

**AGENDA WITH COMMENTARY**

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

**MONDAY  
MAY 12, 2025  
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. Presentation of Employees and Student of the Month**
- 7. Presentation of State Champion Wrestlers**
- 8. Comments to the Board by:**
  - A. Citizens registered to speak to the Board**
  - B. Board Members**
- 9. Superintendent's Reports**
- 10. Construction Update**
- 11. 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 8-38**

- A. Treasurer's Report**
- B. Activity Fund Requests as per attached list**
- C. Fuel bid as recommended by bid committee**
- D. Encumbrances for General Fund #'s 1071-1192, Building Fund #'s 541-580, and listed change orders and Activity Fund Reports-the full register is available online**

- E. **Out of State Employee Trip Request: Dr. Mike Simpson, AASA Legislative Advocacy Conference, Washington, D.C., July 7-10, 2025.**
- F. **Transportation request from YMCA for Summer Day Camp trips for various dates as outlined in your packet.**
- G. **Cotteral Elementary Sign Donated by F & M Bank**
- H. **Contracts/Agreements under \$10,000**

- 1. **Renewal agreement with Oklahoma State School Boards Association for membership dues for 2025-2026.....Page 35**

Commentary:

We have been a member of OSSBA for many years. They provide great service to the District and to the Board. There is no increase in cost.

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

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- 2. **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 2025-2026 fiscal year.....Pages 36-38**

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

- 12. **Minutes of regular meeting held on April 14, 2025.....Pages 39-45**

13. **Business Agenda:**

- A. **Recommendation, consideration and action to approve teachers, aides and administrator as listed for 2025 K-6 Remedial Summer School.....Page 46**

Commentary:

Included in your packet is the list of employees recommended for the Remedial Summer School Program which was Board Approved on March 10, 2025.

**Carmen Walters will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval

**B. Recommendation, consideration and action upon renewal with National Purchasing Cooperative Interlocal Participation Agreement with BuyBoard National Purchasing Cooperative for 2025-2026.....Pages 47-53**

Commentary:

This purchasing cooperative allows schools to streamline the purchasing process and take advantage of bulk pricing. It is a free program that saves time and money. **Dr. Chapple will answer any questions**

**RECOMMENDED ACTION:**

The Superintendent recommends approval

**C. Recommendation, consideration and action upon contract with Sodexo, Inc. for 2025-2026 for Child Nutrition Services.....Pages 54-56**

Commentary:

This is the fourth year we will use Sodexo Operations, LLC. as our food service management. We have been pleased with the services provided.

**Dr. Chapple will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**D. Recommendation, consideration and action upon amendment to renew agreement with Clearwater Enterprises for the purchase of third party natural gas for 2025-2026.....Pages 57-60**

Commentary:

This agreement would extend our contract with Clearwater Enterprises and lock in our natural gas price for the 2025-2026 school year. We have contracted with Clearwater for several years and have saved significant costs by doing so.

**Dr. Chapple will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval

**E. Recommendation, consideration and action upon Temporary Appropriations for 2025-2026 for the General Fund, Building Fund, Child Nutrition Fund, Gifts and Endowments Fund and Insurance/Casualty Fund.....Page 61**

Commentary:

Temporary Appropriations allows the school district to function until the final appropriations can be prepared and brought before the Board in the fall. Every public school district in the state must take this action to continue to operate.

**Dr. Chapple will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**F. Recommendation, consideration and action upon agreement with Alcohol and Drug Testing, Inc for student drug testing services for 2025-2026.....Pages 62-67**

Commentary:

This agreement will provide drug testing services for our students for 2025-2026. **John Hancock will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**G. Recommendation, consideration and action upon Substitute Staff Placement agreement with ESS South Central, LLC.....Pages 68-78**

Commentary:

ESS will provide substitute staffing services, including sub payroll and benefits. The district has struggled to meet our substitute staffing requirements, and this service should help alleviate some of the shortfall. **John Hancock will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**H. Recommendation, consideration and action upon agreement with Oklahoma State Department of Education for the 2025 Summer Food Service Program...Page 79**

Commentary:

The summer feeding program consists of breakfast and lunch during the month of June and is available to students age eighteen and younger. There is no cost to the student. The District receives federal reimbursement from the USDA for participating in the program. **Dr. Chapple will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**I. Recommendation, consideration and action to accept each bid as listed for lawn services for Guthrie Public Schools for 2025-2026.....Page 80**

Commentary:

Quotes have been received for lawn services for Guthrie Public Schools. The tabulation form attached specifies the quote from each company. The lowest bids are highlighted on the tabulation sheet. **Cody Thompson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**J. Recommendation, consideration and action upon Elementary Student Handbook for 2025-2026.....Pages 81-109**

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.

**K. Recommendation, consideration and action upon Guthrie Upper Elementary Student Handbook for 2025-2026.....Pages 110-137**

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.

**L. Recommendation, consideration and action upon Jr. High School Student Handbook for 2025-2026.....Pages 138-176**

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.

**M. Recommendation, consideration and action upon Guthrie High School Student Handbook for 2025-2026.....Pages 177-216**

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.

**N. Recommendation, consideration and action upon Guthrie High School Course Description Handbook for 2025-2026.....Pages 217-265**

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.

**O. Recommendation, consideration and action upon Faver Alternative School Student Handbook for 2025-2026.....Pages 266-294**

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.

**P. Recommendation, consideration and action upon Transportation Department Employee Policy and Procedure Handbook for 2025-2026.....Pages 295-312**

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

**Q. Recommendation, consideration and action upon School Bus Rider’s Handbook for 2025-2026.....Pages 313-323**

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

- 14. **Proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignations/separation from employment and transfer of position requests all as set out on the Personnel Reports, rehiring of support personnel as listed for 2025-2026, employment of temporary contract teachers as listed for 2025-2026, employment of probationary teachers as listed for 2025-2026, employment of career teacher as listed for 2025-2026, discussion of teacher negotiations for 2025-2026, disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA.STAT. Section 307 (B) 1, 2, and 7**
  - A. **Vote to go into executive session**
  - B. **Acknowledge Board’s return to open session**
  - C. **Statement of minutes of executive session**
- 15. **Vote on action as set out on the Personnel Reports.....Pages 324-325**
- 16. **Action upon recommendation to rehire support personnel as listed for 2025-2026 .....Pages 326-329**
- 17. **Action upon recommendation to rehire temporary contract teachers as listed for the first semester of 2025-2026.....Page 330**
- 18. **Action upon recommendation to rehire temporary to probationary teachers as listed for 2025-2026 .....Page 331**
- 19. **Action upon recommendation to employ probationary to career contract teacher as listed for 2025-2026.....Page 332**
- 20. **Action upon recommendation to employ career contract teacher as listed for 2025-2026 .....Page 333**

21. **Recommendation, consideration and action to accept any resignations offered since the posting of the agenda.**
22. **Discussion and possible action on new business not known about or could not have been reasonably foreseen at the time of the agenda posting.**
23. **Adjourn**

**Dr. Mike Simpson  
Superintendent**

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

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

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

# TREASURER'S REPORT

April 30, 2025

## BANK BALANCES

### FARMERS & MERCHANTS

General Fund	8,461,328.87
Building Fund	826,143.80
Sinking Fund	4,056,023.79
ILR Fund	28,456.20
G&E Fund	89,369.26
Child Nutrition Fund	997,291.80
Activity Fund	932,052.34
School Age-Care Fund	75,619.14
Bond Fund	<u>5,423,070.47</u>

TOTAL \$20,889,355.67

## RECEIPTS

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### GENERAL FUND:

Logan County	806,271.95
State of Oklahoma	1,428,758.00
Okla. Tax Comm.	189,170.57
School Land Earn.	55,304.78
R.O.T.C.	6,966.03
Federal Programs	95,757.44
Misc Receipts	21,209.69
Correcting Entry(-)	0.00
General Acct. Int.	16,870.25
Minus (-) Bank Fees	<u>25.00</u>
TOTAL	\$2,620,283.71

### SINKING FUND:

Logan County \$340,298.83

### CHILD NUTRITION FUND:

Local	39,173.92
State	19,330.45
Federal	<u>111,032.26</u>
TOTAL	\$ 169,536.63

### INS.LOSS RECOVERY FUND:

MISC \$ 0.00

### BUILDING FUND

Local

Logan County	97,573.66
Bldg. for Champs	<u>20.00</u>
TOTAL	\$ 97,593.66

### BOND FUND:

Interest	1,364.54
Bank Fees	<u>(-)7.50</u>
TOTAL	\$ 1,357.04

8 *W*



**WARRANTS PAID**

GENERAL FUND:

2022-2023     \$    3,520.38  
2023-2024     \$2,213,168.85

GIFTS & ENDOWMENTS FUND:

2022-2023     \$  
2023-2024     \$

BUILDING FUND:

2022-2023     \$  
2023-2024     \$163,280.17

INS. LOSS RECOVERY FUND:

2022-2023     \$  
2023-2024     \$

CHILD NUTRITION FUND:

2022-2023     \$  
2023-2024     \$ 124,034.68

BOND FUND:

2022-2023     \$  
2023-2024     \$ 685,827.81

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**TOTAL MONIES IN F&M BANK**   \$20,889,355.67

PLEDGED – FDIC                   \$    250,000.00

PLEDGED – F&M BANK           \$  22,936,000.00

*9-20*

**GUTHRIE PUBLIC SCHOOLS  
ACTIVITY FUND FUNDRAISER REQUESTS  
AS OF APRIL 1, 2025**



<b>#</b>	<b>CLUB</b>	<b>EVENT</b>
1.)	GUES, ACTIVITY FUND, 812	STUCO DONATIONS
2.)	GUES, ACTIVITY FUND, 812	TALENT SHOW



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 4/4/25 Site: 125 Unobligated Account Balance: 32,446.92

Account Name & Number: Activity Fund 812

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) asking for donations for student council wall of fame 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: student council

Name/Address of Vendor: N/A

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

a. Estimated INCOME: \$500
b. Less Estimated EXPENSES: \$0
c. Estimated PROFIT: \$500
NOTES:

First day Fundraiser: 4/10/25 - 4-14-25 Last Day of Fundraiser: 6/30/25

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?

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

Sponsor Signature: [Signature] Date: 4/4/25

Principal's Signature: Michelle Adams Date: 4/11/25

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

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

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

[Handwritten signature]

2)



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 4/1/25 Site: 125 Unobligated Account Balance: 32446.92

Account Name & Number: Activity Fund 812

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Student Talent Show selling parent admission tickets.

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: \_\_\_\_\_

Name/Address of Vendor: GUES Gym No vendor

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

a. Estimated INCOME: \$5000.00 NOTES: \_\_\_\_\_

b. Less Estimated EXPENSES: 0 \_\_\_\_\_

c. Estimated PROFIT: \$5000.00 \_\_\_\_\_

First day Fundraiser: May 1st 2025 Last Day of Fundraiser: May 30th 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? \_\_\_\_\_ If yes, a facility use permit form must be completed.

Sponsor Signature: [Signature] Date: 4/1/25

Principal's Signature: [Signature] Date: 4/1/25


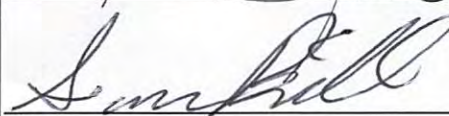
Athletic Director's Signature (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

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

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

[Handwritten Signature]

# Transportation Department Fuel Bids

		Amount Needed:		
Date: 5/7/25	Time Bid Began: 8:50 am	Clear Diesel: 6900 gal		
PO#: 2025-11-1190	Time Bid Closed: 9:45 am	Conv Unleaded: 1100 gal		
Company Name	Contact Person	Phone	Diesel	Unleaded
Fuel Masters	Tanner	866-455-3835	2.172	2.456
Penley Oil	Alan	405-235-7553	2.7106	2.5223
Red Rock	Joanie or Trisha	405-677-3373	2.1565	2.4611
Earnheart	Dustin	405-612-2650	N.O	Bid
Amount of Fuel Purchased:		Company Bid Awarded To: Red Rock		
Clear Diesel:	Price Per Gallon:	Total Amount:		
6900 gal.	2.1565	14,879.85		
Conv Unleaded:	Price Per Gallon:	Total Amount:		
1100 gal.	2.4611	2,707.21		
		Total Purchase:		
		17,587.06		
Per Email Bids Received By:		Comments:		
 		Bid from Earnheart came after the bid closed, so we could not accept the bid.		

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 1071 - 1192, Fund(s): GENERAL (11)

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1071	04/09/2025	15994	AMAZON CAPITAL SERVICES	GUTHRIE EDUCATION FOUNDATION GRANT/BEEBY & BALL	95.49
11	1072	04/09/2025	12171	LAKESHORE LEARNING MATERIALS	FOUNDATION GRANT/BEEBY & BALL	630.00
11	1073	04/08/2025	15994	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES FOR BARTRAM	573.37
11	1074	04/09/2025	12682	MIDWEST BUS SALES, INC.	NOX SENSOR	607.68
11	1075	04/10/2025	15994	AMAZON CAPITAL SERVICES	FOUNDATION GRANT - P DAVIS	359.98
11	1076	04/10/2025	44380	SCHOOL SAFE ID, LLC	LABELS FOR SCHOOL SAFE ID MACHINE	183.00
11	1077	04/10/2025	15994	AMAZON CAPITAL SERVICES	HEAVY DUTY SHREDDER	380.00
11	1078	04/10/2025	44610	SOUTHWEST BUS SALES, INC.	WIPER NOZZLES	169.00
11	1079	04/10/2025	14107	UNIFIRST HOLDING INC.	MECHANICS UNIFORMS	1,000.00
11	1080	04/09/2025	43226	ID SPECIALISTS	BADGE PRINTER-TECHNOLOGY	2,458.00
11	1081	04/09/2025	12387	LOWES COMPANIES, INC.	SUPPLIES AND MATERIALS FOR AG PROGRAM	400.00
11	1082	04/09/2025	15994	AMAZON CAPITAL SERVICES	SUPPLIES AND MATERIALS FOR AG PROGRAM	400.00
11	1083	04/09/2025	15994	AMAZON CAPITAL SERVICES	FOUNDATION GRANT - DRICE	250.83
11	1084	04/09/2025	45378	FSS CONT TOPCO LP/FOLLETT CONT SOL	FOUNDATION GRANT - DRICE	500.00
11	1085	04/08/2025	44848	HAMBY, ZACHARY P.	GRANT ITEMS - REACHING VALHALLA	750.00
11	1086	04/07/2025	15994	AMAZON CAPITAL SERVICES	FOUNDATION GRANT - MHUTCHISON	535.97
11	1087	04/07/2025	15994	AMAZON CAPITAL SERVICES	GRANT ITEMS - SHAKESPEARE	550.00
11	1088	04/10/2025	15994	AMAZON CAPITAL SERVICES	TEACHER OF THE YEAR GRANT MONEY/JONEILL	148.65
11	1089	04/10/2025	13138	HERTZBERT-NEW METHOD, INC	2025 FOUNDATION GRANT\A.MELSEN\HS	600.00
11	1090	04/10/2025	13138	HERTZBERT-NEW METHOD, INC	2025 FOUNDATION GRANT\B. RUBIN\HS	1,069.80
11	1091	04/10/2025	45193	REALLY GREAT READING COMPANY INC	2025 FOUNDATION GRANT\S.STEVENSON\HS	497.28
11	1092	04/10/2025	45193	REALLY GREAT READING COMPANY INC	2025 FOUNDATION GRANT\HS	223.32
11	1093	04/11/2025	42687	CRISIS PREVENTION INSTITUTE, INC.	CPI CERT TRAINING	4,699.00
11	1094	04/11/2025	15994	AMAZON CAPITAL SERVICES	FOUNDATION GRANT/ LAURA DUNWOODY	470.47
11	1095	04/11/2025	12682	MIDWEST BUS SALES, INC.	50/50 COOLANT	666.71
11	1096	04/09/2025	15994	AMAZON CAPITAL SERVICES	FOUNDATION GRANT MORGAN HALL	422.23
11	1097	04/09/2025	40067	AMERICAN FIDELITY ASSURANCE	ANNUITY PAYMENT MESHEW	300.00
11	1098	04/09/2025	12171	LAKESHORE LEARNING MATERIALS	FOUNDATION GRANT / ABBOTT	700.00
11	1099	04/09/2025	15994	AMAZON CAPITAL SERVICES	SITE TEACHER OF THE YEAR / ABBOTT	150.00

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 1071 - 1192, Fund(s): GENERAL (11)

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1100	04/09/2025	12171	LAKESHORE LEARNING MATERIALS	FOUNDATION GRANT - KRISTINA WOLF	423.91
11	1101	04/14/2025	14207	WALMART COMMUNITY	CLASSROOM SUPPLIES	450.00
11	1102	04/14/2025	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	A/C REPAIRS ON BUSES	1,500.00
11	1103	04/14/2025	14207	WALMART COMMUNITY	FOUNDATION GRANT - L BENHAM	414.98
11	1104	04/14/2025	12682	MIDWEST BUS SALES, INC.	BUS A/C PARTS	999.61
11	1105	04/14/2025	45416	LAPREA EDUCATION INC	CENTRAL FOUNDATION GRANT - INSTRUCTIONAL MATERIALS	2,256.30
11	1106	04/11/2025	15994	AMAZON CAPITAL SERVICES	SUPPLIES AND MATERIALS FOR AG PROGRAM	250.00
11	1107	04/11/2025	15994	AMAZON CAPITAL SERVICES	ADDITIONAL CALCULATORS	454.75
11	1108	04/14/2025	15994	AMAZON CAPITAL SERVICES	EDUCATION FOUNDATION GRANT - MUSIC - SITE GRANT	997.16
11	1109	04/15/2025	45092	LITERACY RESOURCES LLC	RSA DECODEABLE BOOK SETS WITH TEACHERS EDITIONS	15,710.76
11	1110	04/15/2025	15994	AMAZON CAPITAL SERVICES	SUPPLIES AND MATERIALS FOR AG PROGRAM	450.00
11	1111	04/15/2025	12387	LOWES COMPANIES, INC.	SUPPLIES AND MATERIALS FOR AG PROGRAM	500.00
11	1112	04/15/2025	45416	LAPREA EDUCATION INC	RSA DECODERS COLLECTIONS	8,632.80
11	1113	04/15/2025	12783	ARISTOTLE CORPORATION	GEF GRANT-MATH MANIPULATIVES/BURAL	150.00
11	1114	04/15/2025	15994	AMAZON CAPITAL SERVICES	RSA READING ITEMS	3,048.08
11	1115	04/17/2025	45424	HEC SOFTWARE INC	RSA FUNDS	3,936.60
11	1116	04/17/2025	15994	AMAZON CAPITAL SERVICES	FOUNDATION GRANT/K.WOOD/C.OAK	340.75
11	1117	04/17/2025	11441	THE PROPHET CORPORATION	GRANT - 72" OMNIKIN ULTRA BALL/RCROCKETT	699.00
11	1118	04/17/2025	15994	AMAZON CAPITAL SERVICES	FOUNDATION GRANT/A.HARBIN/C.OAK	432.00
11	1119	04/16/2025	12387	LOWES COMPANIES, INC.	2025 FOUNDATION GRANT\HS\D.THROCKMORTON	300.00
11	1120	01/16/2025	13497	EDMOND SAM'S CLUB #6267	2025 FOUNDATION GRANT\HS\D.THROCKMORTON	315.00
11	1121	04/16/2025	14207	WALMART COMMUNITY	2025 FOUNDATION GRANT\HS\D.THROCKMORTON	360.00
11	1122	04/16/2025	17390	CHARACTER COUNTS	FOUNDATION GRANT/LBOYD/CHARACTER COUNTS	199.92
11	1123	04/15/2025	15994	AMAZON CAPITAL SERVICES	SUPPLIES AND HIGH INT BOOKS	154.67
11	1124	04/16/2025	17727	PROJECT LEAD THE WAY, INC.	CONSUMABLES FOR CLASSROOM	1,400.00
11	1125	04/15/2025	12783	ARISTOTLE CORPORATION	FOUND GRANT/ENGINEER. THROUGH THE YEAR/VGODDARD	275.49
11	1126	04/14/2025	12171	LAKESHORE LEARNING MATERIALS	FOUNDATION GRANT / JERI MICK	500.00
11	1127	04/18/2025	15324	OKLAHOMA SOCIETY FOR TECH IN ED INC	SUMMER PD FOR TEACHERS	375.00
11	1128	04/14/2025	10135	MIDAMERICA BOOKS	BOOKS FOR LIBRARY	175.00

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 1071 - 1192, Fund(s): GENERAL (11)

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1129	04/14/2025	15994	AMAZON CAPITAL SERVICES	LIBRARY SUPPLIES	325.00
11	1130	04/21/2025	15994	AMAZON CAPITAL SERVICES	GEF GRANT-GUTHRIE JUNIOR HIGH	1,000.00
11	1131	04/21/2025	14207	WALMART COMMUNITY	CLASSROOM, FASHION, AND FOOD LAB SUPPLIES	500.00
11	1132	04/21/2025	45426	AGPARTS WORLDWIDE INC	CHROMEBOOK PARTS	1,660.05
11	1133	04/20/2025	15994	AMAZON CAPITAL SERVICES	SUPPLIES AND MATERIALS FOR AG PROGRAM	100.00
11	1134	04/18/2025	44269	VIVACITY TECH PBC	CHROMEBOOK PARTS	334.30
11	1135	04/18/2025	43380	INSIGHT INVEST CORP - 2NDGEAR LLC	CHROMEBOOK PARTS	1,623.56
11	1136	04/14/2025	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	BUS A/C REPAIRS	2,000.00
11	1137	04/22/2025	44610	SOUTHWEST BUS SALES, INC.	MICROPHONE X 6 HEATED HAWKEYE MIRROR X6	731.40
11	1138	04/22/2025	12682	MIDWEST BUS SALES, INC.	BUS WHEELS X2	292.68
11	1139	04/22/2025	12171	LAKESHORE LEARNING MATERIALS	FOUNDATION GRANT/R.ENSIGN/C.OAK	350.00
11	1140	04/22/2025	12682	MIDWEST BUS SALES, INC.	MULTIFUNCTION TURN SWITCH	199.49
11	1141	04/22/2025	44888	IMPERIAL SUPPLIES HOLDINGS INC	2 DRAW STORAGE ELECTRICAL CONNECTORS	331.50
11	1142	04/22/2025	15994	AMAZON CAPITAL SERVICES	FOUNDATION GRANT/M.HANNA/C.OAK	550.00
11	1143	04/22/2025	12171	LAKESHORE LEARNING MATERIALS	FOUNDATION GRANT/E.CARPENTER/C.OAK	300.00
11	1144	04/22/2025	43509	CARRIE A KOURI	FOUNDATION GRANT/K.JOHNSON/C.OAK	500.00
11	1145	04/21/2025	15994	AMAZON CAPITAL SERVICES	INK FOR COLOR PRINTER	508.00
11	1146	04/22/2025	12171	LAKESHORE LEARNING MATERIALS	FOUNDATION GRANT/K.CAREY/C.OAK	500.00
11	1147	04/22/2025	12171	LAKESHORE LEARNING MATERIALS	FOUNDATION GRANT/E.CARPENTER/C.OAK	600.00
11	1148	04/22/2025	15994	AMAZON CAPITAL SERVICES	FOUNDATION GRANT/K.CHAPMAN/C.OAK	180.80
11	1149	04/24/2025	15994	AMAZON CAPITAL SERVICES	FOUNDATION GRANT - L WALSWORTH	479.04
11	1150	04/16/2025	15994	AMAZON CAPITAL SERVICES	FOUNDATION GRANT - J CYPHERS	464.90
11	1151	04/14/2025	13183	PITSCO, LLC	FOUNDATION GRANT - V GODDARD	319.92
11	1152	04/14/2025	15994	AMAZON CAPITAL SERVICES	FOUNDATION GRANT - WOODS & GUIN	511.77
11	1153	04/24/2025	15994	AMAZON CAPITAL SERVICES	TOY GRANT/GILLETT/CENTRAL	150.00
11	1154	04/24/2025	10924	DEMCO, INC	TABLE AND 2 CHAIRS FOR LIBRARY	1,360.00
11	1155	04/24/2025	12682	MIDWEST BUS SALES, INC.	A/C PARTS FOR BUSES	35.05
11	1156	04/23/2025	15994	AMAZON CAPITAL SERVICES	CLASSROOM CHAIRS	411.00
11	1157	04/23/2025	15162	VWR FUNDING, INC/VWR INTERNAT'L, LL	CONSUMABLES FOR CLASSROOM	1,400.00



## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 1071 - 1192, Fund(s): GENERAL (11)

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1158	04/22/2025	15994	AMAZON CAPITAL SERVICES	JH LIBRARY BOOKS	600.00
11	1159	04/28/2025	15994	AMAZON CAPITAL SERVICES	TEACHER OF THE YEAR \$150	150.00
11	1160	04/28/2025	15994	AMAZON CAPITAL SERVICES	TEACHER OF THE YEAR - KRISTEN HOOPER	150.00
11	1161	04/29/2025	15994	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	46.00
11	1162	04/28/2025	15289	DOUBLE TREE/HILTON HOTEL	OKLAHOMA SUMMIT CONFERENCE 8/4-5/25	250.00
11	1163	04/28/2025	15994	AMAZON CAPITAL SERVICES	CONSUMABLES FOR CLASSROOM	2,000.00
11	1164	04/28/2025	45435	THE OUTSIDERS HOUSE MUSEUM ASSOC	FOUNDATION GRANT - N ESTES	800.00
11	1165	04/25/2025	11933	JOHN VANCE MOTORS, INC.	COOLER FITTING FOR TRUCK 94	11.80
11	1166	04/29/2025	15994	AMAZON CAPITAL SERVICES	LIBRARY SUPPLIES-PER EVE FOGAL	220.00
11	1167	04/29/2025	10924	DEMCO, INC	LIBRARY SUPPLIES-PER EVE FOGAL	1,650.00
11	1168	04/28/2025	15994	AMAZON CAPITAL SERVICES	TEACHER OF THE YEAR GRANT	150.00
11	1169	04/25/2025	45430	NEX TEAM INC	FOUNDATION GRANT - C GROCE	294.00
11	1170	04/24/2025	13497	EDMOND SAM'S CLUB #6267	PRINCIPALS GRANT	420.00
11	1171	04/24/2025	15994	AMAZON CAPITAL SERVICES	PRINCIPALS GRANT	574.99
11	1172	04/29/2025	15994	AMAZON CAPITAL SERVICES	JH LIBRARY SUPPLIES	390.00
11	1173	04/29/2025	45436	VIG SOLUTIONS INC	COMPUTERS	13,292.00
11	1174	05/02/2025	12682	MIDWEST BUS SALES, INC.	GLASS PAN GASKET, BUS GLASS FORWARD LEAF	788.71
11	1175	05/02/2025	44610	SOUTHWEST BUS SALES, INC.	A/C FILTER FILTER 3.75X34.25	241.10
11	1176	05/02/2025	12682	MIDWEST BUS SALES, INC.	CURTAIN BOX COVER CLIP GRAY	44.64
11	1177	05/02/2025	15994	AMAZON CAPITAL SERVICES	CLASSROOM SETS OF BOOKS	444.70
11	1178	05/02/2025	43380	INSIGHT INVEST CORP - 2NDGEAR LLC	CAMERA SERVERS	9,470.00
11	1179	05/02/2025	43912	UNITED DATA TECHNOLOGIES, INC.	PHONES	1,935.50
11	1180	05/02/2025	15994	AMAZON CAPITAL SERVICES	SKILL GAMES FOR STUDENTS	290.00
11	1181	05/02/2025	15926	DELL MARKETING L.P.	OFFICE COMPUTER FOR J.AMBRIZ	2,000.00
11	1182	05/02/2025	44110	CDW LLC	OFFICE PRINTER FOR J. AMBRIZ	3,000.00
11	1183	05/02/2025	15994	AMAZON CAPITAL SERVICES	SUPPLIES AND MATERIALS FOR AG PROGRAM	70.00
11	1184	05/02/2025	44110	CDW LLC	SCANNER FOR ASSISTANT PRINCIPAL	500.00
11	1185	05/05/2025	45432	OKC MOBILE FLEET SERVICES	ENGINE REPLACEMENT AND REPAIRS TO BUS 17	28,002.38
11	1186	05/05/2025	15994	AMAZON CAPITAL SERVICES	SUPPLIES FOR CLASSROOM	4,707.99
11	1187	05/05/2025	44110	CDW LLC	PARTS & SUPPLIES	5,000.00
11	1188	05/01/2025	12682	MIDWEST BUS SALES, INC.	DRUM, 50/50 NITIRITE FREE CLNT	666.71
11	1189	05/05/2025	15926	DELL MARKETING L.P.	COMPUTERS & SUPPLIES	37,315.09
11	1190	05/07/2025	13286	RED ROCK DISTRIBUTING CO.	1100 GALLONS UNLEADED 6900 GALLONS DIESEL	17,587.06
11	1191	05/06/2025	15994	AMAZON CAPITAL SERVICES	TITLE I SUMMER SCHOOL SUPPLIES	760.75

**Encumbrance Register**

**Options:** Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 1071 - 1192, Fund(s): GENERAL (11)

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
11	1192	05/06/2025	12967	OKLAHOMA HOME CENTERS, INC.	SHELVING AND SUPPLIES FOR MY CLASSROOM	365.56
<b>Non-Payroll Total:</b>						<b>\$217,400.00</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$217,400.00</b>

## Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 541 - 580, Fund(s): BUILDING (21)

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	541	04/10/2025	43749	TREAT'S SOLUTIONS, LLC	WET VAC REPAIR PARTS	253.28
21	542	04/09/2025	10110	HENKE & WANG PLUMBING	DISTRICT PLUMBING REPAIRS AND SERVICE	1,500.00
21	543	04/09/2025	10110	HENKE & WANG PLUMBING	REPLACE WATER HEATER AT GUES CUSTODIAL CLOSET	1,700.00
21	544	04/09/2025	14280	WILLOBY'S FEED AND OUTFITTERS, LLC	FERILIZER	100.00
21	545	04/11/2025	44013	CENTRAL OKLAHOMA WINNELSON	DISTRICT PLUMBING SUPPLIES	1,000.00
21	546	04/11/2025	44635	WAXIE'S ENTERPISES, LLC	DISTRICT CUSTODIAL SUPPLIES	1,395.34
21	547	04/10/2025	44092	INNOVATIVE MECHANICAL LLC	REMOVE UNITS OFF OLD COTTERAL ROOF	3,797.00
21	548	04/17/2025	11619	HOME DEPOT CREDIT SERVICES	RUBBER FOAM CORNER PROTECTOR	364.95
21	549	04/17/2025	12910	OFFICE DEPOT, INC.	OFFICE GUEST CHAIRS	700.00
21	550	04/17/2025	45345	HARNESS ROOFING INC	FAVER ROOF REPAIRS	3,000.00
21	551	04/17/2025	45345	HARNESS ROOFING INC	ROOF REPAIRS TO INDOOR BASEBALL	4,750.00
21	552	04/17/2025	44635	WAXIE'S ENTERPISES, LLC	HOSE COUPLING FOR NSS PIG	72.09
21	553	04/17/2025	44092	INNOVATIVE MECHANICAL LLC	REMOVE/REPLACE COMPRESSOR 2 AT JR HIGH	8,450.00
21	554	04/17/2025	45200	BRADY INDUSTRIES	PAD DRIVERS FOR HS FLOOR MACHINE	555.45
21	555	04/16/2025	14280	WILLOBY'S FEED AND OUTFITTERS, LLC	WEED KILLER SPRAY	265.50
21	556	04/16/2025	17249	S. T. BOLDING III	DISTRICT ELECTRICAL REPAIRS AND SERVICE	1,000.00
21	557	04/21/2025	44681	FRESH FILTERED AIR, INC	DISTRICT HVAC FILTER CHANGES	2,000.00
21	558	04/21/2025	44635	WAXIE'S ENTERPISES, LLC	DISTRICT CUSTODIAL SUPPLIES	3,917.74
21	559	04/21/2025	45200	BRADY INDUSTRIES	STRPPING BOOTS FOR CUSTODIANS	598.12
21	560	04/24/2025	43914	HUGG AND HALL EQUIPMENT COMPANY	PM SERVICES FOR FORKLIFT & GENIE LIFT	800.00
21	561	04/24/2025	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	1,000.00
21	562	04/24/2025	43973	CHRISTOPHER CODY HAYES	REMOVE DEAD TREE & TRIM PINES AT GUES	350.00
21	563	04/24/2025	45200	BRADY INDUSTRIES	POPCORN MACHINE	695.90
21	564	04/24/2025	14280	WILLOBY'S FEED AND OUTFITTERS, LLC	BERMUDA GRASS SEED	335.00
21	565	04/23/2025	11619	HOME DEPOT CREDIT SERVICES	DEWALT LEAF BLOWER AND BATTERY	500.00
21	566	04/14/2025	44635	WAXIE'S ENTERPISES, LLC	VACUUMS FOR DISTRICT	1,591.92
21	567	04/28/2025	45345	HARNESS ROOFING INC	ROOF LEAK REPAIRS AT HS BAND ROOM	2,000.00
21	568	04/25/2025	44092	INNOVATIVE MECHANICAL LLC	DISTRICT HVAC REPAIRS AND SERVICE	3,000.00
21	569	04/21/2025	44092	INNOVATIVE MECHANICAL LLC	INSTALL HEAT TAPE & INSULATION AT CHARTER OAK	4,963.00
21	570	05/02/2025	14946	MCPHAIL'S MOWER & MAGNETO, INC.	HS- REPAIRS LAWNMOWER (ATHLETIC FIELDS)	400.00

**Encumbrance Register**

**Options:** Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 541 - 580, Fund(s): BUILDING (21)

<b>Fund</b>	<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
21	571	05/02/2025	44866	JLW ENTERPRISES INC	HS- REPAIRS ICE MAKER (ATHLETIC EVENTS)	300.00
21	572	05/02/2025	11619	HOME DEPOT CREDIT SERVICES	TOILET MASTER JACK	209.07
21	573	05/02/2025	10107	STEVEN N TONEY	HS- HALL OF FAME WALL MOUNTS (ATHLETIC EVENTS)	1,500.00
21	574	05/05/2025	43749	TREAT'S SOLUTIONS, LLC	SUMMER FLOOR PRODUCTS	6,146.76
21	575	05/05/2025	44635	WAXIE'S ENTERPRISES, LLC	13" FLOOR PADS & DUST MOP HEADS	51.62
21	576	05/02/2025	44867	ALLIED ELEVATOR SERVICES INC	CENTRAL ELEVATOR REPAIRS	1,000.00
21	577	05/06/2025	44635	WAXIE'S ENTERPRISES, LLC	DISTRICT ROLL TOWELS	5,946.00
21	578	05/06/2025	44635	WAXIE'S ENTERPRISES, LLC	DISTRICT CUSTODIAL SUPPLIES	3,950.30
21	579	05/06/2025	43883	UNITED REFRIGERATION, INC.	DISTRICT HVAC PARTS AND SUPPLIES	1,000.00
21	580	05/05/2025	17609	WEST EDMOND ROAD OPERATING, LLC	REPLACE CARPET IN HALLS & OFFICES AT ADMIN	25,721.02
<b>Non-Payroll Total:</b>						<b>\$96,880.06</b>
<b>Payroll Total:</b>						<b>\$0.00</b>
<b>Balance Forward:</b>						<b>\$0.00</b>
<b>Report Total:</b>						<b>\$96,880.06</b>

## Change Order Listing

Options: Fund(s): GENERAL (11), Year: 2024-2025, ReferenceDate: PO Date, Date Range: 4/1/2025 - 4/30/2025, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
21	07/01/2024	12933	OKLAHOMA ASBO	MEMBERSHIP/REGISTRATIONS FOR 2024-2025	255.00
37	07/01/2024	45081	JOHN HANCOCK	EXPENSE REIMBURSEMENT FOR 2024-2025	-500.00
41	07/01/2024	83452	JANA LYNN WANZER	EXPENSE REIMBURSEMENT FOR 2024-2025	-200.00
70	07/01/2024	44913	JAMES D DAVES	SECURITY OFFICER FOR ELEMENTARY SITES	1,360.00
87	07/01/2024	45198	CELL EXPERTS EDMOND LLC	DEVICE REPAIRS	-603.15
88	07/01/2024	44342	CHICKASAW PERSONAL COMMUNICATIONS	JPS VIA RENEWAL-TECHNOLOGY	-20.00
89	07/01/2024	17716	CISTERA NETWORKS, INC.,	SUPPORT MAINTENANCE RENEWAL-TECHNOLOGY	-60.00
94	07/01/2024	14377	FOLLETT SCHOOL SOLUTIONS, INC	SOFTWARE SUPPORT-TECHNOLOGY	-766.65
95	07/01/2024	16105	GITAR CENTER STORES, INC.	BLANKET FOR AUDIO/VISUAL SUPPLIES-TECHNOLOGY	-1,000.00
97	07/01/2024	43845	THE MAC MAN, LLC	SUPPORT AND REPAIRS	-1,000.00
106	07/01/2024	44253	SMARTDRAW GROUP, LLC	SOFTWARE-TECHNOLOGY	-50.25
109	07/01/2024	16371	TWOTREES TECHNOLOGIES, LLC	BLANKET FOR SUPPORT-TECHNOLOGY	-750.00
111	07/01/2024	44269	VIVACITY TECH PBC	CHROMEBOOK PARTS	-5,000.00
138	07/01/2024	44332	RANDALL FIVE INC	GAS BOTTLE LEASE	-267.50
174	07/01/2024	10234	MAKERS GLASS INC	GLASS FOR BUSES	-700.00
221	07/08/2024	42687	CRISIS PREVENTION INSTITUTE, INC.	REGISTRATION/MEMBERSHIP FEE	-3,044.19
224	07/08/2024	44994	AUVIK NETWORKS INC	NETWORK MONITORING	328.12
268	07/16/2024	44610	SOUTHWEST BUS SALES, INC.	PR2407-2107 CLEARANCE LIGHT LED YELLOW	-290.00
286	07/22/2024	45280	ALCOHOL AND DRUG TESTING INC	CDL DRIVER RANDOM TESTING	-721.60
322	07/31/2024	44862	CWHD REPAIR LLC	BUS 32 DOOR REPAIRS	-1,200.00
329	07/01/2024	84292	NANCY ELIZABETH MCLEAN	OT CONTRACT	3,000.00
395	08/12/2024	13646	CAROLYN BLACK HALLER	OVERSIZED POSTER PRINTING FOR CLASSROOM	-150.00
396	08/08/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200/GLORIA SALAS/HS	-2.74
534	09/04/2024	15994	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES FOR HIGH SCHOOL 24-25	26.36
567	09/11/2024	13789	SULLIVAN SUPPLY INC.	SUPPLIES AND MATERIALS FOR AG PROGRAM	-145.75
671	10/04/2024	43632	TONY GLOVER dba AJG INC.	PARTS & LABOR	-1,000.00
673	10/03/2024	11169	ENDEX OF OKLAHOMA, INC.	BLANKET FOR PARTS AND REPAIRS	-1,959.30
752	10/30/2024	45107	ARVEST BANK OPERATIONS, INC.	FUEL FOR TRIPS	-350.00
762	11/01/2024	15994	AMAZON CAPITAL SERVICES	VARIOUS SUPPLIES	-45.84
851	12/02/2024	44419	MACARTHUR LODGING LLC	HOTEL ROOM FOR CATTLE CONGRESS	-42.00
900	12/12/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200/SALAS/GUES	34.99
912	12/16/2024	40239	J W PEPPER & SON, INC.	\$200 TEACHER/GUSTAFSON/FOGARTY	-100.00
944	01/31/2025	15994	AMAZON CAPITAL SERVICES	CLOTHING ITEMS FOR HOMELESS	21 -268.14

**Change Order Listing**

**Options:** Fund(s): GENERAL (11), Year: 2024-2025, ReferenceDate: PO Date, Date Range: 4/1/2025 - 4/30/2025, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
961	02/05/2025	11610	HOBBY LOBBY STORES, INC.	CANDY MAKING SUPPLIES	-100.00
969	02/10/2025	15994	AMAZON CAPITAL SERVICES	SHOES AND HYGIENE ITEMS FOR HOMELESS	-580.79
972	02/11/2025	15994	AMAZON CAPITAL SERVICES	SUPPLIES	-8.12
974	02/14/2025	10105	SWEETWATER SOUND, INC	MICROPHONES	-50.00
977	02/21/2025	44887	BENTON'S SERVICE CENTER INC	OIL CHANGE FOR TRUCK 97	-115.64
978	02/21/2025	17336	CUMMINS SOUTHERN PLAINS LLC	BUS 17 DIAGNOSTIC AND REPAIR	-1,984.00
986	02/28/2025	16459	X-CEL BADGE & ENGRAVING CO., INC.	NAME PLATE FOR LEGAL COUNSEL	-11.75
991	03/05/2025	45174	MINAL HOTELS LLC	HOTEL ROOM FOR OYE	-27.00
994	03/05/2025	12387	LOWES COMPANIES, INC.	SUPPLIES AND MATERIALS FOR AG PROGRAM	-25.75
996	03/07/2025	15994	AMAZON CAPITAL SERVICES	REFRIGERATOR FILTER AND PRINTER INK	-13.04
999	03/12/2025	14280	WILLOBY'S FEED AND OUTFITTERS, LLC	SUPPLIES AND MATERIALS FOR AG PROGRAM	2.75
1001	03/10/2025	15994	AMAZON CAPITAL SERVICES	JH LIBRARY BOOKS	-95.55
1005	03/13/2025	12899	O'REILLY AUTOMOTIVE STORES, INC.	AIR FILTERS, OIL FILTERS, INT TRANS	-86.45
1016	03/26/2025	43396	MORRIS PRINTING GROUP, INC	SCHOOL PLANNERS FOR 25-26	-75.00
1017	03/26/2025	12899	O'REILLY AUTOMOTIVE STORES, INC.	BATTERIES FOR BUSES	-198.00
1019	03/27/2025	12899	O'REILLY AUTOMOTIVE STORES, INC.	DEF AND FUEL FILTERS	-15.85
1120	01/16/2025	13497	EDMOND SAM'S CLUB #6267	2025 FOUNDATION GRANT\HS\D.THROCKMORTON	315.00

<b>Non-Payroll Total:</b>	<b>(\$18,301.83)</b>
<b>Payroll Total:</b>	<b>\$77,616.46</b>
<b>Report Total:</b>	<b>\$59,314.63</b>

## Change Order Listing

Options: Fund(s): BUILDING (21), Year: 2024-2025, ReferenceDate: PO Date, Date Range: 4/1/2025 - 4/30/2025, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
5	07/01/2024	10129	NORTHUP AUTO PARTS & MACHINE	DISTRICT PARTS AND SUPPLIES	-10.71
24	07/01/2024	44867	ALLIED ELEVATOR SERVICES INC	DISTRICT ELEVATOR & LIFT INSPECTIONS	-305.00
97	07/22/2024	11254	FEDERAL CORPORATION	HVAC PARTS AND SUPPLIES	-51.19
102	07/25/2024	15418	VIRCO INC.	CO TEACHERS DESKS, CHAIRS, & KIDNEY TABLES	-2,888.02
159	08/14/2024	40596	JAMES C. MCGEE	DISTRICT SAND, GRAVEL, PARKING LOT MATERIAL	-640.00
177	08/22/2024	40596	JAMES C. MCGEE	BAND/BUS PARKING LOT REPAIRS	-1,977.43
240	09/30/2024	16626	JOHN HUDSON	DISTRICT MOWING	-500.00
272	10/21/2024	45200	BRADY INDUSTRIES	DISTRICT CUSTODIAL EQUIPMENT PARTS	59.39
313	11/07/2024	45001	EXTERIOR SOLUTIONS GROUP, LLC	DISTRICT ROOF REPAIRS	-2,000.00
314	11/13/2024	44507	JACK CHAPMAN	DISTRICT DOOR REPAIRS	-1,000.00
345	12/13/2024	44065	FIRETROL PROTECTION SYSTEMS, INC.	INSTALL CELL COMM FOR FA AT NEW COTTERAL	-554.85
391	01/14/2025	11453	W. W. GRAINGER	DISTRICT PARTS AND SUPPLIES	-188.88
412	01/24/2025	45379	WINSUPPLY S OKLAHOMA CITY CO	DISTRICT HVAC PARTS AND SUPPLIES	-1,000.00
413	01/28/2025	43914	HUGG AND HALL EQUIPMENT COMPANY	MANLIFT & FORKLIFT SERVICE AND REPAIRS	-434.56
431	02/11/2025	17491	ENGINEERED EQUIPMENT, INC.	DISTRICT HVAC FILTERS	-313.29
433	02/11/2025	44681	FRESH FILTERED AIR, INC	DISTRICT HVAC FILTER CHANGES	391.33
434	02/10/2025	44137	ACE TRANSFER AND STORAGE	MOVING BOXES & SERVICES FOR COTTERAL	3,448.50
440	02/19/2025	43749	TREAT'S SOLUTIONS, LLC	ICE MELT	-600.00
446	02/25/2025	15994	AMAZON CAPITAL SERVICES	DISTRICT PARTS AND SUPPLIES	-29.28
447	02/25/2025	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	0.95
450	02/25/2025	43749	TREAT'S SOLUTIONS, LLC	CUSTODIAL EQUIPMENT FOR COTTERAL	-0.01
452	02/25/2025	44137	ACE TRANSFER AND STORAGE	BOX LABELS FOR COTTERAL	-220.00
457	02/25/2025	14280	WILLOBY'S FEED AND OUTFITTERS, LLC	HS- CHEMICALS (ATHLETIC FIELDS)	10.75
462	02/27/2025	44137	ACE TRANSFER AND STORAGE	ITEMS FOR COTTERAL MOVE	-1,064.00
465	02/27/2025	11442	GOOCH SMITH ELECTRIC, INC.	ELECTRICAL REPAIRS	-725.00
473	03/04/2025	44724	HW 2020 PROPERTY LLC	MOVE SCRAP JUNK	-250.00
474	03/04/2025	44614	IDN-GLOBAL INC	DOOR HARDWARE	-0.43
475	03/04/2025	45200	BRADY INDUSTRIES	DISTRICT CANLINERS	-310.15
480	03/06/2025	45361	ONSITE HEAT AND AIR LLC	HEATER IN THE WEIGHT ROOM OF BOC	-366.50
483	03/10/2025	14674	HOMETOWN RENTAL & FEED, INC.	FC91 EDGER	51.97
484	03/12/2025	17921	SCHOOL HEALTH CORPORATION	PORTABLE AEDS FOR ATHLETICS	-768.16
485	03/12/2025	17921	SCHOOL HEALTH CORPORATION	AED UNITS FOR MAINT & NIT	-768.16
487	03/12/2025	14946	MCPHAIL'S MOWER & MAGNETO, INC.	HS- WEEDEATER (ATHLETIC FIELDS)	69.97
490	03/11/2025	12324	LOCKE SUPPLY CO.	R-410A REFRIGERANT	-450.70
492	03/10/2025	43914	HUGG AND HALL EQUIPMENT COMPANY	REPAIRS TO FORKLIFT	849.25
493	03/10/2025	44635	WAXIE'S ENTERPRISES, LLC	DISTRICT CUSTODIAL SUPPLIES	-6,636.45

## Change Order Listing

**Options:** Fund(s): BUILDING (21), Year: 2024-2025, ReferenceDate: PO Date, Date Range: 4/1/2025 - 4/30/2025, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
495	03/10/2025	42241	SETON IDENTIFICATION PRODUCTS	SIGN POST BASE AND SIGNS FOR COTTERAL	-161.50
508	03/25/2025	44092	INNOVATIVE MECHANICAL LLC	DISTRICT HVAC REPAIRS AND SERVICE	530.00
516	03/27/2025	13646	CAROLYN BLACK HALLER	DOOR NUMBER STICKERS FOR COTTERAL	-37.50
517	03/26/2025	42023	VIRCO, INC.	8 TEACHERS CHAIRS FOR COTTERAL	-100.00
518	03/26/2025	17921	SCHOOL HEALTH CORPORATION	AED DEVICE FOR JH LOCKERROOM AT FAVER	-184.08
520	03/28/2025	44867	ALLIED ELEVATOR SERVICES INC	ELEVATOR & LIFT REPAIRS AND SERVICE	952.66
521	03/28/2025	13646	CAROLYN BLACK HALLER	SIGNS FOR COTTERAL	-865.00
522	03/28/2025	45351	RAPID FIRE SUPPRESSION LLC	GUES FIRE SYSTEM REPAIRS	-162.00
524	03/28/2025	44866	JLW ENTERPRISES INC	HS- MAINTENANCE (ICE MACHINE) ALL SPORTS)	-36.51
<b>Non-Payroll Total:</b>					<b>(\$19,234.59)</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>(\$19,234.59)</b>



