
Nextvia	Nextvia	Cloud	\$32,347.20	\$9,275.00	\$32,347.20	\$2,695.60
Avi SPL LLC	Spectrum VOIP	Cloud	\$32,680.08		\$32,680.08	2973.34
VIP	Yealink	Cloud	\$38,904.00		\$38,904.00	3242
USA Digital	OmniTalk	Cloud	\$39,036.00		\$27,696.00	2308
Spectrum VOIP	Spectrum VOIP	Cloud	\$43,104.48		\$3,592.04	3592.04
Panterra	Panterra	Cloud	\$45,673.95	\$18,138.75	\$27,535.20	\$2,294.60
SHI	Cisco Cloud	Cloud	\$56,154.71	Renew every 3 year	\$56,154.71	\$1,559.85
SHI	Cisco Solutions	On Prem	\$56,997.98	Renew every 3 year	\$56,997.98	
UDT	Fortinet VM-500	On Prem	\$95,941.72		\$3,229.10	
VIP	Avaya	On Prem	\$108,481.64	Plus Fees\taxes	\$7,428.00	
Owens Communications	LG Ericcson	On Prem	\$112,491.49		\$4,496.32	
United Systems	Fortinet VM-500F	On Prem	\$120,058.17			
United Systems	Cisco Solutions	On Prem	\$175,807.64			





PCCO #002

Lambert Construction Company  
2508 East 6th Ave.  
Stillwater, Oklahoma 74074  
Phone: +14053721444

Project: 21-0205 - Guthrie Jr Hi Env - Ph2  
705 East Oklahoma Avenue  
Guthrie, Oklahoma 73044

## Prime Contract Change Order #002: Deductive Change Order #02

TO:	Guthrie Public Schools 802 East Villas Avenue Guthrie, Oklahoma 73044	FROM:	Lambert Construction Co PO Box 1868 Stillwater, Oklahoma 74076
DATE CREATED:	10/16/2023	CREATED BY:	Chris Allen (Lambert Construction Co)
CONTRACT STATUS:	Approved	REVISION:	0
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	05/22/2024
INVOICED DATE:		PAID DATE:	
SCHEDULE IMPACT:		EXECUTED:	No
		SIGNED CHANGE ORDER RECEIVED DATE:	
CONTRACT FOR:	1:Guthrie Jr High Envelope Ph. 2	TOTAL AMOUNT:	(\$60,000.00)
DESCRIPTION:			
ATTACHMENTS:			

### POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER:

PCO #	Title	Schedule Impact	Amount
007	Settlement		(\$60,000.00)
Total:			(\$60,000.00)

### CHANGE ORDER LINE ITEMS:

#### PCO # 007: Settlement

#	Budget Code	Description	Amount
1	01-1001.G Project Manager.GENERAL	Settlement proposal	\$(60,000.00)
Grand Total:			\$(60,000.00)

The original (Contract Sum)	\$864,000.00
Net change by previously authorized Change Orders	\$4,251.00
The contract sum prior to this Change Order was	\$868,251.00
The contract sum will be decreased by this Change Order in the amount of	(\$60,000.00)
The new contract sum including this Change Order will be	\$808,251.00
The contract time will not be changed by this Change Order.	

Sean Willis (The Stacy Group, Inc.)  
222 East 10th Street Plaza  
Edmond, Oklahoma 73034

Guthrie Public Schools  
802 East Villas Avenue  
Guthrie, Oklahoma 73044

Lambert Construction Co  
PO Box 1868  
Stillwater, Oklahoma 74076

  
SIGNATURE DATE 5.23.24

SIGNATURE DATE

  
SIGNATURE DATE 5/22/24

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## change order

Owner ☒ Architect ☒ Contractor ☒ Field ☐ Other ☐

**project:** Jr. High HVAC

**change order no.:** 1

**owner:** Guthrie Public Schools

**date of issuance:** 5.23.24

**to:** Innovative Mechanical LLC

**architect:** The Stacy Group  
200 east 10<sup>th</sup> street plaza, suite c  
Edmond, OK 73034

**architect's project no.:** 2222

The Contract is changed as follows:

Deduct unused contingency (\$30,000)

Not valid until signed by the Owner, Architect and Contractor.

The original Contract Sum .....	\$1,488,000.00
Net change by previously authorized Change Orders .....	\$ 0.00
The Contract Sum prior to this Change Order was .....	\$1,488,000.00
The Contract Sum will be (decreased) by this Change Order .....	(\$30,000)
The new Contract Sum including this Change Order will be .....	\$ \$1,458,000.00
The Contract Time will be unchanged by .....	(0) Days
The Date of Substantial Completion as of the date of this Change Order therefore unchanged.	

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

Authorized:

The Stacy Group  
ARCHITECT  
222 E. 10<sup>th</sup> St. Plaza  
Address  
Edmond, OK 73034

Innovative Mechanical LLC  
CONTRACTOR  
7413 NW 84<sup>th</sup>  
Address  
Oklahoma City, OK 73131

Guthrie Public Schools  
OWNER  
802 E Vilas  
Address  
Guthrie, OK 73044

BY [Signature]  
DATE 5.23.24

BY [Signature]  
DATE 5-23-24

BY \_\_\_\_\_  
DATE \_\_\_\_\_

May 21, 2024

## PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is entered by and among MUNICIPAL FINANCE SERVICES, INC. (“MFSOK”) and the INDEPENDENT SCHOOL DISTRICT NUMBER 1, LOGAN COUNTY, OKLAHOMA (Guthrie Board of Education), Guthrie, Oklahoma (the “Client”).

The Client desires to engage MFSOK and agrees as follows:

### ***I. Scope of Services.***

Some or all of the following services listed below shall be provided under this Agreement and pertain to the Client’s new and outstanding debt obligations (the “Issues”). Some of these services may be non-municipal advisor services. The Client designates MFSOK as the Client’s independent registered municipal advisor (“IRMA”) for purposes of SEC Rule 15Ba1-1(d)(3)(vi) (the “IRMA Exemption”).

#### ***A. New Issue and Refunding of Existing Client Issues***

1. Assist Client with bond planning that includes compliance with Oklahoma Constitutional Debt Cap and Client's mill levy target.
2. Evaluate options or alternatives with respect to the proposed new Issue.
3. Provide financial analysis to the Client to assist in understanding the benefits, costs, and risks of the proposed new Issue.
4. Review recommendations made by other parties to the Client.
5. Assist Client in preparing a plan of finance.
6. Advise Client on structure, terms and timing of the proposed new Issue.
7. Prepare financing schedule.
8. Attend meetings as requested by the Client.
9. Assist the Client in preparation of their notices of sale, instructions to bidders, or official statements, as appropriate.
10. Coordinate as appropriate with Client staff, legal representatives, government agencies, accountants, auditors, engineers, consultants, rating agencies, banks, lenders, placement agents, trustees, paying agents, escrow agents, bond insurers and other credit enhancers, to facilitate the plan of finance.
11. If new Issue is a competitive bond sale, assist Client in collecting and analyzing bids submitted by underwriters and selecting the winning bidder.
12. Coordinate closing of the new Issue with Client and other parties.
13. Review Client's Estimate of Needs to be submitted to County.
14. Evaluate potential refunding opportunities on outstanding Issues.

B. Continuing Disclosure Assistance

1. Assisting the Client annually in compiling the financial information and operating data set forth in their Continuing Disclosure Agreement ("CDA") included in any Official Statement; and
2. If necessary, assisting the Client in preparing their "Failure to File Notice" should documents not be available for filing within the prescribed time frame designated in the CDA; and
3. Upon request, assisting the Client in their submission of the aforementioned information to the Electronic Municipal Marketplace Access system ("EMMA").

MFSOK and the Client acknowledge that the Client will engage Bond Counsel and other legal service providers under separate contracts. MFSOK may rely on opinions and advice from legal representatives of the Client and will not be held responsible for any legal advice, directly or indirectly, rendered by the legal representatives.

Neither MFSOK as Municipal Advisor nor its Municipal Advisor Representatives are licensed to engage in the practice of law and, consequently, will offer no legal advice. None of the fee for services under this Agreement relates to legal services. If such legal services are necessary, it shall be the responsibility of the Client to obtain them.

MFSOK's services are limited to those specifically set forth herein.

**II. Compensation and Reimbursements**

- A. General Obligation Bonds. MFSOK shall be paid at the time of closing a fee calculated as follows:

½ of 1% of the par amount of each series of bonds issued

Minimum fee: \$17,500.00 for each series of bonds

- B. Compensation for Continuing Disclosure Assistance. MFSOK will receive a fee annually of \$1,500.00 for the services performed.
- C. Expenses for New Issues and Refunding Issues. MFSOK shall also be paid a fixed amount of \$2,000.00 per transaction to cover expenses incurred as part of the transaction, provided that any filing, publication, recording or printing costs or similar third-party costs required in connection with the Issue shall be paid directly by the Client.
- D. Payment and Contingency for New Issues and Refunding Issues. Payment for all fees and expenses shall be made at closing from proceeds of the Issue or from other available funds of the Client and shall be contingent upon closing of the Issue.

**III. Term and Termination**

- A. Term of Agreement. Unless otherwise terminated as provided herein, this Agreement shall be in force and effect for Fiscal Year Ending June 30, 2025, and may be renewed for successive fiscal years beginning July 1 and ending June 30 upon mutual consent of both parties.
- B. Termination of Agreement and Services. This Agreement and all services to be rendered hereunder may be terminated at any time by written notice from either party, with or without cause, with at least thirty (30) days' notice. In that event, all finished and unfinished documents prepared for the Client, shall, at the option of Client, become its property and shall be delivered to it or any party it may designate, provided that MFSOK shall have no liability whatsoever for any subsequent use of such documents.



#### **IV. Successors and Assigns**

MFSOK may not assign its obligations under this Agreement without the written consent of Client except to a successor partnership or corporation to which all or substantially all of the assets and operations of MFSOK are transferred. Client may assign its rights and obligations under this Agreement to (but only to) any other public entity that incurs the loan. Client shall not otherwise assign its rights and obligations under this Agreement without written consent of MFSOK. All references to MFSOK and Client in this Agreement shall be deemed to refer to any successor of MFSOK and to any such assignee of Client and shall bind and inure to the benefit of such successor and assignee whether so expressed or not.

#### **V. Municipal Advisor Registration and Acknowledgement**

Pursuant to Municipal Securities Rulemaking Board Rule (MSRB) G-10, on Investor and Municipal Advisory Client Education and Protection, Municipal Advisors are required to provide certain written information to their municipal advisory client and/or obligated person clients which include the following:

Within the MSRB website at [www.msrb.org](http://www.msrb.org), the Client may obtain the Municipal Advisory client brochure that is posted on the MSRB website. The brochure describes the protections that may be provided by the MSRB Rules along with how to file a complaint with financial regulatory authorities.

#### **VI. Conflict of Interest Statement**

As of the date of this agreement, MFSOK has performed a reasonable diligence to determine if there are any conflicts of interest that should be brought to the attention of the Client. During the diligence process, MFSOK has determined that no material conflict of interest has been identified, however, would like to provide the following disclosures:

MFSOK serves a wide variety of other clients that may from time to time have interests that could have a direct or indirect impact on the interests of another MFSOK client. For example, MFSOK serves as municipal advisor to other clients and, in such cases, owes a regulatory duty to such other clients just as it does to the Client. These other clients may, from time to time and depending on the specific circumstances, have competing interests. In acting in the interests of its various clients, MFSOK could potentially face a conflict of interest arising from these competing client interests. MFSOK fulfills its regulatory duty and mitigates such conflicts through dealing honestly and with the utmost good faith with its clients.

The compensation arrangement included in Section II includes a component that is based on the size and completion of a transaction. Consistent with certain regulatory requirements, MFSOK hereby discloses that such contingent and/or transactional compensation presents a conflict of interest regarding MFSOK's ability to provide unbiased advice to enter into such transaction. The contingent fee arrangement creates an incentive for MFSOK to recommend unnecessary financings or financings that are disadvantages to the client, or to advise client to increase the size of the issue. This viewed conflict of interest will not impair MFSOK's ability to render unbiased and competent advice or to fulfill its fiduciary duty. The fee paid to MFSOK increases the cost of borrowing to the Client. The increased cost occurs from compensating MFSOK for municipal advisory services provided.

If MFSOK becomes aware of any other actual or potential conflict of interest not mentioned above during this agreement, MFSOK will promptly provide the Client a supplement written disclosure with sufficient details of the change, if any, which will allow the Client to evaluate the situation.

#### **VII. Legal Events and Disciplinary History**

A regulatory disclosure action has been made on MFSOK's Form MA and on Form MA-I for two of MFSOK's municipal advisory personnel relating to a 2017 U.S. Securities and Exchange Commission ("SEC") order. The details of which are available in Item 9: C (2), C (4), C (5) and the corresponding regulatory action DRP section on Form MA and Item 6: C (2), C (4), C (5), C (6) and the corresponding regulatory action DRP section on Form MA-I for both Rick A. Smith and Jon Wolff. In addition, the Oklahoma Department of Securities

adopted the above proceedings which are identified in Item 9; D (2), D (4) and the corresponding regulatory action DRP section on Form MA.

The Client may electronically access MFSOK's most recent Form MA and each most recent Form MA-I filed with the Commission at the following website:

[www.sec.gov/edgar/searchedgar/companysearch.html](http://www.sec.gov/edgar/searchedgar/companysearch.html).

There has been no change to any legal or disciplinary event that has been disclosed on MFSOK's SEC registration for MA filings since December 18, 2017.

#### ***VIII.   Fiduciary Duty***

MFSOK is registered as a Municipal Advisor with the SEC and MSRB. As such, MFSOK has a Fiduciary duty to the Client and must provide both a Duty of Care and a Duty of Loyalty that entails the following.

##### **Duty of Care:**

- A.     exercise due care in performing its municipal advisory activities;
- B.     possess the degree of knowledge and expertise needed to provide the Client with informed advice;
- C.     make a reasonable inquiry as to the facts that are relevant to the Client's determination as to whether to proceed with a course of action or that form the basis for any advice provided to the Client; and
- D.     undertake a reasonable investigation to determine that MFSOK is not forming any recommendation on materially inaccurate or incomplete information; MFSOK must have a reasonable basis for:
  - a.     any advice provided to or on behalf of the Client;
  - b.     any representations made in a certificate that it signs that will be reasonably foreseeably relied upon by the Client, any other party involved in the municipal securities transaction or municipal financial product, or investors in the Client's securities; and
  - c.     any information provided to the Client or other parties involved in the municipal securities transaction in connection with the preparation of an official statement.

##### **Duty of Loyalty:**

MFSOK must deal honestly and with the utmost good faith with the Client and act in the Client's best interests without regard to the financial or other interests of MFSOK. MFSOK will eliminate or provide full and fair disclosure (included herein) to Client about each material conflict of interest (as applicable). MFSOK will not engage in municipal advisory activities with the Client as a municipal entity, if it cannot manage or mitigate its conflicts in a manner that will permit it to act in the Client's best interests. As of the date of receipt of this attachment, MFSOK has performed a reasonable diligence to determine if there are any conflicts of interest that should be brought to the attention of the Client.

**IX. Recommendations**

If MFSOK makes a recommendation of a municipal securities transaction or municipal financial product or if the review of a recommendation of another party is requested in writing by the Client and is within the scope of the engagement, MFSOK will determine, based on the information obtained through reasonable diligence of MFSOK whether a municipal securities transaction or municipal financial product is suitable for the Client. In addition, MFSOK will inform the Client of:

- A. the evaluation of the material risks, potential benefits, structure, and other characteristics of the recommendation;
- B. the basis upon which MFSOK reasonably believes that the recommended municipal securities transaction or municipal financial product is, or is not, suitable for the Client; and
- C. whether MFSOK has investigated or considered other reasonably feasible alternatives to the recommendation that might also or alternatively serve the Client's objectives.

If the Client elects a course of action that is independent of or contrary to the advice provided by MFSOK, MFSOK is not required on that basis to disengage from the Client.

**X. Record Retention**

Pursuant to SEC and MSRB record retention regulations, Municipal Finance Services, Inc. will maintain in writing, all communication and created documents between Municipal Finance Services, Inc. and the Client for six (6) years.

**Notices**

Any and all notices pertaining to this Agreement shall be sent by U.S. Postal Service, first class, postage prepaid to:

**MFSOK:**

Municipal Finance Services, Inc.  
Attn: Jon Wolff, President  
P.O. Box 747  
Edmond, OK 73083-0747

**CLIENT:**

Independent School District Number 1  
Logan County, Oklahoma  
Attn: Superintendent  
802 E. Vilas  
Guthrie, OK 73044

## Acceptance

If there are any questions regarding the above, please do not hesitate to contact MFSOK. If the foregoing terms meet with your approval, please indicate your acceptance by executing all original copies of this letter and keeping one copy for your file.

By signing this agreement, the Client acknowledges the provisions set forth in the agreement and understands its respective rights, duties, and responsibilities. Furthermore, the Scope of Services contained herein have been reviewed and are hereby approved.

Client and MFSOK have entered into this Agreement by the duly authorized representatives which was approved on June 10, 2024, at a meeting duly called and held in full compliance with the Oklahoma Open Meeting Act.

MUNICIPAL FINANCE SERVICES, INC.

By: Jerica Dawson

Jerica Dawson, Vice President

INDEPENDENT SCHOOL DISTRICT NUMBER 1  
LOGAN COUNTY, OKLAHOMA  
(GUTHRIE BOARD OF EDUCATION)

By: \_\_\_\_\_  
Title: President, Board of Education

ATTEST:

\_\_\_\_\_  
Clerk, Board of Education

(SEAL)



**SUPPLEMENTAL ESTIMATE FOR GUTHRIE PUBLIC SCHOOLS**  
**District No. 1, Logan County, Oklahoma**

**BUILDING FUND**

To the County Clerk of Logan County, State of Oklahoma

We, the undersigned duly qualified and acting officers of the Governing Board of the aforementioned School District of said County and State hereby certify that the following information has been prepared from the official books and records of the District, and is true and correct to the best of our knowledge:

	(1) Current Budget	(2) Current Collections	(3) Balance Collectible	(4) Increase/ (Decrease)
1110 Ad Valorem - Current	\$994,437.32	1,041,734.12		47,296.80
1120 Ad Valorem - Prior Year		25,094.48		25,094.48
1600 Other Local Sources		220.00		220.00
3160 Farm Tax Stamp		196.08		196.08
3400 State Categorical	129,016.53	352,355.37	348,906.40	572,245.24
3600 Other State Sources		13.66		13.66
5100 Return of Assets				0.00
6100 Cash Forward (Fund Balance or Surplus)	596,895.94	596,895.94		0.00
<b>TOTALS</b>	<b>\$1,720,349.79</b>	<b>2,016,509.65</b>	<b>348,906.40</b>	<b>645,066.26</b>

Explanation of Columns 1 through 4 (Above):

- (1) Currently approved revenue estimates from the "Estimate of Needs" and previously approved supplementals.
- (2) Current revenue collections---as of the last day of the month, or at May 15th or June 20th, as applicable.
- (3) Balance of revenue actually collectible prior to June 30th based upon a reasonable analysis of current collections.
- (4) The sum of columns (2) and (3)---less: column (1).

We, further certify that these funds are in addition to and in excess of the funds previously appropriated for the School District. We therefore, request that the District's appropriations be increased by the following amounts:

<u>PURPOSE OR ITEM OF APPROPRIATION</u>	<u>Prior Approved Appropriations</u>	<u>Requested Application of Funds</u>	<u>Current Approved Appropriations</u>	<u>Addition Approved by County Clerk</u>
1. Current Expense	1,720,349.79	645,066.26	2,365,416.05	645,066.26
2. Interest Reserve				
3. Grand Total	<u>1,720,349.79</u>	<u>645,066.26</u>	<u>2,365,416.05</u>	<u>645,066.26</u>

**ADDITIONAL (REQUIRED) FINANCIAL INFORMATION**

1. Cash in Treasury	815,567.12
2. Current Taxes in Process of Collection	0.00
3. Warrants Outstanding (and Estimated Accrued Interest Thereon)	4,402.82
4. Unexpended Balance of Appropriations	0.00

Submitted by order of the Board, this \_\_\_\_\_ day of \_\_\_\_\_, 2024

\_\_\_\_\_  
Treasurer of the District

\_\_\_\_\_  
Clerk of the Board

Subscribed and sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 2024

Subscribed and sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_, 2024

\_\_\_\_\_  
County Clerk or Notary Public

\_\_\_\_\_  
County Clerk or Notary Public

\_\_\_\_\_  
President of the Board

Subscribed and sworn to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 2024

\_\_\_\_\_  
County Clerk or Notary Public  
(PUBLISH TO HERE)

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**CERTIFICATE OF EXCISE BOARD**

STATE OF OKLAHOMA, COUNTY OF LOGAN, ss:

We, the undersigned members of the Excise Board of said County and State, do hereby certify that we have examined and carefully considered the application and proposal of the aforementioned Governing Board of the same County and State aforesaid, for supplemental appropriations for the remainder of the fiscal year.

We rely on the sworn statements of the Clerk and the Treasurer and of the Governing Board that the revenues already received have been properly credited to appropriate accounts, that all warrants issued have been properly charged thereto or paid therefrom and that no unpaid claims or contracts are pending against the balances of any appropriations submitted for cancellation.

We certify, on analysis of the above financial statement, that the available surplus revenue already accrued and which is subject to supplementary appropriations under Title 68 O.S. Section 3021 has been added to appropriations of the District in the manner requested by the District's Board of Education.

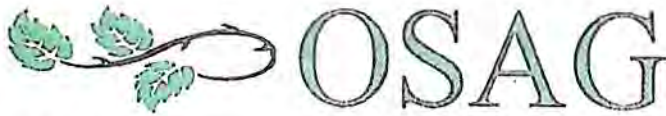
Dated at \_\_\_\_\_, Oklahoma this \_\_\_\_\_ day of \_\_\_\_\_, 2024

Attest: \_\_\_\_\_  
Secretary of County Excise Board

\_\_\_\_\_  
Chairman of County Excise Board

\_\_\_\_\_  
Member of County Excise Board

\_\_\_\_\_  
Member of County Excise Board



## Oklahoma School Assurance Group

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Guthrie School District  
Attn: Mike Simpson  
802 East Vilas Avenue  
Guthrie, OK 73044

May 24, 2024

**Re: 2024-2025 OSAG Workers' Compensation Insurance Quote**  
*The policy will automatically renew on 7/1/24 -- No action needed.*

Dear Mike Simpson,

Thank you for helping to make OSAG the largest provider of workers' compensation to public schools in Oklahoma. Your 2024-2025 OSAG renewal quote is as follows:

**Total 2024-2025 OSAG Workers' Compensation  
Renewal Premium including Dividend/Credits:**

**\$263,561.00**  
*Non-Auditable*

***\*Your OSAG policy also contains Employers' Liability Limits of \$1,000,000/\$1,000,000/\$1,000,000***

Active membership in the Oklahoma School Assurance Group provides an array of benefits for your district, including continued membership *performance dividend awards*. The membership dividend is based on an overall favorable group loss ratio.

---

### **About the OSAG Proposal:**

\*The Membership Dividend is the maximum amount that may be awarded to an active member as a performance dividend. This figure is based on individual district loss performance.

\*All members that renew with OSAG have a *Membership Dividend* associated with active membership. ***In order to receive the Membership Dividend, a member must be active with paid premium for the 2024-2025 policy year.***

***\*A shared \$250,000 Premium Credit was awarded to all active renewing members for the 2024-2025 policy period.***

***\*\*See enclosed listing of all OSAG member benefits – ALL at NO COST to members!***

P.O. Box 18858, Oklahoma City, Oklahoma 73154  
Ph: 800-699-5905 Fax: 405-842-0051 [www.okschoolassurancegroup.org](http://www.okschoolassurancegroup.org)

#### Board of Directors

Terry Davidson,  
Chairman  
*Finance Director:*  
*Comanche Schools*

Sherry Durkee,  
Vice Chairman  
*Superintendent:*  
*Sand Springs*  
*Schools*

Dr. John Cox,  
Treasurer  
*Superintendent:*  
*Peggs Schools*

Shelley Free,  
Secretary  
*Superintendent:*  
*Kiamichi Technology*  
*Center*

Jeremy Hogan,  
Member  
*Superintendent:*  
*Collinsville Schools*

Jeff Daugherty,  
Member  
*Superintendent:*  
*Merritt Schools*

Jason Lindley,  
Member  
*Superintendent:*  
*Hartshorne Schools*

#### Executive Director

Rick Thomas

June 4, 2024

Foundation Insurance & Risk Management, Inc.  
108 S Division, Suite 9  
Guthrie, OK 73044

RE: Guthrie Public Schools

Dear Oklahoma Schools Insurance Group (OSIG) Agent:

Attached is the Oklahoma Schools Insurance Group (OSIG) proposal for your school client. Please review the quotation carefully and let us know if you have any questions or changes.

#### Important Items:

- Coverages available in OSIG: Property, Boiler, Crime, Automobile, General Liability, School Board Legal Liability, Employee Benefit Liability, Cyber Liability, Pollution Liability and Deadly Weapon Protection
- Optional increased deductible quotes can be provided upon request.
- Members can mitigate risk and increase savings by changing obsolete buildings to Actual Cash Value (ACV) or Debris Removal Only (DRO). DRO is a great option for buildings that would not be replaced if damaged.
- The non-profit structure of our program aids in stabilizing rates. OSIG retains the underwriting profit and investment income, and is designed to be a long term insurance solution for Oklahoma schools.
- Gallagher, the administrator for OSIG, brings a level of expertise to the table that make you and your schools feel comfortable.

We urge you to be prepared and understand the importance of OSIG's excellent financial condition.

**For the 2024-2025 plan year, we are requiring the resolution to be signed by the member's Board of Education and returned to OSIG in order to bind coverage effective July 1, 2024.**

Please feel free to contact us to discuss this proposal and conditions in the marketplace in detail. We are here to assist you in protecting your school's districts.

Sincerely,

OSIG Program Administration



**Board of Directors**

Terry Davidson,  
Chairman  
*Finance Director:*  
*Comanche Schools*

Sherry Durkee,  
Vice Chairman  
*Superintendent:*  
*Sand Springs*  
*Schools*

Dr. John Cox,  
Treasurer  
*Superintendent:*  
*Peggs Schools*

Shelley Free,  
Secretary  
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Jeremy Hogan,  
Member  
*Superintendent:*  
*Collinsville Schools*

Jeff Daugherty,  
Member  
*Superintendent:*  
*Merritt Schools*

Jason Lindley,  
Member  
*Superintendent:*  
*Hartshorne Schools*

**Executive Director**

Rick Thomas

June 4, 2024

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

RE: Membership Proposal Effective 07/01/2024

Dear Dr. Mike Simpson:

We are very pleased to provide you with the attached proposal for insurance coverages with Oklahoma Schools Insurance Group (OSIG).

OSIG is not a conventional insurance program. We are a public entity in the state of Oklahoma formed by an Interlocal Agreement and made up of member public school districts. Our organization is non-profit, **member owned** and controlled by a board of your peers. Our sole mission is to serve our member schools. Our promise is to provide quality insurance coverage and superior service at stable pricing. We are pleased that 538 school districts are members of OSIG. Our membership is strong and committed.

OSIG's financial position is excellent. No other Oklahoma school insurance program can provide you with this security. Our organization is continuously growing, improving and looking for new ways to serve Oklahoma schools. The group purchasing power of OSIG and a non-profit structure provides competitive insurance rates even in tough financial times.

**Included in this proposal is information on OSIG's financial condition and summaries of enhanced coverages that only OSIG provides.**

For the 07/01/2024 to 7/1/2025 plan year, we are requiring the resolution to be signed by the member's Board of Education and returned to OSIG before close of business June 28, 2024 in order to bind coverage effective July 1, 2024.

Loss control, risk management services and specialized insurance coverages included in OSIG program are:

- Enhanced Property and Liability Coverage
- Cyber Liability, Crime, Pollution, School Violent Acts Protection
- Online training in many different areas for your school employees
- Loss Control Site Surveys/Safety Inspections
- Member Only Risk Management Library at [osig.org](http://osig.org)
- StopIt Anonymous Incident Reporting mobile and web app

Sincerely,  
OSIG Program Administration

**Revised**

Guthrie Public Schools  
802 East Vilas  
Guthrie, OK 73044

This is not an invoice.

### Breakdown of Insurance Cost

#### Annual Premium Breakdown

Property:	\$650,892
Boiler & Machinery:	\$2,742
Auto Physical Dmg:	\$11,344
General Liability:	\$18,689
Auto Liability:	\$24,924
Educators Legal:	\$18,690
Excess Liability:	\$0
<b>Total Annual:</b>	<b>\$727,281</b>

A 25% minimum earned premium applies.

Agent's Commission = 7.0%

Your historical billed premiums, total insured values and loss information are shown in the charts below.

Year	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
Total Values	\$92,261,907	\$96,046,304	\$96,001,971	\$148,725,703	\$139,803,767	\$149,523,276
Premium	\$232,704	\$253,735	\$309,562	\$384,187	\$539,913	\$677,370
Distribution	\$0	\$9,392	\$0	\$0	\$0	\$0

Number of Claims:	Insurance Cost Paid to OSIG (incl Endts):	Incurred Claims:	Loss Ratio:
53	\$2,396,390	\$649,108	27.09%

Your losses are considered in the calculation of the cost of your insurance. Your dedication to maintaining your property and providing safe campuses for your students and community will result in savings in the cost of your insurance.

### Payment Terms

Payment of the insurance cost is due the effective date of your coverage. **A copy of your purchase order encumbering funds for payment of your insurance should be provided to OSIG as soon as available.** A three (3) payment plan option is available.

Installment #1	1/3 of total	due 7/1/24
Installment #2	1/3 of total	due 8/1/24
Installment #3	1/3 of total	due 9/1/24

## Revised

# Coverages

OSIG provides a full range of property and liability coverages with the exception of workers compensation. Crime and Cyber Liability coverages are included in pool limits.

## Property

- Full Replacement Cost - Except Roofs over 15 years old and Autos, Contractors Equipment & Debris Removal Only adjusted at ACV or buildings designated as ACV or \*stated value
- No Coinsurance Clause
- Exclusion - Cosmetic loss to metal roof coverings caused by hail
- Real And Personal Property- Limit Per Occurrence \$1,000,000,000
- Building - Margin Clause 125% of scheduled limits per statement of value
- Business Personal Property - blanket coverage per statement of values including:
  - Electronic Data Processing Equipment, and Media
  - Accounts Receivable
  - Valuable Papers
  - Fine Arts
  - Miscellaneous Property
  - Miscellaneous Unnamed / Undescribed Property
  - Builder's Risk
    - \*Note All Builder's Risk projects must be reported to OSIG - Frame projects are subject to approval
  - Outdoor Property - covered all perils
  - Extra Expense
  - Business Income including Rental Income and Tuition Income
  - Ordinance or Law including Increased Cost of Construction and Demolition
  - Contractor's Equipment Coverage
  - Debris Removal Coverage
  - Covered Property In Transit
  - Personal Property of Others/Officers/Employees
  - Off Premises Services Interruption including Extra Expense
  - Vehicle Damage
- Newly Acquired Property Coverage - 120 days \$25,000,000
- Earthquake, Volcanic Eruption- Aggregate Any One Policy Year \$10,000,000
- Flood- Aggregate Any One Policy Year \$25,000,000
  - \*Note Flood Zones A and V are excluded
- Terrorism \$500,000,000
- Pollution Liability included
- Boiler And Machinery Coverage- Any One Occurrence \$200,000,000

Please refer to the attached property and automobile schedules for your school district's limits of insurance for Building, Contents, Extra Expense, Miscellaneous Property, EDP, Earthquake, Flood and Automobile Physical Damage coverage.

## Deductibles

Optional increased deductible quotations are available upon request.

- \$100,000 Property Deductible Per Occurrence
- \$100,000 Property Deductible Per Occurrence- Windstorm / Hail
- \$1,000 Boiler / Machinery Deductible per Occurrence
- \$10,000 Terrorism Deductible Per Occurrence
- \$50,000 Flood, Earthquake and Pollution

## Revised

### General Liability

- \$1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Bodily Injury, Property Damage And Personal / Advertising Injury
- Premises / Operations And Products / Completed Operations
- Miscellaneous Medical Professional to Include School Nurses, Student Nurses, Counselors and Allied Health Programs
- Insureds Include District, Board Members, Employees, Student Teachers, And Volunteers
- No Exclusions for Corporal Punishment or Sexual Misconduct
- No Deductible
- PTA/PTO's included for coverage if funds flow through school's books.

### School Board Legal Liability

- Claims-Made Form
- \$1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Errors And Omissions Liability including Educational Errors And Omissions
- Employment Practices Liability
- Insureds Include District, Board Members, Employees, Student Teachers, and Volunteers
- \*Unlimited Prior Acts / No retroactive date included
- \$25,000 legal costs for IEP administrative hearings
- \$5,000 Deductible
- \*Any incidents or potential claims that have been reported to the superintendent, any associate superintendent, principal, assistant principal, personnel directors, dean or school attorney should be reported to your current carrier immediately.

### Employee Benefit Liability

- Claims Made Form
- Unlimited Prior Acts / No retroactive date included
- \*Any incidents or potential claims that have been reported to the superintendent, any associate superintendent, principal, assistant principal, personnel directors, dean or school attorney should be reported to your current carrier immediately.

### Automobile Liability

- \$1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Bodily Injury And Property Damage
- Includes Hired and Non-Owned Exposures
- Includes Uninsured and Underinsured Motorists (Oklahoma Minimum Limits)
- Insureds Include District, Board Members, Employees, Student Teachers, and Volunteers
- Coverage included for garage liability and garage keepers legal liability.
- \$1,000 Auto Property Damage Deductible
- No charge for vehicles added/deleted during the policy term. Vehicle changes must be reported to OSIG.

