

AMENDED AGENDA WITH COMMENTARY

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

**MONDAY
JULY 10, 2017
7:00 P.M.**

AGENDA:

- 1. Call to Order**
- 2. Roll Call**
- 3. Establish a Quorum**
- 4. Pledge of Allegiance**
- 5. Moment of Silence**
- 6. Comments to the Board by:**
 - A. Citizens registered to speak to the Board**
 - B. Board Members**
- 7. Superintendent's Reports**
- 8. Consent Agenda:.....Pages 8-106
All of the following items, those items of a routine nature normally approved at Board meetings, will be approved by one vote unless any Board member desires to have a separate vote on any or all of these items. The Consent Agenda consists of the discussion, consideration and action on the following items:**
 - A. Minutes of regular meeting held on June 12, 2017**
 - B. Treasurer's Report**
 - C. Activity Fund Fundraisers as per attached list**
 - D. Activity Fund Transfers as per attached list**
 - E. Activity Fund End of Year Transfers as per attached list**
 - F. Encumbrances for 2016-2017 General Fund #'s 942-945, Building Fund #'s 258-263 and 2017-2018 General Fund #'s 1-188 and 191, Building Fund #'s 1-48, Child Nutrition Fund #'s 1-3 and listed change orders and Activity Fund Reports**

G. Fuel bid as recommended by bid committee

H. Contracts/Agreements under \$10,000

- 1. 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 2017-2018 fiscal year.....Pages 87-94**

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.

- 2. Special Services Agreement with United Community Action Head Start for 2017-2018.....Pages 95-106**

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

9. Business Agenda:

- A. Recommendation, consideration and action to approve Ms. Carmen Walters as the authorized official for GPS to sign any federal claims for reimbursement from the State Department of Education.....Page 107**

Commentary:

Federal claims for the State Department of Education must be signed by an approved authorized official who is legally authorized to bind the local education agency. **Carmen Walters will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- B. Recommendation, consideration and action to approve Ms. Angie Smedley as the authorized official for GPS to sign any special education reimbursement claims from the State Department of Education for projects 621, 623, 625, 641 and 642**

Page 108

Commentary:

Federal special education flow through claims for the State Department of Education must be signed by an approved authorized official who is legally authorized to bind the local education agency. **Angie Smedley will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- C. Recommendation, consideration and action to approve Ms. Michelle Chapple as the authorized representative to implement and administer the Purchasing Card Program for Guthrie Public Schools.....Page 109**

Commentary:

This action is necessary as the current administrator of this program, Mr. Dennis Schulz, has retired. **Michelle Chapple will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- D. Recommendation, consideration and action upon application for conducting cooperative activities program with St. Mary’s Catholic School of Guthrie
Page 110**

Commentary:

The applications with the Oklahoma Secondary School Activities Association for Jr. High sports including football, boys and girls cross country, wrestling, boys and girls track and boys and girls golf, would form a coop which would allow the students at St. Mary’s to compete in the above listed sports with Guthrie Jr. High students. This is the fourth year for this coop. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- E. Recommendation, consideration and action upon School Bus Rider’s Handbook for 2017-2018.....Pages 111-123**

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

- F. Recommendation, consideration and action upon Activity Fund Handbook for 2017-2018.....Pages 124-158**

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

G. Recommendation, consideration and action upon Jr. High School Student Handbook for 2017-2018.....Pages 159-194

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

H. Recommendation, consideration and action upon Guthrie High School/Faver Alternative School Student Handbook for 2017-2018.....Pages 195-224

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

I. Recommendation, consideration and action upon Guthrie High School Course Description Handbook for 2017-2018.....Pages 225-267

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

J. Recommendation, consideration and action upon Memorandum of Understanding between Meridian Technology Center and Guthrie Public Schools for supplemental funding for Guthrie Middle School Gateway to Technology Programs for 8th grade students for 2017-2018.....Pages 268-269

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

K. Recommendation, consideration and action upon loan agreement with Child Nutrition Fund for 2017-2018.....Page 270

Commentary:

This loan from the General Fund is necessary to begin a new fiscal year. Monies are not typically carried from one fiscal year to the next which are sufficient to begin that school year. The loan is paid back to the General Fund when balances are sufficient to support repayment and continuation of the program for the remainder of the 2017-2018 school year. **Michelle Chapple will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- L. Recommendation, consideration and action upon renewal agreement with Great Plains Coca-Cola Bottling Company for 2017-2018.....Pages 271-277**

Commentary:

We have contracted with Great Plain Coca-Cola for a number of years. The agreement is only for one year and may be renewed each year for a five year period. This is the fifth year of the agreement. In addition to commission on sales, we receive an additional \$4,000.00 in cash and products each year for granting them exclusive vending rights. **Michelle Chapple will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- M. Recommendation, consideration and action upon renewal agreement with Imperial Vending for snack vending for 2017-2018.....Pages 278-280**

Commentary:

Imperial Vending would be maintaining the vending machines throughout the District. This agreement is, also, for one year and may be renewed each year for a five year period. This is the fifth year of the agreement. In addition to commission on sales, we receive an additional \$1,500.00 annually. **Michelle Chapple will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- N. Recommendation, consideration and action upon renewing contract with Image Works of Oklahoma, Inc. for District copiers.....Pages 281-286**

Commentary:

This is a 48 month lease agreement for Kyocera copiers for the district with Image Works of Oklahoma, Inc. This is the fourth year of the agreement. **Michelle Chapple will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- O. Recommendation, consideration and action upon approval of agreement with Hilborne & Weidman to serve as Bond Counsel and Disclosure Counsel to Guthrie Public SchoolsPages 287-290**

Commentary:

Due to recent changes in practices by the Securities and Exchange Commission, our Financial Advisor, Municipal Financial Services is recommending that we retain special legal counsel for issuance and sale of bonds as an added protection for the District. This is also the recommendation of our general legal counsel, Rosenstein Fist and Ringold. **Jon Wolff will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- 10. **Proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports, extra-duty assignments as listed for 2017-2018, Support Personnel Handbook for 2017-2018, Administrator’s Handbook and Salary Schedule for 2017-2018 and teacher negotiations for 2017-2018, 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**
- 11. **Vote on action as set out on the Personnel Reports.....Page 291**
- 12. **Recommendation, consideration and action for Statutory Waiver/Deregulation which allows Mrs. Nicha Henry to be employed as Library Media Specialist at Guthrie Junior High School.....Pages 292-297**
- 13. **Action upon recommendation of extra-duty assignments as listed for 2017-2018**
Pages 298-300
- 14. **Recommendation, consideration and action upon Support Personnel Handbook for 2017-2018.....Pages 301-339**

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

- 15. **Recommendation, consideration and action upon Administrator’s Handbook and Salary Schedule-not including the Superintendent-for 2017-2018.....Pages 340-350**

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

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

**Dr. Mike Simpson
Superintendent**

jf

Posted by: _____

Date: _____ **Time:** _____

Place: _____

**GUTHRIE PUBLIC SCHOOLS
BOARD MINUTES
REGULAR MEETING
JUNE 12, 2017**

MINUTES OF THE GUTHRIE PUBLIC SCHOOLS BOARD OF EDUCATION REGULAR MEETING HELD AT 7:00 P.M. IN THE OFFICE OF THE BOARD, 802 EAST VILAS, GUTHRIE, OKLAHOMA ON JUNE 12, 2017

Board Members Present:

**Jennifer Bennett-Johnson, Gina Davis,
Terry Pennington, Janna Pierson, Travis
Sallee, Tina Smedley and Sharon Watts**

District Level School Officials Present:

**Dr. Mike Simpson, Superintendent
Dennis Schulz, Ass't Superintendent
Doug Ogle, Executive Director of
Personnel/Secondary Ed
Carmen Walters, Executive Director of
Federal Programs/Elementary Ed
Michelle Chapple, Executive Director of
Finance
Eldona Woodruff, Director of Special
Education
Angie Smedley, Incoming Director of
Special Education
Cody Thompson, Director of Operations
Dee Benson, Director of Technology
Jessica Callaway, Director of Child
Nutrition
Jean Watts, Deputy Minutes Clerk**

- 1. The meeting was called to order by President Bennett-Johnson.**
- 2. Members Jennifer Bennett-Johnson, Gina Davis, Terry Pennington, Janna Pierson, Travis Sallee, Tina Smedley and Sharon Watts were present for roll call.**
- 3. A quorum was established.**
- 4. President Bennett-Johnson asked everyone present to stand and join her in the Pledge of Allegiance.**
- 5. President Bennett-Johnson asked everyone present to join her in a Moment of Silence.**

- 6A. **President Bennett-Johnson asked the Superintendent if there were any citizens registered to speak to the Board.**

Superintendent Simpson stated Mr. Justin Edie had registered to speak to the Board.

Mr. Edie thanked the Board for the last 5 years of partnership with Southwest Foodservice Excellence.

- 6B. **President Bennett-Johnson called for any comments to the Board by Board members.**

There were no comments to the Board by Board members.

7. **President Bennett-Johnson called for the Superintendent's Reports.**

Superintendent Simpson reported on the following:

Announced GHS Graduation was well attended and thanked Helen Price at the Lazy E Arena for accommodating us and allowing us to make sure everyone who wished to attend graduation was allowed to do so. Complimented Cody Thompson and his operations crew on successfully taking hold of the change in venue and completing all projects in a timely and efficient manner.

Stated the Oklahoma Legislature adjourned on May 25th. The approved appropriations bill puts as much money in classrooms as they started with this year. There was no funding for a teacher pay raise. He hopes that revenue projections are realistic. It appears the gross production is ticking up and he hopes that sales tax will have a steady growth as well. Our neighbors at the Kansas Legislature approved a budget calling for an increase in income taxes. The bill was subsequently vetoed by the governor. Last week, the legislature overrode the veto successfully. Prior to the tax issues they have had, Kansas took a similar strategy as Oklahoma by cutting until they found the sweet spot but they also started at a different starting point than we did with per pupil funding. For Oklahoma to be at the place where Kansas started this year with per pupil funding it would cost our state an additional \$2.1 billion. As far as the Texas Legislature, they are in a stalemate over funding with the House and Senate at this time. The end result is there being almost 300 well-funded districts facing massive cuts. The Texas Legislature only meets every other year. We are not the only ones having problems but of these three states we are the lowest funded in per pupil funding.

Announced we were notified last week that there have been regulatory changes by the SEC pertaining to the sale of bonds. These changes will delay the sale of our bonds by one month. When we get to August we will not have the proceeds from the

next sale. It will likely be September before we receive those funds. He does not expect this delay to cause any issues on our projects.

The movement of dirt at the Charter Oak Elementary site is in full production. Currently, there are lagoons being formed at the far west side of the site.

8. President Bennett-Johnson called for action on the Consent Agenda.

Member Watts requested Item 8A be removed from the Consent Agenda for consideration.

A motion was made by Watts and seconded by Pierson to approve the Consent Agenda excluding item 8A.

The motion carried with 7 ayes and 0 nays.

A motion was made by Pierson and seconded by Smedley to approve Item 8A, minutes of regular meeting held on May 8, 2017.

The motion carried with 6 ayes and 1 abstention-Member Watts abstaining.

9A. President Bennett-Johnson called for recommendation, consideration and action upon renewal of financial advisor services agreement with Municipal Finance Services, Inc. for 2017-2018.

A motion was made by Smedley and seconded by Pierson to approve the renewal of financial advisor services agreement with Municipal Finance Services, Inc. for 2017-2018.

The motion carried with 7 ayes and 0 nays.

9B. President Bennett-Johnson called for recommendation, consideration and action to renew the agreement with Clearwater Enterprises for the purchase of third party natural gas for 2017-2018.

A motion was made by Pierson and seconded by Smedley to approve the renewal agreement with Clearwater Enterprises for the purchase of third party natural gas for 2018-2018.

The motion carried with 7 ayes and 0 nays.

9C. President Bennett-Johnson called for recommendation, consideration and action upon contract with Sodexo, Inc. for 2017-2018 for Child Nutrition Services.

Discussion followed.

A motion was made by Watts and seconded by Smedley to approve the contract with Sodexo, Inc. for 2017-2018.

The motion carried with 7 ayes and 0 nays.

- 9D. President Bennett-Johnson called for recommendation, consideration and action upon Temporary Appropriations for 2017-2018 for the General Fund, Building Fund, Child Nutrition Fund, Gifts and Endowments Fund and Insurance/Casualty Fund.**

A motion was made by Smedley and seconded by Watts to approve Temporary Appropriations for 2017-2018 for the General Fund, Building Fund, Child Nutrition Fund, Gifts and Endowments Fund and Insurance/Casualty Fund.

The motion carried with 7 ayes and 0 nays.

- 9E. President Bennett-Johnson called for agreement with NORTHchurch, Inc. for facility use for 2017-2018.**

A motion was made by Watts and seconded by Sallee to approve the agreement with NORTHchurch, Inc. for facility use for 2017-2018.

The motion carried with 7 ayes and 0 nays.

- 9F. President Bennett-Johnson called for recommendation, consideration and action upon renewal with OSIG for property, general liability, fleet vehicle and errors and omissions coverage for 2017-2018.**

A motion was made by Watts and seconded by Smedley to approve the renewal with OSIG for property, general liability, fleet vehicle and errors and omissions coverage for 2017-2018.

The motion carried with 7 ayes and 0 nays.

- 9G. President Bennett-Johnson called for discussion, consideration and action upon renewal with OSAG for workers' compensation insurance coverage for 2017-2018.**

A motion was made by Pierson and seconded by Watts to approve the renewal with OSAG for workers' compensation insurance coverage for 2017-2018.

The motion carried with 7 ayes and 0 nays.

9H. President Bennett-Johnson called for discussion, consideration and action upon renewal agreement with Aurora Learning Community Association (ALCA) for 2017-2018.

Discussion followed.

A motion was made by Watts and seconded by Pierson to approve the renewal agreement with Aurora Learning Community Association (ALCA) for 2017-2018.

The motion carried with 7 ayes and 0 nays.

9I. President Bennett-Johnson called for recommendation, consideration and action upon:

- Elementary Student Handbook for 2017-2018**
- Handbook Supplements for Cotteral, Central, Fogarty and GUES for 2017-2018**

Superintendent Simpson recommended a correction on page 256 of the board packet to include “and improved school climate” for the approval of this item.

A motion was made by Watts and seconded by Davis to approve:

- Elementary Student Handbook for 2017-2018**
- Handbook Supplements for Cotteral, Central, Fogarty and GUES for 2017-2018**

with the amendment of a correction on page 256 of the board packet to include “and improved school climate”.

Discussion followed.

The motion carried with 7 ayes and 0 nays.

9J. President Bennett-Johnson called for recommendation, consideration and action upon agreement with Beth McLean for Occupational Therapy for 2017-2018.

A motion was made by Watts and seconded by Smedley to approve the agreement with Beth McLean for Occupational Therapy for 2017-2018.

The motion carried with 7 ayes and 0 nays.

9K. President Bennett-Johnson called for recommendation, consideration and action upon renewal agreement with Logan County Health Department for nursing services for 2017-2018.

A motion was made by Pierson and seconded by Watts to approve the renewal agreement with Logan County Health Department for nursing services for 2017-2018.

The motion carried with 7 ayes and 0 nays.

9L. President Bennett-Johnson called for recommendation, consideration and action on the following appointments for 2017-2018:

- Michelle Chapple – Purchasing Agent**
- Michelle Hamby – Encumbrance Clerk**
- Jana Wanzer – Treasurer**
- Anita Paul – Assistant Treasurer**
- Jana Frey – Clerk of the Board and Minutes Clerk**
- Jean Watts – Deputy Clerk of the Board and Deputy Minutes Clerk**

A motion was made by Watts and seconded by Smedley to approve the following appointments for 2017-2018:

- Michelle Chapple – Purchasing Agent**
- Michelle Hamby – Encumbrance Clerk**
- Jana Wanzer – Treasurer**
- Anita Paul – Assistant Treasurer**
- Jana Frey – Clerk of the Board and Minutes Clerk**
- Jean Watts – Deputy Clerk of the Board and Deputy Minutes Clerk**

The motion carried with 7 ayes and 0 nays.

9M. President Bennett-Johnson called for recommendation, consideration and action to accept each bid as listed for lawn services for Guthrie Public Schools for 2017-2108.

Discussion followed.

A motion was made by Watts and seconded by Davis to accept each bid as listed for lawn services for Guthrie Public Schools for 2017-2018.

Discussion followed.

The motion carried with 7 ayes and 0 nays.

9N. President Bennett-Johnson called for recommendation, consideration and action to ratify the lease purchase financing agreement for Oklahoma LED project.

Discussion followed.

A motion was made by Smedley and seconded by Pierson to ratify the lease purchase financing agreement for Oklahoma LED project.

The motion carried with 7 ayes and 0 nays.

- 9O. President Bennett-Johnson called for recommendation, consideration and action upon revision to District Policy:

- F-6 *Guthrie Public Schools Wellness Policy*

A motion was made by Watts and seconded by Smedley to approve the revision to District Policy:

- F-6 *Guthrie Public Schools Wellness Policy*

The motion carried with 7 ayes and 0 nays.

- 9P. President Bennett-Johnson called for recommendation, consideration and action upon appointment of Michelle Chapple, Executive Director of Finance, to replace Dennis Schulz, outgoing Assistant Superintendent, as designated representative of the Board of Education to conduct employee negotiations for the 2017-2018 school year.

A motion was made by Pierson and seconded by Smedley to approve the appointment of Michelle Chapple, Executive Director of Finance, to replace Dennis Schulz, outgoing Assistant Superintendent, as designated representative of the Board of Education to conduct employee negotiations for the 2017-2018 school year.

The motion carried with 7 ayes and 0 nays.

10. President Bennett-Johnson 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, rehiring of support personnel as listed for 2017-2018, employment of temporary contract teachers as listed for 2017-2018, employment of career and probationary teachers as listed for 2017-2018, extra-duty assignments as listed for 2017-2018, employment of Vo Ag Instructors for 2017-2018, and teacher negotiations for 2017-2018, disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1, 2 and 7

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

The motion carried with 7 ayes and 0 nays. Executive session began at 7:36 p.m.

- 10B. President Bennett-Johnson acknowledged the Board's return to open session at 8:22 p.m.

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

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

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

The motion carried with 7 ayes and 0 nays.

12. President Bennett-Johnson called for action upon recommendation to rehire support personnel as listed for 2017-2018.

A motion was made by Watts and seconded by Smedley to approve to rehire support personnel as listed for 2017-2018.

The motion carried with 7 ayes and 0 nays.

13. President Bennett-Johnson called for action upon recommendation to employ temporary contract teachers as listed for the first semester of 2017-2018.

A motion was made by Watts and seconded by Davis to employ temporary contract teachers as listed for the first semester of 2017-2018.

The motion carried with 7 ayes and 0 nays.

14. President Bennett-Johnson called for action upon recommendation to employ probationary teachers as listed for 2017-2018.

Superintendent Simpson recommended the removal of Stephen Hodge from the listed probationary teachers for approval due to previously accepting his resignation.

A motion was made by Watts and seconded by Smedley to employ probationary teachers as listed for 2017-2018 with the amendment of removing Stephen Hodge from the list.

The motion carried with 7 ayes and 0 nays.

15. President Bennett-Johnson called for action upon recommendation to employ career and probationary teachers as listed for 2017-2018.

A motion was made by Watts and seconded by Sallee to approve to employ career and probationary teachers as listed for 2017-2018.

The motion carried with 7 ayes and 0 nays.

- 16. President Bennett-Johnson called for action upon recommendation of extra-duty assignments as listed for 2017-2018.**

Superintendent Simpson recommended the JH and HS Athletic Extra-Duty lists be pulled from the extra-duty lists presented for approval.

A motion was made by Smedley and seconded by Pennington to approve the extra-duty assignments as listed with the exception of the JH and HS Athletic Extra-Duty lists.

The motion carried with 7 ayes and 0 nays.

- 17. President Bennett-Johnson called for possible vote to employ 1 or more Vo Ag Instructors for the 2017-2018 school year.**

Superintendent Simpson stated he had no recommendations at this time.

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

Superintendent Simpson stated he had received the resignation of Ashley Wilson, 5th Grade Teacher, with an effective date of May 23, 2017.

A motion was made by Pierson and seconded by Watts to approve the resignation of Ashley Wilson effective May 23, 2017.

The motion carried with 7 ayes and 0 nays.

- 19. President Bennett-Johnson 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 this was the last regular board meeting for Dennis Schulz and Eldona Woodruff and to please thank them for their service.

Member Davis stated her appreciation to the GJHS staff on the superb musical presentation held at Faver Auditorium.

- 20. A motion was made by Watts and seconded by Sallee to adjourn the meeting.**

The motion carried with 7 ayes and 0 nays.

The meeting adjourned at 8:29 p.m.

Jana Frey, Minutes Clerk

Jennifer Bennett-Johnson, Board President

WARRANTS PAID

GENERAL FUND:

2015-2016
2016-2017 \$3,577,826.76

GIFTS & ENDOWMENTS FUND:

2015-2016
2016-2017

BUILDING FUND:

2015-2016
2016-2017 \$ 44,373.11

INS. LOSS RECOVERY FUND:

2015-2016
2016-2017

CHILD NUTRITION FUND:

2015-2016
2016-2017 \$273,340.20

BOND FUND:

2015-2016 \$ 486.85
2016-2017 \$6,657.38

CD/INVESTMENTS:

Oklahoma State Bank – Bond CD \$1,000,000.00
Farmers and Merchants Bank – Bond CD \$7,000,000.00

TOTAL MONIES IN F&M BANK \$9,159,111.15
PLEDGED – FDIC \$250,000.00
PLEDGED – F&M BANK \$ 21,611,00.00

TOTAL MONIES IN OKLAHOMA STATE BANK \$1,000,000.00
PLEDGED – FDIC \$250,000.00
PLEDGED – OSB \$800,000.00

**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST
July 10, 2017**

- | | |
|--------------------------------|--|
| a. Learn to Love, 826 | Donation solicitation |
| b. Tennis, 855 | Mixed doubles tennis tournament |
| c. Tennis, 855 | Polar Bear Tennis Classic |
| d. Band, 859 | Great American Cookie Dough Brochure |
| e. Band, 859 | Durham Ellis Pecan “Nut Sale” |
| f. Band. 859 | HS Band & Color guard dues |
| g. Class of 2019, 863 | Sale of prom tickets |
| h. Class of 2019, 863 | Collection of \$50 class dues |
| i. HS FCCLA, 878 | Collection of \$30 club dues |
| j. HS FCCLA, 878 | Sale of LightWaves GHS bracelets |
| k. HS FCCLA, 878 | Face painting at home football games |
| l. HS FCCLA, 878 | MPACT cookie dough/frozen good sale |
| m. HS FCCLA, 878 | Frozen lemonade sold during lunch in the outback |
| n. Running Club, 882 | Cross Country meet(s) |
| o. Running Club, 882 | Bluejay clothing attire |
| p. Running Club, 882 | Student dues |
| q. Student Support, 885 | Bottled water sales in office |

r. Soccer, 897	Worlds Finest Chocolate Bar Fundraising
s. Soccer, 897	Fan Cloth-Guthrie merchandise sales
t. Soccer, 897	Taco Dinner
u. Soccer, 897	Silent Auction during Taco Dinner
v. Science Club, 898	Collection of \$15 club dues
w. Science Club, 898	Collection of \$20 lab fee for upper level science courses
x. HS Stuco, 899	District Convention
y. HS Stuco, 899	Sale of faculty shirt bundle
z. HS Stuco, 899	Letters to Santa
aa. HS Yearbook, 904	Yearbook sales
bb. HS Yearbook, 904	Advertising sales to seniors & businesses
cc. Transportation, 934	Vending sales
dd. Hall of Fame, 927	Golf Tournament



RECEIVED
6-7-17

a.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 06/06/2017 Site Name: Guthrie Junior High

Acct. Name & #: 826- Learn 2 Love Current Unobligated Account Balance: \$11,588.00

Select One: Soliciting in school only Soliciting in school and community Community Only

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

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's 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/>

Please supply the following information:
Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies, soda)
N/A

Manufacturer: N/A

Purpose for which funds will be used:
Funds will be used to purchase items to meet student needs including but not limited to classroom supplies, clothes, food, shelter, utilities, etc...

Name of Vendor: N/A

Address of Vendor: N/A

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

a. Estimated INCOME: \$5000.00
b. Less Estimated EXPENSE: 0.00
c. Estimated PROFIT: \$5000.00

NOTES:

First day of Fundraiser: 08/01/2017 Last Day of Fundraiser: 06/30/2018

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

What will happen to any items that are not sold? N/A

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

Sponsor's Signature: _____ Date: _____

Principal's Signature: [Signature] Date: 6-7-17

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016

MBC Huppale



RECEIVED
6-2-17



RECEIVED
6-6-17

b.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 5/17/2017 Site Name: HS

\$ 9,449.31

Acct. Name & #: Tennis 855 Current Unobligated Account Balance: 8,175.31

Select One: Soliciting in school only Soliciting in school and community Community Only

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

Mixed Doubles Tennis Tournament

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's 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/>

Please supply the following information:

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

Manufacturer: _____

Purpose for which funds will be used:

Equipment, uniforms, substitute teachers, travel, tennis balls, court repairs

Name of Vendor: _____

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

- a. Estimated INCOME: 1,000.00
- b. Less Estimated EXPENSE: 0
- c. Estimated PROFIT: 1,000.00

NOTES: Dates have not been determined.

First day of Fundraiser: 10/1/2017 Last Day of Fundraiser: 1/29/2018

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

What will happen to any items that are not sold? NA

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

Sponsor's Signature: Mary Hudson Date: 5-17-18

Principal's Signature: [Signature] Date: 6/2/17

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016

BY: [Signature]



RECEIVED
10-2-17



RECEIVED
10-6-17

C.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 5/17/2017 Site Name: HS

\$9,449.31

Acct. Name & #: Tennis 855 Current Unobligated Account Balance: 8,175.31

Select One: Soliciting in school only Soliciting in school and community Community Only

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

Polar Bear Tennis Classic

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's 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/>

Please supply the following information:

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

Manufacturer: _____

Purpose for which funds will be used:

Equipment, uniforms, substitute teachers, travel, tennis balls, court repairs

Name of Vendor: _____

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

- a. Estimated INCOME: 1,000.00
- b. Less Estimated EXPENSE: 0
- c. Estimated PROFIT: 1,000.00

NOTES: Tennis Court.

First day of Fundraiser: 1/28/2018 Last Day of Fundraiser: 1/28/2018

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

What will happen to any items that are not sold? NA

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

Sponsor's Signature: Mary Ann Date: 5-17-17

Principal's Signature: [Signature] Date: 6/02/17

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016

[Handwritten signature]
[Handwritten initials]



RECEIVED
6-5-17

d.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 5-26-17 Site Name: Band GHS

Acct. Name & #: 859 Band Current Unobligated Account Balance: 10,001⁹⁹
0

Select One: Soliciting in school only Soliciting in school and community Community Only

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

Great American Opportunities Cookie Dough & Brochure Sale

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's 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/>

Please supply the following information:

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

Great American Opportunities Cookie Dough and Brochure Sale

Manufacturer: Southern Living

Purpose for which funds will be used:

Band Trips, music, instruments, electronics, and other band equipment needs

Name of Vendor: Great American Opportunities

Address of Vendor: P.O. Box 306047 Nashville, TN 37230-6047

Items to be purchased in order to conduct the fundraiser:

Cookie Dough/Brochure Sales

- a. Estimated INCOME: \$3000.00
- b. Less Estimated EXPENSE: \$1800.00
- c. Estimated PROFIT: \$1200.00

NOTES:

First day of Fundraiser: August 8th, 2017 Last Day of Fundraiser: August 15th, 2017

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

What will happen to any items that are not sold? They will be sold

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

Sponsor's Signature: [Signature] Date: 5-30-17

Principal's Signature: [Signature] Date: 6-2-17

[Handwritten signature]

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016

RECEIVED
6-5-17

e.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 5-26-17 Site Name: Band GHS
Acct. Name & #: 859, Band Current Unobligated Account Balance: 10,601.⁹⁹
B

Select One: Soliciting in school only Soliciting in school and community Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
Durham Ellis Pecan "Nut Sale"

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's 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/>

Please supply the following information:
Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies, soda)
assorted nuts and flavored nuts

Manufacturer: Durham Ellis Pecan

Purpose for which funds will be used:
Band Trips, Music, instrument and repair, electronics, and other band equipment needs

Name of Vendor: Durham Ellis Pecan

Address of Vendor: 308 S. Houston, Comanche TX 76442

Items to be purchased in order to conduct the fundraiser:
Durham Products

a. Estimated INCOME: \$14,000.00
b. Less Estimated EXPENSE: \$7,000.00
c. Estimated PROFIT: \$7,000.00

NOTES:

First day of Fundraiser: Sept. 19th, 2017 Last Day of Fundraiser: Oct. 3rd, 2017

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

What will happen to any items that are not sold? They will be sold for a discount at the Winder Band Concert

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

Sponsor's Signature: [Signature] Date: 5-30-17

Principal's Signature: [Signature] Date: 6-2-17

[Handwritten signature]

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016



RECEIVED
6-13-17

f.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 6-8-17 Site Name: Band- High School

Acct. Name & #: Band 859 Current Unobligated Account Balance: \$ 11,112.99

Select One: Soliciting in school only Soliciting in school and community Community Only

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

HS Band Dues and Colorguard Dues

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's 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/>

Please supply the following information:

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

Manufacturer: _____

Purpose for which funds will be used:

Uniform needs, T Shirt, Uniform Cleanings, Transportation, Music and any other un-foreseen expenses

Name of Vendor: _____

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

none

- a. Estimated INCOME: \$6500.00
- b. Less Estimated EXPENSE: 0
- c. Estimated PROFIT: \$6500.00

NOTES:

First day of Fundraiser: July 17th, 2017 Last Day of Fundraiser: May 25th, 2018

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

What will happen to any items that are not sold? _____

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

Sponsor's Signature: [Signature] Date: 6-8-17

Principal's Signature: [Signature] Date: 6-12-17

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016

[Handwritten signature]

RECEIVED
6-13-17

J.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 6/7/2017 Site Name: GHS

Acct. Name & #: Class of 2019 # 803 Current Unobligated Account Balance: \$4,459.62

Select One: Soliciting in school only Soliciting in school and community Community Only

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

Sale of Prom Tickets

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's 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/>

Please supply the following information:

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

Manufacturer: _____

Purpose for which funds will be used:

Prom expenses

Name of Vendor: _____

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

- a. Estimated INCOME: 3050.00
- b. Less Estimated EXPENSE: _____
- c. Estimated PROFIT: 3050.00

NOTES:

First day of Fundraiser: March 2018 Last Day of Fundraiser: April 2018

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

What will happen to any items that are not sold? _____

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

Sponsor's Signature: Michelle Riedus Date: 6-8-17

Principal's Signature: Chris [unclear] Date: 6-12-17

Michelle Riedus

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016

6-13-17

h.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 6/7/2017 Site Name: GHS

Acct. Name & #: Class of 2019 #863 Current Unobligated Account Balance: \$4,459.62

Select One: Soliciting in school only Soliciting in school and community Community Only

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

Collection of \$50 class dues w/T-shirt

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's 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/>

Please supply the following information:
Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies, soda)

Manufacturer: _____

Purpose for which funds will be used:

Class shirts, homecoming/prom expenses and any unforeseen expenditures

Name of Vendor: _____

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

Class T-shirts

- a. Estimated INCOME: 10,000.00
- b. Less Estimated EXPENSE: 1000.00
- c. Estimated PROFIT: 9000.00

NOTES:

First day of Fundraiser: August 2017 Last Day of Fundraiser: May 2018

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

What will happen to any items that are not sold? _____

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

Sponsor's Signature: Michelle Riedus Date: 6-8-17

Principal's Signature: Chris [Signature] Date: 6-12-17

Michelle

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

Board of Education Approval Date: _____

i



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6-5-17

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 05/30/17 Site Name: GHS

Acct. Name & #: FCCLA 878 Current Unobligated Account Balance: 257.89 159.85
B

Select One: Soliciting in school only Soliciting in school and community Community Only

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

Club Dues \$30

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's 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/>

Please supply the following information:

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

Manufacturer: _____

Purpose for which funds will be used:

Meeting Lunches, T-shirts, National and State Affiliation

Name of Vendor: _____

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

No items will be purchased until payment is received.

- a. Estimated INCOME: 1200
- b. Less Estimated EXPENSE: 0
- c. Estimated PROFIT: 1200

NOTES:

First day of Fundraiser: 08/01/17 Last Day of Fundraiser: 02/28/18

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

What will happen to any items that are not sold? n/a

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

Sponsor's Signature: Amanda Moore Date: 5/30/17

Principal's Signature: Chris Edwards Date: 6-2-17

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016

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6-5-17

j

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 05/30/17 Site Name: GHS

Acct. Name & #: FCCLA 878 Current Unobligated Account Balance: 257.89 159.85
B

Select One: Soliciting in school only Soliciting in school and community Community Only

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

LightWaves bracelets (light up blue with "Guthrie High School" on the band)

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's 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/>

Please supply the following information:
Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies, soda)

Manufacturer: Lightwave/Strike

Purpose for which funds will be used:
FCCLA transportation/substitutes/registration for leadership conference and District Meeting

Name of Vendor: MPACT Fundraising, Mark Prater

Address of Vendor: 820 Davenport Rd #152, Edmond, OK 73003

Items to be purchased in order to conduct the fundraiser:

Items left over from last year.

- a. Estimated INCOME: 500
- b. Less Estimated EXPENSE: 0
- c. Estimated PROFIT: 500

NOTES: No purchase necessary as bracelets were not sold during 2016-17 school year + will be sold 2017-18 school year.

First day of Fundraiser: 09/11/17 Last Day of Fundraiser: 09/22/17

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

What will happen to any items that are not sold? sell again later

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

Sponsor's Signature: Amanda B Moore Date: 5/30/17

Principal's Signature: Chris [Signature] Date: 6-2-17

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016

mtchapple



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6-5-17

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

h.

Date of Request: 05/30/17 Site Name: GHS

Acct. Name & #: FCCLA 878 Current Unobligated Account Balance: 257.89 159.85
93

Select One: Soliciting in school only Soliciting in school and community Community Only

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

Face Painting at Home Football Games

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's 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/>

Please supply the following information:

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

Manufacturer: _____

Purpose for which funds will be used:

FCCLA transportation/substitutes/registration for District Meeting and STAR Event competitions

Name of Vendor: _____

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

Face paint in various colors, paintbrushes, signs, etc.

- a. Estimated INCOME: 750
- b. Less Estimated EXPENSE: 250
- c. Estimated PROFIT: 500

NOTES:

First day of Fundraiser: first home game Last Day of Fundraiser: last home game

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

What will happen to any items that are not sold? _____

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

Sponsor's Signature: *Amanda Moore* Date: 5/30/17

Principal's Signature: *Chris Stewart* Date: 6-2-17

m. Schappale

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016

1.

RECEIVED
6-5-17

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 05/30/17 Site Name: GHS

Acct. Name & #: FCCLA 878 Current Unobligated Account Balance: ~~257.89~~ 159.⁸⁵

Select One: Soliciting in school only Soliciting in school and community Community Only

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

MPACT cookie dough/frozen goods from a flyer.

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's 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/>

Please supply the following information:

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

Manufacturer: Club Choice

Purpose for which funds will be used:

FCCLA transportation/substitutes/registration for District & Regional STAR Events

Name of Vendor: MPACT Fundraising, Mark Prater

Address of Vendor: 820 Davenport Rd #152, Edmond, OK 73003

Items to be purchased in order to conduct the fundraiser:

No items will be purchased until payment is received.

- a. Estimated INCOME: 1500
- b. Less Estimated EXPENSE: 800
- c. Estimated PROFIT: 700

NOTES:

First day of Fundraiser: 10/02/17 Last Day of Fundraiser: 10/31/17

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

What will happen to any items that are not sold? n/a

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

Sponsor's Signature: Amanda B Moore Date: 5/30/17

Principal's Signature: Chris [Signature] Date: 6-2-17

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016

malchappale



RECEIVED
6-5-17

m.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 05/30/17 Site Name: GHS

Acct. Name & #: FCCLA 878 Current Unobligated Account Balance: ~~257.89~~ 159.85
88

Select One: Soliciting in school only Soliciting in school and community Community Only

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

Frozen lemonades will be sold at lunch in the outback

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's 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/>

Please supply the following information:

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

Frozen Lemonade (frozen Countrytime Lemonade (from a mix), ice, and fresh lemons)

Manufacturer: Countrytime

Purpose for which funds will be used:

FCCLA State Convention travel & registration

Name of Vendor: _____

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

Countrytime Lemonade Mix, Lemons, Ice

- a. Estimated INCOME: 500
- b. Less Estimated EXPENSE: 200
- c. Estimated PROFIT: 300

NOTES:

First day of Fundraiser: 04/09/18 Last Day of Fundraiser: 04/27/18

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

What will happen to any items that are not sold? Eaten at FCCLA meeting

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

Sponsor's Signature: Amanda B Moore Date: 5/30/17

Principal's Signature: Chris L. ... Date: 6-2-17

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016

Smart Snacks Product Calculator Results

Brand:
Countrytime

Product Name:
Lemonade Mix

Serving Size:
8.00 oz

Servings Per Container:
1

Nutrition Facts

Serving Size 8 fluid oz

Servings Per Container 1

Calories 40

The person or group responsible for the point of sale to students on campus should verify a product's compliance and print their own Calculator results for documentation intended for compliance purposes. Results from this calculator have been determined by the USDA to be accurate in assessing product compliance with the Federal requirements for Smart Snacks in Schools provided the information is not misrepresented when entered into the Calculator.

RECEIVED
6-10-17

m.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 6/5/17 Site Name: HS

Acct. Name & #: 882-Running Clut Current Unobligated Account Balance: \$1,238⁰²

Select One: Soliciting in school only Soliciting in school and community Community Only

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

Cross Country Meet(s)

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's 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/>

Please supply the following information:

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

Manufacturer: Body Billboards

Purpose for which funds will be used:
purchase medals, practice supplies

Name of Vendor: Body Billboards

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

medals, port-a-potties

- a. Estimated INCOME: 2000.00
- b. Less Estimated EXPENSE: 500.00
- c. Estimated PROFIT: 1500.00

NOTES:

First day of Fundraiser: July 11, 2017 Last Day of Fundraiser: Dec 17, 2017

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

What will happen to any items that are not sold? N/A

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

Sponsor's Signature: [Signature] Date: 6/5/17

Principal's Signature: [Signature] Date: 6/5/17

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016

[Handwritten signature: m. Schupp]




RECEIVED
6-7-17

o.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 6/5/17 Site Name: HS

Acct. Name & #: 882-Running Clut Current Unobligated Account Balance: 1143.52 

Select One: Soliciting in school only Soliciting in school and community Community Only

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

Bluejay clothing attire

*If food and/or beverage items are being **sold to students during the school day**, they must meet the Smart Snacks in School's 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/>*

Please supply the following information:

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

Manufacturer: Body Billboards, Gandy Ink, Mojo Sports

Purpose for which funds will be used:

Track equipment, and track replacement tar

Name of Vendor: Body Billboards

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

shirts, sock, hats, hoddies, jackets, pants, shorts

- a. Estimated INCOME: 2000.00
- b. Less Estimated EXPENSE: 1200.00
- c. Estimated PROFIT: 800.00


NOTES:

First day of Fundraiser: July 11, 2017 Last Day of Fundraiser: May 20, 2018

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

What will happen to any items that are not sold? N/A

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

Sponsor's Signature:  Date: 6/7/17

Principal's Signature:  Date: 6/7/17

M. Schapple

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

Board of Education Approval Date: _____

RECEIVED
6-6-17

P.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 6/5/17 Site Name: HS

Acct. Name & #: 882-Running Club Current Unobligated Account Balance: \$1,238.00

Select One: Soliciting in school only Soliciting in school and community Community Only

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

Student Dues

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's 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/>

Please supply the following information:
Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies, soda)

Manufacturer: Gandy Ink, Mojo Sports

Purpose for which funds will be used:

Practice Packs

Name of Vendor: Gandy Ink, Mojo Sports

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

uniforms

- a. Estimated INCOME: 1000.00
- b. Less Estimated EXPENSE: 0
- c. Estimated PROFIT: 1000.00

NOTES:

First day of Fundraiser: July 11, 2017 Last Day of Fundraiser: May 19, 2018

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

What will happen to any items that are not sold? N/A

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

Sponsor's Signature: [Signature] Date: 6/5/17

Principal's Signature: [Signature] Date: 6/5/17

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016

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BY: [Signature]



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6-5-17

8.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 5/31/17 Site Name: High School

Acct. Name & #: Student Support #885 Current Unobligated Account Balance: 2,471.41

Select One: Soliciting in school only Soliciting in school and community Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
sales of bottled water in office

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's 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>

Please supply the following information:

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

Manufacturer: Great Value

Purpose for which funds will be used:

Purchase of yearbooks for students (chosen by staff) who cannot afford to purchase them and to provide student scholarships.

Name of Vendor: Walmart

Address of Vendor: 1068 S. Division St., Guthrie, OK 73044

Items to be purchased in order to conduct the fundraiser:

bottled water

- a. Estimated INCOME: 1250.00
- b. Less Estimated EXPENSE: 350.00
- c. Estimated PROFIT: 900.00

NOTES:

First day of Fundraiser: 8-18-17 Last Day of Fundraiser: 5-25-18

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

What will happen to any items that are not sold? Any unsold water will be stored for sale next year

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

Sponsor's Signature: Karey Jarred Date: 5/31/17

Principal's Signature: Chris Schappale Date: 6-2-17

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016



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GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

R.

Date of Request: 5/15/17 Site Name: HS

Acct. Name & #: Soccer 897 Current Unobligated Account Balance: \$2300.00 *2874.15*

Select One: Soliciting in school only Soliciting in school and community Community Only

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

Worlds Finest Chocolate Bar Fundraising.

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's 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/>

Please supply the following information:

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

Manufacturer: _____

Purpose for which funds will be used:

Equipment and uniforms.

Name of Vendor: Worlds Finest Chocolate

Address of Vendor: 4801 S Lawndale Chicago, IL 60632 1-888-821-8452

Items to be purchased in order to conduct the fundraiser:

Chocolate bars

- a. Estimated INCOME: 2000.00
- b. Less Estimated EXPENSE: 1000.00
- c. Estimated PROFIT: 1000.00

NOTES:

First day of Fundraiser: 8/19/2017 Last Day of Fundraiser: 12/15/2017

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

What will happen to any items that are not sold? Students are responsible.

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

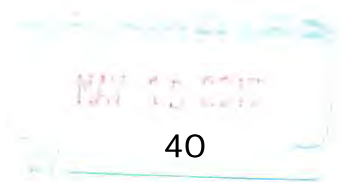
Sponsor's Signature: Monte Myers Date: 5/15/17

Principal's Signature: [Signature] Date: 5/15/17

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016





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A.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 5/15/17 Site Name: HS

Acct. Name & #: Soccer 897 Current Unobligated Account Balance: \$2300.00 ^{2814.50}

Select One: Soliciting in school only Soliciting in school and community Community Only

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

Sell Guthrie merchandise to students and community through the fundraising company Fan Cloth.

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's 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/>

Please supply the following information:

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

N/A

Manufacturer: _____

Purpose for which funds will be used:

Equipment and uniforms.

Name of Vendor: Fan Cloth

Address of Vendor: 4201 Cambridge Rd Ft Worth TX 76155

Items to be purchased in order to conduct the fundraiser:

Mainly clothing.

- a. Estimated INCOME: 3000.00
- b. Less Estimated EXPENSE: 1500.00
- c. Estimated PROFIT: 1500.00

NOTES:

First day of Fundraiser: 8/19/17 Last Day of Fundraiser: 1/31/2018

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

What will happen to any items that are not sold? N/A

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

Sponsor's Signature: Monte Myers Date: 5/15/17

Principal's Signature: [Signature] Date: 5/15/17 [Signature]

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016



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5-16-17

t.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 5/15/17 Site Name: HS

Acct. Name & #: Soccer 897 Current Unobligated Account Balance: 2814.50
\$2300.00

Select One: Soliciting in school only Soliciting in school and community Community Only

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

Taco Dinner after school hours. All food donated by parents of soccer players.