**Change Order Listing**

**Options:** Fund(s): CHILD NUTRITION (22), Year: 2024-2025, ReferenceDate: PO Date, Date Range: 4/1/2025 - 4/30/2025,  
Include Negative Changes: True

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
3	07/01/2024	43694	MIDSTATE SERVICES, INC	BLANKET FOR REPAIRS 2024-2025	33.71
<b>Non-Payroll Total:</b>					<b>\$33.71</b>
<b>Payroll Total:</b>					<b>(\$246.66)</b>
<b>Report Total:</b>					<b>(\$212.95)</b>

**ACTIVITY FUND - FUND 60**  
**BANK RECONCILIATION - FARMERS & MERCHANT BANK**  
**AS OF 05/01/2025**

<u>GENERAL LEDGER ACCOUNT</u>		<u>BANK RECONCILIATION</u>	
Balance (4/1/2025)	\$ 857,606.26	Balance per bank statement (4/30/2025)	\$ 932,052.34
Add Receipts	\$ 142,118.19	Add Deposits in Transit	\$ -
Less Checks Written	\$ (98,620.56)	Less O/S Checks	\$ (30,948.45)
Adjustments		Adjustments	\$
<b>Balance per Ledger</b>	<b>\$ 901,103.89</b>	<b>Balance per Ledger</b>	<b>\$ 901,103.89</b>

**Ledger Adjustment details:**  
**Bank Adjustment details:**

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

*Stephanie Simmons*  
 \_\_\_\_\_  
 Stephanie Simmons, Activity Fund Clerk

5/1/2025  
 \_\_\_\_\_  
 Date

## Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 4/1/2025 - 4/30/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 CENTRAL FACULTY	\$281.29	\$0.00	\$0.00	\$0.00	\$281.29	\$75.00	\$206.29
802 CENTRAL ACTIVITY	\$23,268.48	\$5,674.00	\$0.00	\$2,771.08	\$26,171.40	\$15,926.37	\$10,245.03
803 CENTRAL PTO	\$12,302.24	\$791.42	\$0.00	\$821.38	\$12,272.28	\$4,562.25	\$7,710.03
804 COTTERAL PTO	\$23,118.41	\$1,924.20	\$0.00	\$7,155.12	\$17,887.49	\$1,474.36	\$16,413.13
805 COTTERAL ACTIVITY	\$47,680.43	\$2,892.95	\$0.00	\$15,365.83	\$35,207.55	\$6,027.68	\$29,179.87
806 COTTERAL FACULTY	\$647.03	\$0.00	\$0.00	\$94.84	\$552.19	\$276.52	\$275.67
808 FOGARTY PARENTS ORG.	\$4,460.46	\$8,831.12	\$0.00	\$1,145.65	\$12,145.93	\$2,731.55	\$9,414.38
809 FOGARTY ACTIVITY	\$19,423.21	\$4,043.00	\$0.00	\$5,602.81	\$17,863.40	\$5,504.41	\$12,358.99
810 FOGARTY FACULTY	\$329.91	\$0.00	\$0.00	\$0.00	\$329.91	\$0.00	\$329.91
811 ELEM SNACK GRANT	\$903.69	\$0.00	\$0.00	\$0.00	\$903.69	\$0.00	\$903.69
812 GUES ACTIVITY	\$31,150.72	\$4,617.50	\$0.00	\$3,301.30	\$32,466.92	\$9,909.97	\$22,556.95
813 GUES FACULTY	\$657.57	\$0.00	\$0.00	\$100.60	\$556.97	\$0.00	\$556.97
814 GUES HONOR CHOIR	\$525.83	\$0.00	\$0.00	\$0.00	\$525.83	\$200.00	\$325.83
815 GUES PARENTS ORG.	\$5,221.87	\$364.87	\$0.00	\$480.00	\$5,106.74	\$2,300.00	\$2,806.74
816 GHS SPECIAL KIDS	\$3,622.55	\$62.00	\$0.00	\$93.57	\$3,590.98	\$436.05	\$3,154.93
817 ART JUNIOR HIGH	\$28.60	\$0.00	\$0.00	\$0.00	\$28.60	\$0.00	\$28.60
818 JH BUILDERS CLUB	\$112.25	\$0.00	\$0.00	\$0.00	\$112.25	\$0.00	\$112.25
819 ATHLETICS JUNIOR HIGH	\$4,345.47	\$0.00	\$0.00	\$2,173.50	\$2,171.97	\$0.00	\$2,171.97
820 GOLF JUNIOR HIGH	\$4,566.58	\$850.00	\$0.00	\$1,132.50	\$4,284.08	\$2,100.00	\$2,184.08
821 FHA JUNIOR HIGH	\$2,661.93	\$208.00	\$0.00	\$207.00	\$2,662.93	\$1,636.80	\$1,026.13
822 HONOR SOCIETY JR HIGH	\$3,669.36	\$0.00	\$0.00	\$0.00	\$3,669.36	\$65.00	\$3,604.36
823 JR HIGH ACCOUNT	\$311.97	\$0.00	\$0.00	\$0.00	\$311.97	\$0.00	\$311.97
824 JR HIGH FACULTY	\$2,315.08	\$540.16	\$0.00	\$380.00	\$2,475.24	\$380.00	\$2,095.24
825 LIBRARY JR HIGH	\$1,743.49	\$0.00	\$0.00	\$0.00	\$1,743.49	\$0.00	\$1,743.49
826 LEARN 2 LOVE	\$8,234.47	\$0.00	\$0.00	\$408.41	\$7,826.06	\$495.81	\$7,330.25
827 CHEERLEADERS JR HIGH	\$1,276.70	\$0.00	\$0.00	\$0.00	\$1,276.70	\$0.00	\$1,276.70
828 JH LADY JAYS BBALL	\$463.40	\$0.00	\$0.00	\$0.00	\$463.40	\$27.00	\$436.40
830 STUCO JH	\$2,826.95	\$0.00	\$0.00	\$243.71	\$2,583.24	\$105.61	\$2,477.63
831 T.S.A. JR HIGH	\$892.02	\$109.00	\$0.00	\$0.00	\$1,001.02	\$632.98	\$368.04
832 YEARBOOK JR HIGH	\$5,320.64	\$40.00	\$0.00	\$0.00	\$5,360.64	\$400.00	\$4,960.64
834 JR HIGH ACADEMIC TEAM	\$170.74	\$0.00	\$0.00	\$0.00	\$170.74	\$0.00	\$170.74
840 CHARTER OAK ACTIVITY	\$47,669.79	\$6,591.50	\$0.00	\$13,146.33	\$41,114.96	\$30,166.68	\$10,948.28
841 CHARTER OAK PTO	\$30,836.52	\$487.75	\$0.00	\$2,341.20	\$28,983.07	\$13,390.97	\$15,592.10
842 CHARTER OAK FACULTY	\$408.86	\$41.37	\$0.00	\$0.00	\$450.23	\$0.00	\$450.23
850 ACADEMIC TEAM HS	\$100.30	\$0.00	\$0.00	\$0.00	\$100.30	\$32.80	\$67.50
851 ART CLUB HS	\$3,634.62	\$0.00	\$0.00	\$178.08	\$3,456.54	\$500.00	\$2,956.54
852 ATHLETICS HS	\$108,406.46	\$15,464.90	\$0.00	\$16,049.40	\$107,821.96	\$79,284.14	\$28,537.82
853 HS CHEER	\$8,403.67	\$4,225.00	\$0.00	\$586.46	\$12,042.21	\$9,713.00	\$2,329.21
854 FOOTBALL CAMP	\$8,115.96	\$3,377.00	\$0.00	\$0.00	\$11,492.96	\$1,823.00	\$9,669.96
855 TENNIS HS	\$16,010.41	\$3,900.00	\$0.00	\$537.60	\$19,372.81	\$8,960.90	\$10,411.91
856 GHS LIBRARY	\$126.59	\$0.00	\$0.00	\$0.00	\$126.59	\$0.00	\$126.59
858 GHS LINK CREW	\$54.71	\$0.00	\$0.00	\$0.00	\$54.71	\$0.00	\$54.71
859 BAND (OPERATING) HS	\$22,676.19	\$22,732.90	\$0.00	\$2,259.00	\$43,150.09	\$20,407.34	\$22,742.75
862 CLASS OF 2027 HS	\$1,131.58	\$0.00	\$0.00	\$0.00	\$1,131.58	\$0.00	\$1,131.58
864 GHS ALUMNI ACCOUNT	\$16,915.00	\$0.00	\$0.00	\$0.00	\$16,915.00	\$0.00	\$16,915.00
867 CLASS OF 2025 HS	\$8,243.43	\$120.00	\$0.00	\$0.00	\$8,363.43	\$6,435.43	\$1,928.00
868 CLASS OF 2026 HS	\$2,196.81	\$0.00	\$0.00	\$0.00	\$2,196.81	\$0.00	\$2,196.81
869 ENGLISH CLUB	\$1,486.88	\$0.00	\$0.00	\$0.00	\$1,486.88	\$2,017.05	(\$530.17)
870 HS FACULTY/COURTESY ACCOUNT	\$2,121.40	\$59.65	\$0.00	\$0.00	\$2,181.05	\$135.00	\$2,046.05
871 HS STUDENT PANTRY	\$9,994.48	\$0.00	\$0.00	\$0.00	\$9,994.48	\$4,000.00	\$5,994.48
872 CLASS OF 2028	\$2,426.00	\$0.00	\$0.00	\$0.00	\$2,426.00	\$0.00	\$2,426.00
876 FFA 4H BOOSTER CLUB HS	\$46,743.20	\$236.82	\$0.00	\$2,275.00	\$44,705.02	\$3,399.93	\$41,305.09
877 FFA HS	\$12,548.53	\$8,954.00	\$0.00	\$2,616.70	\$18,885.83	\$12,985.35	\$5,900.48
878 FCCLA (FHA) HS	\$5,659.53	\$125.00	\$0.00	\$457.93	\$5,326.60	\$3,247.87	\$2,078.73
879 FOREIGN LANGUAGE SPAN HS	\$3,087.03	\$630.00	\$0.00	\$0.00	\$3,717.03	\$2,900.00	\$817.03
880 XC BLUECREW	\$4,006.64	\$3,370.00	\$0.00	\$645.00	\$6,731.64	\$1,776.00	\$4,955.64
881 LADY JAYS BASKETBALL	\$432.96	\$0.00	\$0.00	\$0.00	\$432.96	\$0.00	\$432.96

## Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 4/1/2025 - 4/30/2025

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
882 GUTHRIE RUNNING CLUB HS	\$1,480.78	\$0.00	\$0.00	\$0.00	\$1,480.78	\$250.00	\$1,230.78
883 HERITAGE CLUB HS	\$904.82	\$0.00	\$0.00	\$0.00	\$904.82	\$130.00	\$774.82
884 HIGH SCHOOL ACCOUNT	\$9,121.01	\$168.00	\$0.00	\$56.19	\$9,232.82	\$6,421.43	\$2,811.39
885 STUDENT SUPPORT HS	\$5,181.68	\$453.44	\$0.00	\$10.72	\$5,624.40	\$305.64	\$5,318.76
886 HONOR SOCIETY HS	\$7,344.47	\$1,520.00	\$0.00	\$0.00	\$8,864.47	\$2,000.00	\$6,864.47
889 KEY CLUB HS	\$133.80	\$0.00	\$0.00	\$0.00	\$133.80	\$0.00	\$133.80
890 SPEECH HS	\$672.63	\$0.00	\$0.00	\$0.00	\$672.63	\$0.00	\$672.63
891 STEM CLUB	\$4.85	\$0.00	\$0.00	\$0.00	\$4.85	\$0.00	\$4.85
893 MU ALPHA THETA HS	\$14,284.51	\$65.50	\$0.00	\$0.00	\$14,350.01	\$1,660.68	\$12,689.33
894 HS PROM ACCOUNT	\$25,227.10	\$11,080.00	\$0.00	\$240.00	\$36,067.10	\$10,127.35	\$25,939.75
895 JROTC HS	\$9,638.51	\$3,086.91	\$0.00	\$1,330.32	\$11,395.10	\$7,111.82	\$4,283.28
897 SOCCER CLUB HS	\$46,791.26	\$4,967.45	\$0.00	\$9,336.70	\$42,422.01	\$13,942.58	\$28,479.43
898 SCIENCE CLUB HS	\$7,442.66	\$590.00	\$0.00	\$803.99	\$7,228.67	\$1,355.06	\$5,873.61
899 STUDENT COUNCIL HS	\$9,248.32	\$3,151.00	\$0.00	\$0.00	\$12,399.32	\$3,400.00	\$8,999.32
900 CAMPUS BEAUTIFICATION HS	\$7,460.09	\$40.00	\$0.00	\$0.00	\$7,500.09	\$899.05	\$6,601.04
902 VOCAL HS	\$9,543.12	\$2,582.00	\$0.00	\$2,543.21	\$9,581.91	\$4,908.54	\$4,673.37
904 YEARBOOK HS	\$54,578.09	\$2,845.25	\$0.00	\$0.00	\$57,423.34	\$3,085.82	\$54,337.52
905 GPS eSPORTS	\$346.81	\$0.00	\$0.00	\$0.00	\$346.81	\$243.00	\$103.81
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	\$1,033.32	\$0.00	\$0.00	\$0.00	\$1,033.32	\$0.00	\$1,033.32
913 DRAMA HS	\$553.74	\$0.00	\$0.00	\$0.00	\$553.74	\$0.00	\$553.74
922 COURTESY COMMITTEE ADMIN	\$198.86	\$20.00	\$0.00	\$0.00	\$218.86	\$59.33	\$159.53
925 GENERAL FUND REFUND	\$3,880.70	\$72.00	\$0.00	\$0.00	\$3,952.70	\$0.00	\$3,952.70
927 HALL OF FAME BANQUET	\$2.07	\$0.00	\$0.00	\$0.00	\$2.07	\$0.00	\$2.07
929 DISTRICT SPECIAL OLYMPICS	\$21,669.59	\$1,305.00	\$0.00	\$1,710.50	\$21,264.09	\$10,448.45	\$10,815.64
931 TECHNOLOGY INSURANCE ACCOUNT	\$1,028.23	\$0.00	\$0.00	\$0.00	\$1,028.23	\$629.86	\$398.37
932 SUMMER SCHOOL HS	\$25,365.55	\$8,625.00	\$0.00	\$0.00	\$33,990.55	\$0.00	\$33,990.55
933 FAVER C&C	\$129.63	\$0.00	\$0.00	\$0.00	\$129.63	\$0.00	\$129.63
934 TRANSPORTATION C&C	\$953.48	\$0.00	\$0.00	\$11.32	\$942.16	\$191.37	\$750.79
935 VENDING MACHINE ADMIN	\$820.23	\$0.00	\$0.00	\$0.00	\$820.23	\$507.80	\$312.43
937 FAVER ACTIVITY	\$759.72	\$0.00	\$0.00	\$0.00	\$759.72	\$0.00	\$759.72
940 ADMINISTRATION MISC	\$15,703.68	\$282.53	\$0.00	\$7.61	\$15,978.60	\$1,060.84	\$14,917.76
<b>Total</b>	<b>\$857,606.26</b>	<b>\$142,118.19</b>	<b>\$0.00</b>	<b>\$98,620.56</b>	<b>\$901,103.89</b>	<b>\$325,181.44</b>	<b>\$575,922.45</b>

## EMPLOYEE TRIP REQUEST (without students)

Check if "Out-of-State"  X

Dr. Mike Simpson

4/25/2025

Name of Employee

Date

Employee's Current Assignment: Superintendent

Title of Conference or Activity: AASA Legislative Advocacy Conference

Location: Washington, D. C. Date(s) of Conference: July 8-10, 2025

Full Legal Name (for air travel) Michael L. Simpson

Departure Date: 7/7/2025  AM  PM Return Date: 7/10/2025  AM  PM  
(check one) (check one)

If applicable, a Field Trip/ Transportation Request has been completed:  Yes  
(see site financial secretary for details on Student Activity "Out-of-State"/overnight travel transportation requests)

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

~~I will receive updates on federal funding related to public schools and meet with the Oklaho~~

**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\* \$ 1200.00 (mileage, air, ground, parking & toll)  
see below

General Fund

Registration \$ 169.00

Lodging \$ 900.00

Meals \$ 200.00 (overnight stay required;  
calculated at daily IRS per diem rate in state  
and out of state)

Substitute \$ \_\_\_\_\_ (calculate @ \$65 per day)

Total \$ 2469.00

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

Principal's Approval \_\_\_\_\_

Signature

Date

Program Director's Approval \_\_\_\_\_

Signature

4/25/2025

Date

Board of Education Approval \_\_\_\_\_

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



To: Dr. Mike Simpson  
802 East Vilas Avenue  
Guthrie, OK 73044

Dear Dr. Simpson,

First would like to thank you and your team for the partnership that continues to grow. The YMCA and Guthrie Public Schools share the same values for our community and strive for the highest quality for our youth. We quite literally would not be able to provide programs without GPS.

Because of this partnership, our local Y has many possibilities to provide childcare opportunities, various activities, and transportation for our community as a whole. We are looking for your approval for another successful summer of safe, healthy, and a fun childcare experience at our Y Day Camp through transportation. The Guthrie Y plans to use transportation for all three of our sites during our weekly outings such as field trips once a week, swimming days twice a week, and our shared kiddos who are attending GPS Summer School along with Y Day Camp for the month of June.

With the attached schedule, there are fun places we plan to attend between Oklahoma City and locally. These field trips were planned with intention and details to give a quality experience each individual deserves, you are only a kid once!. On our swimming days, we attend indoor pools at the Edmond YMCA's twice a week, that is a big deal for our local kiddos! As you know we do not currently have a public pool to give our children a chance to practice their swimming skills, and because of our partnership with GPS, we have the chance to give at least 120 of our local children that incentive. Whether it is a building, a bus, or a faculty member, the schools are making a difference, year-round!

All the best,

Katelyn Payne

Guthrie YMCA

Associate Executive Director

Guthrie YMCA  
114 East Oklahoma Avenue  
Guthrie, OK 73044  
405-282-8206  
KHinkle@ymcaokc.org  
30

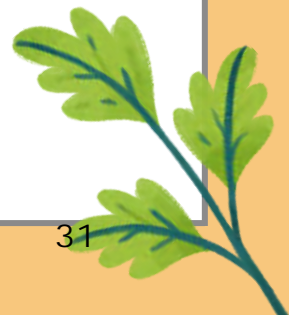


2025

# June



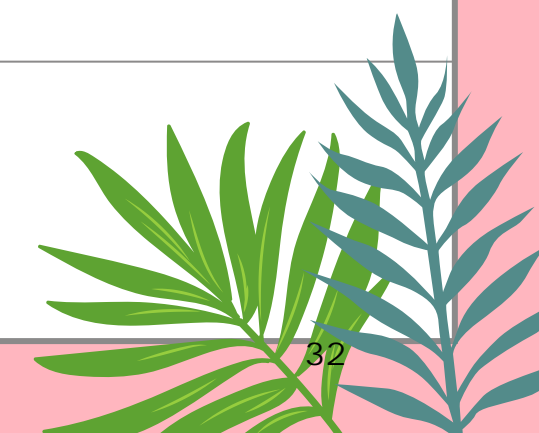
	Monday	Tuesday	Wednesday	Thursday	Friday	
		May 27 <b>FIRST DAY!!!</b>	May 28 <b>Touch the Trucks</b>	May 29 <b>Swim</b> TRANSPORTATION	May 30 <b>Wheels</b>	
1	2 <b>Hobby Explorers</b>	3 <b>Swim</b> TRANSPORTATION	4 <b>Martin Nature Park</b> TRANSPORTATION	5 <b>Swim</b> TRANSPORTATION	6 <b>Wheels</b>	7
8	9 <b>Hobby Explorers</b>	10 <b>Swim</b> TRANSPORTATION	11 <b>Frontier City</b> TRANSPORTATION	12 <b>Swim</b> TRANSPORTATION	13 <b>Wheels</b>	14
15	16 <b>Hobby Explorers</b>	17 <b>Swim</b> TRANSPORTATION	18 <b>Splash Pads</b> TRANSPORTATION	19 <b>Swim</b> TRANSPORTATION	20 <b>Wheels</b>	21
22	23 <b>Hobby Explorers</b>	24 <b>Swim</b> TRANSPORTATION	25 <b>OKC Zoo</b> TRANSPORTATION	26 <b>Swim</b> TRANSPORTATION	27 <b>Wheels</b>	28



# July 2025



	Monday	Tuesday	Wednesday	Thursday	Friday	
	30 <b>Hobby Explorers</b>	1 <b>Swim</b> TRANSPORTATION	2 <b>Career Day</b> TRANSPORTATION	3 <b>Swim</b> TRANSPORTATION	4 CLOSED	5
6	7 <b>Hobby Explorers</b>	8 <b>Swim</b> TRANSPORTATION	9 <b>Science Museum</b> TRANSPORTATION	10 <b>Swim</b> TRANSPORTATION	11 <b>Wheels</b>	12
13	14 <b>Hobby Explorers</b>	15 <b>Swim</b> TRANSPORTATION	16 <b>Splash Pads</b> TRANSPORTATION	17 <b>Swim</b> TRANSPORTATION	18 <b>Wheels</b>	19
20	21 <b>Hobby Explorers</b>	22 <b>Swim</b> TRANSPORTATION	23 <b>Scissortail Park</b> TRANSPORTATION	24 <b>Swim</b> TRANSPORTATION	25 <b>Wheels</b>	26
27	28 <b>Hobby Explorers</b>	29 <b>Swim</b> TRANSPORTATION	30 <b>Twin Cedars</b> TRANSPORTATION	31 <b>Swim</b> TRANSPORTATION	1 <b>Wheels</b>	

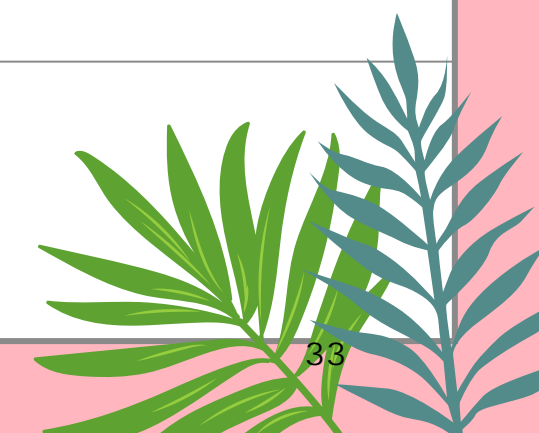
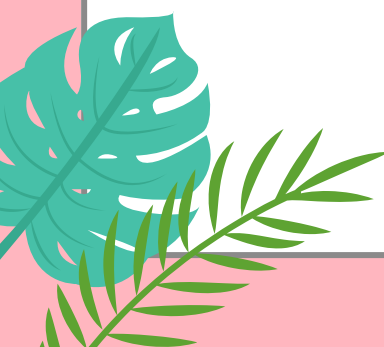




2025

# AUGUST

	Monday	Tuesday	Wednesday	Thursday	Friday	
	4 <b>Hobby Explorers</b>	5 <b>Swim</b> TRANSPORTATION	6 <b>Splash Pads/</b> <b>Pizza Party</b> TRANSPORTATION	7 <b>Swim</b> TRANSPORTATION	8 <b>Wheels</b> LAST DAY!!!	9



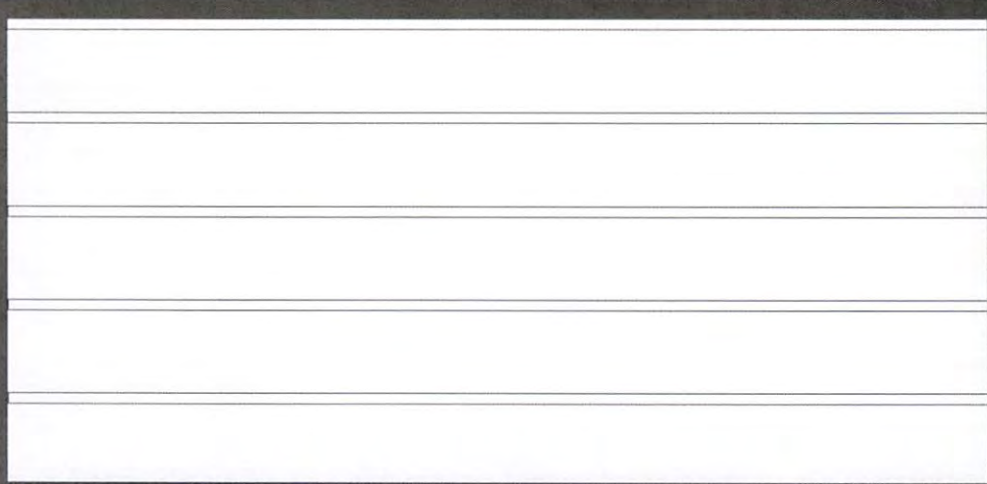
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COTTERAL  
ELEMENTARY

2'-0"

4'-0"



Sponsored BY:



F&M Bank

15'-0"



## OSSBA Membership Renewal (2024-2025)

School District Name \*

Guthrie Public Schools

Date of Board Approval

05/12/2025

Board President's Name

Tina

First

Smedley

Last

Superintendent's Name

Mike

First

Simpson

Last

Superintendent's Email \*

mike.simpson@guthrieeps.net

Superintendent's Start Date

mm/dd/yyyy

Minutes Clerk

Samantha

First

Stewart

Last

Minutes Clerk Email \*

samantha.stewart@guthrieeps.net

Please choose all that apply:

- The superintendent listed is new to the district.
- The superintendent listed is a first-year superintendent.



**CCOSA's District Level Services (DLS) Program**  
**(Agreement 2025-2026)**

This letter sets out the Agreement between the Cooperative Council for Oklahoma School Administration (CCOSA) and Guthrie School District No. 01 of Logan County, Oklahoma (District) concerning the District's participation in **CCOSA's District Level Services Program** (Program) for the fiscal year ending June 30, 2026.

For participating Oklahoma cooperatives, interlocals, and technology centers, the cost of participation will be determined based upon the total 2023-24 ADM for your district.

**P.O. CALCULATION GRID**

County Name: LOGAN County Number: \_\_\_\_\_  
District Name: Guthrie District Number: 01

**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

<u>ADM</u> <u>(2023-24)</u>	<u>TOTAL COST</u>

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

**Superintendent Certification of Participation**

I certify that on the 12 day of May 2025 the Board of Education of Guthrie Public Schools voted to allow our school district to participate in the CCOSA District Level Services Program. The Guthrie 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 Guthrie Public Schools.

\_\_\_\_\_  
Signature of Superintendent

5-12-2025  
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, 2026. 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's District Level Services (DLS) Program

### Designated Administrator Contact Form 2025-2026

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.

<b>Designated Administrators</b> (based upon each district's size in ADM for the 2023-24 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>
Dr. Mike Simpson	405-282-8900	mike.simpson@guthrie.k12.ok.us
*		

\*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.

**GUTHRIE PUBLIC SCHOOLS  
BOARD MINUTES  
REGULAR MEETING  
APRIL 14, 2025**

**MINUTES OF THE GUTHRIE PUBLIC SCHOOL BOARD OF EDUCATION REGULAR MEETING HELD AT 6:30 P.M. IN THE ADMINISTRATION BUILDING, 802 EAST VILAS, GUTHRIE, OKLAHOMA ON APRIL 14, 2025.**

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

**Board Member Absent:** Matt Girard

**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  
Kaitlin Smith, Director of Special Services  
Dee Benson, Director of Technology  
Cody Thompson, Director of Operations  
Kary Jarred, Deputy Minutes Clerk

1. The meeting was called to order by President Schroder at 6:30 p.m.
2. Members Ben Huskey, Gail Davis, Tina Smedley, Chris Schroder, S. Janna Pierson and Ron Plagg were present for roll call.  
  
Member Matt Girard was not 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 recommendation, consideration and vote on reorganization of the Board including:
  - A. Election of President
  - B. Election of First Vice-President
  - C. Election of Second Vice-President
  - D. Election of Board Clerk
  - E. Election of Deputy Board Clerk

**A motion was made by Pierson and seconded by Plagg to reorganize the Board as follows:**

**President: Tina Smedley  
First Vice-President: Janna Pierson  
Second Vice-President: Gail Davis  
Board Clerk: Matt Girard  
Deputy Board Clerk: Ben Huskey**

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

**Board Members assumed their new positions.**

- 7. President Smedley called for Presentation of State Champion Wrestlers**

**They were unable to attend tonight's Board Meeting. We are hoping to honor them at May's Board Meeting.**

- 8. President Smedley called for Employee and Student of the Month recognition.**

**Mr. Hancock gave a PowerPoint presentation of the Employee of the Month. The April 2025 Support Employee of the Month was Robert Hall and he was nominated by Daniqua Bickell. April 2025 Certified Employee of the Month was Cottoral Elementary and they were nominated by multiple nominations. The April Student of the Month was unavailable. We look forward to honoring the student in May.**

- 9A. President Smedley asked the Superintendent if there were any citizens registered to speak to the Board.**

**Superintendent Simpson stated there was no citizens registered to speak to the Board.**

- 9B. President Smedley called for any comments to the Board by Board Members.**

**Ron Plagg said he thinks Chris Schroder did a great job as past president and looks forward to Tina Smedley's leadership.**

- 10. President Smedley called for Superintendent's Reports:**

**Superintendent Simpson reported on the following:**

**March 24<sup>th</sup> brought sorrow to our district and especially to the Upper Elementary with the loss of a student, Blessing Farson and longtime teacher Charlotte Mitchell. We dedicated staff from other buildings during the days following the loss to deal**



with grief and process the events. Also, Dr. Simpson is saddened to report the loss of Mike Monahan yesterday. Mike was an integral part of our community as a reporter for the Guthrie News Leader. His tireless work to carry the story of our students will be greatly missed.

Much appreciation to the Cotteral Staff and Crossland Construction for their work in moving buildings over Spring Break with a smooth start in the new facility. Today, we saw the beginning of demolition of the old building. The site will truly take on a new look.

On April 1<sup>st</sup>, the Guthrie Educational Foundation distributed 44 grants to teachers in our district totaling over \$30,000. Also, each building teacher of the year received a \$150 for classroom supplies. Each building received an additional \$1,000 for their use.

On April 4<sup>th</sup>, we celebrated Support Staff Appreciation Day. Thanks to the Guthrie Chamber of Commerce and our Education and Workforce Development Committee for their work on that event.

On April 10<sup>th</sup>, the Guthrie Educational Foundation hosted “Are You Smarter than a GPS 5<sup>th</sup> Grader” and it was a tremendous success.

A reminder that both inclement weather days were used so we were in class on April 11<sup>th</sup> and will be this Friday as well.

Graduation is scheduled for Friday, May 16<sup>th</sup> at Jelsma Stadium. We will begin the ceremonies at 7:30 p.m.

11. President Smedley called for action on the Consent Agenda.
  - A. Minutes of regular board meeting held on March 10, 2025
  - B. Treasurer’s Report
  - C. Activity Fund Transfers as per attached list
  - D. Fuel bid as recommended by bid committee
  - E. Encumbrances for General Fund #'s 991-1070, Building Fund #'s 473-540, Child Nutrition # 16 and listed change orders and Activity Fund Reports-the full register is available online
  - F. Declare listed items as surplus
  - G. Out of State Trip Request: Monetta Fields and students, Jostens National Youth Workshop, San Diego, CA, 7/20/25-7/26/25
  - H. Transportation Request from Langston University Band, Langston OK for ‘89er Days Celebration Parade on April 19, 2025 to and from Guthrie, OK for 5 buses and 5 drivers.
  - I. Transportation Request from Community Church for Church Camp on May 28, 2025, May 31, 2025, for 1 bus and 1 driver June 23, 2024 and June 28,

2025 for 2 buses and 2 drivers to and from Green Country Camp, Disney, OK.

- J. Transportation Request from Generations Church for Church Camp on May 28, 2025 and May 31, 2025 to and from Camp Cargill, Sparks, OK for 1 bus and 1 driver.
- K. Transportation Request from First Southern Baptist Church for May 28, 2025, May 31, 2025, July 7, 2025 and July 12, 2025 to and from Falls Creek Camp in Davis, OK for 1 bus and 1 driver.
- L. Transportation Request from Guthrie Public Library, Guthrie Oklahoma for Teen and Tween Library Council on June 13, 2025 to and from Philbrook Museum, Tulsa, Oklahoma for 1 bus and 1 driver.
- M. Contracts/Agreements under \$10,000
  - 1. Renewal agreement with Learning Sciences International for 2025-2026 for iObservation
  - 2. Renewal agreement with PowerSchool for School Recruiter Services for school year 2025-2026

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

The motion carried with 6 ayes and 0 nays.

- 12A. President Smedley called for recommendation, consideration and action upon Contingency Modification #9 for Crossland Construction.

A motion was made by Plagg and seconded by Davis to approve Contingency Modification #9 for Crossland Construction.

The motion carried with 6 ayes and 0 nays.

- 12B. President Smedley called recommendation, consideration and action to ratify the agreement with BSN Sports, LLC for purchasing and supplying athletic apparel and footwear to Guthrie Public School for 2025-2026.

A motion was made by Schroder and seconded by Huskey to ratify the agreement with BSN Sports, LLC for purchasing and supplying athletic apparel and footwear to Guthrie Public School for 2025-2026.

The motion carried with 6 ayes and 0 nays.

- 12C. President Smedley called for recommendation, consideration and action upon “Always Changing and Growing Up” Presentation for 5<sup>th</sup> grade students at Guthrie Upper Elementary.

**A motion was made by Pierson and seconded by Davis to approve “Always Changing and Growing Up” Presentation for 5<sup>th</sup> grade students at Guthrie Upper Elementary.**

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

- 12D. President Smedley called for recommendation, consideration and action upon request for Special Education students to attend State Special Olympics Summer Games May 2025.**

**A motion was made by Plagg and seconded by Pierson to approve request for Special Education students to attend State Special Olympics Summer Games May 2025.**

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

- 13. President Smedley 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, employment of career and probationary contract teachers as listed for 2025-2026 and discussion of teacher negotiations for 2025-2026 disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1, 2 and 7.**

**A motion was made by Schroder and seconded by Plagg to go into executive session.**

**The motion carried with 6 ayes and 0 nays. Executive session began at 6:50 p.m.**

- 13B. President Smedley acknowledged the Board’s return to open session at 7:18 p.m.**

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

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

**A motion was made by Schroder and seconded by Davis to approve the Personnel Reports.**

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

- 15. President Smedley called for action upon recommended extra-duty assignments.**

**A motion was made by Plagg and seconded by Schroder to approve the extra-duty assignments.**

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

- 16. President Smedley called for action upon recommendation to employ career contract teachers as listed on Schedule A for 2025-2026.**

**A motion was made by Davis and seconded by Plagg approve to employ career contract teachers as listed on Schedule A for 2025-2026.**

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

- 17. President Smedley called for action upon recommendation to employ career contract teachers as listed on Schedule B for 2025-2026**

**Dr. Simpson handed out a revised Schedule B for 2025-2026.**

**A motion was made by Schroder and seconded by Davis to employ career contract teachers as listed on the revised Schedule B for 2025-2026.**

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

- 18. President Smedley called for action upon recommendation to employ career contract teachers as listed on Schedule C for 2025-2026.**

**A motion was made by Plagg and seconded by Davis to employ career contract teachers as listed on Schedule C for 2025-2026.**

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

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

**Dr. Simpson stated he is recommending we hire Dr. Faneé Webster as new Directore of Special Educaiton.**

**A motion was made by Pierson and seconded by Davis to approve the hiring of Dr. Faneé Webster as the new Director of Special Education.**

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

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

**Superintendent Simpson stated there were none.**

- 21. President Smedley 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 Smedley called for the meeting to be adjourned.**

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

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

**The meeting adjourned at 7:23 p.m.**

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**Samantha Stewart, Minutes Clerk**

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**Tina Smedley, President**

The agenda was posted at the Guthrie Public School's Administrative Office, 802 E. Vilas, Guthrie, OK on April 10, 2025 at 3:15 p.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, 2024. The agenda is also on our website.

Samantha Stewart  
Board Clerk and Minutes Clerk



## Staking A Claim in Our Students' Future

### **Memo**

**To:** Dr. Mike Simpson, Guthrie Board of Education

**From:** Carmen Walters, Assistant Superintendent

**Date:** April 28, 2025

**Re:** 2025 K-6 Remedial Summer School Program Staff

---

The following teachers, aides and administrator are recommended for Summer School 2025 staff. Students will attend Monday - Thursday June 2-26, 2025 from 8:30 - 11:30 AM for a total of 16 days. Teachers will report Friday May 30, 2025 from 8:00 AM -12:00 PM and Monday - Thursday June 2-26, 2025 for a total of 17 days. The Summer School Administrator will report Friday May 30, 2025 from 7:30 AM - 12:30 PM and Monday - Thursday June 2-26, 2025 for a total of 17 days.

**K:** Tonya Stansbury, Barbara Christianson

**1st:** Melissa White, Carmen Bartram

**2nd:** Laura Beeby, Jennifer Privette

**3rd:** Denise Raney, Heather Sarmiento

**4th:** Elle Bennett, Brandon Kisner-Stegman

**5th:** Cassie Perez

**6th:** Caroline Roberts

**Aide:** Michele Bufford (June 9th - June 26th)

**Aide:** Chelsea Green (June 2nd - June 5th)

**Substitute teachers:**

Susie Collins

Christine Durham

**Administrator:** Emily Carpenter



## NATIONAL PURCHASING COOPERATIVE INTERLOCAL PARTICIPATION AGREEMENT

This Interlocal Participation Agreement ("Agreement") is made and entered into on the date indicated below by and between The National Purchasing Cooperative ("Cooperative"), an administrative agency of cooperating local governments, acting on its own behalf and the behalf of all participating local governments, and the undersigned local government ("Cooperative Member").

### I. RECITALS

WHEREAS, the National Purchasing Cooperative was formed on May 26, 2010, pursuant to MD. CODE ANN., STATE FIN. & PROC. § 13-110 (West 2009), and R.I.GEN.LAWS § 16-2-9.2 (2009); and

WHEREAS, the purpose of this Agreement is to facilitate compliance with state procurement requirements, to identify qualified vendors of commodities, goods and services, to relieve the burdens of the governmental purchasing function, and to realize the various potential economies, including administrative cost savings, for Cooperative Members;

NOW THEREFORE, in consideration of the mutual covenants, promises and obligations contained herein, the undersigned Cooperative Member and the Cooperative agree as follows.

### II. TERMS AND CONDITIONS

1. **Adopt Organizational Interlocal Cooperation Agreement.** The Cooperative Member by the execution or acceptance of this Agreement hereby adopts and approves the Organizational Interlocal Agreement dated May 26, 2010, which agreement is incorporated herein by reference (and is available from the Cooperative upon request). The Organizational Interlocal Agreement established the Cooperative as an administrative agency of its collective participants, and Cooperative Member agrees to become a participant or additional party to that Organizational Interlocal Agreement.
2. **Term.** The initial term of this Agreement shall commence on the date it is executed by both parties and shall automatically renew for successive one-year terms unless sooner terminated in accordance with the provisions of this Agreement.
3. **Termination.**
  - (a) **By the Cooperative Member.** This Agreement may be terminated by the Cooperative Member at any time by thirty (30) days prior written notice to the Cooperative, provided any amounts owed to any vendor have been fully paid.

- (b) **By the Cooperative.** The Cooperative may terminate this Agreement by:
- (1) Giving ten (10) days notice by certified mail to the Cooperative Member if the Cooperative Member breaches this Agreement; or
  - (2) Giving thirty (30) days notice by certified mail to the Cooperative Member with or without cause.
- (c) **Termination Procedure.** If the Cooperative Member terminates its participation under this Agreement or breaches this Agreement, or if the Cooperative terminates participation of the Cooperative Member, the Cooperative Member shall bear the full financial responsibility for all of its purchases made from vendors under or through this Agreement. The Cooperative may seek the whole amount due, if any, from the terminated Cooperative Member. In addition, the Cooperative Member agrees it will not be entitled to a distribution which may occur after the Cooperative Member terminates from the Cooperative.
4. **Payments by Cooperative Member.** The Cooperative Member will make timely payments to the vendor for the goods, materials and services received in accordance with the terms and conditions of the bid invitation, instructions, and all other applicable procurement documents. Payment for goods, materials and services and inspections and acceptance of goods, materials and services ordered by the procuring Cooperative Member shall be the exclusive obligation of the procuring Cooperative Member, and not the Cooperative. Furthermore, the Cooperative Member is solely responsible for negotiating and securing ancillary agreements from the vendor on such other terms and conditions, including provisions relating to insurance or bonding, that the Cooperative Member deems necessary or desirable under federal, state or local law, local policy or rule, or within its business judgment.
5. **Payments by Vendors.** The parties agree that the Cooperative will require payment from vendors which are selected to provide goods, materials or services to Cooperative Members. Such payment (hereafter "Vendor Fees") may be up to two percent (2%) of the purchase price paid by Cooperative Members or a flat fee amount that may be set from time to time by the Cooperative Board of Directors. Cooperative Member agrees that these Vendor Fees fairly compensate the Cooperative for the services and functions performed under this Agreement and that these Vendor Fees enable the Cooperative to pay the administrative, endorsement, licensing, marketing, and other expenses involved in successfully operating a program of electronic commerce for the Cooperative Members. Further, Cooperative Member affirmatively disclaims any rights to such Vendor Fees, acknowledging all such fees are the property of the Cooperative. Similarly, in no event shall a Cooperative Member be responsible for payment of Vendor Fees.
6. **Distribution.** From time to time, and at the sole discretion of the Cooperative Board of Directors, the Cooperative may issue a distribution to Cooperative Members under a plan developed by the Cooperative Board of Directors. The Cooperative Member acknowledges that a distribution is never guaranteed and will depend on the overall financial condition of the Cooperative at the time of the distribution and the purchases made by the Cooperative Member.
7. **Administration.** The Cooperative may enter into contracts with others, including non-profit associations, for the administration, operation and sponsorship of the purchasing program provided by this Agreement. The Cooperative will provide reports, at least annually, to the Cooperative Member electronically or by



mail. Cooperative Member will report purchase orders generated under this Agreement to the Cooperative or its designee, in accordance with instructions of the Cooperative.

8. **BuyBoard®.** Cooperative Member will have a non-exclusive license to use the BuyBoard electronic purchasing application (BuyBoard) during the term of this Agreement. Cooperative Member acknowledges and agrees that the BuyBoard electronic application and trade name are owned by the Texas Association of School Boards, Inc., and that neither the Cooperative nor the Cooperative Member has any proprietary rights in the BuyBoard electronic application or trade name. The Cooperative Member will not attempt to resell, rent, or otherwise distribute any part of BuyBoard to any other party; nor will it attempt to modify the BuyBoard programs on the server or acquire the programming code. The Cooperative Member may not attempt to modify, adapt, translate, distribute, reverse engineer, decompile, or disassemble any component of the application. The Cooperative Member will use BuyBoard in accordance with instructions from the Cooperative (or its designee) and will discontinue use upon termination of participation in the Cooperative. The Cooperative Member will maintain equipment, software and conduct testing to operate the BuyBoard system at its own expense.

### III. GENERAL PROVISIONS

1. **Amendment by Notice.** The Board may amend this Agreement, provided that prior written notice is sent to the Cooperative Member at least 60 days prior to the effective date of any change described in such amendment and provided that the Cooperative Member does not terminate its participation in the Cooperative before the expiration of said 60 days.
2. **Authorization to Participate and Compliance with Local Policies.** Each Cooperative Member represents that its governing body has duly authorized its participation in the Cooperative and that the Cooperative Member will comply with all state and local laws and policies pertaining to purchasing of goods and services through its membership in the Cooperative.
3. **Bylaws.** The Cooperative Member agrees to abide by the Bylaws of the Cooperative, as they may be amended, and any and all written policies and procedures established by the Cooperative. Notwithstanding the foregoing, the Cooperative shall provide written notice to the Cooperative Member of any amendment to the Bylaws of the Cooperative and any written policy or procedure of the Cooperative that is intended to be binding on the Cooperative Member. The Cooperative shall promptly notify all Cooperative Members in writing of any Bylaw amendment, policy or procedure change.
4. **Cooperation and Access.** The Cooperative Member agrees that it will cooperate in compliance with any reasonable requests for information and/or records made by the Cooperative. The Cooperative reserves the right to audit the relevant records of any Cooperative Member. Any breach of this provision shall be considered material and shall make the Agreement subject to termination on ten (10) days written notice to the Cooperative Member.
5. **Coordinator.** The Cooperative Member agrees to appoint a program coordinator who shall have express authority to represent and bind the Cooperative Member, and the Cooperative will not be required to contact any other individual regarding program matters. Any notice to or any agreements with the coordinator shall be binding upon the Cooperative Member. The Cooperative Member reserves the right to change the coordinator as needed by giving written notice to the Cooperative. Such notice is not effective until actually received by the Cooperative.

6. **Current Revenue.** The Cooperative Member hereby represents that all payments, fees, and disbursements required of it hereunder shall be made from current revenues budgeted and available to the Cooperative Member.
7. **Defense and Prosecution of Claims.** The Cooperative Member authorizes the Cooperative to regulate the commencement, defense, intervention, or participation in a judicial, administrative, or other governmental proceeding or in an arbitration, mediation, or any other form of alternative dispute resolution, or other appearances of the Cooperative in any litigation, claim or dispute which arises from the services provided by the Cooperative on behalf of its members, collectively or individually. Neither this provision nor any other provision in this Agreement will create a legal duty for the Cooperative to provide a defense or prosecute a claim; rather, the Cooperative may exercise this right in its sole discretion and to the extent permitted or authorized by law. The Cooperative Member shall reasonably cooperate and supply any information necessary or helpful in such prosecution or defense. Subject to specific revocation, the Cooperative Member hereby designates the Cooperative to act as a class representative on its behalf in matters arising out of this Agreement.
8. **Governance.** The Board of Directors (Board) will govern the Cooperative in accordance with the Bylaws.
9. **Legal Authority.** The Cooperative Member represents to the Cooperative the following:
  - a) The Cooperative Member has conferred with legal counsel and determined it is duly authorized by the laws of the jurisdiction in which the Cooperative Member lies to participate in cooperative purchasing, and specifically, the National Purchasing Cooperative.
  - b) The Cooperative Member possesses the legal authority to enter into this Agreement and can allow this Agreement to automatically renew without subsequent action of its governing body.
  - c) Purchases made under this Agreement will satisfy all procedural procurement requirements that the Cooperative Member must meet under all applicable local policy, regulation, or state law.
  - d) All requirements—local or state—for a third party to approve, record or authorize the Agreement have been met.
10. **Disclaimer.** THE COOPERATIVE, ITS ENDORSERS, SPONSORS AND SERVICING CONTRACTORS, INCLUDING THE NATIONAL SCHOOL BOARDS ASSOCIATION (NSBA) AND THE TEXAS ASSOCIATION OF SCHOOL BOARDS, INC. (TASB), DO NOT WARRANT THAT THE OPERATION OR USE OF COOPERATIVE SERVICES WILL BE UNINTERRUPTED OR ERROR FREE.

THE COOPERATIVE, ITS ENDORSERS, SPONSORS AND SERVICING CONTRACTORS, HEREBY DISCLAIM ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, IN REGARD TO ANY INFORMATION, PRODUCT OR SERVICE FURNISHED UNDER THIS AGREEMENT, INCLUDING WITHOUT LIMITATION, ANY AND ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE.

11. **Limitation of Liability.** Without waiver of the disclaimer or other limitation of liability in this Agreement, the parties agree that:
  - (a) Neither party waives any immunity from liability afforded under law;

- (b) In regard to any lawsuit or formal adjudication arising out of or relating to this Agreement, neither party shall be liable to the other under any circumstance for special, incidental, consequential, or exemplary damages;
- (c) The maximum amount of damages recoverable will be limited to the amount of fees which the Cooperative received as a direct result of the Cooperative Member's purchase activity, within 12 months of when the lawsuit or action was filed; and
- (d) In the event of a lawsuit or formal adjudication the prevailing party will be entitled to recover reasonable attorney's fees.