### Automobile Physical Damage

- Actual Cash Value
- \$1,000 Deductible
- Vehicle additions / deletions / changes must be reported to OSIG
- No charge for vehicles added/deleted during the policy term.
- Please refer to the attached schedule of vehicles.



## Revised

### Crime

- \$10,000 Limit Per Occurrence / Per District
- Employee Dishonesty
- Premises Money And Securities
- Transit Money And Securities
- \$1,000 Deductible

### Cyber Liability

- Claims-Made Form
- Retro date - first effective date with OSIG
- Liability
  - \$2,000,000 Annual Aggregate Limit for Information Data and Network Liability
  - \$2,000,000 Annual Aggregate for Regulatory Defense and Penalties
  - \$2,000,000 Annual Aggregate for Payment Card Liability and Costs
  - \$2,000,000 Annual Aggregate for Media Liability
- Breach Response Cost
  - \$500,000 Annual Aggregate for Breach Response Cost
- First Party
  - \$750,000 Annual Aggregate for Cyber Extortion Loss
  - \$750,000 Annual Aggregate for Data Recovery Costs
  - \$750,000 Annual Aggregate for Business Interruption Resulting in Security Breach
  - \$500,000 Annual Aggregate for Business Interruption Resulting in System Failure
  - \$750,000 Annual Aggregate for Dependent Business Interruption Resulting in Security Breach
  - \$100,000 Annual Aggregate for Dependent Business Interruption Resulting in System Failure
- eCRIME
  - \$75,000 Annual Aggregate for Fraudulent Instruction
  - \$75,000 Annual Aggregate for Funds Transfer Fraud
  - \$75,000 Annual Aggregate for Telephone Fraud
- Coverage Endorsements
  - \$100,000 Annual Aggregate for Reputation Loss
  - \$50,000 Annual Aggregate for Claims Preparation Costs for Reputation Loss Claims Only
  - \$100,000 Annual Aggregate for Computer Hardware Replacement Costs
  - \$100,000 Annual Aggregate for Invoice Manipulation
  - \$25,000 Annual Aggregate for Cryptojacking
- \$10,000 Deductible

### Deadly Weapon Protection

- Claims Made Form
- \$500,000 Limit Per Occurrence
- \$2,500,000 Annual Aggregate
- \$10,000 Deductible
- Must notify OSIG within 90 days of receiving notice of a covered accident

Note: Per Occurrence Limits are shared limits except as otherwise indicated.

## Property Schedule

Report Printed: 06/04/2024 11:23 pm

### Guthrie Public Schools

Location	Occupied As	Bldg Value	Contents Val
1006 N. Wentz	Parking Lot (Liability Only)	\$0	\$0
1021 E. Perkins	ACV-Faver Greenhouse (No Contents)	\$1,931	\$0
1021 E. Perkins	ACV-Faver Gym	\$482,009	\$48,200
1021 E. Perkins	ACV-Faver Portable Class (2)	\$70,241	\$17,642
1021 E. Perkins	ACV-Faver School - Office	\$1,246,049	\$124,606
115 E. Harrison	Jelsma Stadium Goal Posts	\$9,440	\$0
115 E. Harrison	Jelsma Stadium Lights/Poles	\$202,274	\$0
115 E. Harrison	Jelsma Stadium PA System	\$47,198	\$0
115 E. Harrison	Jelsma Stadium Panaview Football Scoreboard	\$93,621	\$0
115 E. Harrison	Jelsma Stadium Scoreboard	\$33,712	\$0
115 E. Harrison	Panaview HS Gym Football Scoreboard	\$21,924	\$0
115 E. Harrison	Stadium Bleachers/Pressbox/Restrooms/Concessions/Ticketbooths/Storage	\$4,307,320	\$45,040
200 Crooks Dr.	*High School Outdoor Classroom Canopy	\$3,465	\$662
200 Crooks Dr.	*High School Outdoor Gazebo (No Contents)	\$3,966	\$0
200 Crooks Dr.	*Softball Storage Building	\$4,296	\$1,325
200 Crooks Dr.	ACV-Softball Dressing Room Portable	\$88,082	\$10,812
200 Crooks Dr.	Building for Champions and Weight Room	\$1,710,977	\$171,098
200 Crooks Dr.	Building for Champions Fence	\$13,650	\$0
200 Crooks Dr.	Child Nutrition/Information Technology Building	\$631,245	\$96,516
200 Crooks Dr.	High School & Gym	\$32,057,612	\$3,205,761
200 Crooks Dr.	High School Canopy & Walk-In Freezer	\$33,051	\$6,624
200 Crooks Dr.	High School Classroom SE	\$803,298	\$80,330
200 Crooks Dr.	High School Fence	\$26,969	\$0
200 Crooks Dr.	High School Greenhouse	\$113,272	\$11,348
200 Crooks Dr.	High School HVAC Fencing	\$16,852	\$0
200 Crooks Dr.	High School JROTC	\$2,971,265	\$297,285
200 Crooks Dr.	High School Potting Shed	\$41,533	\$4,161
200 Crooks Dr.	High School Storage Building	\$5,664	\$568
200 Crooks Dr.	High School Vo-Ag	\$1,386,540	\$138,654
200 Crooks Dr.	HS Pole Vault Pit	\$20,227	\$0
200 Crooks Dr.	HS Scoreboard (2) Gym	\$11,462	\$0
200 Crooks Dr.	HS Track & Fence	\$269,698	\$0
200 Crooks Dr.	HS Track Concession/Restroom	\$26,969	\$2,703
200 Crooks Dr.	HS Track Storage Containers (2)	\$11,867	\$1,189
200 Crooks Dr.	Letters on HS & GUES	\$3,372	\$0
200 Crooks Dr.	New Maintenance Building	\$685,560	\$68,556
200 Crooks Dr.	Panaview Softball Scoreboard	\$16,226	\$0
200 Crooks Dr.	Soccer Stadium Goal Posts	\$6,743	\$0
200 Crooks Dr.	Soccer Stadium Lights	\$67,425	\$0
200 Crooks Dr.	Soccer Stadium PA System	\$20,227	\$0
200 Crooks Dr.	Soccer Stadium Scoreboard	\$33,712	\$0
200 Crooks Dr.	Softball Batting Cage	\$9,440	\$0
200 Crooks Dr.	Softball Concession & Fence	\$33,712	\$3,378
200 Crooks Dr.	Softball Dugouts	\$6,743	\$0
200 Crooks Dr.	Softball Lights	\$60,682	\$0
200 Crooks Dr.	Softball Nets	\$2,294	\$0
200 Crooks Dr.	Softball Scoreboard	\$6,068	\$0
200 Crooks Dr.	Softball Storage Building	\$4,720	\$472
200 Crooks Dr.	Tennis Court Playing Surface	\$33,712	\$0
200 Crooks Dr.	Tennis Courts Light Poles (8)/Wind Screen/Fence	\$67,425	\$0
200 Crooks Dr.	Tennis Storage Building	\$7,551	\$757
200 Crooks Dr.	Tuff Sport Uniview Scoreboard	\$6,609	\$0

## Guthrie Public Schools

Location	Occupied As	Bldg Value	Contents Val
200 Crooks Dr.	Vo-Ag Storage	\$56,635	\$10,135
200 E. Springer	25 Sec. Clock (2)	\$3,508	\$0
200 E. Springer	Athletic Building/Dressing Room	\$586,634	\$58,664
200 E. Springer	Baseball Dugouts	\$16,182	\$0
200 E. Springer	Baseball Grandstands/Press	\$235,983	\$23,647
200 E. Springer	Baseball Portable Building	\$5,664	\$568
200 E. Springer	Squires Field Lights/Poles	\$168,561	\$0
200 E. Springer	Squires Field Scoreboard	\$19,253	\$0
2001 W. Noble	ACV-Cotteral Portables (#3&4)	\$77,656	\$13,511
2001 W. Noble	ACV-Cotteral School Building	\$3,000,000	\$372,197
2001 W. Noble	Cotteral East Classroom	\$500,000	\$101,131
2001 W. Noble	Cotteral Portico - Kitchen	\$8,765	\$0
2001 W. Noble	DRO-Cotteral South Classroom	\$11,235	\$20,446
2001 W. Noble	Fence	\$4,318	\$0
2101 W. Cleveland	Vacant Land - Cotteral Elementary School (Liability Only)	\$0	\$0
211 E Vilas	Vacant Land (Liability Only)	\$0	\$0
213 E Vilas Ave	Vacant Land (Liability Only)	\$0	\$0
317 E. Grant	ACV-Indoor Baseball	\$280,348	\$28,092
321 E. Noble	Central Elem.-Playground Equip.	\$26,969	\$0
321 E. Noble	Central Elementary	\$7,622,848	\$762,284
321 E. Noble	Fence	\$24,138	\$0
455 W. Beemer Rd.	Vo-Ag Farm Fence	\$19,586	\$0
455 W. Beemer Rd.	Vo-Ag Sheep/Goat Barn	\$156,685	\$15,569
455 W. Beemer Rd.	Vo-Ag Swine Barn	\$156,685	\$15,569
455 W. Beemer Rd.	Vo-Ag Well House (No Contents)	\$6,529	\$0
4900 E Charter Oak	Charter Oak Elementary	\$14,290,358	\$1,429,035
4900 E Charter Oak	Fence	\$28,912	\$0
4900 E Charter Oak	Playground	\$49,393	\$0
520 Crooks Dr.	ACV-Bus Barn Annex Portable	\$34,604	\$3,640
520 Crooks Dr.	Bus Barn	\$294,427	\$40,536
520 Crooks Dr.	Fuel Pumps (3), Storage Tanks (2)	\$47,198	\$0
520 Crooks Dr.	Transportation Storage Building	\$77,874	\$7,804
702 Crooks Dr.	ACV-GUES Portable Classrooms (1)	\$34,604	\$6,756
702 Crooks Dr.	Guthrie Upper Elem. Playground	\$26,969	\$0
702 Crooks Dr.	Guthrie Upper Elementary	\$23,418,295	\$2,341,829
702 Crooks Dr.	Portico Canopy GUES	\$20,227	\$0
702 Crooks Dr.	Walk In Freezer	\$26,440	\$6,624
705 E. Oklahoma	ACV-Portable Building	\$85,566	\$12,862
705 E. Oklahoma	Junior High - Gym	\$3,918,139	\$391,814
705 E. Oklahoma	Junior High Main Building	\$16,581,066	\$1,658,106
722 E. Harrison	DRO-Junior High Annex	\$10,241	\$15,050
802 E. Oklahoma	Maintenance Building	\$281,627	\$81,073
802 E. Vilas	Administration	\$3,296,431	\$329,643
802 E. Vilas	Fence	\$12,809	\$0
<b>852' East of Douglas</b>	Vacant Land - 25 acres (Liability Only)	\$0	\$0
902 N. Wentz	ACV-Fogarty Portable Classroom	\$64,714	\$10,135
902 N. Wentz	ACV-Fogarty Portable Classroom	\$64,714	\$10,135
902 N. Wentz	Fence	\$24,595	\$0
902 N. Wentz	Fogarty Annex	\$983,264	\$98,326
902 N. Wentz	Fogarty Building	\$11,496,400	\$1,149,640
902 N. Wentz	Fogarty Playground	\$26,969	\$0
902 N. Wentz	Fogarty Portico	\$2,967	\$0
929 E. Perkins	Faver Athletic Annex	\$752,151	\$75,215
West Heather Rd - 3	Vacant Land (Liability Only)	\$0	\$0

Guthrie Public Schools

Location	Occupied As	Bldg Value	Contents Val
		<u>\$136,779,036</u>	<u>\$13,427,723</u>
	Floater Limi	<u>\$250,000</u>	Auto Values: <u>\$2,656,943</u>
	EDP Limit:	<u>\$1,500,000</u>	Total Values: <u>\$155,113,702</u>
	Extra Expense Limit	<u>\$500,000</u>	



## Auto Schedule

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### Guthrie Public Schools

Vehicle No	Year	Make	Model	Capacity	VIN	Actual Value
1	2005	Ford	F350 Pickup	6	1FDWF36545EA59541	\$6,705
2	1999	Chevrolet	Pickup	3	1GCCS1442XK205117	\$1,300
3	2005	Ford	E150 Van	8	1FMRE11L25HA23243	\$4,000
4	1980	Shopmade	Trailer		1001GFFA	\$2,000
5	1988	Van	Trailer		1WC200E1XJ2011732	\$1,200
6	1991	Barrett	Trailer		1B9P20205M1014201	\$14,000
7	1998	Flatbed	Trailer		4P5SH1621W101	\$1,000
8	2006	Dodge	Caravan	7	1D4GP24R46B723011	\$2,500
9	2006	Dodge	Caravan	7	1D4GP24R66B723012	\$2,500
10	2002	Dodge	Pickup	3	1D7HA16N12J218895	\$3,000
11	2008	Ford	F350	3	1FTWW32Y18EA78508	\$13,000
12	1985	16'	Trailer			\$800
13	1990	Lawn Utility	Trailer			\$800
14	2006	Bleacher	Trailer			\$30,000
15	2006	Bleacher	Trailer			\$30,000
16	1967	AMG	Cargo Truck	3	NK00RC-7225547	\$5,000
17	2005	Ford	F350 Pickup	3	1FDWF36585EA31502	\$9,000
18	2010	Freightliner	Bus	23	4UZABPDT2ACAR5820	\$21,650
19	2011	Freightliner	Bus	71	4UZABRDT1BCAR8320	\$29,450
20	2011	Freightliner	Bus	71	4UZABRDT3BCAR8321	\$29,450
21	2011	Freightliner	Bus	71	4UZABRDT5BCAR8322	\$29,450
22	2011	Freightliner	Bus	71	4UZABRDT7BCAR8323	\$29,450
23	2011	Freightliner	Bus	71	4UZABRDT9BCAR8324	\$29,450
24	2011	Freightliner	Bus	71	4UZABRDT0BCAR8325	\$29,450
25	2011	Freightliner	Bus	71	4UZABRDT2BCAR8326	\$29,450
26	2008	Freightliner	Bus	20	4UZABRDT08CZ54311	\$32,813
27	2012	Thomas	Bus	53	4UZABPDT2CCBM8891	\$40,906
28	2008	Haulmark	Box Trailer		16HGB20238A029320	\$6,000
29	2012	Ford	F350 Crewcab Pickup		1FT8W3CT1CEC95643	\$20,000
30	2013	Ford	Expedition		1FMJK1F58DEF33757	\$11,000
31	2013	Ford	Expedition		1FMJK1F5XDEF33758	\$11,000
32	2012	Dodge	Ram		3C7WDSAT6CG213234	\$20,000
33	2013	Cimarron	Livestock Trailer		5PASG2422DC008280	\$28,000
34	2013	Ford	Expedition XL		1FMJK1F5XDEF60149	\$10,000
35	2013	Ford	Cargo Van		1FTNE1EW8DDB18029	\$18,000
36	2014	Thomas	Bus	71	4UZABRDU4ECFF9888	\$55,409
37	2014	Thomas	Bus	71	4UZABRDUOECFF9886	\$48,125
38	2013	Thomas	Bus	71	4UZABRDU5DCBT1251	\$47,316
39	2013	Thomas	Bus	71	4UZABRDU7DCBT1249	\$37,188
40	2013	Thomas	Bus	71	4UZABRDUXDCBT1245	\$47,316
41	2013	Thomas	Bus	71	4UZABRDU5DCBT1248	\$47,316
42	2012	Thomas	Bus	71	4UZABRDU9CCBA2099	\$35,700
43	2014	Thomas	Bus	71	4UZABRDU3ECFF9901	\$55,409
44	2014	Thomas	Bus	71	4UZABRDU1ECFF9895	\$55,409
45	2014	Thomas	Bus	71	4UZABRDU4ECFF9891	\$55,409
46	2014	Thomas	Bus	71	4UZABRDU7ECFF898	\$55,409
47	2012	Thomas	Bus	71	UZABRDU8CCBA2269	\$35,700
48	2014	Freightliner	Bus	71	4UZABRDU2ECFF9789	\$55,038
49	2014	Thomas	Bus	71	4UZABRDU8ECFF9778	\$47,316
50	2014	Thomas	Bus	71	4UZABRDU8ECFF9800	\$47,316
51	2014	Thomas	Bus	71	4UZABRDU0ECFF9791	\$47,316
52		Washer	Trailer		GPS	\$1,000

# Guthrie Public Schools

Vehicle No	Year	Make	Model	Capacity	VIN	Actual Value
53		Elite	Sheep Trailer		TBD	\$8,000
54	2018	Lonestar	Stock Gooseneck Trailer		LS1SG24800270E	\$29,000
55	2016	Dodge	Caravan	7	2C4RDGBG1GR235859	\$9,000
56	2018	Dodge	Ram Ag Pickup		3C6ERRGL3JG310882	\$39,500
57	2016	Thomas	Bus	71	4UZABRDU4GCGT6282	\$47,376
58	2016	Thomas	Bus	71	4UZABRDU5GCGT6291	\$47,376
59	2016	Thomas	Bus	55	4UZAVRDU4GCGT6265	\$50,352
60	2018	Thomas	Bus	48	4UZABRFD6JCJG3966	\$58,533
61	2016	Thomas	Bus	71	4UZABRDU7GCGT6292	\$47,250
62	2012	Freightliner	Box Truck		1FVACWDT3CDBD5587	\$46,812
63	2020	Thomas	Bus	71	4UZABRFDXLCLM2437	\$66,014
64	2020	Thomas	Bus	71	4UZABRFD5LCLJ5162	\$71,015
65	2019	Chevy	Silverado Pickup		3GCNWAEH0KG172097	\$17,000
66	2019	Ford	Expedition		1FMJK1FT4KEA84220	\$35,000
67	2019	Ford	Expedition		1FMJK1FT6KEA84221	\$35,000
68	2019	Freightliner	Bus	54	4UZABRFD2KCKM9717	\$58,013
69	2019	Freightliner	Bus	71	4UZABRFD7KCJZ4004	\$56,897
70	2019	Freightliner	Bus	71	4UZABRFD0KCJZ4006	\$56,897
71	2109	Freightliner	Bus	71	4UZABRFD2KCJZ3889	\$56,897
72	2019	Freightliner	Bus	71	4UZABRFD8KCJZ3878	\$56,897
73	2019	Freightliner	Bus	71	4UZABRFDXKCJZ3896	\$56,897
74	2019	Freightliner	Bus	71	4UZABRFD1KCJZ3883	\$56,897
75	2019	Freightliner	Bus w/ lift	54	4UZABRFD4KCKM9718	\$78,000
76	2022	Ford	F350		1FT8W3CT7NED16207	\$40,000
77	2022	Ford	F250		1FTBF2B67NEC36420	\$24,000
78	2020	Thomas	Bus		4UZABRFD8LCLJ5415	\$91,152
79	2020	Thomas	Bus		4UZABRFD2LCLJ5412	\$91,152

Total Value of All Autos for Guthrie Public Schools: \$2,656,943

## Overview

### Background

The Oklahoma Schools Insurance Group (OSIG) is a public entity of the State of Oklahoma, formed as an Interlocal Agreement in accordance with 74 O.S. 1004(f), for the purpose of joining together a group of Oklahoma public school districts. OSIG will allow member districts to more efficiently and more economically obtain and manage their insurance programs.

OSIG obtained approval to operate from the Oklahoma Attorney General on June 28, 2001. Effective July 1, 2002, OSIG began full operation by providing its member districts with **broad insurance coverage through "A" rated insurance carriers and professional risk management services**. Over the past 22 years, OSIG's membership has grown to 538 and the program insures more than \$28.5 Billion in school property across Oklahoma.

### Structure

OSIG is a non-profit, member-owned, public entity program whose management is completely controlled by a Board of your peers.

*"The mission of Oklahoma Schools Insurance Group (OSIG) is to provide quality, cost effective risk management products and services to member schools".*

The group purchases insurance and reinsurance from "A" rated carriers. OSIG's insurance providers are long term partners and committed to OSIG and Oklahoma schools.

OSIG has contracted with Arthur J. Gallagher Risk Management Services, Inc in Tulsa to administer the program. Gallagher is one of the largest insurance brokers in the world and manages programs similar to OSIG across the country.

It is important to know that the insurance coverage provided by OSIG was specifically tailored to meet the needs of Oklahoma schools. The coverage is what you need to protect your schools' property, your students, and patrons.

The strength of the liability portion of OSIG's offering is also important during these tough times. The program is backed by the foremost specialist in school liability insurance in the country. United Educators Insurance Company is second to none.

Losses are a part of life. Only OSIG has the collective strength and staying power to provide the protections you need. By remaining together as a group, OSIG will be able to continue to provide you with the quality, fair-priced insurance and risk management services you need to protect your schools' assets, your board, your staff and most importantly your children.

## Financial Strength

OSIG is financially strong and we have the funds (cash) we need to pay your claims. OSIG has returned more than \$9 million to our members over the years as distributions. Surplus at year ended 6/30/23 was more than \$6.4 million and our assets were more than \$46.7 million.

We believe in complete transparency. We submit to an annual financial audit each year end and share the operating results at our annual members meeting held each year.

The financial condition of an insurance group should be of utmost importance to you when choosing an insurance partner for your district.

<i>Statement of Net Assets</i>	
<i>As of 6/30/23</i>	
Cash	\$ 37,364,915
Other Assets	\$ 9,417,966
<b>Total Assets</b>	<b>\$ 46,782,881</b>
<b>Total Liabilities</b>	<b>\$ 40,333,906</b>
<b>Total Net Assets/Surplus</b>	<b>\$ 6,448,975</b>

We urge you to obtain and review audited financial statements from every insurance provider that may offer your school district a quote. Financial statements are required by law and can be obtained at [www.ok.gov/oid](http://www.ok.gov/oid). Your school's auditor can help in analyzing the statements.



## Revised

### Important Plan Information

It is important to understand that OSIG is not an insurance company, but rather a non-profit, cooperative risk management program owned and directed by Oklahoma Schools. Its mission is to reduce insurance costs and stabilize rates by aggregating purchasing power with an intense focus on controlling member losses. When losses are controlled, OSIG's member schools retain the underwriting profit and investment income thereby increasing fund reserves for future years. OSIG purchases per occurrence and liability aggregate protection for its member schools. The per occurrence insurance protects member schools up to \$1,000,000,000 for property losses and \$1,000,000 for liability claims in each and every occurrence subject to a \$10M annual aggregate limit. The aggregate insurance protection is purchased in the unlikely event that sum total of all OSIG losses are significantly more than actuarially projected. Additional excess liability limits are available for members requiring higher limits.

This proposal is an outline of the coverages proposed by insurers based on the information provided by your school district. It does not include all the terms, coverages, exclusions, limitations, and conditions of the actual contract language. Please refer to the plan document for the details.

### Actuarial Review

An independent actuary has been retained by OSIG to make projections as to anticipated claims and losses the program should expect on an annual basis. The OSIG actuary has relied on the historical loss experience and exposures provided to OSIG by the member **school districts to make projections of OSIG's expected losses. OSIG adequately funds to,** or in excess of, the expected loss projections through member contributions (insurance cost) and our own surplus.

Membership contributions are used to buy insurance, pay administrative expenses, and fund for members' claims. Similar successful programs throughout the country for schools and municipalities are protected using the same insurance structure as OSIG has deployed. As with any insurance mechanism, OSIG does not guarantee full funding in the event unimaginable losses would materialize that are many times greater than what is indicated by past history. The OSIG board is charged with developing a plan to address under funding in this unlikely event.

## Revised

### Procedure to Renew Coverage

Notify your agent of your acceptance of this insurance renewal proposal. Your agent will advise the OSIG administrative staff in writing that you wish to renew the insurance coverage.

The signed Resolution by the member's Board of Education and return to OSIG in order to bind coverage effective 07/01/2024.

### Payment Terms

Payment of the insurance cost is due the effective date of your coverage. A copy of your purchase order encumbering funds for payment of your insurance should be provided to OSIG as soon as available. A three (3) payment plan option is available.

Installment #1	1/3 of total	due 7/1/24
Installment #2	1/3 of total	due 8/1/24
Installment #3	1/3 of total	due 9/1/24

A 25% minimum earned premium applies.

### Risk Management And Loss Control Tools

Onsite Safety Inspections

Onsite Appraisals

StopIt Anonymous Incident Reporting Mobile App & Web App

Risk Management focused website [www.osig.org](http://www.osig.org)

Vector Solutions - Professional Development Training Platform:

Free of charge to all members of OSIG

Online 24/7 access to training

Training modules include:

- Child Sexual Abuse Prevention Training
- School Bus Driver Training
- Safety & Compliance Training

Beazley & Lodestone Cyber Portal

Helix Intel

HSB Water & Temperature Monitoring Devices - Pilot Program

## Revised

### Contacts For Questions

#### Coverage Questions

Your Local Agent or:

Jennifer McKenzie  
Arthur J. Gallagher Risk Management Services Inc. - Tulsa  
5314 S Yale Avenue, Suite 900  
Tulsa, OK 74135  
Phone: 918-764-7137  
Toll-Free 866-444-0061  
Fax: 866-420-0695  
Email: [jennifer\\_mckenzie@ajg.com](mailto:jennifer_mckenzie@ajg.com)

#### Eastern Oklahoma Schools (East of I-35)

Guy Griggs  
Keystone Insurance  
11 East Broadway  
Sand Springs, OK 74063  
Phone: 918-245-2558  
Fax: 918-245-8553  
Email: [guy.griggs@insurica.com](mailto:guy.griggs@insurica.com)

#### General Program Questions

Rick Thomas  
Executive Director  
P O Box 3068  
Tulsa, OK 74101  
Phone: 918-688-1056  
Fax: 866-420-0695

#### OSIG Board Members

Terry Davidson - Chairman	Comanche Schools	(580) 439-2900
Sherry Durkee - Vice Chairman	Sand Springs Schools	(918) 246-1406
Dr. John Cox - Treasurer	Peggs Schools	(918) 598-3412
Shelley Free - Secretary	Kiamichi Technology Center	(918) 465-2323
Jeremy Hogan - Member	Collinsville Schools	(918) 371-2326
Jeff Daugherty - Member	Merritt Schools	(580) 225-5460
Jason Lindley - Member	Hartshorne Schools	(918) 297-2534

## Resolution of Guthrie Public Schools to Join Oklahoma Schools Insurance Group

**Whereas, Oklahoma Schools Insurance Group** (“OSIG”) is an Oklahoma interlocal formed in accordance with Oklahoma law to enable Oklahoma School Districts to cooperate with each other to procure insurance services, benefits and insure against losses and possible liabilities in the most cost effective manner; and

**Whereas, Guthrie Public Schools** is an Oklahoma public school district (“the District”); and

**Whereas,** OSIG has provided to the District a Plan Document which includes a quotation for certain insurance coverages for the 2024-2025 plan year; and

**Whereas,** the quotation is acceptable to the District;

**Now, therefore be it resolved,** that the District hereby joins OSIG as a Member;

**Be it further resolved,** that so long as the District remains as a Member, the District shall comply with OSIG’s bylaws, the Plan Document and OSIG claim reporting procedures; and

**Be it further resolved,** that by the adoption and signing of this resolution, Guthrie Public Schools understands and agrees that school district members are responsible for their own loss experience and will not be singly responsible for other members’ losses.

**Date:** \_\_\_\_\_

**Guthrie Public Schools By:**

**Attest:**

\_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Clerk, Board of Education



QUOTE NO.

APPLICATION NO.

CONTRACT NO.

## Equipment Rental Agreement

Standley Systems LLC | 528 Iowa Avenue | PO Box 460 | Chickasha, OK 73023 | Phone: 405-224-0819

The words "you" and "your" refer to the customer. The words "Owner," "we," "us" and "our" refer to Standley Systems LLC.

### CUSTOMER INFORMATION

FULL LEGAL NAME:

**Independent School District #1 of Logan County, OK d/b/a Guthrie Public Schools**

BILLING ADDRESS:

**802 E Vilas Guthrie, OK 73044**

FEDERAL TAX I.D. #:

EQUIPMENT LOCATION (IF DIFFERENT FROM ABOVE):

**As Stated Above**

NAME OF PRINCIPAL:

PERCENTAGE OWNERSHIP OF BUSINESS

%

### EQUIPMENT DESCRIPTION AND PAYMENT TERMS

☒ SEE ATTACHED SCHEDULE

QUANTITY	MAKE, MODEL NUMBER, ACCESSORIES AND SERIAL NUMBER	NOT FINANCED UNDER THIS AGREEMENT	MONTHLY IMAGE ALLOWANCE		EXCESS PER IMAGE CHARGE (PLUS TAX)	
			MONO	COLOR	MONO	COLOR
18	Kyocera TA 7004i	<input type="checkbox"/>	0	0	.0049	
8	Kyocera TA 5004i	<input type="checkbox"/>	0	0	.0049	
2	Kyocera TA 5054ci	<input type="checkbox"/>	0	0	.0049	.0275
1	Kyocera M3145idn	<input type="checkbox"/>	0	0	.0049	
1	AccuRoute Cloud Fax	<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
		<input type="checkbox"/>				
TOTAL CONSOLIDATED MONTHLY IMAGE ALLOWANCE AND EXCESS PER IMAGE CHARGES (IF CONSOLIDATED)						

METER OVERAGE FREQUENCY\*: ☒ MONTHLY ☐ QUARTERLY ☐ SEMI-ANNUALLY ☐ ANNUALLY

(\*PLUS TAX)

\*\*IF NONE OF THE BOXES HAVE BEEN CHECKED, FREQUENCY SHALL DEFAULT TO "MONTHLY"

TERM IN MONTHS: **48**

MONTHLY BASE PAYMENT AMOUNT\*: **\$3,515.40** PURCHASE OPTION\*: **\$1.00**

### CONTRACT

THIS AGREEMENT IS NON-CANCELABLE AND IRREVOCABLE. IT CANNOT BE TERMINATED. PLEASE READ CAREFULLY BEFORE SIGNING. YOU AGREE THAT THIS AGREEMENT AND ANY CLAIM RELATED TO THIS AGREEMENT SHALL BE GOVERNED BY THE INTERNAL LAWS OF THE STATE IN WHICH OUR (OR, IF WE ASSIGN THIS AGREEMENT, OUR ASSIGNEE'S) PRINCIPAL PLACE OF BUSINESS IS LOCATED AND ANY DISPUTE CONCERNING THIS AGREEMENT WILL BE ADJUDICATED IN A FEDERAL OR STATE COURT IN SUCH STATE. YOU HEREBY CONSENT TO PERSONAL JURISDICTION AND VENUE IN SUCH COURTS AND WAIVE TRANSFER OF VENUE. EACH PARTY WAIVES ANY RIGHT TO A JURY TRIAL.

### CUSTOMER'S AUTHORIZED SIGNATURE

BY SIGNING THIS PAGE, YOU REPRESENT TO US THAT YOU HAVE RECEIVED AND READ THE ADDITIONAL TERMS AND CONDITIONS APPEARING ON THE SECOND PAGE OF THIS TWO-PAGE AGREEMENT. THIS AGREEMENT IS BINDING UPON OUR ACCEPTANCE HEREOF.

(As Stated Above)		<b>X</b>	
DATED	CUSTOMER	SIGNATURE	TITLE

### OWNER ACCEPTANCE

Standley Systems LLC			
DATED	OWNER	SIGNATURE	TITLE

### UNCONDITIONAL GUARANTY

The undersigned, jointly and severally if more than one, unconditionally guarantee(s) that the Customer will timely perform all obligations under the Agreement. The undersigned also waive(s) any notification if the Customer is in default and consent(s) to any extensions or modifications granted to the Customer. In the event of default, the undersigned will immediately pay all sums due under the terms of the Agreement without requiring us or our assignee to proceed against Customer or any other party or exercise any rights in the Equipment. The undersigned, as to this guaranty, agree(s) to the designated forum and consent(s) to personal jurisdiction, venue, and choice of law as stated in the Agreement, agree(s) to pay all costs and expenses, including attorney fees, incurred by us or our assignee related to this guaranty and the Agreement, waive(s) a jury trial and transfer of venue, and authorize(s) obtaining credit reports.

SIGNATURE: <b>X</b>	INDIVIDUAL:	DATE:
SIGNATURE: <b>X</b>	INDIVIDUAL:	DATE:

## ADDITIONAL TERMS AND CONDITIONS

**AGREEMENT.** You want us to now provide you the equipment and/or software referenced herein, excluding equipment marked as not financed under this Agreement ("Equipment") and you unconditionally agree to pay us the amounts payable under the terms of this agreement ("Agreement") each period by the due date. This Agreement is binding upon our acceptance hereof and will begin on the date the Equipment is delivered to you or any later date we designate. If we designate a later commencement date, you agree to pay us an additional amount equal to the periodic payments due under this Agreement prorated for the period between the date the Equipment is delivered to you and the commencement date. If any amount payable to us is past due, you will pay a late charge equal to: 1) the greater of ten (10) cents for each dollar overdue or twenty-six dollars (\$26.00); or 2) the highest lawful charge, if less.