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's 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/>

Please supply the following information:

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

Manufacturer: _____

Purpose for which funds will be used:

Equipment and uniforms.

Name of Vendor: _____

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

- a. Estimated INCOME: 1200.00
- b. Less Estimated EXPENSE: 100.00
- c. Estimated PROFIT: 1100.00

NOTES:

First day of Fundraiser: 2/1/2018 Last Day of Fundraiser: 2/27/2018

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

What will happen to any items that are not sold? Parents take home

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

Sponsor's Signature: Monte Myers Date: 5/15/17

Principal's Signature: [Signature] Date: 5/15/17

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016

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5-16-17

U.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 5/15/17 Site Name: HS

Acct. Name & #: Soccer 897 Current Unobligated Account Balance: \$2300.00 ²⁸⁴⁵⁰

Select One: Soliciting in school only Soliciting in school and community Community Only

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

Silent Auction. Held during Taco Dinner, silent auction items donated by soccer parents.

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's 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/>

Please supply the following information:

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

Manufacturer: _____

Purpose for which funds will be used:

Equipment and uniforms.

Name of Vendor: _____

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

- a. Estimated INCOME: 1000.00
- b. Less Estimated EXPENSE: 0
- c. Estimated PROFIT: 1000.00

NOTES:

First day of Fundraiser: 2/1/2018 Last Day of Fundraiser: 2/27/2018

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

What will happen to any items that are not sold? Parents take home

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

Sponsor's Signature: Monte Myers Date: 5/15/17

Principal's Signature: [Signature] Date: 5/15/17

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016

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6-13-17

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

25.

Date of Request: 6/7/2017 Site Name: GHS

Acct. Name & #: Science Club #898 Current Unobligated Account Balance: \$5,416.⁰⁵

Select One: Soliciting in school only Soliciting in school and community Community Only

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

Collection of \$15 dues

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's 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/>

Please supply the following information:

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

Manufacturer: _____

Purpose for which funds will be used:

Shirts, field trips, gas/substitutes and any unforeseen expenses

Name of Vendor: _____

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

- a. Estimated INCOME: 375.00
- b. Less Estimated EXPENSE: _____
- c. Estimated PROFIT: 375.00

NOTES:

First day of Fundraiser: August 2017 Last Day of Fundraiser: May 2018

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

What will happen to any items that are not sold? _____

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

Sponsor's Signature: Michelle Redus Date: 6-8-17

Principal's Signature: Chris Schmidt Date: 6-12-17

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016

Michelle



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GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

W.

Date of Request: 6/7/2017 Site Name: GHS

Acct. Name & #: Science Club #898 Current Unobligated Account Balance: \$5,416.05
B

Select One: Soliciting in school only Soliciting in school and community Community Only

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

\$20 Lab Fee paid by students taking upper level science courses

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's 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/>

Please supply the following information:

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

Manufacturer: _____

Purpose for which funds will be used:

Purchase of all classroom lab supplies, chemicals, live/preserved specimen, lab equipment any unforeseen expenditures

Name of Vendor: _____

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

- a. Estimated INCOME: 8,000
- b. Less Estimated EXPENSE: 0.00
- c. Estimated PROFIT: 8,000.00

NOTES:

First day of Fundraiser: August 2017 Last Day of Fundraiser: May 2018

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

What will happen to any items that are not sold? _____

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

Sponsor's Signature: Michelle Riedus Date: 6-8-17

Principal's Signature: Chris [Signature] Date: 6-12-17

Michelle Riedus

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016



GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

K.

Date of Request: 6/5/17 Site Name: HS

Acct. Name & #: 899/Student Cour Current Unobligated Account Balance: 4956.48

Select One: Soliciting in school only [checked] Soliciting in school and community Community Only

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

District Convention- Student Councils from District 2 in the state of Oklahoma will attend a convention at GHS. Entry fees are required.

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's 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/

Please supply the following information:

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

Manufacturer:

Purpose for which funds will be used:

Supplies for stuco sponsored events

Name of Vendor:

Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

Tape, paint, speaker

- a. Estimated INCOME: 750.00
b. Less Estimated EXPENSE: 200.00
c. Estimated PROFIT: 550.00

NOTES:

First day of Fundraiser: Sept. 1, 2017 Last Day of Fundraiser: Dec. 20 2017

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

What will happen to any items that are not sold? N/A

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

Sponsor's Signature: [Signature] Date: 6/5/17

Principal's Signature: [Signature] Date: 6-5-17

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

Board of Education Approval Date:

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GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 6/13/17 Site Name: HS

Acct. Name & #: 899-Stuco Current Unobligated Account Balance: 4956.48 *OB*

Select One: Soliciting in school only Soliciting in school and community Community Only

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

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's 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/>

Please supply the following information:
Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies, soda)
N/A

Manufacturer: Gandy Ink, Body Billboards

Purpose for which funds will be used:
Purchase of student council sponsored clothing (shirts)

Name of Vendor: Gandy Ink, Body Billboards

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:
Clothing items

- a. Estimated INCOME: 4000
- b. Less Estimated EXPENSE: 4000
- c. Estimated PROFIT: 0

Faculty will receive 5 shirts for
NOTES: purchase of bundle.
Fundraiser serves as dues. *FOR*
Stuco members.

First day of Fundraiser: Aug 1, 2017 Last Day of Fundraiser: May 19 2018

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

What will happen to any items that are not sold? N/A

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

Sponsor's Signature: *Matthew* Date: 6/13/17

Principal's Signature: *Chris Edwards* Date: 6-14-17

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016

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6-7-17

3.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 6/5/17 Site Name: HS

Acct. Name & #: 899/Student Cour Current Unobligated Account Balance: 4956.48 

Select One: Soliciting in school only Soliciting in school and community Community Only

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

Letters to Santa- See attached

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's 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/>

Please supply the following information:

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

Manufacturer: One stop copy shop/ U.S.P.S

Purpose for which funds will be used:

Supplies for stuco sponsored events

Name of Vendor: One stop copy shop/U.S.P.S

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

Stationary, postage stamps

- a. Estimated INCOME: 500.00
- b. Less Estimated EXPENSE: 75.00
- c. Estimated PROFIT: 425.00

NOTES:


First day of Fundraiser: Oct. 20, 2017 Last Day of Fundraiser: Dec. 20 2017

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

What will happen to any items that are not sold? N/A

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

Sponsor's Signature:  Date: 6/5/17

Principal's Signature:  Date: 6-5-17

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016





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6-7-17

aa.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: June 6, 2017 Site Name: High School

Acct. Name & #: Yearbook #904 Current Unobligated Account Balance: 946.78

Select One: Soliciting in school only Soliciting in school and community Community Only

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

Yearbook Sales

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's 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/>

Please supply the following information:

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

Manufacturer: _____

Purpose for which funds will be used:

Yearbook expenses to include, but not limited to, purchasing yearbooks, training, equipment, supplies

Name of Vendor: Jostens

Address of Vendor: 451 International Blvd. Clarksville, TN 37040

Items to be purchased in order to conduct the fundraiser:

- a. Estimated INCOME: 40000.
- b. Less Estimated EXPENSE: 33000.
- c. Estimated PROFIT: 7000.

NOTES:

First day of Fundraiser: August 1, 2017 Last Day of Fundraiser: May 31, 2018

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

What will happen to any items that are not sold? Yearbooks will be inventoried and sold to alumni

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

Sponsor's Signature: [Signature] Date: 6/1/17

Principal's Signature: [Signature] Date: 6-5-17

[Handwritten signature: mchapple]

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016

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6-7-17

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GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: June 6, 2017 Site Name: High School

Acct. Name & #: Yearbook #904 Current Unobligated Account Balance: 1890.79 ^{946.78}

Select One: Soliciting in school only Soliciting in school and community Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
Ad Sales (both to seniors and outside businesses)

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's 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/>

Please supply the following information:
Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies, soda)

Manufacturer: _____

Purpose for which funds will be used:
Selling ads to seniors and businesses will help offset the cost of printing the yearbook and make the yearbook more affordable to patrons. It will also be used to help train the staff and purchased supplies and other items needed for the yearbook program.

Name of Vendor: _____

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

- a. Estimated INCOME: 10000.
- b. Less Estimated EXPENSE: 0
- c. Estimated PROFIT: 10000.

NOTES:

First day of Fundraiser: August 1, 2017 Last Day of Fundraiser: May 31, 2018

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

What will happen to any items that are not sold? Nothing is being purchased

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

Sponsor's Signature: [Signature] Date: 6/11/17

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

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016

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6-8-17

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GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 6/8/17 Site Name: Transportation \$ 2,292.82
Acct. Name & #: 934, Transportation Current Unobligated Account Balance: 3164.62

Select One: Soliciting in school only Soliciting in school and community Community Only

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

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's 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/>

Please supply the following information:

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

Candy, cookies, pastries, sodas, water, crackers, chips, sandwiches, ice cream, nuts, popcorn, slim jims, pizza

Manufacturer: Various

Purpose for which funds will be used:

Name of Vendor: Sam's, Walmart

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

See above food list

- a. Estimated INCOME: 8700.00
- b. Less Estimated EXPENSE: 8600.00
- c. Estimated PROFIT: 100.00

NOTES:

First day of Fundraiser: 7/1/17 Last Day of Fundraiser: 6/30/18

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

What will happen to any items that are not sold? Held for resale 7/1/18

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

Sponsor's Signature: [Signature] Date: 6-8-17

Principal's Signature: [Signature] Date: 6-8-17

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016

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11-5-17

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GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 6/29/17 Site Name: GHS

Acct. Name & #: 927 Hall of Fame Current Unobligated Account Balance: \$838.67

Select One: Soliciting in school only Soliciting in school and community Community Only

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

Golf Tournament-entry/hole sponsors

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's 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/>

Please supply the following information:

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

n/a

Manufacturer: n/a

Purpose for which funds will be used:

Plaques for Hall of Fame Inductees

Name of Vendor: n/a

Address of Vendor: n/a

Items to be purchased in order to conduct the fundraiser:

n/a

- a. Estimated INCOME: 2000
- b. Less Estimated EXPENSE: 0
- c. Estimated PROFIT: 2000

NOTES:

First day of Fundraiser: aug 5, 2017 Last Day of Fundraiser: aug 5, 2017

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

What will happen to any items that are not sold? n/a

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

Sponsor's Signature: [Signature] Date: 6/29/17

Principal's Signature: _____ Date: _____

Athletic Director's Signature (if applicable): [Signature] Date: 6/29/17

Board of Education Approval Date: _____

TRANSFERS FOR BOARD APPROVAL
July 10, 2017

TO:	FROM:	REASON	\$AMOUNT
Student Support, #885	HS Activity, #884	Fundraiser proceeds	\$1,039.41



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6-7-17



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

Amount 1,039.41

Date Requested 6/2/17

Transfer to: Student Support - #885
Account Name & Number

Transfer from: High School Activity - #884
Account Name & Number

State Reason for Transfer Below

transferring proceeds from office water fundraiser to new account - will conduct future fundraisers solely from this account

Sponsor's Signature: *Jary Jarred*

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: *Chris P. ...*

Transfer # _____

Board Approved _____

Activity Fund 60
2016-2017 Year End Transfers to 2017-2018

ACCOUNT	ACCOUNT NAME	ACCOUNT BALANCE	<i>As of 6/30/17</i>
801	CENTRAL FACULTY	\$	156.30
802	CENTRAL ACTIVITY	\$	11,635.25
803	CENTRAL PTO	\$	6,436.28
804	COTTERAL PTO	\$	6,423.89
805	COTTERAL ACTIVITY	\$	15,435.95
806	COTTTERAL FACULTY	\$	340.97
808	FOGARTY PTO	\$	12,332.25
809	FOGARTY ACTIVITY	\$	21,870.68
810	FOCARTY FACULTY	\$	526.92
811	ELEM SNACK GRANT	\$	893.84
812	GUES ACTIVITY	\$	19,944.99
813	GUES FACULTY	\$	946.70
815	GUES PTO	\$	21,961.18
816	GHS SPECIAL KIDS	\$	338.22
817	JH ART CLUB	\$	309.56
818	JH BUILDERS CLUB	\$	454.54
819	JH ATHLETICS	\$	13,356.14
820	JH GOLF	\$	2,155.49
821	JH FCCLA	\$	2,055.95
822	JH HONOR SOCIETY	\$	3,067.10
823	JH ACCOUNT	\$	9,030.17
824	JH FACULTY	\$	1,536.45
825	JH LIBRARY	\$	2,506.55
826	LEARN 2 LOVE	\$	11,698.00
827	JH CHEERLEADERS	\$	3,949.41
830	JH STUCO	\$	4,362.28
831	JH TSA	\$	1,599.86
832	JH YEARBOOK	\$	2,487.24
834	JH ACADEMIC TEAM	\$	170.74
850	HS ACADEMIC TEAM	\$	89.70
851	HS ART CLUB	\$	6,976.49
852	HS ATHLETICS	\$	40,915.96
853	HS CHEER	\$	2,442.99
854	FOOTBALL CAMP	\$	4,227.25
855	HS TENNIS BOOSTERS	\$	9,449.37
856	HS LIBRARY	\$	1,601.42
857	HS YOUTH & GOV'T	\$	51.94
858	HS LINK CREW	\$	141.99
859	HS BAND	\$	11,111.39
861	CLASS OF 2017	\$	1,959.85
862	HS CLASS OF 2018	\$	7,255.20
863	CLASS OF 2019	\$	4,459.62
864	GHS ALUMNI ACCOUNT	\$	2,499.32
869	HS ENGLISH CLUB	\$	1,435.95
870	HS COURTESY COMMITTEE	\$	1,317.85
871	HS STUDENT PANTRY	\$	1,906.13

Activity Fund 60
2016-2017 Year End Transfers to 2017-2018

872 CLASS OF 2020	\$	870.35
873 HS SPEECH	\$	503.25
876 HS FFA/4H BOOSTER CLUB	\$	44,195.33
877 HS FFA	\$	14,638.28
878 HS FCCLA	\$	159.85
879 HS FOREIGN LANGUAGE	\$	2,817.13
882 GUTHRIE RUNNING CLUB	\$	1,238.02
883 HS HERITAGE CLUB	\$	647.40
884 HIGH SCHOOL ACCOUNT	\$	19,280.41
886 HS HONOR SOCIETY	\$	1,463.44
888 HS JOURNALISM	\$	387.30
889 HS KEY CLUB	\$	540.67
892 MATH OF FINANCE	\$	27.58
893 HS MU ALPHA THETA	\$	440.21
895 HS JROTC	\$	4,737.72
896 HS SADD	\$	40.02
897 HS SOCCER CLUB	\$	2,983.11
898 HS SCIENCE CLUB	\$	5,458.05
899 HS STUCO	\$	5,262.87
900 HS CAMPUS BEAUTIFICATION	\$	6,936.70
902 HS VOCAL	\$	3,199.85
904 HS YEARBOOK	\$	2,250.79
907 HS MEMORIAL FUND	\$	73.92
908 HS VOCAL TRIP ACCOUNT	\$	58.14
911 HS FFA BUILDING FUND	\$	7,368.83
912 HS BPA	\$	597.44
913 HS DRAMA	\$	2,508.80
921 BANQUET ACCOUNT	\$	0.01
922 ADMIN COURTESY COMM.	\$	218.87
927 HALL OF FAME BANQUET	\$	828.67
929 DISTRICT SPECIAL OLYMPICS	\$	28,001.14
930 DISTRICT ELEMENTARY PTO	\$	175.34
932 SUMMER SCHOOL	\$	200.00
933 FAVER C&C	\$	201.03
934 TRANSPORTATION C&C	\$	2,567.70
935 ADMIN VENDING MACHINE	\$	551.79
936 GUES HONOR CHOIR	\$	587.93
937 FAVER ACTIVITY	\$	156.30
938 NATIVE AMERICAN PARENTS	\$	205.72
940 ADMINISTRATION MISC	\$	8,742.95
GRAND TOTAL	\$	446,948.23

Purchase Order Register

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PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2017	10611	CITY OF GUTHRIE	WATER, SEWER, & GARBAGE 2017-18	150,000.00
2	07/01/2017	12886	O G & E	ELECTRIC SERVICE FOR 2017-18	325,000.00
3	07/01/2017	12892	O.N.G.	NATURAL GAS FOR 2017-18	36,000.00
4	07/01/2017	17419	CLEARWATER ENTEPRISES	NATURAL GAS FOR 2017-18	32,000.00
5	07/01/2017	10711	COX COMMUNICATIONS SYSTEM	PHONE SERVICE FOR 2017-18	28,000.00
6	07/01/2017	10407	A T & T MOBILITY II LLC	CELL PHONES FOR 2017-18	22,000.00
7	07/01/2017	12744	MUNICIPAL ACCOUNTING SYSTEMS, INC.	DATA PROCESSING/SUPPLIES FOR 2017-18	50,100.00
8	07/01/2017	42812	PUTNAM & COMPANY, PLLC	AUDITING SERVICES FOR 2017-18	7,700.00
9	07/01/2017	14135	UNITED STATES POSTAL SERVICE	POSTAGE FOR 2017-18	8,000.00
10	07/01/2017	13181	PITNEY BOWES CREDIT CORP.	POSTAGE METER LEASE/SUPPLIES FOR 2017-18	1,310.00
11	07/01/2017	15132	POSTMASTER	BULK MAIL FOR 2017-18	1,132.00
12	07/01/2017	13431	ROSENSTEIN FIST & RINGOLD	ATTORNEY FEES FOR 2017-18	65,000.00
13	07/01/2017	11201	EUREKA WATER CO., INC.	MACHINE RENTAL/SUPPLIES FOR 2017-18	910.00
14	07/01/2017	13958	THE DAILY OKLAHOMAN	SUBSCRIPTION/ADS/SERVICE FOR 2017-18	750.00
15	07/01/2017	42573	LOGAN COUNTY COURIER	SUBSCRIPTION/LEGAL NOTICES FOR 2017-18	260.00
16	07/01/2017	14316	AHP OF OKLAHOMA	SUBSCRIPTION/LEGALS/ADS FOR 2017-18	700.00
17	07/01/2017	12332	LOGAN COUNTY HEALTH DEPT	NURSING SERVICES FOR 2017-18	12,000.00
18	07/01/2017	42267	AMERICAN FIDELITY	FICA FOR 2017-18	2,000.00
19	07/01/2017	15661	OKLAHOMA EMPLOYMENT SECURITY COMM	UNEMPLOYMENT FOR 2017-18	8,000.00
20	07/01/2017	42029	AM FIDELITY ASSURANCE CO., INC.	ADMINISTRATION FEE FOR 2017-18	2,000.00
21	07/01/2017	10018	IMAGE WORKS OF OKLAHOMA, INC	COPY LEASE/MAINTENANCE FOR 2017-18	50,000.00
22	07/01/2017	12933	OKLAHOMA ASBO	MEMBERSHIP FOR 2017-18	825.00
23	07/01/2017	10117	ASBO INTERNATIONAL	MEMBERSHIP FOR M. CHAPPLE FOR 2017-18	225.00
24	07/01/2017	13021	OSSBA	MEMBERSHIP/ONLINE POLICY/REGISTRATION FOR 2017-18	5,600.00
25	07/01/2017	15124	COOPERATIVE COUNCIL FOR OKLAHOMA	DISTRICT LEVEL PROGRAM ASSIST/REGISTRATION 2017-18	5,000.00
26	07/01/2017	10931	GUTHRIE CHAMBER OF COMMERCE	MEMBERSHIP FOR 2017-18	300.00
27	07/01/2017	16091	USSA	MEMBERSHIP FOR 2017-18	1,100.00
28	07/01/2017	42370	VERNON FLORENCE CONSULTIN CO. INC.	SUBSCRIPTION FOR 2017-18	120.00
29	07/01/2017	13496	G. E. MONEY BANK	MEMBERSHIP/SUPPLIES FOR 2017-18	300.00
30	07/01/2017	14207	WALMART COMMUNITY	BLANKET FOR SUPPLIES FOR 2017-18	100.00
31	07/01/2017	12910	OFFICE DEPOT, INC.	BLANKET FOR SUPPLIES FOR 2017-18	1,000.00

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32	07/01/2017	13229	QUILL CORPORATION	BLANKET FOR SUPPLIES FOR 2017-18	1,500.00
33	07/01/2017	12686	MIDWEST PUBLISHING CO.	BLANKET FOR PRINTING FOR 2017-18	1,000.00
34	07/01/2017	17940	PROSPERITY BANK	BLANKET FOR TRAVEL/REGISTRATION/SUPPLIES 2017-18	1,500.00
35	07/01/2017	14665	OKLAHOMA STATE UNIVERSITY	REGISTRATION FOR 2017-18	1,075.00
36	07/01/2017	83465	MICHAEL L SIMPSON	EXPENSE REIMBURSEMENT FOR 2017-18	3,500.00
37	07/01/2017	43445	DOUGLAS ALLEN OGLE	EXPENSE REIMBURSEMENT FOR 2017-18	1,000.00
38	07/01/2017	83489	CARMEN L WALTERS	EXPENSE REIMBURSEMENT FOR 2017-18	800.00
39	07/01/2017	84047	MICHELLE LASHAWN CHAPPLE	EXPENSE REIMBURSEMENT FOR 2017-18	1,000.00
40	07/01/2017	82483	ANITA K PAUL	EXPENSE REIMBURSEMENT FOR 2017-18	800.00
41	07/01/2017	83452	JANA LYNN WANZER	EXPENSE REIIMBURSEMENT FOR 2017-18	600.00
42	07/01/2017	83357	MICHELE DENISE HAMBY	EXPENSE REIMBURSEMENT FOR 2017-18	250.00
43	07/01/2017	83501	JANA MARIE FREY	EXPENSE REIMBURSEMENT FOR 2017-18	100.00
44	07/01/2017	81874	JEAN VANISE WATTS-LACINA	EXPENSE REIMBURSEMENT FOR 2017-18	100.00
45	07/01/2017	82153	SANDRA JO SAVORY	EXPENSE REIMBURSEMENT FOR 2017-18	100.00
46	07/01/2017	15950	DEWART-GUMERSON INSURANCE AGENCY	POSITION BOND RENEWAL FOR 2017-18	378.00
47	07/01/2017	12505	MARTIN INSURANCE AGENCY	BOND RENEWAL FOR 2017-18	4,850.00
48	07/01/2017	42047	WALKER COMPANY	NEW/RENEWAL NOTARY FEES	150.00
49	07/01/2017	12335	LOGAN COUNTY TREASURER	RE-VAL FOR 2017-18	67,000.00
50	07/01/2017	12327	LOGAN CO. ELECTION BOARD	ELECTION EXPENSES FOR 2017-18	5,000.00
51	07/01/2017	17895	WILLOW CREEK	LEASE FOR 2017-18	1.00
52	07/01/2017	17960	THE OKLAHOMA OBSERVER	SUBSCRIPTION FOR 2017-18	50.00
53	07/01/2017	17520	LOGAN COUNTY ECONOMIC BOARD	MEMBERSHIP FOR 2017-18	500.00
54	07/01/2017	11201	EUREKA WATER CO., INC.	LEASE/SUPPLIES FOR 2017-18	370.00
55	07/01/2017	10143	BANK OF OKLAHOMA	PAYING AGENT FEES FOR 2017-18	400.00
56	07/01/2017	16374	OKLAHOMA SCHOOL ASSURANCE GROUP	WORKERS COMP INSURANCE	120,817.00
57	07/01/2017	17261	OKLAHOMA SCHOOLS INSURANCE GROUP	LIABILITY/PROPERTY/VEHICLE INSURANCE FOR 2017-18	200,716.00
58	07/01/2017	80130	JON CHAPPELL	MILEAGE REIMBURSEMENT FOR 2017-18	3,500.00
59	07/01/2017	80335	MARSHA L HOLDERMAN	MILEAGE REIMBURSEMENT FOR 2017-18	500.00

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PO No	Date	Vendor No	Vendor	Description	Amount
60	07/01/2017	16841	OKACTE	2017 summer conference registration (8/1-8/2)	80.00
61	07/01/2017	11201	EUREKA WATER CO., INC.	WATER/MACHINE LEASE/CENTRAL	650.00
62	07/01/2017	81425	JAMES D BENSON	EXPENSE REIMB. FOR 2017-2018	2,500.00
63	07/01/2017	82236	GREGORY DUANE SULLAWAY	EXPENSE REIMB. FOR 2017-2018	1,500.00
64	07/01/2017	83714	TREVOR LEE MOWDY	EXPENSE REIMB. FOR 2017-2018	2,000.00
65	07/01/2017	81192	MARIA E WILSON	EXPENSE REIMB. FOR 2017-2018	1,000.00
66	07/01/2017	11201	EUREKA WATER CO., INC.	MACHINE RENTAL/SUPPLIES/TECHNOLOGY	750.00
67	07/01/2017	17723	FRONTLINE TECHNOLOGIES GROUP, LLC	SUBFINDER FOR 2017-2018	8,998.20
68	07/01/2017	17723	FRONTLINE TECHNOLOGIES GROUP, LLC	VERITIME FOR 2017-2018	7,133.34
69	07/01/2017	43647	ADMIN ARSENAL, INC	SOFTWARE/TECHNOLOGY	1,800.00
70	07/01/2017	43320	CHICKASAW	ON SITE SUPPORT OF NETWORK	1,000.00
71	07/01/2017	17716	CISTERA NETWORKS, INC.,	SUPPORT MAINTENANCE RENEWAL	2,739.23
72	07/01/2017	43240	ENGHOUSE INTERACTIVE, INC	SOFTWARE SUPPORT/TECHNOLOGY	1,500.00
73	07/01/2017	14377	FOLLETT SCHOOL SOLUTIONS, INC	FOLLETT SOFTWARE SUPPORT	4,000.00
74	07/01/2017	43345	MIZUNI, INC	ZIS SERVER SOFTWARE AND SUPPORT	5,400.00
75	07/01/2017	17549	SCHOOLDUDE.COM, INC.	FEES AND SUPPORT FOR 2017-2018	2,829.75
76	07/01/2017	43784	WEST INTERACTIVE SERVICES CORP.	LICENSE RENEWAL/SOFTWARE SUPPLIES	4,366.25
77	07/01/2017	43787	FOUNDATION FOR ED SERVICES, INC.	ANNUAL WEB SITE HOSTING FOR 2017-2018	5,350.00
78	07/01/2017	43165	SOLARWINDS	SOFTWARE/MAINT/TECHNOLOGY	520.00
79	07/01/2017	16371	TWOTREES TECHNOLOGY, LLC	VISION SOFTWARE	1,050.00
80	07/01/2017	43361	KIMONO	SOFTWARE/TECHNOLOGY	891.50
81	07/01/2017	43489	PIRAINO CONSULTING, INC.	SMART NOTEBOOK LICENSE	1,400.00
82	07/01/2017	16938	INTERNATIONAL SOCIETY FOR	DUES/FEES FOR 2017-2018	125.00
83	07/01/2017	15324	OKLAHOMA TECHNOLOGY ASSOCIATION	DUES AND FEES FOR 2017-2018	300.00
84	07/01/2017	40791	APPLE, INC.	BLANKET FOR PARTS AND SUPPLIES	3,000.00
85	07/01/2017	17249	S. T. BOLDING III	BLANKET FOR ELECTRICAL REPAIRS	2,000.00
86	07/01/2017	43236	CDI COMPUTER DEALERS INC.	BLANKET FOR PARTS, SUPPLIES AND EQUIPMENT	5,000.00
87	07/01/2017	16667	CDW DIRECT LLC	BLANKET FOR SUPPLIES/TECHNOLOGY	10,000.00
88	07/01/2017	43408	SCOTT NORRIS COMPANY, INC.	IPAD & PHONE REPAIRS	2,000.00
89	07/01/2017	15926	DELL MARKETING L.P.	BLANKET FOR PARTS, SUPPLIES/EQUIPMENT	20,000.00
90	07/01/2017	43580	DIGI SECURITY SYSTEMS LLC	SUPPLIES/REPAIRS/TECHNOLOGY	5,000.00
91	07/01/2017	11169	ENDEX OF OKLAHOMA, INC.	BLANKET FOR PARTS/REPAIRS/TECHNOLOGY	1,000.00
92	07/01/2017	16105	GUITAR CENTER STORES, INC.	BLANKET FOR AUDIO VISUAL SUPPLIES	1,000.00

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93	07/01/2017	43235	HARMAN PROFESSIONAL	BLANKET FOR EQUIPMENT REPAIRS	500.00
94	07/01/2017	43226	ID SPECIALISTS	BLANKET FOR BADGE SUPPLIES	5,000.00
95	07/01/2017	42601	LIGHTSPEED TECHNOLOGIES, INC.	BLANKET FOR PARTS/SUPPLIES/TECHNOLOGY	100.00
96	07/01/2017	42330	NEWEGG BUSINESS, INC	BLANKET FOR PARTS/TECHNOLOGY	7,500.00
97	07/01/2017	12910	OFFICE DEPOT, INC.	BLANKET FOR SUPPLIES/TECHNOLOGY	1,000.00
98	07/01/2017	12967	OKLAHOMA HOME CENTERS, INC.	BLANKET FOR SUPPLIES/TECHNOLOGY	1,000.00
99	07/01/2017	43632	AJG, INC	BLANKET FOR PARTS/SUPPLIES/TECHNOLOGY	500.00
100	07/01/2017	43845	THE MAC MAN, LLC	BLANKET FOR REPAIRS/TECHNOLOGY	2,000.00
101	07/01/2017	42240	PERSONAL COMPUTER SYSTEMS, INC.	BLANKET FOR PARTS/TECHNOLOGY	10,000.00
102	07/01/2017	13496	G. E. MONEY BANK	BLANKET FOR SUPPLIES/TECHNOLOGY	1,500.00
103	07/01/2017	13832	SYNERGY DATACOM, INC.	BLANKET FOR PARTS/TECHNOLOGY	10,000.00
104	07/01/2017	16371	TWOTREES TECHNOLOGY, LLC	BLANKET FOR SUPPLIES/FIREWALL	20,940.00
105	07/01/2017	16395	UPS	SHIPPING FOR 2017-2018	1,000.00
106	07/01/2017	43810	CENTRAL TRUST BANK	DISTRICT LIGHTING RETROFIT	104,989.44
107	07/01/2017	17899	AURORA LEARNING COMMUNITY ASSOC.	DATA MANAGEMENT SYSTEM	4,760.00
108	07/01/2017	17736	IXL LEARNING	TITLE I MATH CURRICULUM JR HIGH	3,895.00
109	07/01/2017	17289	A-1 RADIATOR SERVICE, INC.	SUPPLIES/REPAIRS/TRANSPORTATION	3,000.00
110	07/01/2017	12967	OKLAHOMA HOME CENTERS, INC.	SUPPLIES FOR TRANSPORTATION	500.00
111	07/01/2017	16611	ACT HOLDCO	BLANKET FOR PARTS/TRANSPORTATION	5,000.00
112	07/01/2017	16740	BLUMENTHAL AUTOMATIC	BLANKET FOR REPAIRS	8,000.00
113	07/01/2017	42156	CABLE AUTOMOTIVE EQUIPMENT	BLANKET FOR LIFT INSPECTION FEES FOR 2017-18	1,000.00
114	07/01/2017	42234	CHALK'S TRUCK PARTS, INC.	BLANKET FOR PARTS	5,000.00
115	07/01/2017	10707	COUNTRY FORD MERCURY	BLANKET FOR PARTS AND REPAIRS	1,000.00
116	07/01/2017	17806	CPM INSURANCE	ANNUAL FEE FOR TOOL INSURANCE	400.00
117	07/01/2017	17473	HYDROTEX PARTNERS LTD.	PURCHASE LUBRICANTS FOR 2017-2018	10,000.00
118	07/01/2017	11849	JERRY D. JONES	BLANKET FOR WRECKER SERVICES FOR 2017-2018	5,000.00
119	07/01/2017	11933	JOHN VANCE MOTORS, INC.	BLANKET FOR PARTS AND REPAIRS	1,000.00
120	07/01/2017	12173	LAMPTON WELDING SUPPLY COMPANY, INC	TANK RENTAL FOR 2017-2018	800.00

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PO No	Date	Vendor No	Vendor	Description	Amount
121	07/01/2017	42884	LOYAL SUPPLY, INC.	BLANKET FOR PARTS AND SUPPLIES FOR 2017-2018	2,500.00
122	07/01/2017	10234	MAKER'S GLASS, INC.	BLANKET FOR PARTS (GLASS)	1,600.00
123	07/01/2017	17908	MCBRIDE CLINIC ORTHOPEDIC HOSPITAL	BLANKET FOR DRUG/ ALCOHOL TESTING 2017-2018	3,500.00
124	07/01/2017	10272	JOHN A RHINEHART	BLANKET FOR SUPPLIES/ADMIN	150.00
125	07/01/2017	42235	OKLAHOMA KENWORTH, INC	BLANKET FOR PARTS AND SUPPLIES	3,000.00
126	07/01/2017	12682	MIDWEST BUS SALES, INC.	BLANKET FOR PARTS AND SUPPLIES	6,000.00
127	07/01/2017	10129	AUTO PARTS & MACHINE	BLANKET FOR PARTS AND SUPPLIES	2,000.00
128	07/01/2017	12910	OFFICE DEPOT, INC.	SUPPLIES FOR TRANSPORTATION	250.00
129	07/01/2017	12940	OKLA. CORP. COMMISSION	TANK REGISTRATION FEE 2017-2018	50.00
130	07/01/2017	12899	O'REILLY AUTOMOTIVE INC.	BLANKET FOR PARTS AND SUPPLIES	7,000.00
131	07/01/2017	13173	OTA PIKEPASS CUSTOMER SERVICE	BLANKET FOR TOLL FEES FOR 2017-2018	1,000.00
132	07/01/2017	16667	CDW DIRECT LLC	TITLE VI COMPUTERS	2,765.88
133	07/01/2017	17596	PROPANE SALES INC.	BLANKET FOR PROPANE	500.00
134	07/01/2017	17940	PROSPERITY BANK	OUT OF TOWN FUEL AND EMERGENCY REPAIRS 2016-2017	500.00
135	07/01/2017	13496	G. E. MONEY BANK	SUPPLIES 2017-2018	500.00
136	07/01/2017	41978	SOUTHERN TIRE MART, LLC	BLANKET FOR TIRES	8,000.00
137	07/01/2017	17358	STATEWIDE COMPLIANCE SERVICES, INC	FUEL TANK COMPLIANCE INSPECTION 2017-2018	300.00
138	07/01/2017	43550	SUMMIT HOLDINGS	BLANKET FOR TANK MONITORING FEES	480.00
139	07/01/2017	40123	SUMMIT TRUCK GROUP	BLANKET FOR PARTS AND SUPPLIES	5,000.00
140	07/01/2017	17901	SYN-TECH SYSTEMS, INC.	MAINTENANCE AGREEMENT FOR 2017-2018	550.00
141	07/01/2017	13969	THE RAILROAD YARD, INC.	BLANKET FOR WELDING SUPPLIES	350.00
142	07/01/2017	14107	UNIFIRST HOLDING INC.	BLANKET FOR CLEANING OF UNIFORMS	3,000.00
143	07/01/2017	14201	WALKER TIRE DTR LLC	BLANKET FOR TIRES	5,000.00
144	07/01/2017	14207	WALMART COMMUNITY	BLANKET FOR SUPPLIES	2,500.00
145	07/01/2017	17549	SCHOOLDUDE.COM, INC.	USE OF TRIP AND MAINTENANCE SYSTEM	2,193.98
146	07/01/2017	43843	WIRELESS TECHNOLOGIES, INC	TOWER USAGE/ RADIO REPAIRS OR SUPPLIES	9,050.00
147	07/01/2017	43886	3D E-CONSULTING GROUP, LLC	ROUTING PROGRAM ACCESS	6,300.00
148	07/01/2017	42687	CPI	YEARLY CPI RECERTIFICATION FEE	150.00
149	07/01/2017	15956	ADVANCED PLACEMENT PROGRAM	BLANKET FOR PARA PRO ASSESSMENT	400.00
150	07/01/2017	81574	ANGIE KAYE SMEDLEY	EXPENSE REIMB. FOR 2017-18	1,000.00
151	07/01/2017	82157	LISA C WOODS	MILEAGE REIMB. FOR 2017-18	500.00

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152	07/01/2017	80069	TAMMY L BLEWETT	MILEAGE REIMB. FOR 2017-18	500.00
153	07/01/2017	42541	TERESA EWING	PT CONTRACT FOR 2017-18	65,000.00
154	07/01/2017	43789	NANCY ELIZABETH MCLEAN	OT CONTRACT FOR 2017-18	45,000.00
155	07/01/2017	12565	MARYLYN S. STEFFENSEN	CONTRACT FOR PSYCHOMETRIST SERVICES 2017-18	10,000.00
156	07/01/2017	42795	APRIL NEICHOLE KECK	CONTRACT FOR VISUAL SERVICES FOR 2017-18	3,500.00
157	07/01/2017	17878	OKLAHOMA HEARING SOLUTIONS, LLC	CONTRACT FOR AUDIOLOGICAL SERVICES FOR 2017-18	1,000.00
158	07/01/2017	14316	AHP OF OKLAHOMA	FERPA PUBLICATION FOR 2017-18	400.00
159	07/01/2017	43809	e3 DIAGNOSTICS, INC	AUDIOMETER CALIBRATION	425.00
160	07/01/2017	12332	LOGAN COUNTY HEALTH DEPT	BLANKET FOR VACCINATIONS	250.00
161	07/01/2017	83983	JERI LYNN BARD	MILEAGE REIMB. FOR 2017-18	500.00
162	07/01/2017	84065	LINDA RAQUEL SANCHEZ	MILEAGE REIMB. FOR 2017-18	500.00
163	07/01/2017	83916	JESSICA LYNN WOMACK	MILEAGE REIMB. FOR 2017-18	500.00
164	07/01/2017	82250	SUSAN KAY MURRAY	MILEAGE REIMB. FOR 2017-18	500.00
165	07/01/2017	83761	TINA MICHELLE JORDAN	MILEAGE REIMB. FOR 2017-18	500.00
166	07/01/2017	83798	SONYA ALECIA ARNOLD	MILEAGE REIMB. FOR 2017-18	500.00
167	07/01/2017	43966	TINA RAMEY	SPEECH THERAPY FOR JULY ESY	3,000.00
168	07/01/2017	14207	WALMART COMMUNITY	BLANKET FOR 2017-18	1,000.00
169	07/01/2017	12686	MIDWEST PUBLISHING CO.	PRINTING SERVICES/HS	1,200.00
170	07/01/2017	13229	QUILL CORPORATION	OFFICE SUPPLIES/HS	2,000.00
171	07/01/2017	14693	SCHOLASTIC, INC.	MAGAZINE SUBSCRIPTION/MESHEW/HS	237.25
172	07/01/2017	12173	LAMPTON WELDING SUPPLY COMPANY, INC	GAS BOTTLE LEASE/AG	3,000.00
173	07/01/2017	12173	LAMPTON WELDING SUPPLY COMPANY, INC	EQUIPMENT FOR AG PROGRAM/HS	1,000.00
174	07/01/2017	10087	AMERICAN PLANT PRODUCTS & SERVICE I	GREENHOUSE SUPPLIES/AG	1,000.00
175	07/01/2017	17940	PROSPERITY BANK	FUEL FOR OUT OF TOWN TRIPS/AG	500.00
176	07/01/2017	10272	JOHN A RHINEHART	Plaques for Employee of Month	500.00
177	07/01/2017	42721	FORTITUDE DOG, INC.	BLANKET FOR CONTRABAND SEARCH	3,000.00
178	07/01/2017	17810	LEARNING SCIENCES INTERNATIONAL	MARZANO PROTOCOL 2017-18	4,500.00
179	07/01/2017	17296	NETCHEMIA, LLC/A PEOPLEADMIN CO.	RECRUITMENT SERVICES 2017-18	3,700.92
180	07/01/2017	17363	TRAK-1 TECHNOLOGY	BACKGROUND CHECKS 2017-18	1,200.00
181	07/01/2017	40923	OKLAHOMA STATE UNIVERSITY	JOB FAIR REGISTRATION	150.00
182	07/01/2017	14122	STATE OF OKLAHOMA	JOB FAIR REGISTRATION	125.00
183	07/01/2017	17987	EDGENUITY	VIRTUAL CLASSROOM 2017-18	21,000.00
184	07/01/2017	17727	PROJECT LEAD THE WAY	CSIM CORE TRAINING	1,200.00
185	07/01/2017	17797	TALK RADIO, LLC	REPAIRS OF RADIOS	2,000.00
186	07/01/2017	43633	OKLAHOMA STATE UNIVERSITY	REGISTRATION - LODGING /TECH ENG/JR HIGH	2,250.00
187	07/01/2017	83903	TERRANCE M DARCY	MEAL PER DIEM & MILEAGE FOR WORKSHOP	267.50

Purchase Order Register

Options: Year: 2017-2018, Fund: GEN FUND-FOR OP, Date Range: 7/1/2017 - 6/30/2018, PO Range: 1 - 191

PO No	Date	Vendor No	Vendor	Description	Amount
188	07/01/2017	83966	SCOTT W PETERMAN	MEAL PER DIEM & MILEAGE FOR WORKSHOP	267.50
191	07/05/2017	12635	MERIDIAN TECHNOLOGY CENTER	Bus Driver Training	489.00
Non-Payroll Total:					\$1,816,008.74
Payroll Total:					\$0.00
Report Total:					\$1,816,008.74

Purchase Order Register

Options: Year: 2017-2018, Fund: Building, Date Range: 7/1/2017 - 6/30/2018, PO Range: 1 - 48