Without waiver of the disclaimer or other limitation of liability in this Agreement, the parties further agree to limit the liability of the Cooperative's Endorsers, Sponsors and Servicing Contractors (defined in Paragraph 11, above) up to the maximum amount each received from or through the Cooperative, as a direct result of the undersigned Cooperative Member's purchase activity, within 12 months of the filing of any lawsuit or action.

- 12. **Limitation of Rights.** Except as otherwise expressly provided in this Agreement, nothing in this Agreement is intended to confer upon any person, other than the parties hereto, any benefits, rights, or remedies under or by reason of this Agreement.
- 13. **Merger/Entirety.** This Agreement, together with the Cooperative's Bylaws and Organizational Interlocal Agreement, represents the complete understanding of the Cooperative and Cooperative Member. To the extent there exists any conflict between the terms of this Agreement and that of prior agreements, the terms of this Agreement shall control and take precedence over all prior participation agreements.
- 14. **Notice.** Any written notice to the Cooperative may be given by e-mail to NSBA at BuyBoard@nsba.org; by U.S. mail, postage prepaid, and delivered to the National Purchasing Cooperative, 1680 Duke Street FL2, Alexandria, VA, 22314; or other mode of delivery typically used in commerce and accessible to the intended recipient. Notices to Cooperative Member may be given by e-mail to the Cooperative Member's Coordinator or other e-mail address of record provided by the Cooperative Member; by U.S. mail, postage prepaid, and delivered to the Cooperative Member's Coordinator or chief executive officer (e.g., superintendent, city manager, county judge or mayor); or other mode of delivery typically used in commerce and accessible to the intended recipient.
- 15. **Severability.** If any portion of this Agreement shall be declared illegal or held unenforceable for any reason, the remaining portions shall continue in full force and effect.
- 16. **Signatures/Counterparts.** The failure of a party to provide an original, manually executed signature to the other party will not affect the validity, enforceability or binding effect of this Agreement because either party may rely upon an electronic or facsimile signature as if it were an original. Furthermore, this Agreement may be executed in several separate counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.
- 17. **Authority.** By the execution and delivery of this Agreement, each undersigned individual represents that he or she is authorized to bind the entity that is a party to this Agreement.

IN WITNESS WHEREOF, the parties, acting through their duly authorized representatives, accept this Agreement.

**TO BE COMPLETED BY THE NATIONAL PURCHASING COOPERATIVE:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Deputy Associate Executive Director, Member & Leadership Services  
National School Boards Association  
On behalf of the National Purchasing Cooperative

**TO BE COMPLETED BY COOPERATIVE MEMBER:**

*[Signature required unless accepted as an Amendment by Notice as described in the Agreement.]*

Guthrie Public Schools  
(Name of Local Government)

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of authorized representative of Cooperative Member

Dr. Mike Simpson, Superintendent  
Printed name and title of authorized representative

Coordinator for the  
Cooperative Member is: Tamie Jones & Stephanie Simmons  
Name

Encumbrance Clerk/Activity Fund Clerk  
Title

802 East Vilas  
Mailing Address

Guthrie  
City

Oklahoma 73044  
State Zip Code

405-282-8900  
Telephone

405-282-5967  
Fax

tamie.jones@guthrieeps.net/  
stephanie.simmons@guthrieeps.net  
Email

**BOARD RESOLUTION**  
**Authorizing**  
**Participation in the National Purchasing Cooperative**

WHEREAS, the SCHOOL BOARD OF Logan I-001 COUNTY, OK (“Board” or “District”) has elected to join the National Purchasing Cooperative (the “Cooperative” operating as “National BuyBoard,” a program created for the benefit of school districts and other governmental entities nationwide; and

WHEREAS, the District is authorized to enter into the National Purchasing Cooperative by executing the National Purchasing Cooperative Organizational Interlocal Agreement (which is incorporated herein by reference) pursuant to OSSBA regulation; and

WHEREAS, the District desires to participate and join with other governmental entities in the discharge of their respective public and governmental purposes, objectives, needs, programs, functions and services relative to purchasing;

NOW, THEREFORE, BE IT RESOLVED, that the SCHOOL BOARD OF Logan I-001 COUNTY, OK, hereby authorizes its president, or designee, to execute the National Purchasing Cooperative Organizational Interlocal Agreement.

BE IT FURTHER RESOLVED, that execution of this Resolution is conclusive evidence of the Board’s approval of this action and of the authority granted herein. The Board warrants that it has, and at the time of this action had, full power and lawful authority to adopt this instrument.

Adopted and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

By: \_\_\_\_\_  
School Board President or Designee

Attest: \_\_\_\_\_  
Superintendent or other Official



**ANNUAL AMENDMENT TO RENEW THE FOOD SERVICE MANAGEMENT COMPANY CONTRACT RENEWAL FOR SCHOOL YEAR 2025-2026**

District Name: GUTHRIE PUBLIC SCHOOLS County/District Code: 42-I001

Fixed-Price Per Meal rate charged for SY2025: \$ 2.29

This amendment is to renew the 2022 (original year) food service management company (FSMC) contract between GUTHRIE PUBLIC SCHOOLS (district) and SODEXO OPERATIONS, LLC (FSMC) for renewal year 2025-2026.

The term of this contract shall be for one (1) year beginning on July 1, 2025, and continuing until June 30<sup>th</sup>, 2026, unless terminated by either party.

**The Fixed-Priced per Meal rate for the 2025-2026 school year is \$ 2.38.**

The fixed-priced per meal listed above shall not go over the March CPI of 3.8% and will remain unchanged for the duration of the 2026 school year. The FSMC will not and cannot change the rate before June 30, 2026, or directly bill the district at any time. Any other amendments or changes to the original contract must be sent to the State Agency on school letterhead for approval. If applicable, a transition plan will be sent to the State Agency each month the FSMC takes a new employee.

The SFA and the FSMC Agree  Did Not Agree  on a labor transaction fee in the **original** RFP. If it was agreed by both parties, the amount the FSMC will charge the district if an employee leaves is \$\_\_\_\_\_ per employee with a maximum charge of \$\_\_\_\_\_ (if applicable, if no max type N/A) if all or most employees leave the district.

***The Meal Equivalency Rate is the total of the Free lunch reimbursement rate + Meal Performance Incentive + USDA Foods for nonprogram foods. This rate will change every July when the rates change.***

***Do not sign this document until AFTER the district receives approval from Karen Davis.***

District Name: GUTHRIE PUBLIC SCHOOLS

FSMC Name: SODEXO OPERATIONS, LLC

Print Name: MICHELLE CHAPPLE

Print Name: ALLAN COLLINS

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: CHIEF FINANCIAL OFFICER

Title: VICE PRESIDENT

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

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

***Fax or email this form to Karen by June 25, 2025.*** Fax: 405-521-2239; [Karen.Davis@sde.ok.gov](mailto:Karen.Davis@sde.ok.gov)

*(State Use Only)*

Approved **BEFORE** Signatures: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Approved **AFTER** the Signatures: \_\_\_\_\_ Date Approved: \_\_\_\_\_

<i>Fixed-Priced Per Meal Rate:</i>	
FY2025 Lunch Equiv. Rate: \$	_____
(CPI rate) = X	3.8%
FY2026 Lunch Equiv. Rate: \$	_____



## **Food Service Management Company (FSMC) Request for Proposal (RFP) Verbiage/Clarification/Updates for all RFP's**

The 2025-26 FSMC RFP has been updated to reflect the following verbiage. The page numbers referenced and the information below were added to the 2025-26 RFP. The verbiage below will also apply to all FSMC RFP's currently being used. All annual FSMC renewals must include this three-page document, signed by both the SFA and FSMC, as well as the Annual Renewal.

Page 14, IV. B: Added: The SFA shall retain title to all USDA-donated foods even if the FSMC contract is terminated or is not renewed.

Page 21, X C: Added: In accordance with federal regulations and FNS Instruction 783-2, the FSMC shall make substitutions in reimbursable meals as specified by a state-recognized medical authority who is authorized by Oklahoma state law to write medical prescriptions; i.e., licensed physician (MD or DO), a physician's assistant (PA) or an advanced registered nurse practitioner (ARNP), or a registered dietician (RD), for individual participating children unable, because of a disability, to consume specified foods. The SFA shall notify the FSMC of any such special dietary needs.

Page 23, XII F: Updated: Buy American (SP-23-2024)

- The FSMC shall purchase domestic substantially using agricultural commodities that are produced in the United States” means over 51 percent of a food product must consist of agricultural commodities that were grown domestically.
- Ninety percent (90%) of the food purchased for 2025-2026 must be grown domestically.
- **The FSMC shall certify the percentage of exempt food items supplied to the SFA by using the USDA Buy American Tracker for all non-domestic foods served. The tracker must be sent to the district a minimum of one time a year and upon request to show compliance.**
- The FSMC must document if an exempt product is listed on the Federal Acquisitions Regulations Non-available articles list found at 48 CFR 25.104 and/or is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or 2. Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

- Items listed on the Federal Acquisitions Regulations Non-available articles/Oklahoma Buy American Exemption list must be counted toward the cap on non-domestic purchases when it goes into effect.
- Any food purchased or paid using the school food service account, must follow Buy American. This includes CACFP and SFSP meals.

Page 73: The total cost in Section 6 has been added. This amount will be added each month and be used in the Buy American Tracker. The total annual amount will be entered in the *Total Annual Commercial Food Cost* in the *Buy American Tracker* Exemption Summary tab.

Pages 78-82: Meal Patterns have been updated

The signatures below certify that both parties agree with the required changes to the RFP regardless of RFP year currently operating under and renewing.

\_\_\_\_\_  
School Food Authority Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Food Service Management Company Representative

\_\_\_\_\_  
Date





5637 N. Classen Blvd. ▪ Oklahoma City, OK 73118  
(405) 842-9200 ▪ (405) 842-9213 Fax

**Via Email: [mike.simpson@guthrie.net](mailto:mike.simpson@guthrie.net); [michelle.chapple@guthrie.net](mailto:michelle.chapple@guthrie.net)**  
*If no email, Via Fax: 405-282-5967*

April 1, 2025

Guthrie Public Schools  
Attn: Dr. Mike Simpson / Michelle Chapple

Re: Amendment to Gas Sales Agreement (Contract #20069)

Thank you for choosing Clearwater Enterprises, L.L.C. as your natural gas supplier. We would like to renew our services and offer you an Amendment to extend the term of your Agreement. In lieu of your contract automatically extending per the existing Exhibit A-4, we would like to offer an extension through June 30, 2026. This letter shall serve as the required forty-five (45) day notice that we will not extend the existing Exhibit A-4 past June 30, 2025.

Enclosed is one (1) unexecuted original of the above referenced Amendment which covers July 1, 2025 through June 30, 2026. Should you require duplicate originals to be sent via mail, please let me know and I will send originals to you.

Please return one partially executed original to the undersigned by July 1, 2025. Once fully executed, we will provide you with a copy for your files. If we do not receive a signed Amendment by June 30, 2025, we will operate under the provisions of the attached Amendment as of July 1, 2025.

We appreciate this opportunity to do business with you. If you have any questions, please contact me at (405) 842-9200 x201.

Sincerely,

*Regina Fort*

Regina Fort  
Vice President of Retail Sales  
[rfort@cwegas.com](mailto:rfort@cwegas.com)

**AMENDMENT**

This Amendment is made and entered into as of July 1, 2025 by and between **Clearwater Enterprises, L.L.C.** ("Seller") and **Guthrie Public Schools** ("Buyer").

WITNESSETH:

WHEREAS, Seller and Buyer made and entered into that certain Gas Sales Agreement dated July 1, 2020 (the "Agreement"), Contract #20069; and

WHEREAS, Seller and Buyer wish to amend the Agreement in the manner specified below;

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and agreements herein provided, the Parties hereby agree to amend the Agreement in the following respects only:

- Exhibit A-4 is hereby replaced in its entirety and the attached Exhibit A-5 is substituted therefore. All references in the Agreement to Exhibit A-4 shall be amended to reference Exhibit A-5.
- Schedule 5 is hereby replaced in its entirety and the attached Schedule 6 is substituted therefore. All references in the Agreement to Schedule 5 shall be amended to reference Schedule 6.

This Amendment is effective July 1, 2025. Except as expressly amended hereby, all terms, conditions, and provisions of the Agreement, as amended, shall remain in full force and effect.

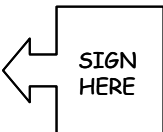
As evidence of the Parties' agreement to the terms and conditions set forth above, this Amendment is hereby executed by an authorized representative of each Party on the dates shown below.

**Seller**  
**Clearwater Enterprises, L.L.C.**

**Buyer**  
**Guthrie Public Schools**

By: \_\_\_\_\_  
 Name:     Maria Olivares      
 Title:     Vice President - Commodity  
          Operations and Contracts      
 Date: \_\_\_\_\_

By: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_



**EXHIBIT A-5**  
**TRANSACTION CONFIRMATION**

**Clearwater Enterprises, L.L.C.** ("Seller") and **Guthrie Public Schools** ("Buyer") agree to the purchase and sale of natural gas pursuant to this Transaction Confirmation and the general terms and conditions contained in the Gas Sales Agreement dated July 1, 2020 between Buyer and Seller ("Agreement"):

Term: July 1, 2025 through June 30, 2026 and automatically renewed year to year thereafter unless either Party notifies the other Party in writing at least forty-five (45) days prior to the expiration of the stated term or the then current renewal period that this Transaction Confirmation shall not be renewed, subject to early termination under Sections 11 and 20 of the Agreement.

Facility: As listed on Schedule 6 attached hereto

Quantity: Full Facility Requirements, the monthly quantity of which is estimated on Schedule 6 attached hereto.

Nature of Quantity Obligation: Firm

Price: For all gas delivered by Seller the price Buyer shall pay Seller shall be calculated by adding \$0.12/MMBtu to the Inside FERC's Gas Market Report first of the month index posting for Oneok Gas Transportation LLC, Oklahoma plus a monthly administrative fee of \$25.00/month per Facility. Buyer shall have the option to fix a price for a quantity of gas throughout the term of this Transaction Confirmation at a price which is mutually agreeable to the Parties hereto.

Delivery Point/Point(s) of Sale: Oklahoma Natural Gas Company distribution system receipt point for delivery to the Facility listed above.

Local Distribution Company: Oklahoma Natural Gas Company

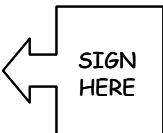
**EVIDENCE OF AGREEMENT:** This Transaction Confirmation documents an oral agreement previously reached by representatives of the Parties. Therefore, although Clearwater Enterprises, L.L.C. would prefer that this Transaction Confirmation be signed and returned by facsimile transmission, or that written confirmation of this Transaction Confirmation be provided in some other manner, this Transaction Confirmation will be deemed accepted if Clearwater Enterprises, L.L.C. receives no objections within two (2) business days of Clearwater's execution date shown below.

**Seller**  
**Clearwater Enterprises, L.L.C.**

**Buyer**  
**Guthrie Public Schools**

By: \_\_\_\_\_  
Name: Maria Olivares  
          Vice President - Commodity  
Title: Operations and Contracts  
Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_



**SCHEDULE 6 to TRANSACTION CONFIRMATION**

**Facility Listing and Estimated Monthly Usage**

<b>Facility(ies)</b>														
<b>ONG Contract #</b>	<b>Current ONG Regional Receipt Location</b>	<b>Account Name</b>				<b>ONG Account #</b>			<b>Address</b>					
<b>Estimated Monthly Usage (MMBtus)</b>														
<b>4155</b>	<b>OGT-OKC</b>	<b>GUTHRIE PS FOGARTY ELEMENTARY</b>				<b>211183566</b>			<b>902 N Wentz St; Guthrie, OK 73044-1882</b>					
		<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Annual Volume</b>
		502	326	154	56	18	4	4	8	10	46	167	261	1556
<b>4156</b>	<b>OGT-OKC</b>	<b>GUTHRIE PS UPPER ELEMENTARY</b>				<b>210186651</b>			<b>1615 N Walnut St; Guthrie, OK 73044-3910</b>					
		<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Annual Volume</b>
		360	236	151	78	20	9	6	12	19	50	151	209	1301
<b>4157</b>	<b>OGT-OKC</b>	<b>GUTHRIE PS JR HIGH</b>				<b>211184786</b>			<b>705 E Oklahoma Ave; Guthrie, OK 73044-3746</b>					
		<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Annual Volume</b>
		312	191	98	21	8	2	1	7	9	43	116	142	950
<b>4158</b>	<b>OGT-OKC</b>	<b>GUTHRIE PS HIGH SCHOOL</b>				<b>211185109</b>			<b>1602 Crooks Dr; Guthrie, OK 73044-1803</b>					
		<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Annual Volume</b>
		1332	880	517	244	80	24	18	32	36	180	710	871	4924
<b>9605</b>	<b>OGT-OKC</b>	<b>GUTHRIE PS CHARTER OAK ELEMENTARY</b>				<b>213532963</b>			<b>4900 E Charter Oak Rd; Guthrie, OK 73044</b>					
		<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Annual Volume</b>
		357	217	121	58	27	8	4	10	21	57	148	203	1231
<b>4154</b> <b>Removed 5/1/2025</b>	<b>OGT-OKC</b>	<b>GUTHRIE PS COTTERAL ELEMENTARY</b>				<b>210185565</b>			<b>2001 W Noble Ave; Guthrie, OK 73044-2171</b>					
		<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Annual Volume</b>
		347	230	114	38	15	4	4	9	11	34	108	171	1085
<b>NEW</b> <b>6/1/2025</b>	<b>OGT-OKC</b>	<b>GUTHRIE PS COTTERAL ELEMENTARY</b>							<b>2001 W Noble Ave; Guthrie, OK 73044-2171</b>					
		<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Annual Volume</b>
		347	230	114	38	15	4	4	9	11	34	108	171	1085

Estimated Monthly Usage is for informational purposes and based on historical consumption as represented by Buyer's Local Distribution Company or upon information supplied by Buyer.

## APPLICATION FOR TEMPORARY APPROPRIATIONS

WHEREAS: The needs of the Board of Education of Guthrie School District No. I-001 Of Logan County require immediate approval of temporary appropriations for the fiscal year 2025-2026: NOW, THEREFORE, BE IT RESOLVED, that the County Excise Board of Logan County is hereby requested to approve temporary appropriations to the extent of and not to exceed one hundred (100%) percent of the total estimated funds available to said board as follows:

General Fund	\$	<u>29,719,657</u>
Building Fund	\$	<u>2,142,446</u>
Child Nutrition Fund	\$	<u>2,199,041</u>
Cooperative Fund	\$	<u>0</u>

APPROVED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2025

THE BOARD OF EDUCATION

<u>Guthrie Public Schools</u>	<u>I-001</u>
(Name of School District)	(NO.)
<u>Logan County, Oklahoma</u>	

ATTEST:

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
President

APPROVED by the Logan County Excise Board this \_\_\_\_\_ day of \_\_\_\_\_ 2025

THE COUNTY EXCISE BOARD  
Logan County, Oklahoma

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Member

\_\_\_\_\_  
County Clerk

\_\_\_\_\_  
Member



This Service and Price agreement is entered into by and between Alcohol and Drug Testing Inc (ADTI), an Oklahoma Corporation and Guthrie Public Schools in Logan County, Oklahoma (Client) to set forth the terms and provisions under which ADTI shall provide drug and alcohol testing services for the Client. In consideration of the mutual promises, covenants, and agreements set forth below, the adequacy of which are acknowledged, ADTI and the Client agree as follows:

49 CFR Part 40 states that, "All agreements, written or unwritten, between and among employers and service agents concerning the implementation of DOT drug and alcohol testing requirements are deemed, as a matter of law, to require compliance with all applicable provisions of Part 40 and DOT agency drug and alcohol testing regulations. Compliance with these provisions is a material term of all such agreements and arrangements."

### **D.O.T. and STATE CERTIFICATION**

ADTI adheres to all personnel, equipment and technical procedures required for Department of Transportation (DOT) certification. ADTI's personnel are all trained as Breath alcohol Technicians (BAT) and Certified Professional Collectors as set forth in CFR Part 40 and the Oklahoma Drug Free Workplace Act. All collectors are also nationally certified by the Drug and Alcohol Testing Industry Association (DATIA). Labs, MRO's and any contractors utilized by ADTI will be certified as per federal and state regulations.

### **METHOD OF TESTING**

Alcohol testing will be conducted using an approved breath alcohol testing device. These testing devices are listed on DOT's Conforming products list. Confirmation testing will be conducted on any individual with a breath alcohol result of 0.02 and above on their screen test. Testing of individuals for prohibited controlled substances will be accomplished through urine and or oral fluid collections. The substances tested for and laboratory utilized will comply with all rules and regulations set forth in CFR 49 Part 40 and the Oklahoma Drug Free Workplace Act.

### **LOCATION OF TESTING**

All testing and collections will be conducted at a site agreed upon by ADTI and the Client. All locations must be able to meet DOT and State guidelines.

### **COMMUNICATION OF TEST RESULTS**

ADTI will communicate all test results and interpretations of samples to the Designated Employer Representative (DER) in writing, by fax or through e-mail. ADTI will retain a signed list of Client's DERs at

our offices. Any written report of test results or interpretations shall be forwarded to the authorized DER via first class mail with "CONFIDENTIAL" stamped on the outer envelope. All DERs must designate a password on the DER form for identification before giving results and names of individuals to be tested over the phone, this is required by DOT

**SUPPLIES**

Prices for the necessary supplies for the testing conducted are included in the prices charged to the Client.

**LITIGATION SUPPORT**

If any governmental investigation, administrative proceeding or lawsuit is brought against said Client arising from or related to the testing performed by ADTI under this agreement, ADTI will provide administrative support to said Client in defense of any such investigation, proceeding or lawsuit. Such support shall include, but is not limited to, documentation of testing procedures and certified copies of test results. ADTI will also provide expert technical testimony for an additional cost.

**NOTICE OF CLAIMS/LITIGATION**

The Client and ADTI agree to notify each other within three (3) business days of receipt of notice of any investigation, administrative proceeding, claim, demand or lawsuit arising from or related to any alcohol testing or collections performed by ADTI for the Client pursuant to this agreement. Each party shall provide full cooperation to the other party at all times during the pending of any such matter.

**STATISTICAL REPORTS**

ADTI will provide statistical reports from the testing lab by July 31 and January 31 of each year of this contract. Additional reports can be provided at the request of the Client with an additional processing fee charged.

**RULES AND REGULATIONS**

By law, CFR 49 Part 40, only certain services can be legally provided by ADTI. Adherence to all federal and state rules and regulations are the ultimate responsibility of the Client. As a service agent, unless expressly permitted, ADTI can only act as an adviser on actions to be taken by the Client.

**PAYMENT TERMS**

The Client's payment will be due thirty (30) days following the date of the invoice. If payment is late there will be a \$10 fee added for every 30 days late.

**DURATION OF AGREEMENT**

This agreement shall continue in from July 1, 2025 until June 30, 2026 and shall be deemed renewed upon the same terms and conditions unless either party advises the other of their intent not to renew. Notice of non-renewal shall be given in writing on letterhead prior to June 01 of each year.

**PRICING**

ADTI agrees to keep the pricing held forth by this agreement firm for the duration. This agreement and the interpretation and enforcement thereof shall be governed by the laws of the state of Oklahoma.

On-Site Drug Testing	\$44.00
On-Site Alcohol Testing	\$30.00
Oral Fluid Testing	\$ TBD
Mileage Fee	\$00.30 per mile

\*There is no annual fee charged.

This Contract sets forth the entire Agreement between ADTI and said Client with respect to the services set forth herein. If any term or provision of the Agreement is held invalid or unenforceable by a court of competent jurisdiction, the remaining terms and provisions shall nevertheless continue in full force and effect. Any amendment or modification made to this Agreement must be set forth in writing and signed by both parties hereto.

ACCEPTED BY: \_\_\_\_\_  
(PRINT NAME) (SIGNATURE)

TITLE: \_\_\_\_\_  
(fax)

COMPANY NAME: \_\_\_\_\_  
(PHONE)

COMPANY ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_

ACCEPTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_



## DESIGNATED EMPLOYEE REPRESENTATIVE

CLIENT NAME: Guthrie Public Schools

The below listed person(s) is designated as the Employee Representative (DER) for our company. The DER will be the contact person for scheduling of testing by phone and to receive all test results via email. Each DER will also need to provide a password for identification when notified by phone. ***THIS PERSON SHOULD NOT BE ON THE RANDOM DRUG TESTING LIST.***

### **DER to Schedule Random/Receive Results**

PRINT NAME: Cody Thompson EMAIL: [cody.thompson@guthrieips.net](mailto:cody.thompson@guthrieips.net)

OFFICE PHONE: 405-282-5944 CELL PHONE: 405-471-3969

PRINT NAME: Shelley Toon-Daves EMAIL: [shelley.toon-daves@guthrieips.net](mailto:shelley.toon-daves@guthrieips.net)

OFFICE PHONE: 405-282-5919 CELL PHONE: 405-205-2912

### **Billing Information**

PRINT NAME: Kary Jarred EMAIL: [kary.jarred@guthrieips.net](mailto:kary.jarred@guthrieips.net)

OFFICE PHONE: 405-282-8900 CELL PHONE: \_\_\_\_\_



## **SERVICE AGREEMENT FOR STUDENT DRUG TESTING**

This student testing service agreement is entered into by and between Alcohol and Drug Testing In. hereafter known as A.D.T.I. and Guthrie Public Schools located in Logan County, OK, hereafter known as the client. This is the contracted terms by which A.D.T.I. shall provide drug testing services for you, the client. In consideration of mutual promises, covenants, and agreements set forth below, the adequacy of which are acknowledged by both A.D.T.I. and said client are as follows:

### **SUBSTANCES TO BE TESTED**

A.D.T.I. will be testing students of said client for the following substances:

**THC (marijuana)/COCAINE/AMPHETAMINES/METHAMPHETAMINES/OPIATES/BENZODIAZEPINES**

This testing will be done according to client's stated needs. Frequency of testing, percentages, number of students to be tested, etc. to be pre-arranged by client and agreed upon by A.D.T.I. at time of agreement and subject to change with proper notice from either party.

### **LOCATION OF TESTING/ COMMUNICATION OF TEST RESULTS**

The agreed upon random testing will be conducted on-site at client location. Any other testing can be conducted at a location agreed upon by A.D.T.I. and client. A.D.T.I. will communicate test results and interpretations to your Authorized Representative in a confidential and secure manner. All reports whether written, faxed or other means shall be sent to your Authorized Representative ONLY. Your Authorized Representative being the person chosen by you to supervise and be the liaison between yourselves and A.D.T.I.

### **UPDATING STUDENT RANDOM LISTS**

In order for us to maximize our ability to suit your needs, we do need updated lists from time to time. Whenever you send lists to update your random selections; be it to remove or add students, the list needs to be ONLY the students to be updated. The client MUST send a list at the beginning of the school year for A.D.T.I. to input them in the computer. We CAN NOT start testing without said list.

### **DURATION OF AGREEMENT**

This agreement shall continue from July 1, 2025 until June 30, 2026 and shall be deemed renewed upon the same terms and conditions for the succeeding fiscal year beginning on the 1<sup>st</sup> day of June in the event neither party advises the other of their intention not to renew, which notice will be given in writing on or before June 1 of each contracted year.

### **PRICING**

Pricing is as follows:

- Drug Test \$20 for a negative
- Drug Test \$30 if screens positive and is sent to lab
- Mileage \$0.25 per mile

Any amendment or modification made to this agreement must be set forth in writing and signed for by both parties heretofore mentioned.

Accepted By: \_\_\_\_\_  
Signature please print name clearly

Title: Superintendent Phone: 405-282-8900

School: Guthrie Public Schools Fax: 405-282-5904

A.D.T.I. Accepted By: \_\_\_\_\_

How many students will you be testing each time we come out? Please break down quantity by how you test (i.e. H.S./M.S.) 20/10

How often do you want testing conducted? (monthly or if you want every 9 weeks of school year please specify the months you choose to test) Monthly -Sept. , Oct. Nov., Dec., Jan., Feb., March, April

Will you want December random testing Yes? Will you want May random testing No?

Do you prefer that we call beforehand and give you the date and times of testing? Yes XX No \_\_\_\_\_

Do you want the list of names? If no names wanted check here \_\_\_\_\_ if yes see below:

What time limit do you want to place on students for drug test completion? (max. 1 hours) 1 HR

**WHETHER OR NOT YOU WANT FOREHAND KNOWLEDGE OF THE RANDOM TO BE DONE; IF YOU HAVE EXTRA STUDENTS, I.E. NEW STUDENTS OR REASONABLE SUSPICION ETC. PLEASE CALL AND LET US KNOW SO WE CAN HAVE THE APPROPRIATE SUPPLIES FOR YOUR TESTING NEEDS.**

**AUTHORIZED SCHOOL REPRESENTATIVE – PRIMARY AND SECONDARY**

TO ENSURE THE SAFETY AND QUALITY OF THE TESTING, THE AUTHORIZED SCHOOL REPRESENTATIVE OR SOMEONE THEY DESIGNATE **MUST** BE WITH THE STUDENTS AND COLLECTOR AT **ALL** TIMES FOR THE DURATION OF THE TESTING PROCEDURES.

Primary Print Name Jon Chappel

Office Number 405-282-5906 Cell Number 405-205-7019

Email [jon.chappel@guthrieips.net](mailto:jon.chappel@guthrieips.net)

Secondary Print Name Shane Robinson

Office Number 405-282-5936 Cell Number 405-249-2804

Email [shane.robinson@guthrieips.net](mailto:shane.robinson@guthrieips.net)

**BILLING INFORMATION**

Email to send invoice to for testing: [kary.jarred@guthrieips.net](mailto:kary.jarred@guthrieips.net)

## ESS South Central, LLC

### SUBSTITUTE STAFF PLACEMENT AGREEMENT

This is an Agreement, entered into as of May 15, 2025 by and between **ESS South Central, LLC** (the “Company”) located at 1 Centre 1 N #200, Paragould, AR 72450 and the **Guthrie Public Schools** located at 802 East Vilas, Guthrie, Oklahoma 73044 (hereinafter referred to as “LEA” for Local Education Agency).

#### Background

The Company is in the business of providing substitute teachers for LEAs, as well as other related staffing services. The LEA desires to engage the services of the Company on the terms and conditions set forth in this Agreement.

NOW THEREFORE, intending to be legally bound and acknowledging the receipt of adequate consideration, the parties hereby agree as follows:

**1. Provision of Substitute Staff.** The Company shall be the preferred provider of substitute teachers and other staff listed in Exhibit “A” (hereinafter “Substitute Staff”) to fill positions at the request of the LEA on an as-needed basis, using such request mechanism(s), policies and procedures as may be established by the Company from time to time. The Company makes no guarantee that it will be able to fill all requests made by the LEA. If the Company fails to fill a request for Substitute Staff within a reasonable time, the LEA may utilize another provider of placement services to fill the request. Whether the Company has provided Staff within a “reasonable time” will depend upon the particular circumstances relevant to the assignment (ex.: amount of time between request from district to the start date of assignment, skills needed for position, tasks required, needs of the student, etc.).

1.1 All or any placement of Substitute Staff shall be made pursuant to this Agreement and the processes and procedures established by the Company, be paid by the Company, and be invoiced back to the LEA by Company.

1.2 The LEA will provide a list of staff who the LEA has employed prior to the Agreement and whom the LEA desires to remain in the pool of Substitute Staff assigned by the Company to the LEA. The LEA shall provide a written list of such personnel and may update said list, by written addition or deletion of all changes, as appropriate. If the LEA was serviced by another vendor prior to this Agreement, the LEA will also make a good faith effort to produce a list of staff who provided services through this vendor. Subject to the interview, training, background checks and certification requirements included elsewhere in the Agreement, and normal employee responsibilities attendant to employment, the Company will accept such persons for assignment to the LEA. However, as part of the transition process, the LEA certifies that the aforementioned former Substitute Staff of the LEA meet the state requirements to serve as Substitute Staff (ex. Criminal history, TB Test) for the first 90 days after Company begins services, unless Company is otherwise notified by LEA. The LEA acknowledges that the Substitute Staff will be ineligible to accept substitute assignments after said 90 day period if they are determined

to be non-compliant with the laws governing educational employees in the State, which shall be Company's responsibility to determine pursuant to the terms of the Agreement. LEA further agrees to forward to Company any report of criminal activity regarding these Substitute Staff from local, state or federal law enforcement or other governmental authorities.

**2. Treatment of Substitute Staff as Employees of the Company** All Substitute Staff provided by the Company will be employees of the Company, and not employees of the LEA, for all purposes, including but not limited to Federal and State income tax purposes. Without limiting the preceding sentence:

2.1 The Company shall maintain all necessary personnel and payroll records for the Substitute Staff;

2.2 The LEA shall not be responsible for the payment of the wages and fringe benefits (if any) of the Substitute Staff; the Company shall withhold applicable taxes from the wages of the Substitute Staff, and shall be responsible for any payroll tax liabilities of an "employer" with respect to the Substitute Staff;

2.3 The Company shall provide applicable workers' compensation insurance coverage for the Substitute Staff in such amounts as may be required by law; and

2.4 Substitute Staff shall not be eligible for tenure with the LEA or be entitled to participate in any of the LEA's employee benefit plans, including pension, 403(b), profit sharing, retirement, deferred compensation, welfare, insurance, disability, bonus, vacation pay, severance pay and other similar plans, programs and agreements, whether or not reduced to writing.

2.5. In order to provide certain Substitute Staff who are obtaining the required initial or renewal State certifications, depending upon state requirements, the LEA recognizes that it may be required to execute certificate/permit/license applications and other related documents, such as a criminal history request as a representative of or on behalf of the Company. If necessary, the LEA designates the Company as its designee to submit a Substitute Staff's credentials to the county or state department of education office to obtain the Substitute Staff certifications. The LEA recognizes that it may be required to execute certain documents to allow the Company to perform its function as its designee. In such instances, the LEA is not responsible for any of the obligations of the Company as the employer included in this Paragraph 2.

### **3. The Company's Obligations**

3.1 The Company will act in good faith to provide Substitute Staff who, if needed or applicable, (a) hold a current license and certification for the positions requested by the LEA, (b) have had a completed criminal history and child abuse background check as required by law and/or the applicable Department of Education, (c) have appropriate health screenings, inoculations and tuberculosis testing as required by the state and (d) who shall render services in accordance with applicable laws and procedures of the state and this Agreement.

3.2 In selecting Substitute Staff, the Company shall apply such screening and evaluation criteria as it may determine in its sole discretion and as may be required by the applicable law of the jurisdiction in which the services of Substitute Staff will be performed. The

Company will conduct any additional screening that may be mutually agreed by the Company and the LEA, with an appropriate increase in the Company's fees, to be agreed to in advance, in writing, by the LEA.

3.3 The Company seeks to provide Substitute Staff that are trained for the requested positions. The Company will provide Substitute Staff training as required by the State, including as applicable, classroom management, general rules and procedures applicable to the position, and other pertinent matters prior to any assignment of said Substitute Staff. For existing LEA staff, the Company shall provide training as requested by the LEA for a fee equal to the Company's actual cost.

3.4 The Company expects that the Substitute Staff assigned to the LEA will perform their services satisfactorily. If the LEA notifies the Company via the company electronic portal that a Substitute Staff has not performed satisfactorily within the reasonable discretion of the LEA, along with the clear reasons therefor, the Company will honor the LEA's request not to assign specific Substitute Staff. This section will in no way affect the right of Company, in its sole discretion as employer, to hire, assign, reassign, discipline and/or terminate its own employees. The LEA understands that declining the services of a specific Substitute Staff may result in the Company's inability to secure an acceptable alternate if timely notice of the request is not provided.

**4. The LEA's Obligations.** In connection with Substitute Staff provided by the Company pursuant to this Agreement, the LEA shall:

4.1 Provide information to the Substitute Staff as needed to allow the Substitute Staff to fully understand the duties and responsibilities of the placement and promptly report to Company any suspicious, unusual, inappropriate behavior or unsatisfactory performance;

4.2 Provide a safe and suitable workplace that complies with all applicable governmental safety and health standards, statutes, and regulations;

4.3 Provide Substitute Staff with (i) adequate information, training, and safety equipment with respect to hazardous substances and any inherent dangers of the workplace (including known violent students, as allowed by applicable law), (ii) emergency procedures, and (iii) school rules and protocols, policies and procedures regarding student disciplinary actions, and confidentiality of student records. Further, the LEA will provide all Substitute Staff with any training appropriate to the needs, duties, responsibilities or knowledge unique to the LEA or otherwise different than would generally be appropriate in other LEAs.

4.4 Not assign Substitute Staff to assignments which (i) have sole custody of a single student for an extended period without LEA oversight, (ii) have sole responsibility for more than one classroom of students at a time, (iii) administer or maintain custody of any student medications, (iv) have custody of cash, negotiable valuables, merchandise, credit cards, check writing materials, keys or similar property, except for student lunch money that may be collected in the normal course of business, (v) use any vehicle on behalf of the LEA; (vi) work more than eight (8) hours in a day or more than forty (40) hour per week without notice to Company;

4.5 Assign Substitute Staff only to tasks for which they have been requested, unless written consent has been given by the Company. Heavy labor, lifting, or physical activity is prohibited unless required and accepted in the job description.

4.6 Not assign Substitute Staff to travel or perform duties off the normal school premises of the LEA except for class trips which are supervised by an LEA teacher;

4.7 If Substitute Staff is assigned duties in connection with the LEA's computer systems, maintain appropriate password security and backup copies of all data;

4.8 Maintain appropriate written internal control policies and procedures to ensure the confidentiality of all student records and appropriately limit the access of Substitute Staff to such records;

4.9 Not promise any Substitute Staff an increased rate of compensation;

4.10 Comply with any reasonable restrictions imposed by the Company on the responsibilities to be assigned to any Substitute Staff;

4.11 Approve and sign paper or electronic forms supplied by the Company documenting the amount of time worked by Substitute Staff or, if representatives of the LEA are not available to approve and sign such forms, authorize such forms to be executed by representatives of the Company on behalf of the LEA;

4.12 Be responsible for keeping the Company promptly informed by email (if available) of all Substitute Staff on-site changes and any changes in the LEA or building supervisory contact information;

4.13 Comply with all Company policies and procedures to accurately invoice the LEA, process the daily record keeping and other tasks necessary for the Company to administer and track Substitute Staff, including but not limited to, sign in and out procedures and related records;

4.14 The LEA shall be solely responsible to control staff absences and any budgetary impact resulting therefrom;

4.15 LEA represents that its actions under this Agreement do not violate its obligations under any agreement that LEA has with any labor union;

4.16 LEA shall cooperate with Company with respect to Company's recruiting efforts and activities, including but not limited to, (i) promptly sharing applications for LEA positions with Company; (ii) adding a link on the front page and employment page of the LEA's website to Company's website, and (iii) reasonably assisting Company with advertising positions on LEA social media accounts;

4.17 If allowable by state procurement law, other LEAs may utilize this Agreement if mutually agreeable to Company.

4.18 LEA shall cooperate and coordinate with Company with respect to Company's development and installation of Company's information technology (IT) systems for the LEA. The LEA understands that failure to cooperate in this regard may lead to a delay in services.

4.19 In the event of a complaint concerning Substitute Staff, LEA shall provide Company with a written incident report. Company and LEA agree to cooperate, exchange

information, and reasonably permit each other's involvement in any investigatory activities or proceedings to the extent allowable by law.

## **5. Indemnification and Limitations of Liability.**

**5.1 Indemnification of the LEA by the Company.** The Company shall indemnify and hold the LEA's Board, and its agents, employees and Board members harmless from and against all claims or losses incurred, including reasonable attorney's fees, that are proximately caused by the acts or omissions of the Company, Substitute Staff, or other employees or authorized agents of the Company, or by the Company's breach of this Agreement, except that such indemnification shall not apply to any claims or losses for which the Company is entitled to indemnification by the LEA.

**5.2 Indemnification of the Company by the LEA.** The LEA shall, to the extent permitted by Oklahoma law, indemnify and hold the Company harmless from and against all claims or losses incurred by the Company, including reasonable attorney's fees, that are proximately caused by the acts or omissions of the LEA or its employees or authorized agents, or by the LEA's breach of this Agreement, except that such indemnification shall not apply to any claims or losses for which the LEA is entitled to indemnification by the Company.

**5.3 Notification; Right to Defend.** A party incurring any claim or loss for which indemnification may be provided pursuant to this section 5 shall promptly notify the other party in writing. The recipient of such notice may, at its own cost and expense, thereupon assume the defense of any third party claim using counsel reasonably satisfactory to the notifying party.

**5.4 Limitation of Damages.** Under no circumstances shall either party be liable for special, indirect, consequential, punitive, expectancy, lost profit or goodwill damages, or for damages caused by the unsatisfactory performance of Substitute Staff except for such damages as are established in a finally adjudicated claim of damages brought by a third party.

**5.5 Complete Agreement.** The parties agree that this section 5 sets forth their complete agreement with respect to any possible indemnification claim, and waive their right to assert any common-law indemnification or contribution claim against the other.

## **6. Fees and Payment.**

**6.1 The Company's Pricing Plan,** attached hereto as Exhibit A and made a part of this Agreement, is accepted by the LEA. The Company shall submit to the LEA a standard weekly invoice showing in reasonable detail the services provided. For hourly positions, LEA shall pay for all time actually worked by Substitute Staff, not scheduled time. Company will comply with any federal, state or local laws, if any, requiring paid leave. If federal, state or local laws require paid leave, LEA will reimburse Company for paid leave days taken by Company staff for a district assignment per the service rate set forth in the pricing exhibit.

6.2 [Intentionally Omitted.]

**6.3 Changes to Pricing Plan.** In the event that the LEA requests to increase the established pay rate for Substitute Staff from that specifically listed on Exhibit A, or if the LEA



requests to establish a new Substitute Staff classification or new pay rate to be paid to some or all of the Substitute Staff not identified on Exhibit A (e.g., for improved recruitment, retention or for other reasons), the billing rate to the LEA shall be determined by using the markup used on Exhibit A. The LEA shall provide the Company fourteen (14) days prior written notice of its request to change an existing pay rate or establish a new Substitute Staff classification and pay rate.

The Company may change the Pricing Plan contained on Exhibit A in the event that government (local, state or federal) mandated labor costs, including but not limited to, employee healthcare or family leave benefits, minimum wage, payroll taxes, or workers compensation rates, which are required by law, regulation or mandate are enacted, implemented, become effective or are increased after the date of this Agreement. The Pricing Plan shall be adjusted as of the effective date of the law, regulation or mandate to reflect the actual cost increase to the Company reasonably calculated on a direct or pro rata basis. For multi-year Agreements or whenever this Agreement is extended, the Pricing Plan will be modified to reflect a cost of living adjustment equal to the lesser of 3% or the applicable consumer price index rate for the LEA for the twelve months preceding the most recent quarterly rate.

**6.4 Use or Employment of Substitute Staff by the LEA Directly.** Company maintains the right to manage the schedule of its employees. Accordingly, if the LEA engages the services of any Substitute Staff other than through the Company on a per-diem, hourly or other basis, whether for services covered in this Agreement or otherwise, the LEA shall promptly notify the Company in writing and provide all information as the Company may reasonably request. Furthermore, if LEA hires Substitute Staff for services which are provided by Company in accordance with this Agreement, for the lesser of the period for which such Company employee is engaged or the term of this Agreement, the LEA shall calculate and pay to the Company any amounts due by using the daily or hourly markup used on Exhibit A. Failure of the LEA to promptly notify the Company that it has employed Substitute Staff may result in the Company continuing to pay wages to the Substitute Staff for assignments which are not worked. In such event, the LEA shall be liable to Company for all costs, including wages paid to the Substitute Staff, lost markup, and reasonable collection costs.

If LEA hires Substitute Staff as a full-time employee of the LEA during the term of this Agreement, LEA shall pay to Company the sum of \$1,500.00. This payment is to reimburse Company for recruitment expenses and lost revenue. This fee shall not be due if the Substitute Staff was a “district original”, i.e. previously working for the LEA at the start of this Agreement, if the New Hire was directly referred by the LEA’s HR Team, if the New Hire is an OTRS retiree who is a certified teacher, or if the Substitute Staff has worked forty five (45) or more days of assignments as Substitute Staff for the LEA or if the Substitute Staff has worked at least a year as Substitute Staff for the LEA.

**6.5 Non-Solicitation of Company Corporate Staff.** LEA agrees that during the term of this Agreement and for a period of 12 months after the termination of the Agreement, without obtaining the prior written consent of the Company, neither the LEA nor any of its affiliates shall directly or indirectly, for itself or on behalf of another person or entity solicit for employment or otherwise induce, influence or encourage to terminate employment with the Company or employ or engage as an independent contractor any corporate employee of the Company (i.e. employee working for Company in a role other than as “Substitute Staff”) with whom the LEA had contact or who became known to the LEA in connection with this Agreement.

For the purposes of this section, “Company” also includes Source 4 Solutions LLC.

**6.6 Payment.** The LEA shall pay the Company upon receipt of invoice via an ACH or wire transfer. Payment not received within fifteen (15) business days after receipt of invoice will be subject to a \$25.00 late fee and shall accrue interest at the rate of 10% per annum. Any dispute of billing must be communicated to Company within 10 days of receipt of invoice. Any adjustments less than 10% of the invoice will not delay payment and will be applied to the following invoice. LEA shall be liable for all of the Company’s reasonable costs of collection, including reasonable attorneys’ fees.

**6.7 Sales and Use Tax.** The LEA represents that it is currently exempt from any sales and use taxes or similar governmental charges or value added tax imposed with respect to the services provided by the Company. If any such taxes or charges are otherwise due or are imposed or become due, they will be the responsibility of the LEA.

**7. Term.** The term of this Agreement shall begin on July 1, 2025 and shall remain in effect through June 30, 2026. An additional four (4) one-year terms of service can be affirmed in writing annually by both parties. Notwithstanding the preceding sentence, either party may terminate this Agreement if (i) the other party breaches a material provision of this Agreement and such breach is not cured within 30 days following written notice or (ii) in the case of a breach that by the terms of the breach cannot be cured within 30 days, the breaching party has not instituted measures to cure such breach within 30 days and fully cured such breach within 90 days. Further, the Company has the right to terminate this Agreement should any student or LEA employee physically or verbally assault or injure a Company’s employee, and the LEA does not respond to the incident to the Company’s satisfaction. In the event either party terminates this Agreement, the LEA shall pay all amounts due under the terms of this Agreement to the Company for services provided through the date of termination.

**8. Insurance Coverage.** Each party shall, at its own cost and expense, maintain insurance coverage reasonably appropriate for the activities it conducts and the risks it assumes. The insurance coverage maintained by the Company shall include:

8.1 Workers’ compensation coverage of such types and in such amounts as may be required by the laws of the jurisdiction in which the services of Substitute Staff are performed;

8.2 Commercial general liability coverage, including personal injury, blanket contractual liability, and broad form property damage, with a \$2,000,000 combined single limit per occurrence;

8.3 Umbrella coverage with a \$1,000,000 combined single limit per occurrence.

**9. Confidentiality & Non-Disparagement.** During the course of the business relationship, each party may be given access to proprietary or confidential information of the other, including, but not limited to, pricing policies, the identity and social security numbers of employees, and business policies and systems (“Confidential Information”). Each party shall hold Confidential Information of the other party in confidence, treating such Confidential Information with no less care than it treats its own, and shall not disclose such Confidential Information to any third party or use such Confidential Information for any purpose other than as contemplated by this

Agreement. Upon termination of this Agreement, or sooner if requested by either party, each party shall return all Confidential Information of the other party in its possession, without retaining copies of such Confidential Information. This section shall not apply to information (i) that is in the public domain, or (ii) required to be disclosed by law or legal process.

At no time during or after the term of this Agreement and for a period of two (2) years thereafter shall either party directly or indirectly disparage the commercial business, professional or financial, as the case may be, reputation of the other party or any of their employees, management, owners or officers.

**10. Absentee Management System; Data and Intellectual Property.** To provide Substitute Staff, Company may utilize its own or the LEA's absentee management system (hereinafter "System") as it is agreed between the parties. Under either method, the Company owns all employee and absence management information data related to Substitute Staff. If the Company utilizes the LEA's System, the LEA shall allow and authorize the Company full access to the System (sometimes referred to as "Super User" status) throughout the term of the Agreement and for thirty days after termination. In the event this Agreement is terminated, Company shall have thirty (30) days to remove Company data from the System. All Company data, intellectual property, including processes, procedures and knowhow, trademarks and copyrights, are and shall remain the sole property of the Company.