**NET AGREEMENT. THIS AGREEMENT IS NON-CANCELABLE FOR THE ENTIRE AGREEMENT TERM. YOU AGREE THAT YOU ARE UNCONDITIONALLY OBLIGATED TO PAY ALL AMOUNTS DUE UNDER THIS AGREEMENT FOR THE ENTIRE TERM. YOU ARE NOT ENTITLED TO REDUCE OR SET-OFF AGAINST AMOUNTS DUE UNDER THIS AGREEMENT FOR ANY REASON.**

**IMAGE CHARGES AND OVERAGES.** You are entitled to make the total number of images shown under the Image Allowances each period during the term of this Agreement. If you make more than the allowed images in any period, you will pay us an additional amount equal to the number of the excess images made during such period multiplied by the applicable Excess Image charge. Regardless of the number of images made in any period, you will never pay less than the Base Payment Amount. You agree to allow us to install a Data Collection Agent ("DCA") to facilitate the processing of meter readings. If a DCA is not installed or is disabled, you will provide us by telephone, email or facsimile with the actual meter readings when we so request. If we request you to provide us with meter readings and you fail to do so within seven days of our request, then we may estimate the number of images made and invoice you accordingly. If three consecutive requests for actual meter readings go unanswered, a technician shall be dispatched to the Equipment to gather the meter readings and a charge of \$25.00 per device will be assessed to you. No retroactive adjustments will be made to the estimated meter readings. You agree that the Base Payment Amount and the Excess Image charges may be proportionately increased at any time if our estimated average page coverage is exceeded. After the end of the first year of this Agreement and not more than once each successive twelve-month period thereafter, the Base Payment Amount and the Excess Image charges (and, at our election, the Base Payment Amount and Excess Image charges under any subsequent agreements between you and us that incorporate the terms hereof) may be increased by a maximum of 15% of the then existing payment or charge. Images made on equipment marked as not financed under this Agreement will be included in determining your image and overage charges.

**EQUIPMENT USE.** You will keep the Equipment in good working order, use it for business purposes only and not modify or move it from its initial location without our consent. You agree that you will not take the Equipment out of service and have a third party pay (or provide funds to pay) the amounts due hereunder. You will comply with all laws, ordinances, regulations, requirements and rules relating to the use and operation of the Equipment.

**SERVICES/SUPPLIES.** If we have entered into a separate arrangement with you for maintenance, service, supplies, etc. with respect to the Equipment, payments under this Agreement may include amounts owed under that arrangement, which amounts may be invoiced as one payment for your convenience. You agree that you will look solely to us for performance under any such arrangement and for the delivery of any applicable supplies.

**SOFTWARE/DATA.** Except as provided in this paragraph, references to "Equipment" include any software referenced above or installed on the Equipment. We do not own the software and cannot transfer any interest in it to you. We are not responsible for the software or the obligations of you or the licensor under any license agreement. You are solely responsible for protecting and removing any confidential data/images stored on the Equipment prior to its return for any reason.

**LIMITATION OF WARRANTIES. EXCEPT TO THE EXTENT THAT WE HAVE PROVIDED YOU A WARRANTY IN WRITING, WE MAKE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. YOU CHOSE ANY/ALL THIRD-PARTY SERVICE PROVIDERS BASED ON YOUR JUDGMENT. YOU MAY CONTACT US OR THE MANUFACTURER FOR A STATEMENT OF THE WARRANTIES, IF ANY, THAT THE MANUFACTURER IS PROVIDING. WE ASSIGN TO YOU ANY WARRANTIES GIVEN TO US.**

**ASSIGNMENT.** You may not sell, assign, or sublease the Equipment or this Agreement without our written consent. We may sell or assign this Agreement and our rights in the Equipment, in whole or in part, to a third party without notice to you. You agree that if we do so, our assignee will have our assigned rights under this Agreement but none of our obligations and will not be subject to any claim, defense, or set-off that may be assertable against us or anyone else.

**LOSS OR DAMAGE.** You are responsible for any damage to or loss of the Equipment. No such loss or damage will relieve you from your payment obligations hereunder. Except for claims, losses, or damages caused by our gross negligence or willful misconduct, you agree to indemnify us and our assignee, if applicable, against any claims, losses, or damages, including attorney fees, in any way relating to the Equipment or data stored on it. In no event will we be liable for any consequential or indirect damages.

**INSURANCE.** You agree to maintain commercial general liability insurance acceptable to us. You also agree to: 1) keep the Equipment fully insured against loss at its replacement cost, with us named as loss payee; and 2) provide proof of insurance satisfactory to us no later than 30 days following the commencement of this Agreement, and thereafter upon our written request. If you fail to maintain property loss insurance satisfactory to us and/or you fail to timely provide proof of such insurance, we have the option, but not the obligation, to secure property loss insurance on the Equipment from a carrier of our choosing in such forms and amounts as we deem reasonable to protect our interests. If we secure insurance on the Equipment, we will not name you as an insured party, your interests may not be fully protected, and you will reimburse us the premium which may be higher than the premium you would pay if you obtained insurance, and which may result in a profit to us through an investment in reinsurance. If you are current in all of your obligations under the Agreement at the time of loss, any insurance proceeds received will be applied, at our option, to repair or replace the Equipment, or to pay us the remaining payments due or to become due under this Agreement, plus our booked residual, both discounted at 3% per annum.

**OWNERSHIP.** You own the Equipment, including any software license rights granted to you, if any, by us or any third party supplier(s). You hereby grant us a security interest in the Equipment to secure your performance under this Agreement, to be released at the end of the term provided you have performed all of your obligations under this Agreement. You authorize us to record UCC financing statements to protect our interests in the Equipment.

**TAXES.** You will pay when due, either directly or by reimbursing us, all taxes and fees relating to the Equipment and this Agreement. You agree to file any required personal property tax returns. Sales or use tax due upfront will be payable over the term with a finance charge.

**DEFAULT/REMEDIES.** If a payment becomes 10+ days past due, or if you otherwise breach this Agreement, you will be in default, and we may require that you return the Equipment to us at your expense and pay us: 1) all past due amounts and 2) all remaining payments for the unexpired term, plus our booked residual, discounted at 3% per annum; and we may disable or repossess the Equipment and use all other legal remedies available to us. You agree to pay all costs and expenses (including reasonable attorney fees) we incur in any dispute with you related to this Agreement. You agree to pay us 1.5% interest per month on all past due amounts.

**UCC.** If we assign rights in this Agreement for financing purposes, you agree that this Agreement, in the hands of our assignee, is, or shall be treated as, a "Finance Lease" as that term is defined in Article 2A of the Uniform Commercial Code ("UCC"). You agree to forgo the rights and remedies provided under sections 507-522 of Article 2A of the UCC.

**MISCELLANEOUS.** This Agreement is the entire agreement between you and us relating to our providing and your use of the Equipment and supersedes any prior representations or agreements, including any purchase orders. Any reference to a Quote Number on this Agreement is solely for your convenience in the administration of the Agreement and is not in any way intended to alter the terms of this Agreement. Any fees and amounts payable under this Agreement may include a profit to us. The parties agree that the original hereof for enforcement and perfection purposes, and the sole "record" constituting "chattel paper" under the UCC, is the paper copy hereof bearing (i) the original or a copy of either your manual signature or an electronically applied indication of your intent to enter into this Agreement, and (ii) our original manual signature. If a court finds any provision of this Agreement unenforceable, the remaining terms of this Agreement shall remain in effect. You authorize us to either insert or correct the Agreement number, serial numbers, model numbers, beginning date, and signature date. All other modifications to the Agreement must be in writing signed by each party. To help the government fight the funding of terrorism and money laundering activities, U.S. Federal law requires financial institutions to obtain, verify and record information that identifies each person (individuals or businesses) who opens an account. What this means for you: when you open an account or add any additional service, we will ask for your name, address, federal employer identification number and other information that will allow us to identify you. We may also ask to see other identifying documents.

**Non-Solicitation.** Customer recognizes that the employees and independent contractors of Owner, and such employees' and independent contractors' loyalty and service to Owner, constitute a valuable asset of Owner. Accordingly, Customer shall not, during the Term and for one (1) year thereafter, make any offer of employment to, nor enter into a consulting relationship with, any person who was employed or retained by Owner during the previous two (2) years. Any violation of this provision constitutes a material breach of this Section, and upon any such breach, Customer shall pay to Owner liquidated damages consisting of the amount of all compensation (e.g., salary, bonuses, fees, etc.) paid or to be paid by Customer to the person during the first twelve (12) months after such person was hired/retained by Customer. Each party acknowledges and agrees that this amount of liquidated damages for a breach of this Section is a good faith estimate of the investment in and costs related to recruiting and training that Owner will lose if a Owner employee or independent contractor is hired or retained by Customer. In the event this Section is deemed unenforceable for any reason, Owner shall nevertheless be entitled to recover its actual damages resulting from Customer's breach of this Section.

## APPLICABLE TO GOVERNMENTAL ENTITIES ONLY

You hereby represent and warrant to us that as of the date of the Agreement: (a) the individual who executed the Agreement had full power and authority to execute the Agreement on your behalf; (b) all required procedures necessary to make the Agreement a legal and binding obligation against you have been followed; (c) the Equipment will be operated and controlled by you and will be used for essential government purposes for the entire term of the Agreement; (d) that all payments due and payable for the current fiscal year are within the current budget and are within an available, unexhausted, and unencumbered appropriation; (e) you intend to pay all amounts payable under the terms of the Agreement when due, if funds are legally available to do so; (f) your obligations to remit amounts under the Agreement constitute a current expense and not a debt under applicable state law; (g) no provision of the Agreement constitutes a pledge of your tax or general revenues; and (h) you will comply with any applicable information reporting requirements of the tax code, which may include 8038-G or 8038-GC Information Returns. If funds are not appropriated to pay amounts due under the Agreement for any future fiscal period, you shall have the right to return the Equipment and terminate the Agreement on the last day of the fiscal period for which funds were available, without penalty or additional expense to you (other than the expense of returning the Equipment to the location designated by us), provided that at least thirty (30) days prior to the start of the fiscal period for which funds were not appropriated, your Chief Executive Officer (or Legal Counsel) delivers to us a certificate (or opinion) certifying that (a) you are a state or a fully constituted political subdivision or agency of the state in which you are located; (b) funds have not been appropriated for the applicable fiscal period to pay amounts due under the Agreement; (c) such non-appropriation did not result from any act or failure to act by you; and (d) you have exhausted all funds legally available for the payment of amounts due under the Agreement. You agree that this paragraph shall only apply if, and to the extent that, state law precludes you from entering into the Agreement if the Agreement constitutes a multi-year unconditional payment obligation.



## **Guthrie Public Schools Retainer Agreement**

**2024-2025**

**Goal:** Continue to build awareness and generate positive engagement about the unique program offerings and service differentiators, as well as the relationships created by attending and/or working for Guthrie Public Schools. Secondary goal of the campaign will lend itself to generating an engaged audience who will vote on future bond campaigns.

### **Scope of Retainer Work:**

As agreed, Kathleen Kennedy d/b/a Center for Communication and Engagement ("Kennedy") will provide complete communications consulting services including:

### **Research:**

- Scan previous social media posts and engagements on accolades and programs and services for responses and develop and measure outputs
  - Use as a benchmark for evaluation of campaign
- Review media from previous school year for neutrality, positivity and negativity.
  - Use as a benchmark for evaluation of campaign
- Measure internal and external stakeholders for feedback on communication style and preferences, how the district communicates well (or not) and why people like the district (this is suggested as it provides more quantitative measurements, but not required)
  - Use as a benchmark for evaluation at the end of campaign

### **Communication Plan:**

1. **Continue to Build a Video and Photo library to support promoting the district** (Curate content for promotional use and branded posts, possibly utilize in paid social media ads)  
Possibly promote the following:
  - a. Student Focus
  - b. Awards and Grants
  - c. Partnerships (community, volunteering, etc)
  - d. Teacher and Employee Recruitment

## **2. Overall District Promotion**

- a. Video and/or Social Media
  - i. Posting and sharing content across platforms
  - ii. Sharing content with and/or tagging city and news outlets
- b. Print (as needed)
  - i. Postcard Mailers
  - ii. Brochures
- c. Traditional Media
  - i. Share stories and opportunities as they relate to observances and significant human interest for local tv and print media
- d. Superintendent Update to Community – Highlights of Students and Teacher Awards, Work, and Athletic Accolades

## **3. District Opportunities** – 1. Generate positive stories, 2. Create marketing campaign for employee recruitment, 3. Help build solid examples of needs across district that could be supported by a future bond issue

- a. Video (multi-use)
- b. Print (as needed – could include mailers, flyers, brochures, booth marketing)
- c. Stories for Social Media supported with photos and video

## **4. Create Annual Report – (for end of FY distribution)**

Create comprehensive review of district services in formal report

- Mail printed copy to all stakeholders or key stakeholders and business leaders
- Post an electronic version online/website

### **Evaluation Method(s):**

#### **Quantitative –**

- 1. Engagement Increase on targeted social media and earned media (need a number for measurement)
- 2. Post campaign survey to determine if program marketing was effective (if survey at beginning of year is utilized)
- 3. Pass future bond issue

#### **Qualitative -**

- 1. Community and Family members are promoting district programs and services in casual conversations.
- 2. Review online social media comments for antidotal information on programs and services.



**Miscellaneous:**

Possible additional work to include special projects as needed by the district superintendent and/or recommended by Kennedy. These will be an additional cost to the district outside of the compensation and billing as detailed below.

**Additional Work – Special Projects:**

In addition to the retainer work described above, Kennedy will provide the following services on a one-time, flat fee basis: N/A at this time. Bond communication campaigns, if needed, are quoted separately.

**Compensation and Billing:**

This scope of work will be completed on an ongoing basis beginning July 1, 2024 and ending at any time, by either party, with 30 days' notice. This agreement remains effective until June 30, 2025 when we will revisit it for 2025-26 school year.

- Travel to district (as needed)
- Research
- Writing
- Video Shooting and Editing \*\*\*
- Light graphic design/creation
- Marketing/Planning
- Work with designers, videographers/editors (as needed on special projects)  
\$2000 per 15-20 hours each month

\*\*\*Projected cost does not include any printing, outsourced video shooting or editing, and specialized graphic design for special projects.

The costs above do not include reimbursement of costs for the graphic artist and printing. Kennedy will assist the district in obtaining price quotes from vendors. Those costs will be billed directly to GPS independently of this contract.

The compensation includes travel and mileage will be charged for travel between Guthrie, Oklahoma and Norman, Oklahoma. Additional mileage outside of the scope of work and detailed in the compensation and billing, will be billed at the government standard rate. If required, and approved by GPS, overnight travel costs may include reimbursement for actual costs incurred for meals and lodging.

By executing this letter, you agree to compensate Kennedy for services rendered on the basis of approximately 15-20 hours of time per month associated with delivering these services on your behalf. The agreed retainer is \$2,000 per month. Any hours worked in excess of 15-20 hours per month will be compensated by an hourly fee of \$300 or a pre-determined upon project-based amount as agreed upon by the superintendent and Kennedy. You also agree to reimburse Kennedy for reasonable and customary business expenses associated with completing these services

including photocopying, courier services and other applicable expenses. Services outside of the scope of work above include but are not limited to: new district branding and marketing campaigns for bond issues and government projects/tax referendums. These will be quoted per project.

You will receive monthly statements detailing work done on behalf of GPS as well as charges for services rendered and associated expenses. Statements are due upon receipt, and you agree to pay interest at the rate of 10 percent per annum on any amounts past due more than thirty days. In such event, interest will be added beginning the 31<sup>st</sup> day after the initial invoice date. Work will cease if the balance remains unpaid on the 31<sup>st</sup> day after the initial invoice date.

Kennedy will provide services under the agreement as an independent contractor. Kennedy acknowledges that she is not an employee or agent of GPS and is not entitled to any employment rights or benefits as such. It is expressly understood that GPS will not determine or exercise control as to the general procedures or the manner in which Kennedy performs the services required under the terms of this Agreement. As an independent contractor, Kennedy shall be solely responsible for payroll taxes, social security and any other amounts to be deducted, withheld or paid over to taxing authorities.

**Confidentiality:**

All information provided by GPS to Kennedy and all of Kennedy's work product will be treated as confidential until and only when we agree for it to be made public.

**Indemnification:**

- (A) GPS's Duty. GPS warrants that it will not furnish information to Kennedy which it knows to be inaccurate. GPS further warrants that any and all copyrighted materials, trade names, marks, and other intellectual property that it transfers to Kennedy for Kennedy's use in the communications program will not infringe any other copyrighted materials, trade names, marks or other intellectual property. GPS is responsible for, and will, to the extent permitted by law, hold harmless, defend, and indemnify Kennedy from any claim arising out of a breach of the foregoing warranties.
- (B) Kennedy's Duty. Kennedy warrants that any information it gives to GPS will be accurate and that GPS may rely upon such information. Kennedy further warrants that any and all copyrighted materials, trade names, marks, and other intellectual property that it presents to GPS for use in the communications program will not infringe any other copyrighted material, trade names, marks, or other intellectual property, regardless of whether GPS approved of the use of such. Kennedy is responsible for, and will hold harmless, defend, and indemnify GPS, and its affiliates from, any claim arising out of a breach of the foregoing warranties or the negligence or willful actions of Kennedy, including claims for copyright infringement, invasion of privacy, misappropriation of ideas or rights, piracy or plagiarism, unfair competition, and product disparagement. Kennedy, however, will not be

responsible for any claim arising out of actions or omissions by Kennedy if Kennedy advised GPS of the risks inherent in taking such actions or making such omissions in writing; GPS expressly authorized Kennedy in writing to proceeding anyway; and Kennedy was not negligent in advising GPS about the risks or in proceeding after receiving the required authorization. GPS promptly will notify Kennedy of any claim against Kennedy. GPS will permit Kennedy to control the defense and settlement of such claim unless such claim involved, directly or indirectly, GPS trade name, marks, copyrights, or other intellectual property. GPS may participate in the defense of any claim through its own counsel and at its own expense.

**Governing Law:**

This agreement shall be interpreted in accordance with the laws of the State of Oklahoma.

If the above accords with your understanding and agreement, kindly indicate your consent hereto by signing in the place provided below.

Best,

Kathleen Kennedy

Center for Communication and Engagement

Agreed:

---

Dr. Mike Simpson  
Superintendent  
Guthrie Public Schools

Date

## **AGREEMENT FOR SERVICES**

This Agreement for Services ("Agreement") is entered into this \_\_\_\_\_ day of August, 2024 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  , 2024 to   MAY  , 2025. 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 \$3,148.08 for a total of \$31,480.80 per year from   August  , 2024 to   May  , 2025.
- 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 15<sup>th</sup> of each month for services rendered during the prior month.

### **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 \_\_\_\_\_, 2024.

**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**

\_\_\_\_\_  
Monty Piercy, Chairperson

By: \_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Mark Sharpton, Member

\_\_\_\_\_  
Charlie Meadows, 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.



Guthrie Public Schools

**Memo**

**To: Dr. Simpson and Guthrie Board of Education**

**From: Carmen Walters, Assistant Superintendent**

**Date: June 3, 2024**

**Re: Renaissance Star 360 Agreement for 2024-2025**

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Attached is a copy of the 2024-2025 agreement between Guthrie Public Schools and Renaissance. Renaissance provides districts an online test data service known as Star 360 and is for students enrolled in grades Pre-K through 6th. Star 360 are computer adaptive and curriculum-based measurement assessments in which educators can quickly and accurately measure student performance so instructors can find and implement an appropriate instructional path for each student learner. Renaissance Star 360 is an approved screening assessment by the Oklahoma State Board of Education for both Universal (RSA) Reading Sufficiency Act screening and screening for characteristics of dyslexia.

The cost for the 2024-2025 Renaissance Star 360 web-based program is \$35,081.09 which is a price decrease of \$3,124.31 from the 2023-2024 agreement. General funds will be utilized to cover the cost of the program.

I recommend approval of the license agreement between Guthrie Public Schools and Renaissance.



2911 Peach Street, Wisconsin Rapids, WI 54494-1905  
 Phone: (800) 338-4204 | Fax: (877) 280-7642  
 Federal I.D. 39-1559474  
[www.renaissance.com](http://www.renaissance.com)

**Guthrie Public Schools - 216907**

Reference ID: 680245

802 E Vilas Ave

Guthrie, OK 73044-5228

Contact: Carmen Walters - (405) 282-8900

Email: [carmen.walters@guthriepps.net](mailto:carmen.walters@guthriepps.net)**Quote Summary**

School Count: 5

Renaissance Products & Services Total	\$36,387.43
Applied Discounts	\$(1,306.34)
Shipping and Processing	\$0.00
Sales Tax	\$0.00
<b>Grand Total</b>	<b>USD \$35,081.09</b>

**This quote includes: Star Comprehensive Suite.**

To receive applicable discounts, all orders included on this quote must be received at the same time.


By signing below, Customer:

- acknowledges that the Person signing this Quote is authorized to do so;
- agrees that this Quote, any other quotes issued to Customer during the Subscription Period and Customer and its Authorized Users access to and use of the Products and Services are subject to the Renaissance Terms of Service and License located at <https://doc.renlearn.com/KMNet/R62416.pdf> which are incorporated herein by reference;
- acknowledges receipt of the Notice of Renaissance's Practices Relating to Children's Online Privacy <https://docs.renaissance.com/R63870> directed to you as the school official responsible for authorizing the use of the Renaissance Products and Services in the educational context.

To accept this offer and place an order, [please sign and return this Quote.](#)

Renaissance will issue an invoice for this Quote on the earlier of (a) the date You specify below or (b) the day before Your Subscription Period starts (Invoice Date). If You require a purchase order, You agree to provide one to Renaissance at least 15 days before the Invoice Date. You also agree to pay the invoice within 30 days of the Invoice Date.

Please check here if your organization requires a purchase order prior to invoicing: [ ]

Renaissance Learning, Inc.	Guthrie Public Schools - 216907
	By:
Name: Ted Wolf	Name:
Title: VP - Corporate Controller	Title:
Date: 6/3/2024	Date:
	Invoice Date:

Email: [electronicorders@renaissance.com](mailto:electronicorders@renaissance.com)

If your billing address is different from the address at the top of this Quote, please add that billing address below.

Bill To:

If changes are necessary, or additional information is required, please contact your account executive Susie Beauchamp at (918)948-8278, Thank You.

2911 Peach Street, Wisconsin Rapids, WI 54494-1905  
Phone: (800) 338-4204 | Fax: (877) 280-7642  
Federal I.D. 39-1559474  
[www.renaissance.com](http://www.renaissance.com)

All quotes and orders are subject to availability of merchandise. This Quote is valid for 60 days from the date under Renaissance's signature. Professional development expires one year from purchase date. Alterations to this quote will not be honored without Renaissance approval. Please note: Any pricing or discount indicated is subject to change with alterations to the quote. Tax has been estimated and is subject to change without notice. Unless you provide Renaissance with a valid and correct tax exemption certificate applicable to your purchase of product and the product ship-to location, you are responsible for sales and other taxes associated with this order.

United States government and agency transactions into Arizona: The Tax or AZ-TPT item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Arizona Transaction Privilege Tax (TPT). The incidence of the TPT is on Renaissance Learning for the privilege of conducting business in the State of Arizona. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

Hawaii residents only: Orders shipped to Hawaii residents will be subject to the 4.166% (4.712% O'ahu Is.) Hawaii General Excise tax. United States government and agency transactions into Hawaii: The Tax or General Excise Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Hawaii General Excise Tax. The incidence of the General Excise Tax is on Renaissance Learning for the privilege of conducting business in the State of Hawaii. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

New Mexico residents only: Orders shipped to New Mexico residents will be subject to the 5.125% (Location Code: 88-888) Gross Receipts tax. United States government and agency transactions into New Mexico: The Tax or Gross Receipts Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the New Mexico Gross Receipts Tax. The incidence of the Gross Receipts Tax is on Renaissance Learning for the privilege of conducting business in the State of New Mexico. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply. Starting July 1, 2021 New Mexico requires sellers to collect tax on the state and local rate. This varies depending on the city and county.

Students can become their most amazing selves — only when teachers truly shine. Renaissance amplifies teachers' effectiveness in the classroom — transforming data into actionable insights to improve learning outcomes. Remember, we're here to ensure your successful implementation. Please allow 30-90 days for installation and set-up.

Quote Details					
Central Elementary School - 2450805					
Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
<b>Applications</b>					
Star Comprehensive Suite Subscription	07/01/2024 - 06/30/2025	285	\$15.49	\$(176.70)	\$4,237.95
<b>Platform Services</b>					
Annual All Product Renaissance Platform	07/01/2024 - 06/30/2025	1	\$750.00	\$0.00	\$750.00
<b>Professional Services</b>					
Foundations Professional Learning Package (included with purchase)		1	\$0.00	\$0.00	\$0.00
<b>Central Elementary School Total</b>				<b>\$(176.70)</b>	<b>\$4,987.95</b>

Charter Oak Elementary School - 7283208					
Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
<b>Applications</b>					
Star Comprehensive Suite Subscription	07/01/2024 - 06/30/2025	490	\$15.49	\$(303.80)	\$7,286.30
<b>Platform Services</b>					
Annual All Product Renaissance Platform	07/01/2024 - 06/30/2025	1	\$750.00	\$0.00	\$750.00
<b>Professional Services</b>					
Foundations Professional Learning Package (included with purchase)		1	\$0.00	\$0.00	\$0.00
<b>Charter Oak Elementary School Total</b>				<b>\$(303.80)</b>	<b>\$8,036.30</b>

Cottler Elementary School - 216890					
Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
<b>Applications</b>					
Star Comprehensive Suite Subscription	07/01/2024 - 06/30/2025	325	\$15.49	\$(201.50)	\$4,832.75
<b>Platform Services</b>					
Annual All Product Renaissance Platform	07/01/2024 - 06/30/2025	1	\$750.00	\$0.00	\$750.00
<b>Professional Services</b>					
Foundations Professional Learning Package (included with purchase)		1	\$0.00	\$0.00	\$0.00
<b>Cottler Elementary School Total</b>				<b>\$(201.50)</b>	<b>\$5,582.75</b>

2911 Peach Street, Wisconsin Rapids, WI 54494-1905  
Phone: (800) 338-4204 | Fax: (877) 280-7642  
Federal I.D. 39-1559474  
www.renaissance.com

Fogarty Elementary School - 216909					
Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Applications					
Star Comprehensive Suite Subscription	07/01/2024 - 06/30/2025	435	\$15.49	\$(269.70)	\$6,468.45
Platform Services					
Annual All Product Renaissance Platform	07/01/2024 - 06/30/2025	1	\$750.00	\$0.00	\$750.00
Professional Services					
Foundations Professional Learning Package (included with purchase)		1	\$0.00	\$0.00	\$0.00
Fogarty Elementary School Total				\$(269.70)	\$7,218.45

Guthrie Upper Elementary School - 216904					
Products & Services	Subscription Period	Quantity	Unit Price	Discount	Total
Applications					
Star Comprehensive Suite Subscription	07/01/2024 - 06/30/2025	572	\$15.49	\$(354.64)	\$8,505.64
Platform Services					
Annual All Product Renaissance Platform	07/01/2024 - 06/30/2025	1	\$750.00	\$0.00	\$750.00
Professional Services					
Foundations Professional Learning Package (included with purchase)		1	\$0.00	\$0.00	\$0.00
Guthrie Upper Elementary School Total				\$(354.64)	\$9,255.64

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**MEMORANDUM:**

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

**FROM:** Angie Young, Director of Special Education

**SUBJECT:** Agreement with Samantha Betchan to provide Speech Therapy Services for the 2024-2025 school year.

**DATE:** May 30, 2024

Attached is an agreement with Samantha Betchan to provide Speech Therapy services during the 2024-2025 school year. Ms. Betchan has agreed to provide this service for \$75 per hour. Mileage will be reimbursed at \$.67 per mile for travel between sites. The approximate cost of this service will be \$94,500.00.

## Contract for Speech Language Pathology Services 2024-2025

This contract is entered by and between Samantha Betchan and Guthrie Public School (“Guthrie”) for speech language pathology services for the 2024-2025 school year; effective August 15, 2024 until the last academic day of the school year.

Contracted Services and Terms: During the term of this agreement, Samantha agrees to provide these services for students assigned to her by the Guthrie Public Schools Director of Special Services:

- Provide speech language screenings and evaluations with written summary/report for compliance with procedural guidelines;
- Provide appropriate and ethical speech language therapy as indicated by individual student’s IEP/RtI plan, and provide consultation services;
- Complete all required paperwork, and attend/coordinate IEP/RtI and eligibility meetings.

Compensation: Samantha will provide monthly invoice statements to Guthrie no later than the 15th of each month. Guthrie shall compensate Samantha at the rate of \$75.00 per hour for all services rendered for up to 40 hours per week with no maximum when school is in regular session. Samantha will provide services at least 5 scheduled days of the week. Guthrie shall also compensate Samantha for travel between school sites at the current 2024 IRS rate which is set at 67 cents per mile. Samantha will submit an additional invoice each month to document mileage between each school site.

Guthrie shall pay Samantha no later than 30 days following the receipt of the invoice. Guthrie Public Schools shall provide all testing material and therapeutic materials. If at any point during the length of this contract, Guthrie requests Samantha to undergo additional education or conduct any work that is not at the workplace, Guthrie shall pay all associated costs.

Termination: This contract shall be in effect of the 2024-2025 school year unless voided because of noncompliance, through mutual agreement, or upon a 30 day written notice provided by either party.

\_\_\_\_\_  
Samantha Betchan      Date

\_\_\_\_\_  
Guthrie Public Schools      Date

## **MEMORANDUM OF UNDERSTANDING**

### **BETWEEN**

**Meridian Technology Center**

**and**

**Guthrie Public Schools**

- Purpose:** The purpose of this Memorandum of Understanding is to outline an agreement in which **Meridian Technology Center** has agreed to provide **Guthrie Public Schools** the sum of \$50,000.00 to supplement funding for two Guthrie Middle School Gateway To Technology Programs (\$25,000.00 each). The funding award is for classroom and/or lab costs of the program listed above and may not be expended for any other purpose.
- Agreement Period:** The term of this Agreement is from July 1, 2024 through June 30, 2025.
- Payment Terms:** **Meridian Technology Center** will disburse funds in two increments: the first installment to be paid on or before October 1, 2024 and the second installment paid on or before February 1, 2025.
- Facilities:** Classes will be conducted in facilities provided by **Guthrie Public Schools** and located at Guthrie Middle School.
- Program Materials And Equipment:** Program instructional materials and supplies for the classes identified will be provided by **Guthrie Public Schools**. **Meridian Technology Center** agrees to provide additional resources in the form of materials, instructional support, technology and equipment.
- Project Description:** **Guthrie Middle School will provide the following program for the 2024-2025 School Year:**
- The GMS Gateway To Technology program for 8<sup>th</sup> grade students is designed to actively engage learners in hands-on projects and career exploration/preparation in an effort to increase student interest in viable careers and continued education and training to support their career goals.

**Meridian Technology Center** will be responsible for the following:

1. Provide instructional support in the form of career specialists, guest speakers, special activities, etc.
2. Provide Student Service, Recruitment and Marketing services as needed.
3. Provide in-kind support services such as technical, facilities, etc.
4. Provide loaned and/or surplus items for program use.
5. Provide funding award to supplement the program listed above.

**Guthrie Public Schools** will be responsible for the following:

1. Provide qualified and certified administrative and instructional staff members to deliver the program listed above.
2. Provide facilities for the above listed program.
3. Provide utilities, maintenance, and custodial support for the above listed program.
4. Assist **Meridian Technology Center** in the evaluation of the project's objectives, Guthrie Public Schools agrees to cooperate with MTC to develop a mutually agreeable evaluation plan. Guthrie Public Schools agree to provide MTC narrative and financial reports, as requested, on the use of the funds.

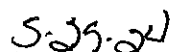
It is understood that the **GMS Gateway To Technology Program** receives its primary funding from the **Guthrie Public Schools**. This additional grant award from **Meridian Technology Center** will continue on an annual basis as long as adequate funding is available and program evaluations continue to provide positive indicators for continued support. This agreement can be modified or cancelled by either or both parties if funding should change materially or become non-existent. It is agreed that this grant award will be based upon an annual agreement signed by the superintendent of both schools.

**Signatures:**

\_\_\_\_\_  
**Mike Simpson, Ed.D.**  
**Superintendent, Guthrie Public Schools**

  
\_\_\_\_\_  
**Douglas R. Major, Ed.D.**  
**Superintendent, Meridian Technology Center**

\_\_\_\_\_  
**Date**

  
\_\_\_\_\_  
**Date**





## Staking A Claim in Our Students' Future

### **Memo**

**To:** Dr. Mike Simpson, Guthrie Board of Education

**From:** Carmen Walters, Assistant Superintendent

**Date:** May 23, 2024

**Re:** K-6 Remedial Summer School Program Staff

---

The following adjustments need to be made to the K-6 Remedial Summer School Program teachers.

Administrator: Jeff Ball - Previously approved at the May 13, 2024 board meeting is declining the position of administrator due to his resignation.

Administrator: Replacing Jeff Ball will be Jay Benson.

Substitute Administrator: Emily Carpenter to cover the administrator role when Jay Benson is absent.

All other teachers and positions will remain the same.



**Staking a Claim in Our Students' Future**

# **GUTHRIE ELEMENTARY SCHOOLS**

**STUDENT HANDBOOK**

**~~2023-2024~~**

**2024-2025**

## Board of Education

~~Ron Plagg~~, President

**Chris Schroder**, President

~~Chris Schroder~~, First Vice President

**Tina Smedley**, First Vice President

~~Tina Smedley~~, Second Vice President

**Janna Pierson**, Second Vice President

~~Janna Pierson~~, Board Clerk

**Gail Davis**, Board Clerk

~~Gail Davis~~, Deputy Board Clerk

**Matt Girard**, Deputy Board Clerk

~~Matt Girard~~, Member

**Ron Plagg**, Member

~~Travis Sallee~~, Member

**Ben Huskey**, Member

## District Office

Dr. Mike Simpson, Superintendent of Schools

Ms. Carmen Walters, ~~Executive Director~~ ~~Dr.~~

Ms. Carmen Walters, **Assistant Superintendent**

**Mr. John Hancock**, Executive Director of Personnel / Secondary Education

**Dr. Michelle Chapple**, Chief Financial Officer

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## **A. ABSENCES, ATTENDANCE & TARDIES**

It is of utmost importance that students attend school every day. Irregular attendance is the most frequent cause of unsatisfactory work and school failures. When a student is unable to attend school, parents should notify the school by calling between 8:30 a.m. and 10:30 a.m. Parents should give the student's name and teacher's name. Assignments not completed due to an absence are expected to be made up. If a student is absent 10 consecutive days, the student will be dropped from the school roll. The parent must re-enroll the student upon return to school. It is the policy of the Guthrie Board of Education that a student is required to be in attendance a minimum of 90% of each semester.