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2017	17549	SCHOOLDUDE.COM, INC.	MAINTENANCE DIRECT AND INVENTORY DIRECT RENEWALS	5,480.00
2	07/01/2017	13013	ORKIN, INC.	TERMITE PLAN ANNUAL RENEWAL	4,760.61
3	07/01/2017	15842	TERMINIX INTERNATIONAL COMPANY LP	TERMITE PLAN RENEWALS	1,245.00
4	07/01/2017	41813	OKLAHOMA DEPARTMENT OF LABOR	STATE INSPECTIONS	1,000.00
5	07/01/2017	17988	GUTHRIE LAWN CARE LLC	MOWING AND TRIMMING AT COTTERAL	960.00
6	07/01/2017	16626	JOHN HUDSON	MOWING & TRIMMING	15,200.00
7	07/01/2017	43970	GREYSON BLUM	MOWING AND TRIMMING	11,920.00
8	07/01/2017	17249	S. T. BOLDING III	DISTRICT ELECTRICAL REPAIRS	8,000.00
9	07/01/2017	17152	TIME SPENT LLC	DISTRICT CARPET CLEANING	6,000.00
10	07/01/2017	11165	EMSCO ELECTRIC SUPPLY CO., INC.	BLANKET FOR ELECTRICAL SUPPLIES	1,500.00
11	07/01/2017	10110	HENKE & WANG PLUMBING	DISTRICT PLUMBING REPAIRS	6,000.00
12	07/01/2017	12324	LOCKE SUPPLY	DISTRICT PLUMBING SUPPLIES	3,000.00
13	07/01/2017	17570	WATER SERVICES COMPANY, INC.	DISTRICT BOILER TREATMENTS	1,500.00
14	07/01/2017	10234	MAKER'S GLASS, INC.	DISTRICT GLASS REPAIRS	4,000.00
15	07/01/2017	17491	ENGINEERED EQUIPMENT, INC.	DISTRICT FILTERS AND HVAC PARTS	5,000.00
16	07/01/2017	17695	MECHANICAL SALES OF OKLAHOMA, INC.	DISTRICT PARTS AND SUPPLIES	2,500.00
17	07/01/2017	10129	AUTO PARTS & MACHINE	DISTRICT PARTS AND SUPPLIES	2,000.00
18	07/01/2017	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	10,000.00
19	07/01/2017	15969	SOUTHWEST PAPER	DISTRICT PARTS AND SUPPLIES	10,000.00
20	07/01/2017	43749	TREAT'S SOLUTIONS, LLC	DISTRICT PARTS AND SUPPLIES	10,000.00
21	07/01/2017	11453	W. W. GRAINGER	DISTRICT PARTS AND SUPPLIES	1,500.00
22	07/01/2017	14207	WALMART COMMUNITY	DISTRICT SUPPLIES	1,000.00
23	07/01/2017	17387	BRADFORD INDUSTRIAL SUPPLY	DISTRICT HVAC PARTS AND SUPPLIES	5,000.00
24	07/01/2017	14288	WINSUPPLY OF OKLAHOMA CITY	DISTRICT PLUMBING PARTS AND SUPPLIES	5,000.00
25	07/01/2017	43913	JOHNSON EQUIPMENT COMPANY	2 ROLLING GRILLES FOR HIGH SCHOOL	7,057.50
26	07/01/2017	14189	VOSS ELECTRIC SUPPLY CO.	DISTRICT ELECTRICAL SUPPLIES	1,500.00
27	07/01/2017	43801	6-L MECHANICAL	DISTRICT HVAC REPAIRS	6,000.00
28	07/01/2017	16654	BEN CHADD	DISTRICT LAWN SPRAYING	4,350.00
29	07/01/2017	17764	SOONER PEST MANAGEMENT	PEST MANAGEMENT	2,660.00
30	07/01/2017	17719	TKE CORPORATION	ELEVATOR SERVICE AND REPAIRS	4,225.00
31	07/01/2017	43796	FRAZIER FIRE, LLC	FIRE SAFETY SYSTEM INSPECTIONS AND SERVICE	6,286.00
32	07/01/2017	43881	MINICK MATERIALS COMPANY, INC.	DISTRICT BUILDING SUPPLIES	2,000.00
33	07/01/2017	11163	H-I-S PAINT MFG. CO, LLC	DISTRICT PAINT AND PAINT SUPPLIES	2,000.00
34	07/01/2017	11514	H & M CARPET CENTER LLC	DISTRICT FLOORING SUPPLIES	1,000.00
35	07/01/2017	43827	ED HUMES LOCKSMITH SERVICE, INC.	DISTRICT LOCK REPAIRS	2,500.00
36	07/01/2017	17959	GLYNES LARUE	DISTRICT INTERCOM & BELL REPAIRS	2,000.00

Purchase Order Register

Options: Year: 2017-2018, Fund: Building, Date Range: 7/1/2017 - 6/30/2018, PO Range: 1 - 48

PO No	Date	Vendor No	Vendor	Description	Amount
37	07/01/2017	83965	CODY THOMPSON	MILEAGE REIMBURSEMENT	1,000.00
38	07/01/2017	43798	DENSE MECHANICAL	DISTRICT HVAC REPAIRS	2,500.00
39	07/01/2017	42501	EARTHSMART CONTROLS	HVAC CONTROLS REPAIRS	2,000.00
40	07/01/2017	43883	UNITED REFRIGERATION, INC.	DISTRICT PARTS AND SUPPLIES	2,000.00
41	07/01/2017	43783	ANDREW J FARL	DISTRICT ROOF REPAIRS	2,500.00
42	07/01/2017	43913	JOHNSON EQUIPMENT COMPANY	SIDEWALK REPAIRS AT HIGH SCHOOL	14,133.33
43	07/01/2017	43970	GREYSON BLUM	SOD FOR CENTRAL	1,950.00
44	07/01/2017	43862	SHANNON CONSTRUCTION, INC.	REPLACE DOORS AT HIGH SCHOOL ANNEX	3,584.00
45	07/01/2017	43967	PRECISION CONCRETE CUTTING OF OK	SIDEWALK CONCRETE CUTTING AT GUES	4,180.31
46	07/01/2017	43965	CRAFCO, INC.	DISTRICT PARKING LOT STRIPING PAINT	1,026.00
47	07/01/2017	43972	PROFESSIONAL CLEANING SUPPLY, INC.	DEHUMIDIFIER EQUIPMENT REPAIRS	2,000.00
48	07/05/2017	43973	CHRISTOPHER CODY HAYES	SOD ON NORTH SIDE OF CENTRAL SCHOOL	1,800.00
Non-Payroll Total:					\$202,817.75
Payroll Total:					\$0.00
Report Total:					\$202,817.75

Purchase Order Register

Options: Year: 2017-2018, Fund: CHILD NUTRITION FUND, Date Range: 7/1/2017 - 6/30/2018, PO Range: 1 - 48

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2017	12744	MUNICIPAL ACCOUNTING SYSTEMS, INC.	LUNCH ROOM SOFTWARE FOR 2017-18	6,922.00
2	07/01/2017	42258	OKLAHOMA STATE DEPT. OF HEALTH	License for health permits 2017-2018	600.00
3	07/05/2017	16347	SANDRA SAVORY	meal refund for student	55.00
Non-Payroll Total:					\$7,577.00
Payroll Total:					\$0.00
Report Total:					\$7,577.00

Purchase Order Register

Options: Year: 2016-2017, Fund: GEN FUND-FOR OP, Date Range: 6/6/2017 - 6/30/2017, PO Range: 940 - 945

PO No	Date	Vendor No	Vendor	Description	Amount
942	06/12/2017	10142	BANCFIRST	2016 BOND FUND PAYING AGENT FEE	350.00
943	06/20/2017	14201	WALKER TIRE DTR LLC	PURCHASE TIRE FOR MAINTENANCE TRAILER	91.50
944	06/22/2017	12394	LOWE'S COMPANIES, INC.	SUPPLIES/VO-AG/HS	1,200.00
945	06/27/2017	13131	PAUL PENLEY OIL COMPANY, INC.	FUEL PER BID/ TRANSPORTATION	11,607.92
Non-Payroll Total:					\$13,249.42
Payroll Total:					\$0.00
Report Total:					\$13,249.42

Purchase Order Register

Options: Year: 2016-2017, Fund: Building, Date Range: 6/6/2017 - 6/30/2017, PO Range: 258 - 263

PO No	Date	Vendor No	Vendor	Description	Amount
258	06/06/2017	43801	6-L MECHANICAL	CHILLER REPAIRS/GUES	1,500.00
259	06/12/2017	17695	MECHANICAL SALES OF OKLAHOMA, INC.	FREON FOR DISTRICT HVAC UNITS	2,232.00
260	06/13/2017	43965	CRAFCO, INC.	YELLOW STRIPING PAINT FOR DISTRICT	855.00
261	06/15/2017	14674	HOMETOWN RENTAL & FEED, INC.	RENT PUMP FOR ADMIN BASEMENT	65.00
262	06/20/2017	43801	6-L MECHANICAL	CHILLER REPAIRS	2,000.00
263	06/20/2017	17248	DAKTRONICS INC.	BASEBALL/SOFTBALL SCOREBOARD	15,387.00
Non-Payroll Total:					\$22,039.00
Payroll Total:					\$0.00
Report Total:					\$22,039.00

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2016-2017, ReferenceDate: PO Approval Date, Date Range: 6/6/2017 - 6/30/2017, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
2	07/01/2016	12886	O G & E	ELECTRIC SERVICE FOR 2016-17	17,031.50
10	07/01/2016	13181	PITNEY BOWES CREDIT CORP.	POSTAGE METER RENTAL FOR 2016-17	105.00
20	07/01/2016	10018	IMAGE WORKS OF OKLAHOMA, INC	COPY LEASE/MAINT. FOR 2016-17	-7,297.36
23	07/01/2016	15124	COOPERATIVE COUNCIL FOR OKLAHOMA	LEGAL ASSIST/REGISTRATION FOR 2016-17	65.00
29	07/01/2016	12910	OFFICE DEPOT, INC.	BLANKET FOR SUPPLIES FOR 2016-17	-311.32
35	07/01/2016	83465	MICHAEL L SIMPSON	EXPENSE REIMB. FOR 2016-17	199.72
37	07/01/2016	83596	DOUGLAS ALLEN OGLE	EXPENSE REIMB. FOR 2016-17	-199.72
38	07/01/2016	83489	CARMEN L WALTERS	EXPENSE REIMB. FOR 2016-17	-372.39
39	07/01/2016	82483	ANITA K PAUL	EXPENSE REIMB. FOR 2016-17	-112.19
40	07/01/2016	83452	JANA LYNN WANZER	EXPENSE REIMB. FOR 2016-17	-32.29
54	07/01/2016	11201	EUREKA WATER CO., INC.	MACHINE RENTAL/SUPPLIES FOR 2016-17	-44.30
57	07/01/2016	81425	JAMES D BENSON	EXPENSE REIMB. FOR 2016-2017	-455.00
58	07/01/2016	82236	GREGORY DUANE SULLAWAY	EXPENSE REIMB. FOR 2016-2017	-95.92
59	07/01/2016	83714	TREVOR LEE MOWDY	EXPENSE REIMB. FOR 2016-2017	-172.71
60	07/01/2016	81192	MARIA E WILSON	EXPENSE REIMB. FOR 2016-2017	-1,000.00
70	07/01/2016	40791	APPLE, INC.	BLANKET FOR PARTS AND SUPPLIES	-1,610.00
73	07/01/2016	16667	CDW DIRECT LLC	BLANKET FOR SUPPLIES/TECHNOLOGY	-2,034.07
74	07/01/2016	43408	SCOTT NORRIS COMPANY, INC.	IPAD & PHONE REPAIRS	-233.00
76	07/01/2016	15926	DELL MARKETING L.P.	BLANKET FOR SUPPLIES/TECHNOLOGY	-2,319.02
77	07/01/2016	43580	DIGI SECURITY SYSTEMS LLC	SUPPLIES/REPAIRS/TECHNOLOGY	-1,457.75
82	07/01/2016	43226	ID SPECIALISTS	BLANKET FOR BADGE SUPPLIES	-37.00
86	07/01/2016	42330	NEWEGG BUSINESS, INC	BLANKET FOR PARTS/TECHNOLOGY	-2,764.44
87	07/01/2016	12910	OFFICE DEPOT, INC.	BLANKET FOR SUPPLIES/TECHNOLOGY	-203.49
88	07/01/2016	12967	OKLAHOMA HOME CENTERS, INC.	BLANKET FOR SUPPLIES/TECHNOLOGY	-277.98
90	07/01/2016	42240	PERSONAL COMPUTER SYSTEMS, INC.	BLANKET FOR PARTS/TECHNOLOGY	-2,652.00
94	07/01/2016	13832	SYNERGY DATACOM, INC.	BLANKET FOR PARTS/TECHNOLOGY	-1,967.32
97	07/01/2016	16395	UPS	SHIPPING FOR 2016-2017	-940.67
100	07/01/2016	43240	ENGHOUSE INTERACTIVE, INC	SOFTWARE SUPPORT/TECHNOLOGY	-1,500.00
108	07/01/2016	42156	CABLE AUTOMOTIVE EQUIPMENT	BLANKET FOR LIFT INSPECTION FEES FOR 2016-17	-892.00
111	07/01/2016	10707	COUNTRY FORD MERCURY	BLANKET FOR PARTS AND REPAIRS FOR 2016-17	-143.30
112	07/01/2016	11933	JOHN VANCE MOTORS, INC.	BLANKET FOR PARTS AND REPAIRS FOR 2016-17	-103.24

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2016-2017, ReferenceDate: PO Approval Date, Date Range: 6/6/2017 - 6/30/2017, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
117	07/01/2016	17336	CUMMINGS SOUTHERN PLAINS, LTD	BLANKET FOR PARTS FOR 2016-17	-2,000.00
119	07/01/2016	42884	LOYAL SUPPLY, INC.	BLANKET FOR PARTS AND SUPPLIES FOR 2016-17	-301.39
120	07/01/2016	42235	OKLAHOMA KENWORTH, INC	BLANKET FOR PARTS AND SUPPLIES FOR 2016-17	-1,113.04
128	07/01/2016	17797	TALK RADIO, LLC	TOWER USAGE FEE, SUPPLIES AND REPAIRS FOR 2016-17	-1,299.00
131	07/01/2016	17940	PROSPERITY BANK	BLANKET FOR OUT OF TOWN FUEL/EMERGENCY REPAIRS	-344.31
133	07/01/2016	43550	SUMMIT HOLDINGS	BLANKET FOR TANK MONITORING FEES FOR 2016-17	-40.00
136	07/01/2016	14201	WALKER TIRE DTR LLC	BLANKET FOR TIRES FOR 2016-17	-361.00
137	07/01/2016	14107	UNIFIRST HOLDING INC.	BLANKET FOR CLEANING OF UNIFORMS FOR 2016-17	2.10
139	07/01/2016	17940	PROSPERITY BANK	BLANKET FOR SUPPLIES FOR 2016-17	-404.88
156	07/06/2016	80772	ELDONA S WOODRUFF	MILEAGE REIMBURSEMENT FOR 2016-17	-528.77
187	07/19/2016	17730	DR. DAWN'S CHIROPRACTIC CARE CENTER	BUS DRIVER PHYSICALS/TRANSPORTATION	-115.00
221	08/01/2016	40767	NEW ACADEMY HOLDING CO. LLC	LAP COUNTERS/TRANSPORTATION	-240.00
232	08/03/2016	42795	APRIL NEICHOLE KECK	VI CONTRACT FOR 2016-17	-392.50
263	08/12/2016	17384	CHASE ENTERPRISES, INC	PARTS FOR POWERWASHER/TRANSPORTATION	-39.41
377	09/06/2016	11244	BLANKENSHIP BROTHERS INC	VEHICLE DECALS/TRANSPORTATION	-43.27
447	09/30/2016	17797	TALK RADIO, LLC	RADIO SERVICES/TRANSPORTATION	-1,350.00
463	10/06/2016	12173	LAMPTON WELDING SUPPLY COMPANY, INC	SUPPLIES/TRANSPORTATION	-75.62
499	10/20/2016	80335	MARSHA L HOLDERMAN	MILEAGE REIMBURSEMENT FOR 2016-17	-174.74
526	11/04/2016	11201	EUREKA WATER CO., INC.	WATER/MACHINE LEASE/CENTRAL	-100.70
532	11/14/2016	42234	CHALK'S TRUCK PARTS, INC.	BLANKET FOR BUS PARTS	-201.66
534	11/15/2016	12682	MIDWEST BUS SALES, INC.	SUPPLIES/PARTS/TRANSPORTATION	-96.83
587	12/02/2016	17473	HYDROTEX PARTNERS LTD.	FUEL ADDITIVE	-39.56
664	12/21/2016	11933	JOHN VANCE MOTORS, INC.	BUS REPAIRS/TRANSPORTATION	-1,200.00
668	01/05/2017	10611	CITY OF GUTHRIE	DUMPSTER RENTAL/TRANSPORTATION	-1,569.00
704	02/02/2017	16611	ACT HOLDCO	BUS PARTS/TRANSPORTATION	-2,413.28
740	02/24/2017	10015	SUPREME SHOW SUPPLY, LLC	SUPPLIES/VO-AG/DRAKE/HS	-120.77
741	02/28/2017	17249	S. T. BOLDING III	ELECTRICAL SERVICE/BB FIELD SHED/ATHLETICS/HS	72.02
748	03/01/2017	16611	ACT HOLDCO	BUS DIAGNOSTICS/TRANSPORTATION	-2,000.00

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2016-2017, ReferenceDate: PO Approval Date, Date Range: 6/6/2017 - 6/30/2017, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
767	03/10/2017	10015	SUPREME SHOW SUPPLY, LLC	SUPPLIES/VO-AG/DRAKE/HS	9.18
775	03/24/2017	12936	OKLA. ASSOC. FOR PUPIL TRANS.	DRIVERS ONLINE TRAINING/TRANSPORTATION	-450.00
777	03/24/2017	11933	JOHN VANCE MOTORS, INC.	VEHICLE REPAIRS/TRANSPORTATION	-374.01
782	03/24/2017	11933	JOHN VANCE MOTORS, INC.	TRUCK REPAIRS/TRANSPORTATION	-500.00
797	03/31/2017	16611	ACT HOLDCO	BUS REPAIRS/TRANSPORTATION	-374.78
809	04/07/2017	12682	MIDWEST BUS SALES, INC.	BLANKET FOR SUPPLIES AND PARTS	-1,665.16
819	04/12/2017	15994	AMAZON CAPITAL SERVICES	BOOKS/FOUNDATION GRANT/GREEN/FOGARTY	1.08
821	04/12/2017	43789	NANCY ELIZABETH MCLEAN	OT CONTRACT REMAINDER OF YEAR/SPECIAL ED	-1,323.99
822	04/12/2017	42541	TERESA EWING	PT CONTRACT FOR REMAINDER OF YEAR/SPECIAL ED	-1,480.00
833	04/14/2017	17940	PROSPERITY BANK	OFFICE SUPPLIES/DODGION/CENTRAL	10.21
839	04/18/2017	10599	OK DEPT OF CAREER & TECH EDUCATION	SUPPLIES/VO-AG/DRAKE/HS	-24.20
843	04/18/2017	10272	JOHN A RHINEHART	NAME PLATE/CHAPPLE/ADMINISTRATION	13.38
846	04/19/2017	84047	MICHELLE LASHAWN CHAPPLE	MILEAGE REIJBURSEMENT FOR REMAINDER OF YEAR	5.78
848	04/20/2017	17810	LEARNING SCIENCES INTERNATIONAL	TRAINING FOR TEACHER EVALUATIONS	-4,500.00
852	04/20/2017	11933	JOHN VANCE MOTORS, INC.	REPAIRS FOR TRUCK	125.99
868	04/25/2017	12967	OKLAHOMA HOME CENTERS, INC.	BLANKET FOR SUPPLIES/TRANSPORTATION	-500.00
871	04/27/2017	17940	PROSPERITY BANK	SUPPLIES/FOUNDATION GRANT/J.BALL/GUES	-2.00
877	04/28/2017	17249	S. T. BOLDING III	ELECTRICAL WORK ON HS CLOCKS	-150.00
888	05/01/2017	41809	FISHER SCIENTIFIC CO., LLC	SUPPLIES/SCIENCE/DEMENT/HS	-46.60
891	05/01/2017	16691	PEARSON ASSESSMENTS	ASSESSMENT MATERIALS/TODD/FOGARTY	67.77
894	05/01/2017	17940	PROSPERITY BANK	SUPPLIES/FACS/PETTY/JH	-3.91
903	05/05/2017	14377	FOLLETT SCHOOL SOLUTIONS, INC	BOOKS/TITLE VI I/COTTERAL	-60.44
934	05/19/2017	40123	SUMMIT TRUCK GROUP	REPAIRS/TRANSPORTATION	153.48
939	05/31/2017	15994	AMAZON CAPITAL SERVICES	PARTS/TECHNOLOGY	-17.78
940	06/02/2017	43320	CHICKASAW	REPAIRS/TECHNOLOGY	-1,000.00
941	06/02/2017	43966	TINA RAMEY	PHYSICAL THERAPY FOR SUMMER SCHOOL	-2,015.00

Non-Payroll Total: (\$42,418.87)

Payroll Total: \$67,135.22

Report Total: \$24,716.35

Change Order Listing

Options: Fund: Building, Year: 2016-2017, ReferenceDate: PO Approval Date, Date Range: 6/6/2017 - 6/30/2017, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
4	07/01/2016	41813	OKLAHOMA DEPARTMENT OF LABOR	DISTRICT INSPECTIONS	-500.00
6	07/01/2016	17988	GUTHRIE LAWN CARE LLC	DISTRICT MOWING	600.00
18	07/01/2016	17764	SOONER PEST MANAGEMENT	DISTRICT PEST CONTROL	-385.00
23	07/01/2016	10234	MAKER'S GLASS, INC.	DISTRICT GLASS REPAIRS	-858.26
27	07/01/2016	17695	MECHANICAL SALES OF OKLAHOMA, INC.	DISTRICT SUPPLIES	-288.00
51	07/18/2016	17663	EVANS ENTERPRISES, INC.	CIRCULATING PUMP FOR CENTRAL	-1,829.29
56	07/21/2016	14674	HOMETOWN RENTAL & FEED, INC.	EQUIPMENT RENTAL PAVING HS PARKING LOT	-35.01
70	08/03/2016	43796	FRAZIER FIRE, LLC	FIRE SPRINKLER INSPECTIONS	-235.00
81	08/18/2016	11626	HOME DEPOT/GEFC	5 WINDOW SHADES FOR JR HIGH	-487.50
127	11/04/2016	12324	LOCKE SUPPLY	DISTRICT PLUMBING AND HVAC SUPPLIES	-2,089.99
142	11/22/2016	43783	ANDREW J FARL	ROOF REPAIRS/JH	-3,485.00
143	11/22/2016	43798	DENSE MECHANICAL	HVAC REPAIRS/CENTRAL	-1,500.00
153	12/02/2016	12967	OKLAHOMA HOME CENTERS, INC.	BLANKET FOR SUPPLIES/MAINTENANCE	-57.64
154	12/02/2016	42501	EARTHSMART CONTROLS	HVAC REPAIRS/HS	-1,000.00
164	12/16/2016	17152	TIME SPENT LLC	DISTRICT CARPET AND FLOOR CLEANING	-239.30
167	12/16/2016	43795	EALLES ELECTRONICS CORPORATION	DISTRICT FIRE ALARM REPAIRS	-87.67
169	12/20/2016	43798	DENSE MECHANICAL	DISTRICT HVAC REPAIRS AND SERVICE	-837.00
171	01/10/2017	17249	S. T. BOLDING III	DISTRICT ELECTRICAL REPAIRS	-1,131.74
183	01/25/2017	43883	UNITED REFRIGERATION, INC.	ICE MACHINE PARTS/COTTERAL	-201.32
186	01/31/2017	43881	MINICK MATERIALS COMPANY, INC.	CRUSHER GRAVEL/MAINTENACE LOT	-677.08
194	02/13/2017	43796	FRAZIER FIRE, LLC	FIRE SPRINKLER REPAIRS/DISRICT	1,444.00
195	02/15/2017	43783	ANDREW J FARL	ROOF REPAIRS/ADMINISTRATION	-563.00
207	03/02/2017	10110	HENKE & WANG PLUMBING	DISTRICT PLUMBING REPAIRS	-576.60
208	03/02/2017	17387	BRADFORD INDUSTRIAL SUPPLY	DISTRICT HVAC PARTS	-367.10
209	03/02/2017	17570	WATER SERVICES COMPANY, INC.	DISTRICT BOILER TREATMENT	-260.00
214	03/10/2017	17450	ALL COMMERCIAL OPENINGS, INC.	2 EXTERIOR DOORS FOR BASEBALL LOCKER ROOM	-80.00
218	03/21/2017	11254	FEDERAL CORPORATION	DISTRICT HVAC PARTS	-1,000.77
223	03/24/2017	14288	WINSUPPLY OF OKLAHOMA CITY	DISTRICT PLUMBING SUPPLIES	-2,319.62
227	03/31/2017	10129	AUTO PARTS & MACHINE	BLANKET FOR SUPPLIES/MAINTENANCE	-30.18
229	03/31/2017	42632	AAA PLAYGROUNDS	PLAYGROUND MULCH/PLASTIC BORDER/FOGARTY	-360.00
231	04/20/2017	43827	ED HUMES LOCKSMITH SERVICE, INC.	DISTRICT LOCK REPAIRS AND KEYS	-1,450.00
235	05/03/2017	16626	JOHN HUDSON	MOWING FOR MAY & JUNE	765.00
236	05/04/2017	15969	SOUTHWEST PAPER	CUSTODIAL SUPPLIES	-808.41
237	05/04/2017	43749	TREAT'S SOLUTIONS, LLC	CUSTODIAL SUPPLIES	-717.79
238	05/08/2017	43656	GRACO ROOFIING CONSTRUCTION LLC	ROOF REPAIR/FOGARTY	-900.00
243	05/17/2017	43801	6-L MECHANICAL	DISTRICT HVAC REPAIRS	-1,000.00

Change Order Listing

Options: Fund: Building, Year: 2016-2017, ReferenceDate: PO Approval Date, Date Range: 6/6/2017 - 6/30/2017, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
248	05/31/2017	43963	VANCE BROTHERS, INC.	PAINT FOR RE-STRIPING PARKING LOTS/MAINT.	-139.00
251	05/31/2017	43749	TREAT'S SOLUTIONS, LLC	DISTRICT CUSTODIAL SUPPLIES	-1,500.00
252	05/31/2017	15969	SOUTHWEST PAPER	DISTRICT CUSTODIAL SUPPLIES	12.72
257	06/05/2017	43795	EALES ELECTRONICS CORPORATION	FIRE ALARM REPAIRS/GUES	-740.46
Non-Payroll Total:					(\$25,916.01)
Payroll Total:					\$0.00
Report Total:					(\$25,916.01)

Change Order Listing

Options: Fund: CHILD NUTRITION FUND, Year: 2016-2017, ReferenceDate: PO Approval Date, Date Range: 6/6/2017 - 6/30/2017, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
5	07/01/2016	13768	R. K. BLACK, INC.	BLANKET FOR MAINTENANCE FOR 2016-17	-115.30
6	07/01/2016	12967	OKLAHOMA HOME CENTERS, INC.	BLANKET FOR SUPPLIES FOR 2016-17	-185.42
8	07/01/2016	15100	KRAUS SERVICE, INC.	BLANKET FOR REPAIRS FOR 2016-17	-1,000.00
10	07/01/2016	10130	AUTO-CHLOR SERVICES, LLC	BLANKET FOR SUPPLIES FOR 2016-17	-191.15
12	07/01/2016	11603	HILAND DAIRY FOODS COMPANY, LLC	BLANKET FOR MILK/DAIRY FOR 2016-17	-65.33
13	07/01/2016	17966	FLOWERS BAKING CO OF DENTON, LLC	BLANKET FOR BREAD PRODUCTS FOR 2016-17	-1,122.36
14	07/01/2016	10177	GREAT PLAINS COCA COLA BOTTLING	BLANKET PO FOR DRINKS FOR 2016-17	-365.86
15	07/01/2016	11864	MARKET PLACE PRODUCE, LLC	BLANKET FOR FRUIT/VEGETABLES FOR 2016-17	-1,860.40
19	07/01/2016	17902	LABATT INSTITIONAL SUPPLY COMPANY	BLANKET FOR FOOD & SUPPLIES FOR 2016-17	-22,925.11
24	10/14/2016	15842	TERMINIX INTERNATIONAL COMPANY LP	BLANKET FOR PEST CONTROL FOR 2016-17	-108.00
44	05/31/2017	16975	GPS GENERAL FUND	REFUND TO GENERAL FUND	-7,747.33
Non-Payroll Total:					(\$35,686.26)
Payroll Total:					\$312.75
Report Total:					(\$35,373.51)

Unpaid Encumbrances

Options: Year: 2016-2017, Fund: GEN FUND-FOR OP, As Of Date: 6/30/2017, Include Only Certified: False

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2016	10611	CITY OF GUTHRIE	WATER/SEWER/GARBAGE FOR 2016-17	5,967.24
				WATER, SEWER AND GARBAGE FOR 2016-17	5,967.24
2	07/01/2016	12886	O G & E	ELECTRIC SERVICE FOR 2016-17	34,832.91
				ELECTRIC SERVICE FOR 2016-17	34,832.91
3	07/01/2016	12892	O.N.G.	NATURAL GAS FOR 2016-17	1,260.22
				NATURAL GAS FOR 2016-17	1,260.22
4	07/01/2016	17419	CLEARWATER ENTEPRISES	NATURAL GAS FOR 2016-17	625.00
				NATURAL GAS FOR 2016-17 FOR HIGH SCHOOL JR. HIGH, GUES, FOGARTY AND COTTERAL	500.00 125.00
5	07/01/2016	42860	COX COMMUNICATIONS, INC	PHONE SERVICE FOR 2016-17	1,200.00
				PHONE SERVICE FOR 2016-17	1,200.00
6	07/01/2016	10407	A T & T MOBILITY II LLC	CELL PHONE SERVICE FOR 2016-17	1,600.00
				CELL PHONE SERVICE AND EQUIPMENT FOR 2016-17	1,600.00
12	07/01/2016	13431	ROSENSTEIN FIST & RINGOLD	ATTORNEY FEES FOR 2016-17	5,000.00
				ATTORNEY FEES FOR 2016-17	5,000.00
13	07/01/2016	11201	EUREKA WATER CO., INC.	MACHINNE RENTAL/SUPPLIES FOR 2016-17	64.60
				MACHINE RENTAL AND SUPPLIES FOR 2016-17	9.00 55.60
17	07/01/2016	42267	AMERICAN FIDELITY	FICA FOR 2016-17	300.00
				FICA FOR 2016-17	79.64 220.36
19	07/01/2016	42029	AM FIDELITY ASSURANCE CO., INC.	ADMINISTRATION FEE FOR 2016-17	313.00
				ADMINISTRATION FEE FOR 2016-17	313.00
32	07/01/2016	17940	PROSPERITY BANK	TRAVEL/REGISTRATION/SUPPLIES FOR 2016-17	131.32
				STAFF TRAVEL, REGISTRATION AND SUPPLIES FOR 2016-17	131.32
54	07/01/2016	11201	EUREKA WATER CO., INC.	MACHINE RENTAL/SUPPLIES FOR 2016-17	9.25
				MACHINE RENTAL AND SUPPLIES FOR 2016-17	9.25
79	07/01/2016	11201	EUREKA WATER CO., INC.	MACHINE RENTAL/SUPPLIES/TECHNOLOGY	61.20
				MACHINE RENTAL/SUPPLIES/TECHNOLOGY	12.50 48.70
113	07/01/2016	13173	OTA PIKEPASS CUSTOMER SERVICE	BLANKET FOR TOLL FEES FOR 2016-17	50.00
				BLANKET FOR TOLL FEES FOR 2016-17	50.00
148	07/01/2016	17363	TRAK-1 TECHNOLOGY	BACKGROUND CHECKS FOR 2016-17	32.00
				BACKGROUND CHECKS FOR 2016-17	32.00
526	11/04/2016	11201	EUREKA WATER CO., INC.	WATER/MACHINE LEASE/CENTRAL	12.50
				BLANKET FOR OZARKA COOLER THROUGH JUNE	12.50

Unpaid Encumbrances

Options: Year: 2016-2017, Fund: GEN FUND-FOR OP, As Of Date: 6/30/2017, Include Only Certified: False

PO No	Date	Vendor No	Vendor	Description	Amount
745	03/01/2017	11849	JERRY D. JONES	BLANKET FOR TOWING SERVICES/TRANSPORTATION	232.50
			PULLING AND TOWING SERVICE FOR SCHOOL VEHICLES 018-2740-599-000-0000-000-070		232.50
789	03/28/2017	10161	BARLOW EDUCATION MGMT SERVICES, LLC	NEGOTIATIONS FOR 2017-18	4,972.20
			NEGOTIATIONS FOR 2017-18 015-2316-333-000-0000-000-050		4,972.20
863	04/25/2017	42562	HARBOR FREIGHT	TOOL SET/TECH ENG/DARCY/JH	386.89
			130 Pc Tool Set With CasePittsburgh®Item #:63091 412-1000-681-317-8700-000-610		379.90
			shipping estimate 412-1000-681-317-8700-000-610		6.99
880	04/28/2017	43938	CAPITOL STAGE EQUIPMENT CO., INC.	STAGE CURTAINS/HS	3,188.00
			replacement stage curtains for GHS cafeteria stage:replace cyclorama curtains (side, rear, and flounce border curtains), made from flame-resistant fabric Oxford Cloth, including installation. 101-2620-654-000-0000-000-705		3,188.00
886	05/01/2017	16185	KELVIN TECHNOLOGIES	SUPPLIES/TECH ENG/DARCY/JH	432.50
			TECHCARD WHEELS & AXLES RESOURCE PACK 412-1000-681-317-8700-000-610		214.75
			TECHCARD RESOURCE PACK 412-1000-681-317-8700-000-610		189.75
			shipping estimate 412-1000-681-317-8700-000-610		28.00
921	05/09/2017	13991	THOMPSON SCHOOL BOOK	TEXTBOOKS/JUNIOR HIGH/HIGH SCHOOL	11,951.14
			DISCOVERING OUR PAST 023-1000-644-100-2300-000-610		2,268.00
			US HISTORY & GEOGRAPHY - MODERN TIMES 023-1000-644-100-5400-000-705		649.44
			US GOVERNMENT - DEMOCRACY IN ACTION 023-1000-644-100-5400-000-705		912.90
			WORLD HISTORY & GEOGRAPHY 023-1000-644-100-5400-000-705		4,870.80
			OKLAHOMA - UNIQUELY AMERICAN 023-1000-644-100-5400-000-705		3,250.00
922	05/09/2017	12993	ARCHWAY TEXTBOOK DEPOSITORY	TEXTBOOKS/HIGH SCHOOL	2,486.40
			FOUNDATIONS OF PHYSICAL SCIENCE 023-1000-644-100-5000-000-705		2,486.40
923	05/09/2017	13255	RAND MCNALLY & CO.	TEXTBOOKS/JUNIOR HIGH	308.00
			ATLAS OF AMERICAN HISTORY 023-1000-644-100-2300-000-610		280.00
			SHIPPING 023-1000-644-100-2300-000-610		28.00
937	05/23/2017	17727	PROJECT LEAD THE WAY	SUPPLIES/TECH ENG/DARCY/JH	2,020.00
			micro:bit custom PLTW kit, 10 student pack 075-1000-619-317-8700-000-610		1,640.00
			Sheep Brain (required for MD) 075-1000-619-317-8700-000-610		285.00
			CS for Innovators and Makers Card Set, Custom 075-1000-619-317-8700-000-610		70.00
			Shipping Estimate 075-1000-619-317-8700-000-610		25.00
942	06/12/2017	10142	BANCFIRST	2016 BOND FUND PAYING AGENT FEE	350.00
			2016 BOND FUND PAYING AGENT FEE 006-2511-810-000-0000-000-050		350.00
943	06/20/2017	14201	WALKER TIRE DTR LLC	PURCHASE TIRE FOR MAINTENANCE TRAILER	91.50
			PURCHASE TIRE FOR MAINTENANCE TRAILER 018-2740-612-000-0000-000-070		91.50
944	06/22/2017	12394	LOWE'S COMPANIES, INC.	SUPPLIES/VO-AG/HS	1,200.00
			Materials and Supplies for Ag Building such as tools, equipment, cleaning 412-1000-681-311-8000-000-705		1,200.00

Unpaid Encumbrances

Options: Year: 2016-2017, Fund: GEN FUND-FOR OP, As Of Date: 6/30/2017, Include Only Certified: False

PO No	Date	Vendor No	Vendor	Description	Amount
				supplies, hardware, etc.	
945	06/27/2017	13131	PAUL PENLEY OIL COMPANY, INC.	FUEL PER BID/ TRANSPORTATION	11,607.92
		1000 GALLONS UNLEADED@ 1.56824	019-2740-625-000-0000-000-070		1,568.24
		7000 GALLONS DIESEL @ 1.43424	019-2740-623-000-0000-000-070		10,039.68

Non-Payroll Total:	\$90,686.29
Payroll Total:	\$0.00
Report Total:	\$90,686.29

Project Totals

006	DUES/MEMBERSHIPS/REGIST.	663.00
008	ELECTRICITY	34,832.91
009	NATURAL GAS	1,885.22
011	WATER/SEWER/GARBAGE	5,967.24
012	TELEPHONE	2,800.00
015	NEGOTIATIONS	4,972.20
018	TRANSPORTATION	374.00
019	FUEL	11,607.92
023	TEXTBOOKS	14,745.54
026	DIRECTOR OF TECHNOLOGY	61.20
028	LEGAL SERVICES	5,000.00
031	PROFESSIONAL TRAVEL	131.32
041	ADMINISTRATION	64.60
045	PERSONNEL DIRECTOR	32.00
046	3RD PARTY SICK LEAVE	300.00
056	CENTRAL BUDGET	12.50
075	MERIDIAN TECH. GRANT	2,020.00
101	HS ADMINISTRATION	3,188.00
136	SUPPLIES FOR DISTRICT	9.25
412	VOC.PROG.INCENTIVE GRANTS	2,019.39

Unit Totals

050	DISTRICT WIDE	56,630.05
070	TRANSPORTATION	11,981.92
130	CENTRAL	12.50
610	JR. HIGH	5,495.03
705	HIGH SCHOOL	16,566.79

Unpaid Encumbrances

Options: Year: 2016-2017, Fund: Building, As Of Date: 6/30/2017, Include Only Certified: False

PO No	Date	Vendor No	Vendor	Description	Amount
258	06/06/2017	43801	6-L MECHANICAL	CHILLER REPAIRS/GUES	1,500.00
			CHILLER REPAIRS AT GUES	013-2640-430-000-0000-000-125	1,500.00
260	06/13/2017	43965	CRAFCO, INC.	YELLOW STRIPING PAINT FOR DISTRICT	855.00
			5 GAL BUCKETS YELLOW STRIPING PAINT FOR DISTRICT PARKING LOTS	013-2630-618-000-0000-000-050	855.00
261	06/15/2017	14674	HOMETOWN RENTAL & FEED, INC.	RENT PUMP FOR ADMIN BASEMENT	65.00
			RENT PUMP FOR ADMIN BASEMENT	013-2620-440-000-0000-000-050	65.00
262	06/20/2017	43801	6-L MECHANICAL	CHILLER REPAIRS	2,000.00
			CHILLER HVAC REPAIRS	013-2640-430-000-0000-000-050	2,000.00
263	06/20/2017	17248	DAKTRONICS INC.	BASEBALL/SOFTBALL SCOREBOARD	15,387.00
			PANAVIEW BASEBALL/SOFTBALL SCOREBOARD, AS PER ATTACHED QUOTE	128-2630-734-802-0000-000-705	15,387.00

Non-Payroll Total:	\$19,807.00
Payroll Total:	\$0.00
Report Total:	\$19,807.00

Project Totals

013	MAINTENANCE/CUSTODIAL	4,420.00
128	SCOREBOARD DONATION	15,387.00

Unit Totals

050	DISTRICT WIDE	2,920.00
125	GUES	1,500.00
705	HIGH SCHOOL	15,387.00

Unpaid Encumbrances

Options: Year: 2016-2017, Fund: CHILD NUTRITION FUND, As Of Date: 6/30/2017, Include Only Certified: False

PO No	Date	Vendor No	Vendor	Description	Amount
16	07/01/2016	17817	SOUTHWEST FOODSERVICE EXCELLENCE	BLANKET FOR FOOD SERVICE CONTRACT FOR 2016-17	16,000.00
			BLANKET FOR FOOD SERVICE CONTRACT FOR 2016-17	764-3190-570-700-0000-000-050	16,000.00

Non-Payroll Total:	\$16,000.00
Payroll Total:	\$0.00
Report Total:	\$16,000.00

Project Totals

764	BREAKFASTS	16,000.00
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Unit Totals

050	DISTRICT WIDE	16,000.00
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Unpaid Encumbrances

Options: Year: 2016-2017, Fund: BUILDING BOND 2016, As Of Date: 6/30/2017, Include Only Certified: False

PO No	Date	Vendor No	Vendor	Description	Amount
1	09/02/2016	17929	THE STACY GROUP	ARCHITECT FEES FOR NEW SCHOOL	164,133.87
			ARCHITECT FEES FOR NEW SCHOOL	000-4400-332-000-0000-000-050	164,133.87
2	05/01/2017	43942	W. L. MCNATT & COMPANY	GENERAL CONTRACTOR/CHARTER OAK ELEMENTARY	9,284,500.00
			GENERAL CONTRACTOR FOR CHARTER OAK ELEMENTARY	000-4620-450-000-0000-000-050	9,284,500.00

Non-Payroll Total:	\$9,448,633.87
Payroll Total:	\$0.00
Report Total:	\$9,448,633.87

Project Totals	
000	9,448,633.87

Unit Totals	
050 DISTRICT WIDE	9,448,633.87

Unpaid Encumbrances

Options: Year: 2016-2017, Fund: GIFTS FUND, As Of Date: 6/30/2017, Include Only Certified: False

PO No	Date	Vendor No	Vendor	Description	Amount
3	05/25/2017	43957	ABBY ROBERTSON	89ER/SMITHONSEN SCHOLARSHIP	2,500.00
			89ER/SMITHONSEN SCHOLARSHIP	000-2199-880-000-0000-000-705	2,500.00
4	05/25/2017	43958	BRAYDEN STONE	PAULA BEARDEN SCHOLARSHIP	1,000.00
			PAULA BEARDEN SCHOLARSHIP	000-2199-880-000-0000-000-705	1,000.00
5	05/25/2017	43959	LINDSEY BALL	PAULA BEARDEN SCHOLARSHIP	1,000.00
			PAULA BEARDEN SCHOLARSHIP	000-2199-880-000-0000-000-705	1,000.00
7	05/25/2017	43961	KALLISTA BECK	A.L.E.I.N.E. SCHOLARSHIP	1,500.00
			A.K.E.I.N.E. SCHOLARSHIP	000-2199-880-000-0000-000-705	1,500.00

Non-Payroll Total:	\$6,000.00
Payroll Total:	\$0.00
Report Total:	\$6,000.00

Project Totals	
000	6,000.00

Unit Totals	
705 HIGH SCHOOL	6,000.00

Unpaid Encumbrances

Options: Year: 2016-2017, Fund: CASUALTY/FLOOD INS. RECOVERY, As Of Date: 6/30/2017, Include Only Certified: False

PO No	Date	Vendor No	Vendor	Description	Amount
5	06/12/2017	42077	DESHIELDS TRUCK SERVICE, INC.	REPAIRS TO BUS 24 (BODY)	3,061.79
			REPAIRS TO BUS 24 (BODY)VIN # 4DRDRABP12B947095	018-2740-430-000-000-070	3,061.79

Non-Payroll Total:	\$3,061.79
Payroll Total:	\$0.00
Report Total:	\$3,061.79

Project Totals

018	TRANSPORTATION	3,061.79
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Unit Totals

070	TRANSPORTATION	3,061.79
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ACTIVITY FUND – FUND 60
BANK RECONCILIATION – FARMERS & MERCHANTS BANK
7/10/2017

GENERAL LEDGER ACCOUNT

BANK RECONCILIATION

Balance (6/01/17)	\$517,588.96	Balance per bank statement as of (6/30/17)	\$467,637.50
Add Receipts	\$ 16,077.40	Add Deposits in Transit	\$ 0.00
Less Checks Written	\$ 86,718.13	less O/S Checks	\$ 20,689.27
Adjustments	\$	*Adjustments	\$
		Bank correction	\$
Balance per Ledger	\$446,948.23	Balance per Ledger	\$446,948.23

Adjustment/Correction explanations:

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



 Activity Fund Clerk

7-5-17

 Date

Guthrie Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2017 - 6/30/2017

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 CENTRAL FACULTY	\$134.35	\$21.95	\$0.00	\$0.00	\$156.30	\$0.00	\$156.30
802 CENTRAL ACTIVITY	\$11,878.04	\$0.00	\$0.00	\$242.79	\$11,635.25	\$0.00	\$11,635.25
803 CENTRAL PTO	\$6,797.65	\$0.00	\$0.00	\$361.37	\$6,436.28	\$0.00	\$6,436.28
804 COTTERAL PTO	\$6,423.89	\$0.00	\$0.00	\$0.00	\$6,423.89	\$0.00	\$6,423.89
805 COTTERAL ACTIVITY	\$15,475.55	\$0.00	\$0.00	\$39.60	\$15,435.95	\$0.00	\$15,435.95
806 COTTERAL FACULTY	\$615.26	\$24.35	\$0.00	\$298.64	\$340.97	\$0.00	\$340.97
808 FOGARTY PARENTS ORG.	\$12,502.79	\$0.00	\$0.00	\$170.54	\$12,332.25	\$0.00	\$12,332.25
809 FOGARTY ACTIVITY	\$22,940.53	\$580.00	\$0.00	\$1,649.85	\$21,870.68	\$0.00	\$21,870.68
810 FOGARTY FACULTY	\$526.92	\$0.00	\$0.00	\$0.00	\$526.92	\$0.00	\$526.92
811 Elem Snack Grant	\$893.84	\$0.00	\$0.00	\$0.00	\$893.84	\$0.00	\$893.84
812 GUES ACTIVITY	\$25,698.21	\$0.00	\$0.00	\$5,753.22	\$19,944.99	\$0.00	\$19,944.99
813 GUES FACULTY	\$1,027.93	\$66.75	\$0.00	\$147.98	\$946.70	\$0.00	\$946.70
815 GUES PARENTS ORG.	\$26,575.72	\$0.00	\$0.00	\$4,614.54	\$21,961.18	\$0.00	\$21,961.18
816 GHS SPECIAL KIDS	\$338.22	\$0.00	\$0.00	\$0.00	\$338.22	\$0.00	\$338.22
817 ART JUNIOR HIGH	\$309.56	\$0.00	\$0.00	\$0.00	\$309.56	\$0.00	\$309.56
818 JH BUILDERS CLUB	\$454.54	\$0.00	\$0.00	\$0.00	\$454.54	\$0.00	\$454.54
819 ATHLETICS JUNIOR HIGH	\$13,356.14	\$0.00	\$0.00	\$0.00	\$13,356.14	\$2,827.00	\$10,529.14
820 GOLF JUNIOR HIGH	\$2,410.49	\$95.00	\$0.00	\$350.00	\$2,155.49	\$0.00	\$2,155.49
821 FHA JUNIOR HIGH	\$2,055.95	\$0.00	\$0.00	\$0.00	\$2,055.95	\$0.00	\$2,055.95
822 HONOR SOCIETY JR HIGH	\$3,067.10	\$0.00	\$0.00	\$0.00	\$3,067.10	\$0.00	\$3,067.10
823 JR HIGH ACCOUNT	\$10,335.92	\$0.00	\$0.00	\$1,305.75	\$9,030.17	\$0.00	\$9,030.17
824 JR HIGH FACULTY	\$1,304.19	\$248.55	\$0.00	\$16.29	\$1,536.45	\$0.00	\$1,536.45
825 LIBRARY JR HIGH	\$2,506.55	\$0.00	\$0.00	\$0.00	\$2,506.55	\$0.00	\$2,506.55
826 LEARN 2 LOVE	\$11,588.00	\$110.00	\$0.00	\$0.00	\$11,698.00	\$0.00	\$11,698.00
827 CHEERLEADERS JR HIGH	\$3,949.41	\$0.00	\$0.00	\$0.00	\$3,949.41	\$0.00	\$3,949.41
830 STUCO JH	\$4,602.57	\$0.00	\$0.00	\$240.29	\$4,362.28	\$0.00	\$4,362.28
831 T.S.A. JR HIGH	\$1,599.86	\$0.00	\$0.00	\$0.00	\$1,599.86	\$0.00	\$1,599.86
832 YEARBOOK JR HIGH	\$2,447.24	\$40.00	\$0.00	\$0.00	\$2,487.24	\$0.00	\$2,487.24
834 JR HIGH ACADEMIC TEAM	\$170.74	\$0.00	\$0.00	\$0.00	\$170.74	\$0.00	\$170.74
850 ACADEMIC TEAM HS	\$89.70	\$0.00	\$0.00	\$0.00	\$89.70	\$0.00	\$89.70
851 ART CLUB HS	\$6,876.49	\$100.00	\$0.00	\$0.00	\$6,976.49	\$0.00	\$6,976.49
852 ATHLETICS HS	\$42,529.38	\$837.98	(\$467.00)	\$1,984.40	\$40,915.96	\$7,651.56	\$33,264.40
853 HS CHEER	\$5,125.62	\$6,235.08	\$0.00	\$8,917.71	\$2,442.99	\$0.00	\$2,442.99
854 FOOTBALL CAMP	\$4,227.25	\$0.00	\$0.00	\$0.00	\$4,227.25	\$2,993.12	\$1,234.13
855 TENNIS HS	\$10,504.37	\$355.00	\$0.00	\$1,410.00	\$9,449.37	\$0.00	\$9,449.37
856 GHS LIBRARY	\$1,601.42	\$0.00	\$0.00	\$0.00	\$1,601.42	\$0.00	\$1,601.42
857 YOUTH & GOVERNMENT HS	\$51.94	\$0.00	\$0.00	\$0.00	\$51.94	\$0.00	\$51.94
858 GHS LINK CREW	\$141.99	\$0.00	\$0.00	\$0.00	\$141.99	\$0.00	\$141.99
859 BAND (OPERATING) HS	\$11,052.99	\$60.00	\$0.00	\$1.60	\$11,111.39	\$0.00	\$11,111.39
861 CLASS OF 2017 HS	\$6,659.85	\$0.00	\$0.00	\$4,700.00	\$1,959.85	\$0.00	\$1,959.85
862 CLASS OF 2018 HS	\$7,255.20	\$0.00	\$0.00	\$0.00	\$7,255.20	\$0.00	\$7,255.20
863 CLASS OF 2019 HS	\$4,459.62	\$0.00	\$0.00	\$0.00	\$4,459.62	\$0.00	\$4,459.62
864 GHS ALUMNI ACCOUNT	\$2,499.32	\$0.00	\$0.00	\$0.00	\$2,499.32	\$0.00	\$2,499.32
869 ENGLISH CLUB	\$1,435.95	\$0.00	\$0.00	\$0.00	\$1,435.95	\$0.00	\$1,435.95
870 HS FACULTY/COURTESY ACCOUNT	\$1,255.70	\$62.15	\$0.00	\$0.00	\$1,317.85	\$0.00	\$1,317.85
871 HS STUDENT PANTRY	\$1,906.13	\$0.00	\$0.00	\$0.00	\$1,906.13	\$0.00	\$1,906.13
872 CLASS OF 2020	\$870.35	\$0.00	\$0.00	\$0.00	\$870.35	\$0.00	\$870.35
873 SPEECH HS	\$503.25	\$0.00	\$0.00	\$0.00	\$503.25	\$0.00	\$503.25
876 FFA 4H BOOSTER CLUB HS	\$44,195.33	\$0.00	\$0.00	\$0.00	\$44,195.33	\$0.00	\$44,195.33
877 FFA HS	\$17,722.73	\$790.00	\$0.00	\$3,874.45	\$14,638.28	\$0.00	\$14,638.28
878 FCCLA (FHA) HS	\$159.85	\$0.00	\$0.00	\$0.00	\$159.85	\$0.00	\$159.85
879 FOREIGN LANGUAGE SPAN HS	\$2,817.13	\$0.00	\$0.00	\$0.00	\$2,817.13	\$0.00	\$2,817.13
882 GUTHRIE RUNNING CLUB HS	\$1,413.52	\$0.00	\$0.00	\$175.50	\$1,238.02	\$0.00	\$1,238.02
883 HERITAGE CLUB HS	\$647.40	\$0.00	\$0.00	\$0.00	\$647.40	\$0.00	\$647.40

Guthrie Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2017 - 6/30/2017

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
884 HIGH SCHOOL ACCOUNT	\$19,340.03	\$337.18	(\$220.00)	\$176.80	\$19,280.41	\$0.00	\$19,280.41
886 HONOR SOCIETY HS	\$2,423.44	\$40.00	(\$1,000.00)	\$0.00	\$1,463.44	\$0.00	\$1,463.44
888 JOURNALISM HS	\$387.30	\$0.00	\$0.00	\$0.00	\$387.30	\$0.00	\$387.30
889 KEY CLUB HS	\$540.67	\$0.00	\$0.00	\$0.00	\$540.67	\$0.00	\$540.67
892 MATH OF FINANCE	\$27.58	\$0.00	\$0.00	\$0.00	\$27.58	\$0.00	\$27.58
893 MU ALPHA THETA HS	\$440.21	\$0.00	\$0.00	\$0.00	\$440.21	\$0.00	\$440.21
895 JROTC HS	\$4,737.72	\$0.00	\$0.00	\$0.00	\$4,737.72	\$0.00	\$4,737.72
896 S.A.D.D. HS	\$40.02	\$0.00	\$0.00	\$0.00	\$40.02	\$0.00	\$40.02
897 SOCCER CLUB HS	\$2,983.11	\$0.00	\$0.00	\$0.00	\$2,983.11	\$0.00	\$2,983.11
898 SCIENCE CLUB HS	\$5,807.74	\$420.00	\$0.00	\$769.69	\$5,458.05	\$0.00	\$5,458.05
899 STUDENT COUNCIL HS	\$5,262.87	\$0.00	\$0.00	\$0.00	\$5,262.87	\$0.00	\$5,262.87
900 CAMPUS BEAUTIFICATION HS	\$7,111.08	\$0.00	\$1,000.00	\$1,174.38	\$6,936.70	\$0.00	\$6,936.70
902 VOCAL HS	\$3,385.70	\$0.00	\$0.00	\$185.85	\$3,199.85	\$0.00	\$3,199.85
904 YEARBOOK HS	\$23,086.78	\$0.00	\$220.00	\$21,055.99	\$2,250.79	\$0.00	\$2,250.79
907 HS MEMORIAL FUND	\$73.92	\$0.00	\$0.00	\$0.00	\$73.92	\$0.00	\$73.92
908 VOCAL TRIP ACCOUNT HS	\$254.94	\$0.00	\$0.00	\$196.80	\$58.14	\$0.00	\$58.14
911 FFA BUILDING FUND	\$8,163.83	\$0.00	\$0.00	\$795.00	\$7,368.83	\$0.00	\$7,368.83
912 GHS BUSINESS PROF OF AMERICA	\$597.44	\$0.00	\$0.00	\$0.00	\$597.44	\$0.00	\$597.44
913 DRAMA HS	\$2,508.80	\$0.00	\$0.00	\$0.00	\$2,508.80	\$0.00	\$2,508.80
921 BANQUET ACCOUNT	\$279.87	\$0.00	\$0.00	\$279.86	\$0.01	\$0.00	\$0.01
922 COURTESY COMMITTEE ADMIN	\$218.87	\$0.00	\$0.00	\$0.00	\$218.87	\$0.00	\$218.87
925 GENERAL FUND REFUND	\$8,569.86	\$253.00	\$467.00	\$9,289.86	\$0.00	\$0.00	\$0.00
927 HALL OF FAME BANQUET	\$828.67	\$0.00	\$0.00	\$0.00	\$828.67	\$0.00	\$828.67
929 SPECIAL OLYMPICS	\$29,012.34	\$0.00	\$0.00	\$1,011.20	\$28,001.14	\$0.00	\$28,001.14
930 DISTRICT ELEM. PTO	\$175.34	\$0.00	\$0.00	\$0.00	\$175.34	\$0.00	\$175.34
932 SUMMER SCHOOL HS	\$9,325.00	\$4,800.00	\$0.00	\$13,925.00	\$200.00	\$0.00	\$200.00
933 FAVER C&C	\$146.43	\$54.60	\$0.00	\$0.00	\$201.03	\$0.00	\$201.03
934 TRANSPORTATION C&C	\$3,164.62	\$239.45	\$0.00	\$836.37	\$2,567.70	\$0.00	\$2,567.70
935 VENDING MACHINE ADMIN	\$561.14	\$64.90	\$0.00	\$74.25	\$551.79	\$0.00	\$551.79
936 GUES HONOR CHOIR	\$587.93	\$0.00	\$0.00	\$0.00	\$587.93	\$0.00	\$587.93
937 FAVER ACTIVITY	\$344.06	\$0.00	\$0.00	\$187.76	\$156.30	\$0.00	\$156.30
938 NATIVE AMERICAN PARENT COM	\$205.72	\$0.00	\$0.00	\$0.00	\$205.72	\$0.00	\$205.72
940 ADMINISTRATION MISC	\$8,910.29	\$192.11	\$0.00	\$359.45	\$8,742.95	\$0.00	\$8,742.95
942 C.N. CLEARING ACCT	\$96.00	\$49.35	\$0.00	\$145.35	\$0.00	\$0.00	\$0.00
Total	\$517,588.96	\$16,077.40	\$0.00	\$86,718.13	\$446,948.23	\$13,471.68	\$433,476.55

Transportation Department
Fuel Bids
2016-2017

DATE: <u>06/27/17</u>	TIME BIDS BEGAN: <u>8:20 am</u>	AMOUNT NEEDED:
PO#:	TIME BIDS CLOSED: <u>8:45 am</u>	DIESEL: <u>7000</u>
		UNLEADED: <u>1000</u>

COMPANY NAME	CONTACT PERSON	PHONE	UNLEADED	DIESEL
	<u>Scott</u>			
FUEL MASTERS	KIT, BRIAN, CODY or HARDIN	1-866-455-3835	<u>1.5799</u>	<u>1.4758</u>
PENLEY OIL COMPANY	<u>MIKE SCOTT</u> or <u>GEORGEANN</u>	235-7553	<u>1.56824</u>	<u>1.43424</u>
RED ROCK	<u>JOANIE</u> or <u>TRICHA</u>	677-3373	<u>no bid</u>	<u>---</u>
TRUMAN ARNOLD COMPANIES	CASEY <u>Brett</u>	1-800-808-6500	<u>1.673343</u>	<u>1.532643</u>

AMOUNT OF FUEL PURCHASED:	COMPANY BID AWARDED TO:	
	<u>Penley Oil Co.</u>	
UNLEADED FUEL: <u>1000 gal.</u>	PRICE PER GALLON: <u>1.56824</u>	TOTAL AMT: <u>1568.24</u>
DIESEL FUEL: <u>7000 gal.</u>	PRICE PER GALLON: <u>1.43424</u>	TOTAL AMT: <u>10,039.68</u>
		TOTAL PURCHASE: <u>11,607.92</u>

PER TELEPHONE BIDS RECEIVED BY:	COMMENTS:
<u>[Signature]</u>	
<u>Vicki Biggs</u>	
<u>Michelle Halp</u>	



CCOSA's District Level Services Program Agreement

June 1, 2017

Dear Superintendent:

School budgets continue to be reduced by the state, and greater resources are needed in order for school districts to continue serving students well. Against this backdrop, CCOSA strives to do more to support our members while being mindful of the important services other Oklahoma organizations currently provide to rural and suburban school districts as well as to boards of education.

Our goal is to support education leaders by offering exceptional services for Better Schools. With this in mind, we are excited to announce we are continuing our District Level Services Program, established a year ago, to offer school districts support and services in the following areas:

- **Legal and Financial Services**
- **Professional Development and Communication**
- **I.T. Services**
- **School Facilities, Security, and Safety**
- **Website Offering Service**
- **Administrative Management Services**
- **Student Achievement**
- **District and State-Level Education Analytics**

Districts that formerly participated in CCOSA's Legal and/or Financial Assistance Program(s) will have the option to continue membership in those programs. However, to retain your current benefits and access these additional benefits, districts must join the District Level Services Program.

This letter sets out the Agreement between the Cooperative Council for Oklahoma School Administration (CCOSA) and _____ School District No. ___ of _____ County, Oklahoma (District) concerning the District's participation in **CCOSA's District Level Services Program** (Program) for the fiscal year ending June 30, 2018.

The District understands that CCOSA's District Level Services Program emphasizes assistance in the areas of school finance, education law, school facilities, school security and safety, information technology, and student achievement. 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

District Name: _____



2901 North Lincoln Boulevard
 Oklahoma City, OK 73105
 405-524-1191 office
 405-524-1196 fax
www.ccosa.org

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.**

Cost to Participating School Districts
 (based upon each district's size in ADM for 2015-16)

<u>ADM</u>	<u>COST</u>	<u>TOTAL Workshop Registrations Allowed</u>
25,000 plus	\$ 4,000	18
10,000 to 24,999	\$ 3,000	18
5,000 to 9,999	\$ 2,500	12
1,500 to 4,999	\$ 2,000	12
500 to 1,499	\$ 1,800	12
499 or less	\$ 1,500	12

For participating Oklahoma cooperatives, interlocals, and technology centers, the cost of participation will be determined based upon the total 2015-16 ADM for all school districts that participated in the cooperative, interlocal, or technology center during the 2016-17 school year.

The District may designate two district administrators who are authorized to initiate requests for assistance from CCOSA and/or its partners. Districts with an ADM of 10,000 and above may designate three district administrators. The District may include additional school personnel in conference calls, on-site visits, and training sessions.

Enclosed is a list of approved events from which the District may select for the contract term. Please indicate the number of participants who will be attending the event(s).

The term of this Agreement begins on the date it is approved by the District's Board of Education and ends on June 30, 2018. Either the District or CCOSA may terminate this Agreement upon notice in writing to the other party. Delay in contract approval could result in your district missing valued services and workshops!

If this letter meets with your approval, please place the following item on an upcoming Board agenda:

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 2017-18 fiscal year.

District Name: _____



2901 North Lincoln Boulevard
Oklahoma City, OK 73105
405-524-1191 office
405-524-1196 fax
www.ccosa.org

When the Board approves the agreement, please return a completed copy of the enclosed forms to **Laura Crabtree** (laura@ccosa.org) or fax to 405.524.1196 (ATTN: Laura Crabtree) keep a copy for your District files.

We look forward to working with you. Please contact me, Pam Deering (deering@ccosa.org), General Counsel Andrea Kunkel (kunkel@ccosa.org), Deputy General Counsel Hayley Jones (hayley@ccosa.org), or Laura Crabtree (laura@ccosa.org) if you have questions about this Agreement or the Program.

Sincerely,

Dr. Pam Deering
CCOSA Executive Director

District Name: _____

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CCOSA District Level Services Program Member Benefits

Our goal is to support education leaders by offering exceptional services for better schools. Members of the District Level Services Program may take advantage of the following supports and services:

- **Legal and Financial Services:** Legal advisory services will be provided by Andrea Kunkel, and Hayley Jones. School budget planning and advisory services will be provided by Dr. Pam Deering and Vernon Florence.
- **Professional Development and Communication:** CCOSA will host regional professional development days and periodic webinars on hot topics and provide a monthly newsletter with the most current information on issues affecting the work of education leaders.
- **I.T. Services:** CCOSA partner [United Systems, Inc.](#) will provide 1:1 planning frameworks, I.T. job descriptions, and monthly webinars and updates.
- **School Facilities, Security, and Safety:** CCOSA partner [kerr 3 design group, inc.](#) and [Red Sky Constructors, LLC](#) will offer advisory services to districts with questions relating to building design, infrastructure, building permits, bidding, and construction. The [Oklahoma School Security Institute](#) will provide no-cost safety inspections of schools, and highly qualified trainers will help districts create local emergency operation plans.
- **Website Offering Service:** CCOSA partner [SOCS](#) will offer exclusive discounts to participating districts for website services.
- **Administrative Management Services:** CCOSA partner [Barlow Education Management Services](#) will offer discounts to participating districts for Teacher Improvement Facilitator services. Districts receive a 10% discount each time they use one of Barlow's Teacher Improvement Facilitators.
- **Student Achievement:** CCOSA partner [Renaissance Learning](#) will help districts accelerate student gains in Reading and Mathematics by offering exclusive discounts to participating districts for professional development, instructional coaching, software startup fees, and data integration (RDI) fees. Districts receive a 10% discount on these services.
- **District and State-Level Education Analytics:** CCOSA has partnered with [Forecast5 Analytics](#) to provide state-level education budget and personnel data analytics to school districts. Participants will be able to compare their district to other districts and critically evaluate how local expenditures are used to impact student achievement and employee performance. Districts receive a 10% discount for this subscription.



P.O. CALCULATION GRID

County Name: _____

County Number: _____

District Name: _____

District Number: _____

P.O. CALCULATION GRID

<u>ADM</u>	<u>COST</u>
25,000 plus	\$ 4,000
10,000 to 24,999	\$ 3,000
5,000 to 9,999	\$ 2,500
1,500 to 4,999	\$ 2,000
500 to 1,499	\$ 1,800
499 or less	\$ 1,500

ADM (2015-2016)	TOTAL

Purchase Order Number: _____

Purchase Order Amount: _____

****Please attach a copy of the purchase order when submitting completed forms****

District Name: _____



DESIGNATED ADMINISTRATOR CONTACT FORM

Eligible Administrators
(based upon each district's size in ADM for the 2015-16 school year)

<u>ADM</u>	<u># of eligible administrators</u>
10,000 +	3
1 to 9,999	2

<u>ADMINISTRATOR</u>	<u>PHONE NUMBER</u>	<u>EMAIL ADDRESS</u>
*		

*only if ADM exceeds 10,000



2017- 2018 WORKSHOP REGISTRATION

Below is a list of approved professional development workshops from which your District may select at no cost as part of your participation in the CCOSA District Level Services Program (“Program”). Please indicate the number of free registrations your District will use when attending selected events.

Finance Workshops

- Advanced School Finance
- State Revenue & the State Budgeting Process

Legal Workshops

- School Law for Administrators
- ODSS Best Practices Conference
- OASA Legislative Conference

CCOSA

- Women in School Leadership Forum

Professional Development Conferences:

- OAESP
- OMLEA
- OASSP

Please use the following information to determine the number of free registrations your District receives as part of your participation in the Program.

<u>ADM</u>	<u>TOTAL WORKSHOP REGISTRATIONS ALLOWED</u>
10,000 or more	18
1 to 9,999	12

Please complete the following form to indicate the workshop(s) District personnel would like to attend and the number of free registrations you plan to use for the workshop(s) you identify.

WORKSHOP NAME	NUMBER OF REGISTRATIONS

District Name: _____



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 _____ day of _____ 20___, the Board of Education of _____ Public Schools voted to allow our school district to participate in the CCOSA District Level Services Program. The _____ Board of Education has encumbered \$ _____ for the purpose of participating in the CCOSA District Level Services Program. The Board of Education acknowledges that participation in the Program will result in the provision of **advisory services** to designated administrators with _____ Public Schools.

Signature of Superintendent

Date

Please send a copy of the completed forms to Laura Crabtree (laura@ccosa.org) or fax to 405.524.1196 (ATTN: Laura Crabtree). Keep one copy for your records.

District Name: _____

Page 8 of 8

MEMORANDUM:

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

FROM: Angie Smedley, Director of Special Education

SUBJECT: Special Services Agreement with United Community Action Head Start

DATE: July 5, 2017

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

Thank you.

**SPECIAL SERVICES AGREEMENT BETWEEN
United Community Action Head Start & Guthrie Public Schools
2017-2018**

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

This agreement is to describe the responsibilities of each entity, outline areas of cooperation and provide guidance for local cooperation, and coordination between and among all aforementioned parties in the implementation of the Individuals with Disabilities Education Improvement Act (IDEA) 2007 and (45 CFR Chapter XIII), Head Start Program Performance Standards and the Improving Head Start for School Readiness Act of 2007. Pertinent contact information for all agencies is included as Attachment A.

For the 2017-2018 School Year, Guthrie Public Schools will utilize: Developmental Delay X, or Categorical, _____, eligibility for Head Start age children.

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

I. LEA RESPONSIBILITIES:

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

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

II. LOCAL HEAD START RESPONSIBILITIES:

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

- G. The Head Start agrees to provide and participate with the LEA in joint training of staff and parents as appropriate.

III. COORDINATION OF COST SHARING:

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

IV. COORDINATION OF REQUIRED PAPERWORK:

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

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

V. COORDINATION OF SCREENING:

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

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

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

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

VI. COORDINATION OF IEP REVIEW:

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

VII. COORDINATION OF INSERVICE TRAINING:

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

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

VIII. TRANSITION

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

IX. RESOLUTION OF DISPUTE

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

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

Children Families Region VI office or the American Indian/Alaska Native Programs Branch.

Signatures:

Kim K. Rice
Head Start Director

6/28/17
Date

Superintendent, LEA

Date

**ATTACHMENT A:
CONTACT INFORMATION**

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

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

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

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

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

ATTACHMENT B:

EXAMPLES OF AREAS OF COST-SHARING

- Classroom assistants
- Transportation
- Adaptive equipment
- Assistive technology

Attachment C

D-1*
2017-2018

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

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

Center: _____ Teacher: _____

Child's Name: _____ DOB: _____

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

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

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

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

and possible special or early intervention services.

_____(Parent/Guardian Signature) _____(Date)

_____(Teacher Signature) _____(Date)

Head Start/Early Head Start Use Only

Screening Results

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

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

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

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

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

Physical _____ Date _____
(Most Recent)

Dental _____ Date _____
(Most Recent)

Other _____ Date _____

Memorandum of Understanding Between United Community Action Program Head Start and Guthrie Public Schools

This Memorandum of Understanding is entered into by and between United Community Action Program Head Start and Guthrie Public Schools to improve the availability and quality of services to Head Start Children and families in our community.

The purpose of this memorandum is for coordination of services between Head Start and the local public school for our preschool aged children and families.

UCAP Head Start is mandated under the “Improving Head Start for School Readiness Act of 2007” section 642 (e) (5) to collaborate and coordinate with public entities to the extent practicable.

UCAP Head Start has identified activities in which services between Head Start and the public school may appease this provision in a unified manner.

Both parties will engage in an ongoing system of communication to ensure all eligible children and their families have access to quality early childhood educational experiences.

The UCAP Head Start Program along with the public school will provide the following roles and responsibilities in this collaborative agreement.

These activities will include; but not limited to:

- a) Share the UCAP School Readiness Goals
UCAP will provide along with this MOU a copy of our School Readiness Goals
- b) Join in Recruitment/Pre-Enrollment events
Staff will inform parents of upcoming enrollment time as notified by the public school
- c) Share information as needed for children transitioning into public school with written consent from parent.
Staff will gather written consent from parents as to what documents is needed by the Public school for enrollment such as birth certificate, immunization record, etc.
- d) Invite Kindergarten teacher to speak at parent meeting in UCAP Head Start
Staff will inform the public school on a scheduled time for a representative, preferably a kindergarten teacher, to come and provide parents as to what is to be expected in their child’s next level of education.
- e) Joint staff training sessions when allowable to establish camaraderie between school and Head Start personnel
UCAP staff will collaborate with public school administrators on training that would be of interest to both parties for joint attendance.
- f) Share information with parents about events occurring at the public school via flyers or notes
UCAP staff will disseminate any flyers or notices from the public school informing parents of events they would be welcome to attend

- g) Plan tours for Head Start children and parents to visit public school and get acquainted with public school personnel and the view the facility.
UCAP staff will coordinate with public school personnel for a time for tours or visits to occur.

Approved By:

Kim K. Rice

Kim Rice
UCAP Head Start Director

Public School Superintendent



Guthrie Public Schools

Memo

To: Dr. Simpson and Guthrie Board of Education

From: Carmen Walters, Director of Federal Programs/Elementary Education

Date: June 14, 2017

Re: FY 18 Federal Claims

Federal claims for the State Department of Education must be signed by an approved authorized official who is legally authorized to bind the local education agency. I am asking the Board of Education to approve myself as the authorized official. As the authorized official, I would be signing all federal claims for reimbursement from the State Department of Education.



Staking A Claim in Our Students' Future

Angie Smedley
Director of Special Education

Telephone 405-282-8900
angie.smedley@guthrieps.net

Memorandum:

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

FROM: Angie Smedley, Director of Special Education

SUBJECT: Federal Claims

DATE: June 15, 2017

Special Education federal flow through claims for the State Department of Education must be signed by an authorized official. As the Director of Special Education, I am seeking permission for authorization to sign special education reimbursement claims for Project 621, 623, 625, 641, and 642.

Thank you.

**School Advantage
Purchasing Card**

OSSBA / CCOSA Sponsored School Card Program



**PROSPERITY
BANK®**

SCHOOL BOARD RESOLUTION

WHEREAS, the Board of Education is aware of the School Advantage Purchasing Card Program sponsored by the Cooperative Council of Oklahoma School Administration and the Oklahoma State School Boards Association.

WHEREAS, the Board of Education finds it desirable to implement the purchasing card program to add convenience in acquiring approved commodities directly from suppliers that accept VISA, to reduce paperwork and streamline purchasing procedures for District employees, to provide enhanced management reporting tools, and reduce overall administrative costs of the school district.

WHEREAS, the purchasing card will be utilized by authorized employees for business related purposes only.

BE IT THEREFORE RESOLVED that the Board of Education hereby approves \$ 50,000.00 credit limit and enrolls in the Purchasing Card Program and authorizes the superintendent, Dr. Mike Simpson or his/her designee, Michelle Chapple, Executive Director of Finance to complete paperwork to implement and administer the program.

The authority shall continue in full force and effect until revoked or modified by the Board of Education of the school district and official notice in writing of such change shall be given to Prosperity Bank and acknowledged, and that all prior acts of and all documents and papers are executed and/or delivered by any said officials or individuals.

Adopted this _____ day of _____, 2017 .

Board President, Printed

Signature

ATTEST:

Board Clerk, Printed

Signature

GUTHRIE HIGH SCHOOL

200 Crooks Drive
Guthrie, Oklahoma 73044

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

"Home of Champions"

DR. MIKE SIMPSON
SUPERINTENDENT

CHRIS LEGRANDE
PRINCIPAL

BRET STONE
ASSISTANT PRINCIPAL

DUSTIN THROCKMORTON
ASSISTANT PRINCIPAL

JON CHAPPELL
ATHLETIC DIRECTOR

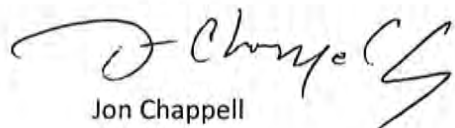
To: Dr. Mike Simpson and Guthrie Board of Education

St. Marys Catholic School of Guthrie would like to coop with Guthrie Schools in the following sports.

1. Jr. High football
2. Jr. High Boys and Girls Cross Country
3. Jr. High Wrestling
4. Jr. High Boys and Girls Track
5. Jr. High Boys and Girls Golf

For 2017-2018 School Year

Thank You



Jon Chappell



~~2016-2017~~ 2017-2018

School Bus Rider Handbook with Rules and Guidelines

Revised ~~6/11/2016~~ 6/28/17

School Bus Rider Guidelines



Guthrie Public Schools Transportation School Bus Department of Rider Guidelines

PARENT/GUARDIAN: Please keep these 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 9-101). Because of these ~~two~~ facts, and because the Board has decided to extend transportation privileges to those who are eligible, the following procedures have been established to facilitate safe transportation of the district's students.

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

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

Registration of Riders

Each student must be registered as a bus rider before they can ride a school bus. The GPS Transportation Department Student Bus Rider Registration Form is available at the Transportation Office and on the school website (www.guthrieips.net click on **Departments then Transportation**). 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. **Your signature on the Student Rider Registration Form acknowledges that you have been advised where to locate the Guthrie Public Schools Bus Rider Handbook, and that you and your student will comply with the rider policies which have been approved by the GPS Board of Directors.**

Transportation Transfer/Shuttle and Route Students

Students will ride only their assigned bus. Students will only get on and off the bus at their assigned stop. Permission may be granted to ride another bus or get off at another stop on a case by case basis and only in an emergency.

An Emergency Rider Waiver form must be filled out and approved at GPS Transportation before changes are permitted.

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

Transfer/Shuttle students should not be dropped off before 7:00 A.M. and never later than 7:15 A.M.

When the transfer students return in the afternoon they must immediately leave the school premises.

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

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

BUSTER SAYS

**SEAT TO SEAT – BACK TO BACK STAY
SEATED – ARMS AROUND BACKPACK!**

BUS DISCIPLINE

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

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

The student is responsible for his/her individual conduct. Because not every problem that may arise can be foreseen, students should use good common sense to govern their behavior. They should treat each other, the bus driver, faculty, staff and property with respect. They should be aware that when their behavior distracts from the ability to provide safe transportation services a consequence and or punishment will result.

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

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

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

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

The disciplinary process is cumulative throughout the school year. Students are held responsible to be good bus citizens over the entire course of the school year.

1. Students are expected to:
 - a. behave well while on the bus
 - b. board the bus quietly,
 - c. take their assigned seats,
 - d. remain seated, sitting forward
 - e. converse quietly with their nearest neighbor.
2. The bus driver is in charge of the bus.
3. The bus driver will assign seats.
4. Student behavior is expected to be like that in the classroom.

The Rules

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

THE BUS DRIVER IS IN CHARGE OF THEIR BUS

(Just like the teacher in a classroom)

Student behavior is expected to be like that in the classroom

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. Cameras and any other device that may disturb or distract the driver or students are not to be used on the bus.
2. Disrespect, defiant conduct, obscene language, or gestures directed toward the driver or students can 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 discretion.
4. Students shall ride only their assigned bus. Students will **only** be allowed to get on or off at their assigned stop location. Permission may be granted to ride another bus or get on or off at another location on a case by case basis however, this requires a parent/guardian signed form and approved by Transportation **BEFORE** a change can take place.
5. When requested by the driver, students must immediately and correctly identify themselves. Failure to do so will result in a 3 day suspension from ALL buses.
6. Students must arrive at the bus stop ten (10) minutes prior to designated bus pick-up time and wait in a safe and orderly manner out of the roadway and off private property. Students must not approach the bus until it has come to a complete stop and are signaled by the driver to board the bus.
7. Students must enter and leave the bus in an orderly manner in view of the driver. If they must cross the road, they must do so

in front of the bus (never behind it) and wait for the driver to signal the student when it is safe to cross.

8. 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.
9. 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.
10. Students will reimburse the school district for damage to school buses resulting from student misconduct and may be subject to loss of riding privileges and suspension or expulsion from school.
11. Students will refrain from excessive noise, shouting, boisterous behavior, fighting, vulgar or obscene language or gestures, racial or sexual harassment, sexual misconduct and bullying.
12. Students must not have anything in their possession that might cause injury to another, no weapons of any kind, including but not limited to knives, guns, sharps, fighting gear, etc.
13. No smoking, vaping, chewing, or spitting of tobacco or use of any type of flame or sparking devices. Illegal substances or alcoholic materials or their paraphernalia are not allowed on school buses.

14. Eating or drinking on a school bus is not permissible: no gum, no candy, no pop, no pastries, no other types of food or confectionaries. In hot weather, one bottled water is permitted
15. per student. 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 refuse out of the windows.
16. **Aisles must be kept clear.** Personal belongings, books, instruments, projects, etc. must be held on a student's lap.
17. Large items which cannot be held in the student's lap will not be transported on the school bus; this includes large band instruments.
18. If a student does not ride for two (2) consecutive mornings, the bus will not return or stop until you notify the Transportation Office that the student will again be riding.
19. No hats, no hoodies or other garment that makes it difficult to identify the student is allowed to be worn on the bus.
20. No wearing gang colors, displaying gang tags, or making gang symbols.
21. No personal hygiene items such as body spray, cologne, perfume, or items that may affect allergies.
22. No animals, reptiles, fish, or fowl are permitted on the bus.
23. No teasing, bullying, cyber bullying, no sexual misconduct, no loud talking, no unacceptable language, no standing or moving while on the bus.

Disciplinary process: Improper Conduct

For any offense, the bus driver may choose to re-assign the student to a specific seat, confer with the student, or call the parent. If a verbal warning from the driver fails to improve the student's behavior, the offense will be written up by the driver and submitted to a Transportation Supervisor. When a write up is issued, the following progressive discipline process will be in effect:

- 1st offense** – Driver issues bus citation to the student for parent notification. A letter could be sent or a phone call placed to the parent or guardian by the Transportation Department.

- 2nd offense** - A letter will be sent or a phone call placed to the parent or guardian. May require a conference with the student and/or parent. May also issue a mandatory suspension from **all** buses from ~~three~~ **one** (31) to five (5) days. The parent or guardian will be notified of this by Transportation.

- 3rd offense** – May require a conference with the student and/or parent. May also issue a mandatory suspension from **all** buses from six (6) days up to the remainder of the semester. The parent or guardian will be notified of this by Transportation.

- 4th offense** - May issue a mandatory suspension from **all** buses for the remainder of the school year and possibly extended to the following school year. The parent or guardian will be notified of this by Transportation.

Any of the above steps may be skipped dependent on the severity of the offense. Punishments will be designed to coordinate with the appropriate building level student handbook.

Examples of Improper Conduct (All Offenses)

Examples include but are not restricted to, any of the following:

1. Yelling, or screaming
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 manner.
11. Violation of safety procedure that could endanger anyone.
12. Any instance of 'horseplay'
13. Arguing with or showing disrespect to the driver
14. Not sitting in their assigned seat
15. Others as identified by transportation personnel.
16. Failure to immediately correctly identify themselves, to the driver.
17. Smoking, chewing, or possession of drugs or tobacco products

18. Vandalizing or damaging bus property is prohibited and students who do so will be responsible for payment to cover the cost of damages.
19. Tampering with bus emergency or safety equipment, video cameras or DVRs.
20. Physical assault of another person.

21. Inappropriate displays of affection.
22. Improperly clothed or inappropriately changing or removing clothes, displaying gang colors, gang tags, or making gang symbols. School dress code, per student handbooks, applies to the bus.
23. Picking on other students
24. Getting on or off the bus at an incorrect location.
25. Others as identified by transportation personnel.
26. 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).
27. Sexual misconduct (Sexual misconduct encompasses sexual assault, and any conduct of a sexual nature that is without consent, or has the effect of threatening or intimidating the person against whom such conduct is directed. For Example: exposing his or her genitals: soliciting or requesting another person to engage in sexual conduct under circumstances in which he knows that their requests or solicitation is likely to cause affront or alarm; forcing a victim to touch, directly or through clothing, another person's genitals, breast, groin, thighs or buttocks) or sexual harassment (the making of unwanted sexual advances or obscene remarks; intentional touching without consent, requests for sexual favors, or other verbal or physical conduct of a sexual nature to such an extent that it alters the conditions of the person's environment.)

28. Possession of an object that may be considered dangerous or used as a weapon Verbal (to include cursing), threats of violence, or physical assault of the driver or other transportation official by a student or his or her parent, guardian, or representative will result in immediate termination of riding privileges.

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 and School Administration.

GUTHRIE PUBLIC SCHOOLS

Activity Fund Policies and Procedures Handbook

**Guthrie Activity Fund Office
Administration Building
802 East Vilas
Guthrie, Ok 73044
Phone 405-282-8900, Ext. 8947
Fax 405-282-5904**

REVISED JULY ~~2016~~2017

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INTRODUCTION

The information collected in this handbook is provided to the employees and staff of Guthrie Public Schools with the most accurate policies and procedures for use of Activity Fund, as an aid to comply with all State of Oklahoma Law, and State and Local Board of Education policy and procedures.

The information is accumulated from State Law of Oklahoma, under the direction of the State Superintendent of Public Instruction and Oklahoma State Board of Education, along with the policies set forth by the Guthrie Public Schools Board of Education.

All subaccount financial data is a part of the district's final revenue and expenditures as reported to the State Department of Education. The final financial data is also forwarded to federal reporting agencies as applicable.

Activity Fund Purchasing Procedures

- Go to <https://ok.wengage.com/Guthrie> or on the GPS website under Staff Links, WenGage.
- Click purchase Requisition
- Choose Un-submitted
- Select New
- Leave **RQ No Blank**
- Choose the fund (60 for Activity Fund)
- Choose the Purchase Approval (Technology requests have a separate approval code).
- Choose Location (your site)
- Choose Vendor name by typing the Vendor name and clicking on the correct choice when it appears. Choose carefully because the vendor you choose is the vendor that will be paid.
- Enter a Description
- Click Save
- Click the word Requested
- Click New on the right side
- Enter a Description for the 1st item (Be specific, include as much information as possible including if it is for resale)
- Enter a Unit Price
- Optional: Enter the Item Number (Include this if someone other than yourself will be placing the order.)
- Change the Quantity
- Click Add New
- DO NOT Enter anything unless instructed to do so by the Financial Secretary or you know your Project (Account) number.
- Click Save
- Repeat the last 4 steps for each item you are buying
- Click Back to Requests
- Click the “Select “box next to Requisition you entered
- Click Submit
- A detailed description of items to be purchased is required and will assist in the OCAS coding required by the State Department of Education. (Ex. Resale/non-profit, resale fundraiser, instructional, field trip w/date of trip, etc.)
- Include shipping/handling charges in your total amount requested.
- Once processed an accounting copy will be emailed to the financial secretary and the purchase order will be emailed to the requesting employee.
- When your purchase order is received you may order or make purchase. Purchase only items listed on purchase order request. If purchase is going to be over the purchase order requested amount due to change in price, request an increase of purchase order prior to making purchase or placing order when possible. This

must be done on a “Request PO Increase” prior to the purchase. If purchase exceeds 25% of the available balance, you may be required to sign an Acknowledgement of Violation form.

- Packing slips are attached to the purchase order, to verify the purchase was made after the purchase order was issued. Therefore, **DO NOT** order until purchase order is obtained. Regardless of the invoice date, the purchase will be in violation if merchandise is received prior to purchase order date.
- Once the merchandise/services are received, the vendor must submit an itemized, invoice for payment. Itemized means it must have a quantity, price per item, & the total. (Quantity x price = amount due). Invoice must also have the date of service/purchase date.
- No invoice will be paid prior to receipt of goods or services regardless of contract signed by sponsor/principal, as no contract is legally binding unless approved by the BOE. Deposits can be made, but balance will only be paid after goods and/or services are rendered.
- Receipts/invoices must be on computer generated receipt or letterhead with vendor information. If unable to produce such, vendor signature is required.
- Receipts/Invoices should be turned in immediately for payment, but no later than 30 days from purchase.
- Complete an “Activity Fund Pay Request for Purchase Order/Contracts” form and attach to the invoice. Turn into the site financial secretary.
- All blanket purchase orders will automatically close at the end of each nine week period. A new purchase order request will be required at that time as well.
- Technology related purchase order requests must be approved by Technology Director prior to being assigned a purchase order number. Use approval code #1 when requesting to direct to Technology for approval.
- Any employee in violation of these procedures may be required to sign an “Acknowledgement of Violation” which may be placed in their personnel file.

ACTIVITY FUND RECEIPTING/DEPOSITING PROCEDURES

- Sponsor/Teacher shall issue pre-numbered receipts to all individuals who have collected funds on behalf of the activity fund organization.
- Receipts must be issued each time money (\$5 and over) changes hands.
- All pre-numbered receipt books shall be checked out and returned to the Financial Secretary at the end of each school year.
- Multiple collections received of less than \$5.00 per person; the sponsor/teacher shall maintain a list of these collections. The list should include the date, individual’s name, and amount. At the end of the day, the sponsor/teacher shall issue a receipt for the total amount listed. The list shall be maintained with the receipt issued.
- Receipts can be voided by writing “VOID” across the receipt. **DO NOT REMOVE ORIGINALS OF VOIDED RECEIPTS FROM THE BOOK.**

- The receipts issued should reflect the following information:
 1. Date money received
 2. Person from whom the money is received.
 3. Amount received which should reflect the total checks & cash;
 4. Identify the specific fundraiser; and
 5. Identify the account number to which the funds should be credited.
 6. Receipt numbers range from sponsor book. (Ex. 73561-73568)
- A deposit slip shall be prepared documenting the amount received (checks & cash); source of funds, and the account(s) funds should be credited to. The deposit slip, receipt book, and money should be turned into the Financial Secretary for deposit.
- Sponsor/Teacher shall remit **daily** to the Activity Fund Custodian or Site Secretary. There will be a designated employee to take deposits in the absence of the Financial Site Secretary.
- The Site Secretary, in the presence of the Sponsor/Teacher, shall count the funds received, verify the receipt and sequence, the total amount & issue a receipt to the Sponsor/Teacher for the funds received which shall be attached to sponsor/teacher receipt(s). The total checks and cash received shall correspond with the receipts issued. Sponsor receipt numbers shall be noted on financial secretary's receipt.
- The Financial Secretary will drop deposit in bank night deposit when deposit is \$100 or more nightly and no less than once a week if less than \$100.
- All currency should be facing the same direction and clipped as follows:

Ones-----	\$25.00
Fives-----	\$100.00
Tens-----	\$200.00
Twenties-----	\$500.00
- All coins should be rolled or bagged. Do not tape the roll ends. Loose change should be sent in a coin bag or plastic baggie. Do not put loose change in the deposit bag.
- Checks should be made out with the correct school site name.
- Do not accept post dated checks
- All receipts should be totaled and reconciled to the currency, coins & checks received. The total funds received should balance to the daily receipts.
- A Farmers & Merchants Bank deposit slip will be completed and it along with the daily receipts and money will be locked in the money bag and dropped in the night deposit box at the Farmers & Merchants East branch at 1800 E. Oklahoma Avenue.
- Put the Activity Fund Account number & activity program number if known on the check. If a check is made out to a teacher/student, etc., it must be endorsed before it is sent to the Activity Fund Custodian.
- Checks should be facing up and clipped together with a calculator tape of checks totaled.
- Donations must be deposited and utilized as stipulated by the donor.
- No sponsor/teacher shall keep money in their possession overnight.