## **11. Miscellaneous**

**11.1 Amendments; Waivers.** This Agreement may be amended as agreed between the parties. No amendment, modification, or waiver of any provision of this Agreement shall be binding unless in writing and signed by the party against whom the operation of such amendment, modification, or waiver is sought to be enforced. No delay in the exercise of any right shall be deemed a waiver thereof, nor shall the waiver of a right or remedy in a particular instance constitute a waiver of such right or remedy generally.

**11.2 Notices.** Any notice or document required or permitted to be given under this Agreement shall be deemed to be given on the date such notice is (i) deposited in the United States mail, postage prepaid, certified mail, return receipt requested, (ii) deposited with a commercial overnight delivery service with delivery fees paid, or (iii) transmitted by facsimile or electronic mail with transmission acknowledgment, to the principal business address of the recipient or such other address or addresses as the parties may designate from time to time by notice satisfactory under this section. A copy of any notice to the Company shall be sent to the attention of the Company's president at the regular business address of the Company.

**11.3 Governing Law.** This Agreement shall be governed by the internal laws of the LEA's state without giving effect to the principles of conflicts of laws. Each party hereby consents to the personal jurisdiction of the federal or state courts located in LEA's County, and agrees that all disputes arising from this Agreement shall be prosecuted in such courts. Each party hereby agrees that any such court shall have in personam jurisdiction over such party and consents to service of process by notice sent by regular mail to the address set forth above and/or by any means authorized by the law of the LEA's state.

**11.4 Language Construction.** The language of this Agreement shall be construed in

accordance with its fair meaning and not for or against any party. The parties acknowledge that each party and its counsel have reviewed and had the opportunity to participate in the drafting of this Agreement and, accordingly, that the rule of construction that would resolve ambiguities in favor of non-drafting parties shall not apply to the interpretation of this Agreement.

**11.5 Payment of Fees.** In the event of a dispute arising under this Agreement finally resolved through litigation or alternate dispute resolution, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs.

**11.6 Force Majeure.** Neither party shall be responsible for delays or failure to perform caused by acts of God (including fire, flood, storm, or other natural disturbances), war, civil war, riot, epidemic, acts of foreign enemies, terrorist activities, government sanction, strikes or other labor disputes (it being specifically understood that the existence of any picket line by a collective bargaining unit shall be considered as within this definition of force majeure), interruption or failure of electric, telephone or similar service or other causes beyond such party's control.

**11.7 Signature in Counterparts.** This Agreement may be signed in counterparts, each of which shall be deemed to be a fully-executed original.

**11.8 Signature by Facsimile.** An original signature transmitted by facsimile shall be deemed to be original for purposes of this Agreement.

**11.9 Assignment.** No party to this Agreement shall assign its rights or duties hereunder, without the prior written consent of the other parties, except that the Company may assign its rights and duties in connection with a sale or other disposition of all or substantially all of its business and may assign services to Company's legal affiliates and subsidiaries.

**11.10 No Third Party Beneficiaries.** Except as otherwise specifically provided in this Agreement, this Agreement is made for the sole benefit of the parties. No other persons shall have any rights or remedies by reason of this Agreement against any of the parties or shall be considered to be third party beneficiaries of this Agreement in any way.

**11.11 Binding Effect.** This Agreement shall inure to the benefit of the respective heirs, legal representatives and permitted assigns of each party, and shall be binding upon the heirs, legal representatives, successors and assigns of each party.

**11.12 Titles and Captions.** All article, section and paragraph titles and captions contained in this Agreement are for convenience only and are not deemed a part of the context hereof.

**11.13 Pronouns and Plurals.** All pronouns and any variations thereof are deemed to refer to the masculine, feminine, neuter, singular or plural as the identity of the person or persons may require.

**11.14 Entire Agreement.** This Agreement constitutes the entire agreement between the parties with respect to its subject matter and supersedes all prior discussions, agreements, understandings and negotiations. The LEA and Company agree that in the event that any provision of this Agreement shall be held invalid or unenforceable for any reason, such invalidity or

unenforceability shall attach only to such provision and shall not affect or render invalid any other provision of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first set forth above.

**ESS South Central, LLC**

By \_\_\_\_\_  
Steve Gritzuk, Chief Operating Officer

Date \_\_\_\_\_

**Guthrie Public Schools**

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name and Title

Date \_\_\_\_\_

**EXHIBIT A**

**PRICING PAID BY THE LOCAL EDUCATION AGENCY TO COMPANY**

<b><u>Position</u></b>	<b><u>Pay Rate</u></b>	<b><u>Company Bill Rate</u></b>
Substitute - Non-Certified - Full Day	\$60.00	\$83.70
Substitute - Oklahoma Teaching Certificate - Full Day	\$75.00	\$104.63
Substitute - Non-Certified - Half Day	\$30.00	\$41.85
Substitute - Oklahoma Teaching Certificate - Half Day	\$37.50	\$52.31
Substitute - Long Term Assignment*	\$100.00	\$139.50

\*Long Term pay begins on the 10th consecutive day of an assignment.  
Must be Oklahoma certified teacher only and district must approve  
assignment and pay rate in advance.

Company may utilize LEA's electronic absence management system to provide services at no cost to Company.

**GUTHRIE PUBLIC SCHOOLS** is participating in the Summer Food Service Program, which provides nutritious meals at NO CHARGE to children during the summer vacation. Children aged 18 and under are eligible to receive meals. A person 19 years of age and over who has a mental or physical disability and who participates during the school year in a public or private nonprofit school program for the disabled is also eligible to receive FREE meals.



**2025 SUMMER FOOD SERVICE PROGRAM BY  
LOCATION Operating Dates: JUNE 2 - 26, 2025**

6 Sites Participating

Meals will be provided as follows:

<b>Site</b>	<b>Week</b>		
	<b>Days</b>	<b>Breakfast</b>	<b>Lunch</b>
Guthrie Upper Elementary 702 N. Crooks Drive	M-TH	7:30am - 8:00am	11:30am - 12:30pm
Guthrie Junior High School 705 E Oklahoma Ave.			11:30am - 11:50am
<b>Mobile Sites - Route 1</b>	<b>Week</b>	<b>Lunch Meal Only</b>	
Building for Champions (1615 N. Walnut)	M-TH	9:30am - 9:50am (BF only)	
Mineral Wells Park (819 S. Division Street)	M-TH	11:00am - 11:20am	
Banner Park (11th & WQ Warner Avenue)	M-TH	11:30am - 11:50am	
Harvest Rd & Winter Wheat Drive (New housing by Silver Valley Addition)	M-TH	12:00pm - 12:20pm	

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave., SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

# BID TABULATION

GPS District Mowing

5/2/2025

COMPANY	High School	Jr High & Old Mnt	GUES	Fogarty	Central	Cotteral & 2111 W. Clev	Faver	Opnts & NIT	Trans	Admin	BB Complx	214,216, 218 E. Springer	Charter Oak	Ag Farm	TOTAL
Hudson Lawn Care	\$424.00	\$189.00	\$424.00	\$189.00	\$129.00	\$224.00	\$224.00	\$224.00	\$224.00	\$129.00	\$75.00	\$197.00	\$424.00	\$224.00	\$3,300.00
Swift Creek Lawn Care	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID
Guthrie Lawn Care	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID
Nature's Truth	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID
Turf Surfers	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID
Willis Lawn Services	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID
A&A Lawn Care Serv	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID
Profes Lawn Care	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID





**Staking a Claim in Our Students' Future**  
**GUTHRIE ELEMENTARY**  
**SCHOOLS**  
**STUDENT HANDBOOK**

**2024-2025**

**2025-2026**

**Board Approved 06-10-24**

# Board of Education

~~Chris Schroder, President~~

~~Tina Smedley, First Vice President~~

~~Janna Pierson, Second Vice President~~

~~Gail Davis, Board Clerk~~

~~Matt Girard, Deputy Board Clerk~~

~~Ron Plagg, Member~~

~~Ben Huskey, Member~~

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## District Office

**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**

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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. A written note is desired if a child is to be dismissed early. 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 continued 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: <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*).

### **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 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~~10) 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. 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.

### **BIRTH CERTIFICATE**

**A copy of your child’s state/country issued birth certificate must be provided at original enrollment. We WILL NOT accept receipts from Vital Records or proof of birth from hospitals. YOUR CHILD WILL NOT BE ENROLLED WITHOUT A COPY OF THEIR BIRTH CERTIFICATE ON FILE.**

## **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.

**YOUR CHILD WILL NOT BE ENROLLED WITHOUT CURRENT IMMUNIZATIONS OR COMPLETED A CURRENT IMMUNIZATION EXEMPTION FORM**

## **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.

**IF YOU ARE DOING A RESIDENCY AFFIDAVIT IT MUST BE NOTARIZED BY A SITE REPRESENTATIVE OR AT ADMINISTRATION. PLEASE CALL TO SCHEDULE AN APPOINTMENT TO BE SURE A NOTARY IS AVAILABLE AT THE SITE, OR ADMINISTRATION OFFICE. ADMINISTRATION RESERVES THE RIGHT TO VERIFY RESIDENCY.**

## **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.

**Parents or family members attending as a chaperone will be background checked before the field trip.**

## **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.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.

**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, look for updates on Parent Square and other site and district social media. 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~~ **T. STRONG READERS ACT**

The purpose of the Strong Readers Act is to ensure that progression from one grade to another is determined, in part, upon proficiency in reading, that school district board of education policies facilitate reading instruction and intervention services to address student reading needs, and that each student and his or her parent or legal guardian be informed of that student's reading progress.

See the SDE website for more information:

<https://oklahoma.gov/education/services/literacy-policy-and-programs/strong-readers.html>

~~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)

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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 lockout 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 thirty (30) 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.

- **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.guthrieeps.net](http://www.guthrieeps.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.

**NEW DISTRICT POLICY NEEDS INSERTED ON CELL PHONE RULES FOR NEXT YEAR**

#### **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**

**2025-2026**

**Michelle Wilson-Adams** - Principal

**Jay Benson** - Assistant Principal

**Laura Boyd** - Counselor

**ADMINISTRATION**  
*BOARD OF EDUCATION*

Tina Smedley, President  
S. Janna Pierson, 1<sup>st</sup> VP  
Gail Davis, 2<sup>nd</sup> VP  
Matt Girard, Board Clerk  
Ben Huskey, Deputy Board Clerk  
Chris Schroeder, Member  
Ron Plagg, Member

**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 Officer**

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## **A: ABSENCES, ATTENDANCE, & TARDIES**

**Instructional time is 8:10 a.m. to 3:10 p.m.** 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.

### **MAKE UP 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 on the **GUES Staff Page or Google Classroom**. 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**

**A student who arrives late to class, within the first ten minutes, will be counted tardy. After ten minutes, the student will be counted absent.** 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. 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. **Attendance is taken for each class period.** 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<sup>114</sup>

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. **The alternative meal will be the same price as a regular lunch.**

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 119

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:
  - 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 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.

### **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.
- Keep body parts and objects to yourself.

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 - Lunch/Recess detentions
- 3rd infraction - Lunch/Recess detentions
- 4th infraction – Out of School Suspension
- 5th infraction – Out of School 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 on the **GUES Staff Page or Google Classroom**. 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.

### **Severe Clause**

Guthrie Public Schools is dedicated to providing a safe learning environment for our students. The following behaviors will not be tolerated:

#### **Fighting/Assault/Harassment/Other Severe Infractions**

- Behavior that 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
- **Students who film fights at school and/or promote the video online may be disciplined under both policies as the Administrator deems appropriate**
- 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.

### **Fighting/assault/bullying/harassment/other severe infractions**

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.

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.

All students are expected to treat others with respect at school. Failure to uphold this expectation may result in disciplinary action.

Assault is defined as a physical act and/or an act, criminal or tortuous, 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.**

**1<sup>st</sup> offense** – Suspension from school for **up to** fifteen (15) days.

**2<sup>nd</sup> offense** – Suspension from school for **up to** forty-five (45) days.

**3<sup>rd</sup> offense** – Suspension from school for **up to** the remainder of the **school year**.

**\*\*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.**

### **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 and handled according to the “Severe Clause”.**

## PROHIBITED ITEMS

If discovered, the following items will be confiscated and only returned to a parent.

- Laser Pens and Lights
- Fad Items
- Electronics
- Toys
- Permanent Markers

## 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.

1. 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 be at least the width of a dollar bill and 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).
6. Blankets are not acceptable to be worn at school and classrooms.
7. Hoods to jackets or hoodies may not be worn in the building. Bandanas, hats and/or beanies are not allowed.
8. 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 sweatpants and /or t-shirt supplied by the school **when available. Students may not return to class until the infraction is rectified.** 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, 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 **or completed current immunization exemption form.**

- 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 (**turned in on or before the due date**) will be allowed to attend field trips approved by the school administration. If a parent or guardian of an **approved** 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 5th & 6th**

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 and 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 5<sup>th</sup> & 6th may access their child's grades and assignments by using the [Infinite Campus Parent Portal](#).

## **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.

## **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 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 expectations to keep everyone safe:

- No contact sports.
- Keep your hands, feet, and objects to yourself.
- No throwing rocks 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 in 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 130

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) must 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 one 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 lockout drills referred to as "lockout" per school year. The purpose of the lockout 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 (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. Parents are encouraged to sign up and monitor their child's grades and progress through the Online Gradebook. Go to [www.guthrieeps.net](http://www.guthrieeps.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 (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



**Staking a Claim in our Students' Future**

**GUTHRIE JUNIOR HIGH SCHOOL STUDENT**

**HANDBOOK**

**2025-2026**

**DISTRICT OFFICE**

**Dr. Mike Simpson, Superintendent of Schools**  
**Ms. Carmen Walters, Assistant Superintendent**  
**Mr. John Hancock, Executive Director**  
**Dr. Michelle Chapple, Chief Financial Officer**  
**Dr. Fane Webster, 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>Connie Casner, Counselor</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				

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  
 Cottler 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**

## 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 8:05 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 8:05 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 8:05 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

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 a 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  
**Soccer**  
 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 the 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, 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 embedded 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. **If a student chooses not to wear school provided clothing, they will be sent to ISS for the day.** 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 **plan to** the superintendent, superintendent's designee, or principal for approval. 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 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 Statute 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 dangerous 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 extracurricular 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. (Examples 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 a 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 **for 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 **or completed current immunization exemption form.**
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 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 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 **educational** 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 **involves** 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 converted 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 **has** 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 to 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 Guthrie, OK 73044 405-282-3485	8:00 a.m. – 11:00 a.m. and 1:00 p.m. – 4:00 p.m.



### **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 the **Junior 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 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 the amount of tardies for a 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 plans.

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 **from the first bell at 8:15 AM to 3:10 PM.** 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 violative 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 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 to be proud of.

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**

**2025-2026 ~~2024-2025~~**

***Staking a Claim in Our Students' Future***

## ADMINISTRATION

### *Board of Education*

~~Tina Smedley~~ Chris Schroder, President  
~~S. Janna Pierson~~ Tina Smedley, 1<sup>st</sup> Vice President  
~~Gail Davis~~ S. Janna Pierson, 2<sup>nd</sup> Vice President  
~~Ben Huskey~~ Matt Girard, Deputy Board Clerk  
~~Matt Girard~~ Gail Davis, Board Clerk  
~~Ron Plagg~~ Ben Huskey, Member  
~~Chris Schroder~~ 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
<del>Connie Casner</del> Vanessa Anaya, 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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**PHONE NUMBERS**

North Office (Attendance) (405)282-5913  
 Registrar/North Office FAX (405)282-8823  
 Transcripts & Records Office (405)282-5913  
 Main Office (405)282-5906  
 Main Office FAX (405)282-5909  
 Transportation (405)282-5919  
 Child Nutrition (405)282-5952

**SCHOOL INFORMATION**

CLASS: 5A  
 CONFERENCE: Suburban  
 MASCOT: Bluejays  
 COLORS: Royal Blue and White  
 LOCATION: 200 Crooks Drive  
 Guthrie, OK 73044

**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 2025-2026

**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      **43+4**  
 2nd Quarter     **39+2**  
 3rd Quarter     **47+3**  
 4th Quarter     **42**  
 173 Days Taught  
 7 Professional Days  
 180 Days Total  
 \*School will be dismissed  
 if not used for bad weather

**AUGUST**  
 11,12, & 13 Teacher In-Service  
 14 - First Day of Classes

**SEPTEMBER**  
 1 - Labor Day  
 26 - Homecoming (Tentative)  
 29 - Professional Day

**OCTOBER**  
 15 - End of 1st Quarter  
 16 and 17 Fall Break  
 20 - Professional Day  
 20 & 23 - Parent/Teacher Conferences

**NOVEMBER**  
 24-28 Thanksgiving Break

**DECEMBER**  
 19 - End of 2nd Quarter  
 Dec 22 - Jan. 2 Winter Break

**JANUARY**  
 5 - Professional Day  
 6 - Classes Resume  
 19 - Martin Luther King Day  
 22 & 27 - P/T Conf (Elementary Sites)

**FEBRUARY**  
 16 - Professional Development

**MARCH**  
 5, 10 - P/T Conf (Secondary)  
 13 - End of 3rd Quarter  
 16-20 Spring Break

**APRIL**  
 3 - Snow Make-Up Day 1\* (Easter)  
 17 - Snow Make-Up Day 2\*

**MAY**  
 21 - Last Day of Classes  
 25 - 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**

## **PARENT TEACHER CONFERENCES**

Fall – October 20 10 and October 23 15 from 4:00-7:00PM

Spring – March 5 6 and March 10 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.

## **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:

- 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(3)(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. [ESSA1112(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. [ESSA1112(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.guthrieeps.net](http://www.guthrieeps.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.

## **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 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**

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.

- 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

### **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

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 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:
  - Breakfast must be 3 or 4 items
  - Lunch must be 3 to 5 items

Cafeteria 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**

### **SUBJECT TO CHANGE PENDING NEW LAW**

Students are prohibited from using cell phones and personal electronic devices while on the campus “Bell to Bell”. “Bell to Bell” means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the

end of the school day to end instructional time; and "personal electronic device" means a personal device capable of connecting to a smart phone, the Internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, phones, smart watches, smart headphones, laptops, tablets, and smart glasses. Personal electronic devices shall not include school-issued or school-approved devices that are specifically limited for use in classroom instruction.

~~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 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 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 administrators.
- Failure to serve detentions assigned by 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 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
  - o Clothing that allows undergarments to be visible
  - o Pants with holes/rips/tears above the longest fingertip point of the thigh
  - o 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
  - o Sleeveless shirts, blouses, and dresses whose straps are not at least one-dollar bill's width
  - o Sleeveless shirts, blouses, and dresses not fitted under the arm
  - o Shirts not worn on both shoulders
  - o Mesh jersey or fishnet type clothing unless a t-shirt or other appropriate lining is underneath
  - o 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.

## 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 a 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**
  - 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.
  - 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.
  - 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.**
  - The decision of the Appeals Committee shall be final and non-appealable.
- **SUSPENSION IN EXCESS OF TEN DAYS:**
  - A parent or student may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools.
  - An appeal must be submitted to the Superintendent of Schools, or designee, at 802 East Vilas, Guthrie, OK.
  - If no appeal is received within five (5) calendar days from the parent or student, the principal's decision will be final.
  - 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

~~Mrs. Connie Casner~~ ~~Vanessa Anaya~~ – 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. 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).

## **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.*

## **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. 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 the 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.

## **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 Policy)
- 2nd Offense: Five (5) consecutive days suspension (See Suspension Policy)
- 3rd Offense: Five (5) consecutive days to one (1) year suspension (See Suspension Policy)

## **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.

#### **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 absences total.

#### **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 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.

## **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**

- 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 with 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:

- 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.
- Must be students of good character. Therefore, they must not have had any disciplinary record of suspension and must not have earned any NC's (No Credit) on their transcript.
- 8th grade courses transcribed for high school credit shall be calculated in overall GPA.
- 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 the second semester of a student's senior year, unless an 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.

## **AIDS PREVENTION EDUCATION**

- 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:
  - a minimum of once during the period from grade five through grade six;
  - a minimum of once during the period from grade seven through grade nine; and
  - 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:
  - 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;
  - avoiding the activities specified in paragraph 1 of this subsection is the only method of preventing the spread of the virus;
  - 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 admision a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningun aspecto de sus operaciones. El Escuela Publica de Guthrie tampoco discrimina en sus contrators o practicas de empleados.

Esta noticia es provista y requerida por el Titulo VI del Acto de Derechos Civiles de 1964, Seccion 504 del Acto de Rehabilitacion de 1973, Titulo IX de la Enmienda Educativa de 1972, en el Acto de Era de Discriminacion de 1975, y el Acto de los Estadounidenses con Habilidades Diferenciadas de 1990. Preguntas, quejas, o para mas informacion con respecto a estas leyes pueden ser recibidas por el coordinador de quejas.

Nombre / Titulo: Superintendente de las Escuelas Publicas de Guthrie

Direccion de Oficina: 802 E. Vilas, Guthrie, OK 73044 Numero Telefono (correro (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 user's 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 healthcare 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**
  - 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.
  - The total number of student activity absences allowed for one class period per student shall be ten (10).
  - 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.
  - A student is expected to attend classes 90% of the time in order to participate in school-sponsored activities.
- **SCHOLASTIC ELIGIBILITY**

(Information taken from OSSAA RULES AND REGULATIONS)

### **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. (Examples 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 a 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 the 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 a 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:
  - Successfully completed the minimum number of credits established by the District for graduation; and
  - 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 **or have completed current immunization exemption form**. 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
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## 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, 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.guthrieeps.net](http://www.guthrieeps.net).

**DISCLAIMER**

The preceding discipline steps are meant as a guide only. In severe or unusual cases, 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).



# **GUTHRIE HIGH SCHOOL**

## **COURSE CATALOG**

**2025 - 2026 ~~2024-2025~~**



**200 Crooks Drive**

**405-282-5906 Main Office**

**405-282-5913 North / Counseling Office**

**[www.guthrieps.net](http://www.guthrieps.net)**

## **GUTHRIE PUBLIC SCHOOL DISTRICT 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 the student, home, school, and community.

### **OUR BELIEFS**

The Guthrie Public School District believes in the worth and dignity of each individual, because people are our greatest resource and children are our future. The following beliefs are based on this premise:

#### ***Learning:***

*All people can learn, given appropriate opportunity and support.*

*Prevention is preferable to remediation.*

#### ***Teaching:***

*High expectations produce high achievers.*

*The teaching-learning process is the primary function of this district.*

#### ***Learning Environment:***

*Everyone is entitled to a safe, caring educational environment.*

*Education is a partnership with student, home, school, and community.*

*Mutual trust will exist within the school environment.*

## **EXIT OUTCOMES**

### **Our Vision of a Well-Educated Student**

Have positive self-esteem.

Be effective communicators.

Have a strong knowledge base.

Be creative and complex thinkers.

Show concern for the welfare of others.

Be problem solvers.

Be self-directed, lifelong learners.

Be cooperative learners and workers.

Be productive members of society.

## **LEGAL NOTICE**

The Guthrie School District hereby agrees that it will comply with Title IX of the Education Amendments of 1972, which states that no person in the United States shall, on the basis of sex, be excluded from participation in, denied the 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 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 Title IX Coordinator, Guthrie Public Schools, 802 East Vilas, Guthrie, Oklahoma 73044; Telephone 405-282-8900.

## **INTRODUCTION**

The purpose of this booklet is to help GHS students in planning their high school schedule. This booklet contains information on state and local graduation requirements, course offerings, course descriptions, and aptitude tests. Counselors will be available for curriculum planning assistance. Students and parents are expected to review this information and carefully make their course selections.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

- A. A parent or eligible student of the Guthrie Public School System has a right to:
  - inspect and review the student's educational records.
  - request the amendment to any student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
  - consent to disclosure of personally identifiable information contained in the student's records, except to the extent that the Act and the regulations in this part authorize disclosure without consent.
  - file with the U.S. Department of Education a complaint under 99.64 concerning alleged failures by the agency or institution to comply with the requirements of the Act and this part: and,
  - Obtain a copy of the policy adopted under 99.64.
- B. Copies of the policy adopted under 99.64 are located at the Administration Building, 802 East Vilas.
- C. Guthrie Public District will send this notice home with each student to inform the parents and eligible students of their rights.
- D. Guthrie Public School District shall provide an interpreter to effectively notify parents of students who have a primary or home language other than English.

## **REGISTRATION**

The Oklahoma State Health Department requires all students to be immunized. The Guthrie Public Schools, in accordance with these laws, requires that every student enrolling have proof of immunization. Immunization requirements can be found on the Guthrie Public Schools website or at the local health department.

Students are required to be legal residents of Guthrie School District I-1 or have on file in the Superintendent's office the necessary transfer forms from districts outside of Guthrie Public Schools District I-01. Any student, who has a legal residence in another district, will not be allowed to enroll without a transfer from the district in which the student resides. A transfer can be canceled at any time. Students enrolling in Guthrie Public Schools from a school or situation not accredited by the State Department of Education (i.e., private school, home school) will be required to test in each subject for which they wish to obtain credit. Credit is issued for classes that are passed with a score of 90 or higher. Testing is arranged by making an appointment in the Counselor's Office with the grade level counselor.

## **GUIDANCE**

Students are encouraged to see a counselor to discuss schedule changes, the number of units accumulated, course selections, career choices, and college planning. Students should see their designated counselor for these services.

Mrs. Annie Chadd	Mrs. Kristi Blakemore	Mrs. Connie Casner
annie.chadd@guthrieeps.net	kristi.blakemore@guthrieeps.net	connie.casner@guthrieeps.net
Juniors A-L & All Seniors	Juniors M-Z & All Sophomores	Freshmen & JH At-Risk

**SCHEDULE CHANGES**

Changes in class schedules will be made only with administrative approval and only for sound educational reasons. Anyone wishing to have a schedule change must initiate the process with the appropriate counselor. The change will require teacher and administrative input. Students will not be allowed to make schedule changes for teacher preference. *All changes must be made within the **first five days** of the semester to meet the attendance policy for full credit.*

**STATE AND LOCAL REQUIREMENTS FOR GRADUATION**

In order to earn a diploma, all freshmen entering Guthrie High School, must fulfill all the requirements below:

Should the State Department of Education raise the graduation requirements, our standards will be changed to come into compliance. All students will be informed of any such changes as soon as possible.

1. All students must be enrolled in no less than the number of hours offered per day. Concurrent enrollment students *must* meet this same requirement.
2. Students eligible for honors courses must have met the criteria set forth in the Guthrie Public School District Gifted and Talented Policy. AP enrollment will be open.
3. At least three units of the last five units completed must be in attendance in Guthrie High School.
4. Request for **early graduation** will be directed to the building principal. Applications can be picked up in the Main Office. Application deadline is October 1. All criteria must be met to be considered.
5. Students who need more than one unit (credit) for graduation WILL NOT be permitted to participate in graduation exercises as per Oklahoma State Law.
6. A student's transcript will reflect the actual grade of all classes taken during the student's ninth through twelfth grades. Courses taken in Junior High for High School credit will also be listed and factored into final GPA calculations.
7. Concurrent enrollment will be available for Guthrie High School students as per state regulations.
8. Students may not enroll in more than 2 like electives in any one semester without permission of all teachers involved and the principal's approval. (Ex: two art classes, two drama classes, two agricultural classes, etc.).

**GRADE CLASSIFICATION**

<b><i>Sophomores:</i></b>	<b><i>Juniors:</i></b>	<b><i>Seniors:</i></b>
must have successfully completed four (4) units	must have successfully completed eleven (11) units	must have successfully completed seventeen (17) units and have attended high school for six semesters

Classification requirements must be met by the first day of classes for the fall semester. Students not meeting the required number of credits will be reclassified to the lower grade level at the beginning of the school year and may remain at that level for the entire year.

**GRADES**

A= 90-100	B= 80-89	C= 70-79	D= 60-69	F= 59 and below
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I= Incomplete (turns to an F in two weeks) NC=No Credit

All Pre-AP, AP, and approved college concurrent enrollment courses will be scored on a 5.0 scale.

**AMERICAN COLLEGE TESTING PROGRAM (ACT)**

The ACT is a college entrance examination that is given nationally five times a year. All students are eligible to take the test. Registration forms are available online at [www.act.org](http://www.act.org). The test will be given six times a year (i.e., October, December, February, April, June, and July) at Guthrie High School.

Sophomores and juniors are strongly advised to take the April or June exam. Students who are eligible for Free and Reduced meals may qualify for a discounted fee.

**NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST (PSAT/NMSQT)**

This is a test given annually in October to juniors wishing to participate in the National Merit Scholarship Program and some other scholarship programs. Other students are also encouraged to take the PSAT for test-taking experience.

**CAREER EXPLORATION TESTING**

Sophomores will participate yearly in the ASPIRE test. ASPIRE includes academic tests, an assessment of study skills knowledge, and an interest inventory. Students who participate in ASPIRE receive information that will help them plan for their remaining years in high school and consider career and educational goals for their life after high school.

**OKLAHOMA SCHOOL TESTING PROGRAM**

Guthrie High School will fully participate in the Oklahoma School Testing program implemented in 2000 by the state legislature. The purpose of these tests is to measure the state-mandated curriculum. These tests will be administered according to state-mandated schedules in the spring of each school year.

**Testing Requirements**

In order to comply with state law, all students will be required to take a state assessment in English/Language Arts, Mathematics, Science and U.S. History prior to graduating from high school.

**PRE-ACT**

As a precursor to the ACT that will be taken their junior year, students will be given the Pre-ACT the fall of their sophomore year. This will enable students to experience a college entrance exam and assess their level of readiness for the actual ACT.

**COLLEGE ENTRANCE REQUIREMENTS**

College entrance requirements exceed the minimum high school graduation requirements.

COLLEGE BOUND STUDENTS NEED TO PLAN ACCORDINGLY.

Students who plan on attending Vo-Tech during their 11th and/or 12th grades must see a counselor to pre-enroll for 9th grade and establish a four-year plan of study.

**OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION  
PERFORMANCE STANDARDS FOR COLLEGE BOUND STUDENTS**

These are the current standards that the State Board of Regents requires for any student that is planning to attend college in the State of Oklahoma. **If this changes, students will be notified in writing at the earliest possible time.**

ACT/SAT scores and high school grade point averages are required for admission to Oklahoma Public Colleges and Universities:

Tier	Option 1			Option 2			Option 3
	ACT*	New SAT**		GPA	Class Rank		Core Class GPA
OU / OSU	24 or	1090		3.0 and	Top 30%		3.0
Comprehensive	22 or	1020		3.0 and	Top 33%		3.0
Regional	20 or	940		2.7 and	Top 50%		2.7
Two-year	No minimum required						

**FOUR-YEAR PLAN OF STUDY**

**OKLAHOMA COLLEGE PREPARATORY / WORK READY REQUIREMENTS**

Subject Area	Description
<b>English</b> 4 credits	English I English II English III English IV
<b>Math</b> 3 credits in HS	Algebra I Geometry One additional mathematics class, unless Algebra I is taken in JH. Then two additional mathematics classes are required.
<b>Science</b> 3 credits	Biology I Two additional science classes per the OK SDE Science Domain Requirements listed below.

<b>Social Studies</b> 3 credits	OK History (.5 cr) World History US History Government (.5 cr)
<b>Foreign Language or Computer Technologies</b> 2 credits	Two years of same Foreign Language or two years of Computer Technologies, not including Keyboarding. However, it is recommended students complete both categories; two years in both subject areas will often remove college requirements in these areas.
<b>“Other” category</b> 1 credit	One credit from any of the above subject categories. Can also include Economics, Geography, non-Western culture, & Sociology.
<b>Personal Financial Literacy</b> .5 credit	Personal Financial Literacy
<b>Fine Arts</b> 1 credit, can be mixed	Choose from Ag Communications, Art classes, Bible in History & Lit, Choir classes, Creative Writing, Drama classes, Film as Lit, Humanities, Instrumental Music classes, Journalism courses, Mythology, Newspaper, Reading for Pleasure, Speech, Student Leaders, and additional courses as approved.
<b>Electives</b>	Enough electives to total 25 credits (units).

### OKLAHOMA CORE CURRICULUM REQUIREMENTS

(Effective with the Class of 2019)

Parents must sign an “Opt-Out Form” with the school counselor in order for their student to “Opt Out” of the College / Work Ready curriculum.

Subject Area	Description
<b>English</b> 4 credits	English I English II English III English IV
<b>Math</b> 3 credits in HS	Algebra I Geometry One additional mathematics class, unless Algebra I is taken in JH. Then two additional mathematics classes are required. Math of Finance is an option.

<b>Science</b> 3 credits	Biology I Two additional science classes per the OK SDE Science Domain Requirements listed after this section.
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<b>Social Studies</b> 3 credits	OK History (.5 credit) World History US History Government (.5 credit)
<b>Computer Technologies or World Language</b> 1 credit	Computer Applications I or similar course or World Language / non-English Language (Keyboarding does not satisfy this requirement.)
<b>Personal Financial Literacy</b> .5 credit	Personal Financial Literacy
<b>Fine Arts</b> 1 credit, can be mixed	Choose from Ag Communications, Art classes, Bible in History & Lit, Choir classes, Creative Writing, Drama classes, <b>Debate Classes</b> Film as Lit, Humanities, Instrumental Music classes, Journalism courses, Mythology, Newspaper, Reading for Pleasure, Speech, Student Leaders, and additional courses as approved.
<b>Electives</b>	Enough electives to total 25 credits (units).

### OKLAHOMA'S PROMISE CORE CURRICULUM

[www.okhighered.org/okpromise/](http://www.okhighered.org/okpromise/)

Units	Courses
4	English (grammar, composition, literature; courses should include an integrated writing component)
3	Mathematics (Algebra I, Algebra II, geometry, trigonometry, math analysis, pre-calculus statistics and probability [must have completed geometry and Algebra II], calculus, AP statistics)
3	Lab science (biology, chemistry, physics or any lab science certified by the school district; general science with or without a lab may not be used to meet this requirement)
3	History and citizenship skills (including one unit of American history and two additional units from the subjects of history, economics, geography, government, non-Western culture)
2	Foreign or non-English language (two years of same language)



	or Computer technology (two units in programming, hardware and business computer applications such as word processing, databases, spreadsheets and graphics, will qualify; keyboarding or typing classes do <b>not</b> qualify) 1 foreign language and 1 computer course will <b>not</b> meet this requirement.
1	Additional unit of subjects listed above
1	Fine arts OR Speech or a combination
17	<b>Total Units (Credits)</b>

This scholarship program helps pay for a large portion of college education for students planning ahead.

### Oklahoma Promise Program Requirements

- Students must apply for Oklahoma Promise during 8<sup>th</sup>, 9<sup>th</sup>, or 10<sup>th</sup> grade.
- Go to [www.okpromise.org](http://www.okpromise.org) to apply.
- Students' parents' federal adjusted gross income must not exceed \$55K per year at the time of application. Prior to receiving any program benefit in college, the parents' AGI may not exceed \$100K.
- Students must strictly follow the courses listed in the College Prep Curriculum table.
- Students must have at least a 2.5 cumulative GPA for **all** course work attempted in grades 9 through 12.
- Students must also complete the above 17-unit core curriculum and achieve at least a 2.5 cumulative GPA for the 17-unit core curriculum.
- Students must meet conduct requirements in high school.

For more information call the Oklahoma State Regents for Higher Education's student information hotline at 800-858-1840 (225-9152 in the Metro area), e-mail [okpromise@osrhe.edu](mailto:okpromise@osrhe.edu), or write Oklahoma's Promise, Oklahoma State Regents for Higher Education, PO Box 108850, Oklahoma City, OK 73101-8850. [www.okhighered.org/okpromise](http://www.okhighered.org/okpromise) .

### GUTHRIE HIGH SCHOOL SUGGESTED SCHEDULES

*These are samples only. Each student's plan may vary according to personal interests. Please refer to the Graduation Requirement Listings and the Science Course Requirements/Domains.*

CORE CURRICULUM / CAREER TECH	COLLEGE PREP / WORK READY
<b>Grade 9</b>	
English I (required)	English I (required)
Algebra I (required)	Algebra I or Geometry (both required)
Physical Science	Biology I (required) or Physical Science

OK History (1 semester course)	OK History (1 semester course)
Computer Applications I or World Language (required)	Computer Applications I or Foreign Language I (required)
Elective	Elective**
Elective	Elective**
<b>Grade 10</b>	
English II (required)	English II (required)
Geometry (required)	Geometry or Algebra II (both required)
Biology I (required)	Biology I (required) or Chemistry I
World History (required)	World History (required)
Fine Art (required)	Computer Applications II or Foreign Language II (required)
Elective	Elective**
Elective	Elective**
<b>Grade 11</b>	
English III (required)	English III (required)
US History (required)	US History (required); or AP US History
Algebra II or Math of Finance (3 <sup>rd</sup> math required)	Mathematics course above Algebra II
Vo-Tech	Science: Earth & Space Science (see domains)
Vo-Tech	Elective**
Vo-Tech	Elective**
Vo-Tech	Elective**
<b>Grade 12</b>	
English IV (required)	English IV (required)

Science: Earth & Space Science (see domains) or qualifying course from vo-tech	Additional Mathematics or Science course suggested**
Government (1 semester required)	Government (1 semester required)
Personal Financial Literacy (1 semester required)	Personal Financial Literacy (1 semester required)
Vo-Tech	Computer Applications II or Foreign Language II suggested
Vo-Tech	Elective**
Vo-Tech	Elective**
Vo-Tech	Elective**

\*\*Electives Suggestions for Success: Colleges and universities also recommend, but do not require, that you take an additional unit in math, an additional unit in lab science, as well as any other college bound electives such as economics, geography, psychology, sociology. **Additional units in Foreign Languages and Computer Technologies is highly recommended.** Concurrent College Enrollment is also recommended during a student's junior and senior years.

*College bound students may also attend Career Tech. However, they should see their counselor early to make a plan of study that meets the requirements for each program.*

### Science Course Requirements / Domains beginning with the Class of 2019

Of the three units or sets of competence of laboratory science required for the College Preparatory/Work ready curriculum:

- ONE must be a **life science** meeting the standards for Biology I,
- ONE must be a **physical science** meeting the standards for Physical Science, and
- ONE must be from the **domains of** physical science, life science, or earth and space science with content and rigor above Biology I.

Physical Science	Life Science	Earth & Space Science
Aeronautics	Biology I A (.5 credit)	Astronomy
Chemistry I	Biology I B (.5 credit)	Earth Science
Chemistry II	Biology I	Geology
AP Chemistry	Biology II	Meteorology
Physical Science	AP Biology	
Physics I	Biotechnology	

Physics II	Botany	
AP Physics I – Alg Based	Life Science	
AP Physics II – Alg Based	Environmental Science	
AP Physics B	AP Environmental Science	
AP Physics C – Mechanics	Physiology	
AP Physics C – Elec & Mag.	Zoology	
	IB Science	
	Anatomy	
	Forensic Science	
	Microbiology	
	Ecology	

A full year of computers is an EXIT requirement for all Oklahoma colleges, including junior colleges. A student must demonstrate computer proficiency when LEAVING college. The computer requirement may be met by taking a full year (2 semesters) of computers in high school. Keyboarding is not counted as a semester of computers.

### **ADVANCED PLACEMENT (AP) COURSE OFFERINGS**

Advanced Placement courses are designed to allow students to receive both high school and college credit simultaneously. AP courses are intended to replace those normally taken during the freshman, sophomore, or junior years at the college level. Students who successfully pass a national examination during the spring semester can receive college credit. AP courses challenge the academically capable students while helping them gain analytical and study skills required to succeed in college courses. AP coursework motivates students to undertake more challenging work in both high school and college and provides direction in selecting college majors.

Students take AP courses and exams for a variety of reasons: the challenge, the sense of accomplishment, the strengthening of their college applications, and the time and money saved. Even if students decide not to take the AP examinations, they should be more than prepared to pass a CLEP exam that covers similar material at their chosen college.

If taken, AP examinations vary in price. Please see your instructor for details.

### **CONCURRENT CREDIT OFFERINGS**

According to the Oklahoma State Department of Education, a high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. A student may enroll in a maximum of nine semester-credit-hours during a summer session or term at a college or university of the State System without the necessity of being concurrently enrolled in high school classes during the summer term. For purposes of calculating workload, one-half

high school unit shall be equivalent to three semester-credit-hours of college work. Students wishing to exceed these limits may petition the selected higher education institution. The appropriate institutional officials will evaluate the student's academic performance and potential for success in determining the student's load, which may not exceed the number of semester-credit-hours 50 percent greater than the number of weeks in the applicable semester/term. The college should provide appropriate academic advising prior to and continuing throughout the student's enrollment.

Guthrie High School is pleased to work with Rose State College, Langston University, and other state universities in providing concurrent enrollment for juniors and seniors through the Interactive Video classroom. Refer to pages 40 & 41 of this handbook for College Concurrent enrollment information, requirements, class substitutions, and grading weights.

Students may also participate in on-campus offerings from local universities such as the University of Central Oklahoma.

COURSE DESCRIPTIONS				
Course Name	Page		Course Name	Page
Language Arts	13		U.S. Army JROTC	34
Science	19		Special Education	36
Foreign Languages	22		Leadership	37
Mathematics	23		Agriculture Education	37
Social Studies	25		Family and Consumer Sciences	40
Technologies, Careers & PFL	28		Student Assistants	42
Music	27		Concurrent College Enrollment	42
Art	31		Meridian Technology Center	45
Physical Education	32		Sample Graduation Worksheets	46

## LANGUAGE ARTS

### ENGLISH I

*Program Eligibility: Oklahoma's Promise, NCAA*

Grade Level: 9

*Synopsis: Objectives and activities are based on the Oklahoma Standards. The focus and skills will emphasize library use, research, vocabulary, and study skills, as well as exposure to all literary genres. Composition and grammar proficiency will be stressed.*

*Requirements: All students may be required to read additional two or three novels, plays, do book reports, and complete a minimum of four major writing assignments appropriate to this level.*

**Pre-AP ENGLISH I***Program Eligibility: Oklahoma's Promise, NCAA*

Grade Level: 9

Prerequisite: Open enrollment

**Book/Novel Fee: \$20 (may be applied)**

*Synopsis: This course prepares the student for the AP English curriculum through an analytical study of multiple literary genre in world literature, as well as an intensive study of grammar, research, and composition. Entrance to this class is gained through "open enrollment," and any student wanting a challenge is encouraged to sign up for the course. A novel and an assignment will be given the first day of class. Any student not completing it within the allotted time will be switched to an on-level English I class. Conversely, students may be encouraged to transfer from an on-level class to the more difficult Pre-AP course. Because Pre-AP coursework is more challenging, this class will be weighted on a 5.0 GPA scale.*

*Note: Students may be asked to complete a summer assignment before classes begin in August.*

**ENGLISH II***Program Eligibility: Oklahoma's Promise, NCAA*

Grade Level: 10

Prerequisite: None

*Synopsis: Objectives and instruction are based on the Oklahoma Standards. The focus and skills are based upon reading multicultural literature for the elements of literature and writing to develop analytical skills in composition. Basic literacy skills, vocabulary development, research skills, and reference material usage are also taught.*

*Requirements: All students may be required to read a minimum of two additional novels, plays, do book reports, and complete a minimum of four major writing assignments appropriate to this level*

**Pre-AP ENGLISH II***Program Eligibility: Oklahoma's Promise, NCAA*

Grade Level: 10

Prerequisite: Open enrollment

**Book/Novel Fee: \$20 (may be applied)**

*Synopsis: This course continues to prepare students for the AP English curriculum with a humanities approach to the study of multicultural literary genre as well as grammar review as it pertains to intensive composition and research. Entrance to this class is gained through "open enrollment," and any student wanting a challenge is encouraged to sign up for the course. A novel and assignment may be given the first day of class. Any student not completing it within the allotted time will be switched to an on-level English II class. Conversely, students may be encouraged to transfer from an on-level class to the more difficult Pre-AP course. Because Pre-AP coursework is more challenging, this class will be weighted on a 5.0 GPA scale.*

*Note: Students may be asked to complete a summer assignment before classes begin in August.*

*Requirements: All students will be required to read numerous texts outside of class time, work in groups, complete projects, do book reports, and write in a variety of modalities throughout the year.*

**ENGLISH III***Program Eligibility: Oklahoma's Promise, NCAA*

Grade Level: 11

*Synopsis: Objectives and activities are based on the Oklahoma Standards. The focus and skills are based upon reading and writing to improve analytical skills. Library skills and vocabulary development are also taught. The student will develop the abstract analytical skills necessary for further literary study of American literature and how it reflects the ideals and moods of an ever-changing and growing nation.*

*Requirements: All students may be required to read an additional two or three novels, do book reports, and complete a minimum of four major writing assignments appropriate to this level. A minimum of one research paper is also required.*

**AP ENGLISH III - LANGUAGE AND COMPOSITION**      *Program Eligibility: Oklahoma's Promise, NCAA*

Grade Level: 11

Prerequisite: Open enrollment

Students qualifying for the district's Gifted and Talented Program will be automatically enrolled.

**Book/Novel Fee: \$20 (may be applied)**

*Synopsis: This junior course in AP Language and Composition will enhance the students' abilities to analyze the style of prose passages and will ask students to demonstrate their skills in composing by writing essays in various rhetorical modes. Although entrance to this class is gained through "open enrollment," students must complete a meeting with the course instructor, counselor, and parent BEFORE withdrawal from the course will be allowed. Students may be removed from the class at semester after attaining a failing grade. The only exception will be if a parent/teacher/student conference is held, and the teacher feels that it is appropriate for the student to remain in the class. Students may also be encouraged to transfer from an on-level class to the more difficult AP Language class. Because AP coursework is more challenging, this class will be weighted on a 5.0 GPA scale.*

*Note: Students may be asked to complete a summer assignment before classes begin in August.*

*Requirements: All students may be required to read numerous texts outside of class time, do book reports, and write in a variety of modalities throughout the year. Summer enrichment reading will be completed prior to the beginning of the fall semester and will be used as a foundation for discussion when the school year begins. Students taking AP Language are strongly encouraged to take the national test in May to earn possible college credit for the course.*

**ENGLISH IV**

*Program Eligibility: Oklahoma's Promise, NCAA*

Grade Level: 12

*Synopsis: Objectives and activities are based on the Oklahoma Standards. This class serves as a bridge connecting the academic requirements of high school learning with college classes. The focus and skills will be on refining and honing skills that students have already learned but may not yet have mastered.*

*Requirements: All students may be required to read an additional three novels, plays, do book reports, and complete a minimum of four major writing assignments appropriate to this level. A minimum of one research paper is also required.*

**AP ENGLISH IV – AP LITERATURE AND COMPOSITION**

*Program Eligibility: Oklahoma's Promise, NCAA*

Grade Level: 12

Prerequisite: Open enrollment

Students qualifying for the district's Gifted and Talented Program will be automatically enrolled.

**Book/Novel Fee: \$20 (may be applied)**

*Synopsis: This senior course in AP Literature and Composition will enhance students' abilities to read selected poems and prose passages analytically and require them to write critical or analytical essays based on poems, prose passages, novels, and plays. Although entrance to this class is gained through "open enrollment," students must complete a meeting with the course instructor, counselor, and parent BEFORE withdrawal from the course will be allowed. Students may be removed from the class at semester after attaining a failing grade. The only exception will be if a parent/teacher/student conference is held, and the teacher feels that it is appropriate for the student to remain in the class. Students may also*

be encouraged to transfer from an on-level class to the more difficult AP Literature course. Because AP coursework is more challenging, this class will be weighted on a 5.0 GPA scale.

*Note:* Students may be asked to complete a summer assignment before class begins in August.

*Requirements:* All students may be required to read numerous texts outside of class time, keep dialectical journals, do book reports, and write in a variety of modalities throughout the year. Summer enrichment reading will be completed prior to the beginning of the fall semester and will be used as a foundation for discussion when the school year begins. Students will produce a lengthy, multi-faceted research project in the spring semester. Students taking AP Literature are strongly encouraged to take the national test in May to earn possible college credit for the course.

### **ACE READING**

*Program Eligibility:* None

*Synopsis:* This class is designed to help students become active readers. Strategies are taught to aid students while reading texts. For example, students will learn to preview the text, use context clues to find the meaning of unknown words, and question while reading. Students are also taught strategies to help their test-taking abilities.

### **ACT PREP**

*Program Eligibility:* None

(One semester course)

Grade Level: 10, 11, 12

*Synopsis:* This course will prepare students for the ACT test. Students will learn test taking strategies, reasoning, organizational skills and memory techniques. Students will practice taking tests, as well as, research colleges, careers, and scholarships.