### **TARDIES**

Tardies disrupt the instructional process and the time lost from class is irretrievable, particularly in terms of opportunity for interaction and exchange between students and teachers. Therefore, classroom punctuality is considered to be an integral part of the student's course of study. Six (6) tardies will equal one (1) absence.

### **EARLY CHECKOUT**

Parents are discouraged from picking up students early on a regular basis as this disrupts the educational process and creates a loss of irretrievable instructional time. If a child is to be dismissed early, a written note is desired. A student must be signed out by a parent or guardian with a picture I.D. through the office. Six (6) early checkouts will equal one (1) absence. Students will not be called to the office until a parent or guardian arrives.

## **B. BREAKFAST AND LUNCH**

Guthrie Public Schools offers a breakfast and lunch program. These programs will be offered to children without regard to race, color, or national origin. Children may eat in the lunchroom by one of the following methods:

1. He/she will pay full price.
2. He/she will pay a reduced price or no price based on submitted and approved free/reduced meal application. Applications can be picked up at the child nutrition office, front office of the school site and the Guthrie Public Schools website at [guthrieps.net](http://guthrieps.net). (The District Child Nutrition Department shall have the responsibility of approving applicant eligibility in accordance with the federal guidelines for free or reduced lunches.)
3. He/she may bring a sack lunch and may purchase milk.

**CHARGING CANNOT BE ALLOWED.** Student who have a negative lunch account balance will be served an alternative meal for a period of 3 days. Students must clear negative balances weekly.

USDA regulations state “Schools shall make substitutions in foods listed in this section for students who are considered disabled under 7 CFR Part 15 (b) and whose disability restricts their diet. Schools may also make substitutions for non-disabled students who are unable to consume the regular lunch because of medical or other special dietary needs.

Substitutions shall be made on a case-by-case basis only when supported by a statement of the need for substitutions that includes recommended alternate foods, unless otherwise exempted by USDA Food and Nutrition Service. Such a statement shall, in the case of a disabled student, be signed by a physician or, in the case of a non-disabled student, by a recognized medical authority.

School Food Service Responsibilities:

1. Required to make substitutions or accommodations for students with disabilities if meal service is normally available to the general student population and a Section 504 Plan is on file for the student.
2. Must provide additional meal services/food items not normally available for disabled students when required in an IEP, at no extra cost.
3. Must base substitutions/modifications on a prescription written by a licensed physician.
4. Must base substitutions/modifications for non-disabled students on a medical statement by a medical or health professional.
5. Must not revise or change a diet prescription or medical order.
6. May provide food substitutions or accommodations for non-disabled children with medically certified special dietary needs at no extra cost.
7. All prescriptions or medical statements must be renewed each year, as needs do change from year to year as students grow and mature.

## **C. CIVIL RIGHTS COMPLIANCE & ASSURANCE**

### **NOTICE OF NON DISCRIMINATION**

Guthrie Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or disability in its programs 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.

Name/Title: Superintendent of Guthrie Public Schools

Office Address: 802 E Vilas, Guthrie, OK 73044

Phone Number (Voice/TDD): (405) 282-8900

Days/Hours Available: M-F 8:00a.m. - 12:00 p.m. / 1:00 p.m. - 4:30 p.m.

For questions regarding this notice, please contact the District Compliance Coordinator.

#### Procedural Requirements

Title VI, Title IX, Section 504,

ADA July 2000

#### **AVISO DE DECLARACIÓN NO DISCRIMINATORIA**

Escuela Publica de Guthrie no discrimina raza, color, nacionalidad, género, edad o incapacidad de admisión a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningún aspecto de sus operaciones. La Escuela Publica de Guthrie tampoco discrimina en sus contratos o prácticas de empleados. Esta noticia es provista y requerida por el Título VI del Acto de Derechos Civiles de

1964, Sección 504 del Acto de Rehabilitación de 1973, Título 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 más información con respecto a estas leyes pueden ser recibidas por el coordinador de quejas.

Nombre/Título: Superintendente de las Escuelas Públicas de Guthrie

Direccion de Oficina: 802 E. Vilas, Guthrie, OK 73044

Número Telefónico (correo de voz/TDD): (405) 282-8900

Dias/Horas de trabajo: L-V 8:00 a.m.-12:00 p.m. 1:00 p.m.-4:30 p.m.

#### **DUE PROCESS**

#### **Procedural Requirements**

Title VI, Title IX, Section 504, ADA July 2000

Students have the right to due process. The due process procedure consists of the following steps:

1. Appeal to the Principal: A written appeal must be mailed within five school days.
2. Appeal to the Superintendent
3. Appeal to the Guthrie Board of Education

### **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT**

A parent or eligible student of Guthrie Public School District has a right to:

1. Inspect and review the student's education records within 455 days of the day the District receives a request for access. Parents 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 any arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. Request the amendment of the student's education records that the parent believes are inaccurate or misleading. Parents may ask the District to amend a record that they believe is inaccurate or misleading. They should write to 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, the District will notify the parent of the decision and advise them of their right to a hearing regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.
3. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations in this part authorize disclosure without consent; one exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as 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 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. 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 are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, D.C. 20202-4605

## **D. CLASSROOM PLACEMENT CHANGE**

From time to time parents feel a need to request moving their child to a different classroom. A decision as to whether to change placement will only be made by the principal after every effort has been applied to resolve the problem.

Consideration will not be given until a series of meetings have been held between the parent, teacher, and the principal, and a twenty (20) day action plan has been developed and implemented.

## **E. CURRICULUM**

Guthrie Public Schools curriculum for grades Pre-K through 12 follows the Oklahoma State Department of education guidelines for curriculum. A copy is available with the principal or teacher for viewing upon request. A copy of the standards may be obtained online at the Oklahoma State Department of Education.

Website: <http://ok.gove/sde>  
<https://sde.ok.gov>

## **F. DANGEROUS WEAPONS**

The use, display, threat or possession of a dangerous weapon of any kind on campus, parking lots, premises or property of the Guthrie Public Schools or during school sponsored activities, functions or events that is likely to be used as a weapon or tool which could be used to deface or vandalize school property shall result in immediate administrative action.

The following instruments may be considered weapons:

1. Knives and/or facsimiles
2. Firearms and/or facsimiles (including cap guns, etc.)
3. Explosives and/or facsimiles
4. Metal Objects (chains, brass knuckles, etc.)
5. Clubs
6. Sharp or pointed instruments
7. Stun guns
8. Chemical sprays
9. Firearm shells, bullets or pellets

Violations of this policy will result in administrative action. Students may be suspended for up to one (1) calendar year for violation of this policy.

## **G. DIABETES PLAN**

Guthrie Public Schools provides nursing services that promote students' 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 trained in diabetes management in schools. The district nurse 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 healthcare provider.
- A signed authorization by parent/guardian for medication and treatment at school.
- Diabetes Questionnaire filled out by a parent/guardian/student. (Available on the district website.)

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.

## **H. DISCIPLINE & BEHAVIOR**

It is our goal at all Guthrie Public School Elementary sites to provide an orderly and efficient atmosphere whereby the teaching and learning processes can take place. This can only be done through effective discipline. Discipline is the responsibility of the parents, students, teachers and administrators.

The student is responsible for his/her individual conduct. Because not every problem that may arise can be foreseen, students should use good common sense to govern their behavior. They should treat each other, faculty, staff and property with respect. They should be aware that when their behavior distracts from the basic purpose of school, which is learning, there will be consequences.

It is the responsibility of the parent to instill in their child the value of appropriate behavior, good conduct, and to reinforce the policies and goals of the school. Parents should communicate to school officials any concerns they may have regarding their child's social, as well as academic, performance while at school.

It is the teacher's responsibility to set classroom rules of conduct consistent with the goals of the school. Expectations can be communicated in writing with rules and consequences, as well as, through the general atmosphere created by handling situations that may arise in a consistent manner.

It is the responsibility of the Administrator to take disciplinary action when general school policies have been disregarded or when crimes under Oklahoma Statutes have been committed. The Administrator will step in, after all other possibilities have been exhausted, to administer more severe consequences to those students who continually disrupt the learning environment of the classroom.

Control and discipline in our school depends upon the responsibility taken by the student, the parents, the teacher, the principal, and the combined school personnel. While under the supervision of the school, the teacher has the same authority as the parent in restraining, correcting, and controlling the child. (*State Law-Sections 125 and 670*).

~~Each teacher will have their own individual classroom discipline procedures. These procedures will be discussed with you and your child and a list of these procedures will be sent home with your child at the beginning of the school year. Building discipline procedures will be applied according to the severity of the rules broken. Procedures may include:~~

- ~~● Conference with teacher and student~~
- ~~● Conference with teacher, student, and principal~~
- ~~● Conference with teacher, student, principal, and parent~~
- ~~● Conference with all the above and possible disciplinary actions.~~

## **STUDENT DISCIPLINE/SUSPENSION**

Each teacher will have his/her own individual classroom discipline procedures. These individual procedures will be discussed with your child and a list of these procedures will be sent home for your signature at the beginning of the school year. Building discipline procedures will be used according to the severity of the rule or rules broken. Procedures **may** include:

- Conference with teacher and student
- Parents contacted by phone

- ~~Conference with the teacher and principal~~
- Conference with teacher, student, and principal
- Conference with teacher, student, principal, and parent
- Conference with all of the above and possible disciplinary actions.
- Lunch or recess detention with the principal
- After school detention
- Suspension from school

### ***Suspension***

When other forms of discipline have been used and the student's behavior is not modified, suspension can occur. Anytime a student is physically endangering others or vandalizing school property, immediate suspension will occur. Field trips, special events, and parties are a privilege to attend. Students may lose these privileges if they are exhibiting negative behavior. If students are suspended from school, their work may be picked up each day at 2:30 p.m. in the office or sent home with a sibling.

#### **Out of School Suspensions**

- 1st Offense - 1 day
- 2nd Offense - 3 days
- 3rd Offense - 5 days
- 4th Offense - 10 days

### **Discipline Procedures: Fighting, Assault, Bullying, Harassment**

Fighting will not be tolerated. Fighting is defined as any situation in which one student makes aggressive contact in any manner on another student. The administrator will take disciplinary action if either person involved fits the above definition. Intimidation, threats, or harassment directed toward other students will not be tolerated. All students are expected to treat others with respect at school. Infractions may be handled in the following manner for all students involved.

- 1st Offense - 3 days out of school suspension
- 2nd Offense - 5 days out of school suspension
- 3rd Offense - 10 days out of school suspension
- **Additional Offenses - The principal will decide the length of suspension after the fourth offense. This might include suspension for the remainder of the semester and the following semester.**
- **\*\*Each infraction will be dealt with on an individual basis. The school Administration is unable to discuss discipline consequences for any child with anyone other than that child's parents.\*\***

Assault is defined as a physical act and/or an act, criminal or tortious, that threatens physical harm to a person, regardless if actual harm is done. At the Administrator's discretion, disciplinary action will take place if either person involved fits the above definition.

- 1st Offense – Suspension from school for ten (15) days
- 2nd Offense – Suspension from school for (45) days.
- 3rd Offense – Suspension from school for the remainder of the semester.

Please visit Section F-41 Student Behavior and Discipline located in the GPS Policy Manual.

Bullying will not be tolerated. Please refer to Section F-31 Policy Prohibiting Harassment, Intimidation and Bullying and Procedures for combating these behaviors located in the GPS Policy Manual.

### **Severe Clause**

Guthrie Public Schools is dedicated to providing a safe learning environment for our students. The following behaviors will not be tolerated:

- Behavior which threatens personal and/or public safety
- Disruption of students' right to learn
- Verbal and/or physical abuse of others
- Profanity against a staff member may be treated as a verbal assault
- Damage or theft of personal property
- Any additional behaviors outlined in Section F-41 Student Behavior and Discipline in the GPS Policy Manual located on the district website.
- Bullying will not be tolerated. Please refer to section F-31 Policy prohibiting harassment, intimidation and bullying and procedures for combating these behaviors in the GPS Policy Manual located on the district website.

Any of these violations shall result in a parent or guardian being contacted and/or a student's suspension from school. The length of the suspension will be assigned by the principal depending on the severity of the behavior. Administrators will conduct a suspension conference with the student and parent or guardians outlining the suspension and informing parents of their rights according to district policy.

The goal of our schools is to develop student self-discipline in a positive manner. This means giving the student a chance to make choices, and giving him/her a time to discuss his/her problems. Parent communication and support is an important part of discipline. All elementary schools will be utilizing the Responsive Classroom educational approach. This is a research based educational approach associated with greater teacher effectiveness, higher student achievement, and improved school climate. This approach consists of a set of practices that build academic and social-emotional skills that can be used with many other programs. The approach helps educators build on competencies in four interrelated domains: engaging academics, positive community, effective management, developmentally responsive teaching.

### **LEWD AND/OR IMMORAL BEHAVIOR**

Lewd and/or immoral behavior will not be tolerated. Infractions will result in administrative disciplinary action.

Examples of inappropriate behavior are, but are not limited to:

1. Writings
2. Drawings
3. Pictures
4. Magazines
5. Internet/Computer/System Peripherals
6. Inappropriate behavior or gestures

Since this covers a wide range/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.

### **PROFANITY**

Profanity and/or obscene gestures will not be tolerated en route to or from school, while attending school, on or in school premises, or at school sponsored activities. Offenses will result in administrative disciplinary action. **However, if the profanity is directed toward a staff member, it will be treated as verbal assault.**

### **RACIAL SLURS**

It makes no difference if the racial slurs are in jest or in earnest. “Flag words” are also considered racial slurs.

- 1st Offense – Three (3) day suspension



- 2nd Offense – Five (5) day suspension
- 3rd Offense – Five (5) day to one (1) year suspension

## THREATS

Threats directed toward another person, whether verbal or written, will not be tolerated. A threat will be referred immediately to the building principal and may result in a long-term suspension. Drawing or writing about the use of weapons or gang-related items or symbols will not be tolerated. This behavior may also result in a suspension.

## PROHIBITED ITEMS

If discovered, the following items will be confiscated and only returned to a parent.

- Laser pens and lights
- Fad Items
- Electronics
- Toys

**All of the preceding discipline steps within this handbook are meant as a guide only. In severe or unusual cases, the judgment of the Administrator will take precedence.**

## I. DRESS CODE

All students are expected to dress appropriately and modestly at all times during the school day and at school activities. Appropriate school clothes are conducive to better behavior in the classroom, in the halls, on campus, or any time students are actively representing the school. The dress code is applicable during the school day and at any school activity, home or away.

Examples of inappropriate attire are, **but are not limited to:**

1. Headwear worn in the building including, but not limited to: hats, bandanas, sweatbands and hoods of sweatshirts.
2. Clothing that inappropriately exposes the body. Any clothing that exposes the midriff. Shirts need to be long enough so that they can be tucked in or drop two (2) inches below the waistline without tugging on or stretching the shirt.
3. Clothing that allows undergarments to be visible.
4. Under no circumstance is a student to wear clothing that is frayed or has holes above the knees.
5. Clothing that has obscene, profane, or suggestive language.

6. Sunglasses (including when worn as headwear).\
7. Garments that display alcohol, drug or tobacco logos or paraphernalia.
8. Mesh jersey or fishnet type clothing.
9. All sleeveless shirts, blouses, and dresses whose straps are not at least 3 fingers wide and not fitted under the arm.
10. Scooped neck and/or low-cut front and back necklines.
11. Pants below the waistline (sagging and bagging).
12. Shorts, dresses, and skirts shorter than fingertip length.
13. Bicycle pants/spandex shorts
14. Clothing that is 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).
15. Chains or “spikes” on clothing, with wallets, or worn as a necklace or bracelet. Shoes must be worn at all times for health reasons. “House shoes” are not an acceptable alternative. Shoes with wheels embedded in them are not acceptable as they are safety hazards.

When a student has worn inappropriate clothing to school, he/she will be sent to the office and parents or guardians may be requested to bring a change of clothing to school.

### **FADS**

Each year there are a few things, including some “fads”, which show up on our school sites. When a fad begins on campus and a “nuisance” develops, we shall immediately eliminate the nuisance.

## **J. ENROLLMENT**

### **EMERGENCY INFORMATION**

Should an emergency occur at school, parents are to have emergency contact information **on file** ~~on the enrollment cards~~. Two alternative phone numbers should be given also in case no is available at the home/work numbers. In the event that it is deemed necessary, 911 will be contacted as well as the parent.

Should an emergency occur at school, parents are to have emergency contact information **entered when enrolling their child through the online parent portal**.

### **ENROLLMENT INFORMATION**

Please come to the school to make any changes needed on a child’s enrollment information during the school year. One of the most important uses of updating this information is to be able to contact a parent when a child is injured or ill at

school. If a parent changes employment, address, telephone numbers, doctor or emergency contacts, the school should be informed immediately. Medical information must also be updated and complete.

### **IMMUNIZATIONS**

State law requires that every student who is admitted to public school must have evidence of a successful series of vaccinations for:

- Four of Five doses DTP/DTaP (Diphtheria, Tetanus, Whooping Cough)
- Three or Four doses Polio
- Two doses MMR (measles, mumps, rubella/rubeola vaccinations)
- Three doses Hepatitis B (hepatitis B)
- Two doses Hepatitis A (hepatitis A)
- Varicella immunization (Chicken Pox) or a parental history of a child having the disease.

### **VERIFICATION OF RESIDENCE**

All new and currently enrolled students must provide 2 current proofs of residency each year. Any change of address or telephone number should be reported to the School Office.

### **GUARDIANSHIP**

Proof of legal guardianship is required at the time of enrollment if the guardian is not the natural parent of the student. Court appointed papers (signed by a judge) denoting custody for students not living with both parents listed on the birth certificate are required.

## **K. 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. Only students with signed parent/guardian permission forms will be allowed to attend field trips approved by the school administration. If a parent or guardian of a student wishes to transport their child to the field trip they must:

1. Inform the teacher in writing prior to the field trip.
2. Sign their child out of school
3. Sign their child in upon arrival at the field trip destination with the teacher or appointed staff member.

If the parent wishes to transport their child from the field trip to home or back to school, they must sign out their child with their child's teacher or appointed staff member. Parents are not allowed to transport any other child but their own child.

Guthrie Public Schools is not responsible for students transported by a parent to and from a school sponsored field trip. School dress code standards apply to all field trip activities. Inappropriate behavior on these trips may warrant severe disciplinary action. During any trip, any major inappropriate behavior may result in the student:

1. Being sent home at his/her own expense.
2. Suspension from school for an appropriate amount of time.
3. Loss of the privilege to go on any future school trips.
4. No refunds will be made for field trips.

Participation in a field trip is a privilege, not a right. Throughout the year, students are expected to follow rules and procedures while being respectful to others. Listening and being able to follow directions is another expectation as we provide a proper learning environment for all students. If these basic requirements are not met on a daily basis your child may not be able to participate in a field trip. When deemed necessary by the building principal, a parent or guardian may also be required to attend with their child.

## **L. FREEDOM WEEK CURRICULUM**

In order to educate students about sacrifices made for freedom on behalf of this country and the values on which this country was founded, November 11 is designated “Veterans Day” and the week in which November 11 is designated “Celebrate Freedom Week.” Appropriate instruction concerning the week will vary at different sites. (70 O.S. 2001, Section 24-152)

## **M. GRADING GUIDELINES**

The semester average will be recorded in the permanent record folder as required by state regulations.

In grades Pre-K – 2nd, primary importance will be placed upon the teaching of reading, writing, language arts, and the development of math skills. All subject areas will be graded with a score of:

- 4 – Exceeds Expectations
- 3 – Meets Expectations
- 2 – Progressing Toward Expectations
- 1 – Does Not Meet Expectations

In grades 3rd-4th, the percent score and letter grade will be reported for each nine-week period. The semester average will be computed and reported at the end of each semester.

### **Grading Scale**

A – 90 – 100

B – 80 – 89

C – 70 – 79

D – 60 – 69

F – 59 – Below

In grades K-4th, grades in physical education, music, art and handwriting will be reported accordingly:

**S** – Satisfactory **N** – Needs Improvement **U** – Unsatisfactory

Parents of students in grades Pre-K – 4th may access their child’s grades by use of the Online Gradebook. Go to [www.guthrie.ps.net](http://www.guthrie.ps.net) under the parent section and complete the request for Online Gradebook Access form.

## **N. MONEY & VALUABLES**

Students are cautioned against bringing large sums of money to school.

## **O. NO SCHOOL / DELAYED START**

In the event school is closed or starting late because of inclement weather, parents are asked to listen to local radio and television stations. When possible, the District’s Website and automated phone system will also be updated and utilized to include the newest information.

If weather conditions deteriorate during the school day and it becomes necessary to dismiss school early, the Superintendent will notify the local radio and television stations. When possible, the update will also be included on the District’s website and automated phone system. Please remember not to phone the school to ask about closing or dismissal information. This will keep our telephone lines open in case of an emergency.

## **P. PARENT INVOLVEMENT**

Parent involvement is a vital part of any school. In order for us to serve both the community and the school, we must have active parents. Parents are cordially invited to become active members in the learning process for their child. Parents, students, community, and the school must play a team role in order for students to excel in education. Background checks are required for all school volunteers with direct contact with children.

## **Q. PARENTS’ RIGHT-TO-KNOW**



In accordance with *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:

- 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 qualifications 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 teacher's 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)]
- 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)]
- 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.

## **R. PLAYGROUND**

The playground is an ideal place for students to develop cooperation, interpersonal relationships, and good social skills. Playground supervision is provided during the school hours of 8:00 - 3:00. Make sure that your child is appropriately dressed for the weather.

## **S. PROFICIENCY BASED PROMOTION**

All K-12 students are eligible to advance one or more levels in designated curriculum areas if they perform at or above the 90th percentile on assessments designated by the Guthrie Public School District. This type of curriculum

advancement is proficiency-based promotion. Upon the 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 *70.S & 11-103.6*. Proficiency will be demonstrated by testing with Test of Achievement by Woodcock Johnson IV. Core areas are as follows:

- Social Studies
- Language Arts
- Mathematics
- Science

Testing for proficiency-based promotion must be requested in writing by the parent/guardian to the site principal during the first month of the school year and during the month of April. Additional details can be obtained from the District policy on the Proficiency Based Promotion or from the site principal.

## **T. READING SUFFICIENCY ACT**

Students' grades Kindergarten – 3rd that do not score proficient on the beginning of the year reading assessment will be placed on an Academic Progress Plan (APP). If your child's reading level does not improve by the end of the school year, he/she may need to attend the Summer Academy Reading Program.

### **3rd Grade Students:**

The RSA law is intended to ensure that students have the necessary reading skills in order to be successful in grade four and beyond, where the rigors of reading in the content areas increase.

To be promoted to fourth grade, state law requires that your child must score above the Below Basic and Basic level on the reading comprehension and vocabulary portion of the Oklahoma School Testing Program test. This means your child will need to score Proficient or Advanced in reading comprehension and vocabulary to meet RSA criteria. If your child scores Below Basic or Basic, he/she may still be promoted if one or more of the seven good cause exemptions apply. It is important to note that OSTP results are the initial determinant for promotion decisions, but not the sole determiner. Portfolio reviews, alternative assessments and additional exemptions are available to assist the school district in knowing when a child is reading at or above grade level and ready for a grade promotion. If a student has not yet satisfied the proficiency requirements prior to the completion of third grade and still has a significant reading deficiency as identified based on assessments administered that meet the acquisition of reading skills, has not accumulated evidence of third-grade proficiency through a student portfolio, is not subject to a good cause exemption, then the student shall not be

eligible for automatic promotion to fourth grade.

To be considered for “probationary promotion”, a student may be evaluated by a “Student Reading Proficiency Team” composed of:

- The parent (s) and/or guardian(s) of the student
- Current teacher responsible for reading
- Future teacher responsible for reading
- A certified reading specialist (if available)

The student shall be promoted to the fourth grade if the team members unanimously recommend “probationary promotion” and the principal and superintendent approve the recommendation of the SRPT. For more information regarding the Reading Sufficiency Act (RSA), please visit the Oklahoma State Department of Education’s link here: <https://sde.ok.gov/search/node/RSA>.

## **U. RELEASE OF RECORDS**

The school will maintain records on all students. The signature of a parent/guardian must be obtained to request or release records to other school districts.

## **V. RETENTION POLICY**

Recommendation for retention (declining a student the opportunity to advance to the next grade level) is a decision made carefully on an individual basis. This decision will be firmly focused on arriving at what is in the best interest of the student. The retention of a student shall be based upon the total growth of each individual student. Such factors as social, emotional, physical and mental growth, as well as attendance, shall be taken into consideration. Meetings will be held throughout the year with the teacher(s) and administration to stay in direct communication with parents.

Whenever a teacher or teachers recommend that a student be retained at the present grade level or “not passed” in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district’s appeal process. The decision of the board of education shall be final. The parent may prepare a written statement to be placed in , and become a part of, the permanent record of the student stating the reason(s) for disagreeing with the decision of the Board of Education. *70 O.S. 1991, Section 24-114.1*

## **W. SCHOOL HEALTH & MEDICATIONS**

Oklahoma Statute §70-1210.194 (2014) state that:

Any child afflicted with a contagious disease or head lice may be prohibited from attending a public, private, or parochial school until such time as he/she is free from the contagious disease or head lice.

### **SICKNESS**

**FEVER:** Students with a temperature of 100 degrees or higher may not remain at school. Parents will be contacted to pick up their child. Students may return to school when they have been fever-free for 24 hours without the use of fever reducing medicine.

**VOMITING/DIARRHEA:** Any student who is vomiting or has diarrhea must be excluded from school. Students may return to school when they have been symptom free for a 24-hour period without the use of medicine.

**COMMUNICABLE DISEASE:** Students with infectious diseases such as chicken pox, impetigo, measles, mumps, conjunctivitis (pink eye), etc. should not return to school until they are no longer contagious. See the District website for “Should I keep my child home from school?” for more information.

### **HEAD LICE**

Any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before the child may reenter school, certification from a health professional as defined by Section 2601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Department of Health that the child is no longer afflicted with head lice.

Any student found to have live head lice, nits closer than 1 inch from the scalp, or an abnormal amount of nits will be excluded from school. The parent will be contacted to pick their child up from school. Parents should contact their pharmacy for a recommendation of a treatment product. For more information on this subject go to <http://www.cdc.gov/parasites/lice/head/index.html>

Readmission to school requires:

- A. No live and minimal nits (eggs) no closer than 1 inch from the scalp.
- B. Certification from a health professional or authorized representative of the State Department of Health declaring the student to be free of lice. The District assures compliance with the Oklahoma Statutes and will follow the recommendations of the Oklahoma State Department of Health.

## **ACCIDENTS**

If your child is injured at school, we will first attempt to make him/her comfortable, and then notify you. If you cannot be reached, we will attempt to contact the emergency number that you have listed on the enrollment form. In an emergency event deemed necessary, 911 will be contacted as well as the parent.

**WE MUST HAVE A RELIABLE CONTACT NUMBER FOR EACH CHILD.**

We request that you adjust your child's schedule to eliminate the need to take medication during the school day. In the event it is necessary for a child to use medication during the school day, a parent/guardian (not the student) is to bring all medication to the office with the required documentation. A log of the student's medication will be kept at the school office. Bring no more than 1 month's supply of medication at a time.

***Only medication that has been prescribed and approved for a student by a physician will be administered at school. A medication authorization form must be completed for each medication\****. Medication must be in the original prescription container with the pharmacy label attached and with directions for administration clearly stated. Non-prescription medication must be in the original container, with the student's name on it, and accompanied by a physician's written request and instructions for administration at school. This includes cough drops, Tylenol, nasal spray, LActaid, etc. It is the responsibility of the parent/guardian to maintain the supply.

Any medication not picked up by parent/guardian on the last day of school will be discarded using the proper procedure. Medications will not be sent home with students. *\*Medication authorization forms are available on the district website and the school office. A new medication authorization form will need to be completed each school year.*

### **Self-Administered Medication:**

Pursuant to Oklahoma law, students may be allowed to carry and self-administer prescribed asthma, anaphylaxis, and diabetes medications. A statement from the physician treating the student stating that the student is capable of and has been instructed in the proper method of self-administration must be on file in the school office. The parent must provide the school office with an emergency supply of the student's medication to keep in the office along with the one that the student may carry. The district shall not incur any liability as a result of any injury arising from the self-administration of medication by the student.



## **X. SCHOOL SAFETY DRILLS**

All emergency drills will be performed in accordance with State Department of Education accreditation regulations. Below is a list of drills.

- Two lockdown drills referred to as “shelter in place” per school year. The purpose of the shelter in place drills is for a possible threat OUTSIDE the building.
- Two lockdown drills per school year. Lockdown drills are conducted for the purpose of a threat INSIDE the building. Each lockdown drill shall be conducted within the first fifteen (15) days of each semester.
- Two fire drills per school year. Each fire drill shall be conducted in the months of September and March.
- The two remaining drills will be at the discretion of the district.

## **Y. 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 such a wide range/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.

## **Z. SPECIAL ACTIVITIES**

Each elementary site has three scheduled classroom activities during the year: Fall, Winter, and Valentine’s Day. If you do not wish for your child to participate, please inform the classroom teacher in writing and alternate activities will be provided. Parents interested in being involved with the activities should contact the classroom teacher.

## **AA. STANDARDS OF CONDUCT**

Each student is expected to behave in a manner which will add to the educational atmosphere at Guthrie Public Schools, and anything that detracts from the spirit of dignity at our schools will be subject to disciplinary actions. Students have the responsibility to know and respect the rules and regulations of the school.

We desire that all students accept the responsibility of self-discipline. Students are to conduct themselves as your ladies and gentlemen at all times (i.e. halls, cafeteria, classrooms, assemblies, and/or playground.) When a student demonstrates that he/she cannot conduct himself/herself in a positive manner and

infringes upon the rights of others to enjoy the freedom of self-discipline, he/she must face the consequences of disciplinary actions.

The responsibility and authority for classroom management rests with the teacher. Any classroom rules, which are fair and enhance the educational process, will be upheld. If problems persist to a degree that the classroom rules are being repeatedly ignored, a referral may be made to the principal where appropriate action will be taken.

### **DRUGS AND ALCOHOL**

Any student who is found to be in possession of, to have consumed, or to be under the influence of narcotic drugs, barbiturates, prescription or non-prescription medication without proper permission and documentation (see section X), alcohol or any stimulant, or distributes/has possession of any material or drawing that promotes the use of or gives instruction on how to make or use the above items en route to school, while attending school, in or on school premises, or at school sponsored activities, is subject to the following:

- **1st Offense**

Suspension from school for ~~five (5)~~ days. The student will not be allowed to attend school after suspension until documented evidence of educational counseling and/or rehabilitation treatment under the supervision of a legal agency is on file.

Suspension from school for **thirty (30)** days.

- **2nd Offense**

Suspension from school for the remainder of the semester, or for the following semester, provided no suspension shall extend beyond the regular academic year.

- Any student who distributes actual or represented controlled substances, prescription and non-prescription medication may be suspended for the remainder of the semester, or the following semester, provided no suspension shall extend beyond the regular academic year.

**The judgment of the Administrator will take precedence on each infraction.**

## **BB. STUDENT DROP OFF AND PICK UP**

### **DROP OFF**

There will be teacher Supervision starting at 7:30 a.m.

### **PICK UP**

Children need to be picked up by 3:30 p.m. There is **No Supervision** after 3:30 p.m. We know there are emergencies that may happen; please contact the school before 2:30 p.m. to make any arrangements for your child's pick up. When students are consistently dropped off prior to 7:30 a.m. and/or not picked up by 3:30 p.m., the school will report to appropriate authorities to include Guthrie Police Department, Logan County Sheriff's Office, and/or Department of Human Services (DHS) for the welfare of the child.

## **CC. STUDENT ORGANIZATIONS**

Guthrie Public Schools believes school sponsored student organizations can advance educational goals. A list of school sponsored clubs and organizations are on the District website and in each site handbook. If you wish to withhold permission for your student to join or participate in one or more of the clubs or organizations that are necessary for a required course of instruction, you must notify the building principal in writing and retrieve your student from such participation. 70 §24-105 via H.B. 1826 (2009)

## **DD. STUDENT REPORTS**

Report cards are distributed at the end of each nine weeks. In addition to report cards, progress reports will be given to parents throughout the year communicating their child's progress. Parents are to take advantage of opportunities to communicate with their child's teacher through notes, email, calls, visits, or meetings at a mutually convenient time. Notes calls, visits, and meetings will be kept in a teacher log. Parent/Teacher Conferences are also very important for parents to attend to receive additional information about their child's progress and have one on one time with the teacher(s) for questions. Elementary Parent/Teacher Conferences are held at the end of the nine weeks and after the end of the second nine weeks in the second semester period. In addition to communicating with the teacher, parents communicate an important message to their children about their interest in the child's progress and the importance of school. Our best partners in providing an outstanding educational program are our parents.

## **EE. STUDENT WORK**

### **HOMEWORK**

It is recommended that parents set aside a certain time each evening for the student to do his/her homework. When a child has an appointed time for homework, it helps him/her to remember to get it done. Homework should be done in a quiet setting away from television and other distractions.

### **MAKEUP WORK & WORK SUBMITTED LATE**

Students, upon returning from an absence, will have one (1) day for each day missed plus one (1) day to turn in makeup work. After the allowed number of days have passed and the student has failed to turn in the missed work, he/she will be given a 0 grade for the assignments.