- Sponsor/Teachers collecting money after school hours shall check out a money bag, ~~and~~ keys to the bank night deposit box, **and a Farmers & Merchants Bank deposit slip to be completed by sponsor/teacher.** No money shall be kept overnight. The Activity Fund Custodian will issue a receipt when the bag is picked up from the bank the following business day.
- In the case of stolen money, **immediately** notify your administrator. The police must be called and a report must be filed. Attach a copy of the report to the receipt(s) of the missing money and send a copy to the Activity Fund Custodian.
- Any employee in violation of these procedures will be required to sign an “Acknowledgement of Violation” which may be placed in their personnel file.

DISTRICT VISA CREDIT CARD

- The credit card can be checked out with prior authorization.
- Contact the Activity Fund Clerk in advance to reserve a card.
- When you call to reserve the card you should know your purchase order number and the date you will pick up the card.
- You will be required to turn in the original itemized receipt when the card is returned.
- The district has limited cards so they will be reserved and checked out on a first come first serve basis. To avoid disappointment, reserve early.

SAM’S CLUB CARD

- Sam’s Club accepts Visa.
- Request a Purchase Order to Sam’s Club-Edmond.
- Call or email the Activity Fund clerk to reserve the Sam’s card & VISA.
- Sam’s will pull the order and you will have 48 hours to pick it up if ordered online.
- Original invoice/receipt must be turned in when returning Sam’s card.

START CHANGE

- Complete a purchase order request, indicating purchase request is for start change and event; include date(s) of event.
- The vendor should be the name of the employee responsible for the check/cash.
- Send a check request with the date the change is needed. **Checks are processed on Thursday afternoons.**
- A check will be processed and sent in interagency mail for the date requested.
- Start change shall be returned at the end of the event along with deposit.

INSUFFICIENT FUND CHECKS

- In the event a check is returned to the District by the bank for insufficient funds, the Activity Fund Clerk will charge the check back to the proper sub-account and forward a receipt to the sponsor. Example page 31
- A letter will be sent to the patron notifying patron of returned check and instructions for paying. If there is no response a second letter will be sent after 1 week. If no response after 1 week of the second letter being sent, the check will be forwarded to the District Attorney's office for collection.
- Patrons should be referred to the Activity Fund Clerk with any questions or payments. Please do not collect on site unless instructed to by the Activity Fund Clerk.
- When funds are collected either from patron or the district attorney's office, they will be re-deposited into the sub-account, and a receipt will be forwarded to the sponsor. Example page 31
- A list will be sent to each site Financial Secretary periodically. If a check is accepted from a patron already on the "Do Not Accept" list, the check may be forwarded back to the sponsor that accepted the check for collection.
- All fees received from the collection of an insufficient check will be deposited into the Administration Misc. Account.

CASH INCENTIVES

- Monetary incentives are not an allowable expenditure.

GRATUITY

- 18% gratuity is allowable for student activity meals when out of district

GIFT CARDS

Gift Cards are not to be used as incentives or reward to staff/employees. When they are used in this manner, they become taxable income. They can be presented to teachers during the school year for the purchase of class supplies. All gift cards must be signed for on a roster. The roster should then be forwarded to the Activity Fund Office. In addition, individual must return receipts to the Activity Office for items purchased with the gift card.

CONCESSION SALES

- Money should be counted & recorded on a deposit slip. The money and slip should be signed by two individuals.
- After the collections are counted, the sponsor should issue a pre-numbered receipt.
- If concessions sales are after school hours, the deposit should be made in the same manner as the deposit for the athletic & special event gate sales noted previously.

INTERNAL CONTROL PROCEDURES

Receipting & depositing game & event admissions

- Issue a pre-numbered ticket (available through the Activity Fund Custodian) to each individual attending the event. (The tickets should be a different color for adults, children, senior citizens or other reduced tickets.) Documentation of the beginning ticket numbers should be maintained by the Activity Fund Custodian or Site Secretary.
- If making or purchasing tickets the AF clerk must be informed of the beginning & ending ticket numbers prior to the sale of tickets. Also if any tickets are given away or disposed of in any way a signature by the person accepting/or disposing of the tickets must be obtained on a separate ticket report.
- The admission fee should be collected and tickets issued by one individual and then a second individual should monitor the gate and collect the ticket stubs.
- At the end of the event, the collections should be reconciled to the tickets issued and signed by the individuals involved.
- The collections should be given to the designated individual to be placed in the bank's night depository. This individual should issue a receipt to the gate personnel.

TRAVEL/FIELD TRIP GUIDELINES

- All overnight activity trips requiring student payment must be paid in full prior to trip. Those students unable to pay prior will not be allowed to attend. The Activity Fund account responsible for payment of trip expenses must have the funds in the account to cover all expenses of trip, prior to the trip.
- Travel & meal payments for students **must be itemized**. It is your responsibility to verify that the receipt is accurate and no taxes charged before you sign for purchase. Tax cannot be reimbursed. To receive overnight per Diem (\$30 per night in state, \$50 out of state); attach a copy of the trip request to the "Out of District Travel Reimbursement" form.

GUIDELINES FOR RAFFLES/TICKET DRAWINGS

- Pre-numbered tickets must be issued. One ticket stub will be issued to the participant and the school will retain the other ticket stub which must be turned into the Activity Fund clerk with deposit for reconciliation.
- ~~Raffles are illegal. Tickets for drawings must be accompanied by the sale of some item. (Gum, sucker, etc.)~~
- School officials must be actively involved in supervising the drawing of the ticket stub or stubs.
- All funds received in connection with the drawing shall be accounted for in accordance with district activity fund procedures.
- Cash & non-cash prizes may be used as drawing winnings.
- Drawing participants should be notified that the proceeds of the drawing may be considered taxable income for state & federal tax purposes. The fair market value

of the winnings must be disclosed. The winning prize for drawings will be limited to a fair market value not to exceed \$5000.00.

- **Tax considerations must be followed.** If the fair market value of the winning cash prize is less than \$600 then there are no tax considerations to be followed. For cash or non-cash prizes that have a fair market value of \$600 or more and under \$5000 the winnings must be reported through the issuance of a 1099 to the IRS and the recipient. **Information such as name, address, and social security number must be obtained from the recipient for winnings greater than \$600.**
- Schools and affiliated organizations shall not conduct casino nights and other forms of gambling.

TRANSFERS

- Monies from school activity accounts may be transferred to other approved school account after Board approval. Transfers are only done monthly because they require Board approval. A “Request to Transfer” form can be found on the school district website under the heading of “Bluejay Bundle”. Request must be received in the Activity Fund office 1 week prior to the scheduled Board of Education meeting.

CASH ADVANCE FOR TRAVEL

- Cash advance for travel should be requested no later than a week prior to travel. The following forms should be completed:
 1. Request for Activity Fund Cash Advance Form, must be completed and signed by the administrator of the account. This form is available on the district website. Please read the form carefully before signing.
 2. A Purchase Order Request must be completed. The Vendor should be the name of the person accepting the cash advance.
 3. Original receipts must be turned into the Activity Fund clerk documenting travel expenses and unused monies re-deposited in the account immediately after the trip.

ACCOUNTS PAYABLE/CHECK PROCESSING

- Checks are processed every Thursday afternoon during the school year. Check requests for start change/cash advance should be in the Activity Fund office the day prior to processing. **“Please plan ahead”.**
- **DO NOT SIGN** contracts agreeing to “payment on receipt” as checks are not cut on demand.

STAFF REIMBURSEMENT

- Staff reimbursements are allowable for approved travel expenses.
- Complete a purchase request in your name prior to the date(s) of travel.

- Turn in all receipts for reimbursement upon return.
- Tax is not an allowable reimbursement.

STAFF EXPENDITURES

- Purchases of personal items for employees must be made from the faculty or PTO accounts only, with at least one non employee parent PTO officer's approval.
- Expenditures that provide personal benefit to staff **must** be reasonable in cost.
- Purchase of apparel used in the performance of an employee's duties are allowable from other accounts but must be inventoried and returned to the school district at the end of useful life or at the end of employment relationship.

DONATED EQUIPMENT, SUPPLIES AND MATERIALS

- All equipment, supplies & materials received through donation become district property and are governed by district policy & procedures
- This requirement also applies to donations received as a result of requests made on social media sites (ex. Donors Choose).
- A fundraiser request is required if donations are solicited either from local individuals and organizations or through social media.

SPONSOR RESPONSIBILITIES

- Obtain an authorized purchase order prior to making order or purchase of merchandise/services.
- Issue receipt for all funds collected.
- Submit receipt book & funds for deposit on a daily basis.
- Submit vendor invoice/receipt for payment immediately.
- Account reconciliation should be done monthly. Report discrepancies immediately.
- Ensure that all state & Board of Education laws & guidelines are followed.
- Do not leave money in your desk overnight or leave unattended in classrooms.
- Turn all money in daily.
- Complete a "Ledger Sheet" monthly. Your balance should be the same as the Activity Fund Clerks balance. If you have had no activity in your account for the month, you can sign off "no activity". This will help to catch any coding mistakes that have been made.

The Activity Fund and all subaccounts are included in the district's annual audit.

1. Audit citations on specific subaccounts will be the responsibility of the sponsor/coach/parent representative (hereafter referred to only as sponsor) to ensure corrective steps are taken to clear the finding.
2. Repeated failure to adhere to all requirements will result in:
 - *The sponsor being removed from the activity – or –
 - * The activity being removed as approved activity of the district.
 (Decisions will be made based on the situation and cause.)

BOOSTER CLUBS (SANCTIONED & UNSANCTIONED)

A list of all unsanctioned Booster Club/PTO representatives should be forwarded to the Activity Fund Custodian at the beginning of the school year.

- No Account transactions will be processed without the signature of all of the following:
 1. Booster Club representative
 2. Account Sponsor
 3. Site Administrator
- No changes to original purchase order will be made without a change request with Unsanctioned Booster Club representative signature. (Ex. Increase in quantity, change of vendor, increase of dollar amount, etc.)
- Unsanctioned Booster Club representative will not be allowed to set up vendor accounts in their name. All purchases/orders will be done by either the Booster Club sponsor, Site Financial secretary or the Activity Fund Custodian.
- Sanctioning of a GPS Activity Fund account requires Board of Education approval.
- All sanctioned booster clubs shall provide Guthrie Public Schools with contact information of said booster club officers.
- Sanctioned Booster club accounts must be responsible for all expenses incurred by the booster club.
- A financial report of all sanctioned booster clubs must be submitted for Board of Education review for the September board meeting.

Types of Allowable Expenditures

Activity fund operation expenses (checks, purchase order forms, etc.)
Appliances (refrigerator, microwave, etc.)
Assemblies and speakers
Athletic equipment, uniforms, clothing and supplies for student/coach
Banquet/reception expenses & supplies
Building improvements
Camp fee's (cheerleading, student council, etc.)
Change (start change)
Classroom equipment/improvements
Classroom supplies/materials
Clothes for the needy
Club refreshments and parties (student)
Contest entry fees
Copier rental fees, repairs & expenses
Custodial supplies
Donations
Dues & fees
Expenses relating to competition or shows held for students (science fairs, track meets, band, FFA, etc.)
Film and developing expenses
Films & videos (rental and/or purchase)
First aid supplies
Flowers & Plants for student activities
Fund raising expenses
Graduation expenses
Homecoming festivity expenses
In-service training & workshop fees (professional development)
Incentives/rewards
Library books, periodicals, & newspapers
Luncheons
Maintenance of grounds
Marquee
Meeting expenses
Memorials
Office equipment, furniture & supplies
Physical education equipment & supplies
Postage & freight expenses
Printing expenses
Prom expenses
Refunds
Registrations
Reimbursements (Transfers to general fund at year end)
Rental fees
Repair & maintenance
Ribbons, trophies, awards, & plaques
Scholarships
School pictures
Service projects
Student productions (plays, concerts, etc.)
Student store, concession stand, supplies
Student transportation, substitutes & bus drivers
Student travel & related expenses (lodging, meals w/15% gratuity)
Student uniforms & accessories
Student workshops & conventions
Telephone expenses
Tests, tutoring
T-shirt, sweatshirts, hats, book bags, etc. (for resale or uniforms)
Vending supplies
Workers at student events (gate, security, officials, concessions, clock, ticket, bus drivers, etc.)

ACTIVITY FUND FUNDRAISERS PROCEDURES

All fundraisers must have the approval of the Board of Education.

The Board of Education requires a complete and accurate accounting of all inventory received for sale from the time it is received on site until the remaining product is either sold or returned for credit. These procedures must include a requirement to account for every item of product, by name of student or sponsor, from the point they receive possession to the point they turn in sales collection or unsold product.

It is a violation of Oklahoma State Law to use cash collections to purchase additional supplies and materials while conducting a school sponsored activity. All funds collected (cash & checks) must be receipted and deposited into a Board approved school activity fund. Also, all items purchased should be expended and coded through the schools' activity fund. You are not allowed to use money collected at an event (such as a car wash or carnival) to purchase additional items that are needed for that event. Although it may equal the same net profit at the end of the process, all funds must still be deposited in and out of the school activity fund in order to have a proper audit trail. It is a good practice for sponsors to prepare a purchase request in their name for misc. reimbursements at the beginning of each semester. Therefore, in the case you are at a school event and additional items are needed, we recommend that a sponsor purchase the items with their personal funds. After the event, the sponsor can submit an original, itemized receipt to obtain reimbursement from the activity fund. However, we cannot reimburse sales tax. Adhering to this policy protects teachers and sponsors from accusations of theft and/or fraud.

Additional procedures include the following:

- A Fundraiser Request Form can be found on the Bluejay Bundle on the school district website and must be completed and signed by sponsor & site principal.
- All requests must be typed and turned into the Activity Fund Clerk 45 days prior to the date of the fundraiser.
- Request should be received by the Activity Fund Custodian no later than the last Friday of the month prior to each monthly Board Meeting.
- All Fundraisers require an After Sale Accountability Form be completed at the close of the fundraiser. If After Sale Accountability is not received by the Activity Fund Clerk within 30 day from the close of the fundraiser, no future fundraiser requests will be accepted for Board approval until form is received.
- Activity Fund money belongs to the school district and is under their guidelines for disbursement. Money earned through fund raising activities may not be earmarked as belonging to individual students. To allow students to earn money for their personal use through fundraising activities has been determined to be improper by our auditor.

**BOARD OF EDUCATION APPROVAL REQUIRED FOR INCOME
PRODUCING ACTIVITIES INCLUDING THE FOLLOWING:**

Advertising (ads, programs, sponsorships)
Bake sales
Banquets (if tickets are sold)
Bazaars
Book fair
Brochure sales
Candy sales
Calendars
Car Wash
Carnivals/Field Days
Compatibility Survey/Matchmakers
Concert (admission)
Concessions (excluding athletic events)
Cookbooks
Dances
Discount vendor cards
Donations (if solicited, including social media request such as **Donors Choose**)
DVD sales Face Painting
Firework Stand
Food sale (if conducted in school cafeteria must have Food Service Director & BOE approval)
Garage Sale/Yard Sale
Golf Tournaments (Unless OSSAA sanctioned)
Holiday grams (Valentine grams, Boo grams)
Jump Rope/Walk a thons
Magazine subscription sales
Newspaper
Parking permits
Plant Sales
Plays/Musicals/Talent Show (Admission)
PTO Store
Raffle/Ticket Drawing
Recycling (Aluminum can, paper &/or ink cartridge collections)
Resale items with profit
Sale of student projects
School Pictures
Silent Auction
Snack sales (popcorn/Capri sun, etc.)
Sports Clinics
Student ID's
Student sales to the general public
Student store
Supply fees
T-shirts, sweatshirts, backpacks, hats, etc.
Ticket sale (plays, musicals, concerts, banquets, dinners, drawings, etc.)
Trophy Auction/Sponsor
Vending
Yearbooks

NON PROFIT RESALE GUIDELINES

The Board of Education does not consider funds collected for non-profit a fundraiser. Therefore, sources of revenue collected for non-profit do not require a fundraiser request to be approved by the Board of Education for the following activities:

Commissions & rebates

Copy fees

Donations -Unsolicited

Entry Fees

Employee contributions/donations (If other than monetary must provide documentation of donation)

Facility use fees

Field trip

GED fees

Grants

Interest

Library fees

Lost book fees

Petty cash (from General Fund)

Registration fees

Restitution (bogus checks & fees)

Scholastic Book orders

Scholarships

Summer school tuition (transferred to the General Fund)

Testing fees

Tutoring

SANCTIONING POLICY

The Board of Education of the Guthrie School District believes that student achievement programs and parent-teacher associations and organizations can advance the educational goals of the Board of Education and confer a benefit to the students of the School District. It is the purpose of this policy to establish guidelines for the sanctioning of student achievement programs and parent-teacher associations and organizations that raise money and collect revenues for the benefit of students. Only those student achievement programs and parent-teacher associations and organizations sanctioned in accordance with this policy will be exempt from the statutory controls over school activity funds found in the Oklahoma School Code OKLA. STAT.tit.70, Section 5-129.

Sanctioning Procedure for Student Achievement Programs And Parent-Teacher Associations and Organizations

1. The School District may sanction student achievement programs and parent-teacher associations and organizations that according to the Board's determination, advance the educational objectives of the School District, are beneficial to students and meet the requirements of this policy.
2. In determining whether a student achievement program or a parent-teacher association or organization should be sanctioned by the School District, the Board of Education may consider: (1) if the program, association, or organization promotes activities that are an extension, expansion, or application of the School District curriculum; (2) if the program, association, or organization assists student government or activities in carrying out special projects or responsibilities; (3) if the program, association, or organization assists student clubs organizations, and other student groups in raising funds to promote activities approved by the Board of Education; and (4) supplemental information provided by the student achievement program or by a parent-teacher association or organization in support of its application.
3. An application by a student achievement program or by a parent-teacher organization to the Board of Education requesting sanctioning shall include the following: (1) a statement of its purpose, goals, organizational structure, and membership requirements; (2) a detailed statement of how the School District and its students will benefit if the organization is sanctioned; (3) a statement of nondiscrimination consistent with all Oklahoma and federal laws; and (4) financial report as defined by Board of Education regulations, which has been performed on such.
4. The application shall be submitted to the principal for preliminary review. The principal shall forward the application to the superintendent; the superintendent shall make a recommendation to the Board of Education. The Board of Education shall review the application and shall sanction or decline to sanction the applicant.
5. The decision of the Board of Education is final and non-appealable. In order to maintain the status of a sanctioned program, association, or organization in accordance with this policy, the superintendent of schools or the Board of Education may require from any such program, association by an independent accounting firm at the expense of the sanctioned program, association or

- organization, on an annual basis, that a financial audit be performed on the program, association, or organization by an independent accounting firm at the expense of the sanctioned program, association, or organization. If required by the superintendent of schools or the Board of Education, the audit shall be submitted to the superintendent within ninety (90) days of the superintendent's request. The Board of Education shall review the audit submitted and determine if the program, association, or organization is entitled to continue to be sanctioned in accordance with this policy and if its funds should continue to be exempt from the statutory controls over student activity funds found in the Oklahoma School Code, OKLA.STAT. tit. 70 section 5-129. Otherwise, an annual financial report as defined by Board of Education regulations will be required. The financial report shall be submitted to the superintendent by September 1 of the year following the year of original approval and every year thereafter.
6. The superintendent of schools or the Board of Education may, at any time they deem warranted, request copies of any and all records maintained by the program, organization or association. Copies of records must be promptly provided upon request of the Board or superintendent.
 7. The Board may, at its discretion, withdraw sanctioning at any time it deems it is in the best interest of the School District. Any decision of the Board of Education to withdraw sanctioning is final and non-appealable.
 8. The organization may maintain bank, financial, and tax exempt status separate from the school. The organization will provide to the board of education, annually or upon request, a complete set of financial records or detailed treasurer's report.
 9. Any plan, project, or movement instituted to expand, modernize, renovate, or render maintenance to school-controlled and/or owned properties, or provide academic achievement awards and other educational recognition to students or student bodies will be presented to the board of education in official session for its consideration, comment, evaluation, approval, and sponsorship. This must be done before any public announcement is made.
 10. In no manner will board sanctioning of an organization preclude the organization from compliance with state and federal laws as they pertain to equal opportunity and treatment of all students. Gifts or services provided to the school should benefit both boys' and girls' activities.

Please let us know if any contact information changes from what was on your application. Anita Paul 282-8900 ext/ 8947, or anita.paul@guthriepps.net .

Recommended Practices

- Annual election or affirmation of officers.
- Periodic meetings open to the membership
- Full financial disclosure to the membership
- Surety bonds for treasurer and others who handle money
- Officer liability insurance
- System of internal controls over cash, including segregation of duties as much as possible.

Segregation of Duties

Ideally,

- The person who orders/purchases an item should not be the one who pays for it.
- The person making the purchase should not be the one who approves it.
- The person who collects money should not be the one who deposits it.
- The person who reconciles the bank account should not be the one who takes the collections.
- The person who writes the checks should not be the one who reconciles the bank account.

Recommended Minimum Internal Controls-Receipts

- Money kept safe with controlled access.
- Collections listed when received.
- Money deposited intact by a person other than the one collecting it.
- Listed collections verified to deposit total.
- Bank account reconciled monthly.
- Bank reconciliations reviewed by another.

Recommended Minimum Internal Controls-Disbursements

- All purchases approved in advance by someone other than the person making the purchase.
- Goods checked to see they are received as ordered.
- Invoice checked to items received and order pricing; signed by person who accepts responsibility.
- Signature and countersignature required on checks.
- Check signer reviews documentation before signing check.
- Cancelled checks listed and accounted for.

Good business practices protect your assets, your officers, and your members!

What is Sanctioning?

- Allows organization to operate for benefit of students
- Board of Education has complete discretion in the sanctioning of organizations.
Sanctioning Does NOT Equal control
- Board of Education does not control funds
- Board of Education does not ensure that organization complies with applicable state and federal laws
- Organizations may NOT use school district's tax-free status
Common Mistakes made by 501(c) 3
- Form 990: Sanctioned Organizations must file IRS Form 990. This is the annual "Return of Organization Exempt Form Income Tax." IRS form 990N may be filed in lieu of form 990 when gross receipts are less than \$25,000.

- Many organizations overlook the need to report compensation of \$600 or more to the IRS. Awards, fees, and similar payments must be reported on Form 1099-MISC, which must be sent to the recipient no later than January 31st, and to the IRS, with a Form 1096 transmittal, no later than February 28.

Beware the IRS

- The IRS may deem payments to District employees by sanctioned organizations to be taxable compensation.
- If your organization would like to make a gift of any amount to a District employee, please contact the District to ensure the gift is processed through the payroll office.

Ways to Protect Against Liability

- Insurance and bonds
- Good procedures
- Written documents to provide club “memory”
- Well thought-out activities and services
- Consider national affiliation (PTA vs. PTO)
- Remain under the control of the school activity fund

Additional recommendations

- Club Treasurer should not be the coach/sponsor of organization
- Treasurer should countersign all checks
- Keep minutes of each club meeting on file.

Guthrie Public Schools Sanctioned Organizations

Guthrie Bluejay Boys Basketball Booster Club
 Guthrie Lady Jays Golf Booster Club
 Guthrie Hole-In-One Club, Inc.
 Guthrie Lady Jays Softball Booster Club, Inc.
 Guthrie Band Boosters Association
 Guthrie Lady Jays Booster Club
 Guthrie Football Booster Club
 Guthrie VIP (Vocally Involved Parents)
 Guthrie Wrestling Booster Club
 Guthrie Bluejay Summer Baseball
 Guthrie High School Cheer Booster Club

OKLAHOMA STATE LAW & DEPARTMENT OF EDUCATION REGULATIONS

The following words and terms, when used in this section, shall have the following meaning, unless the context clearly indicates otherwise:

“School activities” means cocurricular or extracurricular activities. Cocurricular activities are school-sponsored activities, under the guidance and supervision of LEA staff, designed to provide students such experiences as motivation, enjoyment, and improvement of skills. Activities normally supplement the regular instructional program.

“Extracurricular activities” means all direct & personal services for public school pupils for their enjoyment that are managed & operated under the guidance of an adult or staff member. Extracurricular activities are usually not offered for school credit nor required for graduation; are conducted outside school hours, or a time agreed upon by the participants if partly during school hours and approved by school authorities; and their content of activities is determined primarily by the student participants.

The board of education of each school district shall exercise control over all funds on hand or hereafter received or collected, as herein provided, from student or other extracurricular or cocurricular activities conducted in the school district. Such funds shall be deposited to the activity fund. Deposit of funds subject to the requirements of school activity accounts shall be made daily; however, if cumulative deposits total less than One Hundred Dollars (\$100.00), a school district may provide for the deposit of such funds not less than one time per week. Disbursements from each of the activity subaccounts shall be by check countersigned by the school activity fund custodian and shall not be used for any purpose other than that for which the subaccount was originally created. The board of education, at the beginning of each fiscal year and as needed during each fiscal year, shall approve all school activity fund subaccounts, all subaccount fund raising activities and all purposes for which the monies collected in each subaccount can be expended. Provided, the board of education may direct by written resolution that any balance in excess of the amount needed to fulfill the function or purpose for which a subaccount was established may be transferred to another subaccount by the custodian.

The board of education of each school district may designate that any of the following revenue be deposited for the use of specific student activity subaccount, or to a general activity subaccount, within the school activity fund.

- 1. admissions to athletic contests, school or class plays, carnivals, parties, dances and promenades;*
- 2. sale of student activity tickets;*
- 3. concession sales, including funds received from vending concession contracts and school picture contracts approved by the district board of education , and cafeteria or lunchroom collections;*
- 4. dues, fees and donations to student clubs or other organizations, provided that membership in organizations shall not be mandatory;*
- 5. income or revenue resulting from the operation of student organizations or club projects, provided such revenue is not derived from the sale of property, supplies, products, or other assets belonging to the school district;*
- 6. deposit for or collection for the purchase of class pictures, rings, pins, announcements, annuals, banquets, student insurance, and other personal items; provided the cost of such items shall not be charged against other school district funds.*

7. *Income collected for use by school personnel and other school-related adult functions.*
8. *all other income, revenue, deposits or collections of any nature, including, but not limited to Indian education support funds (parental cost); laboratory fees; fees for the use of equipment owned or rented by the school district; deposits or assessments for breakage or supplies used in instructional courses; sale, exchange, lease or rent of property, supplies or products originally acquired from funds belonging to the school district or through the management, use or production of property belonging to the school district shall be deposited with the school district treasure in accordance with the provision of 62 O.S. 2001~335.*

The board of education of such district may establish, by board resolution, a general fund refund subaccount within the school activity fund. The balance in the subaccount shall be determined by need, and it shall be provided by refunds and reimbursements received, including, but not limited to , rental income, reimbursements for lost and damaged textbooks, summer school and adult tuition, overpayments, and tax refunds. The subaccount may be expended only for the refund of revenues previously received and deposited either into the subaccount or activity fund be financed by depositing all or part of the applicable collections and that all refunds be make from that account. Any remaining balance in the refund subaccount shall be transferred to the school district general fund on or before June 30 each year.

The board of education of each district may establish a petty cash account to be used only for the purpose making small expenditures, such as postage, freight or express changes, provided no single expenditure from the petty cash account shall be made in excess of Seventy-five Dollars (\$75.00) and the total expenditures during any one fiscal year shall not exceed Two Thousand Five Hundred Dollars (\$2,500.00). The school activity fund custodian shall initiate the petty cash account by filing a purchase order/encumbrance against the general fund of the school district for the authorized amount of the petty cash account which shall not exceed Two hundred Dollars (\$200.00). T he general fund warrant issued in payment of said claim shall be deposit in the petty cash account in the school activity fund.

All disbursements from the petty cash account shall be made in the same manner as other disbursements from the school activity fund, except no disbursement shall be make from the petty cash account unless a prenumbered, dated receipt be obtained and signed by the person receiving payment. A school board may designate a petty cash custodian to countersign petty cash checks in place of the school activity fund custodian. The school activity fund custodian shall file claims against the general fund of the school district for reimbursement of the petty cash account whenever the need shall arise. Each reimbursement to the petty cash account shall be coded to the appropriate function/object code as appropriate. Such claims shall be itemized in the same manner as other claims filed against the general fund, and shall have attached thereto the receipts covering each of the expenditures claimed for reimbursement. The total of the petty cash account balance and the receipts on hand awaiting reimbursement should equal at all item the authorized amount of the petty cash account.” (70 O.S. Supp 2001m ~5-129)

A prenumbered receipt shall be obtained when a check is drawn against the petty cash account, and all such prenumbered receipts shall be accounted for at the end of the fiscal year. If a prenumbered receipt is spoiled it should be marked “void” and attached along with others on which reimbursement is being claimed; the copy or stub should also be marked ‘void’ if one is being used.

None of the provisions pertaining to the petty cash account shall be construed to authorize the use of one fiscal year’s funds to pay obligations of another fiscal year. Therefore, any remaining balance in each petty cash account shall be transferred to the general fund on or before June 30 of each year.

The State Board of Education shall adopt appropriate rules and regulations and design standard forms for the proper conduct of the various student activity sub-accounts. (70 O.S. Supp. 2001, ~5-129).

The board of education of each district shall exercise control over all school activity funds except those funds which are collected by organizations chartered by the Oklahoma Congress of Parents and

Teacher, Junior Achievement programs, and parent-teacher associations that are incorporated as a nonprofit corporation. Board approval on school activity funds and sub-accounts shall be specific. However, the language for approval for the various methods for raising funds and the purpose for which they are to be expended can be a general nature, the board may delegate authority through a board policy to school administrators to approve specific fund-raising activities during the year to be approved by the board at the next regular board meeting.

Title 70 O.S. Supp. 2001, ~5-129.1 provides: “Those funds which are collected by programs for student achievement and by parent-teacher associations *and organizations that are sanctioned by the school district board of education shall be exempt from the provisions as outlined in Section 5-129 of this title.* Each school district board of education shall adopt policies provisions of this section. The guidelines may include but not be limited to examinations of financial and performance audits performed on each such organization and association.”

The board of education of each district may appoint a school activity fund custodian for each operational site within the district. If a school elects to have operational site school activity fund custodians, each site school activity fund custodian shall be bonded for no less than One Thousand Dollars (1,000.00). Each school activity fund custodian shall give a surety bond as determined by the board of education, but in no case less than One thousand Dollars (1,000.00). Such bond shall be filed with the clerk of the board of education (70 O.S. Supp. 2001, ~ 5-129).

Disbursements from the school activity fund shall be by check, countersigned by the school activity fund custodian and some other person or persons designated by the board of education. Deposits to or transfers from any account may be authorized by the board of education except the refund subaccount and petty cash accounts. The school activity fund custodian shall not use funds in one account for another purpose unless a transfer is granted as provide by law. Accounts may be established by the board of education of each district by whatever name or style it deems best suited to its needs for the revenue collected.

Purchases from activity funds for material or equipment shall not be paid for unless invoices or delivery tickets are furnished. Receipts for collections shall be given by the school activity fund custodian. *Pre-numbered tickets should be used for admissions in order to establish internal control. All tickets not sold by the gatekeeper should be accounted for at the end of each event and a written reconciliation made of tickets sold to actual revenues collected.* Reconciliation documents should be filed in date order as part of the documentation for the activity fund.

Standard forms are not prescribed. Many good forms are now in use and each board of education shall determine if its forms meet legal requirements. Sample forms are included in this manual as a reference only.

School districts shall report all school activity financial transactions using the Oklahoma cost Accounting System.

Specific procedures for all activity funds are as follows:

1. Pre-numbered school activity fund receipts shall be issued for every account for each fiscal year.
2. The secretary-treasurer of each organization or subaccount shall issue receipts and keep records of credits, debits and balances.
3. The books of each subaccount must reconcile with the records of the school activity fund.
4. Requisition or purchase request is presented to the school activity fund custodian or their designee.
5. Purchase order is then approved by purchasing agent and the order is placed with the vendor.
6. Checks will be issued only when invoice or supporting document and merchandise have been received.

7. All checks will be issued by the school activity fund custodian and countersigned. No check will be issued in excess of subaccount balance.
8. Record of all bad checks shall be kept and charged to proper sub-account.
9. School activity fund (Fund 60) shall be reported to the State Department of Education through curricular subject dimension of OCAS, where applicable. Reports will be transferred by magnetic media.
10. The school activity fund custodian shall furnish a report to the superintendent and board of education monthly this report shall show previous balance in each sub-account and total school activity fund balance.
11. Every teacher in the school system should be informed that all money received is to be turned into the school activity fund custodian.
12. The petty cash account is the only one that can be reimbursed from the general fund.
13. A general fund refund sub-account within the school activity fund may be established by board resolution.

(OAC 210:25-5-13)

GPS BOARD OF EDUCATION POLICY

C-20

ACTIVITY FUNDS

The Guthrie Board of Education shall exercise complete control over all activity funds and shall adopt appropriate rules and regulations for handling, expending, and accounting for all such funds.

At the beginning of each fiscal year and as needed during each fiscal year, the board shall approve all school activity fund subaccounts, all subaccount fund raising activities and all purposes for which the monies collected in each subaccount can be expended.

The superintendent shall cause the activity account to be audited annually by a certified public accountant that will be selected by the board. The audit shall be furnished to the board and the cost of the audit shall be paid from the general fund.

Every teacher and/or sponsor in the school system should be informed that all money received is to be turned in to the school activity fund custodian. Every teacher and/or sponsor shall receive a Guthrie Public School Activity Fund Procedure Handbook.

No expenditures shall be made from activity funds except by check and on the authorization of the sponsor of the group to whom the fund belongs. All such checks are to be issued and countersigned by the custodian of the activity fund and some other person or persons designated by the board of education. No checks will be issued in excess of a subaccount balance.

All activity monies shall be deposited daily with the activity fund custodian. Such funds shall be deposited to the credit of the account maintained for the benefit of the particular activity within the school activity fund. Deposits of funds shall be made daily by the activity fund custodian into an interest bearing checking account.

A record of all bad checks will be kept by the activity fund custodian. If the activity fund custodian is unsuccessful in collecting funds, the bad check will be charged back to the proper subaccount.

The activity fund custodian shall keep complete and accurate accounts of all activity funds, and shall see that monthly reports are made available to the activity fund subaccount sponsors. The activity fund custodian shall furnish a report to the superintendent and board of education each month. This report shall show the previous balance in each subaccount and the total district activity fund balance. The activity fund custodian shall reconcile the report to the superintendent and board of education.

The activity fund custodian, upon approval by the board of education, shall establish a petty cash account for each site to be used only for the purpose of making small cash expenditures, such as postage, freight or express charges. This account shall not exceed two hundred dollars (\$200) at one time, and no expenditure shall exceed seventy-five dollars (\$75). The total expenditures during any one fiscal year will not exceed two thousand five hundred dollars (\$2500) per school building.

The activity fund custodian will be appointed by the board of education. The custodian will provide a surety bond in an amount determined by the board, but not less than one thousand dollars (\$1000).

These provisions shall not apply to funds collected by student achievement programs or parent-teacher associations and organizations that are sanctioned by the board of education. Guidelines adopted by the board for the sanctioning of such organizations and associations may include, but not be limited to, examinations of financial and performance audits performed on each such organization and association.

The superintendent is directed to establish regulations governing activity funds. Such regulation, when approved by the board of education, shall become policy.

REFERENCE: 70 O.S. SECTION 5-129, SECTION 5-129.1

70 O.S. SECTION 5-135

Section C

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**GUTHRIE PUBLIC SCHOOLS PROJECT MASTER FILE LISTING
ACTIVITY FUND PROJECTS**

<u>PROJECT #</u>	<u>DESCRIPTION</u>
801	CENTRAL FACULTY
802	CENTRAL ACTIVITY
803	CENTRAL PTO
804	COTTERAL PTO
805	COTTERAL ACTIVITY
806	COTTERAL FACULTY
808	FOGARTY PARENT ORG.
809	FOGARTY ACTIVITY
810	FOGARTY FACULTY
811	ELEMENTARY SNACK GRANT
812	GUES ACTIVITY
813	GUES FACULTY
815	GUES PARENTS ORG.
816	GHS SPECIAL KIDS
817	JH ART CLUB
818	JH BUILDERS CLUB
819	JH ATHLETICS
820	JH GOLF
821	JH FCCLA
822	JH HONOR SOCIETY
823	JH ACCOUNT
824	JH FACULTY
825	JH LIBRARY
826	LEARN 2 LOVE
827	JH CHEER
830	JH STUCO
831	JH T.S.A.
832	JH YEARBOOK
834	JH ACADEMIC TEAM
850	HS ACADEMIC TEAM
851	HS ART CLUB
852	HS ATHLETICS
853	HS CHEER
854	FOOTBALL CAMP
855	TENNIS
856	HS LIBRARY
857	HS YOUTH & GOVERNMENT
858	GHS LINK CREW
859	BAND (OPERATING)
860	HS CLASS OF 2021
861	HS CLASS OF 2017
862	HS CLASS OF 2018
863	HS CLASS OF 2019
864	GHS ALUMNI ACCOUNT
867	HS CLASS OF 2014
868	HS CLASS OF 2015
869	ENGLISH CLUB
870	HS FACULTY COURTESY COMMITTEE
871	STUDENT PANTRY HS
872	CLASS OF 2020 HS
873	HS SPEECH
875	ROBOTICS/STEM

876	FFA 4H BOOSTER CLUB
877	HS FFA
878	HS FCCLA
879	HS FOREIGN LANGUAGE SPANISH
881	LADY JAYS BASKETBALL
882	GUTHRIE RUNNING CLUB
883	HS HERITAGE CLUB
884	HIGH SCHOOL ACCOUNT
885	HS STUDENT SUPPORT
886	HS HONOR SOCIETY
888	HS JOURNALISM
889	HS KEY CLUB
892	MATH OF FINANCE
893	HS MU ALPHA THETA
895	HS JROTC
896	HS S.A.D.D.
897	HS SOCCER CLUB
898	HS SCIENCE CLUB
899	HS STUDENT COUNCIL
900	HS CAMPUS BEAUTIFICATION
902	VOCAL
904	HS YEARBOOK
907	HS MEMORIAL FUND
908	HS VOCAL TRIP ACCOUNT
911	FFA BUILDING FUND
912	GHS BUSINESS PROF OF AMERICA
913	HS DRAMA
921	BANQUET ACCOUNT
922	COURTESY COMMITTEE ADMIN
925	GENERAL FUND REFUND
927	HALL OF FAME BANQUET
929	DISTRICT SPECIAL OLYMPICS
930	DISTRICT ELEMENTARY PTO
932	HS SUMMER SCHOOL
933	FAVER C&C
934	TRANSPORTATION C&C
935	VENDING MACHINE ADMIN
936	GUES HONOR CHOIR
937	FAVER ACTIVITY
938	NATIVE AMERICAN PARENT
940	ADMINISTRATION MISC
942	C.N. CLEARING ACCT

PROGRAM LISTING

<u>CODE</u>	<u>DESCRIPTION ATHLETICS PROGRAMS-COMPETITIVE</u>
801	Change/Change Return
802	Baseball
803	Basketball (Boys)
804	Basketball (Girls)
805	Football
806	Girls Golf
807	Soccer (Boys)
808	Soccer (Girls)
809	Tennis (Boys)
810	Track (Boys)
811	Wrestling
812	Cheerleaders
813	Tennis (Girls)
814	Track (Girls)
815	All Sport Passes
816	Golf (Boys)
817	Cross Country (Girls)
818	Playoffs
819	Cross Country (Boys)
820	Media Guide
821	Concessions
822	Misc. Fundraisers
823	Donations
824	Maintenance of Athletic Misc.
825	Vending
826	Advertising
827	Track Girls & Boys
828	All Sports
829	Sports summer camp
830	Basketball (Boys/Girls)
831	Girls Softball
832	Athletic Merchandise sold to students
833	Tennis (Girls & Boys)
834	Soccer (Girls & Boys)
835	Sub/Travel Reimbursement
836	Programs
837	Entry Fees
838	Sports Clinic
839	Game Security
840	Meals
841	Game Officials
842	Tournament Expenses
843	Gate Workers reimbursement
844	Coaches Uniforms
845	Equipment
846	Uniforms
847	Single Sport Passes
848	Student Sport Passes
849	Reserved Seats Passes
850	Athletics Misc.
851	Concession Worker reimbursement
852	Dues
853	Try Out Fee
854	Cross Country

<u>CODE</u>	<u>DESCRIPTION NON-ATHLETIC PROGRAMS</u>
901	Sucker/Lollipop/Candy sales
902	Student Incentives/Rewards
903	Book Fair
904	T-Shirts/Sweatshirts Sales
905	Picture Packages (Group/Individual)
906	Spring Fling Fundraiser
907	Postage
908	Book Orders
909	Field Trips
910	Mpact 4 Kids (Fundraiser)
911	Snacks (Popcorn/Capri Sun)
912	Field Day
913	ID Badges
914	Vending
915	Yearbook
916	Academic/ACT/PSAT Test
917	Magazine Subscription (Fundraiser)
918	Donations
919	Student Store/PTO Stores
920	Musical/Plays
921	Camp
922	Staff incentives/Awards
923	Weekly Readers/Time/Nat'l Geographic
924	Holiday grams
925	Recycling
926	Student Projects
927	Great American (Fundraiser)
928	Grant Money
929	Lab Fees/Class Dues
930	Peanuts /Pecans(Durham Fundraiser)
931	Discount Cards
932	Scholarships
933	Garage Sales/Yard Sales
934	Fireworks
935	Calendars
936	Cookbooks
937	Carnival
938	Film/Film developing
939	Trophy Sponsor/Auction
940	Pork Chop Dinner
941	Meat sales
942	Leadership Fees
943	Ag Mechanic Projects
944	Horticulture Projects
945	Car Wash
946	Silent Auction
947	Spirit Ribbons
948	United Week Fundraiser
949	Special Olympics
950	Talent Show/Follies
951	Misc. Reimbursements
952	Compatibility Survey/Matchmaker
953	PaySchools fee
954	Start Change/Change Return
955	Dance/Prom

956	All State -fees
957	Travel Reimbursements
958	DVD's
959	Yearbook PDA
960	Raffle/Drawings
961	Homecoming (fees, shirts, supplies, etc.)
962	Concessions
963	Brochure/Catalog Fundraiser
964	Library Fines/Lost Library Books
965	Penny War/Coin Collections
966	Balloons
967	Read-a-thon/Spell-a-thon/Walk-a-thon
968	Newspaper
969	Band/Music Concert
970	Meals/Luncheons/Refreshments
971	Advertising/Program Ads/Yearbook Ads
972	Christman (Fundraiser)
973	Misc. Fundraisers
974	Cookie Dough
975	Plant Sale (Flowers/Bulbs/Etc.)
976	Pink Week Fundraiser
977	Registration/Membership Fees
978	Damage to school property
979	Boxtops for Education
980	Parking Permits
981	All Region Fees
982	Petty Cash
983	Interest
984	Insufficient Check Charge
985	Lost Text Books
986	Silent Auction T-shirt Bundle
987	Copies
988	Supplies
989	Janitorial
990	Central
991	Cotteral
992	Fogarty
993	GUES
994	Misc. Activity
995	Banquet
996	Summer School/Drivers Ed.
997	Graduation expenses
998	Contest Entry Fees

SUMMARY

The goal of this manual is to provide each user of the Guthrie Public Schools Activity Fund a “how-to/hands-on” guide for collecting, depositing, and expending funds gathered for special purposes. The handling of all public funds is a sacred trust and many more audit tracks must be visible than in handling personal funds. The following are reminders to the sub-account sponsor’s for the most crucial procedures to follow:

1. All collections made by sponsors must first be receipted by the sponsor, be turned into the Site Financial Secretary each day and a receipt obtained from the secretary for all such collections.
2. There is no statutory authority for cashing personal checks from available collections, and, as a result, it is not legal to do so. Therefore, all sponsors, student groups and adult organizations who control sub-accounts within the school activity fund must clearly understand that this action is prohibited and do not cash personal checks under any circumstances.
3. Sufficient cash must be on hand to cover all outstanding checks, all unpaid bills, and all new indebtedness before any new debt can be incurred in any sub-account of the Activity Fund. If the sponsor is unsure, they must contact the School Activity Fund Custodian and acquire their net balance in the sub-account before any additional transactions or proposed new debt is incurred.
4. All bills incurred in any given sub-account of the Activity Fund should be promptly paid within one (1) month of the receipt of goods or services.
5. In the event of fund raisers, the Board of Education requires a complete and accurate accounting of all inventory received for sale from the time it is received on site until the last item is either sold or turned back in for credit. These procedures must include a requirement to account for every item or product, by name of student or sponsor, from the point they receive possession to the point they turn in sales collections or unsold product.