### **CREATIVE WRITING**

*Program Eligibility:* NCAA

(One semester course) (Fine Arts course)

Grade Level: 10, 11, 12

*Synopsis:* Students will learn descriptive writing, the art of dialogue, and the proper use of detail and imagery. Various forms and styles of poetry, prose, and mystery writing. Students will be expected to enter various contests throughout the year.

### **CREATIVE WRITING II**

*Program Eligibility:* NCAA

(One semester course) (Fine Arts course)

Grade Level: 11, 12

Prerequisite: Creative Writing I with a "B" average or better

*Synopsis:* Students will write more extensively in poetry and prose styles, which include short stories, articles, essays, plays, and/or preliminary novel construction. Independent work is expected; a portfolio of written work for contest and anthology will be produced.

### **DRAMA / ACTING I, II, III, IV**

*Program Eligibility:* Oklahoma's Promise

(One semester course) (Fine Arts course)

Grade Level: 9, 10, 11, 12

*Companion Course:* Drama/Improvisation

*Synopsis:* Students will demonstrate correct acting techniques and styles through a variety of assignments. They will write and perform skits and pantomimes. Students will learn about debate, commercials, storytelling and puppetry.



## **DRAMA / IMPROVISATION I, II, III, IV**

*Program Eligibility: Oklahoma's Promise*

(One semester course) (Fine Arts course)

Grade Level: 9, 10, 11, 12

*Companion Course: Drama/Acting*

*Synopsis: Students will demonstrate correct acting techniques through a variety of assignments. They will learn to perform in various acting styles. Acting creativity, problem solving, and performance skills will be demonstrated through a series of exercises and assignments.*

## **DRAMA PERFORMANCE I, II, III, IV**

*Program Eligibility: Oklahoma's Promise*

(One semester course) (Fine Arts course)

Grade Level: 9, 10, 11, 12

*Synopsis: Students will use performance skills while competing and performing at many events. These courses require a commitment to outside of school rehearsals, as well as possible travel on weekends to compete. Students must submit an application and possibly audition for these courses. Fees may be required for costuming, scripts, and competitions.*

**All drama classes are one-semester courses. Please note the companion courses listed if you wish to remain in drama for the entire school year. You will need to enroll in both classes to earn a full year of credit. Enrollment in more than one drama class per semester is discouraged and requires permission of the instructor.**

## **Debate I**

*Program Eligibility: Oklahoma's Promise*

(One semester course) (Fine Arts course)

Grade Level: 10, 11, 12

*Synopsis: Debate I is designed to provide students with the foundational skills required to participate in structured debates. Through this course, students will develop their ability to analyze issues, construct arguments, and communicate effectively in public forums. The class focuses on fundamentals of argumentation, public speaking, and critical thinking. Students will learn how to research various topics, understand different perspectives, and engage in respectful and persuasive interactions.*

**Preferred prerequisite is Speech I (for the allowance of nerves and getting used to public speaking)**

## **Debate II**

*Program Eligibility: Oklahoma's Promise*

(One semester course) (Fine Arts course)

Grade Level: 10, 11, 12

*Synopsis: Debate II is a rigorous, performance-based course. Building on the skills learned in the Debate I course, this class focuses on advanced argumentation techniques, strategic thinking and in-depth research. Students will engage in various debate formats, including Lincoln-Douglas, Policy, and Public Forum, and will refine their ability to think critically and speak persuasively under pressure.*

**Prerequisite: Successful completion of Debate I or approval from the instructor based on demonstrated interest and aptitude in debate.**

**All debate classes are one-semester courses. Please note the companion courses listed if you wish to remain in drama for the entire school year. You will need to enroll in both classes to earn a full year of credit. Enrollment in more than one debate class per semester is discouraged and requires permission of the instructor.**

## **FILM AS LITERATURE**

(One semester course) (Fine Arts course)

Grade Level: 10, 11, 12

*Synopsis: This course is an introduction to film analysis. Filmmakers tell their stories using visual clues—composition, different shots, camera angle and movement, color, lighting, music, production design, and various editing techniques—and students become familiar with these clues. We also study how a movie is made from the ground up. In addition to learning technical film terms, each student writes three film reviews, and a five-page screenplay. The class produces two movies from the best of these screenplays.*

*Program Eligibility: Oklahoma's Promise*

## **INTRODUCTION TO JOURNALISM**

(One semester course) (Fine Arts course)

Grade Level: 9, 10, 11, 12

Prerequisite: Keyboarding skills strongly suggested

*Synopsis: This course is created around the goal of media literacy, which is the ability to interpret and understand the media's messages. Students learn to read news articles to find information, conduct a successful interview, write news articles, take quality photos, and create effective publication layouts. Students will be introduced to Adobe® Photoshop® and InDesign® software. This course also covers legal and ethical issues in journalism. Students interested in joining the yearbook or newspaper staff should take this course.*

*Program Eligibility: Oklahoma's Promise, NCAA*

## **INTRODUCTION TO JOURNALISM II**

(One semester course) (Fine Arts course)

Grade Level: 9, 10, 11, 12

Prerequisite: Introduction to Journalism/Instructor permission

*Synopsis: Advanced journalism skills are taught in this course, including the roles of public relations and advertising in the media. Students will learn advanced photography techniques and basic to intermediate Photoshop® skills. Students in the class may have opportunities to create work for student publications.*

*Program Eligibility: Oklahoma's Promise*

## **MYTHOLOGY I: GREEK AND ROMAN MYTHOLOGY**

**(Fall Semester Only)** (One semester course)

(Fine Arts course)

**Grade Level:** 9, 10, 11, 12

*Synopsis: This class is an introductory course to myths and legends, specifically in Ancient Greece and Rome. We discuss the gods, goddesses, and culture of Ancient Greece and Rome and the ways in which those cultures impact Modern Western culture through literature, film, and society. We study the three epic poems: The Iliad, The Odyssey, and the Aeneid as well as many other myths and legends native and original to the area.*

**This class is a recommended prerequisite for MYTHOLOGY II: WORLD MYTHOLOGY.**

*Program Eligibility: Oklahoma's Promise, NCAA*

## **MYTHOLOGY II: WORLD MYTHOLOGY**

**(Spring Semester Only)** (One semester course)

(Fine Arts course)

**Grade Level:** 9, 10, 11, 12

Prerequisite: MYTHOLOGY I: GREEK AND ROMAN MYTHOLOGY

*Program Eligibility: Oklahoma's Promise, NCAA*

Synopsis: This class is an intermediate course covering mythology from around the world. We take what we learn from MYTHOLOGY I: GREEK AND ROMAN MYTHOLOGY and apply that knowledge to pantheons from Ancient Egypt, Japan, China, Mesoamerica, Nordic peoples, Oceanic peoples, Native Americans, Celtic peoples, and other regions of the world that the students find interesting or appealing. We look at the ways in which these pantheons interact with each other as well as Modern Western culture through literature, film, and society.

### **NEWSPAPER I, II, III**

*Program Eligibility: Oklahoma's Promise*

(Fine Arts course)

Grade Level: 10, 11, 12

Prerequisite: Keyboarding, Introduction to Journalism, Instructor Permission

*Synopsis: Students use Adobe® InDesign® to create the BlueLine, Guthrie High School's student newspaper. Students are responsible for writing and editing stories, taking photos for stories, preparing page layouts, selling advertising, and distributing the final product. This course also covers advertising, photojournalism, and writing reviews, columns and editorials. Strong writing skills, dependability, and a good work ethic are crucial. After-school work is required*

### **SHAKESPEARE AND HIS PLAYS**

*Program Eligibility: Oklahoma's Promise, NCAA*

(One semester course) (Fine Arts course)

Grade Level: 10, 11, 12

*Synopsis: This class will be a study of William Shakespeare, his times, the Globe Theatre, and his plays. Works studied during this semester will include histories, tragedies, and comedies with an emphasis on the comedies as well as sonnets. Some performance work will be done in class. Students will also be expected to write analytical essays on the material, engage in outside reading, and complete a research project. This class is a preparatory class for college-bound students and supports work done in the AP classes.*

### **SPEECH I**

*Program Eligibility: Oklahoma's Promise, NCAA*

(One semester course) (Fine Arts course)

Grade Level: 9, 10, 11, 12

Prerequisite: None

*Synopsis: The student will learn to communicate with ease and self-confident whether addressing a small or large group. Speech will provide students the skills needed for communicating in real life situations, strategies used for public speaking and individual/group discussion; formal vs. informal speaking, leadership skills, oral presentations, and projects.*

### **YEARBOOK I, II, III**

*Program Eligibility: Oklahoma's Promise*

(Fine Arts course)

Grade Level: 10, 11, 12

Prerequisite: Instructor Permission

*Synopsis: Students in this course produce Guthrie High School's student yearbook, the Kynewisbok. Students practice advanced photography, design, editing, and writing techniques. Josten's YearTech® Online program is used to create the yearbook. A strong work ethic, flexibility, dependability, and the ability to meet deadlines are crucial to this course. After-school work is required.*

## SCIENCE

### BIOLOGY I

*Program Eligibility: Oklahoma's Promise, NCAA*

Grade Level: 9, 10

*Synopsis: Biology is the study of life. All living things, both animal and plant, are considered. The course is planned to develop appreciation and concepts of scientific procedure as applied to the biological structure and function of animals and plants. Emphasis is placed on the methodology in problem solving, through laboratory work, as the important factor that leads to understanding.*

### PRE-AP BIOLOGY I

*Program Eligibility: Oklahoma's Promise*

Grade Level: 9,10

Prerequisite: 9<sup>th</sup> Gr. Algebra I and/or 10<sup>th</sup> Gr. Pre-AP Science

**Lab Fee: \$20**

Teacher recommendation accompanied by signature of the science teacher.

*Synopsis: This course is recommended for those students who express a special interest in life science.*

*Topics include biochemistry, cell structure and reproduction, genetics, animal behavior, and ecology.*

*Emphasis is on use of the scientific method, problem solving, investigation, inquiry and group discussions.*

*An interest in an intellectually challenging atmosphere is a necessary qualification for this course. Because Pre-AP coursework is more challenging, this class will be weighted on a 5.0 GPA scale.*

### AP BIOLOGY

*Program Eligibility: Oklahoma's Promise, NCAA*

(This class requires two class periods)

Grade Level: 11, 12

Prerequisite: Biology I and Chemistry I

**Lab Fee: \$40**

*Synopsis: AP Biology is a course designed to be equivalent to at least a college introductory biology course taken by biology or pre-med majors their first year. At the completion of the course, the student will be given the opportunity to take the advanced placement exam for college credit. Because AP coursework is more challenging, this class will be weighted on a 5.0 GPA scale.*

### BIOLOGY II

*Program Eligibility: Oklahoma's Promise, NCAA*

Grade Level: 10, 11, 12

Prerequisite: Biology

**Lab Fee: \$20**

*Synopsis: This is a year-long course designed to extend and complement the Biology I course. Subjects covered will be classification of organisms, microbiology (viruses, bacteria, fungi, and protists), botany, anatomy, and zoology. Skills learned will be research techniques, designing experiments, organizing and analyzing data, and dissection.*

### BIOTECHNOLOGY

*Program Eligibility: NCAA*

(One Semester)

Grade Level: 11, 12

Prerequisite: Grade of "C" or better in Biology I, "C" or better in Chemistry, and a "C" or better in Algebra II

**Lab Fee: \$20**

*Synopsis: This is a semester class. It is geared to upper level students with a deep interest in science.*

*Topics include Biotechnology foundations, Bioinformatics, DNA, Genetics, Gel electrophoresis, and human chemistry.*

**CHEMISTRY I (Physical)***Program Eligibility: Oklahoma's Promise, NCAA*

Grade Level: 10, 11, 12

Prerequisite: Grade of "C" or better in Algebra I, Geometry and Biology I (not concurrent)

**Lab Fee: \$20**

*Synopsis: Chemistry is the study of the interactions and properties of elements, compounds, and mixtures. Topics covered are atomic theory, naming systems, chemical reactions, solutions, states of matter, gas laws, and molecular structure. Laboratory experimentation and problem solving are employed as methods of instruction. (Meets the lab science requirement for college entrance.)*

**CHEMISTRY II (Physical)***Program Eligibility: Oklahoma's Promise, NCAA*

Grade Level: 11,12

Prerequisite: Chemistry I and Algebra II with a grade of "C" or better both semesters.

**Lab Fee: \$20**

*Synopsis: The Chemistry II course is designed to continue with more advanced topics in basic chemistry such as Organic and Inorganic Chemistry, Acids and Bases, and Nuclear Chemistry along with studying the topics of Chemistry I in more depth. The laboratory work will be more detailed. Students will be required to construct their own laboratory.*

**EARTH SCIENCE***Program Eligibility: Oklahoma's Promise, NCAA*

Grade Level: 11, 12

**Lab Fee: \$20**

*Synopsis: This is a year-long physical science course about the planet Earth and the Universe. Topics will include, but limited to, Rocks & Minerals, Earthquakes & Volcanoes, Earth History, Weather & Climate, our Solar System, and the Universe.*

**ENVIRONMENTAL SCIENCE***Program Eligibility: Oklahoma's Promise, NCAA*

Grade Level: 9, 10, 11, 12

*Synopsis: This course is designed for students who are seeking to develop a foundation of knowledge about the scientific process by examining current environmental concerns as well as possible human impact. This course is also designed to deepen students' understanding of biological concepts to prepare for biology. The course will include research and study of topics such as global warming, land use, pollution, energy resources, and environmental policies in addition to general ecology.*

**AP ENVIRONMENTAL SCIENCE***Program Eligibility: Oklahoma's Promise, NCAA*

Grade Level: 11, 12

**Lab Fee: \$20**

*Synopsis: This course provides students with the scientific principles, concepts, and methodologies required to understand the interrelationships of the natural world, to identify and analyze environmental problems both natural and human-made, to evaluate the relative risks associated with these problems, and to examine alternative solutions for resolving or preventing them. At the completion of the course, the student will be given the opportunity to take the advanced placement exam for college credit. \*Approximate cost of the exam is \$95.00. Because AP coursework is more challenging, this class will be weighted on a 5.0 GPA scale.*

**FORENSIC SCIENCE***Program Eligibility: Oklahoma's Promise, NCAA*

(Full Year)

Grade Level 11, 12

Prerequisite: Biology I

Lab Fee \$20

Synopsis: Forensic Science is the application of science (chemistry, physics, and biology) to the criminal and civil laws that are enforced by police agencies in a criminal justice system. It includes the investigation of evidence fingerprinting, fiber analysis, hair analysis, ballistics, arson, blood spatter, blood samples, toxicology, entomology, anthropology and wildlife forensics. Students are taught the proper collection, preservation, and laboratory analysis of various samples.

### **HUMAN ANATOMY/PHYSIOLOGY**

*Program Eligibility: Oklahoma's Promise, NCAA*

Grade Level: 11, 12

Prerequisite: Grade of "C" or better in Biology I

**Lab Fee: \$20**

*Synopsis: This is a year-long course and is designed for those interested in science-related fields.*

*Anatomy & physiology is a discussion and laboratory-based study of the human body. The study will range from molecules, cells, body systems, and processes. Dissection of a fetal pig and other appropriate organs will complement course work. This course is designed for college preparation, especially for biology and health career majors.*

### **PHYSICAL SCIENCE : CHEMISTRY**

*Program Eligibility: Oklahoma's Promise, NCAA*

(One Semester)

Grade Level: 9, 10, 11, 12

Synopsis: Physical Science: Chemistry (0.5 credit): This class covers the basics of chemistry dealing with the way the universe is made. Topics deal with the composition, structure, and properties of matter and changes it undergoes. It counts as 0.5 credit towards the state Physical Science requirement.

### **PHYSICAL SCIENCE: PHYSICS**

*Program Eligibility: Oklahoma's Promise, NCAA*

(One Semester)

Grade Level: 9, 10, 11, 12

Synopsis: Physical Science: Physics (0.5 credit): This class covers the basics of physics dealing with the way the universe works. Topics deal with motion, Newtonian mechanics, and energy and momentum. It counts as 0.5 credit towards the state Physical Science requirement.

### **PHYSICS**

*Program Eligibility: Oklahoma's Promise, NCAA*

Grade Level: 11, 12

Prerequisite: Algebra I and Geometry with a grade of "B" or better, both semesters. Math teacher signature required for student enrollment.

**Lab Fee: \$20**

*Synopsis: Physics is the most fundamental science. It describes, often at the mathematical level, the behavior of the physical world. This course covers Newtonian physics through the modern view of light,*

nuclear physics, and quantum mechanics. Problem solving, laboratory discovery, and an enrichment project are employed as methods of instructions.

**PRE-ENGINEERING AND ROBOTICS  
(A STEM Education Class)**

Program Eligibility: None

Grade Level: 10, 11, 12

Prerequisite: Algebra II “B” or better, signature for teacher approval.

*Synopsis: STEM is an acronym for Science, Technology, Engineering and Mathematics. There are a tremendous number of subjects that fall into those terms, but we will specifically look at Computer Science, Mechanical Design, and Robotics and how they are applied in the various fields available for careers. We will address questions involved in these disciplines including blueprint design and reading, drafting, and the building of robots as well as a chosen mechanical apparatus that we use on a daily basis. (Bridges, buildings, cars, etc). We will also look into the world of computers and how they not only drive our current industries and play a very large role in many, if not all, fields of employment. This course will bring together the four major parts of study we will read about, write about and build these chosen items and also employ the math and science involved in developing working models.*

**ZOOLOGY**

Program Eligibility: Oklahoma’s Promise, NCAA

Grade Level: 11, 12

Prerequisite: Grade of “C” or higher in Biology I, “C” or higher in Algebra I.

**Lab Fee: \$20**

*Synopsis: This is a year-long, advanced science class. It is geared toward students with a deep interest in animals and diversity of life. Topics will include classification of species, adaptations and the members of the animal kingdom. First semester will include Biology/Zoology foundation with lab building exercises. Second semester will include dissections with live and preserved species.*

**FOREIGN LANGUAGES**

Foreign language may be a requirement at certain comprehensive universities. Please check with your counselor if you have any questions.

**GERMAN I**

Program Eligibility: Oklahoma’s Promise, NCAA

Grade Level: 9, 10, 11, 12

*Synopsis: The goal of this course is to develop basic abilities in interpersonal, interpretive and presentational communication in German using the four skill areas of listening, speaking, reading and writing focusing on daily life and interests, and provide experience and information leading to a basic understanding of the culture. Students will participate in German-speaking communities at home and around the world.*

**GERMAN II**

Program Eligibility: Oklahoma’s Promise, NCAA

Grade Level: 10, 11, 12

Prerequisite: German I

*Synopsis: The goal of this course is to continue the development of interpersonal, interpretive and presentational communication in German using the four skill areas of listening, speaking, reading and writing initiated in German I focusing on daily life and interests, and further learners' understanding and appreciation of the culture. Students will participate in German-speaking communities at home and around the world.*

**SPANISH I**

*Program Eligibility: Oklahoma's Promise, NCAA*

Grade Level: 9, 10, 11, 12

Prerequisite: Grade of "C" or better in English

*Synopsis: The goals of Spanish I are to present the following: a language in an interesting and stimulating context, a realistic view of all aspects of Hispanic cultures, varied exercises to provide personalized manipulation of the language, and a progression from spoken to written language.*

**SPANISH II**

*Program Eligibility: Oklahoma's Promise, NCAA*

Grade Level: 10, 11, 12

Prerequisite: Grade of "C" or better in both semesters of Spanish I

*Synopsis: A continuation of Spanish I with added emphasis on speaking, reading comprehension, and composition.*

**Pre-AP SPANISH (Level III)**

*Program Eligibility: Oklahoma's Promise, NCAA*

Grade Level: 11, 12

Prerequisite: Spanish I & Spanish II with a "B" or better both semesters in both courses. Teacher recommendation required.

*Synopsis: Spanish III provides a wide variety of topics and exercises to present all aspects of language learning including vocabulary development, reading comprehension, literature, civilization and culture, grammar review and enrichment, discussion and composition, and everyday conversational skills.*

**MATHEMATICS**

**ALGEBRA I**

*Program Eligibility: Oklahoma's Promise, NCAA*

Grade Level: 9, 10, 11, 12

Prerequisite: Pass 8th grade math with a "C" average or better

*Synopsis: This course will cover the Oklahoma Algebra I content standards, which include the following: Relationships between quantities, reasoning with equations, linear & exponential relationships, descriptive statistics, expressions & equations, and quadratic functions & modeling.*

**ALGEBRA I SUPPORT**

*Program Eligibility: None*

Grade Level: 9

*Synopsis: Students who fail to obtain a satisfactory score on the 9th grade Curriculum Reference Test (CRT) will be enrolled in Algebra I Support in conjunction with Algebra I. Algebra I Support reinforces Pre-Algebra skills and provides small group/individualized instruction with Algebra I concepts.*

**INTERMEDIATE ALGEBRA**

*Program Eligibility: None*

Grade Level: 10, 11, 12

Prerequisite: Algebra I (Instructor Approval)



*Synopsis: Extends Algebra I with an emphasis on a review of the fundamental concepts covered in Algebra I: properties of numbers, linear equations and inequalities, systems of equations, factoring, exponents, radicals, graphing, matrices and rational expressions.*

## **ALGEBRA II**

*Program Eligibility: Oklahoma's Promise, NCAA*

Grade Level: 10, 11, 12

Prerequisite: Algebra I

*Synopsis: This course will cover the Oklahoma Algebra II content standards, which include the following: Number Sense and Algebraic Operations, Relations and Functions, Data Analysis, Probability, and Statistics. **A graphing calculator is essential. See instructor before purchasing one.***

## **ALGEBRA III**

*Program Eligibility: Oklahoma's Promise, NCAA*

Grade Level: 11, 12

Prerequisite: Algebra II with a "C" average or better; Instructor/Administrator Approval

*Synopsis: This course will cover the content standards aligned with College Algebra. This is not an AP course, but will act as a college preparatory course for any college bound student. The content covered in this course includes the following: Real & imaginary numbers, quadratic functions, polynomials, systems of linear equations, parabolas, ellipses, hyperbolas, fundamental theorems of algebra, and graphing on a Cartesian plane.*

## **MATH OF FINANCE**

*Program Eligibility: None*

Grade Level: 9, 10, 11, 12

*Synopsis: Students will use the basic concepts of arithmetic, algebra, and geometry as they apply to a broad spectrum of real-life problem situations. Students will obtain knowledge in personal banking, investments, credit, taxes, purchases, and vacation planning. Students will also receive information on how math is used in a variety of occupations.*

## **PLANE GEOMETRY**

*Program Eligibility: Oklahoma's Promise, NCAA*

Grade Level: 9, 10, 11, 12

Prerequisite: Algebra I

*Synopsis: This course will cover the Oklahoma Geometry content standards, which include the following: Logical Reasoning, Properties of 2-Dimensional Figures, similar & congruent figures, Trigonometric Ratios, Properties of 3-Dimensional Figures, and Coordinate Geometry.*

## **Pre-AP Geometry with Statistics**

*Program Eligibility: Oklahoma's Promise, NCAA*

Grade Level 9,10

Prerequisite: Algebra I with a "C" average or better

**Fee: Graphing Calculator is required (\$25 Rental Fee for those who do not have their own)**

*Synopsis: Pre-AP Geometry with Statistics is meant to offer students a meaningful conceptual bridge between algebra and geometry, allowing them to further their mathematical comprehension and to see the links between their math classes. Students are expected to use their previous mathematical knowledge and skills to solve problems in algebra, geometry and statistics in this course.*

*Students may be asked to complete a summer assignment before class begins in August. Students may be required to research objectives outside of class time, keep mathematical journals, do reports, complete mathematical models, and write paragraphs/papers throughout the year. Because Pre-AP coursework is more challenging, this class will be weighted on a 5.0 scale.*

## **PRE-AP CALCULUS**

*Program Eligibility: Oklahoma's Promise, NCAA*

Grade Level: 11, 12

Prerequisite: Algebra II with a "C" average or better; Instructor/Administrator approval

*Synopsis: Pre-calculus is for above average students who would like a solid preparation for college mathematics, a review for College Board examinations, or simply further enrichment of their mathematical backgrounds. Throughout the course, applications of mathematics to various fields are stressed in both the text and the exercises. Throughout the course, written exercises stress graphic applications because of their importance and relevance in preparing students for Calculus. A scientific calculator is **required** for this class; see instructor before purchasing. Because Pre-AP coursework is more challenging, this class will be weighted on a 5.0 GPA scale.*

## **AP CALCULUS AB**

*Program Eligibility: Oklahoma's Promise, NCAA*

Grade Level: 11, 12

Prerequisite: Pre-calculus with a "C" average or better; Instructor/Administrator approval

*Synopsis: Calculus AB is a yearlong course roughly equivalent to a first semester college calculus course devoted to topics in differential and integral calculus. The AP course covers topics in these areas, including concepts and skills of limits, derivatives, definite integrals, and the Fundamental Theorem of Calculus. Students approach calculus concepts and problems represented graphically, numerically, analytically, and verbally, and make connections among these representations. Students also learn how to use technology to solve problems, experiment, interpret results, and support conclusions.*

## **SOCIAL STUDIES**

### **ECONOMICS**

*Program Eligibility: Oklahoma's Promise, NCAA*

(One semester course)

Grade Level: 11, 12

*Synopsis: In Economics, students will learn how economics affects their everyday life. Students will develop an understanding of their current and future roles as consumers and producers of goods and services. Students will examine such concepts as macroeconomics, microeconomics, capitalism, socialism, communism, laissez faire, and monopoly. Students will be exposed to influences on the economy such as the GNP, government, credit, and international trade. They will also study such economic factors as scarcity, supply and demand, and various economic markets and models. All state-mandated Oklahoma Standards will be covered in this course of study.*

### **GEOGRAPHY**

*Program Eligibility: Oklahoma's Promise, NCAA*

(One semester course)

Grade Level: 10, 11, 12

*Synopsis: This elective course in physical and human geography will involve students in understanding the interrelationships of man and his environment. The course will identify the major world regions, nations and metropolitan areas, significant cultural groups, and analyze contemporary global issues.*

### **AP GOVERNMENT**

*Program Eligibility: Oklahoma's Promise, NCAA*

(Full year course)

Grade Level: 12

*Synopsis: United States Government and Politics will give students an analytical perspective on government and politics in the United States. This course includes both the study of general concepts used to interpret U.S. government and politics and the analysis of specific examples. It requires familiarity with the various institutions, groups, beliefs, and ideas that constitute U.S. government and politics. Successful completion of the AP exam is equivalent to a one-semester college introductory course in United States government and politics. Because AP coursework is more challenging, this class will be weighted on a 5.0 GPA scale.*

## **GOVERNMENT**

*Program Eligibility: Oklahoma's Promise, NCAA*

(One semester course)

Grade Level: 12

*Synopsis: A one-semester course designed to investigate the origins and workings of America's unique system of government. Emphasis will be placed on, but not limited to, the reasons for writing the United States Constitution and the individual rights therein, the development of state and local governments, a comparison of our system of government and economy to other countries, an overview of our legal economy to other countries, and an overview of our legal system. All state-mandated Oklahoma Standards will be covered in this course of study.*

## **THE HISTORICAL SIGNIFICANCE OF THE BIBLE**

*Program Eligibility: Oklahoma's Promise*

(One semester course) (Fine Arts course)

Grade Level: 11, 12

*Synopsis: The Bible has been the most influential book in the West. It has inspired writers, lawmakers, artists, musicians, and filmmakers. In this course, students will learn not only what each book of the Bible contains but also the literature, law, art, music, and film it has inspired. This is a non-sectarian course. Jewish, Roman Catholic, and Protestant views will be respected and taught.*

## **OKLAHOMA HISTORY**

*Program Eligibility: Oklahoma's Promise, NCAA*

(One semester course)

Grade Level: 9, 10, 11, 12 (recommended for freshman year)

*Synopsis: In Oklahoma History, the student will examine the people and events that have formed and transformed the landscape and cultures of the place and peoples that have become Oklahoma. The student will examine important political and ideological movements, as well as economic, cultural, and political accomplishments of state, national, and world significance. The learning of Oklahoma History should lead to students to link Oklahoma's history to local, national, and global contexts. Oklahoma History is a survey of Oklahoma's past from prehistory to present. It includes anthropology, archaeology, geography of the state, and traditional political history.*

## **PROBLEMS OF DEMOCRACY**

*Program Eligibility: NCAA*

(One semester course)

Grade Level: 11, 12

*Synopsis: Problems of Democracy deals with contemporary issues in American society. The emphasis will be on issues that affect and influence student lives. Since many of these issues are controversial in nature, students will address these issues in an open classroom forum that stresses realistic concepts will be employed to explain the background of current situations. Students will be involved in the selection and analysis of information and the evaluation of possible solutions to the problems. Discussion and inquiry*

## **PSYCHOLOGY**

*Program Eligibility: NCAA*

(One semester course)

Grade Level: 11, 12

*Synopsis: This is a one-semester survey course class which introduces the student to an overview of the discipline of psychology. This survey class addresses such issues as the various schools of psychology, behavioral psychology, evolutionary psychology, and psychology of personal adjustment.*

## **SOCIOLOGY**

*Program Eligibility: Oklahoma's Promise, NCAA*

(One semester course)

Grade Level: 11, 12

*Synopsis: This class introduces the students to the field of sociology. The survey course addresses such themes as group behavior, family, criminology, sociological methods, religion, culture, deviance, welfare, and other sociological institutions.*

## **UNITED STATES HISTORY**

*Program Eligibility: Oklahoma's Promise, NCAA*

Grade Level: 11, 12 (recommended junior year)

*Synopsis: The course offers a study of U.S. History from reconstruction to the present. The course emphasizes the political, economic and cultural contributions of significant Americans, as well as the lasting impact of events on contemporary conditions of the nation. Upon completion of this course, the student is required to take a state-mandated exam.*

## **AP UNITED STATES HISTORY**

*Program Eligibility: Oklahoma's Promise, NCAA*

Grade Level: 11, 12 (recommended junior year)

*Synopsis: This course is designed to provide students with the analytical skills and knowledge necessary to deal critically with issues in American history. The program prepares students for college courses by assessing historical materials and weighing the evidence or interpretations presented in historical scholarship. The course will develop the skills necessary to arrive at conclusions on the basis of an informed judgment, by presenting reasons and evidence clearly and persuasively in essay format. At the end of the course, the student will be given the opportunity to take the advanced placement exam for college credit. Because AP coursework is more challenging, this class will be weighted on a 5.0 GPA scale.*

## **WORLD HISTORY**

*Program Eligibility: Oklahoma's Promise, NCAA*

Grade Level: 10, 11, 12 (recommended sophomore year)

*Synopsis: The student will examine the enduring philosophical and religious contributions from the ancient and classical eras to the modern world. The student will examine the impact of the European Renaissance and Reformation, various revolutionary movements, the Industrial Revolution, and the world that the World Wars helped create the transformation of societies in the Post-World War II Era, and recent contemporary events and issues.*

## **TECHNOLOGIES, CAREERS & PFL**

### **ACCOUNTING I**

*Program Eligibility: None*

Grade level: 11, 12

*Synopsis: Accounting I is designed to prepare good business habits by teaching students the techniques that will enable them to keep business records as well as their own personal records. Also, knowledge of accounting is important for those seeking careers in computer-related jobs or various other business positions. Students will complete accounting cycles for service and merchandising businesses organized as sole proprietorships and corporations.*

**CAREER CHOICES***Program Eligibility: None*

(One semester course)

Grade level: 9

Synopsis: A freshman orientation class that focuses on planning for their future in academics and careers. During the semester, the course creates a ten year plan that looks at high school academics, college/training, and the beginning of a *specific career field*. *Students will fill out an online and physical workbook that they will be able to reference and amend throughout their education in order to meet their specific goal. The online form will be available to their future teachers as a point of reference to make their specific subject relevant to the student. This course covers career goals, cost of living financials, available education opportunities and common problems on the road to success.*

**COMPUTER APPLICATIONS I***Program Eligibility: Oklahoma's Promise*

Grade Level: 9, 10, 11, 12

Prerequisite: Keyboarding

Synopsis: Applied Digital Skills is an online, project-based learning curriculum. Each lesson asks students to actively apply their learning of digital skills to help them solve real-world problems. Students watch videos that instruct them step-by-step how to build digital projects from scratch. Students who complete a lesson will have a project that demonstrates their academic learning, such as an infographic or an interactive story, or career readiness, such as a resume or a portfolio. Digital skills help people responsibly use tools and applications to complete projects or tasks on a computer, tablet, or mobile device. These skills allow for easier communication, collaboration, creativity, and critical thinking through technology - and play an important role in preparing students and learners for the jobs of today and tomorrow.

**COMPUTER APPLICATIONS II***Program Eligibility: Oklahoma's Promise*

Grade Level: 9, 10, 11, 12

Prerequisite: Computer Applications I

Synopsis: *This course will provide students with advanced skills in MS Office, Google Apps for Education, and Desktop Publishing.*

**INDIVIDUAL CAREER ACADEMIC PLAN (ICAP)***Program Eligibility: None*

Grade Level: 9,10,11,12

Synopsis: The ICAP Plan- developed with collaboration among students, family and educators-equips students with the awareness, knowledge and skills to create their own individualized, meaningful exploration of college and career opportunities. During the ICAP process, students will discover the pathways that fit their unique talents and learn what academic preparation and experiences will prepare them for in-demand careers, some of which may not exist when they graduate from high school.

**JOB SHADOWING***Program Eligibility: None*

(One semester course)

Grade Level: 12

Prerequisite: Must be on track to graduate with cohort class; Counselor Permission

Synopsis: This course will allow students to have an early release both 6<sup>th</sup> & 7<sup>th</sup> period to shadow a potential career path employee of interest or work with a local place of business in order to promote entrepreneurship, work readiness and financial literacy. Students will participate in the Junior Achievement Curriculum and cannot be paid for work completed during the school day.

## **KEYBOARDING**

*Program Eligibility: None*

(One semester course)

Grade Level: 9, 10, 11, 12

*Synopsis: This course develops touch operation of keyboard characters through skill building for techniques, speed and accuracy. Students will produce documents for personal, business and academic activities. This course, or a prior equivalency, is required for admission to computer applications classes.*

## **PERSONAL FINANCIAL LITERACY**

*Program Eligibility: None*

(One semester course)

Grade Level: 12

*Synopsis: The intent of personal financial literacy education is to inform students how individual choices directly influence when learned earlier in life. The fourteen areas of instruction designated in the Passport to Financial Literacy Act of 2007 (70 O.S. § 11-103.6h) are designed to provide students with the basic skills and knowledge needed to effectively manage their personal finances. Passage of all 14 module exams required of all graduates.*

## **WEB PAGE DESIGN**

*Program Eligibility: Oklahoma's Promise*

Grade Level: 10, 11, 12

Prerequisite: Computer Applications I

*Synopsis: The purpose of this course is to learn how to design, create, edit, manage and maintain web sites.*

## **Launch into Aviation**

*Program Eligibility: None*

Grade Level: 9,10

Prerequisite: None

*Synopsis: This course will provide the foundation for advanced exploration in the areas of flying, aerospace engineering, and unmanned aircraft systems. Students will learn about engineering practices, problem solving, and the innovations and technological developments that have made today's aviation and aerospace industries possible. Student will also learn about the wide variety of exciting and rewarding careers available to them. This course will inspire student to consider aviation and aerospace careers while laying the foundation for continued study.*

## **MUSIC**

All courses in this section are classified as Fine Art credits.

### **APPLIED MUSIC I, II, III, IV**

*Program Eligibility: Oklahoma's Promise*

(One semester course)

Grade Level: 9, 10, 11, 12

*Synopsis: This is a music performance enhancement course. It is open to any student enrolled in band or choir. Non-band and non-choir students may audition for enrollment at the discretion of the instructor. The focus of the class is on the development of musical technique and effective performance through daily individual practice. Students are required to follow a practice regimen tailored to their individual talent and skill levels. Students are required to participate in various solo and ensemble contests throughout the year. Students are also required to try out for appropriate honor groups such as All-State Choir or Band designated by the music staff. Each student in the class will have biweekly private evaluations with*

appropriate music staff members. Students will also be expected to mentor younger students at the beginning and intermediate levels of the music program. Evaluation will consist of a series of performance examinations and the fulfillment of the mentoring and tryout requirements.

### **CHORALE**

*Program Eligibility: Oklahoma's Promise*

Grade Level: 9, 10, 11, 12

Prerequisite: Approval of Director

**Lab Fee: \$50**

*Synopsis: Beginning level choir for all HS students, focusing on incoming students and those who like to sing but need work to advance to Concert Choir. Attendance at concerts will be required as set forth in the Choral Handbook. Director approval required. **This course is by audition only in the spring.***

### **CONCERT CHOIR**

*Program Eligibility: Oklahoma's Promise*

Grade Level: 9, 10, 11, 12

Prerequisite: Audition and Approval of Director

**Lab Fee: \$50**

*Synopsis: Advanced mixed choir by audition only. Members will perform advanced choral literature and learn advanced sight-reading and musical skills. Attendance at contests and concerts will be required as set forth in the Choral Handbook.*

### **INSTRUMENTAL MUSIC I, II, III, IV**

*Program Eligibility: Oklahoma's Promise*

Grade Level: 9, 10, 11, 12

Prerequisite: Successful completion of a performing class

*Synopsis: High School band is a performance-oriented, highly disciplined organization. Members are expected to attend all performances, which include but may not be limited to, football games, pep rallies, parades, concerts, and contests. Attendance of rehearsals outside the school day will also be required. Individual members will have the opportunity to audition and participate in honor groups and solo/ensemble competitions.*

### **INSTRUMENTAL MUSIC THEORY**

*Program Eligibility: Oklahoma's Promise*

Grade Level: 10, 11, 12

Prerequisite: Membership in the High School band, previous membership in either All-Region or All-State Band, and written permission of the band director.

*Synopsis: This class is intended for the most serious instrumental musician. All State/All-Region auditions and solo-ensemble participation are required. In addition, students will be expected to pass playing, written, and aural proficiencies each nine weeks. Students will need to own a tape recorder in order to prepare homework assignments. Fundamentals of music theory and history will be covered.*

### **JAZZ CHOIR / VOICE CLASS (Rhythm & Blues)**

*Program Eligibility: Oklahoma's Promise*

Grade Level: 10, 11, 12

*Synopsis: Focuses on voice development and All-State music and show music with the intent of performing multiple concerts.*

### **MUSICAL PRODUCTIONS**

*Program Eligibility: Oklahoma's Promise*

Grade Level: 9, 10, 11, 12

*Synopsis: This class returns to teach the technical side of theatre including sound, lights, costume props, set building and other production necessities. Requirement will include working backstage at the JH and HS musicals and cabarets.*

### **MUSIC THEORY (Vocal)**

*Program Eligibility: Oklahoma's Promise*

Grade Level: 10, 11, 12

Prerequisite: Approval of Director

*Synopsis: This course is designed to prepare the student for college theory through music analysis and the teaching of the rudiments of song and part writing.*

### **PIED PIPERS**

*Program Eligibility: Oklahoma's Promise*

Grade Level: 9, 10, 11, 12

Prerequisite: Audition and Approval of Director

**Lab Fee: \$75**

*Synopsis: **A Children's Improvisational Musical Drama troupe.** The Pipers will be improvisational, with every performance being a different and delightful blend of familiar fairy and folk tales, nursery rhymes, poems, games and songs. Every performance is designed for the age and number of children. The exposure to the world of children's literature ranges from Mother Goose to Shel Silverstein, Aesop to Sendak. Emphasis will be placed on performance and memorization and the ability to interact with kids and each other in a positive atmosphere. **This course is by audition only in the spring.***

### **GHS SHOW CHOIR (To Be Named)**

*Program Eligibility: Oklahoma's Promise*

Grade Level: 10, 11, 12

Prerequisite: Approval of Director

*Synopsis: A musical ensemble incorporating singing and dancing with entertaining music. Students should be able to move rhythmically while maintaining a part in a choral song. Designed primarily for grades 10-12. There will be a cost for costumes.*

## **ART**

All courses in this section are classified as Fine Art credits.

### **3D ART SCULPTURE**

*Program Eligibility: Oklahoma's Promise*

Grade Level: 10, 11, 12

**Lab Fee: \$25**

Prerequisite: Must have Art 1 or Intro to Art

*Synopsis: This class will be focused on 3D Art. We will do projects with clay, wire, plaster, paper mache, assemblage, etc. There will be group projects, as well as individual projects*

### **ADVANCED DRAWING/PAINTING**

*Program Eligibility: Oklahoma's Promise*

Grade Level: 10, 11, 12

**Lab Fee: \$25**

Prerequisite: Must have had Art 1 or Intro to Art

*Synopsis: This is an advanced class with emphasis on 2D art. We will have units of study on watercolor and acrylic painting, as well as drawing techniques with colored pencils, graphite, ink, and chalk. We will touch on art history with studies of famous artists. This class will also compete in several art contests*



*including but not limited to, The Oklahoma Keep our Land Grand Trash Poster contest, Vans Shoe contest, Dr. Pepper Zoo contest, and the Oklahoma Conservation Poster contest*

### **AP ADVANCED ART/DRAWING**

*Program Eligibility: Oklahoma's Promise*

Grade Level: 11, 12

**Lab Fee: \$25**

Prerequisite: Must have Intro to Art and Advanced Drawing plus teacher approval.

*Synopsis: This class will be taught according to the AP studio art guidelines, which states that they will complete 24 art pieces throughout the year. This is a Studio class and the students must be self-motivated and enjoy art. This class will also compete in several art contests including but not limited to: The Oklahoma Keep our Land Grand Trash Poster contest, Vans Shoe contest, Dr. Pepper Zoo contest, and the Oklahoma Conservation Poster contest*

### **INTRO TO ART**

*Program Eligibility: Oklahoma's Promise*

Grade Level: 9, 10, 11, 12

**Lab Fee: \$25**

*Synopsis: First semester will cover the elements of art, LINE, SHAPE, COLOR, TEXTURE, FORM, and VALUE. We will have a project based on each of these elements. Second semester will be advanced studies, with an emphasis on media; we will cover watercolor, colored pencils, oil pastels, and graphite, as well as touch on art history with studies on famous artists. This class will also compete in several art contests including but not limited to, The Oklahoma Keep our Land Grand Trash Poster contest, Vans Shoe contest, Dr. Pepper Zoo contest and the Oklahoma Conservation Poster contest.*

## **PHYSICAL EDUCATION**

### **ADVENTURE SPORTS**

*Program Eligibility: None*

Grade: 11 and 12

*Synopsis: Adventure Sports is a class designed to expose students to a variety of outdoor activities that help promote a healthy lifestyle and respect for the outdoors. Portions of this class may require students to be physically active and participate in fitness-related assessments. An introduction to a variety of state and nationally recognized programs will be utilized, including but not limited to: explore bow-hunting, explore bow-fishing, Oklahoma Fishing in the Schools Program, Oklahoma Hunter Education, Oklahoma National Archery in the Schools Program.*

### **CARE AND PREVENTION OF ATHLETIC INJURIES FOR HS TRAINERS**

*Program Eligibility: None*

Grade Level: 9, 10, 11, 12

Prerequisite: Instructor Permission – designed for athletic trainers

*Synopsis: The class of Care and Prevention will develop a scientific background in introductory sections of anatomy, physiology, and kinesiology appropriately developed to provide students with a common background for understanding the various relationships of structure to function. Care and Prevention coursework will assist the athletic trainer in developing an integrated approach in terms of prevention, evaluation, and treatment of athletic injuries.*

### **COMPETITIVE ATHLETICS**

*Program Eligibility: None*

Grade Level: 9, 10, 11, 12

Prerequisite: Coaches' recommendation

*Synopsis: Students will participate in competitive interscholastic athletics. Participation is relative to OSSAA and local school board policies concerning eligibility and residency requirements. Continued participation in competitive athletics is contingent on acceptable levels of competition as evaluated by the coaching staff.*

<b>SPORT</b>	<b>GRADE LEVEL</b>	<b>SESSION</b>
Baseball	9-12	Spring
Basketball-Boys	9-12	2 semesters
Basketball-Girls	9-12	2 semesters
Cross Country-Boys	9-12	Fall
Cross Country-Girls	9-12	Fall
Fastpitch Softball	9-12	Fall
Football	9-12	Fall
Golf-Boys	9-12	Spring
Golf-Girls	9-12	Spring
Off-season weights	9-12	Spring
Soccer-Boys	9-12	Spring
Soccer-Girls	9-12	Spring
Slowpitch Softball	9-12	Spring
Tennis-Boys	9-12	Spring
Tennis-Girls	9-12	Spring
Track-Boys	9-12	Spring
Track-Girls	9-12	Spring
Wrestling	9-12	2 semesters

**DRIVER’S EDUCATION**

(Summer semester only)

Grade Level: 9, 10, 11, 12

Prerequisite: Students who enroll in Driver’s Education must be 15 years old by the first day of class.

Placement is determined by descending chronological age with an application deadline during pre-enrollment.

*Synopsis: Driver’s education instructs the student regarding correct perception and decision-making techniques required for accident-free driving, plus attitudes essential for good citizenship on streets and highways. (A fee for summer school driver education will be assessed.)*

**HEALTH & WELLNESS**

*Program Eligibility: None*

(One semester course)

Grade Level: 9, 10, 11, 12

*Synopsis: A healthy life is where the components of health – physical, emotional, social, mental, spiritual, and environmental – are in balance. The Health curriculum will focus on the life skills necessary for a healthy life, and students will obtain tools for building a healthy life. Those tools include health assessments, effective communication practices, goal setting exercises, utilization of community resources, and practicing wellness.*

**INDIVIDUAL FITNESS AND INDIVIDUAL TEAM SPORTS (GIRLS)**

*Program Eligibility: None*

Grade Level: 9, 10, 11, 12

Prerequisite: Students who are not involved in any seventh hour varsity sport unless they are a senior. Students are required to dress out if needed for the activity, participate each day, and furnish their own rubber-soled shoes (no black soles).