### **FF. TELEPHONE**

The office telephone is a business phone and is not to be used by students, except in an emergency. Students are not allowed to use the telephone to make personal arrangements (such as requesting permission to go to another student's home after school.) Parents calling to leave messages should do so by 2:30 p.m.

### **GG. TEXTBOOKS & LIBRARY BOOKS**

Textbooks are loaned by the Guthrie Board of Education without charge. Teachers will distribute textbooks during the first few days of school. At the end of the year, all textbooks will be returned to the teachers. Replacement costs will be assessed for lost textbooks and/or library books and for damage through negligence or vandalism to books or other school property. If a student accidentally causes damage, they should report it to their teacher immediately so that the damage is not misconstrued as vandalism. If fines have been paid on books that are later found during the current school year, the money will be refunded to the student. (See Refund Policy)

### **REFUND POLICY**

For auditing purposes, refunds must be approved and a check issued from the Board Office. Parents should receive a check within two weeks of the request. Cut-off date for all refunds is May 15.

### **HH. VANDALISM**

Vandalism and defacing of property is prohibited. Any student committing an act of vandalism is subject to suspension.

## **II. VISITORS**

Guthrie Public Schools welcomes and encourages parents to visit our schools. All visitors, parents, and guests need to report to the main office upon arrival to the school with a picture ID and issued a visitor badge if they will be remaining in the building.

### **JJ.WEBSITE**

Guthrie Public Schools has created a website for students, parents, teachers and community members to access. The web address is [www.guthrieips.net](http://www.guthrieips.net). The website contains district information, school calendar, lunch menus, publications, school news, and teacher web pages.

#### **KK. WELLNESS POLICY**

Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. All students enrolled in Guthrie Public Schools shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices. All playground and physical education equipment will meet the recommended safety standards for design, installation and maintenance. Classroom teachers and administrators will be encouraged not to use candy, sweets or gum as a reward. Guthrie Public Schools respectfully requests that parents and teachers who wish to provide snacks for students provide healthy choices. A recommended list of healthy snack options may be accessed on the Guthrie Public Schools website.

#### **LL. WIRELESS COMMUNICATION DEVICES**

Students may possess a cellular telephone while on school premises or in transit under the authority of the school provided the device is turned off and out of sight during class time and during all school or school related activities. Students found to be using any electronic device for any illegal purpose, in a manner which violates privacy or to in any way send or receive personal messages, data, or information that would constitute cheating on tests, or to harass or intimidate students or staff members shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. School personnel have the authority to detain and search or authorize the search of any student upon suspicion that the student is in violation of district policy. If a student violates district policy they may lose the privilege to possess a wireless communication device, or be suspended from school for a period not to exceed the current school semester and the succeeding semester.

#### **MM. 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 thru Friday, by contacting the Director of Operations at the Maintenance Department located at 200 Crooks Drive, Bldg. #4, Guthrie, OK.





Staking a Claim in Our Students' Future

# GUTHRIE UPPER ELEMENTARY SCHOOL

STUDENT HANDBOOK

—~~2023-2024~~ 2024-2025

~~Jeff Ball~~ - Principal

Jay Benson - Assistant Principal

Laura Boyd - Counselor

**ADMINISTRATION**  
*BOARD OF EDUCATION*

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Chris Schroder, 1st Vice President  
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**District Office**

**Dr. Mike Simpson, Superintendent of Schools**

**Ms. Carmen Walters, Assistant Superintendent**

**Mr. John Hancock, Executive Director of Personnel and  
Secondary Education**

**Dr. Michelle Chapple, Chief Financial Office**

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## **A: ABSENCES, ATTENDANCE, & TARDIES**

It is of utmost importance that students attend school every day. Irregular attendance is the most frequent cause of unsatisfactory work and school failures. When a student is unable to attend school, parents should notify the school by calling between 8:30 a.m. and 10:30 a.m. Parents should give the student's name and teacher's name.

If a student is absent 10 consecutive days, the student will be dropped from the school roll. The parent must re-enroll the student upon return to school. It is the policy of the Guthrie Board of Education that a student is required to be in attendance a minimum of 90% of each semester.

### **MAKEUP WORK**

Assignments not completed due to an absence are expected to be made up. Students returning from an absence will have one (1) day for each day missed plus one (1) day to turn in makeup work. After the allowed number of days have passed and the student has failed to turn in the missed work, he /she will be given a zero (0) grade for the assignments. When a student is absent from class, work assignments may be gathered by utilizing the lesson plans found in the parent portal of the student information system. If the internet or printer are not available at home, parents may call the school and request to pick up work. It is the responsibility of each student to make arrangements for makeup work.

### **TARDIES**

Tardies disrupt the instructional process and the time lost from class is irretrievable, particularly in terms of opportunity for interaction and exchange between students and teachers. Therefore, classroom punctuality is considered to be an integral part of the student's course of study. Six tardies will equal one (1) absence.

### **EARLY CHECKOUT**

Parents are discouraged from picking up students early on a regular basis as this disrupts the educational process and creates a loss of irretrievable instructional time. If a child is to be dismissed early, a written note is desired. Students WILL NOT be allowed to leave with anyone not listed on their enrollment contact list. A state ID will be required when checking out a student. Six (6) early checkouts will equal one (1) absence. Students will not be called to the office until a parent or guardian arrives.

## **B: BREAKFAST AND LUNCH**

Guthrie Public Schools offers a breakfast and lunch program. These programs will be offered to the children without regard to race, color, or national origin. Children may eat in the lunchroom by one of the following methods:

1. He/she will pay full price.
2. He/she will pay a reduced price or no price based on submitted and approved free/reduced meal application. Applications can be picked up at the child nutrition office, front office of the school site and the Guthrie Public Schools website at [guthrieips.net](http://guthrieips.net). (The District Child Nutrition Department shall have the responsibility of approving applicant eligibility in accordance to the federal guidelines for free or reduced lunches.)



3. He/she may bring a sack lunch and may purchase milk.

**CHARGING CANNOT BE ALLOWED.** Students who have a negative lunch account balance will be served an alternative meal for that day and payment should be made the following day.

USDA regulations state "Schools shall make substitutions in foods listed in this section for students who are considered disabled under 7 CFR Part 15 (b) and whose disability restricts their diet. Schools may also make substitutions for non-disabled students who are unable to consume the regular lunch because of medical or other special dietary needs.

Substitutions shall be made on a case-by-case basis only when supported by a statement of the need for substitutions that includes recommended alternate foods, unless otherwise exempted by USDA Food and Nutrition Service. Such statements shall, in the case of a disabled student, be signed by a physician or, in the case of a non-disabled student, by a recognized medical authority.

School Food Service Responsibilities:

1. Required to make substitutions or accommodations for students with disabilities if meal service is normally available to the general student population and a Section 504 Plan is on file for the student.
2. Must provide additional meal services/food items not normally available for disabled students when required in an IEP, at no extra cost.
3. Must base substitutions/modifications on a prescription written by a licensed physician.
4. Must base substitutions/modifications for non-disabled students on a medical statement by a medical or health professional.
5. Must not revise or change a diet prescription or medical order.
6. May provide food substitutions or accommodations for non-disabled children with medically certified special dietary needs at no extra cost.
7. No substitutions or modifications will be made without a current doctor's prescription or medical statement. All prescriptions or medical statements must be renewed each year, as needs do change from year to-year as students grow and mature.
8. Prescriptions or medical statements must be dated for the current school year and provided every year to the cafeteria or child nutrition department.

## **C: CIVIL RIGHTS COMPLIANCE & ASSURANCE**

### **NOTICE OF NON-DISCRIMINATION**

Guthrie Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or disability in its programs 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.

Name/Title: Superintendent of Guthrie Public Schools Office  
Address: 802 E. Vilas, Guthrie, OK 73044  
Phone Number (Voice/TDD): (405) 282-8900  
Days/Hours Available: M-F 8:00 a.m. - 12:00 p.m. 1:00 p.m. - 4:30 p.m.

For questions regarding this notice, please contact the District Compliance Coordinator.

Procedural Requirements  
Title VI, Title IX, Section 504, ADA  
July 2000

#### **AVISO DE DECLARACION NO-DESCRIMINATORIA**

Escuela Publica 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. La Escuela Publica de Guthrie tampoco discrimina en sus contratos 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 cordinador 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  
Dias/Horas de trabajo: L-V 8:00 a.m.-12:00 p.m. 1:00 p.m.-4:30 p.m.

#### **DUE PROCESS**

Procedural Requirements

Title VI, Title IX, Section 504, ADA July 2000

Students have the right to due process. The due process procedure consists of the following steps:

1. Appeal to the Principal-A written appeal must be mailed within five school days.
2. Appeal to the Superintendent
3. Appeal to the Guthrie Board of Education

## **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT**

A parent or eligible student of Guthrie Public School District has a right to:

1. Inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents 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. Request the amendment of the student's education records that the parent believes are inaccurate or misleading. Parents 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, the District will notify the parent 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 when notified of the right to a hearing.
3. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations in this part authorize disclosure without consent; one exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as 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 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. 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 are:  
Family Policy Compliance Office/ U.S. Department of Education 600  
Independence Avenue, SW/ Washington, D.C. 20202-4605

## **D: CLASSROOM PLACEMENT CHANGE**

From time to time parents feel a need to request moving their child to a different classroom. A decision as to whether to change placement will only be made by the principal after every effort has been applied to resolve the problem. Consideration will not be given until a series of meetings have been held between the parent, teacher, and the principal, and a twenty (20) day action plan has been developed and implemented.

## **E: CURRICULUM**

Guthrie Public Schools curriculum for grades Pre-K through 12 follows the Oklahoma State Department of Education guidelines for curriculum. A copy is available with the principal or teacher for viewing upon request. A copy of the Standards may be obtained online at the Oklahoma State Department of Education website: <http://ok.gov/sde>

## **F: DANGEROUS WEAPONS**

The use, display, threat or possession of a dangerous weapon or any kind of instrument, on campus, parking lots, premises or property of the Guthrie Public Schools or during school sponsored activities, functions or events is prohibited. Students should not bring any type of instrument that is likely to be used as a weapon or tool which could be used to deface or vandalize school property. Violations shall result in immediate administrative action.

The following instruments may be considered weapons:

1. Knives and/or facsimiles
2. Firearms and/or facsimiles (including cap guns, etc.)
3. Explosives and/or facsimiles
4. Metal Objects (chains, brass knuckles, etc.)
5. Clubs
6. Sharp or pointed instruments
7. Stun guns
8. Chemical sprays
9. Firearm shells, bullets or pellets

Students may be suspended for up to one (1) calendar year for violation of this policy.

## **G: DIABETES PLAN**

Guthrie Public Schools provides nursing services that promote students' 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 trained in diabetes management in schools. The district nurse 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 healthcare provider.

- Signed authorization by parent/guardian for medication and treatment at school.
- Diabetes Questionnaire filled out by parent/guardian/student. (Available on the district website.)

In addition, adequate supplies, as listed in the student's diabetes management plan, must be provided at school:

- Medications
- Snacks or glucose tablets to treat low blood sugar
- 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.

## **H: DISCIPLINE AND BEHAVIOR**

It is our goal at GUES to provide an orderly and efficient atmosphere whereby the teaching and learning processes can take place. This can only be done through effective discipline. Discipline is the responsibility of the parents, students, teachers and administrators.

The student is responsible for his/her individual conduct. Because not every problem that may arise can be foreseen, students should use good common sense to govern their behavior. They should treat each other, faculty, staff and property with respect. They should be aware that when their behavior distracts from the basic purpose of school, which is learning, there will be consequences.

It is the responsibility of the parent to instill in their child the value of appropriate behavior, good conduct, and to reinforce the policies and goals of the school. Parents should communicate to school officials any concerns they may have regarding their child's social, as well as academic, performance while at school.

It is the teacher's responsibility to set classroom rules of conduct consistent with the goals of the school. Expectations can be communicated in writing with rules and consequences, as well as, through the general atmosphere created by handling situations that may arise in a consistent manner.

It is the responsibility of the Administrator to take disciplinary action when general school policies have been disregarded or when crimes under Oklahoma Statutes have been committed. The Administrator will also step in, after all other possibilities have been exhausted, to administer more severe consequences to those students who continually disrupt the learning environment of the classroom



## **HALL EXPECTATIONS**

Since everyone uses the halls, there are some basic expectations:

- Walk, do not run.
- Keep to the right.
- Do not block the halls by standing in groups.
- Avoid yelling and horseplay.
- Help keep the halls clean.

Students are not permitted in the halls during class periods unless a teacher accompanies them or they have a hall pass from an authorized staff member. The pass must have your name, date, destination, time, and signature of a staff member on it.

Any students in the halls without a pass during class time will be given detention.

### **STUDENT DISCIPLINE/SUSPENSION**

If a student's conduct/behavior is not consistent with the expectations that have been set out, building discipline procedures will be used according to the severity of the rule or rules broken. Procedures **may** include:

- 1st infraction - Conference with student/principal and parents are contacted.
- 2nd infraction - 3 Lunch/Recess detentions
- 3rd infraction - 5 Lunch/Recess detentions
- 4th infraction - 3 day suspension
- 5th infraction - 5 day suspension

### ***Suspension***

When other forms of discipline have been used and the student's behavior is not modified, suspension can occur. Anytime a student is physically endangering others or vandalizing school property, immediate suspension will occur. Field trips, special events, and parties are a privilege to attend. Students may lose these privileges if they are exhibiting negative behavior. When a student is suspended from class, work assignments may be gathered by utilizing the lesson plans found in the parent portal of the student information system. If the internet or printer are not available at home, parents may call the school and request to pick up work. It is the responsibility of each student to make arrangements for makeup work. When returning from any suspension, the student will conference with an Administrator before returning to class.

### **• Out of School Suspensions**

1<sup>st</sup> Offense - 3 day

2<sup>nd</sup> Offense - 5 day

3<sup>rd</sup> Offense -10 day

### **Discipline procedures fighting/assault/bullying/harassment**

Fighting will not be tolerated at Guthrie Schools. Fighting is defined as any situation in which mutual participation in an incident involves physical violence. The administrator will take disciplinary action if either person involved fits the above definition. Intimidation, threats, or harassment directed toward other students will not be tolerated.

All students are expected to treat others with respect at school.

Infractions may be handled in the following manner for all students involved.

**1st offense - 3 days out of school suspension 2nd offense - 5 days out of school suspension  
3rd offense - 10 days out of school suspension**

Assault is defined as a physical act and/or an act, criminal or tortious, that threatens physical harm to a person, regardless if actual harm is done . **The Administrator will take disciplinary action if either person involved fits the above definition.**

<sup>1</sup> **st offense** - Suspension from school for fifteen (15) days.

<sup>2</sup> **nd offense** - Suspension from school for forty-five  
(45) days.

<sup>3</sup> **rd offense** - Suspension from school for the remainder  
of the semester.

Students who film fights at school and/or promote the video online may be disciplined under both policies as the Administrator deems appropriate.

**\*\*Each infraction will be dealt with on an individual basis. The school Administration is unable to discuss discipline consequences for any child with anyone other than that child's parents.\*\***

**Any additional offenses in any of these categories - The Principal will decide the length of suspension on the fourth offense. This may include suspension for the remainder of the semester and the following semester.**

#### **Severe Clause**

Guthrie Public Schools is dedicated to providing a safe learning environment for our students. The following behaviors will not be tolerated:

- Behavior which threatens personal and /or public safety
- Disruption of students' rights to learn
- Verbal and/or physical abuse of others
- Profanity against a staff member may be treated as a verbal assault
- Damage or theft of personal or school property
- Additional behaviors outlined in Section F-41, Student Behavior and Discipline in the OPS Policy Manual, located on the District Website.
- Bullying will not be tolerated. Please refer to section F-31 Policy Prohibiting Harassment, Intimidation and Bullying and Procedures for Combating These Behaviors in the OPS Policy Manual, located on the District Website.

Any of these violations shall result in a parent or guardian being contacted and/or a student's suspension from school. The length of the suspension will be assigned by the principal depending on the severity of the behavior. Administrators will conduct a suspension conference with the student and parent or guardians outlining the suspension and informing parents of their rights according to district policy.

The goal of our Schools is to develop student self-discipline in a positive manner. This means giving the student a chance to make choices, and giving him/her a time to

discuss his/her problems. Parent communication and support is an important part of discipline.

### **GANG CODE/NON-SCHOOL SANCTIONED ORGANIZATIONS**

The following are prohibited at Guthrie Public Schools during the school day and at all school events (home and away):

1. Possession, wearing, use, disruption or displaying of any sign, symbol, badge, color, or other item that is evidence of affiliation with, or membership in, an organization, or gang that is not sanctioned (approved of), by the school Administration.
2. Wearing of pants below the waistline (sagging and bagging).
3. Wearing of headgear that would associate a student with an organization that is not sanctioned by the school. This includes caps, bandannas, handkerchiefs, shoestrings or any other associated with gang-related behavior.
4. Participating 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.
5. Participating 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 and filing of criminal charges, depending on the severity of the infraction.

### **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:

1. Writings
2. Drawings
3. Pictures
4. Magazines
5. Internet/Computer/System Peripherals
6. Inappropriate behavior or gestures

Since this covers a wide range/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.

### **PROFANITY**

Profanity and/or obscene gestures will not be tolerated en route to or from school, while attending school, on or in school premises, or at school sponsored activities. Offenses will result in administrative disciplinary action. **However, if the profanity is directed toward a staff member, it will be treated as a verbal assault.**

## **RACIAL SLURS**

It makes no difference if the racial slurs are in jest or in earnest. "Flag words" are also considered racial slurs.

1<sup>st</sup> Offense - Three (3) day suspension 2<sup>nd</sup>

Offense - Five (5) day suspension

3<sup>rd</sup> Offense - Five (5) day to one (1) year suspension.

## **THREATS**

Threats directed toward another person, whether verbal or written, will not be tolerated. A threat will be referred immediately to the building principal and may result in a long-term suspension. Drawing, writing or gestures about the use of weapons or gang-related items or symbols will not be tolerated. This behavior may also result in a suspension.

## **PROHIBITED ITEMS**

If discovered, the following items will be confiscated and only returned to a parent.

- Laser Pens and Lights
- Fad Items
- Electronics
- Toys

## **I: DRESS CODE**

All students are expected to dress appropriately and modestly at all times during the school day and at school activities. Standards of grooming and dress are provided so clothing and grooming does not distract from the education process. Any clothing that disrupts the learning atmosphere of the school is prohibited. All students are expected to dress appropriately. The dress code is applicable during the school day and at any school activity.

### **I. Blouses or shirts:**

- a. All shirts must be worn in a manner that does not show cleavage. Shirts that are prone to slide down off the shoulder are not allowed.
- b. Shirts that ride up and have to be pulled down to cover the midriff are not allowed. Bare midriffs are not permitted.
- c. Any clothing that relates to violence, gang activity, drugs, alcohol, profanity and/or vulgarity is not allowed. Clothing identifying a student as "security" or "police" are not allowed.
- d. See-through shirts, halter tops, spaghetti straps and tube tops are not allowed.
- e. Tank tops and sleeveless shirts/dresses must have a minimum of a width of a dollar bill and be tight fitting under the arms.

### **2. Pants or slacks:**

- a. Must be non-see-through without any exaggerated openings, slits, tears, or holes above the knee. Any slits, tears, or holes must be below fingertip length with arms fully extended.



- b. Must have a fitted waist and worn to prevent slippage or sagging.
  - c. Leggings/tights/bicycle shorts/spandex shorts must be covered by a dress, skirt, shorts or shirt that is below fingertip length with arms fully extended. (Posterior must be covered). Leggings/Tights are not considered pants.
- 3. Clothing must always cover all undergarments; including when sitting and /or stretching.
- 4. Shorts, skirts, including jumpers or one-piece dresses must be fingertip length with arms fully extended.
- 5. Pajamas are never appropriate school attire. (Unless part of a school spirit day and meet all requirements of modest dress). Blankets are not acceptable to be worn at school and classrooms.
- 6. Hoods to jackets or hoodies may not be worn in the building. Bandanas, hats and/or beanies are not allowed.
- 7. Shoes:
  - a. House shoes are not allowed. (The only exception is a designated school spirit day.)
  - b. Roller tennis shoes are not allowed.

**When a** student has worn inappropriate clothing to school, he/she will be sent to the office and parents or guardians may be requested to bring a change of clothing to school. If parents are unavailable, the student may use sweat pants, and /or t-shirt supplied by the school. Time missed in procuring appropriate clothing will count against the student's attendance in accordance with the attendance policy.

#### **FADS**

Each year there are a few things, including some "fads", which show up on our school sites. When a fad begins on campus and a "nuisance" develops, we shall immediately eliminate the nuisance.

## **J: ENROLLMENT**

**CONTACT/EMERGENCY INFORMATION** - Should an emergency occur at school, parents are to have emergency contact information entered when enrolling their child through the online parent portal. Two alternative phone numbers should be given also in case no one is available at the home/work numbers. In the event that it is deemed necessary, 911 will be contacted as well as the parent. **In the event, contact information changes during the school year, a parent/guardian must come to the school to notify the school office of the changes. This must be done in person and identification will be required.**

**IMMUNIZATIONS** - State law requires that every student who is admitted to public school must have evidence of a successful series of vaccinations for

- Four or Five doses DTP/DTaP (Diphtheria, Tetanus, Whooping Cough)
- Three or Four doses Polio
- Two doses MMR (measles, mumps, rubella/rubeola vaccinations)
- Three doses Hepatitis B (hepatitis B)
- Two doses Hepatitis A (hepatitis A)

- Varicella immunization (Chicken Pox) or a parental history of a child having the disease.

**VERIFICATION OF RESIDENCE** -All new and currently enrolled students must provide 2 current proofs of residency each year. Any change of address or telephone number should be reported to the School Office.

**GUARDIANSHIP** - Proof of legal guardianship is required at the time of enrollment if the guardian is not the natural parent of the student.

Court appointed papers (signed by a judge) denoting custody for students not living with both parents listed on the birth certificate are required.

## **K: 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. Only students with signed parent/guardian permission forms will be allowed to attend field trips approved by the school administration. If a parent or guardian of a student wishes to transport their child to the field trip they must: 1) inform the teacher in writing prior to the field trip 2) sign their child out of school and 3) sign their child in upon arrival at the field trip destination with the teacher or appointed staff member. If the parent wishes to transport their child from the field trip to home or back to school, they must sign out their child with their child's teacher or appointed staff member.

Parents are not allowed to transport any other child but their own child. Guthrie Public Schools is not responsible for students transported by a parent to and from a school sponsored field trip. School dress code standards apply to all field trip activities. Inappropriate behavior on these trips may warrant severe disciplinary action. During any trip, any major inappropriate behavior may result in the student:

1. Being sent home at his/her own expense.
2. Suspension from school for an appropriate amount of time.
3. Loss of the privilege to go on any future school trips.
4. No refunds will be made for field trips

Participation in a field trip is a privilege, not a right. Throughout the year, students are expected to follow rules and procedures while being respectful to others. Listening and being able to follow directions is another expectation as we provide a proper learning environment for all students. If these basic requirements are not met on a daily basis your child may not be able to participate in a field trip. When deemed necessary by the building principal, a parent or guardian may also be required to attend with their child.

## **L: FREEDOM WEEK CURRICULUM**

In order to educate students about the sacrifices made for freedom on behalf of this country and the values on which this country was founded, November 11 is designated "Veterans' Day" and the week in which November **11** falls is hereby designated "Celebrate Freedom Week". Appropriate instruction concerning this week will vary at different sites. (70 O.S. 2001, Section 24-152)

## **M: GRADING GUIDELINES FOR 5<sup>th</sup> & 6<sup>th</sup>**

Assignments will be due the next day at the beginning of class. Incomplete assignments must be completed within two weeks or the grade will become a Zero (0). (Points may be deducted from the assignment for each day it is late.)

The semester average will be recorded in the permanent record folder as required by state regulations.

In grades 5th & 6th, the percent score and letter grade will be reported for each nine week period. The semester average will be computed and reported at the end of each semester.

### **Grading Scale**

A-90-100

B-80-89

C-70-79

D-60-69

F-59-Below

Parents of students in grades 5th & 6th may access their child's grades and assignments by use of the Online Gradebook. Go to [www.guthrieips.net](http://www.guthrieips.net) under the parent section and complete the request for Online Gradebook Access form.

## **N: MONEY & VALUABLES**

Students are cautioned against bringing large sums of money to school. GUES and/or the staff are not responsible for lost, damaged or stolen personal property.

## **0: NO SCHOOL/DELAYED START**

[n the event school is closed or starting late because of inclement weather, parents are asked to listen to local radio and television stations. When possible, the District's Website and automated phone system will also be updated and utilized to include the newest information.

If weather conditions deteriorate during the school day and it becomes necessary to dismiss school early, the Superintendent will notify the local radio and television stations. When possible, the update will also be included on the District's website and automated phone system. Please remember not to phone the school to ask about closing or dismissal information. This will keep our telephone lines open in case of an emergency.

## **P: PARENT INVOLVEMENT**

Parent involvement is a vital part of any school. In order for us to serve both the community and the school, we must have active parents. Parents are cordially invited to become active members in the learning process for their child. Parents, students, community, and the school must play a team role in order for students to excel in education. Background checks are required for all school volunteers with direct contact with children.

## **Q: PARENTS' RIGHT-TO-KNOW**

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 teacher's 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)]

## **R: PLAYGROUND**

The playground is an ideal place for students to develop cooperation, interpersonal relationships, and good social skills. Playground supervision is provided during the school hours. Make sure that your child is appropriately dressed for the weather.

### **PLAYGROUND EXPECTATIONS**

The safety of our students is our priority with students on the playground. Teachers are assigned to be on the playground with students before school and during recess. All students are expected to follow directions/instructions given to them by the duty teacher. The following are basic expectation to keep everyone safe:

- No contact sports.
- Keep your hands, feet and objects to yourself.
- No throwing rock or other objects that are not intended to be thrown. (This may result in a suspension under our Severe Clause.)
- All students are to demonstrate good sportsmanship and fair play.
- All students must stay within the fence area.
- Avoid the areas directly around classroom windows.
- At the end of recess, students are to line up and enter the building in an orderly, quiet manner.

Duty teachers may suspend any game/activity if it becomes aggressive or there are injuries that occur unnecessarily.

## **S: PROFICIENCY BASED PROMOTION**

All K-12 students are eligible to advance one or more levels in designated curriculum areas if they perform at or above the 90<sup>th</sup> percentile on assessments designated by the Guthrie Public School District. This type of curriculum advancement is proficiency based promotion. Upon the 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 *70.S & 11-103.6*. Proficiency will be demonstrated by testing with Test of Achievement by Woodcock Johnson

IV. Core areas are as follows:

- Social Studies
- Language Arts
- Mathematics
- Science

Testing for proficiency-based promotion must be requested in writing by the parent/guardian to the site principal during the first month of the school year and during the month of April. Additional details can be obtained from the District policy on Proficiency Based Promotion or from the site principal.

## **T: READING SUFFICIENCY ACT**

Students' grades Kindergarten - 3<sup>rd</sup> that do not score proficient on the beginning of the year reading assessment will be placed on an Academic Progress Plan (APP). If your child's reading level does not improve by the end of the school year, he/she may need to attend the Summer Academy Reading Program.

### **3<sup>rd</sup> Grade Students:**

The RSA law is intended to ensure that students have the necessary reading skills in order to be successful in grade four and beyond, where the rigors of reading in the content areas increase.

To be promoted to fourth grade, state law requires that your child must score above the Unsatisfactory and Limited Knowledge level on the reading comprehension and vocabulary portion of the Oklahoma School Testing Program test. This means your child will need to score Proficient, or Advanced in reading comprehension and vocabulary to meet RSA criteria. If your child scores Unsatisfactory or Limited Knowledge, he/she may still be promoted if one or more of the seven good cause exemptions apply. It is important to note that OSTP results are the initial determinant for promotion decisions, but not the sole determiner. Portfolio reviews, alternative assessments and additional exemptions are available to assist the school district in knowing when a child is reading at or above grade level and ready for a grade promotion.

If a student has not yet satisfied the proficiency requirements prior to the completion of third grade and still has a significant reading deficiency as identified based on



assessments administered that meet the acquisition of reading skills, has not accumulated evidence of third-grade proficiency through a student portfolio, is not subject to a good cause exemption, then the student shall not be eligible for automatic promotion to fourth grade.

To be considered for "probationary promotion", a student may be evaluated by a "Student Reading Proficiency Team" composed of:

- (1) the parent(s) and/or guardian(s) of the student
- (2) current teacher responsible for reading
- (3) future teacher responsible for reading
- (4) a certified reading specialist (if available)

The student shall be promoted to the fourth grade if the team members unanimously recommend "probationary promotion" and the principal and superintendent approve the recommendation of the SRPT.

#### **U: RELEASE OF RECORDS**

The school will maintain records on all students. The signature of a parent/guardian must be obtained to request or release records to other school districts.

#### **V: RETENTION POLICY**

Recommendation for retention (declining a student the opportunity to advance to the next grade level) is a decision made carefully on an individual basis. This decision will be firmly focused on arriving at what is in the best interest of the student. The retention of a student shall be based upon the total growth of each individual student. Such factors as social, emotional, physical and mental growth, as well as attendance, shall be taken into consideration. Meetings will be held throughout the year with the teacher(s) and administration to stay in direct communication with parents.

Whenever a teacher or teachers recommend that a student be retained at the present grade level or "not passed" in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent may prepare a written statement to be placed in, and become a part of, the permanent record of the student stating the reason(s) for disagreeing with the decision of the Board of Education.  
*70 O.S. 1991, Section 24-114.1*

#### **W: SCHOOL HEALTH & MEDICATIONS**

Oklahoma Statute §70-1210.194 (2014) states that:

- A. Any child afflicted with a contagious disease or head lice may be prohibited from attending a public, private, or parochial school until such time as he/she is free from the contagious disease or head lice.
- B. Any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before the child may reenter school, certification from a health professional as defined by Section 2601 of Title 63 of the Oklahoma

Statutes or an authorized representative of the State Department of Health that the child is no longer afflicted with head lice.

## **SICKNESS**

**FEVER:** Students with a temperature of 100 degrees or higher may not remain at school. Parents will be contacted to pick up their child. Students may return to school when they have been free from fever for 24 hours without the use fever reducing medicine.

**VOMITING/DIARRHEA:** Any student who is vomiting or has diarrhea must be excluded from school. Students may return to school when they have been symptom free for a 24-hour period without the use of medicine.

**COMMUNICABLE DISEASE:** Students with infectious diseases such as chicken pox, impetigo, measles, mumps, conjunctivitis (pink eye), etc. should not return to school until they are no longer contagious. See District website for "Should I keep my child home from school?" for more information.

## **HEAD LICE**

Any student found to have live head lice, nits closer than 1 inch from the scalp, or an abnormal amount of nits will be excluded from school. The parent will be contacted to pick their child up from school. Parents should contact their pharmacy for a recommendation of a treatment product. For more information on this subject go to <https://www.cdc.gov/parasites/lice/head/index.html>.

Readmission to school requires:

- A. No live lice and minimal nits (eggs) no closer than 1 inch from the scalp.
- B. Certification from a health professional or authorized representative of the State Department of Health declaring the student to be free of lice. The District assures compliance with the Oklahoma Statutes and will follow the recommendations of the Oklahoma State Department of Health.

## **ACCIDENTS**

If your child is injured at school, we will first attempt to make him/her comfortable, and then notify you. If you cannot be reached, we will attempt to contact the emergency number that you have listed on the enrollment form. In an emergency event deemed necessary, 911 will be contacted as well as the parent. **WE MUST HAVE A RELIABLE CONTACT NUMBER FOR EACH CHILD.**

## **MEDICATIONS GIVEN AT SCHOOL**

We request that you adjust your child's schedule to eliminate the need to take medication during the school day. In the event it is necessary for a child to use medication

during the school day, a *parent/guardian* (not the student) is to bring all medication to the office with required documentation. A log of the student's medication will be kept at the school office. Bring no more than 1 month's supply of medication at a time.

***Only medication that has been prescribed and approved for a student by a physician will be administered at school. A medication authorization form must be completed for each medication*\***. Medication must be in the original prescription container with the pharmacy label attached and with directions for administration clearly stated.

Non-prescription medication must be in the original container, with the student's name on it, and accompanied by a physician's written request and instructions for administration at school. This includes cough drops, Tylenol, nasal spray, Lactaid, etc. It is the responsibility of the parent/guardian to maintain the supply. Any medication not picked up by parent/guardian on the last day of school will be discarded using the proper procedure. Medications will not be sent home with students. *\*Medication authorization forms are available on the district website and the school office. A new medication authorization form will need to be completed each school year.*

Self-Administered Medication:

Pursuant to Oklahoma law, students may be allowed to carry and self-administer prescribed asthma, anaphylaxis, and diabetes medications. A statement from the physician treating the student stating that the student is capable of and has been instructed in the proper method of self-administration must be on file in the school office. The parent must provide the school office with an emergency supply of the student's medication to keep in the office along with the one that the student may carry. The district shall not incur any liability as a result of any injury arising from the self-administration of medication by the student.

## **X: SCHOOL SAFETY DRILLS**

All emergency drills will be performed in accordance with State Department of Education accreditation regulations. Below is a list of drills.

1. Two lockdown drills referred to as "lockout" per school year. The purpose of the lockdown drills is for a possible threat OUTSIDE the building.
2. Two lockdown drills per school year. Lockdown drills are conducted for the purpose of a threat INSIDE the building. Each lockdown drill shall be conducted within the first fifteen (15) days of each semester.
3. Two fire drills per school year. Each fire drill shall be conducted within the first fifteen (15) days of each semester.
4. Two tornado drills per school year with at least one drill being conducted in the months of September and March.
5. The two remaining drills will be at the discretion of the district.