The school auditor will scrutinize funds very closely because most of the collections are in cash and most discrepancies that occur in school funds are within the activity fund. Spend a little more time; follow the law and this procedure manual, and fund-raising will be less stressful.

GUTHRIE PUBLIC SCHOOLS Receipt			
Date	Number	Amount	
6/25/2010	5039	\$295.00	
Received From: CHECK WRITER'S NAME NSF CK698			

Year	Fund	Type	Number	Receipt	Program	Project	Unit	Amount
2010	60	AR	1880	5039	845	853	705	\$276.00
2010	60	AR	1690	5039	984	940	705	\$20.00

SAMPLE

***** Notification of payment of returned check. Funds will be redeposited into project account that they were originally deposited.

GUTHRIE PUBLIC SCHOOLS Receipt			
Date	Number	Amount	
6/18/2010	5019	(\$178.00)	
Received From: CHECK WRITER'S NAME NSF CK698			

Year	Fund	Type	Number	Receipt	Program	Project	Unit	Amount
2010	60	AR	1880	5019	845	853	705	(\$178.00)

SAMPLE

***** Notification of a returned check. Funds will be deducted from project account that they were originally deposited.

**ACTIVITY FUND FORMS
FOUND ON GPS WEBSITE UNDER BLUEJAY BUNDLE**

1. AF PO Request
2. Request to Increase PO
3. Activity Fund Deposit Slip
4. ~~Activity Fund Check Request~~ Activity Fund Start Change Request
5. Activity Fund Money & Ticket Report
6. Activity Fund Sponsor Ledger Sheet
7. Activity Fund Request for Transfer of Funds
8. Activity Fund Fundraiser Request
9. Activity Fund After Sale Accountability Form
10. Activity Fund Request for New Account
11. Athletic Department Non-Commercial Vendor Claim
12. Parent/Student Refund Form
13. Request for Activity Fund Cash Advance
14. Request to Close/Void PO
15. PaySchools Product Listing Request
16. Non-Commercial Vendor Claim
17. Sponsor Affidavit of Responsibility form
18. Employee Affidavit of Responsibility form

FINANCIAL REPORT FOR SANCTIONED ORGANIZATIONS

(Must cover 12 month period, from July 1 to June 30 or months in existence if new organization)

		<i>Organization Name</i>	
A.	BEGINNING BALANCE as of _____	\$ _____	(A)
B.	REVENUES:		
	<i>Fun Raiser, Merchandise sales, Etc.:</i>		
	_____	\$ _____	
	_____	\$ _____	
	_____	\$ _____	
	<i>Donations:</i>		
	_____	\$ _____	
	_____	\$ _____	
	_____	\$ _____	
	<i>Contributions:</i>		
	_____	\$ _____	
	_____	\$ _____	
	_____	\$ _____	
	<i>Other:</i>		
	_____	\$ _____	
	_____	\$ _____	
	_____	\$ _____	
	Total Revenues	\$ _____	
(B)			
C.	TOTAL AVAILABLE <i>(A Plus B)</i>	\$ _____	(C)
D.	EXPENDITURES:		
	Fundraising Expenses	\$ _____	
	Supplies/Materials	\$ _____	
	Advertising	\$ _____	
	Postage, Mailings, Etc.	\$ _____	
	Equipment	\$ _____	
	Donations/Contributions	\$ _____	
	Other (list):	\$ _____	
	_____	\$ _____	
	_____	\$ _____	
	_____	\$ _____	
	Total Expenditures	\$ _____	
(D)			
E.	ENDING BALANCE AS OF June 30, <i>(C minus D)</i>	\$ _____	(E)
	<i>Year end bank statement and reconciliation must accompany report.</i>		

BANK RECONCILIATION FOR SANTIONED ORGANIZATIONS

Balance per Bank Statement, June 30, 20____ \$ _____
(A)

ADD:

Deposits in Transit \$ _____
 \$ _____
 \$ _____

(B) Total Deposits in Transit \$ _____

DEDUCT:

Outstanding Checks \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____

Total Outstanding Checks \$ _____ **(C)**

OTHER ADJUSTMENTS (+/-) \$ _____
 \$ _____

Total Adjustments \$ _____ **(D)**

BALANCE per financial records, June 30, 20____ \$ _____
 ===== **(E)**

(A + B - C (+/-) D = E)

ADMINISTRATION

BOARD OF EDUCATION

Jennifer Bennett-Johnson

Gina Davis

Terry Pennington

Janna Pierson

Travis Sallee

Tina Smedley

Sharon Watts



DISTRICT OFFICE

Dr. Mike Simpson, Superintendent of Schools

Mrs. Michelle Chapple, Executive Director of Finance

**Ms. Carmen Walters, Executive Director of Federal
Programs and Elementary Education**

Mr. Doug Ogle, Executive Director of Personnel and Secondary Education

Ms. Angie Smedley, Director of Special Services

JUNIOR HIGH SCHOOL

Robbie Rainwater, Principal	282-5936
Kyle Karns, Assistant Principal	282-5936
Teresa Barbour, Counselor	282-5936
Kristi Blakemore, Counselor	282-5936
JH Cafeteria	260-6327

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Guthrie Public Schools

School Calendar 2017-2018

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 **39+4**
 2nd Quarter **42**
 3rd Quarter **50+1**
 4th Quarter **44**
 175 Days Taught
 5 Professional Days
 180 Days Total
 *School will be dismissed
 if not used for bad weather

AUGUST
 15-16-17 Teacher In-Service
 18 - First Day of Classes

SEPTEMBER
 4 - Labor Day
 25 - Professional Day

OCTOBER
 6 - Homecoming (1:10 PM Dismissal)
 13 - End of First Quarter
 17 - P/T Conf (All Schools)
 20 and 23 Fall Break
 24 - P/T Conf (GHS and GJHS)
 26 - P/T Conf (Elementaries)

NOVEMBER
 20-24 Thanksgiving Break

DECEMBER
 20 - End of 2nd Quarter
 Dec 21 - Jan 3 Winter Break

JANUARY
 4 - Classes Resume
 15 - Martin Luther King Day
 18 and 23 - P/T Conf (Elementaries)

FEBRUARY
 19 - Professional Day

MARCH
 13 and 15 - P/T Conf (GHS and GJHS)
 15 - End of 3rd Quarter
 16 - Snow Make-Up Day #1*
 19-23 Spring Break

APRIL
 20 - Snow Make-Up Day #2*

MAY
 25 - Last Day of Classes
 28 - 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
 Cotteral Elementary - 282-5928
 Central Elementary - 282-0352
 Child Nutrition - 282-5952
 Maintenance - 282-5944
 Technology - 282-5959
 Transportation - 282-5919

January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

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

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

Board Approved 12/12/16

Guthrie Junior High School Title 1 School-Parent Compact

Guthrie Junior High School encourages parental involvement in the educational process and development of its students. The teachers and administrators of Guthrie Junior High School feel that the total educational experience is enhanced by a team effort with parents and school personnel working together to provide the best learning environment for each and every student. Guthrie Junior High School and the parents of students participating in activities, services, and programs funded by Title I agree that this compact outlines how the entire school staff, the parents, and the student share in the educational process. Each party involved will hold stock in the responsibility of improved student academic achievement. Furthermore, this compact will build and develop a school-parent partnership to help all students achieve the state's high academic standards.

Responsibilities of GJHS will include but not be limited to:

- *Provide high-quality curriculum and instruction in an appropriate learning environment that enables each student to achieve the state's high standards.*
- *Hold scheduled parent-teacher conferences during which your child's individual academic achievement will be discussed.*
- *Provide parents with frequent progress reports.*
- *Provide reasonable availability to parents for consultation with school staff.*
- *Provide opportunities for parents to volunteer, participate, and/or observe their child's classroom activities.*

Responsibilities of the parent/guardian will include but not be limited to:

- *See that my child attends school regularly and on time.*
- *Provide a home environment that encourages and is conducive to learning.*
- *See that my child's homework is completed.*
- *Monitor the amount of television my child watches at home.*
- *Promote positive use of my child's extracurricular time.*
- *Stay informed about my child's education and be aware of what my child is learning.*
- *Communicate regularly with the school staff about my child's educational experience at open house, conferences, or any other available time.*

Responsibilities of the student will include but not be limited to:

- *Attend school regularly and on time.*
- *Do my homework every day.*
- *Read at least 30 minutes every day outside of school time.*
- *Always give the appropriate effort to perform at exemplary standards in work and behavior.*
- *Respect other students as well as myself.*
- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school.*

TO THE STUDENT:

The faculty/staff of Guthrie Junior High School welcomes you! We look forward to another exciting and challenging school year. We feel that the importance of each individual student is our primary concern. We have designed a program of studies and activities which we believe will meet these individual needs, and help prepare you for the future. As junior high students, we encourage you to be active learners and active participants in all that we do. We want the years you spend with us to be the very best in your school career. The following pages in this handbook explain what you will need to know to make these years a success. Take time to go over these pages with your parents. Working with you as a team as you prepare for your future is an opportunity that is important to all of us.

GUTHRIE PUBLIC SCHOOLS MISSION STATEMENT

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

EXIT OUTCOMES (Our Vision for a Well Educated Student)

Our student's will-

- have a positive self-esteem
- have a strong knowledge base
- show concern for the welfare of others
- be self-directed, life-long learners
- be productive members of society
- be effective communicators
- be creative and complex thinkers
- be problem solvers
- be cooperative learners and workers

GJHS SCHOOL SCHEDULE

Students are not allowed in the building before 8:00 a.m. If a **student** desires to enter before this time, he/she must have a hall pass signed by a teacher, sponsor, or administrator. Students who enter the building before 8:00 a.m. or remain in the building after 3:30 p.m. must be participating in a supervised activity. If the student is going to eat breakfast, or enter the building before 8:00 a.m., he/she may enter only at the east door on the "A" floor. In the event of inclement weather, students may enter through the east doors on A-floor at 7:40 a.m.

2017-18 Bell Schedule

8:00	First Bell/Transition Time
8:15-8:55	Homeroom/ Flex Tutoring -1 st Hour
8:59-9:44	1st Hour 2 nd Hour
9:48-10:33	2nd Hour 3 rd Hour
10:37-11:22	3rd Hour 4 th Hour
11:22-11:52	8 th Grade Lunch
11:26-12:11	4th Hour for 7 th Grade 5 th Hour
11:57-12:42	4th Hour for 8 th Grade 5 th Hour
12:11-12:42	7 th Grade Lunch
12:47-1:32	5th Hour 6 th Hour
1:36-2:21	6th Hour 7 th Hour
2:25-3:10	7th Hour 8 th 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 placed on the do not admit list. Students will report to the "B" floor office and they will be required to explain the reason for their absence. Upon verification from a parent the student will be removed from the do not admit list. It is the student's responsibility to clear the absence.

An absence is recorded when the student has missed 10 or more minutes of a class. If a student is 10 minutes or more late for class, 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 ~~requested by calling your student's counselor or attendance office in the morning. The assignments will be ready for pick up at 3:00 p.m. in the "B" office gathered by utilizing the lesson plans on teacher webpages.~~

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 are not included among the 9 absences allowed per semester.
4. A student will be given “no credit” in a class where the student has been absent 10 or more days.
5. Documented Absences
 - a. **Legal Documented** illness, injury, or death in the immediate family should be documented by physician, dentist, attorney, etc.
 - b. **Legal Documented** court appearance or medical appointments should be documented by physician, dentist, attorney, etc.: A letter signed by a doctor is the best form of documentation. Example: hospitalization for surgery or a chronic illness. Computer generated documentation from a doctor or dentist’s office is preferred. Examples include payment receipts and patient procedure history reports. **Handwritten appointment cards will not be accepted as documentation.**
 - c. Doctor’s notes will only be accepted up to five days after student’s absence. Anything after five days will be considered undocumented absence.

ACTIVITIES

Numerous extra-curricular activities are offered at Guthrie Junior High School. Some of these activities are as follows:

<i>Sports Activities</i>	<i>Clubs & Organizations</i>
Baseball	Academic Team
Basketball	Art Stars
Cheerleading	Builders Club
Cross Country Track	FCCLA
Football	Honor Society
Golf	Math Counts
Softball	Sequoyah Club
Tennis	Speech / Drama Club
Track	Student Council
Wrestling	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 Attendance "B" 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, notification to the "B" floor office by the parent/guardian is required. 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 assistant principal 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.

Noon detentions given for misbehavior in the hallways or outside will be served with the noon detention teacher. Students serving noon detentions will bring lunch from home or obtain lunch from school cafeteria.

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 – ~~In-School Supervision—3 days~~ 3 Lunch Detentions and meeting with counselor
- 2nd serious infraction – ~~In-School Supervision—5 days~~ 5 Lunch Detentions and meeting with counselor
- 3rd serious infraction – Home Suspension - 3 days
- 4th serious infraction – Home Suspension – 5 days
- 5th serious infraction and every one thereafter – Home Suspension - 10 or more days

The proceeding discipline steps are meant as a guide only. In severe or unusual cases, the judgment of the administrator will take precedence.

DRESS CODE

Note to Parent(s)/Guardian(s): The main purpose of school is to give your student the best education possible. Trends and fashions have no bearing on this issue.

All students are expected to dress appropriately and modestly at all times during the school day and at school activities. Appropriate school clothes are conducive to better behavior in the classroom, in the halls, on campus, or any time students are actively representing the school. The dress code is applicable during the school day and at any school activity, home and away.

Examples of inappropriate attire are, ***but are not limited to:***

1. Headwear worn in the building including, but not limited to: hats, bandanas, sweatbands, scarves, earmuffs, hair picks. Hats and caps are only to be worn outside the building.
2. Any clothing that exposes the midriff. Shirts need to be long enough so that they can be tucked in or drop two (2) inches below the waistline without tugging on or stretching the shirt.
3. Clothing that allows undergarments to be visible. (See #19.)
4. Clothing that has obscene, profane, or suggestive language.
5. Sunglasses (including when worn as headwear.)
6. Garments that display alcohol, drug or tobacco logos or paraphernalia.
7. Mesh jersey or fishnet type clothing.
8. Jeans, shorts or other purposely-frayed clothing (including pants with holes cut out.)
9. All sleeveless shirts, blouses, and dresses whose straps are not at least one dollar bill's width and not fitted under the arm.
10. Scooped neck and / or low cut front and back necklines that are not modest.
11. Pants below the waistline (sagging and bagging).
12. Shorts that are not closer to the knee than the mid-thigh (Bermuda short length). Boxer shorts should not be worn, other than in the appropriate athletic classes. Shorts must be hemmed.
13. Skirts/dresses that are not long enough so that the hem touches the knee (Bermuda short length). Skirts/dresses must be hemmed.
14. Bicycle pants/spandex shorts.
15. Clothing that is not worn in accordance with the design (such as both straps being worn on overalls or legs on pants being worn at their full length.)
16. Chains or "spikes" on clothing, with wallets, or worn as a necklace or bracelet.
17. Shoes must be worn at all times for health reasons. "House shoes" are not an acceptable alternative. Shoes with wheels imbedded in them are not acceptable as they are safety hazards.
18. Apparel identifying a student as "security" or "police" is not to be worn.
19. Showing of underwear (thongs/etc.) or posterior being exposed while sitting.
20. No Pajamas (lounge pants/etc.)

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 be assigned to in-school supervision. 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 parents 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:
 - 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 planned of the superintendent, superintendent's designee, or principal for approval. If such disciplinary plan is approved by the superintendent, superintendent's designee, or principal it may be implemented for the student in question.
2. **Second Offense:** Suspension out of school for the remainder of the current semester and all of this is succeeding semester.

NOTE: Procedural Due Process Rights: For ALL out-of-school suspensions, the due process steps outlined in the GPS Policy Manual and this handbook will govern administrative procedures to be followed in the enforcement of this policy.

REPORTING STUDENT SUBSTANCE ABUSE

- A. The Board recognizes the complexity of problems which may be associated with student substance abuse. The concern is for the well-being and best interests of students at all times. Therefore, the following procedure will be utilized by teachers and administrators in reporting students who appear to be under the influence, as defined by law, of: low-point beer, alcoholic beverages, or controlled dangerous substances. This policy is adopted in compliance with Oklahoma Statue Title 70§24-138.
- B. When it appears to a teacher or administrator that a student may be under the influence of low-point beer, alcoholic beverages, or controlled dangers substances (drugs), the teacher or administrator will report the matter in writing to the school principal or his/her designee. Whenever possible, the teacher or administrator should attempt to obtain a corroborative observation from another teacher or administrator.
- C. The report of the teacher or administrator will state the date, time, and place of the incident. It will also describe the actions of the student or other circumstances from which the teacher or administrator concluded that the student appeared to be under the influence of low-point beer, alcoholic beverages, or controlled dangerous substances.

DUE PROCESS

A. SUSPENSION OF TEN DAYS OR LESS

1. An appeal to the building level Appeals Committee can be requested, by letter, to the school principal within five (5) calendar days after the principal's out-of-school suspension decision is received by the student and/or his or her parent. The out-of-school decision becomes final and non-appealable if a request for appeal is not received within the time frame described above.
2. Upon receipt of the appeal request, the principal shall confirm that the student's out-of-school suspension falls within the category out-of-school suspensions for which an appeal to the Appeals Committee is authorized to hear. If for any reason the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to the long-term out-of-school suspension must be followed.
3. The Appeals Committee will conduct an investigation, in an informal manner, and make a decision (by majority vote) as to the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. **The Appeals Committee reserves the right to amend, rescind, or alter the length of suspension based on its findings.**
4. The decision of the Appeals Committee shall be final and non-appealable.

B. SUSPENSION IN EXCESS OF TEN DAYS:

1. A parent or student may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools.
2. An appeal must be submitted to the Superintendent of Schools at 802 East Vilas, Guthrie, OK.
3. If no appeal is received within five (5) calendar days by the parent or student, the principal's decision will be final.
4. The superintendent reserves the right to amend, rescind, or alter the length of suspension based on the findings of the investigation.

ELIGIBILITY

When co-curricular and/or interscholastic programs are scheduled during the school day, a student must be eligible according to the following guidelines of the Oklahoma Secondary Schools Activity Association:

A. ATTENDANCE REGULATIONS

1. School Activity: These are extra-curricular activities, whether sponsored by the school or outside agency, which removed the student from class for more than half a class period.
2. The total number of student activity absences allowed for one class period per student shall be ten.

3. Once a student has had ten student activity absences from any one class period, the student must be reported to the principal's office for consideration for further absences for student activities.
4. A student is expected to attend classes 90% of the time in order to participate in school sponsored activities.

B. SCHOLASTIC ELIGIBILITY

(Information from OSSAA RULES AND REGULATIONS)

Section 1: Semester Grades

- a. A student must have received a passing grade in all five subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. This requirement would be classified as five school credits for the 7th and 8th grade students.
- b. If a student does not meet minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next semester he/she attends.
- c. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
- d. Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

Section 2: Student Eligibility During a Semester

- a. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
- b. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of his/her probationary one-week period, he/she will be ineligible to participate during the next one-week period. The eligibility periods will begin Monday and end on Sunday.
- c. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).
- d. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

Section 3. Special Provisions

- a. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three (3) weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three (3) week period.

- b. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision Rule 3, Section 3-c, if the incomplete grade was caused by an unavoidable hardship. (Example of such hardships would be illness, injury, death in family and natural disaster). (Board policy allows a maximum of two (2) weeks to apply this exception).
- c. Schools may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

Section 4. Special Education Students

Special students who are enrolled in special education class, have an Individual Educational Plan and have been certified by the principal as doing a quality of work which may, with the approval of the Board of Directors, be accepted as eligible under this rule.

ENROLLMENT REGULATIONS

All students must be enrolled in seven hours per day. The only exception to this rule is a student on an IEP or those enrolled through the counselors' office in concurrent enrollment.

A **transfer student** is one who has a legal residence in a school district other than Guthrie and wishes to go to school in Guthrie. A transfer student **MUST PROVIDE:**

1. Proof of guardianship.
2. Signed transfer request originated in *sending* district and including signatures of the sending *and* receiving superintendents.
3. Complete immunization records.
4. Proof of legal withdrawal from sending district.
5. Transcripts from all schools in which student has attended.
6. Copy of Social Security card.

A **new resident student** is one that has established a legal residence within the school district.

New resident students **MUST PROVIDE:**

1. Proof of residence (utility bill, renter's agreement, real estate contract, etc.) & signed Enrollment Verification.
2. Proof of guardianship (legal document).
3. Complete immunization records.
4. Proof of legal withdrawal from sending district.
5. Transcripts from all schools which student has attended.
6. Copy of Social Security card.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

They are:

1. The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents of eligible students should submit to the school

principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education record that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, D.C. 20202-4605

INCENTIVE TRIPS

It is a privilege and honor for Guthrie Public School students to attend and represent our school at various activities through the course of the year. Students must be academically eligible to participate in any school activity. School dress code standards apply to all incentive trip activities. Inappropriate behavior on these trips may warrant severe disciplinary action. Students must ride the school bus to and from the activity.

During any trip, any major inappropriate behavior (such as curfew being broken) may result in the student:

1. Being sent home at their own expense.
2. Suspension from school for an appropriate amount of time.
3. Loss of the privilege to go on any future school trips.

FIGHTING/ASSAULT

~~Fighting will not be tolerated at Guthrie Schools due to a chance of injury and/or property damage. Fighting is defined as any situation in which one student makes aggressive contact in~~

~~any manner on another student. Disciplinary action will be taken by the administrator if either persons involved fit the above definition. Infractions may be handled in the following manner for all students involved. If a student participates and/or is responsible for inciting, instigating, or encouraging a fight, the following will apply:~~

- ~~1st Offense - Suspension from school for five (5) days.~~
- ~~2nd Offense - Suspension from school for ten (10) days.~~
- ~~3rd Offense - Suspension from school for the remainder of the semester.~~

Fighting will not be tolerated at Guthrie Schools due to a chance of injury and/or property damage. Fighting is defined as any situation in which mutual participation in an incident involving physical violence. Assault is defined as a physical act and/or an act, criminal or tortious, that threatens physical harm to a person, whether or not actual harm is done.” Disciplinary action will be taken by the administrator if either persons involved fit the above definitions. Infractions may be handled in the following manner for all students involved (Administrator Reserves The Right To Modify Any Discipline Consequences). Parents of a student that has been suspended out of school must attend a conference with the principal before the student is allowed to return to his/her regular classes. If a student participates and/or is responsible for inciting, instigating, or encouraging a fight, the following may apply:

FIGHTING

- 1st Offense - Suspension from school for five (5) days.
- 2nd Offense - Suspension from school for ten (10) days.
- 3rd Offense - Suspension from school for the remainder of the semester.

ASSAULT

- 1st Offense - Suspension from school for fifteen (15) days.
- 2nd Offense - Suspension from school for forty-five (45) days.
- 3rd Offense - Suspension from school for the remainder of the year.

Students who film fights at school and promote the video online may be disciplined under both policies as the Administrator deems appropriate.

FINANCIAL OBLIGATIONS

It is the policy of the Guthrie Public Schools to not charge fees for classes. However, students may be expected to pay for special projects, materials, and activities (i.e. Art, Science, AP English, elective classes, etc.)

FIRE, TORNADO, INTRUDER & LOCKDOWN DRILLS

All drills will be conducted in accordance with state law and reported to the appropriate reporting agency on a yearly basis.

FIREWORKS

Fireworks are not permitted while attending school, on school premises, or at school sponsored activities. Any student in violation of said policy will face immediate disciplinary actions.

FOOD AND BEVERAGES

No food or beverages, except sack lunches in sacks or lunch boxes, will be allowed in the building except in the cafeteria. No glass containers, please.

GANG CODE / NON-SCHOOL SANCTIONED ORGANIZATIONS

The following are prohibited at Guthrie Public Schools during the school day and at all school events (home and away):

1. Possession, wearing, use, distribution or displaying of any sign, symbol, badge, color, or other item that is evidence of affiliation with, or membership in, an organization that is not sanctioned (approved of) by the school administration or a gang.
2. Wearing pants below the waistline (sagging and bagging).
3. Wearing of headgear that would associate a student with an organization that is not sanctioned by the school. This includes caps, bandannas, handkerchiefs, shoestrings or any other associated with gang-related behavior.
4. Participating in any act, either verbal or non-verbal, to include gestures, expressions, handshakes, signs, etc., that may indicate an affiliation with, or membership in, an unsponsored, unacknowledged organization.
5. Participating in any act that may further the interest of such an organization, including, but not limited to, membership, writing or inscribing graffiti, messages, symbols or signs on school property.

Violation of this policy will result in disciplinary actions up to and including the suspension for the current semester and the following semester and filing of criminal charges, depending on the severity of the infraction.

GRADING SYSTEM

Report cards will be given to the students the week following each nine weeks period. The final report card in May will be mailed home. The report cards contain an academic grade, attendance record, and teacher comments. Please check each area carefully to determine progress.

100-90	A
89-80	B
79-70	C
69-60	D
59 or below	F

Incomplete grades must be made up within two (2) weeks or convert to an F.

GUIDANCE COUNSELING

The Junior High counselors will perform classroom guidance to 7th & 8th grade students throughout the year on these topics: (1) Planning for High School and Beyond, (2) Alcohol and Choices, (3) Responsibility, (4) Sexually Transmitted Diseases, and (5) HIV/AIDS. The counselors will be teaching the students the importance of remaining abstinent and will be using the KEEP Program curriculum that is Federal and State approved. The counselors will separate students by gender when conducting these classroom guidance discussions. The curriculum is available for your review in the counselor's office during regular school hours. Parents will be given information to opt out their students at enrollment and also mailed an opt out letter two weeks after the start of the school year. All opt out forms must be returned to the Junior High by September 9. Alternative arrangements can be made for your student if you wish them not to participate. You may call the counselors at 282-5936 with any questions or concerns you might have.

HALL CONDUCT

Since everyone uses the halls, there are some basic rules to be observed:

- Walk, do not run.
- Keep to the right.
- Do not block the halls by standing in groups.
- Avoid yelling and horseplay.
- Do not slam or kick lockers.
- Help keep the halls clean.

HALL PASSES

Students are not permitted in the halls during class periods unless a teacher accompanies them or have a hall pass from an authorized staff member. The pass must have your name, date, destination, time, and signature of a staff member on it. Any student in the halls without a pass during class time will be given detention.

HEALTH & MEDICATION

If a student is injured or becomes ill at school, he/she should report to the "A" Floor Office, and a parent/ guardian will be notified.

It is the policy of the Guthrie Public Schools that NO drugs or medication of any kind (including aspirin and similar products), except those prescribed by a physician, will be given to a pupil by school employees.

ILLNESS AND MEDICATION - We request that you adjust your child's schedule to eliminate the need to take medication during the school day. In the event it is necessary for a child to use medication during the school day, the following procedure will be followed:

All medication is to be brought to the school secretary upon arrival and appropriately labeled by the pharmacy or physician as to the name of the medication, dosage instructions, doctor's name and prescription date. A note, dated and signed by the parent, must accompany the medication, giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary. The Medication Authorization form is available on the District's website in the Parent Backpack or at the school's office.

Confirmed asthmatic patients with a note from the physician may keep their inhalers with them.

If you do not wish to send a large bottle of expensive medication to school, we suggest that you ask your pharmacist to label an additional container for use at school.

NON-PRESCRIPTION MEDICATION (for example, aspirin, stomach remedies, ointment, cold tablets or similar drugs) is not given without prior written permission of the physician.

Medication must be in the original bottle (with the identification of the medication and dosage instructions) and a note signed and dated by the parent giving the child's name, medication, dosage instructions, and other necessary instructions must accompany the medication.

A log of the student's medication will be kept at the school office.

HOMEBOUND POLICY

Teachers are responsible for assigning adequate homework for their respective subjects. It is the student's responsibility to acquire the assignment and make up any work that is missed.

IMMUNIZATION

Oklahoma State Health Department requires all students to be immunized. The Guthrie Public Schools, in accordance with these laws, requires every student enrolling have proof of immunization.

State requirements are as follows:

Five (5) DPT/DTaP/Td/Tdap	Two (2) MMR
One (1) Tdap Booster	Two (2) Hepatitis A
Four (4) Polio	One (1) Varicella
Three (3) Hepatitis B	

Students will not be allowed to enroll without necessary immunizations. Should the Oklahoma State Department of Health change these requirements, their guidelines will supersede this list.

Free Clinics

Many insurance companies will pay for the required immunizations. If not covered by your insurance, there are free clinics available.

<u>Site</u>	<u>Hours</u>
Logan County Health Department 215 Fairgrounds Road Guthrie, OK 73044 405-282-3485	Daily ---- Monday thru Friday 8:00 a.m. – 11:00 a.m. and 1:00 p.m. – 4:00 p.m.

~~IN-SCHOOL SUPERVISION~~

~~In-school supervision will be used as an alternative to home suspension unless a student commits a serious violation (i.e., fighting, assault/verbal assault on school personnel, weapons violation, drug violation, etc.).~~

~~While serving in In-School Supervision (ISS), a student may not attend or take part in any school activity, including practice. A student is considered placed in ISS once the actual placement begins.~~

~~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~~

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, ~~threats~~, 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 extra-curricular 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 are provided and assigned by the school for your use and convenience. Listed are some tips and suggestions which may assist you in the proper use of the lockers.

- Once you have been assigned a locker, you should not change lockers without proper approval through one of the administrators in the office.
- Make sure you tag, label, or mark all your personal items.
- Clean, arrange, and organize your locker at least once during the week. Most locker confusion is caused by an accumulation of unnecessary debris.
- Do not leave coats, shoes, or other clothing at school and then bring more from home.
- Do not bring valuable items to school. Even though you may believe they will be safe in your locker, they will be safer at home!
- Lockers are to be utilized for items you must have and will use during your classes. Items that do not positively contribute to the accomplishment of this goal should remain at home.
- Keep your locker locked and your combination a secret!!!

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, and/or other school property.

LOST AND FOUND

Check in the “B” floor office for lost articles before and after school. Please!!!! Remember to label all your personal items.

LUNCH ROOM OFFENSES

Cutting in line, leaving a tray or dirty table, not following instructions of a staff member, and other minor offenses during lunch will result in lunch detentions per offense. Major infractions will be handled as outlined elsewhere in this handbook.

MAKE UP WORK

Students, upon returning from an absence, will have one day for each day missed to make up work. Major assignments that were assigned earlier in the semester will be due on the designated day whether the student is in attendance or not. **IT IS THE RESPONSIBILITY OF EACH STUDENT TO MAKE ARRANGEMENTS FOR MAKE UP WORK.**

NATIONAL HONOR SOCIETY / NATIONAL JUNIOR HONOR SOCIETY

To be a member of National Honor Society, a student's grade point average must be 3.5 or higher on a 4.0 scale. For High School NHS, averages are based on all grades received including those during the freshman year. High School eligibility begins the sophomore year (as per National Honor Society guidelines). Junior High eligibility is based upon grades beginning the first semester of Junior High. All students are expected to meet other criteria, such as leadership, service, and character.

OKLAHOMA STATE HONOR SOCIETY

The top ten percent of the High School student body is eligible for membership in the Oklahoma State Honor Society. Averages are based on all grades received; eligibility begins with the freshman year. Junior High membership is based on the State Regents Test scores.

OKLAHOMA STATUTES

Action(s) defined as crimes under OKLAHOMA STATUTES will result in suspension if the student commits the acts while in attendance at school, enroute to/from school, on school premises, or at school sponsored activities. Students may also be suspended with said suspension for the remainder of the semester and for the following semester on the first offense for the following:

1. Assault and battery of a school official.
2. Possession of a dangerous weapon or facsimile (with or without intent to do bodily harm).

For example:

- a. Knives
 - b. Firearms and/or facsimiles (i.e. including cap guns)
 - c. Explosives
 - d. Metal objects (chains, brass knuckles, etc.)
 - e. Clubs
 - f. Sharp or pointed instruments
3. Participation in an illegal demonstration on school property.
- Students will be suspended for three (3) to five (5) days for the first offense and may be suspended from school for the remainder of the semester and for the following semester on the second offense for the following:
1. Verbal assault of a school official.
 2. Defying a school official.

3. Inciting a fight.
4. Failure to identify oneself
5. Failure to comply with the request of a school official.

PLANBOOK.COM

Planbook.com is used by each teacher to enter lesson plans on a weekly basis. Students and parents have access to the lesson plans via www.planbook.com 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, ~~Science, Reading and Geography for 7th grade and Science, Language Arts and History for 8th grade at Guthrie Junior High.~~ These courses have 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. ~~The first offense~~ **Offenses** will result in five (5) detentions; the second, three (3) days ISS; and the third infraction 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.

Media Center

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 a lunch or bring a lunch from home.
- The cafeteria offers two (2) choices: fast food line and plate lunch. A student is expected to eat in the cafeteria. Milk may be purchased in the cafeteria. Neither food nor drinks are to be taken from the cafeteria.
- Free or reduced rate lunches are available for those who qualify. If you would like to apply, please come by the office for an application.
- The following procedures will assist students in making lunch a more pleasant experience for all concerned.
 - Eating areas should be left as clean as possible. Nothing should be left on the tables. All refuse, paper, etc. should be placed in the trash as you empty and return your tray and eating utensils.
 - All lunches are to be eaten in the cafeteria and nothing is to be taken from the cafeteria to be eaten later. Milk may be purchased if you bring your lunch from home.

- Saving seats is not appropriate. The first person who arrives should have the seat.
- Do not break into the lunch line. Take your turn and do not save places in line. This is unfair to those behind you.
- Please practice your good manners and be considerate of others.

SATURDAY / WEDNESDAY SCHOOL

Saturday /Wednesday School, if available, will be used as an alternative consequence for students who are in violation of school policy. Failure to serve Saturday/Wednesday School assignment will result in out of school suspension.

Wednesday School will occur for one hour immediately following the school day (3:20-4:20).

SCHOOL ACTIVITIES

Students who misbehave (i.e., run, roam, harass, fail to cooperate with school officials) at school activities will be dismissed from the activity without a refund and can face additional administrative action.

SEXUAL HARASSMENT

Sexual harassment is any type of verbal/physical abuse of a sexual nature. Suggestive comments, unwanted touching, obscene hand/body gestures, suggestive notes, etc., would be considered sexual harassment. Since this covers a wide range/degree of offenses, the punishment on the first offense will range from three (3) days suspension to suspension for the remainder of the semester and the following semester.

SOLICITING

No soliciting or selling may be done in the school without approval of the building principal. Only fundraising activities approved by the Board of Education are allowed.

STUDENT CONDUCT

Each student is expected to behave in a manner which will add to the educational atmosphere at Guthrie Public Schools, and anything that detracts from the spirit of dignity at our school will be subject to disciplinary action. Students have the responsibility to know and respect the rules and regulations of the school.

We desire that all students accept the responsibility of self-discipline. Students are to conduct themselves as young ladies and gentlemen at all times (i.e. halls, cafeteria, classrooms, assemblies, and extra-curricular 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 ~~or in "In School Supervision" (ISS)~~, a student may not attend or take part in any school activity, including extracurricular practices.

A student will not be allowed to participate in any school activity during the time of a suspension and until the day following the last day of the suspension.

TARDIES

Punctuality is an important part of maturity and reflects an attitude of courtesy toward others (oversleeping and missing the bus are examples of unacceptable reasons for being tardy to school). A student will be considered tardy if he or she is not in his or her properly assigned area when the class bell rings.

Tardiness to classes is not acceptable; however, there are times when it will occur. After ten (10) minutes the tardy will be counted as an absence.

Each teacher will keep a log for each semester of student tardies per class period. After the first tardy, the teacher will email administration and amount of tardies for student. The teachers will discuss in their daily team meeting which students on their team have a tardiness problem. Administration will contact parents and follow discipline plan.

At that time, the following disciplinary actions will be taken:

- First offense: Warning by teacher
- Second offense: 1 Day Lunch Detention
- Third Offense: ~~Wednesday School~~ **3 Days Lunch Detention**
- Fourth Offense: 1 Week Lunch Detention
- ~~Fifth Offense: 3 Days ISS~~

If a student continues to be tardy after ~~5~~ **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:

- 1st Offense: Parent conference/phone contact and suspension from school for five (5) days.
- 2nd Offense: Parent conference/phone contact and suspension from school for ten (10) days.
- 3rd 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.guthrie.k12.ok.us>). Proof of residency is required, see the "Parent's Backpack" on the website for more information. Parents must complete this form and return it to the transportation office. Once the form is entered the students will be issued a bus rider pass. They will need the bus pass to board the bus.

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.

VENDING MACHINES

Vending machines are provided for your convenience. They are to be used **only at the appropriate times and not during class time.**

VISITORS (All visitors must report to the office)

We cannot accommodate student visitors during the school day. Parents are always welcome to visit the school but are asked to check in at the “B” floor office first. Parents, if you need to talk with your child, stop by the “B” floor office for a visitor’s pass.

WEAPONS

Students should not bring any type of instrument to school that is likely to be used as a weapon or tool which could be used to deface or vandalize school property. The following instruments may be considered weapons:

1. Knives
2. Firearms and/or facsimiles (including cap guns, etc.)
3. Explosives and/or facsimiles
4. Metal Objects (chains, brass knuckles, etc.)
5. Clubs
6. Sharp or pointed instruments
7. Stun guns
8. Chemical sprays

Violations of this policy will result in administrative action. See Oklahoma Statutes section. Students may be suspended for up to one (1) calendar year for violation of this policy.

WEATHER

In the event school is closed or starting late because of inclement weather, parents are asked to listen to local radio and television stations. When possible, the District’s website will also be updated to include the newest information.

If weather conditions deteriorate during the school day and it becomes necessary to dismiss school early, the Superintendent will notify the local radio and television stations. When possible, the update will also be included on the District’s website. Please remember not to phone the school to ask about closing or dismissal information. This will keep our telephone lines open in case of an emergency.

WIRELESS COMMUNICATION & ELECTRONIC DEVICES

Students may possess a cellular telephone while on school premises and while in transit under the authority of the school. The term “cell phone” includes but is not limited to cellular phones, mobile phones, VoIP, iPhone, smart phones, internet phones or similar devices. Students will keep cellular telephones turned off and out of sight during class time and during all school or school related activities. During these times students shall be restricted from text or picture messaging, calling electronic mailing, instant messaging, uploading, downloading, gaming,

web-surfing, accessing social networking sites, or using any features or applications installed on communication devices. Students may only use cellular telephones before and after school and at lunch or during break periods. Likewise, students may have pagers and cellular telephones while attending a function sponsored or authorized by the school, subject to the same restrictions applicable to instructional periods.

Telecommunication devices shall be turned off and out-of-sight in locations deemed “private areas.” “Private areas” include but are not limited to restrooms, changing rooms, and locker rooms or similar areas. The use of audio/video recording and camera features is strictly prohibited in these areas. A student who witnesses a cell phone or other telecommunication device out in a “private area” shall immediately report this behavior to a teacher or administrator.

The district has adopted policies regarding appropriate contact between staff and students via telecommunication devices and social networking sites. These policies are found at *Wireless Telecommunication Devices (Employees)*. Students shall only engage in approved and authorized contact with school employees and shall report any inappropriate contact immediately.

Students found to be using any electronic communications device for any illegal purpose, in a manner volatile of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations, or to harass or intimidate students or staff members shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Using a phone for harassment purposes includes using a phone’s features such as text or picture messaging, internet uploading and downloading, camera, and/or audio/visual recording features. Acts such as “upskirting” or “downblousing” are prohibited and are considered harassment of an individual. Students violating this policy will not be allowed to carry any personal communication device following the incident unless a genuine health emergency exists, and may also be subject to other disciplinary action.

WARNING:

The taking, dissemination, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic communication) may constitute a CRIME under state and/or federal law. Any person taking, dissemination, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registries.

WITHDRAWAL FROM SCHOOL

When a student must withdraw from Guthrie Public Schools during the term, he/she must report to the registrar in the morning of the day he/she leaves to begin formal withdrawal from school. Students will not be withdrawn until the parent or guardian has made contact.

WHEN WITHDRAWING FROM SCHOOL, PLEASE ADHERE TO THE FOLLOWING PROCEDURE TO LEAVE GUTHRIE PUBLIC SCHOOLS WITH A CLEAR RECORD:

1. Arrange a conference with the counselor to explain the reason for withdrawal, leave a forwarding address, and secure a permit to withdraw from the appropriate office.

2. Secure teacher signatures on the withdrawal permit and return textbooks to those teachers. The locker should also be cleaned out.
3. Leave the signed withdrawal form in the office with the registrar showing a clear record.
4. A transcript of the student's work will be forwarded, upon request, to the new school.

ASBESTOS MANAGEMENT PLAN

In Accordance with Federal law, Guthrie Public Schools has been inspected and approved for asbestos management.

Asbestos plans are available for viewing during regular school hours Monday-Friday by contacting Jerry Gammill at the Maintenance Department located at 200 Crooks Drive, Bldg. #4, Guthrie, OK 73044.

DISCLAIMER

The preceding discipline steps are meant as a guide only. In severe or unusual cases, the judgment of the Administrator will take precedence. The Guthrie Public School Policy Manual will also be used in regard to school-student relationships. A copy of this policy can be viewed at Guthrie High School, Guthrie Junior High, or the Guthrie Public Schools Administration Building.

GUTHRIE JUNIOR HIGH SCHOOL PARENT AND STUDENT HANDBOOK

Dear Student:

This handbook has been prepared for your information, and to assist you with the expectations, responsibilities, guidelines, and procedures necessary in becoming the best junior high student you can be. We hope you will use the book and become familiar with its contents. If each of our students will accept the responsibility of developing to their fullest potential, our school, our students, the parents and our community will have much of which to be proud.

Respectfully,

Robbie Rainwater
Principal

PLEASE SIGN AND RETURN THIS TO YOUR FIRST HOUR TEACHER.

I have ~~received and~~ read my Guthrie Junior High School Handbook for the 2017-18 school year. I understand the rules and will make every effort to abide by them.