*Synopsis: A physical education class that develops and maintains strength, endurance, coordination, and efficiency in all body systems. Our goal is to develop the desire and knowledge to maintain physical fitness throughout life. Students will also gain an appreciation for lifetime recreational activities (bowling, tennis, walking program, etc.). Students will also learn how to weight train on certain days of the week along with gaining sports knowledge, nutrition and health on the other days of the week.*

### **PE / WEIGHT TRAINING (BOYS)**

*Program Eligibility: None*

Grade Level: 9, 10, 11, 12

Prerequisite: Cannot be enrolled in any varsity sports

*Synopsis: Physical training will be emphasized during the first quarter with three days per week devoted to physical development. Two days a week will be devoted to understanding the concepts for the training schedule. Recreational activities will be added as the school term progresses. The student will gain an awareness of his physical needs, learn the value of physical conditioning, see the relationship that exists between health and physique, be able to work in groups toward a common goal, gain an appreciation for lifetime recreational activities, and learn the value of safety during physical activity. The class will be graded on participation and the amount of improvement as each student progresses. Participation on a daily basis is required.*

### **PHYSICAL EDUCATION**

*Program Eligibility: None*

Grade Level: 9, 10, 11, 12

*Synopsis: Physical training will be emphasized three days of the week. Skill games will be played two days a week. Recreation activities will be added during the year. The students must participate in the physical activities to receive a grade. This class will be graded on participation. The student will also take a definition test at the end of every week to show understanding of the activities for the week. The student will gain in awareness of his physical needs; learn the value of an active lifestyle, and a healthy lifestyle. They will also gain knowledge of a variety of physical activities.*

### **SPORTS OFFICIATING**

*Program Eligibility: None*

(One semester course)

Grade Level: 11, 12

Prerequisite: Instructor Permission

*Synopsis: This course is designed to introduce young people to sports officiating. There is a constant need for new officials in all sports at all levels. This course will educate young people on the many benefits of sports officiating, including but not limited to lifetime health and wellness, financial gain, self-esteem and a feeling of accomplishment. This course will also enable students to develop long-term relationships in this area.*

## **U.S. ARMY JROTC**

*The Junior Reserve Officers' Training Corps (JROTC) is the largest youth program, with an accredited curriculum, in high school. It serves as a character and leadership development program for our nation's high school students. The program's focus is reflected in its mission statement "to instill in Students the Values of Citizenship, Service to the Nation, Personal Responsibility and a Sense of Accomplishment." It prepares high school students for responsible leadership roles while making them aware of their rights, responsibilities, and privileges as American citizens. The program is a stimulus for promoting graduation from high school, and it provides instruction and rewarding opportunities that will benefit the student, community, and nation. This program's design focuses on the development of better citizens by building skills in leadership, personal growth and behaviors, citizenship, decision making, health and fitness, first aid, team building, service learning, and, geography; all within a student-centered learning environment. The JROTC program is a cooperative effort between the Army and the host school.*

### **JROTC DRILL/COLOR GUARD COMPETITION TEAM**

*Program Eligibility: None*

Grade Level: 9, 10, 11, 12

Prerequisite: Currently enrolled in JROTC and receive instructor approval

*Synopsis: This course prepares JROTC cadets for future competitions within the realm of JROTC. Students learn and practice methods of instruction for both drill and color guard teams, preparing these teams based upon a specific sequence for a minimum of four competitions per year; knowing and understanding the manual of arms using the M1903 facsimile rifle; as well as knowing the manual of arms for Gideon. Class size is limited to 30 cadets and all cadets must receive instructor approval to enroll in this class. Students are required to maintain academic eligibility in order to compete. This class is two semesters and cadets receive .5 credits per semester as an elective.*

### **JROTC MARKSMANSHIP COMPETITION TEAM**

*Program Eligibility: None*

Grade Level: 9, 10, 11, 12

Prerequisite: Currently enrolled in JROTC and receive instructor approval

*Synopsis: Cadets must be selected to the pellet rifle marksmanship team. These Cadets learn and practice proper shooting techniques, practice safety procedures and conduct maintenance on equipment and shooting range as required. Cadets fire the Crossman or Walther pellet rifle during this class. Cadets compete in both JROTC and Civilian Marksmanship Program events. Class size is limited to 15 and all cadets must receive instructor approval to enroll in this class. Students are required to maintain academic eligibility in order to compete. This class is two semesters and cadets receive .5 credits per semester as an elective.*

### **JROTC TECHNOLOGY**

*Program Eligibility: None*

Grade Level: 9, 10, 11, 12

Prerequisite: Currently enrolled in JROTC

*Synopsis: Robotics is a lab-based course that uses a hands-on approach to introduce the basic concepts of robotics, focusing on the construction and programming of autonomous mobile robots. Students will have the opportunity to complete challenges involving research, while using creativity and problem-solving techniques, work in a team environment, while developing leadership and communications skills. This class is two semesters and cadets receive .5 credits per semester as an elective.*

### **JROTC I**

*Program Eligibility: None*

Grade Level: 9, 10, 11, 12

This is the first of four core courses in the Army Junior Reserve Officers' Training Corps (JROTC) high school program. This course supports multiple lessons designed for first-year Cadets. Because the central focus of the JROTC program is to help develop strong leaders and model citizens, first year Cadets are introduced to content that will help the inner leader begin to emerge. Knowledge, skills, and abilities acquired include JROTC Foundations, Personal Growth and Behaviors, Team Building, Decision Making, Health and Fitness, and Community Service.

Students are required to wear the JROTC uniform once a week or when designated by the Senior Army Instructor. Students will purchase a JROTC T-Shirt for PT and other activities.

Students who successfully complete this course may be eligible to participate in a summer leadership camp. This course is two semesters, one credit.

Synopsis: The Emerging Leader (LET 1 first-year cadets)

## **JROTC II**

*Program Eligibility: None*

Grade Level: 10, 11, 12

Prerequisite: JROTC I

Developing Leader builds upon the mastery of LET 1 skills and abilities, providing Cadets with new and more challenging opportunities in leadership development. Knowledge, skills, and abilities acquired include elements of Leadership, Personal Growth and Behaviors, Team Building, First-Aid, Decision Making, Health and Fitness, Community Service, Citizenship and Government

Students are required to wear the JROTC uniform once a week or when designated by the Senior Army Instructor.

Students will purchase a JROTC T-Shirt for PT and other activities. Students who successfully complete this course may be eligible to participate in a summer leadership camp. This course is two semesters, one credit.

Synopsis: The Developing Leader (LET 2 second-year cadets)

## **JROTC III**

*Program Eligibility: None*

Grade Level: 11, 12

Prerequisite: JROTC I, II

Supervising Leader builds upon the mastery of LET 1 and 2 skills and abilities, providing Cadets with new and more challenging opportunities as a leader by overseeing planning, project implementation, and team personnel. Cadets at this level can acquire battalion staff positions and responsibilities and help integrate improvements in the local JROTC program and community. Knowledge, skills and abilities acquired include Leadership in Command & Staff roles, Personal Growth & Behaviors, Team Building, Decision Making, Health and Fitness, Service Learning, Citizenship and Government.

Students are required to wear the JROTC uniform once a week or when designated by the Senior Army Instructor. Students will purchase a JROTC T-Shirt for PT and other activities.

Students who successfully complete this course may be eligible to participate in a summer leadership camp. This course is two semesters, one credit.

Synopsis: The Supervising Leader (LET 3 third-year cadets)

## **JROTC IV**

*Program Eligibility: None*

Grade Level: 11, 12

Prerequisite: JROTC I, II, III

*Managing Leader provides Cadets multiple opportunities to manage and lead in the battalion, in the school, and their respective communities The LET 4 Cadet is ready to assume responsibilities and manage him or*

herself and others whom they work with or oversee as a Cadet manager. Knowledge, skills and abilities acquired include Leadership, Mentorship, Personal Growth & Behaviors, Team Building, Decision Making, Health and Fitness, Service Learning, Citizenship and Government.

Students are required to wear the JROTC uniform once a week or when designated by the Senior Army Instructor.

Students will purchase a JROTC T-Shirt for PT and other activities. This course is two semesters, one credit.

Synopsis: *The Managing Leader* (LET 4 fourth-year cadets)

## **SPECIAL EDUCATION**

Guthrie High School offers special education programs to ensure that all children with disabilities have access to a free and appropriate education. This includes special education and related services to meet their unique needs as required by the Oklahoma State Plan for Special Education and the Individuals with Disabilities Act. All programs require referral, testing, placement, an Individualized Education Program in the least restrictive environment, and transitional services. For further information consult the appropriate high school counselor or the Special Education Director at the Guthrie Public School Administration Building at 802 East Vilas.

## **LEADERSHIP**

### **STUDENT LEADERS - STUCO**

Program Eligibility: None

(Fine Arts course)

Grade Level: 10, 11, 12

Prerequisite: Instructor Permission

Synopsis: *The purpose of the leadership class is to develop good citizenship through experience in government and leadership and to promote and encourage activities for the best interest of the school, to create a spirit of cooperation between students and the faculty, and to coordinate and regulate student activities, and to promote excellence for the school by upholding high standards of personal conduct.*

## **AGRICULTURE EDUCATION**

The Guthrie AgEd program consists of three elements:

1. Organized instruction carried out in the shop, greenhouse, school farm, extended classroom, or on field trips.
2. Supervised agricultural experience is individual student application of knowledge and skills acquired through the classroom instruction and put to practical use outside the classroom and under the supervision of the agricultural education teacher.
3. FFA activities require a combination of classroom instruction, laboratory activities, and supervised agricultural experience.

Agriculture Education courses do not count as a science credit.

## **AGRISCIENCE I**

*Program Eligibility: None*

*Grade Level: 9th grade (some substitutions can be made for sophomore depending on teacher approval)  
A basic introductory course designed to introduce beginning students to Agricultural Education. This course includes agricultural career development, leadership, communications, general animal knowledge, horticulture, and agriculture mechanics. FFA and supervised experience will be required as well.*

## **AGRISCIENCE II**

*Program Eligibility: None*

Prerequisite: Agriscience I

*Grade Level: 10, 11, 12*

*Synopsis: Students will receive instruction in leadership abilities, financial competency, plant and soil science, animal science, and agricultural mechanics. AgriScience II will continue the foundation of knowledge and skills begun in AgriScience I, a foundation students will need for assuming roles of leadership. FFA and supervised experience will be required as well.*

## **AGRICULTURE COMMUNICATIONS**

*Program Eligibility: None*

Prerequisite: Ag I (unless an exception has been granted by the teacher)

*Grade Level: 10, 11, 12*

*Synopsis: This course introduces the broad field of agricultural communications and provides for the development of knowledge and skill in specific areas related to communications theory and practice. Content will include the meaning and process of communication, the role and history of print and electronic media, news and feature writing, news photography, layout and design, and ethics in agricultural communications. Content may also include web design and broadcast journalism in agriculture. FFA and supervised experience will be required as well.*

## **INTRO TO AGRICULTURE POWER & TECHNOLOGY**

*Program Eligibility: None*

Prerequisite: Ag I - due to the equipment used in this class, instructor approval is required.

*Grade Level: 10, 11, 12*

*Synopsis: Intro to Agriculture Power & Technology is a course that introduces students to agricultural mechanics with emphasis on theory and technical skill development. Topics and skill areas include safety, tool identification, carpentry, electricity, plumbing, masonry, fencing, painting, and hot and cold metal skills as it relates to the welding process. FFA and supervised experience will be required as well.*

## **AGRICULTURE POWER, DESIGN, & FABRICATION**

*Program Eligibility: None*

Prerequisite: Ag I & Intro to Agriculture Power & Technology- due to the equipment used in this class, instructor approval is required.

*Grade Level: 11, 12*

*Synopsis: In Agriculture Power, Design, and Fabrication, students will acquire knowledge and skills related to the design and fabrication of agricultural equipment. To prepare for careers in mechanized agriculture and technical systems, students must attain knowledge and skills related to agricultural equipment design and fabrication. To prepare for success, students reinforce, apply, and transfer their academic knowledge and technical skills in a variety of settings. FFA and supervised experience will be required as well.*

## **AGRICULTURE STRUCTURES**

*Program Eligibility: None*

Prerequisite: Ag I & Intro to Agriculture Power & Technology- due to the equipment used in this class, instructor approval is required

*Grade Level: 11, 12*

*Synopsis:* Agricultural Structures is designed to give students supervised practical application of knowledge and skills in agricultural mechanics as it relates to safety and skills in tool operation, electrical wiring, plumbing, carpentry, fencing, concrete, and metalworking techniques. To prepare for careers in agricultural power, structural, and technical systems, students will enhance their technical knowledge and skills related to power, structural, and technical agricultural systems and the industry; and develop knowledge and skills regarding career opportunities, entry requirements, industry certifications, and industry expectations. FFA and supervised experience will be required as well.

### **AGRICULTURE LEADERSHIP**

*Program Eligibility: None*

Prerequisite: Agriscience I and Agriculture Communications (unless an exception has been granted by the teacher)

Grade Level: 11, 12

*Synopsis:* This course will focus on the agribusiness aspect of the AgEd program. Students will receive instruction in job responsibilities, human relationships, personal development, leadership, and parliamentary procedure. Students wishing to participate in public speaking and parliamentary procedures are encouraged to take this class. FFA and supervised experience will be required as well.

### **ANIMAL SCIENCE I**

*Program Eligibility: None*

Prerequisite: Agriscience I (unless an exception has been granted by the teacher)

Grade Level: 10, 11, 12

*Synopsis:* The student will be involved in the areas of production agriculture. Topics covered are animal care and management, artificial insemination and embryo transfer, feeds and feeding, marketing, and basic skills related to animal production. FFA and supervised experience will be required as well.

### **ANIMAL SCIENCE II**

*Program Eligibility: None*

Grade Level: 11, 12

*This course will focus on the agribusiness aspect of the AgEd program. Students will receive instruction in job responsibilities, human relationships, personal development, leadership, and parliamentary procedure. Students wishing to participate in public speaking and parliamentary procedure are encouraged to take this class.*

### **ENVIRONMENTAL SCIENCE AND NATURAL RESOURCES**

*Program Eligibility: None*

Grade Level: 10, 11, 12

Prerequisite: Ag I (unless an exception has been granted by the teacher)

*Synopsis: Curriculum emphasizes the principles and processes in conserving and/or improving natural resources such as air, water, land, wildlife, habitat, forestry, and energy for economic and recreational purposes. FFA and supervised experience will be required as well.*

### **HORTICULTURE I**

*Program Eligibility: None*

Grade Level: 10, 11, 12

Prerequisite: Ag I - due to the equipment used in this class, instructor approval is required.

*Synopsis: Students are introduced to the broad field of horticulture. Areas to be covered include beginning a career in horticulture, introduction to safety, growing facilities, greenhouse watering, floral design, deciduous plants, plant growth media, fertilizers, plant propagation, transplanting, and fruits and vegetables. Basic knowledge and skills will be presented in the classroom and practical knowledge will be put to use in the greenhouses. FFA and supervised agricultural experience activities are an integral part of the course. FFA and supervised experience will be required as well.*



## **HORTICULTURE II**

*Program Eligibility: None*

*Grade Level: 11, 12*

*Prerequisite: Ag 1 & Horticulture I (unless an exception has been granted by the teacher)*

*Synopsis: Instruction focuses on ornamental horticulture, landscape design, interior plant-scapes, greenhouse management, floral design, and chemical safety. Other areas to be covered include evergreens, pruning, fertilizers, garden and plant judging will be studied with the aid of the greenhouses. Individual projects will be carried out in the greenhouses. FFA activities are an integral part of this course. FFA and supervised experience will be required as well.*

## **HORTICULTURE III**

*Program Eligibility: None*

*Grade Level: 11, 12*

*Prerequisite: Ag 1, Horticulture I & II (unless an exception has been granted by the teacher)*

*Synopsis: This class will provide students with practical knowledge about greenhouses that will make them better equipped to be successful in the workplace. It is designed for the more serious horticulture student. FFA and supervised experience will be required as well.*

## **LIVESTOCK PRODUCTION**

*Program Eligibility: None*

*Grade Level: 10, 11, 12*

*Prerequisite: Agriscience 1*

*Synopsis: Students will assess the importance of U.S. livestock production on the world commodity markets as they study livestock breeding and nutrition, commodity prices and costs, and business operations. They will learn to track performance data; describe common veterinary procedures and skills; practice animal restraint techniques; and explain the anatomy and physiology related to nutrition, reproduction, health, and management. Species to be addressed may include, but are not limited to, beef cattle, dairy cattle, swine, sheep, goats, and poultry.*

## **SOIL, PLANT AND CROP SCIENCE**

*Program Eligibility: None*

*Prerequisite: Ag I (unless an exception has been granted by the teacher)*

*Grade Level: 10, 11, 12*

*Synopsis: This course will cover areas such as soils, fertilizers, soil conservation practices, land uses, legal descriptions, seed growth and reproduction, pest control, native and tame pastures, and price trends. FFA and supervised experience will be required as well.*

## **FAMILY AND CONSUMER SCIENCES**

### **CHEMISTRY OF FOOD**

*Program Eligibility: None*

*Grade Level: 10, 11, 12*

*Synopsis: The focus of the course is chemistry as it relates to foods. Emphasis is on lab activities that focus on chemistry principles and scientific method. Topics include safety in the lab, basic principles of chemistry, properties of water, acids and bases, enzymes and food preparations, additives and preservation, nutrition and the body, healthy food choices, handling and storing food, baking principles, using recipes, proteins, milk and dairy products, fruits and vegetables, grains and legumes, lipids, public health issues including bio-terrorism and exploration of food science careers.*

### **FAMILY AND CONSUMER SCIENCE I**

*Program Eligibility: None*

*Grade Level: 9*

*Synopsis: This course is designed to provide students with basic information and skills needed to function effectively within the family and within a changing, complex society. Emphasis is given to the development of competencies related to: health and safety procedures related to child care; family and individual health; nutrition and food selection; meal planning, preparation, and service; and career skills. Upon completion of this course, the student should have developed basic life skills that promote a positive influence on the quality of life. Student leadership through Family, Career and Community Leaders of America (FCCLA), is an integral part of this course.*

### **FOOD PREPARATION AND NUTRITION**

*Program Eligibility: None*

(One semester course)

Grade Level: 10, 11, 12

Prerequisite: FACS I

*Synopsis: Topics will include more complex concepts in foods and nutrition including a study of international and cultural foods; meal planning and preparation for specific economic, psychological and nutritional needs; advanced impacts of science and technology on food; specific food preparations including baking; and exploring food concerns as well as the “green” impact of the food industry. Laboratory experiences will be a major component of the course.*

### **HOUSING AND HOME FURNISHINGS**

*Program Eligibility: None*

(One semester course)

Grade Level: 10, 11, 12

Prerequisite: FACS I

*Synopsis: The focus of the Housing and Home Furnishings class is to increase knowledge and develop skills in living space and its design, home selection and home finance, housing exteriors and interiors, selection and purchase of furnishings, and employment opportunities in the area of housing and home furnishings.*

### **MARRIAGE AND FAMILY LIFE**

*Program Eligibility: None*

(One semester course)

Grade Level: 10, 11, 12

Prerequisite: FACS I

*Synopsis: This course is designed to provide knowledge of family life and factors that influence lifestyles and decisions. Attention is focused on marriage and family skills, life choices, and parenthood and family changes. Marriage and Family Life is intended as the basic course from which students gain the knowledge to develop relationships effectively and deal with the many relationships that are a part of everyday life.*

### **NUTRITION, FOOD AND WELLNESS**

*Program Eligibility: None*

Grade Level: 10, 11, 12

*Synopsis:–Topics will include more complex concepts in foods including the impact of daily nutrition choices on long-term health and wellness; the physical, social and physiological aspects of a healthy diet; the science behind the roles of carbohydrates, protein, and fat; the diversity of foods around the world; the importance of vitamins and minerals; and career exploration in the food industries. Laboratory experiences will be a major component of the course.*

***If a student were to take both Food Preparation and Nutrition as well as Nutrition, Food and Wellness they will cover the entire textbook and be more prepared for careers in the food industry, Meridian Tech’s Culinary Arts program, and the food related issues related in everyday adult living.***

## **PARENTING AND CHILD DEVELOPMENT**

*Program Eligibility: None*

(One semester course)

Grade Level: 10, 11, 12

Prerequisite: FACS I

*Synopsis: This course is designed to provide basic knowledge of child development and to develop skills necessary to care for children and promote children's development. Students also examine theorists, child health, first aid and nutrition. Students should have opportunities to guide children's behavior and meet the needs of special age groups. Careers in early childhood care and education are explored.*

## **OVERVIEW OF THE FASHION INDUSTRY**

*Program Eligibility: None*

(One semester course)

Grade Level: 10, 11, 12

Prerequisite: FACS I

*Synopsis: This is a total clothing management course that develops planning, buying, and practical construction skills. Attention is focused on wardrobe planning, time- and money-saving techniques to stretch the clothing dollar, and clothing care and maintenance. This course is designed to encourage student creativity and develop practical skills through project construction.*

## **SUCCESSFUL ADULTHOOD: SURVIVING AND THRIVING**

*Program Eligibility: None*

(One semester course)

Grade Level: 10, 11, 12

*Synopsis: Surviving and Thriving is a one-semester course designed to provide students with information and skills in making decisions as they transition from high school to college, job, and or career. Emphasis is on communication skills, understanding self, leisure activities, etiquette, personal safety, understanding grief and loss, making healthy food choices, and food preparation. Student leadership through Family, Career and Community Leaders of America (FCCLA), is an integral part of this course.*

## **STUDENT ASSISTANT COURSES**

### **OFFICE PROCEDURES**

*Program Eligibility: None*

(One or two semester course)

Grade Level: 12

*Synopsis: this course helps students understand the role of the modern office in today's business world. Students learn school-to-work transition on how to communicate and interact effectively with co-workers, employers, and the public. Class is pass/fail.*

### **LIBRARY SCIENCE**

*Program Eligibility: None*

(One or two semester course)

Grade Level: 12

*Synopsis: the purpose of this course is to teach students the basic skills adaptable to all types of libraries and to encourage students to use libraries for continuing self-education. Students circulate, shelve, maintain, and process the book collection. They may operate and process audio-visual and computer equipment. Class if pass/fail.*

### **LAB / CLASS ASSISTANT**

*Program Eligibility: None*

(One or two semester course)

Grade Level: 12

*Synopsis: students are expected to work in cooperation with all teachers in the area. Duties include lab preparation, post lab cleanup, equipment checkout and maintenance, and other duties as directed. Class is pass/fail.*

### **ADAPTIVE SKILLS ASSISTANT**

*Program Eligibility: None*

(One or two semester course)

Grade Level: 12

*Synopsis: this course is for students interested in working with students with disabilities. Students work directly with a special education teacher. Class is pass/fail.*

## **COLLEGE CONCURRENT ENROLLMENT**

Concurrent Enrollment permits qualified juniors and seniors to take, at the college level, courses which may be applied to a college-degree program.

### **Establishing Concurrent Enrollment**

1. Take the ACT examination prior to concurrent enrollment.
2. For community colleges such as Rose State College, Juniors and Seniors must score a minimum composite of 19 on the ACT, or have an unweighted GPA of 3.0. Students must also have an ACT subscore of at least 19 in the specific subject area. A Pre-ACT subscore of 19 also qualifies. For regional universities such as UCO and Langston, Juniors and Seniors must score a minimum composite of 20 on the ACT, or have an unweighted GPA of 3.0 and rank in the top 50 percent of the class. Students must also have an ACT subscore of at least 20 in the specific subject area.
3. Complete the college enrollment packet fully in a timely manner.

Students are responsible for payment of all fees, books, and/or tuition. Students are also responsible for providing Guthrie High School with documentation of such enrollment and a transcript upon completion. Concurrent enrollment will be transcribed for credit for core classes and elective classes.

If a student intends to take advantage of concurrent enrollment for dual credit, but fails to complete the class or fails to take care of necessary expenses with the college, a student will receive an "NC" on their transcript and will need to take a credit recovery course at GHS to obtain credit for graduation.

If a student intends to take advantage of concurrent enrollment for dual credit, but fails the class, the student will receive an "F" on their transcript and will need to take a credit recovery course at GHS to obtain credit for graduation.

If a student withdraws from a college course by the "Withdraw Without Grade" (or equivalent) deadline, or does not attend the course, the student will receive an NC on their transcript and will be enrolled immediately in a class at GHS.

According to the Oklahoma State Department of Education regulations, a high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. A student may enroll in a maximum of nine semester-credit-hours during a summer session or term at a college or university of the state system without the necessity of being concurrently enrolled in high school classes during summer term. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester-credit-hours of college work.

Students wishing to exceed these limits may petition the selected higher education institution. The appropriate institutional officials will evaluate the student’s academic performance and potential for success in determining the student’s load, which may not exceed the number of semester-credit-hours 50 percent greater than the number of weeks in the applicable semester/term. The college should provide appropriate academic advising prior to and continuing throughout the student’s enrollment.

Credit Weights for Transcription of Concurrent Credit at Guthrie High School

College Course	High School Credit	Dual Credit Options
English Comp 1/ Eng 1113	.5 cr Weighted	Replaces AP Eng 4 Sem 1
English Comp 2/Eng 1213	.5 cr Weighted	Replaces AP Eng 4 Sem 2
College Algebra/Math 1513	1 cr Weighted	Replaces Algebra III / Highest Math
Intro to Psychology/Psych 1113	1 cr Weighted	Substitutes for AP Psych
Am. Fed. Government/ POLS 1113	1 cr Weighted	Replaces AP Government.
History /HIST 1483 – US History to 1877	.5 cr Weighted	Replaces AP History Sem 1
History / HIST 1493 – US History Since 1877	.5 cr Weighted	Replaces AP History Sem 2
Biology w Lab – BIOL 1114/1124 / NB 1114	1 cr Weighted	Replaces AP BIOL
Personal Finance / ECON 2013	.5 cr Weighted	Replaces HS PFL
Speech / Speech 1113	.5 cr Weighted	Replaces HS Speech
Humanities	.5 cr Weighted	Recorded as a Fine Art credit.
Any additional courses will be reviewed by the Administrative-Faculty committee, and credit will be determined accordingly. If in question, seek clarification in advance of obtaining coursework for dual or concurrent credit.		

## MERIDIAN TECHNOLOGY CENTER

*Sophomores, juniors, and seniors may enroll in Meridian Technology Center (MTC) courses. Students enrolled in the Technology Center will receive 4 units of credit (maximum) through Guthrie High School for each am/pm block. Students who drop MTC after the second week of school will lose those credits and will not be able to enroll in classes at Guthrie High School for credit until the beginning of the next semester.*

*Through cooperative alliance agreements, Meridian Technology Center students are eligible to earn college credit by successfully completing certain coursework within selected training programs.*

### **Meridian Technology Career Tech Center Course Offerings**

Advanced Pharmacy Technology  
Air Conditioning and Refrigeration  
Automotive Technology  
Biomedical-STEM  
Business Technology  
Collision Repair Technology  
Computed Aided Drafting  
Cosmetology  
Culinary Arts  
Digital Media  
Facilities Maintenance  
Health Careers  
Information Technology  
Masonry  
Precision Metal Fabrication  
Pre-Engineering Academy STEM  
Product Development and Machining  
Residential & Commercial Construction  
Welding Technology

Pre-AP and AP courses are available in Biomedical Sciences and Pre-Engineering programs at Career Tech.

- Health Careers first-year students will receive one Anatomy credit.
- Biomedical students will receive one science credit and one math credit each year.
- Pre-Engineering students will receive one math credit and one science credit each year.
- 3D Animator, 3D Animation, Digital Movie Production, Digital Video Product, Graphic Design Specialist, Web Designer students will receive Computer Science credit.
- Cyber Security Professional, Network PC Support Specialist, Network Systems Engineer, PC Support Technician, Cyber Crime Specialist, students will receive Computer Science credit.
- Accounts Payable/Receivable Clerk, Administrative Assistant, Entrepreneur, Financial Customer Service, CAD Design Architectural Specialist, CAD Design Mechanical Specialist, CAD Technical Architectural, CAD Technician Mechanical students will receive Computer Science credit.

## %Sample Graduation Check Worksheets

### Beginning with the Class of 2019

Oklahoma College Prep/ Work Ready		
1 semester = .5 credit (unit)		
CLASS	S1	S2
<b>English (4 credits required)</b>		
English 1 (required)		
English 2 (required)		
English 3 (required)		
English 4 (required)		
Other		
<b>Math (3 credits in HS)</b>		
Algebra 1 (required)		
Geometry (required)		
Algebra 2		
Pre-Calculus		
Calculus		
Other		
<b>Science (3 credits)*see domains</b>		
Biology 1 (required)		
Biology 2		
Chemistry		
Earth Science		
Environmental Science		
Human Physiology		
Physical Science		
Other		
Other		
<b>Social Studies (3 credits)</b>		
OK History .5 cr (required)		
World History (required)		
US History (required)		
Government .5 cr (required)		
Economics		
Other		
<b>Foreign Language - 2 years of same FL OR 2 years of Computer Technologies See Note to right. (KB does not qualify.)</b>		
<b>Additional 1 Credit from Above Options</b>		
<b>Personal Financial Literacy</b>		
PFL .5 cr (required)		
<b>Fine Arts (1 credit required-can be mixed)</b>		
<b>Electives (8 credits)</b>		

Science Domains		
<i>One Credit must be Life Science (Biology);</i>		
<i>One Credit must be Physical Science/Chemistry or Physics;</i>		
<i>One Credit must be from the three domains with content and rigor above Bio 1 or Physical Science</i>		
Physical Sciences	Life Sciences	Earth/Space Sciences
5010 Aeronautics	5021 Biology 1A	5020 Astronomy
5051 Chem 1	5022 Biology 1B	5061 Earth Sc
5052 Chem 2	<b>5031 Biology 1</b>	5140 Geology
5055 AP Chem	5032 Biology 2	5335 Meteorology
5160 Phys Sci	5035 AP Bio	
5211 Physics 1	5040 Botany	
5212 Physics 2	5115 Life Science	
5213 AP Physics1	5120 Enviro	
5214 AP Physics2	5121 AP Enviro	
5215 AP PhysicsB	5220 Physiology	
5216 AP PhysicsC	5240 Zoology	
5217 AP PhysicsC	5305 IB Science	
	5333 Anatomy	
	5334 Forensic Sci	
	5336 Microbiology	
	5350 Ecology	

Fine Arts Options		
(& add'l courses as approved)		
Ag Communications	Creative Writing	Mythology
Art	Drama	Newspaper
Band	Film as Lit	Reading for Pleasure
Bible in Hist. & Lit.	Humanities	Speech
Choir	Journalism	Student Leaders
Fine Arts can be mixed to make the total credits required.		
Fine Arts: Some of these options are not accepted for NCAA Requirements.		

*It is strongly recommended that students take two years of Computer Technology AND two years of Foreign Language. Two years in both subject areas will often remove college requirements in each area.*

Certain classes in Computers & Health Sciences from vo-tech will provide subject matter (Science or Math or Computer Technologies) credit for GHS.

See information on Concurrent College course substitution options on page 40-41 of the Handbook.

25 credits required for graduation, with the above areas satisfied.





## **Virtual Education (Bluejay Academy)**

Program *Eligibility: None*

Grade Level: 9,10,11,12

Prerequisite: Application Process

Synopsis: Guthrie Public Schools is committed to offering a variety of blended learning opportunities.

Students who apply and are accepted will take up to 100 % of their courses online. Students will also have the option to take one elective course and be able to compete in extracurricular activities.

All students accepted into Bluejay Academy will be required to take four rigorous core courses and three elective classes per semester. Students will be required to meet with a certified GPS instructor weekly to check and monitor progress.

Bluejay Academy is designed for students who are highly motivated, have strong parental support and are self-initiated learners.



**FAVER ALTERNATIVE SCHOOL**  
**1002 EAST PERKINS**

**2025 - 2026** ~~2024-2025~~ Parent - Student Handbook

ADMINISTRATION

BOARD OF EDUCATION

**Tina Smedley** ~~Chris Schroder~~, President

**S. Janna Pierson** ~~Tina Smedley~~, 1<sup>st</sup> Vice President

**Gail Davis** ~~S. Janna Pierson~~, 2<sup>nd</sup> Vice President

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**Matt Girard** ~~Gail Davis~~, Board Clerk

**Ron Plagg** ~~Ben Huskey~~, Member

**Chris Schroder** ~~Ron Plagg~~, Member

DISTRICT OFFICE: 405-282-8900

Dr. Mike Simpson, Superintendent of Schools  
Mr. John Hancock, Executive of Personnel & Secondary Education  
Ms. Carmen Walters, Assistant Superintendent  
Dr. Michelle Chapple, Chief Financial Officer

FAVER SCHOOL OFFICE

Main Office - Juana Benson, Director of Alternative Education 282-5941

HIGH SCHOOL OFFICES

Main & South Office 282-5906

North Office 282-5913

Dusty Throckmorton, Principal 282-5906  
Jeanne Ambriz, Assistant Principal 282-5906  
Justin Stevens, **Assistant Principal** 282-5906  
Jon Chappell, Athletic Director 282-5906  
  
Kristi Blakemore, Junior Class M-Z & 282-5913  
Sophomore Class Counselor  
  
Annie Chadd, Senior Class & 282-5913  
Junior Class A-L Counselor  
  
**Connie Casner, Freshmen** 282-5913

## **GUTHRIE PUBLIC SCHOOLS' MISSION STATEMENT**

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

### **EXIT OUTCOMES**

#### **Our Vision of a Well-Educated Student:**

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

## **GUTHRIE HIGH SCHOOL / FAVER SCHOOL PARENT-STUDENT-TEACHER COMPACT**

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

### **AS A STUDENT I AGREE TO:**

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

### **AS A PARENT I AGREE TO:**

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

### **AS A TEACHER I AGREE TO:**

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

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



## 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:

- 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(3)(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. [ESSA1112(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. [ESSA1112(e)(1)(B)(ii)]

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

Sincerely,

Mike Simpson, Ed.D.  
Superintendent of Schools

## **ACTIVITIES / SPORTS**

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

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

The maximum number of absences for activities, whether sponsored by the school or an outside agency / organization, which removes the student from the classroom shall be ten (10) for any one class period of each school year. Excluded from this number are 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.

## **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 & Faver 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.

### **Definition of an absence:**

An absence is defined as any time a student misses more than 10% of a Faver school day. Continuing absences & tardies will require time to be made up after Faver's regular school day is complete.

### *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.

### **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.

### *Examples of but not limited to:*

- Leaving campus and not checking out and receiving an early dismissal slip;
- Presenting an unacceptable verification or note for an excused absence; (see Excused Absence) ● Failing to have parent/guardian authorization;
- Oversleeping;
- Missing the bus or having car trouble.

**Any unexcused absence becomes an Unexcused Truancy if it is not cleared within 48 hours by parent or documentation.**

### **Absences for Extracurricular Activity:**

An absence for a student who has to miss school for a Guthrie High School activity will be counted as an activity absence. This absence will not count toward administrative failure. Students should pay close attention to the state's ten-day activity absence policy.

### **College Visits:**

Guthrie High School seniors are given two days per year to visit a college of their choice, which could include residual

ACT dates or college enrollment. This absence does not count against the ten-day rule, administrative failure, or semester test exemptions. Documentation from the school visited may be required upon the student's return. **Parent**

### **Verified Absence:**

- A parent must notify the Attendance office.
- A parent notifying the office does not make the absence a documented absence (see below).

### **Documented Absence**

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 will count as an unexcused absence, which counts towards administrative failure.

- Documentation must be turned in within five days of the absence or it will 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.

### **Attendance Reports:**

High School students may request an attendance report from the Office. A parent may come in and pick up an attendance report at any time in the Office.

#### *Attendance Codes:*

The following is a list of attendance codes as they pertain to student absences.

AB – personal business. If appropriate documentation is submitted, this will be changed to an AD. AC – college day. Seniors may use two college days per year.

AD – documented absence. This does not count against the student's nine (9) allowable absences.

AM – medical. If appropriate documentation is submitted, this will be changed to an AD.

AR – vo-tech absence. Attendance taken at vo-tech is turned in to GHS for attendance recording.

AU – unaccounted for. Student is absent and was not called in by a parent.

EG – testing. This is not counted as an absence.

EI – in school suspension. This is not counted as an absence.

TU – tardy.

EC, ED, EE, EF, EL, EN, EO, ES, EX – these codes are on- or off-campus student activities and are not counted as an absence.

### **BEFORE AND AFTER SCHOOL**

Building hours will be posted outside the Office. No student will be in the building before or after these hours unless requested by a teacher or participating in a supervised activity.

### **CAFETERIA**

Students are expected to behave in an appropriate manner regard to meal area & distributions. Students are responsible for maintaining their school, table, the area around their table, and for disposing all trays, plates, and trash in the designated cans. Meal Area / Distribution 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.
- Free or reduced accounts cannot be used more than once per day and can only be used by the appropriate owner.
- Ala Carte and extra items are CASH only.

- Cashiers are not allowed to make change without a purchase.
- Federal and state laws govern reimbursable meals to the following:

- Breakfast must be 3 or 4 items; Lunch must be 3 to 5 items.

- Infractions of cafeteria rules (i.e., leaving your tray/plate on the table, leaving your table dirty, throwing objects, taking the

food of others, etc.) will result in the appropriate disciplinary action.

- No food deliveries will be allowed on campus during the school day with the exception of parents delivering food to the office for their own student at the beginning of the lunch period.

## **CELL PHONES / STUDENT POSSESSION OF WIRELESS COMMUNICATION DEVICES**

### SUBJECT TO CHANGE PENDING NEW LAW

Students are prohibited from using cell phones and personal electronic devices while on the campus "Bell to Bell". "Bell to Bell" means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the end of the school day to end instructional time; and "personal electronic device" means a personal device capable of connecting to a smart phone, the Internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, phones, smart watches, smart headphones, laptops, tablets, and smart glasses. Personal electronic devices shall not include school-issued or school-approved devices that are specifically limited for use in classroom instruction.

~~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 / Remind system should be turned in immediately to the Office.

## **CHEATING / PLAGIARISM**

Cheating will be considered the act or intent of giving or gaining knowledge for an assignment or test or to answer by fraudulent means.

### **Consequences:**

The penalty for cheating will be a zero for the assignment or test. Frequent acts of cheating will require further consequences as per teacher / administrator discretion.

Plagiarism is the intention or accidental use of another's ideas, words, or writing as one's own without appropriate documentation or relying too heavily on outside resources for the completion of an assignment.

### **Faver Disciplinary Action:**

- 1<sup>st</sup> Offense: parents will be notified and a grade of "0" for the assignment or test will be given. •
- 2<sup>nd</sup> Offense: above consequences apply plus a 1-day suspension
- 3<sup>rd</sup> Offense: grade of "0" for assignment or test plus a 3-day suspension • 4<sup>th</sup> 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 Office by the parent/guardian is required before the student will be allowed to check out. Students must sign out in the Office before leaving campus. Upon returning to school, the student is required to check back in at the Office. Failure to comply with this procedure may result in disciplinary actions.

**Faver Alternative School operates under a closed campus policy.** Leaving campus without permission will result in disciplinary action from the Office

## **CONCURRENT ENROLLMENT**

A junior or senior enrolled at Guthrie High School is eligible to participate in enrollment at high school and college simultaneously. Permission must be obtained by the principal and is subject to current Oklahoma State Department of Education regulations. See the Course Selection Handbook for complete information.

## **DANCES**

Dances will 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.

## **DRESS CODE AND APPEARANCE**

The educational process includes preparing students to deal with rules and laws outside the school setting. By recognizing that appropriate dress is an issue which is addressed in the "real world" by workplace requirements or professional standards and expectations, students have an opportunity to learn that what is acceptable and appropriate in one situation is not acceptable in other situations. Clothing that may be fun or appropriate on the weekend may not be appropriate for school. Standards of dress are provided so clothing does not distract from the educational process. It is hoped that a minimum amount of time and effort is spent on enforcement; however, it is the responsibility of the student and parent to adhere to these guidelines.

### **APPEARANCE:**

- All students are required to wear shoes. House shoes, house slippers, cleated shoes, or wheeled shoes are not permissible in the school building.
- Skirts, dresses, and shorts should be no shorter than the longest fingertip when held at sides. The length of these items must be the appropriate length all the way around the body.
- Leggings and other stretchy clothing are allowed but should be covered by an outer garment that reaches the longest fingertip when held at sides. The length of these items must be the appropriate length all the way around the body.
- Headwear is not to be worn in the building. This includes, but is not limited to, hats, bandanas, earmuffs, and hair picks.
- The principal may make exceptions for spirit days or special activities.

Examples of inappropriate attire are, but are not limited to:

1. Clothing that inappropriately exposes the body.
  - a. Clothing that allows undergarments to be visible.
  - b. Pants with holes/rips/tears above the longest fingertip point of the thigh.
  - c. Clothing that exposes the midriff.
  - d. Shirts not long enough to be tucked in or to drop two (2) inches below the waistline without tugging or stretching the shirt.
  - e. Sleeveless shirts, blouses, and dresses whose straps are not at least one dollar bill's width.

- f. Sleeveless shirts, blouses, and dresses not fitted under the arm.
  - g. Shirts not worn on both shoulders.
  - h. Mesh jersey or fishnet type clothing unless a t-shirt or other appropriate lining is underneath. i.
- Pants below the waistline. Pants, sweats, skirts, or shorts rolled at the waist.
2. Sunglasses (including when worn as headwear.)
  3. Bandanas.
  4. Gang related attire or paraphernalia.
  5. Clothing, badges, jewelry, or other items advertising drugs, alcohol, tobacco products or practices. Clothing, badges, jewelry, or other items reflecting messages of a suggestive, immoral, derogatory, hateful, or vulgar nature.
  6. Apparel identifying a student as "security," "staff," "police," or comparable position.
  7. Onesie pajamas.
  8. Blankets used as coats.
  9. Chains or "spikes" on clothing, attached to wallets, or worn as a necklace or bracelet.
  10. Clothing not worn in accordance with the design (such as both straps being worn on overalls, or legs on pants being worn at their full length.)
  11. Clothing that is excessively baggy or long, including trench coats.

Any clothing that disrupts the learning atmosphere of the school is prohibited. Clothing with possible implied meanings, intended or not, may be offensive and will fall under this policy.

***DRESS CODE POLICY:***

When a student has worn inappropriate clothing to school, the parent(s) of the student will be contacted. The student will 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 moodaltering effect are included as controlled substances. Illicit drugs include steroids, and prescription and over-the-counter medications being used for an abusive purpose. This prohibition applies to competitions, on school transportation, on school premises, at school functions, school-sponsored activities, performances, contests, athletics competitions, during lunch, or while under the supervision of school personnel. This policy is adopted in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

It is the responsibility of all school personnel to report suspected violations of this policy to an administrator. The administrator will notify the parents, impose appropriate consequences according to the discipline policy, and report the incident to the local authorities. School discipline will be imposed independent of any court action. A confidential drug/alcohol report, completed by the administrator, will be sent to the Superintendent or his/her designee and to the Drug Free Schools office.

Any student violating this policy and his/her parents will be provided a list of resources and encouraged to obtain drug/alcohol education, counseling, and/or chemical dependence treatment as appropriate and at the parent's expense. Copies of this Policy shall be provided to all students and their parents at the beginning of each school year.

**CONSEQUENCES FOR STUDENT VIOLATION OF DRUG/ALCOHOL POLICY**

A. Conspiracy/Chain/Sale/Distribution/Delivery of Drugs or Alcohol (for personal gain, monetary privilege or gain): Student will be suspended out of school for the remainder of the current semester and all of the succeeding semester. B. Possession/Use/Sharing/Being Under the Influence of Drugs or Alcohol: Students suspected of being under the influence may be subject to a field sobriety test conducted by a member of law

enforcement. Failure to comply will result in first offense disciplinary action.

1. **First Offense:** Ninety (90) day out-of-school suspension (1 semester equivalency)

A. A thirty (30)-day suspension may be granted if the student and the parents/guardians agree to the following:

- (a) to meet with the District Counseling Service representative;
- (b) to obtain, from a licensed practitioner, an alcohol/drug use assessment which may recommend counseling, education, treatment, and/or drug testing. The cost of any assessment or recommended counseling, education, treatment, etc. will be the sole responsibility of the student's parent or guardian.

2. **Second Offense:** Suspension out-of-school for the remainder of the current semester and all of the succeeding semester.

Nothing in this policy is intended to limit or restrict the ability of the School District to take other disciplinary action against a student in a particular case in accordance with other policies governing student discipline. A school principal or the principal's designees may devise an appropriate disciplinary plan for an individual student relating to the substance abuse in question and may submit that plan to the Superintendent,

Superintendent's designee, or principal for approval. If such disciplinary plan is approved by the Superintendent, Superintendent's designee, or Principal it may be implemented for the student in question.

NOTE: Procedural Due Process Rights: For ALL out-of-school suspensions, the due process steps outlined in the GPS Policy Manual and this handbook will govern administrative procedures to be followed in the enforcement of this policy.

*REPORTING STUDENT SUBSTANCE ABUSE*

A. The Board recognizes the complexity of problems which may be associated with student substance abuse. The concern is for the well-being and best interests of students at all times. Therefore, the following procedure will be utilized by teachers and administrators in reporting students who appear to be under the influence, as defined by law, of: low point beer, alcoholic beverages, or controlled dangerous substances. This policy is adopted in compliance with Oklahoma Statute tit. 70§24-138.

B. When it appears to a teacher or administrator that a student may be under the influence of low-point beer, alcoholic beverages, or controlled substances (drugs), the teacher or administrator will report the matter in writing to the school principal or his/her designee. Whenever possible, the teacher or administrator should attempt to obtain a corroborative observation from another teacher or administrator.

C. The report of the teacher or administrator will state the date, time, and place of the incident. It will also describe the actions of the student or other circumstances from which the teacher or administrator concluded that the student appeared to be under the influence of low-point beer, alcoholic beverages, or controlled substances.

**DUE PROCESS**

A. **SUSPENSION OF TEN DAYS OR LESS**

1. An appeal to the building level Appeals Committee can be requested, by letter, to the school principal within five (5) calendar days after the principal's out-of-school suspension decision is received by the student and/or his or her parent. The out-of-school decision becomes final and non-appealable if a request for appeal is not received within the time frame described above.
2. Upon receipt of the appeal request, the principal shall confirm that the student's out-of-school suspension falls within the category out-of-school suspensions for which an appeal to the Appeals Committee is authorized to hear. If for any reason the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to the long-term out-of-school suspension must be followed.
3. The Appeals Committee will conduct an investigation, in an informal manner, and make a decision (by majority vote) as to the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. **The Appeals Committee reserves the right to amend, rescind, or alter the length of suspension based on its findings.**
4. The decision of the Appeals Committee shall be final and non-appealable.

B. **SUSPENSION IN EXCESS OF TEN DAYS:**

1. A parent or student may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools.
2. An appeal must be submitted to the Superintendent of Schools, or designee, at 802 East Vilas, Guthrie, OK.
3. If no appeal is received within five (5) calendar days from the parent or student, the principal's decision will be final.
4. The Superintendent reserves the right to amend, rescind, or alter the length of suspension based on the findings of the investigation.

### **EARLY GRADUATION**

Students enrolled through Guthrie Public Schools are afforded the opportunity to graduate early via online coursework, the BlueJay Academy, or Faver Alternative School. If the required coursework is completed prior to commencement exercises in May, diplomas will be issued in early June with the other members of the current academic year's graduating class.

### **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 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 person involved fit the above definition. 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 in a fight, the following may apply, and Administration reserves the right to modify any discipline consequences.

### **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 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 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**

- 1<sup>st</sup> Offense: suspension from school for five (5) consecutive days. (See Suspension Policy.)
- 2<sup>nd</sup> Offense: suspension from school for ten (10) consecutive days. (See Suspension Policy.)
- 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. (See Suspension Policy.)
- 2<sup>nd</sup> Offense: suspension from school for forty-five (45) days. (See Suspension Policy.)
- 3<sup>rd</sup> 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 sealable bottles are allowed in the classrooms.

### **GAMBLING**

No gambling in any form will be allowed at Faver School at any time. Infractions may result in administrative disciplinary action.

### **GANG CODE / NON-SCHOOL SANCTIONED ORGANIZATIONS**

The following are prohibited at Guthrie High School during the school day and at all school events (home and away):

- Possession, wearing, use, distribution or displaying of any sign, symbol, badge, color, or other item that is evidence of affiliation with, or membership in, an organization that is a gang or an organization that is not sanctioned (approved of) by the school administration.
- Students will not be permitted to wear pants below the waistline (sagging and bagging.)
- The wearing of headgear that would associate a student with an organization that is not sanctioned by the school. This includes caps, bandanas, handkerchiefs, shoestrings, or any other item associated with gang-related behavior.
- Participation in any act, either verbal or non-verbal, to include gestures, expressions, handshakes, signs, etc., that may indicate an affiliation with, or membership in, an unsponsored, unacknowledged organization.
- Participation in any act that may further the interest of such an organization, including but not limited to, membership, writing or inscribing graffiti, messages, symbols or signs on school property.

Violation of this policy will result in disciplinary actions up to and including the suspension for the current semester and the following semester and filing of criminal charges, depending on the severity of the infraction.

### **GRADE CLASSIFICATION**

Students who are enrolled as regular high school students are classified as follows:

Freshmen: have completed less than 4 units/credits

Sophomores: must have successfully completed four (4) units/credits

Juniors: must have successfully completed eleven (11) units

Seniors: must have successfully completed seventeen (17) units and have attended high school for six semesters.

### **GRADING SYSTEM**

Progress can be checked at any time through the Edgenuity Family Portal.

A: 90-100

B: 80-89

C: 70-79

D: 60-69

F: 59 or Below

NC – No Credit (attendance non-compliance)

Pre AP, AP, and College Concurrent courses will be weighted on a 5.0 scale.

Mid-term and semester finals will not count for more than 20% of a student's grade.

### **GUIDANCE SERVICES**

Guidance services will be available for all students. The principals, counselors, and teachers are ready to provide personal, educational, and vocational counseling and guidance whenever it is needed. The counselors are available to help with problems.

### **HALL PASSES**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. The pass must contain the student's name, the date, destination, time, and staff

member's signature.

## **HEALTH & MEDICATION**

If a student is injured or becomes ill at school, he/she should report to the Office and a parent/guardian will be notified. It is the policy of the Guthrie Public Schools that NO drugs or medication of any kind (including aspirin and similar products) except those prescribed by a physician, will be given to a student by school employees.

## **ILLNESS AND MEDICATION**

We request you adjust your student's schedule to eliminate the need to take medication during the school day. In the event it is necessary for a student to use medication during the school day, the following procedure will be followed:

- All medication, appropriately labeled by the pharmacy or physician as to the name of the medication, dosage instructions, doctor's name, and prescription date, is to be brought to the Main Office secretary upon arrival at school.
- A Medication Authorization form dated and signed by the parent/guardian, must accompany the medication giving the student's name, dosage amounts, specific dosage times, and other instructions if necessary. This form is available on the district's website under Departments, Health Information and Forms, Medications at School or at the school's office. This form must be signed by a physician before medication can be administered by school staff.
- Confirmed asthmatic patients with a note from the physician may keep their inhalers with them.
- If you do not wish to send a large bottle of medication to school, we suggest you ask your pharmacist to label an additional, smaller container for use at school.
- A log of the student's medication will be kept at the school office.