## **Y: 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 such a wide range/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.

## **Z: SPECIAL ACTIVITIES**

Each elementary site has three scheduled classroom activities during the year: Fall, Winter, and Valentine's Day. If you do not wish for your child to participate, please inform the classroom teacher in writing and alternate activities will be provided. Parents interested in being involved with these activities should contact the classroom teacher.

## **AA: STANDARDS OF CONDUCT**

Each student is expected to behave in a manner which will add to the educational atmosphere at Guthrie Public Schools, and anything that detracts from the spirit of dignity at our schools will be subject to disciplinary actions. Students have the responsibility to know and respect the rules and regulations of the school.

We desire that all students accept the responsibility of self-discipline. Students are to conduct themselves as young ladies and gentlemen at all times (i.e. halls, cafeteria, classrooms, assemblies, and or playground.) When a student demonstrates that he/she cannot conduct himself/herself in a positive manner and infringes upon the rights of the others to enjoy the freedom of self-discipline, he/she must face the consequences of disciplinary actions.

The responsibility and authority for classroom management rests with the teacher. Any classroom rules, which are fair and enhance the educational process, will be upheld. If problems persist to a degree that the classroom rules are being repeatedly ignored, a referral may be made to the principal where appropriate action will be taken.

When students are enrolled in school, the following obligations are assumed:

- To be present and on time each school day (attendance is a vital part of academic growth and progress.)
- To be in the properly assigned area BEFORE the last class bell rings.
- To complete each assignment on time.
- To give complete attention in class.
- To participate in all class activities.
- To be respectful and cooperative.
- To bring the necessary equipment to participate.

*Defiance of teacher authority will result in appropriate disciplinary action.*

### **DRUGS AND ALCOHOL**

It is the policy of the Guthrie Public Schools that a student shall not possess, use, transmit, share, provide, sell, conspire to sell or possess or be in the chain of sale or distribution or be under the influence of any prohibited or controlled substance including a 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, or 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 School 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.

## **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 may 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 Drug or Alcohol:

### **1.First Offense:**

90 school days out of school suspension (equivalent to 1 semester).

- a. A reduction to 30 school days (6 weeks) out of school suspension may be granted if the student and the parent/guardians agree to the following:
  - i. To meet with the District Counseling Service representative ii. 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.
- b. 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 designee 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.
- c. If such a disciplinary plan is approved by the superintendent, superintendent's designee, or principal it may be implemented for the student in question.

### **2. Second Offense:**

Suspension out of school for the remainder of the current semester and all of the succeeding semester.



**NOTE:** Procedural Due Process Rights are for ALL out-of-school suspensions. The Due Process steps are outlined in the GPS Policy Manual and this handbook will govern administrative procedures to be followed in the enforcement of this policy.

**The judgment of the Administrator will take precedence on each infraction.**

### **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) in any form by students while attending school, on school premises, or at school sponsored activities, is prohibited. Any student in violation of said policy will face immediate disciplinary action:

1<sup>st</sup> Offense: Parent conference/phone contact and suspension from school for five (5) days.

2<sup>nd</sup> Offense: Parent conference/phone contact and suspension from school for ten (10) days.

3<sup>rd</sup> Offense: Suspension from school for fifteen (15) days.

**DISCIPLINARY SANCTIONS:** Disciplinary sanctions (consistent with local, state, and federal law), up to and including expulsion and referral for prosecution, shall be imposed on students who violate the standards of conduct.

**The judgment of the Administrator will take precedence on each infraction.**

### **BB : STUDENT DROP OFF and PICK UP**

**Drop Off:** There will be teacher Supervision starting at 7:30 a.m.

**Pick Up:** Children need to be picked up by 3:30 p.m. There is No Supervision after 3:40 p.m. We know there are emergencies that may happen, please contact the school before 2:30 p.m. to make arrangements for your child's pick up. GUES administration will reach out to parents/guardians who are consistently dropping students off before 7:30 am and/or picking up after 3:40 pm. If a solution is not found, the school will report to appropriate authorities to include Guthrie Police Department, Logan County Sheriff's Office and/or the Department of Human Services (OHS), for the welfare of the child.

### **CC: STUDENT ORGANIZATIONS**

Guthrie Public Schools believes school sponsored student organizations can advance educational goals. A list of school sponsored clubs and organizations are on the District website and in each site handbook. If you wish to withhold permission for your student to join or participate in one or more of the clubs or organizations that are necessary for a required course of instruction, you must notify the building principal in writing and retrieve your student from such participation. 70 §24-105 via H.B. 1826 (2009)

## **DD: STUDENT REPORTS**

Report cards are distributed at the end of each nine weeks. In addition to report cards, progress reports will be given to parents throughout the year communicating their child's progress. Parents are to take advantage of opportunities to communicate with their child's teacher through notes, email, calls, visits, or meetings at a mutually convenient time. Notes, calls, visits, and meetings will be kept in a teacher log.

Parent/Teacher Conferences are also very important for parents to attend to receive additional information about their child's progress and have one on one time with the teacher(s) for questions. Parents are encouraged to sign up and monitor their child's grades and progress through the Online Gradebook. Go to [www.guthrie.ps.net](http://www.guthrie.ps.net) under the Parent section and complete the request for Online Gradebook Access form.

Elementary Parent/Teacher Conferences are held at the end of the first nine weeks and after the end of the second nine weeks in the second semester period. In addition to communicating with the teacher, parents communicate an important message to their children about their interest in the child's progress and the importance of school. Our best partners in providing an outstanding educational program are our parents.

## **EE: STUDENT WORK**

### **HOMEWORK**

It is recommended that parents set aside a certain time each evening for the student to do his/her homework. When a child has an appointed time for homework, it helps him/her to remember to get it done. Homework should be done in a quiet setting away from television and other distractions.

### **MAKE UP WORK & WORK SUBMITTED LATE**

Students, upon returning from an absence, will have one (I) day for each day missed plus one (I) day to turn in makeup work. After the allowed number of days have passed and the student has failed to turn in the missed work, he/she will be given a O grade for the assignments.

## **FF: TELEPHONE**

The office telephone is a business phone and is not to be used by students, except in an emergency. Students are not allowed to use the telephone to make personal arrangements (such as requesting permission to go to another student's home after school.) Parents calling to leave messages should do so by 2:30 p.m.

## **GG: TEXTBOOKS & LIBRARY BOOKS**

Textbooks are loaned by the Guthrie Board of Education without charge. Teachers will distribute textbooks during the first few days of school. At the end of the year, all textbooks will be returned to the teachers. Replacement costs will be assessed for lost textbooks and/or library books and for damage through negligence or vandalism to books or other school property. If a student accidentally causes damage, they should report it to their teacher immediately so that the damage is not misconstrued

as vandalism. If fines have been paid on books that are later found during the current school year, the money will be refunded to the student. (See Refund Policy)

#### **REFUND POLICY**

For auditing purposes, refunds must be approved and a check issued from the Board Office. Parents should receive a check within two weeks of the request. Cut-off date for all refunds is May 15.

### **HH: VANDALISM**

Vandalism and defacing of property are prohibited. Any student committing an act of vandalism is subject to suspension.

### **II: VISITORS**

Guthrie Public Schools welcomes and encourages parents to visit our schools. All visitors, parents, and guests need to report to the main office upon arrival to the school. A state issued ID will be required to obtain a visitor's badge before leaving the office.

### **JJ: WEBSITE**

Guthrie Public Schools has created a website for students, parents, teachers and community members to access. The web address is [www.guthrieaps.net](http://www.guthrieaps.net). The website contains district information, school calendar, lunch menus, publications, school news, and teacher web pages.

### **KK: WELLNESS POLICY**

Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well being. All students enrolled in Guthrie Public Schools shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices. All playground and physical education equipment will meet the recommended safety standards for design, installation and maintenance. Classroom teachers and administrators will be encouraged not to use candy, sweets or gum as a reward.

Guthrie Public Schools respectfully requests that parents and teachers who wish to provide snacks for students provide healthy choices. A recommended list of healthy snack options may be accessed on the Guthrie Public Schools website.

### **LL: WIRELESS COMMUNICATION DEVICES**

Students may possess a cellular telephone or other electronic communication devices while on school premises or in transit under the authority of the school provided the device is turned off and out of sight during class time and during all school or school related activities. Students found to be using any electronic device for any illegal purpose, in a manner which violates privacy, or to in any way send or receive personal messages, data, or information that would constitute cheating on tests, or to harass or

intimidate students or staff members shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. School personnel have the authority to detain and search or authorize the search of any student upon suspicion that the student is in violation of district policy. If a student violates district policy they may lose the privilege to possess a wireless communication device, or be suspended from school for a period not to exceed the current school semester and the succeeding semester.

**MM: DISCLAIMER**

**All of the preceding discipline steps within this handbook 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.**

**NN: 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 thru Friday, by contacting the Director of Operations at the Maintenance Department located at 200 Crooks Drive, Bldg. #4, Guthrie, OK.



**Staking a Claim in our Students' Future**

**GUTHRIE JUNIOR HIGH SCHOOL STUDENT**

**HANDBOOK**

**2024-2025**

**DISTRICT OFFICE**

**Dr. Mike Simpson, Superintendent of Schools**  
**Ms. Carmen Walters, Assistant Superintendent**  
**Mr. John Hancock, Executive Director**  
**Dr. Michelle Chapple, Chief Financial Officer**  
**Mrs. Angie Young, Director of Special Services**

**JUNIOR HIGH SCHOOL**

<b>Todd Bramwell, Principal</b>	<b>282-5936</b>
<b>Shane Robinson, Assistant Principal</b>	<b>282-5936</b>
<b>Susan Whitehead, Counselor</b>	<b>282-5936</b>
<b>Steve Carroll, Counselor (open)</b>	<b>282-5936</b>
<b>JH Cafeteria</b>	<b>260-6327</b>



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# Guthrie Public Schools

## School Calendar 2024-2025

## August

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

## September

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					

## October

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		

## November

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

## December

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				

**AUGUST**  
12,13, & 14 Teacher In-Service  
15 - First Day of Classes

## SEPTEMBER

2 - Labor Day  
23 - Professional Day

## OCTOBER

4 - Homecoming (2:10 Dismissal)  
16 - End of First Quarter  
10 & 15 - P/T Conf (All Sites)  
17 and 18 Fall Break  
21 - Professional Day

## NOVEMBER

25-29 - Thanksgiving Break

## DECEMBER

20 - End of 2nd Quarter  
Dec 23 - Jan. 3 Winter Break

## JANUARY

6 - Professional Day  
7 - Classes Resume  
20 - Martin Luther King Day

## FEBRUARY

17 - Teacher In-Service

## MARCH

6 & 11 - P/T Conf (All Sites)  
14 - End of 3rd Quarter  
17-21 Spring Break

## April

11 - Snow Make-Up Day 1\*  
18 - Snow Make-Up Day 2\* (Easter)

## MAY

22 - Last Day of Classes  
26 - Memorial Day

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

## January

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	

## February

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	

## March

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					

## April

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					

## May

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						

☐ 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**

1st Quarter 44+4  
2nd Quarter 39+1  
3rd Quarter 48+2  
4th Quarter 42

173 Days Taught

7 Professional Days

180 Days Total

\*School will be dismissed  
if not used for bad weather

## **Title 1 School-Parent Compact**

*Guthrie Junior High School encourages parental involvement in the educational process and development of its students. The teachers and administrators of Guthrie Junior High School feel that the total educational experience is enhanced by a team effort with parents and school personnel working together to provide the best learning environment for each and every student. Guthrie Junior High School and the parents of students participating in activities, services, and programs funded by Title I agree that this compact outlines how the entire school staff, the parents, and the student share in the educational process. Each party involved will hold stock in the responsibility of improved student academic achievement. Furthermore, this compact will build and develop a school-parent partnership to help all students achieve the state's high academic standards.*

### **Responsibilities of GJHS will include but not be limited to:**

- *Provide high-quality curriculum and instruction in an appropriate learning environment that enables each student to achieve the state's high standards.*
- *Hold scheduled parent-teacher conferences during which your child's individual academic achievement will be discussed.*
- *Provide parents with frequent progress reports.*
- *Provide reasonable availability to parents for consultation with school staff.*
- *Provide opportunities for parents to volunteer, participate, and/or observe their child's classroom activities.*

### **Responsibilities of the parent/guardian will include but not be limited to:**

- *See that my child attends school regularly and on time.*
- *Provide a home environment that encourages and is conducive to learning.*
- *See that my child's homework is completed.*
- *Monitor the amount of television my child watches at home.*
- *Promote positive use of my child's extracurricular time.*
- *Stay informed about my child's education and be aware of what my child is learning.*
- *Communicate regularly with the school staff about my child's educational experience at open house, conferences, or any other available time.*

### **Responsibilities of the student will include but not be limited to:**

- *Attend school regularly and on time.*
- *Do my homework every day.*
- *Read at least 30 minutes every day outside of school time.*
- *Always give the appropriate effort to perform at exemplary standards in work and behavior.*
- *Respect other students as well as myself.*
- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school.*

## **TO THE STUDENT:**

The faculty/staff of Guthrie Junior High School welcomes you! We look forward to another exciting and challenging school year. We feel that the importance of each individual student is our primary concern. We have designed a program of studies and activities which we believe will meet these individual needs, and help prepare you for the future. As junior high students, we encourage you to be active learners and active participants in all that we do. We want the years you spend with us to be the very best in your school career. The following pages in this handbook explain what you will need to know to make these years a success. Take time to go over these pages with your parents. Working with you as a team as you prepare for your future is an opportunity that is important to all of us.

## **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 for a Well-Educated Student)**

Our student's will-

- have a positive self-esteem
- have a strong knowledge base
- show concern for the welfare of others
- be self-directed, life-long learners
- be productive members of society
- be effective communicators
- be creative and complex thinkers
- be problem solvers
- be cooperative learners and workers

## **GJHS SCHOOL SCHEDULE**

Students are not allowed in the building before ~~8:00~~ 8:05 a.m. If a **student** desires to enter before this time, he/she must have a hall pass signed by a teacher, sponsor, or administrator. Students who enter the building before ~~8:00~~ 8:05 a.m. or remain in the building after 3:30 p.m. must be participating in a supervised activity. If the student is going to eat breakfast, or enter the building before ~~8:00~~ 8:05 a.m., he/she may enter only at the east door on the "A" floor. In the event of inclement weather, gentlemen should report to the gym and ladies to the auditorium.



## Bell Schedule

<del>8:00</del> 8:05	First Bell/Transition Time
8:15-8:55	Homeroom/1 <sup>st</sup> Hour
8:59-9:44	2 <sup>nd</sup> Hour
9:48-10:33	3 <sup>rd</sup> Hour
10:37-11:22	4 <sup>th</sup> Hour
11:22-11:52	8 <sup>th</sup> Grade Lunch
11:26-12:11	5 <sup>th</sup> Hour for 7 <sup>th</sup> Grade
11:57-12:42	5 <sup>th</sup> Hour for 8 <sup>th</sup> Grade
12:11-12:42	7 <sup>th</sup> Grade Lunch
12:47-1:32	6 <sup>th</sup> Hour
1:36-2:21	7 <sup>th</sup> Hour
2:25-3:10	8 <sup>th</sup> Hour

Each class period is 45 minutes in length. GJH requires that the middle 25 minutes be utilized for non-interrupted instruction unless of an emergency. If a student needs to be picked up for an appointment, we ask parents to plan accordingly.

## ABSENCES

Any student who is absent and does not have a parent call the school on the day of the absence will be assigned an unexcused absence (AU). Upon verification from a parent, the student's absence will be changed to an excused absence (AB for personal business, AM for undocumented illness, AD for documented absence).

An absence is recorded when the student has missed 10 or more minutes of a class. If a student is late for class 10 minutes or more, or is checked out during a class with 10 minutes or more remaining before the bell, the student will be counted as absent.

## ASSIGNMENTS WHEN ABSENT

When a student is absent from class, work assignments may be gathered by utilizing the lesson plans on teacher webpages. If internet or a printer is not available at home, parents are encouraged to contact the GJHS office.

## ATTENDANCE

School is preparation for future life, and it is important that habits of regular attendance be developed. Parents are asked to telephone the attendance secretary at 282-5936 by 9:30 a.m. the morning of the absence to avoid the absence being recorded as truancy. Students of Guthrie Junior High School are expected to maintain excellent attendance. The following criteria for attendance have been established by the Board:

1. A student must attend a minimum of 90% to receive credit for any course. Any Guthrie Junior High School student taking courses for high school credit **must** abide by the Guthrie High School attendance policy to receive credit.
2. A student is absent whenever he/she misses any 10 minutes of a class period.
3. School activities or documented absences are not included among the 9 absences allowed per semester.
4. A student will be given “no credit” in a class where the student has been absent 10 or more days.
5. Documented Absences
  - a. **Legal Documented** illness, injury, or death in the immediate family should be documented by physician, dentist, attorney, etc.
  - b. **Legal Documented** court appearance or medical appointments should be documented by physician, dentist, attorney, etc.: A letter signed by a doctor is the best form of documentation. Example: hospitalization for surgery or a chronic illness. Computer generated documentation from a doctor or dentist’s office is preferred. Examples include payment receipts and patient procedure history reports. **Handwritten appointment cards will not be accepted as documentation.**
  - c. **Doctor’s notes** will only be accepted up to five days after student’s absence. Anything after five days will be considered undocumented absence.

## ACTIVITIES

Numerous extra-curricular activities are offered at Guthrie Junior High School. Some of these activities are as follows:

### *Sports Activities*

Baseball  
Basketball  
Cheerleading  
Cross Country Track  
Football  
Golf  
Softball  
Tennis  
Track  
Wrestling  
**Volleyball**

### *Clubs & Organizations*

Academic Team  
Builders Club  
FCCLA  
Honor Society  
Student Council  
Technology Student Assoc  
Yearbook

Requirements for these organizations can be obtained from the sponsors. Students are encouraged to participate in activities in which they can excel because of special interest, talent and/or ability. The maximum number of absences for activities, whether sponsored by the school or 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 a student 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 a class during the day of the activity. If activities are completed prior to the end of the school day, students are required to return to school and complete the school day unless otherwise excused by the school principal.*

#### **CHANGE OF ADDRESS**

Any change of address or telephone number should be reported to the office.

#### **CHEATING AND/OR FRAUD**

Cheating will be considered the act or intent of gaining or giving knowledge for an assignment or to answer by fraudulent means. The penalty will be a zero for the assignment or test. Forged documents will result in administrative action. Plagiarism will fall under this category.

#### **CHECKING OUT PROCEDURE**

If it is necessary for a student to leave school during the day, someone from the student's contact list must sign them out. Students WILL NOT be allowed to leave with anyone not listed on their contact list. The student must then report to the "B" floor office to check out before leaving campus. Upon returning to school, the student is required to check in through the same office. *Failure to comply with this procedure will result in disciplinary action.*

#### **NOTICE OF NON-DISCRIMINATION**

Guthrie Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or disability in its programs 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.

Name/Title: Superintendent of Guthrie Public Schools

Office Address: 802 E. Vilas, Guthrie, OK 73044

Phone Number (Voice/TDD): (405) 282-8900

Days/Hours Available: M-F 8:00 a.m. - 12:00 p.m. 1:00 p.m. - 4:30 p.m.

For questions regarding this notice, please contact the District Compliance Coordinator.

Procedural Requirements  
Title VI, Title IX, Section 504, ADA  
July 2000

### **AVISO DE DECLARACION NO-DESCRIMINATORIA**

Escuela Publica 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. La Escuela Publica de Guthrie tampoco discrimina en sus contratos 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 cordinador 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

Dias/Horas de trabajo: L-V 8:00 a.m.-12:00 p.m. 1:00 p.m.-4:30 p.m.

Procedural Requirements  
Title VI, Title IX, Section 504, ADA  
July 2000

### **CLASSROOM BEHAVIOR**

The responsibility and authority for classroom management rest solely with the teacher. Any rules which are fair and enhance the educational process will be upheld. If problems persist to a degree that the classroom rules are being repeatedly ignored, then a referral may be made to the appropriate administrator where appropriate action will be taken.

The failure to abide by school rules may result in the following CONSEQUENCES: detentions, written assignments, loss of privileges, and in-school or out-of-school suspension. The consequence will be dependent upon the severity of the problem and the decision of the administrator.

### **CLOSED CAMPUS**

We operate a closed campus. Students will not be allowed to leave campus after arrival in the morning or during lunch time. Leaving campus will be a violation of this policy. Any violation will result in disciplinary action.

### **DETENTIONS**

Detentions given by a teacher for classroom misbehavior will be served with that teacher before school, during lunch, or after school.

Lunch detentions given for misbehavior in the hallways or outside will be served with the lunch detention teacher. Students serving noon detentions will bring lunch from home or obtain lunch from school cafeteria.

Failure to show for detention will result in two (2) days lunch detention.

## **DISCIPLINE BEHAVIOR AND CONDUCT RESPONSIBILITIES**

*One of the most important lessons education should teach is discipline. It is a part of every class, and it's the training which develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration of other people.*

It is our goal at Guthrie Junior High School to provide an orderly and efficient atmosphere whereby the teaching and learning processes can take place. This can only be done through effective discipline. Discipline is the responsibility of parents, students, teachers, and administrators.

The student is responsible for his/her individual conduct. Because not every problem that may arise can be foreseen, students should use good common sense to govern their behavior. They should treat each other, faculty, staff and property with respect. They should be aware that when their behavior distracts from the basic purpose of school, which is learning, there will be consequences to face.

It is the responsibility of the parent to instill in their child the value of appropriate behavior, good conduct, and to reinforce the policies and goals of the school. Parents should communicate to school officials any concerns they may have regarding their child's social, as well as academic, performance while at school.

It is the teacher's responsibility to set classroom rules of conduct consistent with the goals of the school. Expectations can be communicated in writing with rules and consequences, as well as through the general atmosphere created by handling situations that may arise in a consistent manner.

It is the responsibility of the administrator to take disciplinary action when general school policies have been disregarded or when crimes under Oklahoma Statutes have been committed. The administrators will also step in, after all other possibilities have been exhausted, to administer more severe consequences to those students who continually disrupt the learning environment of the classroom.

## **DISCIPLINARY ACTIONS**

Disciplinary actions which may be taken by a classroom teacher may include but may not be limited to: written assignments, detaining a student after class, conferencing with the student and/or parent, loss of privileges, or detentions assigned before school, after school, or at lunch.

Disciplinary action, which may be taken by an administrator, may include but may not be limited to: conferencing with student and parent, and/or suspension. Disciplinary actions will



follow a cumulative process. Regardless of offense, each disciplinary step will be visited only once before moving to the next step.

The administrator will take into consideration the severity and frequency of infractions when taking disciplinary action.

Disciplinary action to be taken:

- Conference with student and parent contact
- 1st serious infraction – 3 Lunch Detentions and meeting with counselor
- 2nd serious infraction – 5 Lunch Detentions and meeting with counselor
- 3rd serious infraction – Home Suspension - 3 days
- 4th serious infraction – Home Suspension – 5 days
- 5th serious infraction and every one thereafter – Home Suspension - 10 or more days

The proceeding discipline steps are meant as a guide only. In severe or unusual cases, the judgment of the administrator will take precedence.

### **DRESS CODE**

***Note to Parent(s)/Guardian(s):*** *The main purpose of school is to give your student the best education possible. Trends and fashions have no bearing on this issue.*

All students are expected to dress appropriately and modestly at all times during the school day and at school activities. Appropriate school clothes are conducive to better behavior in the classroom, in the halls, on campus, or any time students are actively representing the school. The dress code is applicable during the school day and at any school activity, home and away.

Examples of inappropriate attire are, ***but are not limited to:***

1. Headwear worn in the building including, but not limited to: hats, bandanas, sweatbands, scarves, earmuffs, hair picks. Hats and caps are only to be worn outside the building.
2. Any clothing that exposes the midriff. Shirts need to be long enough so that they can be tucked in or drop two (2) inches below the waistline without tugging on or stretching the shirt.
3. Clothing that allows undergarments to be visible. (See #19.)
4. Clothing that has obscene, profane, or suggestive language.
5. Sunglasses (including when worn as headwear.)
6. Garments that display alcohol, drug or tobacco logos or paraphernalia.
7. Mesh jersey or fishnet type clothing.
8. Earbuds or headphones.

9. All sleeveless shirts, blouses, and dresses whose straps are not at least one dollar bill's width and not fitted under the arm.
10. Scooped neck and / or low cut front and back necklines that are not modest.
11. Pants below the waistline (sagging and bagging).
12. Shorts that are not closer to the knee than the mid-thigh (Bermuda short length). Boxer shorts should not be worn, other than in the appropriate athletic classes. Shorts must be hemmed.
13. Skirts/dresses that are not long enough so that the hem touches the knee (Bermuda short length). Skirts/dresses must be hemmed.
14. Bicycle pants/spandex shorts.
15. Clothing that is 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.)
16. Chains or "spikes" on clothing, with wallets, or worn as a necklace or bracelet.
17. Shoes must be worn at all times for health reasons. "House shoes" are not an acceptable alternative. Shoes with wheels imbedded in them are not acceptable as they are safety hazards.
18. Apparel identifying a student as "security" or "police" is not to be worn.
19. Showing of underwear (thongs/etc.) or posterior being exposed while sitting.
20. No Pajamas (i.e. fleece/thin, lounge pants/etc.)
21. Blankets.
22. Leggings or jeggings worn under shorts or skirts that don't meet dress code. (If leggings/jeggings are worn as the primary attire, shirts must be long enough to fully cover all areas appropriately).

Any clothing that disrupts the learning atmosphere of the school is prohibited. Clothing with possible implied meanings, such as exist with the rebel flag, intended or not, may be offensive and will fall under this policy.

When a student has worn inappropriate clothing to school, the parents of the students will be contacted. The students will be sent home to change clothing, or parents may be requested to bring appropriate clothing to school. If parents are unavailable, the student may use sweat pants and/or a t-shirt supplied by the school. Time missed in procuring appropriate clothing will count against the student's attendance 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 or be in the chain of sale or distribution or be under the influence of any prohibited or controlled substance including as 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 Drug or Alcohol.

1. **First Offense:** 90 school days out of school suspension (equivalent to 1 semester).

a. A reduction to a 30 school days (6 weeks) out of school suspension may be granted if the student and the parent/guardians agree to the following:

- . To meet with the District Counseling Service representative
- i. 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.

a. 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 designee may devise an appropriate disciplinary plan for an individual student relating to the substance abuse in question and may submit that planned of 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.

2. **Second Offense:** Suspension out of school for the remainder of the current semester and all of this is succeeding semester.

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 Statue Title 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 dangers 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 dangerous 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 at 802 East Vilas, Guthrie, OK.
3. If no appeal is received within five (5) calendar days by 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.

**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 Activity Association:

**A. ATTENDANCE REGULATIONS**

1. School Activity: These are extra-curricular activities, whether sponsored by the school or outside agency, which removed 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.
3. Once a student has had ten student activity absences 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 from OSSAA RULES AND REGULATIONS)



### Section 1: Semester Grades

- a. A student must have received a passing grade in all five subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. This requirement would be classified as five school credits for the 7th and 8th grade students.
- b. 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.
- c. 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.
- d. 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

Special 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.

A **transfer student** is one who has a legal residence in a school district other than Guthrie and wishes to go to school in Guthrie. A transfer student **MUST PROVIDE:**

1. Proof of guardianship.
2. Signed transfer request originated in *sending* district and including signatures of the sending *and* receiving superintendents.
3. Complete immunization records.
4. Proof of legal withdrawal from sending district.
5. Transcripts from all schools in which student has attended.
6. Copy of Social Security card.

A **new resident student** is one that has established a legal residence within the school district.

New resident students **MUST PROVIDE:**

1. Proof of residence (utility bill, renter's agreement, real estate contract, etc.) & signed Enrollment Verification.
2. Proof of guardianship (legal document).
3. Complete immunization records.
4. Proof of legal withdrawal from sending district.
5. Transcripts from all schools which student has attended.
6. Copy of Social Security card.

### 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

### **INCENTIVE 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 incentive 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, any major inappropriate behavior (such as curfew being broken) may result in the student:

1. Being sent home at their own expense.
2. Suspension from school for an appropriate amount of time.
3. Loss of the privilege to go on any future school trips.

## **FIGHTING/ASSAULT**

Fighting will not be tolerated at Guthrie Schools due to a chance of injury and/or property damage. Fighting is defined as any situation in which mutual participation in an incident involving physical violence. Assault is defined as a physical act and/or an act, criminal or tortious, 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 definitions. Infractions may be handled in the following manner for all students involved (Administrator Reserves The Right To Modify Any Discipline Consequences). Parents of a student that has been suspended out of school must attend a conference with the principal before the student is allowed to return to his/her regular classes. If a student participates and/or is responsible for inciting, instigating, or encouraging a fight, the following may apply:

### **FIGHTING**

- 1<sup>st</sup> Offense - Suspension from school for five (5) days.
- 2<sup>nd</sup> Offense - Suspension from school for ten (10) days.
- 3<sup>rd</sup> Offense - Suspension from school for the remainder of the semester.

### **ASSAULT**

- 1<sup>st</sup> Offense - Suspension from school for fifteen (15) days.
- 2<sup>nd</sup> Offense - Suspension from school for forty-five (45) days.
- 3<sup>rd</sup> Offense - Suspension from school for the remainder of the year.

Students who film fights at school and promote the video online may be disciplined under both policies as the Administrator deems appropriate.

## **FINANCIAL OBLIGATIONS**

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, AP English, elective classes, etc.)

## **FIRE, TORNADO, INTRUDER & LOCKDOWN DRILLS**

All drills will be conducted in accordance with state law and reported to the appropriate reporting agency on a yearly basis.

## **FIREWORKS**

Fireworks are not permitted while attending school, on school premises, or at school sponsored activities. Any student in violation of said policy will face immediate disciplinary actions.

## **FOOD AND BEVERAGES**

No food or beverages, except sack lunches in sacks or lunch boxes, will be allowed in the building except in the cafeteria. No glass containers, please.

## **GANG CODE / NON-SCHOOL SANCTIONED ORGANIZATIONS**

The following are prohibited at Guthrie Public Schools during the school day and at all school events (home and away):

1. 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 not sanctioned (approved of) by the school administration or a gang.
2. Wearing pants below the waistline (sagging and bagging).
3. Wearing of headgear that would associate a student with an organization that is not sanctioned by the school. This includes caps, bandannas, handkerchiefs, shoestrings or any other associated with gang-related behavior.
4. Participating 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.
5. Participating 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.

## **GRADING SYSTEM**

Report cards will be given to the students the week following each nine weeks period. The final report card in May will be mailed home. The report cards contain an academic grade, attendance record, and teacher comments. Please check each area carefully to determine progress.

100-90	A
89-80	B
79-70	C
69-60	D
59 or below	F

Incomplete grades must be made up within two (2) weeks or convert to an F.

## **GUIDANCE COUNSELING**

The Junior High counselors will perform classroom guidance to 7<sup>th</sup> & 8<sup>th</sup> grade students throughout the year on these topics: (1) Planning for High School and Beyond, (2) Alcohol and Choices, (3) Responsibility, (4) Sexually Transmitted Diseases, and (5) HIV/AIDS. The counselors will be teaching the students the importance of remaining abstinent and will be using the KEEP Program curriculum that is Federal and State approved. The counselors will separate students by gender when conducting these classroom guidance discussions. The curriculum is available for your review in the counselor's office during regular school hours. Parents will be



given information to opt out their students at enrollment and also mailed an opt out letter two weeks after the start of the school year. All opt out forms must be returned to the Junior High by September 9. Alternative arrangements can be made for your student if you wish them not to participate. You may call the counselors at 282-5936 with any questions or concerns you might have.

### **HALL CONDUCT**

Since everyone uses the halls, there are some basic rules to be observed:

- Walk, do not run.
- Keep to the right.
- Do not block the halls by standing in groups.
- Avoid yelling and horseplay.
- Do not slam or kick lockers.
- Help keep the halls clean.

### **HALL PASSES**

Students are not permitted in the halls during class periods unless a teacher accompanies them or have a hall pass from an authorized staff member. The pass must have your name, date, destination, time, and signature of a staff member on it. Any student in the halls without a pass during class time will be given detention.

### **HEALTH & MEDICATION**

If a student is injured or becomes ill at school, he/she should report to the “B” Floor 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 pupil by school employees.

**ILLNESS AND MEDICATION** - We request that you adjust your child’s schedule to eliminate the need to take medication during the school day. In the event it is necessary for a child to use medication during the school day, the following procedure will be followed:

All medication is to be brought to the school secretary upon arrival and appropriately labeled by the pharmacy or physician as to the name of the medication, dosage instructions, doctor’s name and prescription date. A note, dated and signed by the parent, must accompany the medication, giving the child’s name, dosage amounts, specific dosage times, and other instructions if necessary. The Medication Authorization form is available on the District’s website in the Parent Backpack or at the school’s office.

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 expensive medication to school, we suggest that you ask your pharmacist to label an additional container for use at school.

NON-PRESCRIPTION MEDICATION (for example, aspirin, stomach remedies, ointment, cold tablets or similar drugs) is not given without prior written permission of the physician. Medication must be in the original bottle (with the identification of the medication and dosage instructions) and a note signed and dated by the parent giving the child's name, medication, dosage instructions, and other necessary instructions must accompany the medication.

A log of the student's medication will be kept at the school office.

### **HOMEBOUND POLICY**

Teachers are responsible for assigning adequate homework for their respective subjects. It is the student's responsibility to acquire the assignment and make up any work that is missed.

### **IMMUNIZATION**

Oklahoma State Health Department requires all students to be immunized. The Guthrie Public Schools, in accordance with these laws, requires every student enrolling have proof of immunization.