Student Signature

Parent/Guardian Signature



GUTHRIE HIGH SCHOOL

200 North Crooks Drive

Home of the Bluejays



2017-2018~~2016-2017~~ Student/Parent Handbook

ADMINISTRATION
BOARD OF EDUCATION

Jennifer Bennett-Johnson
Travis Sallee
Tina Smedley
Janna Pierson
E. Sharon Watts
Gina Gail-Davis
Terry Pennington

DISTRICT OFFICES: 282-8900

Dr. Mike Simpson, Superintendent of Schools
Mrs. Michelle Chapple, Executive Director of Finance
Mr. Dennis Schulz, Assistant Superintendent
Mr. Doug Ogle, Executive Director of Personnel/Secondary Education
Ms. Carmen Walters, Director of Federal Programs/Elementary Education

HIGH SCHOOL OFFICES

South Office (Main Office)	282-5906
North Office (Attendance)	282-5913
Chris LeGrande, Principal	282-5906
Bret Stone, Assistant Principal	282-5906
Dusty Throckmorton, Assistant Principal	282-5913
Gina Villalva, Director of Alternative Education	282-5941
Kristi Blakemore, Freshman Counselor	282-5913
Annie Chadd, Senior Counselor	282-5913
Maggie Wade, Junior Counselor	282-5913
Jon Chappell, Athletic Director	282-5906

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 students will-
- have positive self-esteem
 - have a strong knowledge base
 - show concern for the welfare of others
 - be self-directed, lifelong learners
 - productive members of society
 - be effective communicators and creative and complex thinkers
 - be problem solvers
 - be cooperative learners and workers

GUTHRIE HIGH SCHOOL
2016-2017 STUDENT – PARENT HANDBOOK

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Guthrie Public Schools

School Calendar 2017-2018

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 39+4
 2nd Quarter 42
 3rd Quarter 50+1
 4th Quarter 44
 175 Days Taught
 5 Professional Days
 180 Days Total
 *School will be dismissed
 if not used for bad weather

AUGUST
 15-16-17 Teacher In-Service
 18 - First Day of Classes

SEPTEMBER
 4 - Labor Day
 25 - Professional Day

OCTOBER
 6 - Homecoming (1:10 PM Dismissal)
 13 - End of First Quarter
 17 - P/T Conf (All Schools)
 20 and 23 Fall Break
 24 - P/T Conf (GHS and GJHS)
 26 - P/T Conf (Elementaries)

NOVEMBER
 20-24 Thanksgiving Break

DECEMBER
 20 - End of 2nd Quarter
 Dec 21 - Jan 3 Winter Break

JANUARY
 4 - Classes Resume
 15 - Martin Luther King Day
 18 and 23 - P/T Conf (Elementaries)

FEBRUARY
 19 - Professional Day

MARCH
 13 and 15 - P/T Conf (GHS and GJHS)
 15 - End of 3rd Quarter
 16 - Snow Make-Up Day #1*
 19-23 Spring Break

APRIL
 20 - Snow Make-Up Day #2*

MAY
 25 - Last Day of Classes
 28 - 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
 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

SCHOOL INFORMATION

CLASS: 5-A
 CONFERENCE: Suburban
 NICKNAME: Bluejays
 COLORS: Royal Blue & White
 LOCATION: 200 Crooks Drive
 Guthrie, OK 73044
 WEBSITE: www.guthrie.k12.ok.us/ps.ps.net

Assembly Power Hour

8:15	=	8:57	First Hour
9:02	=	9:44	Second Hour
9:49	=	10:31	Third Hour
10:36	=	11:18	Fourth Hour
11:18	=	11:54	Assembly
11:54	=	12:49	Lunch/Power Hour
12:54	=	1:36	Fifth Hour
1:41	=	2:23	Sixth Hour
2:28	=	3:10	Seventh Hour

PHONE NUMBERS

Attendance (North) Office 282-5913
 Transcripts & Records Office 282-5913
 Discipline (Main) Office 282-5906
 Main Office (Fax) 282-5909
 Records/Registrar (Fax) 282-8823

GUTHRIE HIGH SCHOOL ALTERNATIVE BELL SCHEDULE

Grades 9-12
A Lunch

8:15	-	9:05	First Hour
9:10	-	10:00	Second Hour
10:05	-	11:00	Third Hour
11:05	-	11:55	Fourth Hour
12:00	-	12:25	Lunch
12:30	-	1:20	Fifth Hour
1:25	-	2:15	Sixth Hour
2:20	-	3:10	Seventh Hour

Grades 9-12
B Lunch

8:15	-	9:05	First Hour
9:10	-	10:00	Second Hour
10:05	-	11:00	Third Hour
11:05	-	11:55	Fourth Hour
12:00	-	12:50	Fifth Hour
12:55	-	1:20	Lunch
1:25	-	2:15	Sixth Hour
2:20	-	3:10	Seventh Hour

GUTHRIE HIGH SCHOOL ASSEMBLY/ADVISORY BELL SCHEDULE

Standard Power Hour

8:15	-	9:02	First Hour
9:07	-	9:54	Second Hour
9:59	-	10:46	Third Hour
10:51	-	11:39	Fourth Hour
11:39	-	12:34	Lunch/Power Hour
12:39	-	1:26	Fifth Hour
1:31	-	2:18	Sixth Hour
2:23	-	3:10	Seventh Hour
-	-	-	-

PM ASSEMBLY SCHEDULE

Grades 9-12 — **A Lunch**

8:15	-	9:00	First Hour
9:05	-	9:50	Second Hour
9:55	-	10:40	Third Hour
10:45	-	11:30	Fourth Hour
11:35	-	12:00	A Lunch
12:05	-	12:50	Fifth Hour
12:55	-	1:40	Sixth Hour
1:45	-	2:20	Assembly/Advisory
2:25	-	3:10	Seventh Hour

PM ASSEMBLY

Grades 9-12 — **B Lunch**

8:15	-	9:00	First Hour
9:05	-	9:50	Second Hour
9:55	-	10:40	Third Hour
10:45	-	11:30	Fourth Hour
11:35	-	12:20	Fifth Hour
12:25	-	12:50	B Lunch
12:55	-	1:40	Sixth Hour
1:45	-	2:20	Assembly/Advisory
2:25	-	3:10	Seventh Hour

PARENT-TEACHER CONFERENCES

Oct ~~18~~ **17** and ~~27~~ **24** 4 - 7 p.m. Cafeteria
 March ~~7~~ **13** and ~~9~~ **15** 4 - 7 p.m. Cafeteria

SCHOOL SONG

*Oh, GHS, you are the one that we love best,
 Our Royal Blue is all that's good and true,
 So let us fling our colors high-
 The victory depends on you,
 In the halls of fame, we'll write your name
 For the loyal, Royal Blue!*

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 together toward that end. This compact is a voluntary agreement and a promise of commitment to help _____ 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 school decision making, volunteering and/or attending parent/teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students & 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 the community.
- 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!

ACTIVITIES / SPORTS

Numerous extracurricular activities are offered at Guthrie High School.

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

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

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:

1. at the option of the local school district, 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 education 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 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.

ANNOUNCEMENTS

A daily bulletin will be read at the ~~beginning~~ **end of third fourth** hour on a regular basis. Students who are absent are responsible for keeping up with events by reading the posted agenda on the school website. ~~Announcements must be approved by the sponsor of an organization and must be submitted via the website.~~

Announcements must be approved by the sponsor of an organization and must be submitted via the website. For the benefit of all students and parents, announcements will be posted on the HS website daily.

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 Dept. located at 200 Crooks Drive, Bldg. #4, Guthrie, OK.

ASSIGNMENTS WHEN ABSENT

When a student is absent from class for more than 3 days, homework assignments may be requested by calling the

Main Office in the morning. The assignments will be ready for pick up at 3:00 p.m. in the appropriate office.

ATTENDANCE

Policies and Procedures:

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.

Definition of an absence:

An absence is defined as any time a student misses ~~more than ten (10) minutes~~ 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** ~~between 7:00 a.m. and 9:00 a.m.~~ on the day the student misses school. School personnel will make every reasonable effort to notify the parent or guardian via 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 will not be allowed to make up the missed work.** An absence of this nature is known as an UNEXCUSED absence.

Unexcused absence:

Examples of but not limited to:

1. If you leave campus and do not check out and receive an early dismissal slip.
2. Presenting an unacceptable verification or notes for excused absence (see excused absence).
3. Failing to have parent/guardian authorization.
4. Oversleeping
5. Missed bus or 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 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-

1. A parent must make contact by phone or in person to the North office.
2. A parent notifying the office does not make the absence a documented absence (see below).

Documented Absence-

1. A documented absence is necessary to keep the student out of administrative failure.
2. A documented absence can be defined as a doctor's note (document must be original. A faxed document must be received directly from the doctor's office), a court document, or funeral information (immediate family).
3. The North office must have this documentation; if not, the absence will count as a personal absence, which counts towards administrative failure.
4. 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.
5. The principal will make final determination as to whether or not an absence is excused or unexcused and the acceptability of documentation.

Administrative Failure-

To implement the school policy of administrative failure and encourage attendance in school, the following procedures and guidelines shall be used:

1. No student shall be absent more than nine times in any one semester without proper documentation (see documented

absence).

2. Any student who has more than nine absences (without proper documentation) may not receive a passing grade in the appropriate subjects or grade level for that semester.
3. If a student has an unexcused absence, the student will receive a zero for all work missed. The student is still expected to make up the work. Also, the student should expect disciplinary action.
4. ~~When the student has accumulated five, seven, and ten undocumented absences, the school will notify the parents as soon as possible that the student is in danger of failure.~~
Periodic attendance letters will be mailed throughout each semester. Students who accumulate more than 9 undocumented absences for the semester will be in danger of receiving no credit for the classes in which excessive absences occur.

Attendance Reports-

High School students may request an attendance report from the North Office. A parent may come in and pick an attendance report up at any time in the Attendance Office.

Attendance Codes-

The following is a list of attendance codes as they pertain to student absences.

Attendance Codes

AB – personal business – **If documentation is turned in, this will be changed to an AD.**

AC – college day – **Seniors may use one college day per semester.**

AD – documented absence – **This does not count against student.**

~~**AK** – absence due to tardies – **6 tardies in the same class will count as an AK.**~~

AM – medical – **If documentation is turned in, this will be changed to an AD.**

AR – Vo-Tech absence – **Attendance taken at Vo-Tech is turned in to GHS to be entered on attendance record.**

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

~~**T10** – +10 minutes tardy or any 10 minute time frame within a class period. **This counts as an ABSENCE, not a regular tardy.**~~

EC, ED, EE, EF, EL, EN, EO, ES, EX - All of these codes are on- or off-campus student activities, and are not counted as
203

BEFORE AND AFTER SCHOOL

No student will be in the building before 7:00 a.m. or after ~~3:30~~ **3:45** pm 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 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 balances before school any morning.
- Checks will be accepted for the full amount only or at any time online via Payschools. No change can be given.
- Free or reduced accounts cannot be used more than once per day and can only be used by the appropriate owner.
- Ala Carte is 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.
- Extra items are CASH only.
- Infractions of cafeteria rules (i.e., cutting in line, leaving your tray, leaving your table dirty, throwing objects, etc.) will result in cafeteria duty clean up or lunch detentions.
- No food deliveries will be allowed on campus during the school day with the exception of parents bringing food to their own child.
- No gambling in any form will be allowed (cards, dice, etc.).

CELEBRATE FREEDOM WEEK

Act 682 of 2003 created "Celebrate Freedom Week" in public schools the week in which Nov. 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 programs and lesson plans for Celebrate Freedom Week, ADE has compiled the following ideas. These are only suggestions, and schools 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.cgi> which is the ADE web address to access commissioner's memos.

CELL PHONES / STUDENT POSSESSION OF WIRELESS

COMMUNICATION DEVICES

Students may possess a cellular telephone while on school premises and while in transit under the authority of the school. The term "cell phone" includes but is not limited to cellular phones, mobile phones, VoIP, iPhones, smart phones, smart watches, internet phones or similar devices. Students will keep cellular telephones turned off and out of sight during scheduled class time and during all school or school related activities. During these times students shall be restricted from text or picture messaging, calling, electronic mailing, instant messaging, uploading, downloading, gaming, web-surfing, accessing social networking sites, or using any features or applications installed on communication devices. Students may only use cellular telephones before and after school and at lunch or during break periods. Likewise, students may 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 head phones during extra curricular activities is up to the discretion of the activity sponsor.

Disciplinary Actions:

1st Offense: Phone or ear device is confiscated AND Saturday School.

****The phone will be returned at the END of the day.**

Subsequent Offenses –Device confiscated & 2 days ISS.

****FAILURE to surrender a device upon request will result in a three day out of school suspension.**

CHANGE OF ADDRESS

Any change of address or telephone number should be reported to the Attendance Office. Any phone number changes for the School Messenger system should be turned in immediately to the North Office.

CHEATING / PLAGIARISM

Cheating will be considered the act or intent of giving or gaining knowledge for an assignment 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 discretion.

Plagiarism is the intentional 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.

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 given.
- 3rd offense: 3-day suspension
- 4th offense: Loss of credit in the respective class for the semester.

CHECKING OUT PROCEDURE

If it is necessary for a student to leave school, notification to the Attendance Office by the parent/guardian is required in order to check the student out. Students must sign out in the North Office before leaving campus. Upon returning to school, the student is required to check back in at the North 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 will result in disciplinary action from the Attendance Office. A student cannot check out ~~minutes prior to or~~ during the lunch period UNLESS:

- A) A parent/guardian may come to the North Office and check the student out.
- B) The student is leaving for the remainder of the day.

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 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 Dr. Mike Simpson
Office Address: 802 E. Vilas, Guthrie, OK 73044
Phone No. (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.

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 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 Eduacativa de 1972, en el Acto de Era de Descriminacion de 1975, y el Acto de los Estadounidenses con Habilidades Diferenciadas de 1990.

Preguntas, quejas, o para mas informacion con respecto a estas leyes pueden ser recibidas por el coordinador de quejas.

Nombre / Titulo: Superintendente de las Escuelas Publicas de Guthrie
Direccion de Oficina: 802 E. Vilas, Guthrie, OK 73044
Numero Telefono(correro de voz / TDD): (404) 282-8900
M-F 8:00-12:00 1:00-4:30

Procedural Requirements

Title VI, Title IX, Section 504, ADA July 2000

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 editors of the yearbook and the editor 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.

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 serve 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's 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. FrontPage is the only web publishing software that is supported by the district technology staff.
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 user's 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.

CONCURRENT ENROLLMENT

A **junior** or senior student enrolled at Guthrie High School is eligible to participate in enrollment at high school and college simultaneously. Permission must be obtained from the Principal, and is subject to current Oklahoma State Department of Education regulations. **See the Course Selection Handbook for complete information.**

~~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.~~

~~Any student who is enrolled in concurrent enrollment and quits or drops concurrent enrollment must re-enroll with Guthrie High School through a counselor immediately. A transcript is required at the end of each semester before approval will be given for the upcoming semester.~~

~~Failure to comply can result in a NC (no credit) on your transcript.~~

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 that do not attend Guthrie Schools will be pre-approved by the Principal.

Any student attending a school-sponsored dance, including the Junior- Senior Prom, will 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 detentions by an administrator are to report to the assigned detention area. The following rules apply to all administrator-assigned detentions:

1. In order to be counted present you must be in the detention class no later than 5 minutes after the first lunch bell.
2. If a student is on campus they must show up for detention.

Failure to show for detention will result in the following disciplinary action: **Two 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:

1. Detentions will double when given to the discipline office.
2. Failure to serve detentions assigned by the office will result in two days of ISS.

DIABETES MANAGEMENT

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 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.
- 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.

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 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, scarves, earmuffs, hair picks.~~
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 has holes higher than mid thigh.~~
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 one dollar bill's width and not fitted under the arm. Shirts must be worn on both shoulders.~~
10. ~~Pants below the waistline.~~
11. ~~Shorts should be closer to knee length than mid thigh. Boxer shorts should not be worn, other than in the appropriate athletic classes. Shorts must be hemmed.~~
12. ~~Skirts / dresses should be closer to knee length than to mid thigh. Skirts / dresses must be hemmed.~~
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.~~
16. ~~Shoes must be worn at all times for health reasons. "House shoes" are not an acceptable alternative. Shoes with wheels imbedded in them are not acceptable as they are safety hazards.~~
17. ~~Apparel identifying a student as "security," "staff," or "police" is not to be worn.~~
18. ~~For safety purposes, excessively baggy clothing is prohibited.~~
19. ~~Leggings, jeggings, yoga pants and similar types of pants, and any form fitting attire will not be permitted. Pants that conform to the body must have seams and both front and back pockets.~~
20. ~~Pajamas/Blankets~~

~~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.~~

Disciplinary Action:

1st offense: Tag and warning

2nd offense: Two lunch detentions

3rd and subsequent offenses: 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. 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 on 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.

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.

DRIVER'S LICENSE VERIFICATION

The Department of Public Safety requires all high school age applicants to obtain from their school a verification of attendance. These can be picked up in the Attendance Office. Students must allow twenty-four hours' notice for processing. If a student is testing in the summer, it is recommended that the request for school attendance verification be made before the end of the school year. The same rule will apply in verifying Reading Proficiency.

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 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 parents 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 offence disciplinary action.
 1. **First Offense:** Ninety day out of school suspension (1 semester equivalency)
 - a) A thirty-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 be 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 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.

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: 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 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.

EARLY GRADUATION

Guthrie High School affords an early graduation opportunity to highly motivated and high achieving students. To apply for early graduation, a student must have:

1. Completed a credit check with the Senior Counselor.
2. Completed a meeting with the student, the parent/guardian, and the principal.
3. Maintained a current grade point average of 3.5 (non-weighted.)
4. Achieved an ACT score of 25 or above.
5. Obtained a written recommendation from a previous instructor.
6. Placed an application on file with the building principal before October 1st of the student's Senior year, with documentation of all the above criteria.

All applicants will be notified in writing when a decision is made.

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:

1. Meet the eligibility requirements of the Oklahoma Secondary Schools Activities Association.
2. Be regular in attendance.
3. Be free of recent disciplinary reports of a serious or chronic nature.
4. Not be president of any other organization or activity.
5. Not be president and queen of the same organization.

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 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:**

1. Two Proofs of Residence
 - a. 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) Enrollment Declaration form certified by Guthrie Public Schools' Transportation Department.
2. Immunizations Records
3. Copy of Birth Certificate

4. The name, address, phone and fax number of the previous school attended
5. CDIB (Certified Degree of Indian Blood), if applicable
6. Official withdrawal form from previous school if enrolling after the start of school
7. Transcripts from previous school attended (high school students only)
8. Social Security Number, if available
9. Special Education Records or Gifted/Talented Records, if applicable, are helpful in ensuring the proper placement of student.

Other information that may be required:

Proof of custody / guardianship – court appointed papers (signed by a judge) denoting custody for students not living with both parents listed on the birth certificate.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents of eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education record that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a

parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional

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

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, any major inappropriate behavior (such as curfew being broken) 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.

FIGHTING

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 **mutual participation in an incident involving physical violence. Assault is defined as a physical act and/or an act, criminal or tortious, that threatens physical harm to a person, whether or not actual harm is done.** ~~one student makes aggressive contact in any manner on another student.~~

Disciplinary action will be taken by the administrator if either persons involved fit the above definition. ~~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 in a fight, the following ~~will~~ **may** apply:

Disciplinary Action:

FIGHTING:

- 1st Offense - Suspension from school for five (5) consecutive days. (See Suspension Policy.)
- 2nd Offense - Suspension from school for ten (10) consecutive days. (See Suspension Policy.)
- 3rd Offense - Suspension from school for the remainder of the semester.

ASSAULT:

- 1st Offense - Suspension from school for fifteen (15) days.
- 2nd Offense - Suspension from school for forty-five (45) days.
- 3rd 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.

*Any student who engages in a fight may be subject to review and/or fine by the District Attorney's Office.

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 art, elective classes, etc.)

All emergency drills will be performed in accordance with State Department of Education accreditation regulations.

FIRE, TORNADO, AND EMERGENCY

- A. FIRE --- The alert for fire will be the fire alarm.
- B. TORNADO--The alert for a tornado will be a continuous long ringing of the bells.
- C. INTRUDER -- The alert for intruder will be a series of long, short, long, short ringing of the bells.
- D. EARTHQUAKE – The alert for earthquake will be an announcement via intercom.
- E. SHELTER IN PLACE – The alert for Shelter In Place 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.

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 outside drinks are to be brought into the building.~~ No glass bottles are allowed in the building at any time. Only water bottles are allowed in the library and library lab/annex. 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.

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):

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. Students will not be permitted to wear pants below the waistline (sagging and bagging).
3. The 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. 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.
5. 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:	until 4 units are acquired.
Sophomores:	until 11 units are acquired.
Juniors:	until 17 units are acquired.
Seniors:	those who have 17 units or more.

GRADING SYSTEM

Report cards will be given to the students the week following each nine-week grading period. **Final report cards may be picked up at the high school beginning the first week of June.** The report cards contain an academic grade and an attendance summary. Please check each area carefully to determine progress.

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 Concurrent Courses will be weighted on a 5.0 scale. Mid-term and semester finals will not count for more than twenty percent (20%) of a student's grade.

GRADUATION POLICY

Guthrie High School recognizes that graduation ceremonies are important events for our students, parents, guests, and the community. To insure 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:
 1. Successfully completed the minimum number of credits established by the district for graduation; and
 2. If the student elects to participate in graduation ceremonies, completes such exercises in accordance with this policy. Twenty-four units are required to participate in graduation exercises.
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 institutions.
4. All students participating in graduation ceremonies will be required to abide by school regulations 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.
5. The administration shall have the power to impose discipline on any student who commits any act referred to above. It is recommended that 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 in 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 student 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 and have a reasonable expectation of completing the twenty-five (25) units 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) units must be earned in the 10th, 11th, and 12th grades.

College Prep/Work Ready Curriculum

Language Arts (4 years of English)	4 units
Mathematics (Algebra I and above)	3 units
Science (Lab sciences, Biology I and above)	3 units
Social Studies	3 units
American History	1 unit
Oklahoma History	½ unit
World History	1 unit
Government	½ unit
Foreign Language or Computer Technology	2 units
Additional unit from the courses listed above	1 unit
Personal Financial Literacy	½ unit
Arts (such as music, art, drama or 1 unit of speech)	1 unit
Electives	7 ½ units
Total Required Courses	17 ½ units
Total Electives	7 ½ units
TOTAL UNITS	25 units

Core Curriculum

(For those opting out of the College Preparatory/Work Ready Curriculum their Junior Year)

Language Arts (4 years of English)	4 units
Mathematics (Algebra I and above)	3 units
Science (Lab sciences, Biology I and above)	3 units
Social Studies	3 units
American History	1 unit
History	½ unit
World History	1 unit
Government	½ unit
The Arts	1 unit
Personal Financial Literacy	½ unit
Computer Education	1 unit
Electives	9 ½ units
Total Required Core Courses	15 ½ units
Total Electives	9 ½ units

TOTAL UNITS

25 units

- 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 units of the last five units completed must be in attendance in 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 unit for graduation SHALL NOT be permitted to participate in graduation exercises as per Oklahoma State Law.
- Concurrent 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. (Ex: two art classes, two drama classes, two ag classes, etc.)

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.

~~Passport to Personal Financial Literacy~~

~~Beginning with students entering 7th grade in the 2008-2009 school year, in order to graduate from a public high school accredited by the State Board of Education, students shall fulfill the requirements for Personal Financial Literacy Passport during Grades 7 through 12.~~

GUIDANCE SERVICES

Guidance services will be available for all students. The principals, counselors, and teachers are ready to give 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 Sophomore A - L
Ms. Maggie Wade - Junior Class and Sophomore M - Z
Mrs. Kristi Blakemore - Freshmen

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.

- All students are required to be enrolled in at least seven subjects each semester.

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, 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 High School North 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, 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 homework 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.

HONOR CLASSES, HONOR ROLL, VALEDICTORIAN, SALUTATORIAN, AND RANK IN CLASS THROUGH 2016

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. All averages will be based on the unweighted grading scale.

A valedictorian is defined as a student who has achieved the highest degree of academic excellence in school. To be considered for valedictorian or salutatorian, students must be enrolled at Guthrie High School at the beginning of their senior year. ~~Students wishing to be considered for valedictorian or salutatorian must have completed one advanced class from two of the core subject areas (English, Science, Math, Social Studies). Advanced classes shall be defined as AP, Pre AP, Honors, concurrent enrollment, math, or science that go beyond the Oklahoma State requirements. In determining these honors, as well as class rank for all seniors, grade point averages shall be based on grades earned during the first seven semesters and, averaged to one decimal place (ex. 3.9).~~

~~*8th grade courses transcribed for high school credit shall be calculated in overall GPA.~~

****BEGINNING WITH THE CLASS OF 2017****

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. In order to be considered for Valedictorian, students must have taken at least one AP or concurrent enrollment course from each of the four core subject areas or the highest level core class for which they are eligible (English, Math, Science & Social Studies). Pre-AP, AP and concurrent enrollment courses will be scored on a 5.0 grading scale. ~~The previous system of adding five points to the student's final semester average will become obsolete with the 5.0 scale. In order to receive the 5.0 grade in an AP course, the student must make an A in the class and take the subsequent AP or CLEP examination. If an A is earned in an AP course, and the AP or CLEP exam is not taken, the student will receive a 4.0 in the class. Students maintaining a 4.0 GPA will still be recognized as a valedictorian for scholarship purposes. If taken, the AP or CLEP exam will be considered the final examination in the course. The student(s) 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 or her recognition of said academic distinction.

IMMUNIZATION

Oklahoma State Health Department requires all students to be immunized. Guthrie Public Schools, in accordance with these laws, requires every student enrolling to have proof of immunization. Students will not be allowed to enroll without necessary immunizations. Parents or students may check the school website for immunization guidelines.

Free Clinics

Many insurance companies will pay for the required immunizations. If not covered by your insurance, there are free clinics available.

Site

Logan County Health
Department
215 Fairgrounds
Road
Guthrie, OK
73044
405-282-
3485

Hours

Daily -- Monday thru
Friday
8:00 a.m. – 11:30 a.m.
and
1:00 p.m. – 4:30
p.m.

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

If a student is placed in ISS (In-School Supervision) and breaks the rules, he/she will be suspended pending review of the offense. When the suspended student returns, he/she will have to 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.

INSURANCE

Insurance is required for all students **participating in extracurricular activities** ~~athletes and agricultural education 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!

INTERSCHOLASTIC SPORTS

Guthrie High School participates in a wide variety of varsity sports for both men and women as a Class 5A school. Students who wish to participate on a varsity team must make the squad and comply with the requirements set by the Oklahoma Secondary School Activities Association. Varsity sports include baseball, basketball, cheerleading, cross-country, golf, football, soccer, softball, tennis, track, and wrestling. Physicals, insurance or 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 Section F-31 Policy Prohibiting Harassment, Intimidation and Bullying Procedures for Combating These Behaviors located in the GPS Policy Manual.

Disciplinary Action:

1st Offense: Parent conference/phone contact and suspension from school for three (3) consecutive days. (See Suspension Section.)

2nd Offense: Parent conference/phone contact and suspension from school for five (5) consecutive days. (See Suspension Section.)

3rd Offense: Suspension for the remainder of the semester and the following semester.

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
- Magazine
- Internet / Computer / System Peripherals

LOCKERS

Lockers will be assigned ~~upon student request during the time of enrollment.~~ STUDENTS, DO NOT GIVE THE LOCKER COMBINATION TO OTHER STUDENTS. Each student is responsible for keeping his/her locker clean and neat. Any vandalism, including stickers and writing on lockers, is prohibited. Violations will result in paying replacement costs and in administrative disciplinary action.

Pursuant to Title 70 O.S. 1987 S24-102, 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. Milk may be purchased in the cafeteria. Snacks (i.e. chips and drinks) are available at the vending machines.

Food deliveries will be allowed on campus only if delivered by a parent or guardian through the Main Office. ~~NO OUTSIDE DRINKS will be allowed on campus.~~ All persons delivering food must check in at the main office; ~~no loitering in the hallways or cafeteria.~~ In addition, a parent may pre-coordinate with the administration for a special occasion arrangement. The Main Office will call the student to the office to pick up his/her lunch during the student's lunch period.

Leaving campus without permission during lunch will result in disciplinary action from the Attendance Office. A student cannot check out ~~10 minutes prior to or during the lunch period.~~

UNLESS:

- A. A parent/guardian comes to the North Office and checks the student out.
- B. The student is leaving for the remainder of the day.

LUNCHROOM OFFENSES

Cutting in line, leaving a tray or dirty table, not following instruction of a staff member, and other minor offenses during lunch will result in three (3) 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 **the total number of days missed plus one additional day** ~~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.

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 thirty (30) minutes before and after school. Teachers may issue hall passes for students to visit the media center during class. *In addition,*

prior authorization from the librarian is required before students are allowed to visit the library computer lab.

MERIDIAN TECHNOLOGY CENTER

Juniors and seniors (and sophomores for qualified programs) may enroll at Meridian Technology Center. Students enrolled at Meridian Tech school will receive four units of credit through Guthrie High School for that work. Four (4) hour blocks accomplish this in A.M. and P.M. classes.

Students who have dropped classes at Meridian Tech will lose those credits and will not be able to pick up classes at Guthrie High School until the beginning of the next semester.

NATIONAL HONOR SOCIETY / ~~NATIONAL JUNIOR HONOR SOCIETY~~

To be a member of National Honor Society, a student's grade point average must be 3.5 or higher on a 4.0 scale. For High School NHS, averages are based on all grades received, including those during the freshman year. High school eligibility begins the second semester 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, such as 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 building) except to unload when coming to school.
- ~~The area west of the vocal room.~~
- ~~The area north of the school and behind the gyms.~~
- The tennis court and greenhouse area.
- The parking lot except to load and unload before and after school. NO LOITERING IN CARS.
- ~~The area between the Vo Ag Building and the nearest sidewalk.~~
- ~~Outdoor classroom (area near the school pond) without teacher present (small or large group).~~
- The area east of the annex buildings.

Infractions will be dealt with in the Attendance Office.

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.

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 (including cap guns)
 - C. Explosives
 - D. Metal objects (chains, brass knuckles, etc.)
 - E. Clubs
 - F. Sharp or pointed instruments
3. Participation in an illegal demonstration on school property.

Students will be suspended for three (3) to five (5) days for the first offense and may be suspended from school for the remainder of the semester and for the following semester on the second offense for the following:

- Verbal assault directed toward a school official.
- Defying, or failure to comply with, a school official.
- Inciting a fight.
- Failure to identify oneself.

ORGANIZATIONS

The following organizations are sponsored by Guthrie High School: Academic Team, Art Club, Band, BPA, Cheerleading, Drama 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 and 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 CONFERENCES WITH TEACHERS

These conferences are arranged through a counselor's office. Parents should phone in advance to avoid conflicting appointments. To schedule a conference, please contact your student's counselor or individual teacher.

PLEDGE OF ALLEGIANCE / NATIONAL ANTHEM

The Pledge of Allegiance and the National Anthem of the United States of America will be given at various times during the school year. It is the student's right not to participate, but the student MUST remain quiet, attentive, and respectful to the rights of others during the ceremony.

PROFANITY

Profanity and/or obscene gestures will not be tolerated while attending school, on school premises, or at school-sponsored activities.

Disciplinary Action:

1st Offense: ~~Three (3) lunch detentions~~ **Saturday School**

2nd & subsequent Offense: 2 days ISS

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.

Core areas are as follows:

- Social Studies
- Language Arts
- Mathematics
- Science
- Languages
- 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 or from the site principal.

PROGRESS REPORTS

Progress reports are sent home with each student **twice each semester** ~~midway through each grading quarter~~. Parents are encouraged to arrange parent/teacher conferences and phone calls through the counselor's office at any time during the semester **and regularly monitor student progress via the online grading portal**. Progress reports will be hand carried home by the student or mailed upon parent request.

PUBLIC / PERSONAL DISPLAY OF AFFECTION

Personal Displays of Affection will not be tolerated. Infractions will result in disciplinary action and counseling.

RACIAL SLURS

It makes no difference if the racial slurs are in jest or in earnest.

"Flag words" are also considered racial slurs.

Disciplinary Action:

1st Offense: Three (3) consecutive days suspension
(See Suspension Section.)

2nd Offense: Five (5) consecutive days suspension
(See Suspension Section.)

3rd Offense: Five (5) consecutive days to one (1) year suspension. (See Suspension Section.)

SATURDAY SCHOOL

Saturday School will be held from 8:00 – 11:30 a.m. A Saturday School placement will take precedence over any other extracurricular activity. ~~Failure to attend Saturday School may result in In-School Supervision (ISS) or Out-of-School suspension.~~

Failure to attend Saturday School will result in the following disciplinary action:

1st Offense: Two days ISS

2nd and subsequent Offense: One 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** ~~permission of the parents has been granted.~~

All AP schedule changes must be met with principal approval.

Schedule changes may be made only for the following reasons:

- The course has been completed in summer school.
- The course was completed the last school year.
- The course level is incorrect or an enrollment error is evident.
- The subject is repeated on the schedule.
- 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 for teachers. **ALL STUDENT CLASS CHANGES MUST BE WITHIN THE FIRST FIVE DAYS OF EACH SEMESTER TO RECEIVE CREDIT.**

SCHOOL ACTIVITIES

Students who misbehave (i.e., run, roam, harass, fail to cooperate with school officials) at school activities will be dismissed from the activity without a refund and can face additional administrative action.

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 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.

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 to have a replacement badge made through the Main Office.

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

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 an 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.

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 a 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 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 or in "In-School Supervision" (ISS), a student may not attend or take part in any school activity, including extracurricular practices.

TARDIES

Criteria for tardies:

1. A tardy is defined as not being in the classroom when the tardy bell rings.
- ~~2. A tardy will be counted as an absence 10 minutes after the tardy bell rings.~~
- ~~3. Six tardies in any one class will equal an absence in that class.~~
2. The counting of tardies for attendance purposes will be by individual class.

ense:

Disciplinary Action:

6 tardies in a class	One absence
12 tardies in a class	One Saturday School
18 tardies in a class	Two days ISS and 3 absences
24 tardies in a class	Three days ISS and 4 absences

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/non-state

accredited schools, they will be placed at the last level reached in an accredited high school. If proof is presented that home/non- state accredited private courses have been taken, testing will be given to that level.

The following rules apply:

1. Testing is by appointment only.
2. 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.
3. If the test(s) is (are) not passed, the student will be placed at the level last attained in a state accredited school.
4. Placement testing is given only once per subject.
5. 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.
6. 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 Counselors' 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) ~~The Priority Academic Student Skills Okla.~~ **Academic Standards**
 - c) The subject matter taught at Guthrie High School.
5. No one will be allowed to test out of any class for which they have already taken a more advanced class in the same subject area.
6. A passing grade will result in the course being put on the transcript for credit but with no letter grade. Credit for graduation will be given as a class passed.
7. Failure to demonstrate proficiency will not be noted on the transcript.

TEXTBOOKS

Textbooks will be issued through the teacher in your 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 is 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.

1st Offense:

Parent conference, suspension from school for three (3) days, and replacement / reimbursement by student / parent, or charges may be filed.

2nd Offense:

Parent conference, suspension from school for five (5) days, and replacement / reimbursement by student / parent, or charges may be filed.

3rd Offense:

Suspension for the remainder of the semester and for the following semester, and replacement / reimbursement by student / parent, or charges may be filed.

THROWING OBJECTS

Due to the 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.)

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

possession of, tobacco products (including smokeless tobacco), including paraphernalia, synthetic cigarettes (Vapes, electronic) in any form, by students while attending school, in/on school premises, and at school-sponsored activities is prohibited.

***Any student in violation of said policy will face immediate disciplinary action and a possible citation from the Oklahoma ABLE Commission.**

1st Offense:

Parent conference/phone contact and suspension from school for five (5) consecutive days.
(See Suspension Section, also.)

2nd Offense:

Parent conference/phone contact and suspension from school for ten (10) consecutive days.
(See Suspension Section, also.)

3rd Offense:

Suspension for the remainder of the semester, or suspension for the remainder of the school year. (See Suspension Section, also.)

TRANSCRIPTS

Transcripts will be provided free of charge to transferring students and yearly graduates. Please allow twenty-four (24) hours working time to process. Transcripts will reflect all classes attempted. If a class is repeated, both grades will be represented on the transcript. Final transcripts will not be available until approximately two weeks after the close of the school year.

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, you may be required to walk or provide your own transportation.

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.

TRUANCY

After the 10th consecutive day of unauthorized absence, students are truant and 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 District Attorney. Penalties may be assessed by the Logan County District Court.

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 Saturday School
- 2nd Offense: Two days ISS
- 3rd Offense: Three Days ISS
- 4th Offense: Three-Day Suspension
- 5th Offense: Five-Day Suspension

Any further offenses may result in suspension for the remainder of the semester and possibly the following semester.

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 listed 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.

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. Students must purchase a parking permit in order to park in the school parking lot. Parking will be on a first come, first serve basis, and ~~students~~

must park in the lot west of the building. Failure to comply may result in disciplinary action.

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 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, they may be subject to the following discipline:

1 st Offense:	Saturday School
2 nd Offense:	Two Days ISS
3 rd Offense:	Three 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 & obtain a parking permit at enrollment. Parking permits may be purchased for ~~\$15~~ **20** until September 1st. After September 1st, ~~ALL spots still available will be \$20.~~ Students who do not get their license until second semester may purchase a permit for ~~\$10~~ **15** if purchased within 30 days of the issue date on 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. Do not block traffic by double parking on the end of 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. **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 or North Office, sign in and wear a visitor badge in the building. We cannot accommodate student visitors during the school day. Parents, if you need to talk with your child, 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:

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 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 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.

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 the teachers. Students will not be cleared for withdrawal until a parent or guardian has made contact and all textbooks and school property have been returned. Once records have been received with grades and clearance from each teacher, library, and cafeteria the student will be cleared for withdrawal. A transcript of the student's work will be forwarded, upon request, to the new school.

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.

STUDENTS AND PARENTS:

PLEASE SIGN, REMOVE, AND RETURN THE LAST PAGE OF THIS BOOK TO YOUR ENGLISH TEACHER.

**GUTHRIE HIGH SCHOOL PARENT
AND STUDENT HANDBOOK
~~2016-2017~~
2017-2018**

Dear Student:

This handbook has been prepared for your information and to assist you with the expectations, responsibilities, guidelines, and procedures necessary to become the best high school student you can be. We hope you will use the book and become familiar with its contents. If all of our students will accept the responsibility of developing to their fullest potential, our school, our students, the parents, and our community will have much of which to be proud.

Respectfully,

Chris LeGrande
Principal

.....
I have received and read my Guthrie High School Handbook for the ~~2016-2017~~ 2017-2018 school year. I understand the rules and will make every effort to abide by them.

Student Signature

Student Printed Name

Parent/Guardian Signature

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.

Have a strong knowledge base.

Show concern for the welfare of others.

Be self-directed, lifelong learners.

Be productive members of society.

Be effective communicators.

Be creative and complex thinkers.

Be problem solvers.

Be cooperative learners and workers.

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. 1-1 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 282-8900

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 insure 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.

INTRODUCTION

The purpose of this booklet is to help GHS students in planning their high school schedule. The 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.

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 the designated counselor for these services:

Sophomores A thru L and all Seniors

Mrs. Annie Chadd

annie.chadd@guthrieeps.net

Sophomores M thru Z and all Juniors

Ms. Maggie Wade

maggie.wade@guthrieeps.net

Freshmen

Mrs. Kristi Blakemore
kristi.blakemore@guthriepps.net

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:

A minimum of 25 units must be earned, 21 of which must be earned in the 10th, 11th, and 12th grades. All students must meet the following requirements.

Requirements for Standard Diploma:

(For those opting out of the College Preparatory/Work Ready Curriculum their Junior Year)

Language Arts (4 years of English)	4 units
Mathematics (Algebra I and above)	3 units
Science (Lab sciences, Biology I and above)	3 units
Social Studies	3 units
American History	1 unit
Oklahoma History	½ unit
World History	1 unit
Government	½ unit
The Arts (2 units or sets of competencies)	2 units
Personal Financial Literacy	½ unit
Electives	9 ½ units
Total Required Courses	15 ½ units
Total Electives	9 ½ units
TOTAL UNITS	25 units

College Prep/Work Ready Curriculum

Language Arts (4 years of English)	4 units
Mathematics (Algebra I and above)	3 units
Science (Lab sciences, Biology I and above)	3 units
Social Studies	3 units
American History	1 unit
Oklahoma History	½ unit
World History	1 unit
Government	½ unit
Foreign Language or Computer Technology	2 units

Additional unit from the courses listed above	1 unit
Personal Financial Literacy	½ unit
Fine Arts (such as music, art, drama or 1 unit of speech)	1 unit
Electives	7 ½ units
Total Required Courses	17 ½ units
Total Electives	7 ½ units
TOTAL UNITS	25 units

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. 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.
5. 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.
6. Students who need more than one unit for graduation WILL NOT be permitted to participate in graduation exercises as per Oklahoma State Law.
7. Only correspondence work pre-approved by the administration will be accepted for credit. A limit of three units by correspondence may be applied toward the 25 units required for graduation.
8. 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 in to final GPA calculations.
9. Concurrent enrollment will be available for Guthrie High School students as per state regulations.
10. 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

Sophomores:

must have successfully completed four (4) units

Juniors:

must have successfully completed eleven (11) units

Seniors:

must have successfully completed seventeen (17) units and have attended high school for six semesters

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

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

All Pre-AP and AP Courses will be scored on a 5.0 scale.

BEGINNING WITH THE CLASS OF 2017

Candidates for Val/Sa 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. In order to be considered for Val/Sa, students must have taken at least one AP or concurrent enrollment course from each of the four core subject areas or the highest level core class for which they are eligible (English, Math, Science & Social Studies). Pre AP, AP and concurrent enrollment courses will be scored on a 5.0 grading scale. The previous system of adding five points to the student's final semester average will become obsolete with the 5.0 scale. In order to receive the 5.0 grade in an AP course, the student must make an A in the class and take the subsequent AP or CLEP examination. If an A is earned in an AP course, and the AP or CLEP exam is not taken, the student will receive a 4.0 in the class. Students maintaining a 4.0 GPA will still be recognized as a valedictorian for scholarship purposes. If taken, the AP or CLEP exam will be considered the final examination in the course. The student(s) with the highest and second highest GPAs in the graduating class will speak at commencement exercises.

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 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. A valedictorian is defined as a student who has achieved the highest degree of academic excellence in school. To be considered for valedictorian, students must be enrolled at Guthrie High School at the beginning of their senior year.

If any of the aforementioned regulations are compromised between May 1st and the date of graduation, the Valedictorian candidate may forfeit his or her recognition of said academic distinction.

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. The test will be given five ~~five~~ **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 lunches may qualify for a discounted fee.

NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST (PSAT/NMSQT)

This is a test given annually on a Tuesday 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.

OKLAHOMA'S PROMISE - OHLAP

The Oklahoma Legislature has set up a unique program for eighth-, ninth- and tenth-grade students (homeschool students must be age 13, 14 or 15) that will help pay for their college education if their parents' income from taxed and untaxed sources is \$50,000 or less at the time the student applies for the program. This program is Oklahoma's Promise.

As the student progresses through the program, a cumulative GPA of at least 2.5 of all course work attempted in grades 9-12 is required. A 17-unit core curriculum has been established for this program. Students must agree to attend school regularly, do homework, refrain from substance abuse, and refrain from criminal or delinquent acts. More information and complete course outline can be obtained from Mrs. Chadd in the high school counseling office or via the web at www.okhighered.org.

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 and fall of each school year. ~~The End of Instruction test scores will be posted on all transcripts and are required to be taken for graduation. Students who take the EOI and are not satisfied with their score(s) may retake the test(s) only once and only during the testing windows.~~

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.

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

ATTENTION: 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 these change, students will be notified in writing at the earliest possible time.**

Tier	Option 1			Option 2			Option 3
	ACT*	New		GPA	Class Rank		Core Class

		SAT**				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

All students should fill out this plan with the courses they have taken since 9th grade plus the courses they are planning to take. Comparing your plan with “suggested schedules” listed on page 9 in this booklet will help you determine the courses you should be taking in the future. Please refer to page 7 for college entrance requirements.

Although students will change their minds several times as they progress, it is always wise to have a planned program. Long-range planning cannot be over emphasized as a way to avoid needless errors and omissions.