*NON-PRESCRIPTION MEDICATION* is NOT allowed at school unless a Medication Authorization Form is completed and on file in the office. Students are not to keep medications with them unless medication is an inhaler per the above guidelines.

## **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.

## **INTERSCHOLASTIC SPORTS**

Guthrie High School participates in a wide variety of varsity sports for both men and women as a Class 5A school. Students who wish to participate on a varsity team must make the squad and comply with the requirements set by the Oklahoma Secondary School Activities Association. Varsity sports include baseball, basketball, cheerleading, cross country, eSports, golf, football, soccer, fast-pitch and slow-pitch softball, tennis, track, and wrestling. Physicals and insurance or insurance waivers are required.

## **INTIMIDATION / HARASSMENT (No-Bully Law)**

Intimidation, threats, or harassment directed toward other students will not be tolerated. All students are expected to treat others with respect at school, at school activities, and at other extracurricular activities.

### **Bullying will not be tolerated.**

**Please refer to the GPS Policy Manual Section F-31: Policy Prohibiting Harassment, Intimidation and Bullying Procedures for Combating These Behaviors.**

Disciplinary Action:

- 1<sup>st</sup> Offense: parent conference/phone contact and suspension from school for three (3) consecutive days. (See Suspension Policy.)
- 2<sup>nd</sup> Offense: parent conference/phone contact and suspension from school for five (5) consecutive days. (See Suspension Policy.)
- 3<sup>rd</sup> Offense: Suspension for the remainder of the semester and the following semester. (See Suspension Policy.)

## **LEWD AND/OR IMMORAL BEHAVIOR**

Immoral and/or lewd behavior will not be tolerated. Infractions will result in administrative disciplinary action. Examples of inappropriate behavior are, but are not limited to:

- Writings
- Drawings
- Pictures
- Magazines
- Images in electronic format

## **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 (high school) 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**

Off limits areas will be outlined during a student's first day of class. Infractions will be dealt with in the Office.

## **OKLAHOMA STATUTES**

Action(s) defined as crimes under OKLAHOMA STATUTES may result in suspension if the student commits the acts while in attendance at school, en route to / from school, on school premises, or at school-sponsored activities. Students may also be suspended with said suspension for the remainder of the semester and for the following semester on the first offense for the following:

1. Assault and battery of a school official.
2. Possession of a dangerous weapon or facsimile (with or without intent to do bodily harm.) For example:
  - a. Knives
  - b. Firearms and/or facsimiles (including cap guns)
  - c. Explosives
  - d. Metal objects (chains, brass knuckles, etc.)
  - e. Clubs
  - f. Sharp or pointed instruments
3. Participation in an illegal demonstration on school property.

Students will be suspended for three (3) to five (5) days for the first offense and may be suspended from school for the remainder of the semester and for the following semester on the second offense for the following:

- Verbal assault directed toward a school official.
- Defying, or failure to comply with, a school official.
- Inciting a fight.
- Failure to identify oneself.

## **PARENT MEETINGS WITH TEACHERS**

Parent Conferences 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:

- 1<sup>st</sup> Offense: before or after school community service
- 2<sup>nd</sup> & Subsequent Offenses: parent contact and possible student suspension

Profanity used while in conversation with a staff member will result in community service assignment. If the profanity is directed toward a staff member, it will be classified as a verbal assault. (See Oklahoma Statutes in Policy Section.)

## **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.

## **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:

- 1<sup>st</sup> Offense: Three (3) consecutive days suspension. (See Suspension Section.)
- 2<sup>nd</sup> Offense: Five (5) consecutive days suspension. (See Suspension Section.)
- 3<sup>rd</sup> 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:

- 1<sup>st</sup> Offense: Parent/Guardian Contact
- 2<sup>nd</sup> Offense: One day suspension
- 3<sup>rd</sup> Offense: Referral to School Resource Officer



## **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.

## **SECURITY**

While every attempt will be made to protect property, all cars should be locked and valuables left at home.

## **SEXUAL HARASSMENT**

Sexual harassment is any type of verbal / physical abuse of a sexual nature. Suggestive comments, unwanted touching, obscene hand / body gestures, suggestive notes, etc., would be considered sexual harassment. Since this covers a wide degree of offenses, the punishment on the first offense will range from three (3) days suspension to suspension for the remainder of the semester and the following semester. Also see Unwanted Touching section.

## **SIGNS**

All signs posted in Faver 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 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. 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.

## **STUDENT WELFARE / CHILD ABUSE**

Employees of the Guthrie Public Schools are required by law to report suspected child abuse victims to the Department of Human Services. In suspected cases of physical and sexual abuse, local authorities may question the victim at the school site without the principal obtaining permission from the victim's parent/guardian.

## **SUBSTITUTE TEACHER POLICY**

Failure to comply with school rules while under the direct supervision of a substitute will result in immediate administrative disciplinary action.

## **SUSPENSIONS**

It is the philosophy of the Guthrie Public Schools that no student be permanently suspended from school unless every means has been exhausted in trying to teach the student respect for policies and guidelines of the school.

However, when it is evident a student has no interest in an education, is a behavior problem, or is a chronic truant, the Administration must take action suspending said student in the best interest of the school as a whole. **Out-of-school suspensions shall be served on consecutive school days until completed. A student will not be allowed to participate in any school activity during the time of the suspension and until the day following the last day of the suspension.**

Any student who has accumulated in excess of three (3) suspensions for attendance or disciplinary action may be suspended for the remainder of the semester, for the following semester, or longer if allowed by law in extreme cases.

While serving a suspension, a student will not be allowed on campus or allowed to attend or participate in any school sponsored activity. If this policy is violated, a suspension of three (3) days, the remainder of the current semester, and/or the following semester may be added to the current suspension.

While suspended or in "In-School Supervision" (ISS) a student may not take part in any school activity including

extracurricular practices.

## **TARDIES**

Any time missed from class is to be made up. A tardy is defined as not being in the classroom when class begins.

## **TELEPHONE USAGE**

Classroom phones are not to be used by students. Messages will be delivered to students as necessary.

## **TESTING FOR INITIAL PLACEMENT OF HOME SCHOOLED / NON-STATE ACCREDITED SCHOOL STUDENTS**

When a student transfers in from home or non-state accredited schools, they will be placed at the last level reached in an accredited high school. If proof is presented that home or non-state accredited private courses have been taken, testing will be given to that level.

The following rules apply:

- Testing is by appointment only.
- Passing scores on the test(s) will be 90%. If the test(s) is (are) passed by at least that score, credit will be given on the high school transcript.
- If the test(s) is (are) not passed, the student will be placed at the level last attained in a state accredited school.
- Placement testing is given only once per subject.
- If no testing is requested, the student will be placed at the ninth-grade entry level or at the level indicated by their last state accredited school transcript.
- Testing will be scheduled through a guidance counselor.

## **TESTING OUT OF CLASSES**

Upon the request of the student, parent, guardian, or educator, a student will be given opportunity to demonstrate proficiency in one or more areas of the core curriculum.

1. Tests will be by appointment only. The contact point for testing will be in the Guidance Counselor's Office. 2.

Qualifying students are those who are legally enrolled in Guthrie High School.

3. The passing scores will be 90% with no retest during the same testing period.

4. Tests will cover:

- a. the entire course content;
- b. Oklahoma Academic Standards;
- c. the subject matter taught at Guthrie High School.

5. No one will be allowed to test out of any class for which they have already taken a more advanced class in the same subject area.

6. A passing grade will result in the course being put on the transcript for credit but with no letter grade. Credit for graduation will be given as a class passed.

7. Failure to demonstrate proficiency will not be noted on the transcript.

## **THROWING OBJECTS**

Due to obvious danger, throwing of any objects (including snowballs and ice balls) will not be tolerated. If an item is thrown that could cause damage or injury, the penalty will be the same as fighting; the exception is if a serious injury is caused then the student may be suspended for the remainder of the semester and/or for the following semester.

## **TOBACCO**

In compliance with State Laws of Oklahoma, it shall be the policy of the Guthrie Board of Education that the use of, or possession of, tobacco products (including smokeless tobacco), including paraphernalia, synthetic cigarettes (Vapes, electronic) in any form, by students while attending school, in/on school premises, and at school-sponsored activities is prohibited.

Any student in violation of said policy will face immediate disciplinary action and a possible citation from the Oklahoma ABLE Commission.

- 1<sup>st</sup> Offense: Parent conference / phone contact and suspension from school for five (5) consecutive days. (See Suspension Policy.)
- 2<sup>nd</sup> Offense: Parent conference / phone contact and suspension from school for ten (10) consecutive days. (See

Suspension Policy.)

- 3<sup>rd</sup> 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.*

## **TEN-DAY DROP:**

After the 10<sup>th</sup> consecutive day of unauthorized absence, students will be dropped from attendance rolls.

## **TRUANCY LAW:**

Parents can be fined if they allow students to remain absent from school. Under the State Truancy Law, the district must report truancy to the appropriate authorities. Penalties may be assessed by a truancy officer.

## **UNAUTHORIZED ABSENCE:**

A student who fails to check out when leaving school anytime during the school day, leaves class without permission, or does not report to a specific location is subject to disciplinary action.

## **UNWANTED TOUCHING**

Any situation in which one student makes aggressive contact in any manner on another student.

- 1<sup>st</sup> Offense: three (3) day suspension
- 2<sup>nd</sup> Offense: five (5) day suspension
- 3<sup>rd</sup> Offense: ten (10) day suspension Also see Sexual Harassment Section.

## **UNWRITTEN REGULATIONS**

Each year, there are a few things including some “fads” that appear on our campus. We are not listing these, nor are we making a regulation to cover all of the problems that may arise. When a fad begins on the campus and a “nuisance” develops, we shall immediately eliminate the nuisance.

## **VALEDICTORIAN AND RANK IN CLASS**

A valedictorian is defined as a student who has achieved the highest degree of academic excellence in school. To be considered for valedictorian status, students must be enrolled at Guthrie High School at the beginning of their senior year.

Candidates for valedictorian may not have a grade below an A in any non-weighted class and must not have a grade below a B in any Advanced Placement (AP) or college concurrent course.

Candidates for Valedictorian must be students of good character. Therefore, they must not have had any disciplinary record of suspension and must not have earned any NC’s (No Credit) on their transcript.

8th grade courses transcribed for high school credit shall be calculated in overall GPA.

In order to be considered for Valedictorian, students must have taken at least one AP or college concurrent enrollment course, or the highest-level core class for which they are eligible, from each of the four core subject areas (English, Math, Science, and Social Studies.) Coursework to be considered must be transcribed before second semester of a student’s senior year, unless exception has been granted in advance by the high school principal.

PreAP, AP, and approved college concurrent enrollment courses will be scored on a 5.0 grading scale. Students maintaining a 4.0 GPA will be recognized as a valedictorian for scholarship purposes. The students with the highest and second highest GPAs in the graduating class will speak at commencement exercises.

If any of the aforementioned regulations are compromised between May 1st and the date of graduation, the Valedictorian candidate may forfeit his/her recognition of said academic distinction.

### **VANDALISM, THEFT, 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 ten (10) days, to the remainder of the semester and the following semester, and/or appropriate civil action.

### **VEHICLES – FAVER SCHOOL CAMPUS SPEED LIMIT IS 5 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. A vehicle registration form with a copy of driver's license is to be completed and filed with the school office.

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.

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 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 disciplinary measures.

Students are not allowed in the parking lot or in parked cars during the school day.

Each vehicle is to be registered with the Faver Office by the student. Students must hold a current driver's license.

**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 Office, sign in with a valid ID through the SchoolSafeID kiosk and receive a visitor badge 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 Office for assistance. Visitors with infants must remain in the 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 local media outlets 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 Faver Office then the GHS 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**

A. Acquired Immune Deficiency Syndrome (AIDS) prevention education shall be taught in the public schools of this state. AIDS prevention education shall be limited to the discussion of the disease AIDS and its spread and prevention. Students shall receive such education at the option of the local school district:

1. a minimum of once during the period from grade five through grade six;
2. a minimum of once during the period from grade seven through grade nine; and
3. a minimum of once during the period from grade ten through grade twelve.

B. The State Department of Education shall develop curriculum and materials for AIDS prevention education in conjunction with the State Department of Health. A school district may also develop its own AIDS prevention education curriculum and materials. Any curriculum and materials developed for use in the public schools shall be approved for medical accuracy by the State Department of Health. A school district may use any curriculum and material which have been developed and approved pursuant to this subsection.

C. School districts shall make the curriculum and materials that will be used to teach AIDS prevention available for inspection by the parents and guardians of the students that will be involved with the curriculum and materials. Furthermore, the curriculum must be limited in time frame to deal only with the factual medical information for AIDS prevention. The school districts, at least one (1) month prior to teaching AIDS prevention education in any classroom, shall conduct for the parents and guardians of the students involved during weekend and evening hours at least one presentation concerning the curriculum and materials that will be used for such education. No student shall be required to participate in AIDS prevention education if a parent or guardian of the student objects in writing to such participation.

D. AIDS prevention education shall specifically teach students that:

1. engaging in homosexual activity, promiscuous sexual activity, intravenous drug use, or contact with contaminated blood products is now known to be primarily responsible for contact with the AIDS virus;
2. avoiding the activities specified in paragraph 1 of this subsection is the only method of preventing the spread of the virus;
3. sexual intercourse, with or without condoms, with any person testing positive for human immunodeficiency virus (HIV) antibodies, or any other person infected with HIV, places that individual in a high-risk category for developing AIDS.

E. The program of AIDS prevention education shall teach that abstinence from sexual activity is the only certain means for the prevention of the spread or contraction of the AIDS virus through sexual contact. It shall also teach that artificial

means of birth control are not a certain means of preventing the spread of the AIDS virus and reliance on such methods puts a person at risk for exposure to the disease.

F. The State Department of Health and the State Department of Education shall update AIDS education curriculum material as newly discovered medical facts make it necessary.

### **ASBESTOS MANAGEMENT PLAN**

In accordance with federal law, Guthrie Public Schools has been inspected and approved for asbestos management. Asbestos plans are available for viewing during regular school hours, Monday through Friday, by contacting the Director of Operations at the Maintenance Department, located at 200 Crooks Drive, Bldg #4, Guthrie, OK.

### **CELEBRATE FREEDOM WEEK**

Act 682 of 2003 created "Celebrate Freedom week" in public schools the week in which November 11 falls. This law was created to educate students about the sacrifices made for freedom in the founding of this country and the values on which this country was founded. During "Celebrate Freedom Week" all social studies classes shall include instruction to help students focus on the freedoms offered in the United States of America. Suggested topics of study are included in the text of Act 682 of 2003, but the instruction is left up to the individual school district. In an effort to assist educators and curriculum coordinators with program and lesson plans for Celebrate Freedom Week, ADE has compiled the following ideas. These are only suggestions, and school are encouraged to select their own creative ideas for "Celebrate Freedom Week." To view the wording of the law, please refer teachers in your district to: <http://arkedu.state.ar.us/commemos/customer.cig>.

### **CIVIL RIGHTS COMPLIANCE AND ASSURANCES NOTICE OF NON-DISCRIMINATION**

Guthrie Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or disability in its program and activities and provides equal access to the Boy Scouts and other designated youth groups. The Guthrie Public School System also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator. Procedural Requirements

Title VI, Title IX, Section 504, ADA July 2000.

### **AVISO DE DECLARACION NO-DESCRIMINATORIA**

Escuela Pública de Guthrie no discrimina raza, color, nacionalidad, genero, edad o incapacidad de admision a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningun aspecto de sus operaciones. El Escuela Publica de Guthrie tampoco discrimina en sus contrators o practicas de empleados.

Esta noticia es provista y requerida por el Titulo VI del Acto de Derechos Civiles de 1964, Seccion 504 del Acto de Rehabilitacion de 1973, Titulo IX de la Enmienda Educativa de 1972, en el Acto de Era de Discriminacion de 1975, y el Acto de los Estadounidenses con Habilidades Diferenciadas de 1990. Preguntas, quejas, o para mas informacion con respecto a estas leyes pueden ser recibidas por el coordinador de quejas.

Nombre / Titulo: Superintendente de las Escuelas  
Publicas de Guthrie

Direccion de Oficina: 802 E. Vilas, Guthrie, OK  
73044 Numero Telefono (correro (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**

1. Internet-related systems (including but not limited to: computer equipment, software, operating systems, network accounts providing electronic mail, World Wide Web browsing software, File Transfer Protocol, network and intranet

- systems, etc.) are the property of Guthrie Public Schools. They are to be used for educational purposes, which service the interests of the school district, our students, and patrons during the course of normal operations.
2. Communications on these systems are not private. While the school administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the District system remains the property of the District. Despite security precautions, there is no absolutely fail-safe way to prevent an unauthorized user from accessing stored files.
  3. Monitoring: the district reserves the right to monitor all employee and student use to ensure proper working order, appropriate use by students and employees, the security of school data, and the retrieval of the contents of any user communications on these systems. Management may access user files, including archived material of present and former users, without the user's consent, for any purpose related to maintaining the integrity of the network, or the rights of the District or other users, or for any other reasonable purpose.
  4. Personal use: personal use of the systems is authorized within reasonable limits as long as it does not interfere with or conflict with educational purposes. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. School equipment may not be used for commercial purposes.
  5. E-mail is the property of the school district. There should be no expectations of privacy where e-mail is concerned. E mail is subject to disclosure under the Open Records Act, subpoena, or court order.
  6. Users are responsible for backing up data on a daily basis. This is an important function designed to maintain records of communications and activity which replaced (or supplements) maintaining files containing memoranda, correspondence, etc.
  7. Any attempt to violate the guidelines, terms and conditions for use of technology, the network, or the internet may result in revocation of user privileges, other disciplinary actions consistent with Board of Education Policy and existing practice regarding inappropriate language or behavior including suspension, expulsion, dismissal, or appropriate legal action.
  8. No student or employee of the district may maintain a web presence on behalf of the school or related to the school other than that authorized by the school district. Any employee who wishes to publish a web page on behalf of the school or a school organization must attend the web page training provided by the district.
  9. School equipment may not be used to access or post to any material that is illegal, offensive, abusive, or slanderous, either in text or graphic format.
  10. All software installed on school equipment must be properly licensed to the school district. Software that is not properly licensed may not be installed on district-owned equipment.
  11. District software may not be copied for personal use except where explicitly provided for by the manufacturer's license agreements.
  12. Users may not access or tamper with another users account.
  13. The network may not be used for political activities.
  14. The use of chain letters, "spam" or "letter bombs" is prohibited.
  15. All copyright laws must be observed at all times.
  16. Every user of the network must have a signed Acceptable Use Policy document on file in the principal's office of their respective school.
  17. The District makes no warranties of any kind, neither expressed nor implied, for the internet access it is providing. The District will not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service, for the accuracy, nature or quality of information stored on District diskettes, hard drives or servers, nor for the accuracy, nature or quality of information gathered through district-provided internet access.
  18. The District will not be responsible for unauthorized financial obligations resulting from district provided access to the internet.
  19. Access is a privilege, not a right. All users of the district's network and other technological resources are responsible for respecting and adhering to local, state, federal and international laws and guidelines governing use of information and the available technologies.
  20. Personal computers are the responsibility of the owner.
  21. Any item being purchased with District funds must be approved by the Director of Technology. This includes hardware, software, and Professional Development training.

## **DIABETES MANAGEMENT**

Guthrie Public Schools provides nursing services that promote a student's ability to learn.

Our goals are to:

- assist students in learning how to take care of their health.
- ensure a safe school environment.
- promote good control of a student's health condition so they are ready to learn.

Diabetes can affect a student's ability to learn if it is not under good control. To help us meet these goals, Guthrie Public Schools has a nurse who is a certified diabetes educator. She works with school, personnel, individual students with diabetes and their families, and the student's health care provider.

**As a reminder, each year we need to have the following information for your child:**

- **written diabetes management plan from your health care provider.**
- **signed authorization by parent/guardian for medication and treatment at school.**
- **completed Diabetes Questionnaire filled out by parent/guardian/student.**

In addition, adequate supplies, as listed in the student's diabetes management plan, must be provided at school: ● snacks or glucose tablets to treat low blood sugar

- medications
- blood glucose meter, strips, and supplies
- ketone testing strips and equipment
- Glucagon

We are looking forward to helping your child with diabetes be successful in school. Please feel free to contact us with any questions or concerns.

## **ELIGIBILITY**

When co-curricular and/or interscholastic programs are scheduled during the school day, a student must be eligible according to the following guidelines of the Oklahoma Secondary Schools Activities Association:

### **A. ATTENDANCE REGULATIONS**

1. School Activity: These are extracurricular activities, whether sponsored by the school or outside agency, which remove the student from class for more than half a class period.
2. The total number of student activity absences allowed for one class period per student shall be ten (10).
3. Once a student has had ten student activity absences (per school year) from any one class period, the student must be reported to the principal's office for consideration for further absences for student activities.
4. A student is expected to attend classes 90% of the time in order to participate in school-sponsored activities.

### **B. SCHOLASTIC ELIGIBILITY**

(Information taken from OSSAA RULES AND REGULATIONS)

#### **Section 1: Semester Grades**

- a) A student must have received a passing grade in all subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. If a student does not meet minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next semester he/she attends.
- b) A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
- c) Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

#### **Section 2: Student Eligibility during a Semester**

- a) Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
- b) A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of his/her probationary one-week period, he/she will be ineligible to participate during the next one-week period. The eligibility periods will begin Monday and end on Sunday.
- c) A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday). d) "Passing



grade” means work of such character that credit would be entered on the records were the semester to close at that time.

### **Section 3. Special Provisions**

- a) An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three (3) weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three (3) week period.
- b) Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision Rule 3, Section 3-c, if the incomplete grade was caused by an unavoidable hardship. (Example of such hardships would be illness, injury, death in family, and natural disaster.) (Board policy allows a maximum of two (2) weeks to apply this exception.)
- c) Schools may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

### **Section 4. Special Education Students**

- a) Students who are enrolled in special education class, have an Individual Educational Plan, and have been certified by the principal as doing a quality of work which may, with the approval of the Board of Directors, be accepted as eligible under this rule.

### **ENROLLMENT REGULATIONS**

All students must be enrolled in seven hours per day. The only exception to this rule is a student on an IEP or those enrolled through the counselors’ office in concurrent enrollment.

All students **MUST PROVIDE** two Proofs of Residence. These can be in the form of a copy of a current utility bill, renter’s agreement, or real estate contract.

A **new resident student** is one that has established a legal residence within the school district and is living with custodial parent or court-appointed guardian. New resident students **MUST PROVIDE:**

1. Two Proofs of Residence
  - a) A copy of a current utility bill, renter’s agreement, real estate contract, etc.
  - b) An Enrollment Declaration form certified by the Guthrie Public Schools’ Transportation Department.
2. Immunizations Records
3. Copy of Birth Certificate
4. The name, address, phone and fax number of the previous school attended
5. CDIB (Certified Degree of Indian Blood), if applicable
6. Official withdrawal form from previous school if enrolling after the start of school
7. Transcripts from previous school attended (high school students only)
8. Social Security Number, if available
9. Special Education Records or Gifted/Talented Records, if applicable, are helpful in ensuring the proper placement of student.

Other information that may be required:

Proof of custody / guardianship – court appointed papers (signed by a judge) denoting custody for students not living with both parents listed on the birth certificate.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s educational records within 45 days of the day the District receives a request for access. Parents of eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangement for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education record that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to

the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education  
600 Independence Avenue SW  
Washington, D.C. 20202-4605

### **FIRE, TORNADO, AND EMERGENCY SITUATIONS**

All emergency drills will be performed in accordance with the State Department of Education accreditation regulations.

FIRE --- The alert for fire will be the fire alarm.

TORNADO--The alert for a tornado will be an announcement via intercom.

EARTHQUAKE – The alert for earthquake will be an announcement via intercom.

LOCK DOWN-- The alert for Lock Down will be announcement via intercom..

LOCK OUT– The alert for Lock Out will be an announcement via the intercom.

TRAIN DERAILMENT – The alert for Train Derailment will be an announcement via the intercom.

Periodic drills will be held to familiarize the students with emergency procedures. All students are to remain with their teacher for roll to be taken once safely away from, or in secure area of, the building.

### **GRADUATION POLICY**

Guthrie High School recognizes that graduation ceremonies are important events for our students, parents, guests, and the community. *Note:*

*Twenty-four units (credits) are required to participate in graduation exercises.*

To ensure that graduation exercises are enjoyable and dignified for all participants and spectators, the Board of Education has approved the following requirements:

1. A student shall be a graduate of Guthrie High School and entitled to a high school diploma whenever that student has:

a. Successfully completed the minimum number of credits established by the District for graduation; and b. if the student elects to participate in graduation ceremonies, completes such exercises in accordance with this policy.

2. Any student who elects to participate in graduation exercises will still be considered a student of this District until such ceremonies have been completed. The graduation process is “completed” after the graduation program and the last student has exited the premises.

3. Any student who elects to participate in graduation and other related senior activities will be required to be in good disciplinary standing with Guthrie Public Schools, Meridian Technology Center, and any other concurrent enrollment institution.

4. All students participating in graduation ceremonies will be required to abide by school relations as outlined in the Student-Parent Handbook. In addition, students shall not engage in the following conduct during graduation exercises:

- a. throwing objects into the air;
- b. engaging in any disruptive activity which substantially interferes with the graduation process or the rights of other individuals;
- c. using or possessing air horns and similar items;
- d. wearing decorated mortar boards or clothing outside of academic recognition.

Please refer to the Graduation Compliance Letter issued in May for graduation dress code specifics.

5. The administration shall have the power to impose discipline on any student who commits any act referred to above. It is recommended the administration take necessary steps to impose discipline as soon as it is convenient after completion of graduation exercises.

6. Students who are found, after an informal hearing process conducted by the administration, to have committed any of the acts described above shall be subject to discipline. Such discipline may include, but is not limited to, suspension from school for the remainder of the semester if the graduation ceremony is held prior to the end of school.

## **GRADUATION: STATE, LOCAL, and NCAA REQUIREMENTS**

This section is for general information only. Each individual is responsible for working with his/her counselor in progressing towards meeting the requirements set forth by the State Board of Education and Guthrie Public Schools.

NCAA requirements change yearly, and students should meet with the athletic director's office or senior counselor to receive information concerning athletic eligibility through the NCAA Clearinghouse. This should begin during the student's freshman year and should be checked yearly for changes.

To receive senior status, a student must have successfully completed seventeen (17) units/credits and 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 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> 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.)

See College / Work Ready & Core Curriculum Requirements on next page.

<b>Oklahoma College Prep/ Work Ready</b>
<i>See the Course Selection Handbook for complete information.</i>
<b>CLASS</b>
<b>English (4 credits required)</b>
English 1 (required)
English 2 (required)
English 3 (required)
English 4 (required)
<b>Math (3 credits in HS)</b>
Algebra 1 (required)
Geometry (required)
<b>Science (3 credits )</b> *see domains listed in Course Selection Handbook
Biology 1 (required)
<b>Social Studies (3 credits)</b>
OK History .5 cr (required)
Government .5 cr (required)
World History (required)
US History (required)
<b>Foreign Language - 2 years of same FL or 2 years of Computer Technologies (KB does not qualify.)</b>
<b>Additional 1 Credit from Above Categories</b>
<b>Personal Financial Literacy .5 credit required</b>
<b>Fine Arts (1 credit required-can be mixed)</b>
<b>Electives (8 credits)</b>
25 credits required for graduation, with the above areas satisfied.

<b>Core Curriculum</b> *Requires Parent Approval *NOT Accepted for OK Promise or NCAA
<i>See the Course Selection Handbook for complete information.</i>
<b>CLASS</b>
<b>English (4 credits required)</b>
English 1 (required)
English 2 (required)
English 3 (required)
English 4 (required)
<b>Math (3 credits in HS)</b>
Algebra 1 (required)
Geometry (required)
<b>Science (3 credits )</b> *see domains listed in Course Selection Handbook
Biology 1 (required)
<b>Social Studies (3 credits)</b>
OK History .5 cr (required)
Government .5 cr (required)
World History (required)
US History (required)
<b>Fine Arts (1 credit required)</b>
<b>Computer Technologies (1 credit required)</b>
<b>Personal Financial Literacy .5 credit required</b>
<b>Electives (10 credits)</b>
25 credits required for graduation, with the above areas satisfied.

## **IMMUNIZATION**

Oklahoma State Health Department requires all students to be immunized. Guthrie Public Schools, in accordance with these laws, requires every student enrolling to have proof of immunization. Students will not be allowed to enroll without necessary immunizations. Parents or students may check the school website for immunization guidelines.

### *Free Clinics*

Many insurance companies will pay for the required immunizations. If not covered by your insurance, there are free clinics available.

### Site Hours

Logan County Health Dept. Daily Monday thru Friday 215  
Fairgrounds Road 8:00 a.m. – 11:00 a.m. & Guthrie, OK  
73044 1:00 p.m. – 4:00 p.m.  
405-282-3485

## **INSURANCE**

Insurance is required for all students participating in extracurricular activities before they take part in any practice, scheduled contest, or class.

Students already covered by a family insurance policy may have a parent sign a waiver to this requirement. **THE SCHOOL ASSUMES NO RESPONSIBILITY FOR THE SETTLEMENT OF CLAIMS.** *The school must have proof of insurance by the start of the eighth day of class or the student will be dropped from that class and assigned another class/subject.* **NO EXCEPTIONS!**

## **TITLE IX**

The Guthrie Public School system hereby agrees that it will comply with Title IX of the Educational Amendments of 1972 which states that no person in the United States shall, on the basis of sex, be excluded from participation in, denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. The School District is an equal opportunity employer.

It is, therefore, the policy of the Guthrie Independent School District No. I-1, Logan County, to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to the Title IX Coordinator, Guthrie Public Schools Administration Building, 802 East Vilas, Guthrie, OK, 73044; telephone (405) 282-8900.

## **DISCLAIMER**

The preceding discipline steps are meant as a guide only. In severe or unusual cases, the judgment of the Administrator will take precedence. The Guthrie Public School Policy Manual will also be used in regard to school-student relationships. A copy of this policy F-30 through F-41, can be viewed on the Guthrie Public Schools website at [www.guthrie.net](http://www.guthrie.net).

## **ASVAB TESTING AND STUDENT ACCESS TO MILITARY RECRUITERS**

It is the policy of the board of education to take part in testing programs with the aim of providing all students with information designed to help them recognize their talents and to assist them in planning their education and career paths. Therefore, the district will provide students in grades ten through twelve (10-12) an opportunity to take the Armed Services Vocational Aptitude Battery test (ASVAB), or an alternative assessment as provided below, and to consult with a military recruiter.

The ASVAB or alternative assessment will be scheduled during normal school day hours and at a time that limits conflicts with extracurricular activities. The district will provide to students and their parents or legal guardians in grades ten through twelve (10-12) the date, time, and location of the scheduled administration of the ASVAB or alternative assessment.

At the discretion of the board of education, the district may administer an alternative assessment in lieu of the ASVAB, provided the alternative assessment meets the following criteria:

1. it assesses a student's aptitude for success in a career field other than a career field that requires postsecondary education;
2. is free to administer;
3. requires minimal training and support of school faculty and staff to administer the test; and
4. provides each student with a professional interpretation of the test results that allows the student to explore occupations that are consistent with each student's interests and skills and to develop strategies to attain career goals.

Regardless of whether the district offers the ASVAB or an alternative assessment, the district will permit each student taking the assessment with an opportunity to consult with a military recruiter. Individual student meetings with recruiters will be permitted on dates and times approved by the building principal or the principal's designee, which will be advertised to students and their parents and legal guardians.

Reference: OKLA. STAT. tit. 70, § 1210.508-5.

# **Guthrie Public Schools**

## **Transportation**

### **Department**

Employee Policy & Procedure Handbook

~~**2024-2025**~~ **2025-2026**

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

**THIS INCLUDES VAPOR PRODUCED BY AN ELECTRONIC CIGARETTE OR SIMILAR DEVICE**

## **Philosophy**

Guthrie Public Schools' buses and school vehicles are operated as a service to transport students to and from school and other Board-approved functions safely and efficiently. Driving a bus should not be an interruption in our day, and it is our intent that the experience students have with the Transportation Department is a pleasant one. We will attempt, within our capabilities and resources, to treat everyone equally. The school district intends for all employees to be treated fairly. Every effort will be made to make the employee's job as pleasant as possible. A cooperative effort on the part of the employee, site principals, and Central Office personnel should result in the smooth operation of the Transportation Department.

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

This handbook is intended to provide Guthrie Public Schools' transportation employees with the basic information, rules and regulation necessary to effectively operate and maintain the department. The information contained in this book is to be used in conjunction with the GPS Policy Manual, District Support Personnel Handbook, Parent/Student Bus Rider Handbook, the School Bus Driver Manual published by the State Department of Education, and the Oklahoma Commercial Driver's Manual published by the Oklahoma Department of Public Safety.

## **Applicability**

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

## **Requirements for Guthrie Public Schools Bus Drivers**

- Hold a valid Oklahoma CDL with appropriate endorsements.
- Demonstrate to the satisfaction of the Director of Operations or Route Supervisor, or his/her designee, the ability to operate a school bus.
- Be a responsible driver.
- Must maintain an Oklahoma School Bus Driver's Certificate from the State Department of Education.

## **Expectations for Transportation Employees**

1. Be honest and trustworthy.



2. Be courteous to parents and students, and cooperate with all transportation staff, principals, teachers, and other school officials.
3. Must comply with all laws, policies, rules, and regulations set forth by the legislature, State Board of Education, local Board of Education, local administration, and Transportation Department.
4. Be willing to accept necessary modifications to assigned routes.
5. Attend meetings called by the Director of Operations or Route Supervisor.
6. Show proper care and respect for equipment at all times.
7. All drivers and/or monitors are required to maintain their bus in excellent condition including cleanliness (inside and out), pre-trip & post-trip inspections, proper fluid and fuel levels at all time, and submit work orders for any shop work when needed.
8. All drivers and monitors are required to fully clean their bus (per Director's instructions) at the end of school year and submit it for inspection approval.
9. At the end of the year, buses must be cleaned and inspected before check-out. IF necessary, employees will be paid up to 4 hours extra for cleaning their assigned bus after approval is obtained.
10. Show proper respect for the students.
11. Carry a watch or timepiece of some kind at all times while on duty and keep its time correct.
12. Fill out all applicable forms completely, accurately, and in a timely manner.
13. DRESS ATTIRE must be neat in appearance:
  - a. Vulgar or suggestive language, pictures, or symbols shall not appear on any clothing worn.
  - b. Must wear shoes while on a school bus. All shoes must be secured to the feet at the heel and have a closed toe. No open-toe shoes for either drivers or monitors are allowed.
  - c. Every driver must wear a shirt. No tank tops or sleeveless undershirts on school property. Clothing that reveals undergarments or clothing of a similar nature is unacceptable.
  - d. If shorts are worn, they must be of Bermuda or walking-short length (not more than 3 inches above the knee). No ripped jeans, shorts or cut-offs – unless hemmed, are allowed.
  - e. Tight-fitting pants or clothing so tight as to be considered "revealing" is unacceptable.
  - f. No halter-tops or tube tops.
  - g. No pajama pants.

**Be on time for work.**

- Employees are expected to clock in at the transportation terminal or as the Director of Operations approves. YOU MAY NOT CLOCK ANYONE ELSE IN OR OUT.
- Full-Time drivers and monitors:
  - Clock-In 45 minutes before your route starts. Otherwise you may be considered late and your duties could possibly be covered by a substitute.
  - Clock-Out within 5 minutes of a 6-hour or 7.5-hour day, depending on contract hours.
- Hourly drivers and monitors:
  - Clock-In 45 minutes before your assigned route starts.
  - Clock-Out 20 minutes after your assigned route ends.

The use of remote clock-in/-out will not be allowed or accepted. Times may vary IF unexpected delays occur during drive times (mechanical issues, accidents, etc.). There will be NO comp time without approval first. ALL comp-time should be paid out each pay period for 9-month employees. Time may vary as specified by the Director of Operation, Supervisor, or their designee.

- A minimum of 2 hours notification to a supervisor is required for any absence. If less than 2 hours is provided, you may be considered a “no-show” unless the absence is considered an approved emergency as determined by the Director of Operations.
- When an emergency arises, contact a Supervisor as soon as possible. Emergency absence approval is at the discretion of the Director. Drivers are placed in their honor not to abuse this accommodation. Absences for personal convenience or excessive absences could result in corrective action up to and including termination.
- The Transportation Office and Maintenance shop are business areas. Please do not carry on unnecessary conversation with the office personnel and the mechanics.
- NO SMOKING OR TOBACCO USE IS ALLOWED ON SCHOOL PROPERTY. THIS INCLUDES VAPOR PRODUCED BY AN ELECTRONIC CIGARETTE OR SIMILAR DEVICE.
- Profane, vulgar, or suggestive language is not permitted on the bus, during or around any school activity or on school property. This includes the transportation complex.
- No drivers or monitors are allowed beyond the yellow line in the garage. This is a safety violation and could result in a fine from OSHA. Employees are not permitted to congregate in the garage. The transportation lounge is provided for your use prior to and after running bus routes.
- Report all school-related injuries that happen either to yourself or a student, immediately to a supervisor. An accident/incident form is available in the Transportation office.

### **Use of Cellular Phones**

Most drivers and monitors carry a cell phone. If you so choose they may be used to keep in contact with parents/guardians by text or call.

Cell phones are not to be used while the bus or district vehicle is in motion. They are to be used only for an emergency situation that may arise during the time the route is being driven. If a cellular phone must be used, pull over at a safe location, secure the bus or district vehicle, then make the call or text (HB 1965 & SB 183). Driver headsets and/or Bluetooth items are not permitted on a bus.

### **Child Check Procedure**

Before exiting the bus, the driver and/or monitor will make a walk-through of the bus to inspect for sleeping students, lost or forgotten items, vandalism, or other damage to the interior of the bus. LEAVING A CHILD ON A BUS ALONE COULD RESULT IN CORRECTIVE ACTION UP TO AND INCLUDING TERMINATION.

### **Parking – Buses and Personal Vehicles**

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

Personal vehicles are to be parked in the lot on the west side of the practice football field, or the area west of the bus lot, do not park north of the maintenance parking sign, or in the upper parking lot to the east of the garage area (GUES). Personal vehicles may be parked temporarily in the office parking area while signing in or out in the dispatch office. **Vehicles may not be left in this parking area otherwise.** This area is reserved for office personnel and visitors. No double-parking

## **Bus and Route Assignments**

Buses and routes are assigned to drivers and monitors by the Director of Operations, Route Supervisor and Route Coordinator, and are subject to change at any time. Drivers and monitors may be consulted as a part of the change process, but must be willing to gracefully accept any required change in their route assignment.

Proper care and/or lifespan of any bus are key factors when assigning or changing buses.

## **Route Openings**

The following procedures are the method by which the Transportation Department will attempt to fill open routes. It should be noted, however, that this procedure is subject to change when deemed necessary. Openings will be posted for three days before being filled with a qualified applicant.

- Drivers desiring an open route will apply for the open route posting.
- Selection will be based on attendance history, driving skills, accident record, adherence to District policies, professionalism, legitimate complaints received and student management.
- The Director of Operations or his/her designee will make the final selection after review.

## **Substitutes, Coaches and Trip Drivers**

Substitutes, coaches, and trip drivers carry the same responsibilities and expectations as a regular driver and are subject to the same rules and regulations.

- Full-time substitutes – 6-hour AM and PM drivers or monitors who report to the dispatch office at a specific time each day. They will drive or monitor any route assigned to them by the dispatch office. Check with the office to determine the AM and PM time to arrive.
- On-call substitutes – drivers or monitors who are used on an “as needed” basis, for a specific route as assigned by the dispatch office.

## **Bus Evaluations, Observations and Discipline**

All employees will undergo a written evaluation of their performance annually. The director of Operations, or another supervisor will conduct this written evaluation. Employees who are found deficient in any area will be put on a plan of improvement. Bus observations may be conducted by the Director, a supervisor, or their designee.

Discipline procedures will follow a progressive pattern as follows:

- 1<sup>st</sup> Offence – verbal warning is issued and documented in personnel file.

- 2<sup>nd</sup> Offence – written warning is issued with possible suspension without pay.
- 3<sup>rd</sup> Offence – written warning, corrective action up to and including termination.

### **Driving Regular Bus Routes**

Regular bus route, as used in this handbook, refers to any regularly scheduled trip a bus makes for which there is a printed schedule. All bus routes have a printed schedule with designated stops, a list of students riding by stop, and a corresponding map. Keeping these documents current is the responsibility of the driver and a supervisor.

Dry runs (practicing assigned routes on a bus) are mandatory within 3 days prior to the first day of school. Check directions, timing and stops listed on your route sheet to ensure on-time performance and route information integrity. If edits are required, please see a supervisor immediately to set an appointment for revisions.

### **State Department of Education Requirements for School Bus Drivers in Oklahoma School Bus Driver Certification Standard Certificate**

Qualifications of a school bus driver

Certification Requirement (Excerpts from OAC 210:30-5-1\_

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

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

### **Transportation for Special Needs, IEPs, and other student concerns Responsibilities of the driver and/or monitor**

An orientation for transporting students with special needs, IEPs and other student concerns will be scheduled at the beginning of each school year. The transportation orientation will include student information pertinent to the school bus driver and monitor regarding the student's

physical, mental, and emotional needs to assure a successful bus ride for their assigned students.

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

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

## **BUS DRIVER INFORMATION**

### **Routine Responsibilities of the Bus Driver**

**KEEP BUS WASHED & CLEAN! A dirty bus reflects poorly on the district.**

1. Operate the school bus in a safe and effective manner in order to minimize the risk of injury, property damage or loss of life.
2. Perform and record your pre-and post-trip inspections. (All lights and reflectors must be kept clean) If any of the following conditions are found during the pre-trip inspection, notify the Transportation Office, and the bus will be taken out of service until repairs are made: fluid leaks, cracked or broken glass, service door and/or emergency exits not

functioning properly, flat tire, separated tread or cords showing, head light, stop light or turn signal light burned out; loads not working.

3. When you fuel your bus, stay with it. When the tank is full, replace the fuel cap, hang up the hose and move your bus. Please be very careful that the information put into the computer at the pumps is correct. Never put the tenths of a mile shown on your odometer into the computer.
4. **YOU MUST SUBMIT A WORK ORDER FOR ALL MAINTENANCE NEEDS**
5. Maintain the accuracy of your route sheets, student rider list, route map and seat assignments.
6. Follow your route and schedule as printed. When you are unable to do so, report the reason you cannot so that proper adjustments(s) can be made. Be sure you do not leave your first stop early. It is much better to run one- or two-minutes late than to run even one minute early.
7. If a child does not know where to disembark from the bus, notify the office as soon as you have made your discovery and you will be instructed as to what you should do.
8. While students should know how to operate the emergency door, no student is to enter or exit through this door except during emergency drill or in the event of a real emergency.
9. No one other than your normal route students will be allowed on your bus.
10. No buses are to be parked in the office area, including in front of the garage, except when fueling. At the end of each run and after trips, park your bus in its assigned parking area only.
11. Close all windows, doors, and top vents, and lock the emergency door and the loading door at the end of each run and after returning from field trips.
12. Before you move your bus, look around to be sure you can begin to move without hitting something. Stay away from canopies at drive-in restaurants and service stations. Pay attention to what you are doing at all times.
13. Follow the prescribed 15-step loading/unloading procedure as per state law 47 O.S. 15109:
  - Start amber warning lights 300-100 feet before the bus stop. Turn on the right directional signal.
  - Pull completely off the road or as far to the right as possible and stop.
  - Set the parking brake and shift to neutral gear.
  - Turn off the right directional signal.
  - Visual search,
  - On older buses crack door, start red loading lights; on newer buses flip the appropriate toggle switch to start the red loading lights.
  - Visual search.
  - Open door.
  - Visual search (direct students).
  - Close the door.
  - Select gear and release the parking brake.
  - Visual search.
  - Turn on left directional signal. • Visual search, then proceed.
14. Check the interior of your bus after every run to make certain there are no sleeping children, or forgotten items, and to make sure that the bus is clean.
15. Place a box or suitable container for trash in the right front corner of the bus under the glove box. Keep this trash can empty and clean after each trip.
16. Every bus is to be swept a minimum of once each day. If two people drive the same bus, the bus should be swept after every trip. Trash is not to be swept onto the lot or the ground. Put it in a trash can!

17. If it is not necessary for you to fuel your bus each day, please fuel it when it reads ½ full. Do not park a bus with less than ½ tank of fuel in it. There is no excuse for running out of fuel on your route.
18. Make certain your bus has a fire extinguisher, first-aid kit, clean-up kit, and reflective triangles every time your bus leaves the bus lot. These items should be properly secured.
19. Inspect the fire extinguisher at least once a month to determine that it is still fully charged. If the fire extinguisher is not charged notify a mechanic.
20. Never leave the ignition key in your bus while it is parked. If you must leave the bus unattended, even for a very short period of time, take the key with you.
21. If you are using a spare key return the key to the box after each trip. The only reason to take a spare key with you is if you have an after-hours trip. Regular drivers will have a key to their route bus issued to them; they are responsible for bringing and keeping the bus key.
22. The speed limit around the bus complex is 5 MPS.
23. Be sure your bus is parked in its proper place, the windows are closed, all lights are turned off and all doors are locked.

## General Information and Requirements

Drivers will follow the designated route exactly as printed and will make no changes. Exceptions to this are roadwork/constructions areas, accidents, weather factors or an emergency as determined by a supervisor. When this happens, the transportation office will be notified immediately and an alternate route may be formulated. When the exception is cleared, the designated route will again be followed.

- Drivers will make their first stop and subsequent stops exactly at the time printed on the route sheet or a couple of minutes later but never early. Update routes often with a supervisor.
- No driver will arrive at the first school before **7:20 am** and will not unload students until an office radio all-call is made to release students at **7:30 am**.
- **Idle time is a max. of 15 minutes! Turn the key to accessory position and listen for radio traffic.**
- In the afternoon, NO DRIVERS will be at their first school before 3:00 pm except those traveling to Charter Oak Elementary.
- No driver will leave any school before **3:17 pm** after an office radio all-call is made authorizing departure for all buses unless prior approval is obtained from a supervisor.
- Stop for students to get on or off the bus only at the location designated by the route sheet.
- The transportation office must approve any exception in advance. Once departed, drivers will not go back to schools or stops (AM & PM) without prior approval from a supervisor. CALL DISPATCH FOR PERMISSION
- Drivers will never pass a waiting bus without prior approval from a supervisor. CALL DISPATCH FOR PERMISSION
- Seat assignments are encouraged either by name, grade or both on all regular route buses. (This is required information when an incident and/or accident occurs.)
- Drivers must wear their seat belts when driving a bus. Cited violations are the driver's responsibility.
- All students must be seated before moving the bus.

- Let no student on or off of the bus except at designated stops. The transportation office must approve any exception in advance. Should a student insist on disembarking at a stop that is not his own, do not physically try to stop the student. Follow district disciplinary procedures upon returning to the office.
- Drivers/monitors should make every effort to control the students on their bus. Enforcement of the bus rules should be consistent and reported in a timely matter.
- **Students are never allowed to sit in the driver's seat or operate any of the bus equipment.**
- Drivers/monitors do not have the authority to remove a student from the bus or deny them riding privileges if they are properly registered on that route. The district discipline policy will be followed to remove a student from the bus.
- **All drivers/monitors must use extreme caution about touching students, unless it is absolutely necessary and for safety purposes only.**
- Document all disciplinary conversations with students, even if a write-up does not occur.
- Never swing, point, or throw any object at a student, or threaten to strike a student.
- Observe all traffic laws.
- If you exit the bus for any reason, turn the ignition off and take the key with you.
- Backing a school bus requires prior approval from a supervisor, except when it is a necessary turn-around on route or backing into the bus lot. CALL DISPATCH FOR PERMISSION
- Drivers are expected to abide by the same rules as the students in regard to eating and drinking on the bus. Drivers may only take bottled water on the route with them. Exceptions for students and drivers that may require food are for documented medical reasons only.