State requirements are as follows:

Five (5) DPT/DTaP/Td/Tdap	Two (2) MMR
One (1) Tdap Booster	Two (2) Hepatitis A
Four (4) Polio	One (1) Varicella
Three (3) Hepatitis B	

Students will not be allowed to enroll without necessary immunizations. Should the Oklahoma State Department of Health change these requirements, their guidelines will supersede this list.

### **Free Clinics**

Many insurance companies will pay for the required immunizations. If not covered by your insurance, there are free clinics available.

<u>Site</u>	<u>Hours</u>
Logan County Health Department	Daily ---- Monday thru Friday
215 Fairgrounds Road	8:00 a.m. – 11:00 a.m. and
Guthrie, OK 73044	1:00 p.m. – 4:00 p.m.
405-282-3485	

### **IN-SCHOOL SUSPENSION**

If a student is placed in ISS and breaks the rules, he/she will be suspended pending review of the offense. Students will not be able to participate in, or attend, any school activities while they are assigned to ISS.

## **INSURANCE**

Insurance is required for all student athletes, agricultural education students, industrial arts students, and vocational carpentry students 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!**

## **INTIMIDATION / HARASSMENT (No-Bully Law)**

Intimidation or harassment directed toward other students will not be tolerated. All students are expected to treat others with respect at school, school activities, and other extracurricular activities.

- 1st Offense: Parent conference/phone contact and suspension from school for three (3) days.
- 2nd Offense: Parent conference/phone contact and suspension from school for five (5) days.
- 3rd Offense: Suspension for the remainder of the semester and the following semester.

**Bullying will not be tolerated. Please refer to Section F-31 Policy Prohibiting Harassment, Intimidation and Bullying Procedures For Combating These Behaviors located in the GPS Policy Manual.**

## **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:**

- 1. Writings
- 2. Drawings
- 3. Pictures
- 4. Magazine
- 5. Internet / Computer / System Peripherals

## **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.

### **LOST AND FOUND**

Check in the “A” floor office for lost articles before and after school. Please!!!! Remember to label all your personal items.

### **LUNCH ROOM OFFENSES**

Cutting in line, leaving a tray or dirty table, not following instructions of a staff member, and other minor offenses during lunch will result in lunch detentions per offense. Major infractions will be handled as outlined elsewhere in this handbook.

### **MAKE UP WORK**

Students, upon returning from an absence, will have one day for each day missed 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.

### **NATIONAL HONOR SOCIETY / NATIONAL JUNIOR HONOR SOCIETY**

To be a member of National Honor Society, a student's grade point average must be 3.5 or higher on a 4.0 scale. For High School NHS, averages are based on all grades received including those during the freshman year. High School eligibility begins the sophomore year (as per National Honor Society guidelines). Junior High eligibility is based upon grades beginning the first semester of Junior High. All students are expected to meet other criteria, such as leadership, service, and character.

### **OKLAHOMA STATE HONOR SOCIETY**

The top ten percent of the High School student body is eligible for membership in the Oklahoma State Honor Society. Averages are based on all grades received; eligibility begins with the freshman year. Junior High membership is based on the State Regents Test scores.

### **OKLAHOMA STATUTES**

Action(s) defined as crimes under OKLAHOMA STATUTES will result in suspension if the student commits the acts while in attendance at school, enroute 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 (i.e. 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:
- 1. Verbal assault of a school official.
  - 2. Defying a school official.
  - 3. Inciting a fight.
  - 4. Failure to identify oneself
  - 5. Failure to comply with the request of a school official.

### **PLANBOOK.COM**

Planbook.com is used by each teacher to enter lesson plans on a weekly basis. Students and parents have access to the lesson plans via [www.planbook.com](http://www.planbook.com) and selecting the “Student View” tab located next to the login button. Teacher email and student key (used for login) will be produced by each individual teacher and given to each student in class. Access is also obtained through teacher webpages.

### **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.

### **HONORS COURSES**

Honors courses are offered in the subject areas of Math. This course has been designed to meet the needs of the advanced student who wishes to pursue college level studies. Completion of the course contract is required for enrollment.

### **PROFANITY**

Profanity and/or obscene gestures will not be tolerated enroute to or from school, while attending school, on or in school premises, or at school sponsored activities. Offenses will result in administrative disciplinary action. However, if the profanity is directed toward a staff member, it will be treated as a verbal assault.

### **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 70.S 11-103.6.

Proficiency will be demonstrated by testing with the Oklahoma Proficiency Tests by Riverside or with district approved, teacher-made 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.

Core areas are as follows:

- Social Studies
- Language Arts
- Mathematics
- Science
- Languages
- The Arts

More details can be obtained from the district policy on Proficiency-Based Promotion or from the site principal.

### **PUBLIC DISPLAY OF AFFECTION**

It is assumed that all students have sufficient personal pride and respect. The school halls and campus are public places; therefore, it is expected that students will use discretion in relationships. (This discretion will be limited to hand holding.) Students who persist in other practices will be referred to the counselor, and if necessary, the parents will be called for a conference or other disciplinary action will be taken.

### **RACIAL SLURS**

It makes no difference if the racial slurs are in jest or in earnest. "Flag words" are also considered racial slurs.

- |              |  |
|--------------|--|
| 1st Offense: | Three (3) day suspension                 |
| 2nd Offense: | Five (5) day suspension                  |
| 3rd Offense: | Five (5) day to one (1) year suspension. |

### **RESTRICTED AREAS**

#### **A.M.**

- Upon arrival to school, students are to remain outside, in front of the building. Students are to remain behind the blue lines on the front sidewalk and between the buildings and the trees. Students must stay away from the curb line for safety reasons.

- Students may play basketball or four squares in the morning. Please do not stand and talk on the basketball court while others are playing.
- Students are not permitted to be in the alley (behind the school) at any time during the school day.
- Students are not permitted to stand between the main building and the gym at the “A” floor level at any time during the school day.

### **Lunch**

- After eating lunch, the students will move outside. All students must remain between the basketball court and the front of the gym steps.
- Students may play basketball or four squares during lunch. Please do not stand and talk on the basketball court while others are playing.

### **P.M.**

- Students are to board the buses immediately after school. The buses leave the Junior High every day at 3:20 p.m.
- Students walking home need to leave the campus immediately after school. All students must be off campus by 3:30 p.m. No loitering on campus after school.

## **PROCEDURES AND RESPONSIBILITIES FOR STUDENTS IN SPECIAL AREAS**

In order for students to function cooperatively, some basic procedures are needed in particular areas such as: in the cafeteria, at the lockers, in the media center, in the use of school facilities, materials, and restricted areas.

### *Bicycles & Skateboards*

- Bikes should be parked in the bike area when school begins each day, and they should remain parked until school is dismissed. We recommend you buy a lock. We cannot assume responsibility for bicycles.
- Bike riding is appropriate for the street but not for the sidewalks surrounding the school.
- Please walk your bike so others will not be injured as they use the walks.

- Students should not congregate around the bike area. Bike riders only should use the parking space. After a bike is parked and secured, go directly to the appropriate area.
- Skateboards are not allowed at school or on school property at any time. These items will be confiscated and returned at the end of the school year unless a parent comes to the school to pick up the item during regular school hours. Repeat offenses of this policy will result in suspension and other disciplinary actions.

### *Library Resource Center LRC*

The librarian is available to all students and will assist students as they make use of the many books that are available for studying and for recreational use. The following guidelines are important for each student to know and to follow:

- Hours: 8:10 a.m. to 3:30 p.m.
- Books circulate for two-weeks unless they are needed for a special class assignment. Some materials will be put on reserve and checked out overnight only.
- All materials have the due date stamped on them. It is the student's responsibility to return borrowed materials on the date due.
- All book fines must be cleared in order to receive your report cards.
- You assume responsibility for books or any library materials when you check them from the media center. Books or materials that may be lost, stolen, or damaged will be your responsibility since you are given the privilege of borrowing materials.
- The media center is a place to study, read, and do research, so appropriate behavior is necessary. It should be semi-quiet and should not be used as a place of visitation.

### *Cafeteria and Lunch*

- Students may choose to purchase lunch or bring a lunch from home.
- The cafeteria offers two (2) choices: fast food line and plate lunch. A student is expected to eat in the cafeteria. Milk may be purchased in the cafeteria. Neither food nor drinks are to be taken from the cafeteria.
- Free or reduced rate lunches are available for those who qualify. If you would like to apply, please come by the office for an application.
- The following procedures will assist students in making lunch a more pleasant experience for all concerned.
  - Eating areas should be left as clean as possible. Nothing should be left on the tables. All refuse, paper, etc. should be placed in the trash as you empty and return your tray and eating utensils.

- All lunches are to be eaten in the cafeteria and nothing is to be taken from the cafeteria to be eaten later. Milk may be purchased if you bring your lunch from home.
  - Saving seats is not appropriate. The first person who arrives should have the seat.
  - Do not break into the lunch line. Take your turn and do not save places in line. This is unfair to those behind you.
- Please practice your good manners and be considerate of others.

### **SATURDAY / WEDNESDAY SCHOOL**

Saturday /Wednesday School, if available, will be used as an alternative consequence for students who are in violation of school policy. Failure to serve Saturday/Wednesday School assignment will result in out of school suspension.

Wednesday School will occur for one hour immediately following the school day (3:20-4:20).

### **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.

### **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 range/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.

### **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 CONDUCT**

Each student is expected to behave in a manner which will add to the educational atmosphere at Guthrie Public Schools, and anything that detracts from the spirit of dignity at our school will be subject to disciplinary action. Students have the responsibility to know and respect the rules and regulations of the school.

We desire that all students accept the responsibility of self-discipline. Students are to conduct themselves as young ladies and gentlemen at all times (i.e. halls, cafeteria, classrooms, assemblies, and extracurricular activities). When a student demonstrates that he/she cannot conduct themselves in a positive manner and infringes upon the rights of others to enjoy the freedom of self-discipline, he/she must face the consequences of disciplinary action.

The responsibility and authority for classroom management rests solely with the teacher. Any classroom rules, which are fair and enhance the educational process, will be upheld. If problems persist to a degree that the classroom rules are being repeatedly ignored, a referral may be made to the discipline principal where appropriate action will be taken.

When students enroll in classes, the following obligations are assumed:

- To be present and on time each school day. (Attendance is a vital part of academic progress.)
- To be in the properly assigned area BEFORE the last class bell rings.
- To complete each assignment on time.
- To give complete attention in class.
- To participate in all class activities.
- To be respectful and cooperative.
- To bring the necessary equipment to participate.

*Defiance of teacher authority will result in appropriate disciplinary action.*

### **STUDENT SEARCH**

School personnel have the authority to detain and search or authorize the search of any student upon suspicion that 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 POLICY**

Since our school is judged by the way we act in class, substitutes can either take a positive or negative impression of our school with them when they leave. You are expected to conduct yourself as a host to these substitute teachers and show them the same respect expected of your regular teachers. 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 that a student has no interest in education, is a behavior problem, or is a chronic truant, the Administration must take action in suspending said student in the best interest of the school as a whole.

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 to attend or participate in any school sponsored activity. If this policy is violated, a suspension of three days, the remainder of the current semester and/or the following semester will be added to the current suspension. While suspended, a student may not attend or take part in any school activity, including extracurricular practices.

**A student will not be allowed to participate in any school activity during the time of a suspension and until the day following the last day of the suspension.**

### **TARDIES**

Punctuality is an important part of maturity and reflects an attitude of courtesy toward others (oversleeping and missing the bus are examples of unacceptable reasons for being tardy to school). A student will be considered tardy if he or she is not in his or her properly assigned area when the class bell rings.

Tardiness to classes is not acceptable; however, there are times when it will occur. After ten (10) minutes the tardy will be counted as an absence.

Each teacher will keep a log for each semester of student tardies per class period. After the first tardy, the teacher will email administration and amount of tardies for student. The teachers will discuss in their daily team meeting which students on their team have a tardiness problem. Administration will contact parents and follow discipline plan.

At that time, the following disciplinary actions will be taken:

- First offense: Warning by teacher
- Second offense: 1 Day Lunch Detention
- Third Offense: 3 Days Lunch Detention
- Fourth Offense: 1 Week Lunch Detention

If a student continues to be tardy after 4 tardies, out of school suspension will occur.

THREE tardies equals one unexcused absence.

### **TELEPHONE**

The telephone is available for “EMERGENCY USE ONLY.” Students should not rely on using the school phone for making plans that can be arranged before or after school.

Basic phone procedures are:



- Student phone calls should be made in the “B” floor office.
- Students will be required to sign a daily log sheet when making telephone calls at school.
- You must have permission from your teacher and a hall pass to use the phone during school hours.
- DO NOT PLAN to make your personal after-school arrangements on the phone at school. Make pre-arrangements for after-school activities when transportation or other considerations will be necessary. Students should communicate with friends at home and only unusual situations should require “last minute” planning by phone.
- Calls are to be limited to two (2) minutes.
- If someone should call for you at school, you will not be brought from class to answer the phone. The person may leave a message, and the message will be delivered to you.

### **TEXTBOOKS**

Textbooks will be issued through the teacher in your different 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 may be lost or damaged will be your responsibility. You must take care of replacement or damage costs before you receive your final grades. The school may hold grades and records if fines or replacement costs are not resolved.

### **THEFT**

Theft will not be tolerated. Replacement and/or reimbursement will result as well as Administrative disciplinary action.

- |              |  |
|--------------|--|
| 1st Offense: | Parent conference and suspension from school for three (3) days.             |
| 2nd Offense: | Parent conference and suspension from school for five (5) days.              |
| 3rd Offense: | Suspension for the remainder of the semester and for the following semester. |

### **THROWING OBJECTS**

Due to the obvious danger, throwing of any objects 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.)

### **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 School Administration Building, 802 East Vilas, Guthrie, Oklahoma, 73044; telephone (405) 282-8900.

### **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, 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:

- 1<sup>st</sup> Offense: Parent conference/phone contact and suspension from school for five (5) days.
- 2<sup>nd</sup> Offense: Parent conference/phone contact and suspension from school for ten (10) days.
- 3<sup>rd</sup> Offense: Suspension for the remainder of the semester, or suspension for the remainder of the school year.

### **TRANSPORTATION**

#### **Registration of Riders**

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

#### **Transportation Transfers and Students Not Riding**

In order to provide the safest possible care for your students while they ride the bus, and to control the number of students riding any given bus, *students will ride only their assigned bus*. Students who live in town are in the “no ride zone” and are not assigned to any bus; therefore in-town students may not ride a school bus to another person’s address. Students will also get on and off the bus only at their assigned stop. Students are not permitted to ride home to a friend or other students home.

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

## **TRUANCY**

Any student is considered truant when absent from the school grounds without approval of the school and the permission of the parent or guardian. A student who fails to report to class or check out when leaving school anytime during the school day is subject to discipline for truancy.

## **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 District Attorney. Penalties may be assessed by the Logan County District Court.

## **UNWRITTEN REGULATIONS**

Each year, there are a few things including some "fads" that appear on our campus. We are not listing any of 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.

## **VANDALISM AND OTHER OFFENSES**

Any student committing an act of vandalism, theft, gambling 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 of the above may result in more severe penalties of suspension. Suspensions may range from ten (10) days to the remainder of the semester and the following semester, and/or appropriate Civil Action.

## **VISITORS (All visitors must report to the office)**

We cannot accommodate student visitors during the school day. Parents are always welcome to visit the school but are asked to check in at the "B" floor office first. Parents, if you need to talk with your child, stop by the "B" floor office for a visitor's pass.

## **WEAPONS**

Students should not bring any type of instrument to school that is likely to be used as a weapon or tool which could be used to deface or vandalize school property. The following instruments may be considered weapons:

1. Knives
2. Firearms and/or facsimiles (including cap guns, etc.)
3. Explosives and/or facsimiles
4. Metal Objects (chains, brass knuckles, etc.)
5. Clubs
6. Sharp or pointed instruments
7. Stun guns

## 8. Chemical sprays

Violations of this policy will result in administrative action. See Oklahoma 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 or starting late because of inclement weather, parents are asked to listen to local radio and television stations. When possible, the District's website will also be updated to include the newest information.

If weather conditions deteriorate during the school day and it becomes necessary to dismiss school early, the Superintendent will notify the local radio and television stations. When possible, the update will also be included on the District's website. Please remember not to phone the school to ask about closing or dismissal information. This will keep our telephone lines open in case of an emergency.

### **WIRELESS COMMUNICATION & ELECTRONIC 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, iPhone, smart phones, internet phones or similar devices. Students will keep cellular telephones turned off and out of sight during class time and during all school or school related activities. 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 have pagers and cellular telephones while attending a function sponsored or authorized by the school, subject to the same restrictions applicable to instructional periods.

Telecommunication devices shall be turned off and out-of-sight in locations deemed "private areas." "Private areas" include but are not limited to restrooms, changing rooms, and locker rooms or similar areas. The use of audio/video recording and camera features is strictly prohibited in these areas. A student who witnesses a cell phone or other telecommunication device out in a "private area" shall immediately report this behavior to a teacher or administrator.

The district has adopted policies regarding appropriate contact between staff and students via telecommunication devices and social networking sites. These policies are found at *Wireless Telecommunication Devices (Employees)*. Students shall only engage in approved and authorized contact with school employees and shall report any inappropriate contact immediately.

Students found to be using any electronic communications device for any illegal purpose, in a manner volatile of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations, or to harass or intimidate students or staff members shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Using a phone for

harassment purposes includes using a phone's features such as text or picture messaging, internet uploading and downloading, camera, and/or audio/visual recording features. Acts such as "upskirting" or "downblousing" are prohibited and are considered harassment of an individual. Students violating this policy will not be allowed to carry any personal communication device following the incident unless a genuine health emergency exists, and may also be subject to other disciplinary action.

#### **WARNING:**

The taking, dissemination, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic communication) may constitute a CRIME under state and/or federal law. Any person taking, dissemination, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registries.

#### **WITHDRAWAL FROM SCHOOL**

When a student must withdraw from Guthrie Public Schools during the term, he/she must report to the registrar in the morning of the day he/she leaves to begin formal withdrawal from school. Students will not be withdrawn until the parent or guardian has made contact.

**WHEN WITHDRAWING FROM SCHOOL, PLEASE ADHERE TO THE FOLLOWING PROCEDURE TO LEAVE GUTHRIE PUBLIC SCHOOLS WITH A CLEAR RECORD:**

1. Arrange a conference with the counselor to explain the reason for withdrawal, leave a forwarding address, and secure a permit to withdraw from the appropriate office.
2. Secure teacher signatures on the withdrawal permit and return textbooks to those teachers. The locker should also be cleaned out.
3. Leave the signed withdrawal form in the office with the registrar showing a clear record.
4. A transcript of the student's work will be forwarded, upon request, to the new school.

#### **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-Friday by contacting ~~Jerry Gammill~~ **Cody Thompson** at the Maintenance Department located at 200 Crooks Drive, Bldg. #4, Guthrie, OK 73044.

#### **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 at Guthrie High School, Guthrie Junior High, or the Guthrie Public Schools Administration Building.

**GUTHRIE JUNIOR HIGH SCHOOL  
PARENT AND STUDENT HANDBOOK**

Dear Student:

This handbook has been prepared for your information, and to assist you with the expectations, responsibilities, guidelines, and procedures necessary in becoming the best junior high student you can be. We hope you will use the book and become familiar with its contents. If each of our students will accept the responsibility of developing to their fullest potential, our school, our students, the parents and our community will have much of which to be proud.

Respectfully,

Todd Bramwell  
Principal

PLEASE SIGN AND RETURN THIS TO YOUR FIRST HOUR TEACHER.

I have read my Guthrie Junior High School Handbook for the current school year. I understand the rules and will make every effort to abide by them.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature



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



# **GUTHRIE HIGH SCHOOL**

## **Student Parent Handbook**

**2024-2025**

***Staking a Claim in Our Students' Future***

## ADMINISTRATION

### *Board of Education*

Chris Schroder, President  
Tina Smedley, 1<sup>st</sup> Vice President  
S. Janna Pierson, 2<sup>nd</sup> Vice President  
Matt Girard, Deputy Board Clerk  
Gail Davis, Board Clerk  
Ben Huskey, Member  
Ron Plagg, Member

## DISTRICT OFFICE: (405)282-8900

Dr. Mike Simpson, Superintendent of Schools  
Ms. Carmen Walters, Assistant Superintendent  
Mr. John Hancock, Executive Director of Personnel & Secondary Education  
Dr. Michelle Chapple, Chief Financial Officer

## HIGH SCHOOL OFFICES

Main & South Office	(405)282-5906
North Office (Attendance)	(405)282-5913
Dusty Throckmorton, Principal	(405)282-5906
Jeanne Ambriz, Assistant Principal	(405)282-5906
Justin Stevens, Assistant Principal	(405)282-5906
Juana Benson, Director of Alternative Education	(405)282-5941
Jon Chappell, Athletic Director	(405)282-5906
<Insert Name>, 9 <sup>th</sup> Grade Counselor	(405)282-5913
Kristi Blakemore, 10 <sup>th</sup> Grade/11 <sup>th</sup> Grade M-Z Counselor	(405)282-5913
Annie Chad, 11 <sup>th</sup> Grade A-L/12 <sup>th</sup> Grade Counselor	(405)282-5913

## GUTHRIE PUBLIC SCHOOLS' MISSION STATEMENT

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

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## SCHOOL INFORMATION

CLASS: 5A  
CONFERENCE: Suburban  
NICKNAME **MASCOT**: Bluejays  
COLORS: Royal Blue and White  
LOCATION: 200 Crooks Drive  
Guthrie, OK 73044  
WEBSITE: [www.guthriepps.net](http://www.guthriepps.net)

## PHONE NUMBERS

North Office (Attendance) (405)282-5913  
Registrar/North Office FAX (405)282-8823  
Transcripts & Records Office (405)282-5913  
Discipline/Main Office (405)282-5906  
Main Office FAX (405)282-5909  
Transportation (405)282-5919  
Child Nutrition (405)282-5952

## BELL SCHEDULES

### BELL SCHEDULE - STANDARD

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

### BELL SCHEDULE - ASSEMBLY

1st Hour	8:15 AM - 8:57 AM
2nd Hour	9:02 AM - 9:44 AM
3rd Hour	9:49 AM - 10:31 AM
4th Hour	10:36 AM - 11:18 AM

#### Assembly

Power Hour Blue	11:54 AM - 12:19 PM
Power Hour White	12:24 PM - 12:49 PM
5th Hour	12:54 PM - 1:36 PM
6th Hour	1:41 PM - 2:23 PM
7th Hour	2:28 PM - 3:10 PM

### BELL SCHEDULE – SEMESTER FINALS

	1st Hour	2nd Hour	3rd Hour	4th Hour	Power Hour	5th Hour	6th Hour	7th Hour
<b>Day 1</b>	1st Hour Final 8:15 AM - 9:54 AM		3rd Hour Final 9:59 AM - 11:39 AM		11:39 AM - 12:34 PM	5th Hour Final 12:39 PM - 2:18 PM		7th Hour
<b>Day 2</b>	2nd Hour Final 8:15 AM - 9:54 AM		4th Hour Final 9:59 AM - 11:39 AM		11:39 AM - 12:34 PM	6th Hour Final 12:39 PM - 2:18 PM		7th Hour
<b>Day 3</b>	1st Hour	2nd Hour	3rd Hour	4th Hour	11:39 AM - 12:34 PM	5th Hour	7th Hour Final 1:31 PM - 3:10 PM	

# Guthrie Public Schools

## School Calendar 2024-2025

## August

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

**AUGUST**  
12,13, & 14 Teacher In-Service  
15 - First Day of Classes

## SEPTEMBER

2 - Labor Day  
23 - Professional Day

## OCTOBER

11 - Homecoming (2:10 Dismissal)  
16 - End of First Quarter  
10 & 15 - P/T Conf (All Sites)  
17 and 18 Fall Break  
21 - Professional Day

## NOVEMBER

25-29 - Thanksgiving Break

## DECEMBER

20 - End of 2nd Quarter  
Dec 23 - Jan. 3 Winter Break

## JANUARY

6 - Professional Day  
7 - Classes Resume  
20 - Martin Luther King Day

## FEBRUARY

17 - Teacher In-Service

## MARCH

6 & 11 - P/T Conf (All Sites)  
14 - End of 3rd Quarter  
17-21 Spring Break

## April

11 - Snow Make-Up Day 1\*  
18 - Snow Make-Up Day 2\* (Easter)

## MAY

22 - Last Day of Classes  
26 - Memorial Day

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

## January

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	

## February

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	

## March

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					

## April

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					

## May

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					

☐ 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

1st Quarter 44+4

2nd Quarter 39+1

3rd Quarter 48+2

4th Quarter 42

173 Days Taught

7 Professional Days

180 Days Total

\*School will be dismissed  
if not used for bad weather

Board Approved 1/8/24

## PARENT TEACHER CONFERENCES

Fall – October 10 and October 15 from 4:00-7:00PM

Spring – March 6 and March 11 from 4:00-7:00PM



# 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 2/4 time with a key signature of two flats (Bb and Eb). The melody is simple and catchy, with lyrics written below the notes. The lyrics are: '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 score ends with a double bar line.

## **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, my 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 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!*



## Staking A Claim in Our Students' Future

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

*DISCLAIMER: The following discipline steps are meant as a guide only. In severe or unusual cases, administrative judgment will take precedence. The Guthrie Public Schools 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.guthrieips.net](http://www.guthrieips.net).*

## **ACTIVITIES / SPORTS**

Numerous extra-curricular activities **and sports** 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 qualifying / 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.

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, eSports, golf, football, soccer, fast-pitch and slow-pitch softball, volleyball, tennis, track, and wrestling. Physicals and insurance or insurance waivers are required.

Students who misbehave (i.e., run, roam, harass, fail to cooperate with school officials) at school activities may be dismissed from the activity without a refund and can face additional administrative action.

## **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. REDUNDANT~~

## **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~~ **Infinite Campus Parent 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 absences 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 notify 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.

**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.

**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.

## **Tardies**

**Criteria for tardies:** A tardy is defined as not being in the classroom when the tardy bell rings. A student will be counted tardy if he/she arrives within the first 10 minutes of the class period. A student who arrives to class 10 or more minutes late, may be disciplined according to the unauthorized absence policy. The counting of tardies for attendance purposes will be by individual class period.

- ~~A tardy is defined as not being in the classroom when the tardy bell rings. MOVED ABOVE~~
- ~~The counting of tardies for attendance purposes will be by individual class period. MOVED ABOVE~~

- 3 tardies: conference
- 6 tardies: one (1) Saturday School
- 9 tardies: two (2) days ISS
- 12 tardies: three (3) days ISS

**NOTE:** Consequences for more than 12 tardies in an individual class period will be left up to administrator discretion

- ~~12 tardies in a class: One Saturday School~~
- ~~18 tardies in a class: Two days ISS~~
- ~~24 tardies in a class: Three days ISS~~

## **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.

## **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.

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

T-10 – tardy 10+ minutes

OSS – out of school suspension – this is not counted as an absence

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 when the serving line is open.
- 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~~ **Infinite Campus Parent Portal**.
- 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:
  - o Breakfast must be 3 or 4 items
  - o Lunch must be 3 to 5 items

Cafeteria ~~Offenses:~~ **offenses such as** 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 **unless approved for use as a learning tool by the teacher**. 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 Action:**

- 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 / ARTIFICIAL INTELLIGENCE (A.I.)**

Cheating will be considered the act or intent of giving or gaining knowledge for an assignment or test or to answer by fraudulent means. Plagiarism is the intention or accidental use of another's ideas, words, or writing as one's own without appropriate documentation. **Cheating and plagiarism include the misuse of artificial intelligence.**

#### **Consequences:**

The penalty for cheating **and/or plagiarism** will be a zero for the assignment or test. Frequent acts of cheating **and/or plagiarism** will require further consequences as per teacher/administrator discretion.

#### **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 **or Main** 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 Main** 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~~ **Guidance Counselor** and is subject to current Oklahoma State Department of Education regulations. See the Course Selection Handbook for complete information.

## DANCES

Dances will be 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~~ **administrators.**
- Failure to serve detentions assigned by ~~the office~~ **an administrator** 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~~ **that distracts from the learning environment or impedes learning for others may not be worn.** 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:

- Clothing that inappropriately exposes the body
  - Clothing that allows undergarments to be visible
  - Pants with holes/rips/tears above the longest fingertip point of the thigh
  - Clothing that exposes the midriff
- Shirts not long enough to be tucked in or to drop two (2) inches below the waistline without tugging or stretching the shirt
  - Sleeveless shirts, blouses, and dresses whose straps are not at least one-dollar bill's width
  - Sleeveless shirts, blouses, and dresses not fitted under the arm
  - Shirts not worn on both shoulders
  - Mesh jersey or fishnet type clothing unless a t-shirt or other appropriate lining is underneath
  - Pants below the waistline. Pants, sweats, skirts, or shorts rolled at the waist
- Sunglasses (including when worn as headwear)
- Bandanas
- Gang related attire or paraphernalia
- 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
- Apparel identifying a student as "security," "staff," "police," or comparable position
- Onesie pajamas
- Blankets used as coats
- Chains or "spikes" on clothing, attached to wallets, or worn as a necklace or bracelet
- 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 lengths)
- 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, any CBD that has any percentage of THC, 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

- 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.
- 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.

- **First Offense:** Ninety (90) day out-of-school suspension (1 semester equivalency)
  - o 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.
- **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

- 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.
- 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.
- 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

- **SUSPENSION OF TEN DAYS OR LESS**
  - o 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.
  - o 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.
  - o 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.**
  - o The decision of the Appeals Committee shall be final and non-appealable.
- **SUSPENSION IN EXCESS OF TEN DAYS:**
  - o A parent or student may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools.
  - o An appeal must be submitted to the Superintendent of Schools, or designee, at 802 East Vilas, Guthrie, OK.
  - o If no appeal is received within five (5) calendar days from the parent or student, the principal's decision will be final.
  - o 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 person 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 (See Suspension Policy)

#### **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

All Oklahoma high school students are assigned a cohort year upon entering high school, generally four years after their initial enrollment. The student remains in this cohort year even across school or district transfers to another diploma-issuing school. 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.

## 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)

**NOTE:** 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

<Insert Name> – 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.

## HARASSMENT / INTIMIDATION / BULLYING

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.

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. MOVED~~ Also see Unwanted Touching section.

Please refer to the GPS Policy Manual Section F-31: Policy Prohibiting Harassment, Intimidation and Bullying Procedures for Combating These Behaviors.

### Disciplinary Action:

~~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 (See Suspension Policy).~~

- ~~• 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.)~~

## HEALTH & MEDICATION

If a student is injured or becomes ill at school, he/she should report to the **Main** 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**

~~Cuthrie 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, eSports, golf, football, soccer, fast-pitch and slow-pitch softball, tennis, track, and wrestling. Physicals and insurance or insurance waivers are required. MOVED TO DIFFERENT SECTION~~

## **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.)~~ **MOVED SECTION**

## **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
- 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.~~ **Students will request assignments by emailing individual teachers and/or checking Google Classroom.** 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. Students will not be allowed to drive private vehicles to and from Meridian Technology Center. If students must drive to Meridian due to an extenuating circumstance, approval must be granted by the principal.

## **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:

- Assault and battery of a school official.
- Possession of a dangerous weapon or facsimile (with or without intent to do bodily harm.) For example:
  - o Knives
  - o Firearms and/or facsimiles (including cap guns)
  - o Explosives
  - o Metal objects (chains, brass knuckles, etc.)
  - o Clubs
  - o Sharp or pointed instruments
- 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 **will be determined by the administrator based on the severity of the offense and will range from a conference, detention, Saturday School, ISS, or OSS.**

- ~~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 Advanced Placement (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 may be dismissed from the activity without a refund and can face additional administrative action. MOVED TO DIFFERENT SECTION~~

## **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. MOVED TO DIFFERENT 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 chronically 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 **or attend** any school **or district** 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 MOVED TO ANOTHER SECTION**

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.

- Tests will be by appointment only. The contact point for testing will be in the Guidance Counselor's Office.
- Qualifying students are those who are legally enrolled in Guthrie High School.
- The passing scores will be 90% with no retest during the same testing period.
- Tests will cover:
  - o the entire course content.
  - o Oklahoma Academic Standards
  - o the subject matter taught at Guthrie High School.
- 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.
- 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.
- 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 & NICOTINE

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 or nicotine 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.

**Disciplinary Action** 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 up to one year after your graduation date. 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 (See Harassment/Intimidation/Bullying 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. 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.

### **Criteria for Valedictorian Candidates:**

- ~~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 transcripted 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.

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 \$25. 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 contacted 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 – Is this even a current state initiative/directive?**

- 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:
  - o a minimum of once during the period from grade five through grade six;
  - o a minimum of once during the period from grade seven through grade nine; and
  - o a minimum of once during the period from grade ten through grade twelve.
- 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.
- 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.

- AIDS prevention education shall specifically teach students that:
  - o 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;
  - o avoiding the activities specified in paragraph 1 of this subsection is the only method of preventing the spread of the virus;
  - o 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.
- 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.
- 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 admission 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 (405) 282-8900  
de voz / TDD

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**

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.\
- 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.
- 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.
- 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.
- District software may not be copied for personal use except where explicitly provided for by the manufacturer's license agreements.
- Users may not access or tamper with another users account.
- The network may not be used for political activities.
- The use of chain letters, "spam" or "letter bombs" is prohibited.