## Traffic Violations

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

- Drivers who receive citations or fail~~ure~~ to devote full time and attention to driving while in the execution of their duties are subject to suspension or dismissal upon a plea of guilty, a forfeiture of bond, or conviction. Verified formal complaints of the same will merit the same consequences.
- Drivers who lose their CDL through Department of Public Safety action will immediately be suspended pending investigation, and are subject to dismissal.
- All other traffic violations not mentioned above will be addressed on a case-by-case basis, using these policies as guidelines.
- Drivers must report any citation received, either on- or off-duty, immediately to their supervisor. Failure to do so could result in corrective action up to and including termination.

## Pre-Trip and Post-Trip (Also See Addendums A, B, & C)

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

Safety for yourself and for other road users is the most important reason you inspect your vehicle.



Federal and state laws require that drivers inspect their vehicles prior to each trip. (FMCSR Part 396: Inspection and Repair) Failure to inspect your vehicle as required by law could result in corrective action up to and including termination. Federal and state inspectors may also inspect your vehicles. If judged to be unsafe, the vehicle will be “out of service” until it is fixed.

### **Daily Trip Sheets and Work Orders**

- Fill out a daily trip Sheet for your regular routes each day. Complete it fully and place it in the basket located on the dispatcher’s counter.
- If you discover something on your bus that needs immediate attention, write the problem on the daily trip sheet. If the mechanic has a question they will come to you.
- Drivers will use the FMX work order system to enter work orders.
- NO WORK ORDER EQUALS NO REPAIR.

### **Proper Use of Two-Way Radios**

Radios are to be used for school business only; personal use is not only against policy, it is also illegal. Always identify yourself when beginning and ending your conversation, i.e., “Bus 29 to Base” and “Bus 29 clear”.

- Adjust the volume on your radio and leave them at that setting.
- Leave the microphone in its hanger unless you are using it.
- Do not say anything over the radio that would compromise our position as a school district or that could impact anyone in a negative way. Do not make jokes or wisecracks. Always be professional.

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

- To report heavy traffic congestion.
- To report vehicle accidents.
- To report severe discipline problems on and off the bus.
- To report breakdowns.
- To report difficult or hazardous road conditions.
- To ask for directions.
- To report or receive rider information.
- To report or receive weather conditions.
- To report an angry patron approaching or attempting to board the bus.
- To report bus loading zone problems.
- To report or receive field trip information or problems.
- To report vandalism.
- To report medical problems.
- To report questionable behavior on the part of a patron.
- To report or receive route information.

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

### **Driver Accident Procedures**

Drivers are required to know and follow district accident procedures.

The accident procedures, a driver checklist, and a blank seating assignment chart should be included in a clipboard or expanding file and carried on each bus or school district vehicle at all times during use.

ANY time a bus or another district vehicle is damaged in ANY way, it is considered an accident. If and when a driver is involved in an accident, these steps are required:

- Stop and secure the vehicle – be sure to properly place reflective triangles. Do not let your vehicle become involved in or the cause of another accident.
- ASK IF THERE ARE ANY INJURIES, ETC.
- Radio/call into dispatch with location and a brief description of the accident.
- Make sure the students stay where they are seated.
- Render aid – first to your students and then to any other injured people.
- Fill out the seating assignments report with the student's full name and grade. \*AGAIN, ask each student individually if they are injured.
- Do not leave the students unattended for longer than absolutely necessary to perform safety obligations.
- Follow all instructions from law enforcement.
- Do not release students to leave the bus or school vehicle until released by law enforcement. If transferring to another bus or school vehicle take precautions for a safe transfer. If released to their parents, you must have positive identification and approval of the Director of Operations of Route Supervisor.
- Make statements only to law enforcement, school personnel, or our insurance company. DO NOT make any assumptions.
- A report must be made in writing on all accidents, no matter how minor the damage.
- Failure to report an accident will be grounds for dismissal.
- If you feel the other vehicle is about to move or drive off before a district supervisor arrives, take pictures of the scene (panoramic, point of impact, tag number if possible, etc.) even if it is through the bus windows.

### **Mechanical breakdown**

- Secure the bus or district vehicle in a safe location, if possible. Place the reflective triangles according to state law. CALL DISPATCH. Try to have some idea of the problem and relay that information.
- Do not allow anyone to attempt any mechanical repair except school personnel or their designees.
- If the bus is stuck, do not allow anyone to attempt to pull it out except school personnel or their designees.
- Under no circumstance should you leave the location until transportation personnel have arrived.
- Let the students know you are having mechanical problems
- Do not release students to anyone except their parents or guardians. You must have positive identification and approval of the Director of Operations or Route Supervisor.
- Do not allow students to walk home.
- Take special care in the transferring of the students from your bus to the replacement.

### **Drug Testing GPS Policy Manual – Section D-9, and D-9: A-B**

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

- Pre-employment drug and alcohol testing – every applicant who is offered employment with the district as a school bus driver will be tested for the presence of alcohol and drugs, as defined by the Testing Act. A positive result will be grounds for the withdrawal of the offer of employment.
- Random testing – all district drivers who hold an Oklahoma Commercial Driver's License will be put into a pool from which the random selections will be made. Selections are computer-generated. Once the selection for that particular test is made, those names will go back into the pool; this means that it is possible that a driver could be tested two or more times in a row.
- Testing will be conducted without prior notice. As a rule, testing will be conducted at the Maintenance Office.
- Post-accident – under certain conditions, post-accident drug and alcohol testing is required when an accident occurs. Contact the Transportation Office immediately after every accident for further instructions.
- Reasonable suspicion – supervisors have received intensive training to recognize symptoms of drug and alcohol abuse. Drivers who exhibit unusual behavior will be subject to drug and alcohol testing.

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

**The following offenses could result in corrective action up to and including termination:**

- Excessive absenteeism.
- Using a cell phone while driving a bus or other school vehicle – includes headsets, Bluetooth, and other distracting technology devices.
- Using tobacco, alcohol or drugs while on school property, whether students are present or not.
- Giving students cigarettes or tobacco in any form.
- Knowingly allowing students to use tobacco, alcohol or drugs on school property at any time.
- Giving students alcohol or drugs in any form.
- Leaving school sites before the scheduled departure time in the afternoon.
- Altering bus routes without prior approval, unless the roads are impassable. Notify dispatch if this is the case.
- Excessive accidents.
- Knowingly letting a student off or on the bus at any place except their assigned bus stop.
- Failure to perform driver pre-and post-trip inspections and fluid level checks.
- Failure to report an accident in which the driver is involved.
- Failure to report any traffic violation, on and off duty, or driver's license suspension.
- Careless or reckless driving of a school bus.
- Insubordination.
- Any other offense as addressed by district policy.

**Responsibilities of the Monitor**

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

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

### Working conditions

Bus monitors' hours and work schedules are determined on an annual basis. They may have to deal with loud and unruly children and harsh weather conditions when helping children on and off the bus. Bus monitors usually work full-time (6 hours) and sometimes on a seasonal basis, as they only work when school is in session. They usually are off on the holidays.

## **Addendum A – New Weekly report sheet Pre-Trip Inspection**

### Oklahoma SDE Pre-Trip and Post-Trip School Bus Inspection Report

This report is required each time students are transported in a school bus for any reason. Keep on file for at least ninety (90) days. OAC 210:30 5-1

These 14 steps are taken from the SDE Oklahoma School Bus Driver Manual. If any bus defect is found: (1) Document details on the back of this form; (2) Report defects to the school district's designated supervisor; (3) Keep documentation of completed bus repairs.

A checkmark in each box below to indicate the step have been completed. In the right column, indicate with an "X" if a repair is needed. PRE-TRIP Indicate with an "0" when repair is completed.

1. Raise the bus hood and check all fluid levels, each belt, and each hose
2. Examine each tire for proper inflation, adequate tread, and any wheel or tire damage.
3. Check the exhaust system for leaks, fumes or defects. The exhaust pipe should be flush with the back bumper, or if it is located behind the rear wheel, flush with the side of the bus.
4. Inside Bus: emergency reflectors, fire extinguishers, first-aid kit, bodily fluids cleanup kit (not expired)
5. Check that each bus seat and cushion is secure and has no tears or protruding metal.
6. Check that the bus's Emergency Exits open easily and the warning bussers are operable.
7. Turn on all bus lights. Use an assistant as needed to verify all are operable: (a) loading lights (b) directional signals (c) head lights (d) tail lights (e) clearance lights (f) reverse lights.

8. From the driver seat, check that these items are operable: (a) windshield wipers (b) washer fluid (c) horn (d) parking brake € foot brake/air brakes (f) heater (g) defroster (h) steering/steering wheel (i) gauges
9. Check each mirror for damage and assure each is properly adjusted. Check the driver's seat belt.

SPECIAL EQUIPMENT (when applicable): Check the operation of the bus's wheelchair lift, adaptive equipment and straps. Verify that a "strap/belt cutter" is located within reach of the bus driver. REPAIR NEEDED

District \_\_\_\_\_

Dates \_\_\_\_\_ Bus \_\_\_\_\_

Starting Mileage \_\_\_\_\_

Ending Mileage \_\_\_\_\_

Driver \_\_\_\_\_

V - satisfactory condition

X - repair needed

○ - Repair completed

**Exterior** Cross through days for weekend trips

	mo	tu	we	th	fr
Lights, Lenses and Reflective material					
Windshield					
Windows					
Wipers					
Service Door					
Mirrors					
Bumpers					
Fuel Cap/Door					
Drive Shaft					
Exhaust					
Frame					
Suspension					
Brakes					
Stop Arm					
Battery Box					
Optional equipment					

**Engine Compartment**

Fluids					
Belts and Hoses					
Fuses					
Wiring					
Air compressor					
Alternator					
Water pump					
Steering assembly					
Suspension					

**Wheels**

Tires (CTI)					
Rims/Lugs					
Hubs					

**Inside**

Step well					
Emergency Equipment					
Driver's Seat					
Mirrors					
Windshield					
Wipers					
Switches and gauges					
Lights (dome)					
Exits					
Seats					
Aisles					

**Air Brake Test**

Pressure Retention					
Low pressure warning					
Spring brake test					
Pressure build					
Parking brake hold					
5mph test					

**Hydraulic Brake Test**

Brake hold test (Emergency/Parking)					
Pedal pressure test					
Reserve system test (if equipped)					

**Other Items (If equipped)**

Lift					
Securement Equipment					
Crossing Gates					
A/C					

**Comments on defects**

Repairs complete by \_\_\_\_\_

Date \_\_\_\_\_

<b>POST TRIP Child Check</b>					
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## **Addendum B – Post-Trip Instructions**

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

1. Inside: The driver must walk the bus aisle front-to-back and look in each seat for a child left on board (possibly asleep).
2. Inside: Check each seat cushion for tears, cuts or protruding metal.
3. Inside: Check each bus window and the windshield for any defects and for cleanliness.
4. Outside: Examine each tire for proper inflation and for defects/damage to wheels.
5. Secure the bus according to district policy. Leaving the keys in the bus is strongly discouraged.

## **Post-Trip Inspection (AM & PM)**

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

## **Field Trip Pre-Trip and Post-Trip Inspections**

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

## **Addendum C – Activity Trips**

1. Activity trips are part of your job responsibilities, and as such, are not subject to the same parameters. Trips will be dealt with as much fairness as possible while making sure that the trips are covered in the best way possible.
2. ALL activity trip drivers are required by law to conduct a pre-trip and post-trip inspection for every trip, including filling out the inspection sheet. Make sure you have all of the required emergency equipment on your bus.
3. Drivers taking a trip after normal working hours should take all the steps necessary to be prepared to drive, i.e., taking keys, fueling bus, checking fluid levels, getting directions, checking out a credit card, etc.
4. Teachers, coaches and sponsors are responsible for the discipline of the students on the trips and for the cleanliness of the bus when the trip is over. Make sure your sponsor understands what kind of conduct is expected.
5. It is the driver's responsibility to know the pickup times and directions to get to the destination; if the sponsor has a particular route they desire to go, have a cooperative attitude.

6. Each driver is required to carry a cell with them at ALL times. Make sure you and your sponsor(s) exchange cell numbers.  
 If on a class activity trip during school hours. Make sure your sponsor(s) know that you must be back at the school site no later than 2pm.  
 If you experience a breakdown, try to contact the Transportation Office or one of its designees.  
 Emergency numbers are located in the first aid box.  
 Note: No charges are to be made to the school district except those on a district credit card.  
 Do not expect reimbursement for any other expenditure.
7. No activity trip is to be made unless there is an adult sponsor on the bus. The site principal and Route Supervisor may approve certain exceptions.
  - a. Drivers will take the group only to the destinations(s) indicated on the trip sheet. If a sponsor asks to be taken to additional destinations, please inform transportation of the request.
  - b. Drivers will drive their own buses unless assigned another bus.
  - c. Close all windows, doors, and top vents after the bus is parked.
  - d. When more than one bus is assigned to a group, the buses will travel in a caravan
  - e. Each bus should stay within sight of the others. However, state law requires that you remain at least 300 feet behind the bus in front of you. DO NOT TAILGATE. In the event of a breakdown or other problem, help is readily available.
  - f. Avoid parking your bus where you may hit something when you drive out. Walk around your bus before you get in it to drive so that you can be sure of where everything is located.
  - g. Permit no one to sit on the hood or the roof of the bus, or swing or hang from the service or emergency doors.
  - h. Do not back your bus without a spotter.
8. Your time belongs to your sponsor. You are there to help as much as possible.
9. While the driver is not to "babysit" the bus and its contents, he/she will be expected to be reasonable accommodating.
10. Let your sponsor know where you will be and be available if needed in an emergency.
11. You are not to leave the venue to which you have traveled; certain exemptions may apply; however, you need to get approval from the transportation office and trip sponsor.
12. Overnight trips:
  - a. Mileage will continue until the bus returns to the Transportation Office. Time will run until the bus returns to the Transportation Office, less eight hours for sleep. Room and board are to be provided to the sponsoring group.
  - b. Multiple-night trips: Time and mileage will begin at the normal place and time. Mileage will continue until the bus returns to the Transportation Office. Time will begin at the normal time and end that night when the group is settled in at their hotel and no longer require your services. On the day you are to return, time will start when they require your services and end upon your arrival at the Transportation Office. The sponsoring group is responsible for your room and board.
  - c. The sponsoring group will provide private quarters for the drivers. Two drivers of the same gender may be asked to share a room with each other.





~~2024-2025~~ **2025-2026**  
PARENT & STUDENT

***School Bus Rider Safety &  
Disciplinary Handbook with Rules and  
Guidelines***

# 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 Residence to School Site and from School Site back to Primary Residence.
- 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.guthriepe.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 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** and 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.
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 other objects**, including but not limited to knives, guns, fighting gear, etc. toy or facsimile. **(throwing any item)**  
\*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.
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 make 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 the 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 bodily fluids that are transferred to another student. Including but not limited to spitting.**
29. **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**

#### **Bus Citations**

A copy of each **Bus Citation** will be sent to the parent or guardian **and site principal** 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.

The school office will also be attaching the incident report to the student's official school record under **behavior management** 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.

**25. 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.**



**Board of Education Personnel Reports  
May 12, 2025**

**Employment Request**

<u>Classification Certified</u> Name	Site	Teaching Assignment	First Work Day	Hrs. Per Day	Replacing
Baldwin, Sierra	GUES	6 <sup>th</sup> Gr. Reading	08-11-25	6	Kendra McNew
King, Conner	Fogarty	1 <sup>st</sup> Gr.	08-11-25	6	Cori Hamm
Lewis, Timothy	HS	Biology	08-11-25	6	Jessica Torres
Lohmeyer, Sarah	GUES	SpEd Mild/Mod.	08-11-25	6	NP

<u>Classification Support</u> Name	Site	Assignment	First Work Day	Pay Grade	Hrs. Per Day	Replacing
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**FMLA Requests**

**Certified:**

**Support:**

**Transfer of Position Report**

<u>Classification Certified</u> Name	Transferred From	Transferred To	Replacing
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<u>Classification Classified</u> Name	Transferred From	Transferred To	Replacing
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Honeycutt, Heather	Cotteral – SpEd Para	Willow Creek – PreK Para	Sally Johnson
White, Sandee	Fogarty – Classroom Para	Fogarty – Site Secretary	Tanya Chesher



**Board of Education Personnel Reports  
May 12, 2025**

**Separation of Employment**

<u>Classification Certified</u>		<b>Teaching</b>	<b>Reason for</b>	
<b>Name</b>	<b>Site</b>	<b>Assignment</b>	<b>Separation</b>	<b>Effective Date</b>
Acevedo, Ashley	CO	Kindergarten	resignation	05-22-25
Benton-Hall, Amy	GUES	5 <sup>th</sup> Gr. Soc. Studies	resignation	05-22-25
Myers, Monte	HS	Math	resignation	05-22-25
O'Hara, Caitlin	HS	English III	resignation	05-22-25
Privette, Jennifer	Central	SpEd Mild/Mod.	resignation	05-22-25
Spencer, Patricia	GUES	6 <sup>th</sup> Gr. Science	retiring	05-22-25

<u>Classification Classified</u>			<b>Reason for</b>	
<b>Name</b>	<b>Site</b>	<b>Position</b>	<b>Separation</b>	<b>Effective Date</b>
Carpenter, Elizabeth	CO	SpEd Para	resignation	05-22-25
Chesher, Tanya	Fogarty	Site Secretary	resignation	06-09-25
Pitts, Freddy	Maint.	Lead Maintenance	resignation	05-09-25
Vincilione, Raoul	Trans.	Rte. Driver	resignation	04-28-25

Name	Site	Job Title	Contract Type
ETCHER, PAM	ADMINISTRATION	ADMIN ASST FED PROG	SUPPORT
JARRED, KARY	ADMINISTRATION	ADMIN ASST PERSONNEL	SUPPORT
JONES, TAMIE	ADMINISTRATION	ENCUMBRANCE CLERK	SUPPORT
JORDAN, REBECCA	ADMINISTRATION	FRONT DESK/INS. COORDINA	SUPPORT
MUSGROVE, ANITA	ADMINISTRATION	PAYROLL CLERK	SUPPORT
ROBLES, EDWARD	ADMINISTRATION	CUSTODIAN	SUPPORT
SIMMONS, STEPHANIE	ADMINISTRATION	ACTIVITY FUND CLERK	SUPPORT
STEWART, SAMANTHA	ADMINISTRATION	ADMIN ASST TO SUPT	SUPPORT
WANZER, JANA	ADMINISTRATION	TREASURER/SFA	SUPPORT
WOODS, LISA	ADMINISTRATION	ADMIN ASST SPECIAL SERVIC	SUPPORT
BARKER, ROBERT	CENTRAL	CUSTODIAN - LEAD	SUPPORT
BOYSTER, VALERIE	CENTRAL	SITE SECRETARY	SUPPORT
BROWN, TERRA	CENTRAL	PARA - SPED	SUPPORT
BURDICK, KIM	CENTRAL	CAFETERIA WORKER	SUPPORT
CARDEN, BRITTNI	CENTRAL	PARA - SPED	SUPPORT
DODGION, SHANE	CENTRAL	SITE SECRETARY	SUPPORT
DUCK, KATIE	CENTRAL	PARA - PRE-K	SUPPORT
ESPEY, PAMELA	CENTRAL	PARA - SPED	SUPPORT
HIBNER, JENNIFER	CENTRAL	PARA - PRE-K	SUPPORT
LEWELLYN, CODY	CENTRAL	CAFETERIA MANAGER	SUPPORT
SMITH, TONYA	CENTRAL	PARA - KG	SUPPORT
STEVENSON, MELVA	CENTRAL	CAFETERIA WORKER	SUPPORT
STOKES, CRYSTAL	CENTRAL	PARA - PRE-K	SUPPORT
THOMPSON, JEANIE	CENTRAL	PARA - KG	SUPPORT
ANDERSON, CASEY	CHARTER OAK ELEMENTARY	SITE SECRETARY	SUPPORT
ANGELES, STACY	CHARTER OAK ELEMENTARY	ADJUNCT TEACHER	SUPPORT
BEEBY, EMILY	CHARTER OAK ELEMENTARY	PARA - CLASSROOM	SUPPORT
BOYKIN, AUSHLEANA	CHARTER OAK ELEMENTARY	PARA - SPED	SUPPORT
CRUZ, VERONICA	CHARTER OAK ELEMENTARY	PARA - SPED	SUPPORT
DRAKE, TARA	CHARTER OAK ELEMENTARY	SITE SECRETARY	SUPPORT
GREEN, CHELSEA	CHARTER OAK ELEMENTARY	PARA - KG	SUPPORT
HIGGINBOTHAM, JAMI	CHARTER OAK ELEMENTARY	CAFETERIA WORKER	SUPPORT
HINES, IRIS	CHARTER OAK ELEMENTARY	CUSTODIAN	SUPPORT
JOHNSON, KATY	CHARTER OAK ELEMENTARY	PARA - SPED	SUPPORT
LYNN, SHELBY	CHARTER OAK ELEMENTARY	PARA - SPED	SUPPORT
MCBRIDE, MICHELE	CHARTER OAK ELEMENTARY	CAFETERIA WORKER	SUPPORT
MYRICK, CHRIS	CHARTER OAK ELEMENTARY	CUSTODIAN - LEAD	SUPPORT
POWELL, JOYCE	CHARTER OAK ELEMENTARY	PARA - SPED	SUPPORT
RANCK, AMBER	CHARTER OAK ELEMENTARY	PARA - PRE-K	SUPPORT
RATLIFF, SUZANNE	CHARTER OAK ELEMENTARY	PARA - SPED	SUPPORT
RUIZ HERNANDEZ, ALMA	CHARTER OAK ELEMENTARY	CAFETERIA WORKER	SUPPORT
SMITH, PATRICIA	CHARTER OAK ELEMENTARY	CAFETERIA WORKER	SUPPORT
WATTS, LORI	CHARTER OAK ELEMENTARY	PARA - PRE-K	SUPPORT
WELLS, CHRISTY	CHARTER OAK ELEMENTARY	CAFETERIA MANAGER	SUPPORT
BICKELL, DANIUQA	CHILD NUTRITION	ADMIN ASST CHILD NUTRITIC	SUPPORT
KING, TONY	CHILD NUTRITION	CHILD NUTRITION WAREHOL	SUPPORT
BRYANT, ASHLEY	COTTERAL	PARA - PRE-K	SUPPORT
CRUZ-CHARQUENO, MARIA	COTTERAL	CUSTODIAN	SUPPORT
ESCOBAR, DIANA	COTTERAL	CUSTODIAN	SUPPORT

Name	Site	Job Title	Contract Type
EVANS, RINDY	COTTERAL	SITE SECRETARY	SUPPORT
HONEYCUTT, HEATHER	COTTERAL	PARA - SPED	SUPPORT
JARRED, LOGAN	COTTERAL	CAFETERIA WORKER	SUPPORT
OWEN, LEISA	COTTERAL	CAFETERIA WORKER	SUPPORT
STOUT, TAMARA	COTTERAL	CAFETERIA MANAGER	SUPPORT
WEST, HALLIE	COTTERAL	PARA - SPED	SUPPORT
PHILLIPS, RONNIE	DISTRICT WIDE	ENERGY MANAGEMENT SPEC	SUPPORT
WILLIAMS, JW	DISTRICT WIDE	RESOURCE OFFICER	SUPPORT
BEAUCHAMP, MISTY	FOGARTY	CAFETERIA MANAGER	SUPPORT
BRIAN, SEGRID	FOGARTY	PARA - SPED	SUPPORT
BUFFORD, MICHELE	FOGARTY	SITE SECRETARY	SUPPORT
CLAUD, BROOKE	FOGARTY	PARA - CLASSROOM	SUPPORT
HURLEY, AMY	FOGARTY	CUSTODIAN - LEAD	SUPPORT
KING, CONNER	FOGARTY	PARA - SPED	SUPPORT
LOPEZ, MARTHA	FOGARTY	CAFETERIA WORKER	SUPPORT
MENDOZA, BEATRIZ	FOGARTY	CUSTODIAN	SUPPORT
SCANNELL, JACKIE	FOGARTY	CAFETERIA WORKER	SUPPORT
TYSON, DUNCAN	FOGARTY	CAFETERIA WORKER	SUPPORT
VALDEZ, MONICA	FOGARTY	CUSTODIAN	SUPPORT
WAGONER, ASHLEY	FOGARTY	PARA - PRE-K	SUPPORT
WHITE, SANDEE	FOGARTY	PARA - CLASSROOM	SUPPORT
AXTELL-HESTER, HEIDI	GUES	PARA - SPED	SUPPORT
CLARIDGE, MELODY	GUES	SITE SECRETARY	SUPPORT
COOPER, QUICHE	GUES	PARA - SPED	SUPPORT
FERGUSON, KAYSI	GUES	PARA - SPED	SUPPORT
FOX, PAMELA	GUES	PARA - SPED	SUPPORT
FRIEND, CHARLA	GUES	PARA - SPED	SUPPORT
GILL, MICHELLE	GUES	SITE SECRETARY	SUPPORT
HOEL, KANDACE	GUES	PARA - SPED	SUPPORT
HOLCOMB, JOY	GUES	CAFETERIA MANAGER	SUPPORT
JONES, TRACY	GUES	CAFETERIA WORKER	SUPPORT
LAVENDER, JANICE	GUES	PARA - SPED	SUPPORT
LYNN, WHITNEY	GUES	PARA - LIBRARY	SUPPORT
MCFARLANE, JANELL	GUES	PARA - SPED	SUPPORT
SALAS-OCAMPO, ANA	GUES	ELL COORDINATOR	SUPPORT
SCOTT, JOE	GUES	CUSTODIAN	SUPPORT
STENGEL, MELISSA	GUES	CAFETERIA WORKER	SUPPORT
STONE, KRISTA	GUES	PARA - SPED	SUPPORT
TUCKER, LINDA	GUES	CAFETERIA WORKER	SUPPORT
TURNER, MELISSA	GUES	PARA - SPED	SUPPORT
WEST, DEANNA	GUES	PARA - SPED	SUPPORT
ARNOLD, GLENDA	HIGH SCHOOL	CUSTODIAN	SUPPORT
BOLLINGER, RAY	HIGH SCHOOL	CUSTODIAN	SUPPORT
BOYCE, SONATA	HIGH SCHOOL	PARA - LIBRARY	SUPPORT
BREDE, KYLE	HIGH SCHOOL	HS - JROTC INSTRUCTOR	SUPPORT
BURKS, SABREENA	HIGH SCHOOL	PARA - SPED	SUPPORT
CAMPBELL, CAMERON	HIGH SCHOOL	HS - JROTC INSTRUCTOR	SUPPORT
CANALES, MARTHA	HIGH SCHOOL	CAFETERIA WORKER	SUPPORT
CASEY, LEVI	HIGH SCHOOL	TEACHER - ADJUNCT ALGEBR	SUPPORT

Name	Site	Job Title	Contract Type
CLYMER, ZAC	HIGH SCHOOL	CUSTODIAN	SUPPORT
DAVIS, ADELE	HIGH SCHOOL	CAFETERIA MANAGER	SUPPORT
FREEMAN, STACEY	HIGH SCHOOL	PARA - SPED	SUPPORT
HIBBLER, JANETTA	HIGH SCHOOL	SITE SECRETARY	SUPPORT
JONES, WENDY	HIGH SCHOOL	FINANCIAL SECRETARY	SUPPORT
LAWSON, CAMRYN	HIGH SCHOOL	REGISTRAR	SUPPORT
LIJEWSKI, JOHN	HIGH SCHOOL	GROUNDSKEEPER	SUPPORT
MARQUEZ, MARIA ELENA	HIGH SCHOOL	CAFETERIA WORKER	SUPPORT
MATTHEWS, DANIELLE	HIGH SCHOOL	SITE SECRETARY	SUPPORT
MCDONALD, HEATHER	HIGH SCHOOL	PARA - SPED	SUPPORT
MCDONALD, KENT	HIGH SCHOOL	PARA - CLASSROOM	SUPPORT
MENDOZA DE CRUZ, MARIA	HIGH SCHOOL	CUSTODIAN	SUPPORT
MONTGOMERY, AMANDA	HIGH SCHOOL	SITE SECRETARY	SUPPORT
PATMON, DENISE	HIGH SCHOOL	CAFETERIA WORKER	SUPPORT
RODGERS, KELSEY	HIGH SCHOOL	CAFETERIA WORKER	SUPPORT
STONE, BRET	HIGH SCHOOL	CAFETERIA WORKER	SUPPORT
STOVALL, TERI	HIGH SCHOOL	PARA - SPED	SUPPORT
VAZQUEZ RODRIGUEZ, GLORIA	HIGH SCHOOL	CUSTODIAN	SUPPORT
WILLIAMS, MARGARET	HIGH SCHOOL	CUSTODIAN - LEAD	SUPPORT
WILSON, SUMMER	HIGH SCHOOL	CAFETERIA WORKER	SUPPORT
ARCHER, KRISTIN	JUNIOR HIGH	PARA - SPED	SUPPORT
CANALES, APRIL	JUNIOR HIGH	CAFETERIA WORKER	SUPPORT
CHENNAULT, JOEL	JUNIOR HIGH	CAFETERIA WORKER	SUPPORT
HALL, ROBERT	JUNIOR HIGH	CAFETERIA MANAGER	SUPPORT
MONIZ, PENNY	JUNIOR HIGH	CAFETERIA WORKER	SUPPORT
PARKER, CALVIN	JUNIOR HIGH	CUSTODIAN	SUPPORT
POLLARD, STEPHANIE	JUNIOR HIGH	SITE SECRETARY	SUPPORT
ROBLES, JUAN	JUNIOR HIGH	CUSTODIAN	SUPPORT
SMALLEY, JULIE	JUNIOR HIGH	CAFETERIA WORKER	SUPPORT
TRASK, LISA	JUNIOR HIGH	FINANCIAL SECRETARY	SUPPORT
VOLKERT, TRISTIN	JUNIOR HIGH	PARA - SPED	SUPPORT
BRONK, MARK	MAINTENANCE	HVAC JOURNEYMAN - OPERA	SUPPORT
CHENNAULT, DAVID	MAINTENANCE	OPERATIONS	SUPPORT
CRUSE, JEFF	MAINTENANCE	OPERATIONS	SUPPORT
EAST, HAROLD	MAINTENANCE	OPERATIONS	SUPPORT
KERN, LYDIA	MAINTENANCE	OPERATIONS	SUPPORT
SKINNER, LINDA	MAINTENANCE	ADMIN ASST OPERATIONS	SUPPORT
WEEKS, BRIAN	MAINTENANCE	OPERATIONS	SUPPORT
MOWDY, TREVOR	TECHNOLOGY	TECH I	SUPPORT
SARASUA, LYN	TECHNOLOGY	SOFTWARE SYSTEM ANALYST	SUPPORT
SCAMMAN, SARA	TECHNOLOGY	DATA MANAGEMENT SPECIA	SUPPORT
SULLAWAY, GREGORY	TECHNOLOGY	SYSTEMS ANALYST	SUPPORT
WEBB, JOHN	TECHNOLOGY	TECH I	SUPPORT
BACA, DON	TRANSPORTATION	RTE DRIVER	SUPPORT
BARRETT, ANDY	TRANSPORTATION	RTE DRIVER	SUPPORT
BIRDWELL, CHARLES	TRANSPORTATION	RTE DRIVER	SUPPORT
BIRDWELL, SUSAN	TRANSPORTATION	ADMIN ASST TRANS	SUPPORT
BIRT, CHERYL	TRANSPORTATION	RTE DRIVER	SUPPORT
BROWN, MELISSA	TRANSPORTATION	RTE DRIVER SPECIAL NEEDS	SUPPORT



Name	Site	Job Title	Contract Type
CHRISTIAN, RUSSELL	TRANSPORTATION	MECHANIC	SUPPORT
CLAGG, DEBBIE	TRANSPORTATION	RTE DRIVER	SUPPORT
DEATON, GERALD	TRANSPORTATION	MECHANIC - LEAD	SUPPORT
DUCK, SETH	TRANSPORTATION	RTE DRIVER	SUPPORT
EAKS-STEPP, ANN	TRANSPORTATION	BUS MONITOR	SUPPORT
GARINGER, SANDY	TRANSPORTATION	RTE DRIVER SPECIAL NEEDS	SUPPORT
HUDIBURGH, DON	TRANSPORTATION	RTE DRIVER	SUPPORT
JOHNSON, BOBBY	TRANSPORTATION	RTE DRIVER	SUPPORT
JOHNSON, HAILEY	TRANSPORTATION	BUS MONITOR	SUPPORT
LEE, TAMMY	TRANSPORTATION	BUS MONITOR	SUPPORT
LONG, BRANDON	TRANSPORTATION	RTE DRIVER	SUPPORT
MANNING, CHARLOTTE	TRANSPORTATION	RTE DRIVER	SUPPORT
MARTIN, PAUL	TRANSPORTATION	RTE DRIVER	SUPPORT
MCBROOM, KEN	TRANSPORTATION	RTE DRIVER	SUPPORT
MCDONALD, LINDSAY	TRANSPORTATION	ROUTE DRIVER	SUPPORT
MCKEEVER, LORA	TRANSPORTATION	DISPATCH SUPERVISOR	SUPPORT
OLNEY, ARTHUR	TRANSPORTATION	RTE DRIVER	SUPPORT
RADOE, NICHOLAS	TRANSPORTATION	RTE DRIVER	SUPPORT
SCOTT, HENRY	TRANSPORTATION	RTE DRIVER	SUPPORT
SHORT, DAVID	TRANSPORTATION	RTE DRIVER	SUPPORT
THOMPSON, DIANE	TRANSPORTATION	BUS MONITOR	SUPPORT
TODD, BRIDGET	TRANSPORTATION	RTE DRIVER	SUPPORT
TOON-DAVES, SHELLEY	TRANSPORTATION	RTE SUPERVISOR	SUPPORT
VEASLEY-SCRIVNER, SHIRLEY	TRANSPORTATION	RTE DRIVER	SUPPORT
WAINSCOTT, JOSH	TRANSPORTATION	RTE DRIVER SPECIAL NEEDS	SUPPORT
WAINSCOTT, NITA	TRANSPORTATION	BUS MONITOR	SUPPORT
WAINSCOTT, SABRINA	TRANSPORTATION	BUS MONITOR	SUPPORT
WEBB, DOYLE	TRANSPORTATION	RTE DRIVER	SUPPORT
WELCH JR, CHESTER	TRANSPORTATION	MECHANIC	SUPPORT
WILLIAMS, JANE	TRANSPORTATION	SUBSTITUTE	SUPPORT
WILLIAMS, LARRY	TRANSPORTATION	RTE DRIVER	SUPPORT

Employee Name	Site	Job Title	Contract Type
BUFFORD, TJ	CENTRAL	TEACHER - SPED	TEMPORARY
COLLIER, EMILY	CENTRAL	TEACHER - KG	TEMPORARY
EVANS, ASHTEN	CHARTER OAK ELEMENTARY	TEACHER - 3RD GR	TEMPORARY
KISNER-STEGMAN, BRANDON	CHARTER OAK ELEMENTARY	TEACHER - 4TH GR	TEMPORARY
MANN, KRISTEN	CHARTER OAK ELEMENTARY	TEACHER - 4TH GR	TEMPORARY
OLDENBURG, JALEIGH	CHARTER OAK ELEMENTARY	TEACHER - KG	TEMPORARY
TYLER, KATHRYN	CHARTER OAK ELEMENTARY	TEACHER - SPED	TEMPORARY
BALL, ABIGAIL	COTTERAL	TEACHER - 2ND GR	TEMPORARY
FITE, KELLY	COTTERAL	TEACHER - 3RD GR	TEMPORARY
GUSTAFSON, CYNDI	COTTERAL	TEACHER - ELEMENTARY MUSIC	TEMPORARY
GWIN, AMANDA	COTTERAL	LIBRARY MEDIA SPECIALIST	TEMPORARY
BLACK, DANA	FOGARTY	COUNSELOR - ELEMENTARY	TEMPORARY
HALL, MORGAN	FOGARTY	TEACHER - 3RD GR	TEMPORARY
DAVIS, DEBORAH	GUES	PSYCHOLOGIST	TEMPORARY
HARRIS, DEREK	GUES	TEACHER - 6TH GR GEOGRAPHY	TEMPORARY
HICKERSON, MONA	GUES	TEACHER - SPED	TEMPORARY
PRICE, ELLERY	GUES	TEACHER - 6TH GR GEOGRAPHY	TEMPORARY
RODEN, HEIDE	GUES	TEACHER - SPED	TEMPORARY
RUTLEDGE, MEGAN	GUES	TEACHER - 5TH GR SOC STUDIES	TEMPORARY
TOLEDO, JESSICA	GUES	TEACHER - 6TH GR ELA	TEMPORARY
WALLIS, TYLER	GUES	TEACHER - SPED	TEMPORARY
WELLS, KELLY	GUES	INTERVENTIONIST	TEMPORARY
ALBRECHT, KAITLYN	HIGH SCHOOL	TEACHER - HS FACS	TEMPORARY
DEAN, KARRAH	HIGH SCHOOL	TEACHER - HS FINE ARTS	TEMPORARY
FINCHUM, CURTIS	HIGH SCHOOL	TEACHER - HS SPEECH	TEMPORARY
LITSCH, BRITTAN	HIGH SCHOOL	TEACHER - HS ENGLISH III/IV	TEMPORARY
RUBIO, LANA	HIGH SCHOOL	TEACHER - HS COMP APPS	TEMPORARY
RUTLEDGE, TANNER	HIGH SCHOOL	TEACHER - HS ALG I	TEMPORARY
SMITH, FAROLD	HIGH SCHOOL	TEACHER - HS PFL	TEMPORARY
ADAMS PAYNE, CATHERINE	JUNIOR HIGH	TEACHER - P/T SPED	TEMPORARY
CAMREN, ASHLEY	JUNIOR HIGH	TEACHER - 7TH WRITING	TEMPORARY
CASNER, CONNIE	JUNIOR HIGH	COUNSELOR	TEMPORARY
CRANFORD, MAKALY	JUNIOR HIGH	TEACHER - 8TH GR READING	TEMPORARY
DOSS, ANGELA	JUNIOR HIGH	TEACHER - JH FACS	TEMPORARY
REICHLING, BALI	JUNIOR HIGH	TEACHER - JH STEM	TEMPORARY
SCROGGINS, GREGORY	JUNIOR HIGH	TEACHER - JH SCIENCE	TEMPORARY
VARGAS OCAMPO, DAVID	JUNIOR HIGH	TEACHER - JH US HISTORY	TEMPORARY

Employee Name	Site	Job Title	Contract Type
CADY, LAUREN	CHARTER OAK ELEMENTARY	TEACHER - 2ND GR	TEMPORARY TO PROBATIONARY
FOGAL, EVE	CHARTER OAK ELEMENTARY	LIBRARY MEDIA SPECIALIST	TEMPORARY TO PROBATIONARY
HANNA, MORGAN	CHARTER OAK ELEMENTARY	TEACHER - KG	TEMPORARY TO PROBATIONARY
MCKINLEY, STACEY	CHARTER OAK ELEMENTARY	TEACHER - SPED	TEMPORARY TO PROBATIONARY
STAPP, CANDACE	CHARTER OAK ELEMENTARY	TEACHER - 3RD GR	TEMPORARY TO PROBATIONARY
BEUTLER, AMANDA	COTTERAL	TEACHER - KG	TEMPORARY TO PROBATIONARY
BICKELL, TARI	COTTERAL	TEACHER - 2ND GR	TEMPORARY TO PROBATIONARY
COLLINS, SUSIE	COTTERAL	TEACHER - PRE-K	TEMPORARY TO PROBATIONARY
WALLRAVEN, TESSA	COTTERAL	TEACHER - 3RD GR	TEMPORARY TO PROBATIONARY
BRALY, HUNTER	FOGARTY	TEACHER - 3RD GR	TEMPORARY TO PROBATIONARY
HENINGTON, ADRIAN	FOGARTY	TEACHER - 2ND GR	TEMPORARY TO PROBATIONARY
KEY, MICHAEL	FOGARTY	TEACHER - ELEMENTARY PE	TEMPORARY TO PROBATIONARY
MICK, JERI	FOGARTY	TEACHER - 1ST GR	TEMPORARY TO PROBATIONARY
WOLF, KRISTINA	FOGARTY	TEACHER - KG	TEMPORARY TO PROBATIONARY
SALAS, DAYLA	GUES	TEACHER - 6TH GR MATH	TEMPORARY TO PROBATIONARY
SCHULZ, KATELYNN	GUES	TEACHER - 5TH GR MATH	TEMPORARY TO PROBATIONARY
OLDENBURG, DUSTY	HIGH SCHOOL	TEACHER - HS AG ED	TEMPORARY TO PROBATIONARY
PENNYPACKER, NATHAN	HIGH SCHOOL	TEACHER - HS PE/ISS	TEMPORARY TO PROBATIONARY
RUBIN, BRITTANY	HIGH SCHOOL	TEACHER - HS ENGLISH I/II	TEMPORARY TO PROBATIONARY
SALGADO, GREGORY	HIGH SCHOOL	TEACHER - HS SPANISH I	TEMPORARY TO PROBATIONARY
AMAN, JORDAN	JUNIOR HIGH	TEACHER - JH US HISTORY	TEMPORARY TO PROBATIONARY
DIMMITT, COURTNEY	JUNIOR HIGH	TEACHER - 7TH/8TH GR ELA	TEMPORARY TO PROBATIONARY
ESTES, NOAH	JUNIOR HIGH	TEACHER - JH CO-TAUGHT READING	TEMPORARY TO PROBATIONARY
FIELDS, ALEX	JUNIOR HIGH	TEACHER - JH PE	TEMPORARY TO PROBATIONARY
MIDGETT, CECIL	JUNIOR HIGH	TEACHER - JH STEM	TEMPORARY TO PROBATIONARY
THOMASON, JENNIFER	JUNIOR HIGH	TEACHER - 8TH GR ELA	TEMPORARY TO PROBATIONARY

Name	Site	Job Title	Contract Type
ENSIGN, RACHELLE	CHARTER OAK ELEMENTARY	TEACHER - KG	PROB. TO CAREER

Name	Site	Job Title	Contract Type
STANSBURY, TONYA	COTTERAL	TEACHER - KG	CAREER

Guthrie Public Schools  
Property Committee Meeting  
May 5, 2025 5:00 p.m.

Attending Members: Dr. Mike Simpson, Carmen Walters, John Hancock, Michelle Chapple, Chris Schroder, Matt Girard, Janna Pierson and Linda Skinner. Lane McMillan with Crossland Construction Co. was also present.

**Cody Thompson spoke on the following items:**

**Expenditure Reports:**

- Summarized April expenses for Maintenance and Transportation
- Comparison of 2024/25 expenditures to 2023/24

**Current Projects:**

- Completed 251 Maintenance work orders, 73 Transportation work orders, and 141 Activity trips work orders.
- Plumbing and HVAC issues were 113 of the 251 completed workorders done for the month.
- Made needed repairs to the elevator at Central and the lift at Fogarty.
- Central ES lost electrical power when a transformer blew. OG&E replaced one of their poles to restore power.
- The High School demonstrated a mock wreck scenario to help students consider their choices as they experience their end of the school year events. The Operations staff blocked off the north parking lot and set up the bleachers for the event.
- AED devices and cabinets were installed at Faver, IT, Softball, Baseball, and Transportation buildings and have a few more to install so every location will have them when needed.
- Operations setup 150 chairs for Ms. Charlotte Mitchell's Memorial Service.
- Roofs were replaced on the south portable at Faver and the Track concession stand.
- Roof repairs were done on the main building at Faver and the baseball batting complex. Both buildings need the roofs replaced.
- Current daily bus rider number is 1,461 and have 21 regular routes, 5 special need routes, and currently have 11 bus driver openings.

**Future Projects:**

- Getting quotes for lighting for Jelsma Stadium. Want to get done this year to Integrate with the baseball field lights.
- Look into the cost and options for replacing the Greenhouse at the HS – in progress
- Replace carpet in the Administration Building during the summer.
- Continue the floor work at the HS and the floor work at GUES to the gym and café hallway and all 3 classrooms hallways.
- Do extensive floor work in Fogarty classrooms and gym
- Repaint the outside basketball court at Charter Oak
- Pour curbing by the HS freezer to stop the erosion, readjust the curbing, and install a well along the south sidewalk by the tennis courts
- 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, and Fogarty Library and Special Needs room
- Getting quotes to replace Faver roof.
- Getting quotes to replace the roof at the Batting cage complex on Grant.
- Make repairs/patches to the High School, Band, and GUES parking lots.

### **District Property Projects:**

**Bond Project – New Cotteral Elementary – The construction of the 4 new classrooms are 98% completed.**

Charter Oak Phase 2 – **Construction is scheduled to begin when school is out for the summer. Construction is tentatively scheduled to be completed in December of this year.**

Lane with Crossland Construction discussed the remaining items on the punch list and the removal of the remaining debris from the old Cotteral building demo. They hope to have the construction trailer delivered to Charter Oak this week. The delivery of the steel for the classroom addition is scheduled for July 15<sup>th</sup>. There are also modifications to the lagoon that will need to be made.

Mr. Thompson discussed the progress on getting quotes for the Greenhouse replacement. One quote for material only has been received, waiting on the other two and installation costs.

Central ES PTO is wanting to purchase picnic tables to be installed under the playground canopy.

Mr. Thompson discussed the new playground equipment and the \$53,000 donation for artificial turf and the marquee for Cotteral ES.

He also explained the quotes for the lawn services for the coming fiscal year.

**Guthrie Public Schools**  
**Finance Committee Meeting**  
**May 6, 2025**

In attendance: Ms. Tina Smedley, Ms. Gail Davis, Mr. Ben Huskey, Dr. Mike Simpson, Ms. Carmen Walters, Dr. Michelle Chapple, Mr. John Hancock, Ms. Tamie Jones

We opened the meeting with a presentation from ESS South Central, LLC regarding Substitute Staff Placement

**Dr. Chapple** greeted everyone in attendance, and presented the following monthly financials:

**Revenues & Expenditures for General, Building and Child Nutrition Funds as of April 30,2025**

Information was presented

**Fund Balance Projections as of April 30, 2025**

Information was presented

**Dr. Chapple** also presented the following:

**Approval of Temporary Appropriations for 2025-2026**

Information was presented

**Approval of Renewal Agreement with BuyBoard Purchasing COOP for 2025-2026**

Information was presented

**Approval of Summer Feed Program by Location for June 2025**

Information was presented

**Approval of Renewal Agreement with Clearwater for Natural Gas Services for 2025-2026**

Information was presented

**Approval of Renewal Agreement with Sodexo Operations, LLC for Food Services for 2025-2026**

Information was presented

**Mr. Hancock** presented the following:

**Approval of Renewal Agreement with Alcohol & Drug Testing, Inc. for Student Drug Testing Services for 2025-2026**

Information was presented



**Ms. Walters** presented the following:

**Approval of Teachers, Aides and Administrators as listed for the 2025 K-6 Remedial Summer School**

Information was discussed

**Dr. Simpson** presented the following:

**Substitute Placement Agreement with ESS South Central, LLC**

Information was presented

**AAA Cotteral and Central ES Playground Equipment Projects**

Information was presented

**Cotteral Playground Turf Donation**

Information was presented

**Cotteral Marquee Donation**

Information was presented

**Discussion – Lighting for Jelsma and Soccer Field**

Information was discussed

**Discussion – Greenhouse Project**

Information was discussed

## Curriculum Committee Meeting Minutes

May 6, 2025

5:00 p.m.

GPS Administration Board Room

**In Attendance:** Dr. Mike Simpson, Carmen Walters, John Hancock, Ron Plagg, Tina Smedley, Ben Huskey, and Pam Etcher

### **Ms. Walters**

Ms. Walters presented for approval the names of summer school staff with dates for Summer School 2025. She explained the cost is paid for out of Title I and RSA funds.

### **Mr. Hancock**

Mr. Hancock discussed the renewal agreement with Alcohol & Drug Testing Inc. Stated that the only changes from last year would be the oral testing price and at this time Guthrie doesn't test orally.

Mr. Hancock stated that he submitted the Powerschool quote on accident and no action needed to be taken because the board took action on that in April.

### **Dr. Simpson**

Dr. Simpson presented the following:

Substitute Placement Agreement with ESS South Central, LLC

Information was presented

AAA Cotteral and Central ES Playground Equipment Projects

Information was presented

Cotteral Playground Turf Donation

Information was presented

Cotteral Marquee Donation

Information was presented

Discussion – Lighting for Jelsma and Soccer Field

Information was discussed

Discussion – Greenhouse Project

Information was discussed

The meeting was adjourned at approximately 6:30 p.m.