- All copyright laws must be observed at all times.
- Every user of the network must have a signed Acceptable Use Policy document on file in the principal's office of their respective school.
- 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.
- The District will not be responsible for unauthorized financial obligations resulting from district provided access to the internet.
- 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.
- Personal computers are the responsibility of the owner.
- 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:

- **ATTENDANCE REGULATIONS**
  - o 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.
  - o The total number of student activity absences allowed for one class period per student shall be ten (10).
  - o 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.
  - o A student is expected to attend classes 90% of the time in order to participate in school-sponsored activities.
- **SCHOLASTIC ELIGIBILITY**

### Section 1: Semester Grades

- 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.
- 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.
- 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

- Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
- 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.
- 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).
- "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

- 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.
- 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.)
- 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

- 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**:

- Two Proofs of Residence
  - A copy of a current utility bill, renter's agreement, real estate contract, etc.
  - An Enrollment Declaration form certified by the Guthrie Public Schools' Transportation Department.
- Immunizations Records
- Copy of Birth Certificate
- The name, address, phone and fax number of the previous school attended
- CDIB (Certified Degree of Indian Blood), if applicable



- Official withdrawal form from previous school if enrolling after the start of school
- Transcripts from previous school attended (high school students only)
- Social Security Number, if available
- 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:

- 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.
- 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.
- 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.
- 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:

- A student shall be a graduate of Guthrie High School and entitled to a high school diploma whenever that student has:
  - o Successfully completed the minimum number of credits established by the District for graduation; and
  - o if the student elects to participate in graduation ceremonies, completes such exercises in accordance with this policy.
- 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.
- 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.
- 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:

- throwing objects into the air;
- engaging in any disruptive activity which substantially interferes with the graduation process or the rights of other individuals;
- using or possessing air horns and similar items;
- 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.

- 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.
- 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 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.

Logan County Health Department  
 215 Fairgrounds Road, Guthrie, OK 73044  
 (405)282-3485  
 Hours: Daily Monday thru Friday from 8:00-11:00am & 1:00-4:00pm

## 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.

## 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:

- it assesses a student's aptitude for success in a career field other than a career field that requires postsecondary education;
- is free to administer;
- requires minimal training and support of school faculty and staff to administer the test; and
- 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 guardian

## **DISCLAIMER**

The preceding discipline steps are meant as a guide only. In severe or unusual cases, ~~the judgment of the Administrator~~ **administrative judgment** 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.guthrie.net](http://www.guthrie.net).



~~2023-2024~~ 2024-2025  
PARENT & STUDENT

***School Bus Rider Safety &  
Disciplinary Handbook with Rules and  
Guidelines***

Board Approved on ~~7-10-23~~

# School Bus Rider Guidelines



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

The Guthrie Board of Education realizes that school bus transportation is an integral part of the modern-day educational process. At the same time, the State of Oklahoma has determined that school bus transportation is to be considered a **privilege** and **not a right** of the students attending the state's public schools (70 OS 9101). Because of these two facts, and because the Board has decided to extend transportation privileges to those who are eligible, the following procedures have been established to facilitate safe transportation of the district's students. These **safety** procedures are not in place to create a hardship on parents or guardians. They are in place to provide for the **safety** of all students that are transported by bus. They will not supersede, but are in addition to all Board adopted policies, and building level student handbooks as **the bus is an extension of the classroom**.

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

## **ELEMENTARY and SECONDARY ROUTE BUS TRANSPORTATION**

- Each student rider will be assigned a bus to the school associated with their **primary residence ONLY**. It **MUST** match with the address verified by the site school. **Siblings are not guaranteed to ride the same bus.**
- **Student(s) will only be transported from Primary Residency to School Site and from School Site back to Primary Residency.**
- There will be new bus stop locations throughout the district and school boundaries for ALL route bus riders
- Walk RADIUS to each school is 1.5 miles from your residence.
- **Walk distance to each stop is up to ½ mile from the bus stop to your residence.**



- We will no longer provide transportation by shuttling students from school to school
- Parents/Guardians or other student representatives **WILL NOT BE ALLOWED TO APPROACH OR BREACH THE BUS** for ANY reason. If they have any questions, requests, objections, or concerns should contact the GPS Transportation Office at (405) 282-5919

### **Application for Student Rider(s)**

WEBSITE : **www.guthrieips.net click on Departments and drop down to Transportation.** There you will find a link to the Parent Portal.

- We suggest you use the same email/ID and password you used to enroll your student(s).
- There will be a helpful HOW -TO also located on the tab.

Parents must complete this application process and submit it to the transportation office at least **5 days before** the student wishes to start riding the bus. **Once** the student's application has been **approved and entered** in our routing program; you will be notified of the route number, approximate morning pickup time, and stop location via email and/or text message. **IF** the application is **denied** you will be notified via email and/or text with a brief reason as to why. If there are any changes to the information provided it **MUST** be done at the school site before we can make the changes in our routing program. This may affect your student(s) getting on the correct route and at the correct location.

Special transportation requests must be made through the Director of Special Education.

By you requesting transportation, you and your student(s) are agreeing to follow the Bus Rider **Safety & Disciplinary** Handbook approved by the GPS Board of Education.

### **Route Student**

**Students will ride only their assigned bus.** Students will only get on and off the bus at their assigned stop. If a route student does not ride for three (3) consecutive mornings or afternoons without notifying transportation the bus will not return or stop until you notify the Transportation Office (405-282-5919) that the student(s) will again be riding.

**Students must arrive at the bus stop ten (10) minutes prior to designated bus pickup time** and wait in a **safe** and orderly manner out of the roadway and off private property. Students must not approach the bus until it has come to a complete stop and are signaled by the driver (walking fingers) to board the bus. If a student misses their bus, either in the morning or afternoon, it is the responsibility of the parents to arrange another means of transportation.

If a student misses their bus, either in the morning or afternoon, it is the responsibility of the parents to arrange another means of transportation.

**There will be no going back.**

However, the morning bus can be met at the next approved stop location. With notification to the transportation office. In the afternoons a school administrator can request a return to their site.

Please wait at least (15) minutes after the regular pick up time before calling transportation about the bus being late.

### **RIDING A DIFFERENT BUS**

Notes to the driver or monitor are not acceptable.

ANY Students who wish to ride another bus other than their assigned bus (i.e. coming from or going to a friend or relative's house, childcare, etc.) will provide their own transportation. **This means parents are responsible for providing this type of transportation.**

Rider Waiver: In special unforeseen circumstances (i.e. medical emergency), it **MAY** be possible for a student to obtain permission to ride another bus or get off at another stop. However, the waiver will be subject to space available, and on a case by case basis. These waivers are for **ONE RIDE ONLY**. Then other arrangements need to be made.

### **BUS SAFETY & DISCIPLINE**

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

**Safety** is the responsibility of parents, students, teachers, bus drivers, bus monitors, and administrators.

## BUSTER SAYS

SEAT TO SEAT \_ BACK TO  
BACK \_ FEET ON THE  
FLOOR \_ STAY SEATED--  
ARMS AROUND BACKPACK!

The student is responsible for his/her conduct. Because not every problem that may arise can be foreseen, students should use good common sense to govern their behavior. They should treat each other, the bus driver, faculty, staff and property with respect. They should be aware that when their behavior distracts from the ability to provide **safe** transportation services a **Safety** Violation will result.

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

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

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

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

**The safety and disciplinary violation process are cumulative throughout the school year.** Students are held responsible to be good bus citizens over the entire course of the school year.

### Students are expected to:

- a. Behave **safely** while on the bus
- b. Board and exit the bus quietly and orderly
- c. Take their assigned seats if applicable
- d. Remain seated correctly
- e. Converse quietly with their nearest neighbor.
- f. Behave similar to the classroom

## THE BUS DRIVER IS IN CHARGE OF THEIR BUS

(Just like the teacher in a classroom)

Student behavior is expected to be similar to that in the classroom. The bus driver may assign seats by name, grade or both.

Any disrespect, defiant conduct, obscene language and/or gestures, verbal and/or physical assault, or any other serious infraction directed toward a driver, monitor, or other transportation representative by a student, his or her parent/guardian, or other representative will result in **IMMEDIATE** termination of riding privileges for a **minimum of 5 school days** up to the rest of the school year.

### The SAFETY & Disciplinary Rules

These rules are in place to provide the **safest** ride to and from school and/or school activities. Violation of safety procedures endangers everyone on the bus.

Any infraction of the following rules will place the student into the bus **safety/disciplinary** process.

1. Cell phones and some other electronic devices for music, and other appropriate uses are allowed only if headphones / earbuds are used and it does not create a disturbance on the bus. Students are to leave one ear uncovered; should the driver or monitor need to give instruction.

NO Cameras and any other device that may disturb or distract the driver or other students are not to be used on the bus.

Taking pictures and/or selfies with others, videos, or making voice recordings of another person on the bus is prohibited. **This is a violation of the FERPA Law (Family Educational Rights and Privacy Act)** and the device may be confiscated.

2. Disrespect, defiant conduct, vulgar or obscene language, **racial slurs**, or gestures directed toward other students either inside or outside the bus may result in the student's suspension or expulsion from the bus.
3. A student will sit where he/she is asked to sit either permanently or temporarily at the driver's and/or monitor's discretion.

**Our route buses are rated to transport 71 passengers. The student may be assigned to sit 3 to a seat.**

4. **Students shall ride only their assigned bus.** Students will only be allowed to get on or off at their assigned stop location.
5. When requested by a transportation official, students must immediately and correctly identify themselves. Failure to do so will result in an automatic 3-day suspension from ALL buses.
6. Students must enter and leave the bus in a **safe** an orderly manner in view of the driver. Using the handrails is necessary for the **safety** of your student. If they must cross the road, they must do so in front of the bus (never behind it) and wait for the driver to signal the student when it is **safe** to cross.
7. Students are to remain properly seated (seat to seat: back to back) facing the front of the bus at all times. No standing, no moving from seat to seat, no facing backward, no sitting on your knees, no sitting on your back pack or other personal items. Feet belong on the floor at all times.
8. No student shall at any time extend head, hands, arms, or any body part out of the windows whether the school bus is in motion or standing still.
9. Students will reimburse the school district for damages and/or vandalism to district fleet resulting from student misconduct and may be subject to loss of riding privileges and suspension or expulsion from school.
10. Students will refrain from excessive noise, shouting, boisterous behavior.
11. Fighting, horseplay, or other physical altercations will not be tolerated. Students must keep all body parts to themselves. \*Fighting is considered severe. ~~and may result in a level 2 or 3 suspension unless deemed otherwise.~~
12. No Public Display of Affection (PDA). No racial or sexual harassment, sexual misconduct of any nature according to district policy. No bullying – either physical, verbal, or cyber.
13. Students must not have anything in their possession that might cause injury to another; **no weapons or objects of any kind**, including but not limited to knives, guns, fighting gear, etc. toy or facsimile.  
**\*Weapons are considered severe.**
14. No smoking, vaping, chewing, or spitting of tobacco or use of any type of flame or sparking devices.

15. Illegal substances or alcoholic materials or their paraphernalia are not allowed on school buses. **These are considered severe.** ~~Violation of this rule will result in an automatic 10-day suspension from the bus.~~
16. Eating or drinking other than bottled water on a school bus is not permissible: no gum, no candy, no pop, no pastries, no other types of food or confectionaries.  
    Exceptions to this rule only apply to documented medical needs.  
    Students must maintain clean bus interiors by keeping trash off the floor. Students may **not** throw anything out of the windows.
17. Aisles must be kept clear for emergency and safety visual checks. Personal belongings, books, instruments, projects, etc. must be held on a student's lap.
18. Large items which cannot be held in the student's lap **will not** be transported on the school bus without prior approval from the transportation department. This includes large Band instruments, Sports equipment, Fundraisers, Food Backpacks, etc.
19. No hats, no hoodies or other garments that makes it difficult to identify the student is allowed to be worn on the bus.
20. No wearing gang colors, displaying gang tags, or making gang symbols. Per district policy.
21. No items that may affect allergies such as flowers, plants, and personal hygiene items (sprays, cologne, perfume, etc.) among other irritants.
22. No animals, reptiles, fish, or fowl are permitted on the bus.
23. Improperly clothed - changing or removing clothes. Classroom dress code must be observed at all times and on all buses. When applicable facial masks will be included in this rule.
24. No Large **or oversized** items or balloons for **safety** reasons. They can block the view of the driver out windows. Balloons make a loud POP noise causing a distraction.
25. If student leaves school property for any reason other than for a verified school related activity, they will not be allowed to ride the bus to their residence
26. ANY threat verbal or physical will result in suspension of rider privileges until the threat can be reported to, and fully investigated by administration.



27. Skates, skateboards, or similar items will not be transported.

28. ANY behavior that is deemed a safety concern to transportation staff. Will be explained in the incident report.

### **Safety Violation & Disciplinary Steps & Procedures**

For any offense, the driver or monitor may choose to re-assign the student to a specific seat, confer with the student, or call the parent. If several verbal warnings fail to improve the student's behavior, the offense will be documented following the steps and procedures outlined.

Any of the above steps or procedures may be skipped dependent upon the severity of the offense. Punishments may be designed to coordinate with the districts school building policies. Some incidents have an automatic suspension from the bus and/or school.

**The safety and disciplinary violations are cumulative throughout the school year.**

### **ALL SUSPENSIONS ARE SUBJECT TO SCHOOL DAYS**

#### **~~1<sup>st</sup> through 3<sup>rd</sup>~~ Bus Citations**

A copy of each **Bus Citation** will be sent to the parent or guardian by the Transportation Department via email and/or U.S. Postal Service.

Citations will be entered in the student's official record (IC) by transportation.

If three citations (3) are acquired in a short period of time, the next measure is a Bus Incident Report.

**1st Bus Incident Report – Level one (1) Suspension Up to 5-day Suspension, unless deemed severe**

**2nd Bus Incident Report – Level two (2) Suspension Up to 10-day Suspension, unless deemed severe**

**3rd Bus Incident Report – Level three (3) Up to 15-day Suspension, unless deemed severe**

**4th Bus Incident Report – Level four (4) Up to the remainder of the 9 weeks, semester, school year, or possibly extend into the next school year.**

Each Bus Incident Report will be reviewed by transportation, then forwarded to a site administrator.

A conference with the student by the school principal, assistant principal, or their designee.

An administrator will call the parent or guardian notifying them of the mandatory suspension length and dates.

A copy of the incident report will be sent to the parent or guardian by the school office via email and/or the U.S. Postal Service.

A copy or notification will also be returned to the transportation office. ~~and attached to the student's EZRouting record.~~

The school office will also be attaching the incident report to the student's official school record under discipline.

Examples of Improper Conduct

**Examples include but are not restricted to, any of the following:**

1. Yelling or screaming once on the bus
2. Putting your feet or other items in the aisle
3. Rude, disrespectful to anyone on the bus
4. Using bad words, cursing or profanity of any kind
5. Throwing things on the bus
6. Shouting or yelling out of the window.
7. Obscene gestures to other passengers or outside the bus.
8. Taking pictures or videos or making voice recordings on the bus of another person (device may be confiscated).
9. Wearing a hat, a hoodie, or other garment if it makes it difficult to identify the student.
10. Touching or putting hands on another student in an aggressive or harassing manner.
11. Any instance of 'horseplay'
12. Arguing with or showing disrespect to the driver
13. Not sitting in their assigned seat
14. Failure to immediately correctly identify themselves, to the driver.
15. Smoking, chewing, or possession of drugs or tobacco products
16. Vandalizing or damaging bus property is prohibited and students who do so may be responsible for payment to cover the cost of damages.
17. Tampering with bus emergency or safety equipment, video cameras or DVRs.
18. Physical assault of another person.
19. Inappropriate displays of affection.

20. Improperly clothed. NO sports bras, spaghetti straps, short athletic shorts, men's tank-tops, shirtless etc.
21. Picking on other students
22. Getting on or off the bus at an incorrect location.
23. Any instance of major fighting (Taking part in a violent struggle involving the exchange of physical blows where punches were either thrown or landed or weapons were used).
24. Sexual misconduct as defined by district policy.

**There is no excuse for any offense**

**When a severe violation is believed to have occurred, bus riding privileges can be revoked immediately and indefinitely for safety purposes.**

**A parent or guardian and the appropriate school principal will be notified by Transportation.**

**The future disposition of the student's riding status will be determined after a thorough investigation is completed by the Transportation Department, School Administration, and/or School Resource Officer.**

**EXHIBIT A****CAPACITIES TO ACCEPT TRANSFER STUDENTS BY GRADE**

The following capacity determinations will be reviewed and approved by the Guthrie Board of Education prior to the first day of January, April, July and October of each school year, published on the district website and reported to the Oklahoma State Department of Education.

For grades PK through grade 6, student capacity is set at 20 students per classroom. These class size limits are set in accordance with 70 O.S. § 18-113.1. The district will multiply those limits times the number of regular classroom teachers employed by the school district at each grade level for each school site. If classroom space is not sufficient to accommodate that number of students due to a classroom being disproportionately sized, the district's capacity numbers will reflect a lesser amount based upon that classroom size.

For grades 7-12, capacity is set based on the total number of students who are enrolled for in-person and virtual instruction. To be able to plan for in-district growth, provide adequate staffing, and ensure that teachers do not exceed class size limits set forth in 70 O.S. § 18-113.3, the current capacity of students per grade level is set at 250 students.

# Guthrie Public Schools

## School Calendar 2024-2025

August						
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

September						
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					

October						
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		

November						
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

December						
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 **44+4**  
 2nd Quarter **39+1**  
 3rd Quarter **48+2**  
 4th Quarter **42**

173 Days Taught  
 7 Professional Days  
 180 Days Total

\*School will be dismissed  
 if not used for bad weather

**AUGUST**  
 12,13, & 14 Teacher In-Service  
 15 - First Day of Classes

**SEPTEMBER**  
 2 - Labor Day  
 23 - Professional Day

**OCTOBER**  
 4 - Homecoming (2:10 Dismissal)  
 16 - End of First Quarter  
 10 & 15 - P/T Conf (All Sites)  
 17 and 18 Fall Break  
 21 - Professional Day

**NOVEMBER**  
 25-29 - Thanksgiving Break

**DECEMBER**  
 20- End of 2nd Quarter  
 Dec 23 - Jan. 3 Winter Break

**JANUARY**  
 6 - Professional Day  
 7 - Classes Resume  
 20 - Martin Luther King Day

**FEBRUARY**  
 17 - Teacher In-Service

**MARCH**  
 6 & 11 - P/T Conf (All Sites)  
 14 - End of 3rd Quarter  
 17-21 Spring Break

**April**  
 11 - Snow Make-Up Day 1\*  
 18 - Snow Make-Up Day 2\* (Easter)

**MAY**  
 22 - Last Day of Classes  
 26 - Memorial Day

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  
 Cotteral Elementary - 282-5928  
 Central Elementary - 282-0352  
 Child Nutrition - 282-5952  
 Maintenance - 282-5944  
 Technology - 282-5959  
 Transportation - 282-5919

January						
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	

February						
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	

March						
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					

April						
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		

May						
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

☐ 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 of Education Personnel Reports June 10, 2024

### Employment Request

<u>Classification</u> Certified		Teaching	First	Hrs. Per	Replacing
Name	Site	Assignment	Work Day	Day	
Albrecht, Kaitlyn	HS	FACS	08-12-24	6	Jessica Maker
Camren, Ashley	JH	7 <sup>th</sup> Gr. Writing	08-12-24	6	Caitlin O'Hara
Collier, Emily	Central	KG	08-12-24	6	Sara Ball
Doss, Angela	JH	FACS	08-12-24	6	Brooklyn Orcutt
Roden, Heide	GUES	SpEd Mild/Mod	08-12-24	6	Melodi Woods
Rutledge, Megan	GUES	5 <sup>th</sup> Gr. Soc. Studies	08-12-24	6	Kalie Welch
Todd, Olivia	Fogarty	3 <sup>rd</sup> Grade	08-12-24	6	Jeri Mick
Vargas, David	JH	US History	08-12-24	6	Justin Galloway
Wallis, Tyler	GUES	SpEd Mild/Mod	08-12-24	6	Chellie Grayson

<u>Classification</u> Support			First	Pay	Hrs. Per	Replacing
Name	Site	Assignment	Work Day	Grade	Day	
Archer, Kristin	JH	SpEd Para	08-12-24	6	7.5	Emma Woods
Duck, Katie	Central	Pre-K Para	08-12-24	6	7.5	Crystal Stokes
McFarlane, Janell	GUES	SpEd Para	08-12-24	6	7.5	Stacey Coffee
Watts, Lori	CO	Pre-K Para	08-12-24	3	7.5	Eve Fogal

### FMLA Requests

**Certified:**

**Support:**

### Transfer of Position Report

<u>Classification</u> Certified	Transferred	Transferred	Replacing
Name	From	To	
Cady, Lauren	CO – 3 <sup>rd</sup> Gr.	CO – 2 <sup>nd</sup> Gr.	NP
Cyphers, Jennifer	GUES – 6 <sup>th</sup> Gr. Geography	GUES – 6 <sup>th</sup> Gr. Math	Jeff McKinley
McCoy, Afton	GUES – 5 <sup>th</sup> Gr. Math	HS – Geometry	Jim Dobson
Mick, Jeri	Fogarty – 3 <sup>rd</sup> Grade	Fogarty – 1 <sup>st</sup> Grade	Allison Lasenberry
Murray, Julia	JH – SpEd Math	JH – SpEd Writing	Dusten Metz
Perez, Cassie	GUES – 5 <sup>th</sup> Gr. Math	GUES – 5 <sup>th</sup> Gr. Reading	Katelynn Schulz
Roach, Michelle	GUES – 5 <sup>th</sup> Gr. Science	GUES – 5 <sup>th</sup> Gr. Math	Afton McCoy
Schulz, Katelynn	GUES – 5 <sup>th</sup> Gr. Reading	GUES – 5 <sup>th</sup> Gr. Math	Cassie Perez
Spencer, Pattie	GUES – 6 <sup>th</sup> Gr. Reading	GUES – 6 <sup>th</sup> Gr. Science	Nora Harrison
Woods, Bryan	GUES – SpEd Mild/Mod	JH – SpEd Mild/Mod	Julie Murray





## Board of Education Personnel Reports June 10, 2024

<b><u>Classification</u> Classified Name</b>	<b>Transferred From</b>	<b>Transferred To</b>	<b>Replacing</b>
Fogal, Eve	CO – Pre-K Para	CO – Classroom Para	Chelsea Green
Lawson, Camryn	HS – Site Secretary	HS – Registrar	Angie Neether
Lewellyn, Cody	Central – Caf. 8 hrs	Central – Caf. Manager	Stephanie Anderson
Stengel, Melissa	Fogarty – Caf. 6.5 hrs	GUES – Caf. 7 hrs	Joy Holcomb
Stevenson, Melva	Central – Caf. 7 hrs	Central – Caf. 8 hrs	Cody Lewellyn

### Separation of Employment

<b><u>Classification</u> Certified Name</b>	<b>Site</b>	<b>Teaching Assignment</b>	<b>Reason for Separation</b>	<b>Effective Date</b>
Ball, Jeff	GUES	Principal	resignation	06-10-24
Ball, Sara	Central	KG	resignation	05-24-24
Clark, Breck	HS	PE	resignation	05-24-24
Harrison, Nora	GUES	6 <sup>th</sup> Gr. Reading	resignation	05-24-24
Hurst, Leticia	HS	SpEd-Autism	resignation	06-05-24
Maker, Jessica	HS	FACS	resignation	05-24-24
Maxwell, Easton	JH	Geography	resignation	05-24-24
Schlueter, Sarah	GUES	SpEd Mild/Mod/ED	resignation	05-24-24

<b><u>Classification</u> Classified Name</b>	<b>Site</b>	<b>Position</b>	<b>Reason for Separation</b>	<b>Effective Date</b>
BeauchampAnderson, Stephanie	Central	Caf. Manager	resignation	05-24-24
Neether, Angie	HS	Registrar	resignation	06-14-24



Staking A Claim in Our Students' Future

Telephone: 405-282-8900

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**REQUEST FOR EXTRA-DUTY POSITION**

Dr. Simpson & Guthrie Board of Education:

Recommendation for the following employee for an extra-duty position with the Guthrie Public School District:

Tarrant

Kara

Last Name

First Name

Middle Initial

Head Softball Coach

HS

Extra-Duty Position

Site

If hired by the Board of Education, would this be a replacement? ☐ Yes ☐ No

If yes, whom would this employee replace? Booker Blakley

If this is an extra-duty position for athletics, has this person had *Care and Prevention of Athletic Injuries*? ☒ Yes ☐ No

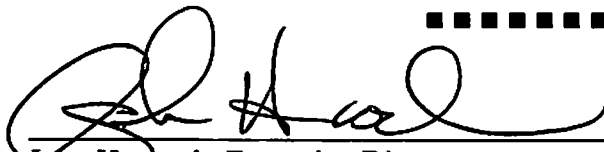
Start Date 08-12-24

Extra-Duty Compensation \$5200.00

Submitted By: Jon Chappell  
Principal or Program Director

06-06-24

Date

  
\_\_\_\_\_  
John Hancock, Executive Director  
Personnel/Secondary Education

06-06-24

Date

**Guthrie Public Schools**

**Contract Type**

**Options:**

Employee Name	Site	Job Title	Contract Type	Hire Date
ROGANS, VELMA	GUES	CAFETERIA WORKER	SUPPORT	08/11/2023

Guthrie Public Schools  
Property Committee Meeting  
June 3, 2024 5:00 p.m.

Attending Members: Dr. Mike Simpson, Carmen Walters, John Hancock, Dr. Michelle Chapple, Cody Thompson, Janna Pierson, Matt Girard, Chris Schroder, and Linda Skinner. Lane McMillan from Crossland Construction Co. was also present.

**Cody Thompson spoke on the following items:**

**Expenditure Reports:**

- Summarized May expenses for Maintenance and Transportation
- Comparison of 2023/24 expenditures to 2022/23

**Current Projects:**

- Completed 190 Maintenance work orders, 41 Transportation work orders and 65 Activity trips work orders for the month.
- Set up and take down of our High School graduation at Jelsma Stadium.
- Completed setups and take downs for several end of the year events including Freshman Orientation, honor society ceremony, band concert, JROTC program and senior awards at the HS, performance at Fogarty, GUES, and Cotteral.
- Cleaned up water from the heavy rains from 2 classrooms at Fogarty Quad, a classroom, café, and hallway at Cotteral, a few rooms at the HS, and 2 classrooms at Charter Oak. Technology had water in from the overflow ditch behind their building. All carpets were cleaned and sanitized. The 2 classrooms at Fogarty had to be moved for a couple of days while this was being done.
- Painted all the walls in the JH lower cafeteria
- Picked up donated cubicles from the old Farmers Insurance office building.
- Removed old stoves and ovens that are being replaced at the HS, Fogarty, GUES, and the JH. The new appliances are being delivered the first week of June.
- The outside freezer at the HS went down again and we had to move the food to the JH. We are working on getting bids for a replacement freezer for the HS as well as a new cooler and freezer for GUES.
- For the 2023-2024 school year, Transportation transported 264,892 students to and from school. This includes regular routes and SPED buses. For the 2022-2023 school year we transported 277,752 students. There were 728 Activity trips taken during the school year including extracurricular and school function trips.

**Future Projects:**

- Replace existing bus communications to include radios, base stations, and and GPS tracking system has been completed.
- Replacing stage curtains at Fogarty
- Install and move the sound and new projector to the back of the Auditorium at Fogarty
- Continue floor work to the north and south part of the HS and to the gym and café hallway along with the 3 classroom hallways at GUES
- Do extensive floor work in Fogarty classrooms and gym

- Demolish the 2 houses located at 211 & 231 E. Vilas
- Move the portable building from GUES to Charter Oak and purchase an additional building. They will be placed in the front yard area.
- HVAC projects:
  - Replace HVAC units as needed
  - Install new unit for Central server room
  - Replace units to the main stage & south café unit at the HS
  - Add heaters to areas that we currently place portable heaters
- Replace carpet in GUES office areas, SRO office at the Jr High, the Library computer room at the HS, the Library and Special Needs room at Fogarty, and the treasury's office at the Administration Building.
- Replace current carpet in the HS wrestling dressing room with tile, repair the walls, and repaint the dressing room and restroom areas
- Prepare to move the portable buildings at Cottoral once the construction of the new school is completed.

### **District Property Projects:**

**Bond Project – New Cottoral Elementary – The construction of the new Cottoral Elementary continues.**  
**Concrete slab work has been completed for the classroom wing and the red iron for this area is being installed starting from the south end.**

### **Bond Project – ESSER/ARPA Funds**

JH            **Working on final closeout documents**

HS            **Working on final closeout documents**

### **District Projects:**

Central ES	Replacement of chiller ( <b>bid awarded to Innovative Mech</b> ) and boiler
High School	Replacement of 3 boilers – <b>bid awarded to Innovative Mech</b>
District sites	Parking lot repairs
District Houses	Demo of both Vilas houses – <b>bid awarded to Midwest Wrecking</b>
Squires Field	Upgrades to the field lighting system
High School	Upgrades to the locker room for the girls wrestling program
Charter Oak	Set 2 portable classroom buildings in the front yard area
Transportation	Install new bus radios and GPS system – <b>Completed</b>
Fogarty	Projector project in the Auditorium
	Replace stage curtains – <b>on order</b>
Jr High	Replace Auditorium window shades – <b>on order</b>

Lane McMillan discussed the progress at the Cottoral building site. Classroom slabs have all been poured, steel in the gym/storm shelter has been completed, and began putting up steel in the classroom wing. He also explained the items in the Contingency Modification.

Cody Thompson discussed the bids that were received for the replacement of the chiller at Central ES and the 3 boilers at the High School which were both awarded to Innovative Mechanical.

Dee Benson discussed the bids they received for the Audio & Intercom system and Interactive Panels for the new Cotteral ES, as well as the Security system and the phone system for the District.

Dr. Simpson discussed the Center for Communication & Engagement Agreement as well as the status of his discussions with Lambert Construction regarding the Junior High and the High School projects.



**Guthrie Public Schools**  
**Finance Committee Meeting**  
**June 4, 2024**

**Dr. Chapple** greeted everyone, and then presented the following monthly financials:

**Revenues & Expenditures for General, Building and Child Nutrition Funds as of May 31, 2024**

Information was presented

**Fund Balance Projections as of May 31, 2024**

Information was presented

**Discussion – OSAG Insurance Update**

Information was discussed

**Discussion – OSIG Insurance Update**

Information was discussed

**Dr. Chapple** presented the following:

**Approval of Renewal Agreement with Municipal Finance Services 2024-2025**

Information was presented

**Ms. Walters** presented the following:

**Approval of Renewal Agreement with ALCA for On-line Testing 2024-2025**

Information was presented

**Approval of Renewal Agreement with Renaissance Learning Inc. 2024-2025**

Information was presented

**Ms. Young** presented the following:

**Approval of Agreement with Samantha Betchan for Speech Therapy Services 2024-2025**

Information was presented

**Approval of Renewal Agreement with Edmentum Courseware: Comprehensive Library 2024-2025**

Information was presented

**Mr. Benson** presented the following:

**Approval of Bid Proposals for Cottler Elementary School Equipment to Include Telephone, Audio & Intercom, Interactive Panel, Network & Security**

Information was presented

**Approval of Renewal Agreement with SOCS for Website Services 2024-2025**

Information was presented

**Dr. Simpson** presented the following:

**Discussion – Change Order for Junior High HVAC**

Information was discussed

**Discussion – Lambert Construction Settlement Proposal**

Information was discussed

**Approval of Renewal Agreement with Communication & Engagement Agreement**

Information was presented

**Approval of Renewal Agreement with Logan County for SRO at Charter Oak 2024-2025**

Information was presented

## **Curriculum Committee Meeting Minutes**

**June 4, 2024**

**5:00 PM**

**GPS Administration Board Room**

### **In Attendance:**

Dr. Mike Simpson, Carmen Walters, John Hancock, Angie Young, Dee Benson, Gail Davis, Ron Plagg, Tina Smedley, Kary Jarred

### **Agenda Items Discussed:**

#### **Dr. Simpson**

- **Retainer with Center for Communication & Engagement for 2024-2025**
  - This is a renewal of the agreement providing media services for the district
- **District Updates**

#### **Ms. Walters**

- **Agreement with Aurora Learning Community Assn. for 2024-2025**
  - This is a renewal of the agreement. ALCA provides data storage for testing and assessment information.
- **Changes to Summer School Staff Assignments**
  - Jay Benson will replace Jeff Ball as ESY principal, with Emily Carpenter acting as a backup if needed.
- **Renewal Agreement with Renaissance Learning for 2024-2025**
  - GUES will be utilizing this service to align with elementary sites.
- **Proposed Elementary Handbook for 2024-2025**
  - Ms. Walters presented proposed changes to the Elementary Handbook
- **Proposed GUES Handbook for 2024-2025**
  - Ms. Walters presented proposed changes to the GUES Handbook.

#### **Mr. Hancock**

- **Proposed Junior High Handbook for 2024-2025**
  - Mr. Hancock presented proposed changes to the Junior High Handbook.
- **Proposed High School Handbook for 2024-2025**
  - Mr. Hancock presented proposed changes to the High School Handbook.

- **Proposed Bus Rider Handbook for 2024-2025**
  - Mr. Hancock presented proposed changes to the Bus Rider Handbook.
- **Staffing Updates for 2024-2025**
  - Mr. Hancock presented the current staff openings to be filled:
    - 14 Teaching Positions
      - 4.5 of these are SpEd (4 full-time and 1 half-time teaching)
    - 3 Speech/OT positions
    - 1 Administrative position
    - 4 Paraprofessionals positions (2 SpEd and 2 classroom)

**Mrs. Young**

- **Agreement with United Community Action Head Start for 2024-2025**
  - This is a renewal for 2024-2025 with no changes.
- **Agreement with Department of Rehabilitation Services for 2024-2025**
  - This is a new agreement that will establish a work/study program for high school students with disabilities.

**Mr. Benson**

- **Presentation of Bids**
  - Mr. Benson presented the bids received for the following services:
    - Phone System
    - Audio and Intercom
    - Interactive Panels
    - Network and Security
    - Security