Grade 9

1. English
2. Mathematics
3. Science
4. OK History
5. Computer Apps I & II
6. Elective or Foreign Language
7. Elective

Grade 10

1. English
2. Mathematics
3. Science
4. World History
5. Elective or Foreign Language
6. Elective
7. Elective

Grade 11

1. English
2. US History
3. Upper Level Science
4. Mathematics
5. Elective
6. Elective
7. Elective

Grade 11

1. English
2. Government/Personal Financial Literacy
3. Elective
4. Elective
5. Elective
6. Elective
7. Elective

REQUIRED SUBJECTS

Language Arts (4 years of English)	4 units
Mathematics (Algebra I and above)	3 units
Science (Lab sciences, Biology I and above)	3 units
Social Studies	3 units
American History	1 unit
Oklahoma History	½ unit
World History	1 unit
Government	½ unit
The Arts (2 units or sets of competencies)	2 units
Personal Financial Literacy	½ unit
Electives	9½ units
Total Required Core Courses	15½ units
Total Electives	9½ units
TOTAL UNITS	25 units

Core Curriculum

(For those opting out of the College Preparatory/Work Ready Curriculum their Junior Year)

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.

College bound students must be aware that minimum high school graduation requirements DO NOT meet all college entrance requirements.

GUTHRIE HIGH SCHOOL

SUGGESTED SCHEDULES

These are samples only. Each student's plan may vary according to personal interests.

Career Tech Bound	State Graduation Requirements	College Bound
Grade 9		
English I	English I	English I
Algebra I	Algebra I	Algebra I / Geometry
Environmental Science	Environmental Science	Environmental Science
OK History	OK History	OK History
1 Sem.Speech/ 1 Sem.Comp.	Elective	Foreign Language
Apps 1		

Elective	Elective	1 Sem.Speech/1 Sem. Comp. Apps 1
Elective	Elective	Computer Apps 1 & 2

Grade 10

English II	English II	English II
Geometry	Geometry	Algebra II
Biology	Biology	Chemistry
World History	World History	World History
Elective	Elective	Foreign Language II or Computer Apps III & IV
Elective	Elective	Elective **
Elective	Elective	Elective**

Grade 11

English III	English III	English III
Geometry / Alg II	US History	US History
US History	Math Analysis	Math Analysis
Vo-Tech	Chemistry II, HumAnat, Bio II,	Chemistry II, HumAnat, Bio II,
Vo-Tech	Zoology, Physics	Zoology, Physics
Vo-Tech	Elective	Elective**
Vo-Tech	Elective	Elective **

Grade 12

English IV	English IV	English IV
Science	Government / Elective	Math, Calculus
Government / Elective	Elective	Physics, Bio II, Zoology, HumAnat
Vo-Tech	Elective	Government / Elective
Vo-Tech	Elective	Elective **
Vo-Tech	Elective	Elective **
Vo-Tech	Elective	Elective

* College bound students may also attend Career Tech. They should see their counselor early to make a new plan of study that meets the requirements for each program. . ** College bound electives such as economics, computers (requires keyboarding pre-requisite), foreign language, additional math or science.

COURSE DESCRIPTIONS

Course Name	Page
Language Arts	11
Science	18
Foreign Languages	21
Mathematics	22
Social Studies	23
Technologies, Careers & PFL	26
Music	28
Art	30

Physical Education	32
U.S. Army JROTC	34
Special Education	36
Leadership	36
Agriculture Education	36
Family and Consumer Sciences	39
Meridian Technology Center	41

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.

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.

Any student who is enrolled in concurrent enrollment and quits or drops concurrent enrollment must re-enroll with Guthrie High School through a counselor immediately. A transcript is required at the end of each semester before approval will be given for the upcoming semester.

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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.

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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.

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

LANGUAGE ARTS

ENGLISH I

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 an 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

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

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. ~~Preparation for the state-mandated end-of-instruction test for English II is stressed.~~

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. ~~Upon completion of this course, the student is required to take a state-mandated "End Of Instruction Test." The score is reported on the student's official transcript.~~

Pre-AP ENGLISH II

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. ~~Upon completion of this course, the student is required to take a state-mandated "End Of Instruction Test." The score is reported on the student's official transcript.~~

ENGLISH III

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. ~~Upon completion of this course, the student is required to take a state-mandated "End Of Instruction Test." The score is reported on the student's official transcript.~~

AP ENGLISH III - LANGUAGE AND COMPOSITION

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. ~~Upon completion of this course, the student is required to take a state-mandated "End Of Instruction Test." The score is reported on the student's official transcript.~~

ENGLISH IV

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 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

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

(One semester)

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 I

(One semester)

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

(One semester)

Grade Level: 11, 12

Prerequisite: Creative Writing I with a "B" or above

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

(One semester)

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

(One semester)

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

(One semester)

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 maybe 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 get a full year of credit. Enrollment in more than one drama class per semester is discouraged and requires permission of the instructor.

FILM AS LITERATURE

(One semester)

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.

INTRODUCTION TO JOURNALISM

(One semester)

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.

INTRODUCTION TO JOURNALISM II

(One semester)

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.

INTRODUCTION TO MYTHOLOGY

(One semester)

Grade Level: 11, 12

Synopsis: This class is an introductory course on the many different myths in a variety of cultures. We will look at the different theories of myth origin using texts from Edith Hamilton, Cary Jung and Joseph Campbell. We will begin by defining what a hero is and the hero's journey. This will lead us into the characteristics of the heroine. After the basics are established, we will study Greek, Egyptian, Japanese, European, Native American, Mayan, African, and Norse mythology ending with Modern Mythology in which we will examine the role of the "superhero" in today's culture.

MYTHOLOGY II: FAIRYTALES, FOLKTALES, AND FABLES

(One semester)

Grade Level: 11, 12

Synopsis: This class is the study of Fairytales, Folktales, and Fables from around the world. Students will be examining stories told by the Grimm Brothers, Hans Christian Andersen, Aesop and many others and making comparisons to the fairytales they were told as children by Disney. We will also be examining folktales and fables that have been told and retold for hundreds of years and students will decipher the morals and meanings. Each student will be expected to write compare and contrast essays that examine in detail the way different cultures use these stories as warnings and life lessons.

NEWSPAPER I, II, III

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

(One semester)

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

(One semester)

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

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

Grade Level: 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.

~~Upon completion of this course, the student is required to take a state-mandated "End-Of-Instruction Test." The score is reported on the student's official transcript.~~

AP BIOLOGY

(This class requires two class periods)

Grade Level: 11, 12

Prerequisite: Biology I and Chemistry I

Lab Fee: \$20

*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.**

**Approximate cost of the exam is \$95.00.*

PRE-AP BIOLOGY I

Grade Level: 9,10

Prerequisite: 9th Algebra I and/or Pre-AP Science 10th

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.

Upon completion of this course, the student is required to take a state mandated "End-of-Instruction Test." The score is reported on the student's official transcript.

BIOLOGY II

Grade Level: 10, 11, 12

Prerequisite: Biology

Lab Fee: \$20

Synopsis: This course is designed to extend and complement the Biology I course. Subjects covered will be research techniques including the identification of quantitative and qualitative observations, formulation of hypothesis, designing of experiments, the organization of data in publications in the form of graphs and tables, and the application of statistics in the analysis of data. Also included will be studies in genetics, microbiology, botany, comparative anatomy and ecology.

BIOTECHNOLOGY

(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)

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)

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

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.

(There will be a \$20 lab fee for this class.)

ENVIRONMENTAL SCIENCE

Grade Level: 9

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

Grade Level: 9

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.*

FORENSIC SCIENCE

(One Semester Only)

Grade Level: 11, 12

Prerequisite: Biology I

Lab Fee: \$20

Synopsis: In lab exercises students draw upon previous scientific knowledge and forensic techniques employed by scientists such as fingerprinting, criminal profiling, and hair, fiber and handwriting analyses. Students also explore the practices of blood typing, DNA analysis, and toxicology. Through the study of notorious criminal cases, students become familiar with the development of criminal investigations and forensic science.

HUMAN ANATOMY/PHYSIOLOGY

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

Grade Level: 11, 12

Lab Fee \$20

Synopsis: Students investigate physical science concepts through an inquiry-based approach. Students will apply what they learn to everyday situations. Embedded standards for Inquiry, Technology, and Mathematics are taught in the context of the content standards for Motion, Energy, Forces, Matter and Interactions of Matter.

PHYSICS

Grade Level: 11, 12

Prerequisite: Algebra I and Chemistry I with a grade of "B" or higher, both semesters, plus passing grade or concurrently enrollment in Pre-Calculus.

Math teacher must sign off in order to enroll in ~~approve~~ enrollment for this class.

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)**

Grade Level: 10, 11, 12

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 not only address questions involved in these disciplines including blueprint design and reading, drafting, and building of robots as well as a chosen mechanical apparatus that we use on a daily basis. (Bridges, Building, 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 roll 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

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

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

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

Grade Level: 9, 10, 11, 12

Prerequisite: grade of "C" or higher 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

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)

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

Grade Level: 9, 10, 11, 12

Prerequisite: Pass 8th grade math "C" 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. Upon completion of this course, the student is required to take a state-mandated "End-Of-Instruction Test." The score is reported on the student's official transcript.

ALGEBRA I SUPPORT

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

Grade Level: 10, 11, 12

Prerequisite: Algebra I (Teacher 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

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. Upon completion of this course, the student is required to take a state-mandated "End-Of-Instruction Test." The score is reported on the student's official transcript.

ALGEBRA III

Grade Level: 12

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

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

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 variety of occupations.

PLANE GEOMETRY

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. ~~Upon completion of this course, the student is required to take a state-mandated "End-Of-Instruction-Test." The score is reported on the student's official transcript.~~

PRE-CALCULUS

Grade Level: 11, 12

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

*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.*

SOCIAL STUDIES

ECONOMICS

(One semester)

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

(One semester)

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

(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. ~~*Approximate cost of the AP exam is \$89.00.~~*

GOVERNMENT

(One semester)

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:

(One semester)

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

(One semester)

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 in anthropology, archaeology, geography of the state, and the traditional political history.

PROBLEMS OF DEMOCRACY

(One semester)

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

(One semester)

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

(One semester)

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

Grade Level: 11, 12

*Synopsis: The course offers a study of U.S. History from post-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**. ~~"End-Of-Instruction Test."~~ ~~The score is reported on the student's official transcript.~~*

AP UNITED STATES HISTORY

*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. ~~The score is reported on the student's official transcript.~~ ***Approximate cost of the AP exam is \$92.00.***

WORLD HISTORY

Grade Level: 10, 11, 12

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

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

(One semester)

Grade level: 9th

*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

(Full year)

Grade Level: 9, 10, 11, 12

Prerequisite: Keyboarding

Synopsis: This course will be the first in a series to introduce students to Windows, MS Office & Google applications.

COMPUTER APPLICATIONS II

(Full year)

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.

KEYBOARDING

(One semester)

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

(One semester)

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 beginning with the Class of 2014.

WEB PAGE DESIGN

(Full year)

Grade Level: 10, 11, 12

Prerequisite: Computer Applications I

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

MUSIC

APPLIED MUSIC I, II, III, IV

(One semester)

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

Grade Level: 9, 10, 11, 12

Prerequisite: Approval of Director

Lab Fee: \$50

*Synopsis: **This choir replaces Kantorei and the Do You Like to Sing Choir.** 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 needed. **This course is by audition only in the spring. Lab fee required.***

CONCERT CHOIR

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. Lab fee required.

INSTRUMENTAL MUSIC I, II, III, IV

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

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)

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

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)

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

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.**

ART

3D ART SCULPTURE

Full Year

Grade Level: 10, 11, 12

Lab Fee: \$25

Pre-requisite: Must have Art 1 or Intro

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

Full Year

Grade Level: 10, 11, 12

Lab Fee: \$25

Pre-requisite: 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 pencil, graphite, ink, and chalk, as well as touching 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

AP ADVANCED ART/DRAWING

Full Year

Grade Level: 11, 12

Lab Fee: \$25

Pre-requisite: 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

~~AP ART HISTORY~~

~~Grade Level: 11, 12~~

~~Prerequisite: Recommendation of English teacher and/or world history teacher.~~

~~Synopsis: This is a two-semester course designed for the college-bound student who is a devoted reader: "works of art are simultaneously material objects and historical documents and instruments of social communication." In this course, students will learn to analyze art in all of these aspects. Through comparative analysis of artifacts drawn from many cultures and time periods, the course helps students~~

develop the skills and knowledge essential to understanding the visual arts. Paintings, sculptures, collages, photographs, prints, and works in other media from the Americas, Europe, Africa, Asia, and Oceania are taken as case studies fueling our class discussions and study. There will be investigation into the various functions of art objects and the ways they acquire meanings and value for particular audiences. The guide for our study will be that of the College Board outline. Outline a cumulative design by experienced AP Art History instructors. The goal and the expectation is that all art history students will successfully complete the AP Exam.

3-D / SCULPTURE

Grade Level: 9, 10, 11, 12

Lab Fee: \$25

Synopsis: This class will consist of instruction covering paper, wood, wire, clay, and assemblage sculptures. Student will have an understanding of art techniques as well as problem solving process throughout this class.

CRAFTS

Grade Level: 9, 10, 11, 12

Lab Fee: \$25

Synopsis: This class will consist of instruction covering many craft techniques including weaving, collage, painting, holiday art, etc. Student will gain an understanding of art techniques as well as problem solving processes throughout this class.

DRAWING

Grade Level: 9, 10, 11, 12

Lab Fee: \$25

Synopsis: This class will consist of instruction of drawing techniques in graphite, charcoal, colored pencils and ink. We will be creating landscape, portrait and abstract art. We will be showcasing school spirit drawings and competing in art contests throughout the year.

HONORS STUDIO ART

Grade Level: 9, 10, 11, 12

Fee: \$25

Synopsis: This is a class for any student who has previously taken an art course and wants to expand on their knowledge. It will consist of studio time where the student will need to be self-motivated in creating a 12-piece portfolio. We will compete in several art contests throughout the year.

INTRO TO ART

Full Year

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.

2nd semester will be advanced studies, with an emphasis on Medias; 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

PAINTING

Grade Level: 9, 10, 11, 12

Lab Fee: \$25

Synopsis: This class will consist of instruction covering painting techniques in acrylic, watercolor, and oils. We will be doing landscape, portraits and abstract art. We will paint windows for school events, as well as mural projects. We will compete in art contests throughout the year.

AP STUDIO ART I & II DRAWING or 2-D DESIGN

Grade Level: 11, 12

Prerequisite: Successful completion of Art I, Art II and presentation of satisfactory portfolio of completed art work; students must demonstrate a strong sense of responsibility and self-motivation and be committed to fulfilling the expectation of a completed portfolio for testing. Teacher recommendation required.

*Synopsis: This two semester course is designed to fulfill the requirements set by the College Board. The student will complete a portfolio of a minimum of 24 works. Students will develop the quality and breadth of their work. (Some of these pieces may be pulled from the existing portfolio but must be of exceptional quality) This is a college level art course and should prepare students for further study at any art school or college art program. Students may select the drawing or the 2-dimensional portfolio to complete. This course requires extensive dedicated "home" time in order to complete the required amount of work. It is strongly suggested that students take two years of AP Studio Art in order to have the strongest portfolio. High standards for evaluation of work should be expected. **(There will be a required lab fee plus required silver fee. Students may be required to obtain minimum materials for selected projects. The cost of the AP Portfolio fee is determined by scale of family income. Please inquire).***

PHYSICAL EDUCATION

ADVENTURE SPORTS

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

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

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.

SPORT	GRADE LEVEL	SESSION
Boys' Athletics	9-12	2 semesters
Baseball	9-12	Spring
Baseball	9	Spring
Basketball-Boys	9-12	2 semesters
Cross Country-Boys	9-12	Fall
Football	10-12	Fall
Football	9	Fall
Golf-Boys	9-12	Spring
Tennis-Boys	9-12	Spring
Track-Boys	9-12	Spring
Wrestling	9-12	2 semesters
Off-season weights	9-12	Spring
Girls' athletics	9-12	2 semesters
Basketball-Girls	9-12	2 semesters
Cross Country-Girls	9-12	Fall
Softball	9-12	Fall
Golf-Girls	9-12	Spring
Tennis-Girls	9-12	Spring
Track-Girls	9-12	Spring

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

(One semester)

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)

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)

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

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

(One semester)

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 objectives of JROTC are to prepare 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 which will benefit the student, the community, and the nation.

The four-year JROTC program is divided into various sub-courses designed to prepare the cadet for the following year. Sub-courses included in the program include introduction to ROTC and the Army; service/ROTC opportunities; leadership, drill and ceremonies; hygiene and first aid; military map reading; marksmanship and weapons safety; oral communications; and military history.

Third or fourth year cadets are officers and non-commissioned officers of the Cadet Corps.

JROTC DRILL/COLOR GUARD COMPETITION TEAM

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

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 to prepare for future competitions and conduct maintenance on equipment and shooting range as required. Cadets fire the Daisy pellet rifle during this class. 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 I

Grade Level: 9, 10, 11, 12

JROTC I is an introductory course that encourages initiative and self-confidence. Students in JROTC gain knowledge and develop skills in oral and written communication techniques, reading comprehension, leadership, physical fitness, first aid and health, map reading, citizenship, history, and math skills. This course develops attitudes of understanding and tolerance with a strong emphasis on developing personal

responsibility and a strong sense of teamwork. Students participate in precision drill, color guards and other co-curricular activities. 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: Introduction to Leadership Education and Training (LET 1 first-year cadets)

JROTC II

Grade Level: 10, 11, 12

Prerequisite: JROTC I

Students will gain an understanding of the importance for career planning, goal setting, and time management. Students practice leadership and the ability to live and work cooperatively with others through the effective understanding and application of leadership traits, principles, styles and values. Students demonstrate the effective understanding and application of leadership techniques, the planning process, and the decision-making/problem solving process. Students assist instructors in teaching precision drill and other various classes to first year cadets. Students will demonstrate ethical values and good citizenship. 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: Intermediate Leadership Education and Training (LET 2 second-year cadets)

JROTC III

Grade Level: 11, 12

Prerequisite: JROTC I, II

This course exposes students to applied leadership and focuses on the effective leader. It provides an examination of the basic theories of leadership and leader behavior. It develops the student's abilities to analyze, evaluate and solve leadership problems through real world, practical exercises. Emphasis is placed on developing personal accountability and a strong sense of teamwork. 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: Applied Leadership Education and Training (LET 3 third-year cadets)

JROTC IV

Grade Level: 12

Prerequisite: JROTC I, II, III

In this capstone course, students practice the principals, objectives, and techniques of leadership/management. Emphasis is on problem analysis and decision-making, delegation and control, planning and organizing, and interpersonal skills required for effective management. Students experience the functions of leadership and the special problems associated with it. This course prepares students for responsible leadership roles while making them aware of their rights, responsibilities and privileges as American citizens. 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: Advanced Leadership Education and Training (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

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.*

AGRISCIENCE II

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.

ANIMAL SCIENCE I

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.

ANIMAL SCIENCE II

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 procedure are encouraged to take this class.

ENVIRONMENTAL SCIENCE AND NATURAL RESOURCES

Grade Level: 10, 11, 12

Prerequisite: Ag I

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.

HORTICULTURE I

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.

HORTICULTURE II

Grade Level: 11, 12

Prerequisite: Ag 1, Horticulture I

Synopsis: Instruction focuses on ornamental horticulture, landscape design, interior plantscapes, 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.

HORTICULTURE III

Grade Level: 11, 12

Prerequisite: Ag 1, Horticulture I & II

Synopsis: This class will provide students with practical knowledge about greenhouses that will make them better equipped to be successful in the work place. It is designed for the more serious horticulture student.

SOIL, PLANT AND CROP SCIENCE

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.

FAMILY AND CONSUMER SCIENCES

CHEMISTRY OF FOOD

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

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

(One semester)

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

(One semester)

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

(One semester)

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

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

(One semester)

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

(One semester)

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

(One semester)

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.

CONCURRENT ENROLLMENT

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~~Guthrie High School students who are concurrently enrolled in higher education course(s) will be awarded both high school and college credit for course work completed during the academic year. EOJ tested subjects (Algebra II, Geometry, US History, English II & III, and Biology) will not be eligible for dual credit through concurrent enrollment.~~

~~If a student chooses to take a course that is approved on the State Department of Education's review list, but correlates credit to an EOJ tested subject, the concurrent course will be transcribed as an elective, with~~

a P, F, or NC grade. The grade a student receives in a non-EOI tested concurrent class will be figured into the student's high school grade point average.

If a student withdraws from the college course by the "Withdraw without Grade" (or equivalent) deadline, the student will receive an NC on their transcript.

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The following table will be used as a guide when considering dual academic credit:

College Algebra	Correlated to	1 unit HS Algebra III*
General Biology (w/ lab)	Correlated to	1 unit HS Biology II
English Comp 1	Correlated to	½ unit (1 st sem) HS English IV
English Comp 2	Correlated to	½ unit (2 nd sem) HS English IV
American Federal Government	Correlated to	½ unit HS American Government
Introduction to Speech	Correlated to	½ unit HS Speech
Personal Finance	Correlated to	½ unit PFL

It is the responsibility of the student to submit their final transcript upon completion of the course to receive credit. The transcript must be received in the counselor's office within two weeks of the ending of the high school semester.

Any student, who is concurrently enrolled and withdraws or fails to attend the concurrently enrolled classes, must immediately return to Guthrie High School for 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. Juniors must score a minimum composite of 21 on the ACT, or have an un-weighted GPA of 3.50. Seniors must score a minimum composite of 19 on the ACT, or have an un-weighted GPA of 3.0
 - a. Students must also have an ACT subscore of at least 19 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, 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 .5 cr Non-Weighted	Replaces AP Eng 4 Sem 1
English Comp 2/Eng 1213	.5 cr Weighted .5 cr Non-Weighted	Replaces AP Eng 4 Sem 1
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 1493 – US History Since 1877	1 cr Weighted	Replaces AP History
History /HIST 1483 – US History to 1877	.5 Weighted .5 Non-Weighted	Does not replace HS history due to the time frame covered. <i>Students are encouraged to take 1493. Can be used as an elective credit.</i>
Biology w Lab – BIOL 1114/1124 / NB 1114	2 cr Weighted	Replaces AP BIOL
Personal Finance / ECON 2013	.5 Weighted .5 Non-Weighted	Replaces HS PFL
Speech / Speech 1113	.5 Weighted .5 Non-Weighted	Replaces HS Speech
Humanities	.5 cr Weighted .5 cr Non-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 Center Course Offerings

Advanced Pharmacy Technology
Air Conditioning and Refrigeration
Automotive Technology
~~Biotechnology~~
Biomedical-STEM
Business Technology
Collision Repair Technology
Computed Aided Drafting
Cosmetology
Culinary Arts
Digital Media
~~Electrical Technology~~
Facilities Maintenance
Health Careers
~~Health Informatics Technology~~
Information Technology
~~Machine Tool/CNC Machining~~
Manufacturing Technology
Masonry
Pharmacy Technician
Precision Metal Fabrication
~~Pre-Engineering Technology~~ **Academy STEM**
Product Development and Machining
Residential & Commercial Construction
Welding Technology

MEMORANDUM OF UNDERSTANDING

BETWEEN

Meridian Technology Center

and

Guthrie Public Schools

- Purpose:** The purpose of this Memorandum of Understanding is to outline an agreement in which **Meridian Technology Center** has agreed to provide **Guthrie Public Schools** the sum of \$50,000.00 to supplement funding for two Guthrie Middle School Gateway To Technology Programs (\$25,000.00 each). The funding award is for classroom and/or lab costs of the program listed above and may not be expended for any other purpose.
- Agreement Period:** The term of this Agreement is from July 1, 2017 through June 30, 2018.
- Payment Terms:** **Meridian Technology Center** will disburse funds in two increments: the first installment to be paid on or before October 1, 2017 and the second installment paid on or before February 1, 2018.
- Facilities:** Classes will be conducted in facilities provided by **Guthrie Public Schools** and located at Guthrie Middle School.
- Program Materials And Equipment:** Program instructional materials and supplies for the classes identified will be provided by **Guthrie Public Schools**. **Meridian Technology Center** agrees to provide additional resources in the form of materials, instructional support, technology and equipment.
- Project Description:** **Guthrie Middle School** will provide the following program for the 2017-2018 School Year:
- The GMS Gateway To Technology program for 8th grade students is designed to actively engage learners in hands-on projects and career exploration/preparation in an effort to increase student interest in viable careers and continued education and training to support their career goals.

Meridian Technology Center will be responsible for the following:

1. Provide instructional support in the form of career specialists, guest speakers, special activities, etc.
2. Provide Student Service, Recruitment and Marketing services as needed.
3. Provide in-kind support services such as technical, facilities, etc.
4. Provide loaned and/or surplus items for program use.
5. Provide funding award to supplement the program listed above.

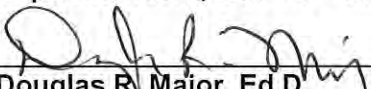
Guthrie Public Schools will be responsible for the following:

1. Provide qualified and certified administrative and instructional staff members to deliver the program listed above.
2. Provide facilities for the above listed program.
3. Provide utilities, maintenance, and custodial support for the above listed program.
4. Assist **Meridian Technology Center** in the evaluation of the project's objectives, Guthrie Public Schools agrees to cooperate with MTC to develop a mutually agreeable evaluation plan. Guthrie Public Schools agree to provide MTC narrative and financial reports, as requested, on the use of the funds.

It is understood that the **GMS Gateway To Technology Program** receives its primary funding from the **Guthrie Public Schools**. This additional grant award from **Meridian Technology Center** will continue on an annual basis as long as adequate funding is available and program evaluations continue to provide positive indicators for continued support. This agreement can be modified or cancelled by either or both parties if funding should change materially or become non-existent. It is agreed that this grant award will be based upon an annual agreement signed by the superintendent of both schools.

Signatures:

Mike Simpson, Ed.D.
Superintendent, Guthrie Public Schools



Douglas R. Major, Ed.D.
Superintendent, Meridian Technology Center

Date

6-26-17

Date

LOAN AGREEMENT FOR CHILD NUTRITION FUND DEFICITS

This contract and agreement, made and entered into the 10th day of July, 2017 by and between the General Fund, hereinafter referred to as First Party, and the Child Nutrition account, hereinafter referred to as Second Party, of Guthrie School District, witness:

The First Party contracts and agrees to furnish the Second Party the cost of an amount not to exceed \$125,000.00 as a contingent liability subject to repayment as funds become available from the party of the Second Party. This loan agreement must ensure that the party of the Second Party will use these funds only for the operation and improvement of the nonprofit Child Nutrition Fund for children. This loan agreement may include items such as utilities, indirect costs/overhead, and the coverage of end-of-year shortfalls (i.e., salaries, supplies, etc.).*

The Second Party agrees to the loan and to pay as specified the costs of the same shown on the agreement on or before June 30, 2018.

It is further mutually agreed between the parties hereto, as follows:

1. Any change in services or cost of services shall be made only by mutual agreement of each of the parties hereto in writing by attaching a copy of such change or changes to this contract as an addendum thereto.
2. Rights and obligations of the parties hereto shall be governed by Federal and State Laws.
3. This contract and all provisions hereto shall be binding upon the successors and assigns of the parties hereto insofar as the parties may bind their successors and assigns under the laws of the State of Oklahoma.

Witness our hands the day and year first above written.

President/Board of Education

Child Nutrition Program Director

Clerk/Board of Education

Subscribed and
Sworn to before me _____

My commission expires _____

Notary Public

* If utilities and indirect costs/overhead are to be paid from the Child Nutrition account, it must be part of this contract

Great Plains Coca-Cola Bottling Company

600 N May Ave Oklahoma City, Ok 73107 | P:405-280-2000

May 31, 2013

Great Plains Coca-Cola (GPCC) and Imperial Vending would like to offer the following to the Guthrie Public School district for a 5 year agreement with annual renewals.

Beverage Vending:

GPCC will offer the amount of \$2,000 annually for the life of the agreement.

GPCC will continue to offer the following for the vended beverages:

40% commission on all vended 20oz sparkling/20oz Dasani

15% commission on all vended 12oz sparkling

20% commission on all vended still beverage

GPCC will also provide \$1,000 in donated product annually for any school function not to be resold.

GPCC will also provide \$1,000 of Powerade sideline items at the beginning of each school year per life of the contract.

Snack Vending:

Imperial will offer the amount of \$1,500 annually for the life of the agreement.

Imperial will continue to offer the following for the vended snacks:

10% commission on all vended snack items.

Both companies will have the option to review and/or change vend rates at the end of year one of the agreement.

5 year Financial Summary:

Annual Funding Total: \$3,500

Annual Estimated Vending Commissions: \$13,000

Annual Donated Product: \$1,000

Total financial impact for 5 year agreement: \$87,500

Please let me know if this is satisfactory and we can have a contract draft created for your approval.

If you have any questions about what was provide in this memo, please feel free to contact us.

Thank You.

Jason Summers

Great Plains Coca-Cola Bottling Company

summersj@gpcocacola.com

405-280-2344

RC Powers

Imperial Vending

405-615-8040

SCHOOL BEVERAGE AGREEMENT

THIS SCHOOL BEVERAGE AGREEMENT (the "Agreement") is made by and between GREAT PLAINS COCA-COLA BOTTLING COMPANY ("Great Plains") and the Guthrie School District identified below (the "School") on this 1st day of July, 2013.

1. Background. School owns and/or operates one or more schools (together with all athletic and any other related sites, the "Facilities") serving grade school and/or high school students. Great Plains distributes various beverages in support of the School's operations. The parties have combined their resources to develop a beverage program for the Facilities that will enhance the educational experience of the School's students, and promote healthy choices by the students. For purposes of this Agreement, the term "Beverages" shall refer to bottled water, milk and juice products, soft drinks and all other beverages of any type whatsoever, including hot, cold or frozen, carbonated or non-carbonated, and naturally or artificially flavored drinks (but excluding coffees and teas freshly brewed on the premises, tap water, and juice squeezed fresh on the premises).

2. Term. The term (the "Term") of this Agreement shall begin on July 1, 2013 with (a) 5 years agreement with annual renewals, after the start date, and (b) 120 days after the School gives Great Plains written instructions to remove its equipment from the Facilities, subject to the other terms and provisions hereof.

3. Healthy Choices. The parties agree that the applicable American Beverage Association standards (or other appropriate standards selected by Great Plains after consultation with the School) promoting healthy options for students will be followed in the performance of this Agreement, which currently are as outlined in Exhibit B attached hereto.

4. Distribution Equipment. To facilitate the distribution of Beverages at the Facilities, Great Plains shall place the equipment listed on Exhibit A at the Facilities at no cost to the School. All equipment is and shall remain the property of Great Plains. Commission rates, if applicable, are reflected in Exhibit A hereto. Great Plains shall maintain all of its equipment in good working condition and keep the equipment in a clean, neat, and sanitary condition. Product pricing is reflected in Exhibit A hereto, provided that due to the long term nature of this Agreement Great Plains shall have the right (i) to modify retail vend pricing to fit market conditions, and (ii) to increase wholesale prices, provided that any such increase will not exceed 5% during any calendar year. Great Plains will maintain adequate insurance coverages at all times during the Term and, upon the request of the School, provide certificates of insurance evidencing such coverage.

5. Funding Elements. Any commission rights, funding or other support agreements between Great Plains and School associated with this Agreement are reflected in Exhibit A hereto. All equipment commitments by Great Plains and all funding elements associated with this Agreement are based upon an expectation that the minimum volume level(s) reflected in Exhibit A hereto will be met (or exceeded) for all periods during the Term. If the referenced volume levels are not maintained for any reason or material changes in the School's operations occur that are reasonably expected to reduce volume, the parties shall attempt in good faith to reach an agreement to reduce equipment placements and/or funding and, if such an agreement

cannot be reached, Great Plains shall have the right to terminate this Agreement by giving written notice to School.

6. Exclusive Distribution. Any and all Beverages distributed, used or otherwise located on any of the Facilities during the Term will be purchased from Great Plains. No competitive Beverages will be distributed, used or otherwise located on any of the Facilities during the Term. Any and all signage and other marketing activities associated with the Facilities will promote those Beverages distributed by Great Plains only. No competitive Beverages will be promoted under any circumstances at any of the Facilities during the Term.

7. No Conflicting Rights. School represents and warrants that (a) this Agreement has been properly authorized by all necessary action of School, including all necessary governing board approvals, and is a valid, binding and enforceable agreement binding on School, (b) no third parties hold any contractual rights which could reasonably be expected to adversely affect the rights granted to Great Plains in this Agreement, and (c) no rights will be granted by School in the future which could reasonably be expected to adversely affect Great Plains' rights hereunder.

8. Integrated Agreement. The parties agree that there are no representations, understandings, stipulations, agreements or promises pertaining to this Agreement which are not incorporated herein. This Agreement will not be altered, waived, amended or extended, except by a written agreement signed by Great Plains and School. At the end of the Term, recognizing the significant account start-up and capital costs incurred by Great Plains in reliance on this contract, School agrees to negotiate in good faith with Great Plains exclusively for a period of sixty (60) days towards renewal, and Great Plains shall have a right of first refusal with respect to subsequent contracts involving any dispensing rights for any Products at the Facilities, or any Facility. This Agreement amends by substitution and supersedes any previous agreements between School and Great Plains governing the sale and distribution of Beverages at the Facilities or any portion thereof.

9. Miscellaneous. The provisions of this Agreement will be binding upon and insure to the benefit of School and Great Plains and their respective successors in interest and legal representatives, provided that the School will not be entitled to assign its rights hereunder without Great Plains' prior written consent. This Agreement will be construed and enforced according to the internal laws of the State of Oklahoma. If either party fails to fulfill its obligation under this Agreement, such party shall be in default. If such party fails to cure such default within thirty (30) days after written notice of such default, the other party may terminate this Agreement by giving the defaulting party written notice of termination and/or recover its damages. Any suit, action or proceeding with respect to this Agreement shall be brought exclusively in courts located in Oklahoma County, Oklahoma. If any provision of this Agreement is illegal, invalid or unenforceable under any present or future law, the remainder of this Agreement will not be affected thereby. It is the intention of the parties that if any provision is held to be illegal, invalid or unenforceable, there will be added in lieu thereof a provision as similar in terms to such provision as is possible and which is legal, valid and enforceable.

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the date above written, provided School acknowledges that this Agreement is not binding on Great Plains

until executed by the President or a Vice President of Great Plains, and a fully executed copy is returned to School.

GREAT PLAINS COCA-COLA
BOTTLING COMPANY

By: _____

Name: Rickey TrueLove

Title: VP MARKETING

Date: 6-13-13

CUSTOMER

Guthrie Public Schools

[School/School District Name]

By: Mike Simpson

Name: Dr. Mike Simpson

Title: Superintendent

Date: 07-15-13

Notice Address:

Guthrie Public Schools

802 E. Vilas

Guthrie, OK 73044

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Exhibit A - Pricing and Equipment


Wholesale Pricing	
Description	Case Price
8oz Bottles CSD	N/A
7.5oz Can CSD	N/A
12oz Can CSD	\$11.55
12oz 12pk PET CSD	N/A
20oz Bottles CSD	\$24.99
1 Liter Bottles CSD	N/A
2 Liter Bottles CSD	N/A
355ml Glass CSD	N/A
500ml Glass CSD	N/A
Seagrams 10oz Bottles	N/A
Seagrams 1 Liter Bottles	N/A
Seagrams 2 Liter Bottles	N/A
300ml Dasani	N/A
20oz Dasani	\$16.35
1 Liter Dasani	N/A
.5lt 24pk Dasani	N/A
Dasani Drops	N/A
24oz H2OU, OSU, HOG	N/A
Evian 1L 12ct	N/A
20oz Smartwater	N/A
700ml Smartwater	N/A
1 Liter Smartwater 12ct	N/A
12oz Vitaminwater	N/A
20oz Vitaminwater	N/A
32oz Vitaminwater 12ct	N/A
16.9oz fruitwater	N/A
14oz ZICO	N/A
10oz Bottles Minute Maid 100% Juice	N/A
15 2oz Bottles Minute Maid 100% Juice	\$26.40
12oz Bottles V8 100% Juice	N/A
16oz Bottles V8 Splash Juice Blend	N/A
20oz MM Refreshment	N/A
11.5oz Core Power	N/A
16.6oz FUZE Juice Blend	N/A
Tum-E Yummies 12ct	N/A
16.9oz Honest Tea	N/A
Gold Peak 18.5 PET 12ct	N/A
20oz FUZE Tea	N/A
12oz Bottles Powerade	\$14.65
20oz Bottles Powerade	\$23.50
32oz Bottles (15ct) Powerade	N/A
Powder 2.5gal 8ct Powerade	N/A
Powerade Drops	N/A
22oz NCS Active Bottle Energy	N/A
16oz Cans (24ct) Energy	N/A
16oz Cans (12ct) Energy	N/A
2.5 Gallon BNB Fountain	N/A
5 Gallon BNB Fountain - Coke	N/A
5 Gallon BNB Fountain - Dr Pepper	N/A
Premix Fountain	N/A
20lb CO2	N/A
12oz Paper Cups	N/A
21oz Paper Cups	N/A
24oz Paper Cups	N/A
32oz Paper Cups	N/A
44oz Paper Cups	N/A
44oz Paper Cups	N/A
16oz Foam Cups	N/A
24oz Foam Cups	N/A
32oz Foam Cups	N/A
32oz Contour Cups	N/A

Vend Price & Commission Rate		
Description	Vend Rate	Commission
12oz CSD	\$0.75	15%
20oz CSD	\$1.25	40%
12oz PET CSD	N/A	N/A
10oz NR MMJTG	\$1.00	15%
15 2oz MMJTG	N/A	N/A
20oz Min Maid Ref	N/A	N/A
16.9oz Fuze PET	N/A	N/A
16oz Full Throttle	N/A	N/A
16oz NOS	N/A	N/A
16oz Monster *NW Arkansas Only	N/A	N/A
12oz PET POWERaDE	\$1.00	0%
20oz POWERaDE	N/A	N/A
300ml Dasani	N/A	N/A
20oz Dasani	\$1.25	40%
24oz H2O Wtr	N/A	N/A
20oz Smartwater	\$1.50	20%
20oz Vitamin Water	\$1.25	20%
Gold Peak 18.5oz PET	N/A	N/A
20oz Fuze Tea	N/A	N/A
16.9oz Honest Tea	\$1.25	15%
12oz Bottles V8 100% Juice	\$1.25	15%
16oz Bottles V8 Splash Juice Blend	\$1.25	15%

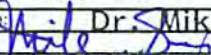
Equipment	
Description	Quantity
Bottle Vendor	6
Can Vendor	1
Double Door CCM	4
Single Door Cooler	3
Small Glass Front	1
Drop In	0
Bar Gun	0
Premix Mch	0
Postmix Mch/Ice Combo	0

Soft Assets	
Description	Quantity
Barrel Cooler	N/A
Texas Tanker	N/A
Clock	N/A
Menu Board	N/A

Great Plains Coca-Cola

Print Name: Rickey Tidlove
 Signature: 
 Title: VP of Marketing
 Date: 6-13-13

Account name: Guthrie Public Schools

Print Name: Dr. Mike Simpson
 Signature: 
 Title: Superintendent
 Date: 07-15-13

Funding Elements/Volume Expectations

Great Plains has agreed to make the following payments to Customer during the contract years indicated.

Cash Funding						
Description	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Total Term
Exclusivity Cash Funding	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$10,000

Great Plains has agreed to donate certain Beverages to Customer at no cost, provided the maximum retail value for the donations are as follows for each contract year.

Product Donations						
Description	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Total Term
Product Donation	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$5,000

Great Plains donated certain items to Customer under prior agreements which Great Plains will allow Customer to utilize during the current term, as follows:

Carryover Support	
Description	Value

Great Plains has agreed to provide certain signage or other items described below to Customer at no cost for Customer's use during the Term.

Other Support	
Description	Maximum Cost
PowerAde sideline merchandise	\$1000 annually

Minimum volume level(s) per Section 5 of the Agreement.

Minimum number of wholesale cases per semester 670
 Minimum number of full service cases per semester 640


IN NO EVENT WILL GREAT PLAINS PROVIDE ADDITIONAL CONSIDERATION OR CONSIDER ADDITIONAL FUNDING REQUESTS PRIOR TO THE END OF THE TERM SET FORTH IN THE AGREEMENT.

GREAT PLAINS COCA-COLA
 BOTTLING COMPANY

CUSTOMER

Guthrie Public Schools

[School/School District Name]

By: 
 Name: Rickey TRUESDALE
 Title: VP MARKETING
 Date: 6-13-13

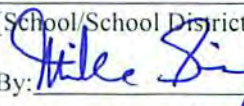
By: 
 Name: Dr. Mike Simpson
 Title: Superintendent
 Date: 07-15-13

EXHIBIT B

School Beverage Guidelines

The American Beverage Association & The Alliance for a Healthier Generation

Elementary Schools

- Bottled water
- Up to 8 ounce servings of milk and 100% juice
 - Fat-free or low-fat regular and flavored milk and nutritionally equivalent (per USDA) milk alternatives with up to 150 calories/8 ounces*

Middle School

- Same as elementary school, except juice and milk may be sold in 10 ounce servings
- As a practical matter, if middle school and high school students have shared access to areas on a common campus or in common buildings, then the school community has the option to adopt the high school standard

High School

- Bottled water
- No – or low – calorie beverages with up to 10 calories/8 ounces
- Up to 12 ounce servings of milk, 100% juice and certain other drinks
 - Fat-free or low-fat regular and flavored milk and nutritionally equivalent (per USDA) milk alternatives with up to 150 calories/8 ounces*
 - 100% juice with no added sweeteners, up to 120 calories/8 ounces, and with at least 10% of the recommended daily value for three or more vitamins and minerals
 - Other drinks with no more than 66 calories/8 ounces
- At least 50% of non-milk beverages must be water and no- or low-calorie options

*In recognition of the currently limited availability of flavored milk with less than 150 calories/8 oz and the importance of milk's natural nutrients in children's diets, flavored milk with up to 180 calories/8 oz will be allowed under these guidelines until August 31, 2008 so long as schools attempt to buy the lowest calorie flavored milk available to them. Because of unique CA state milk regulations, the calorie limit for fat-free and low fat flavored milk in CA schools is 180 calories/8 oz with a transition period until August 31, 2008 that allows 210 calories/8 oz.

Time of Day

- All beverages sold on school grounds during the regular and extended school day.
- The extended school day includes before and after school activities like clubs, yearbook, bank, student government, drama and childcare/latchkey programs.
- These guidelines do not apply to school-related events where parents and other adults are part of an audience or are selling beverages as boosters during intermission, as well as immediately before or after an event. Examples of these events include school plays and band concerts.

Great Plains Coca-Cola Bottling Company

600 N May Ave Oklahoma City, Ok 73107 | P:405-280-2000

May 31, 2013

Great Plains Coca-Cola (GPCC) and **Imperial Vending** would like to offer the following to the Guthrie Public School district for a **5 year agreement with annual renewals.**

Beverage Vending:

GPCC will offer the amount of \$2,000 annually for the life of the agreement.

GPCC will continue to offer the following for the vended beverages:

40% commission on all vended 20oz sparkling/20oz Dasani

15% commission on all vended 12oz sparkling

20% commission on all vended still beverage

GPCC will also provide \$1,000 in donated product annually for any school function not to be resold.

GPCC will also provide \$1,000 of Powerade sideline items at the beginning of each school year per life of the contract.

Snack Vending:

Imperial will offer the amount of \$1,500 annually for the life of the agreement.

Imperial will continue to offer the following for the vended snacks:

10% commission on all vended snack items.

Both companies will have the option to review and/or change vend rates at the end of year one of the agreement.

5 year Financial Summary:

Annual Funding Total: \$3,500

Annual Estimated Vending Commissions: \$13,000

Annual Donated Product: \$1,000

Total financial impact for 5 year agreement: \$87,500

Please let me know if this is satisfactory and we can have a contract draft created for your approval.

If you have any questions about what was provide in this memo, please feel free to contact us.

Thank You.

Jason Summers

Great Plains Coca-Cola Bottling Company

summersj@gpcocacola.com

405-280-2344

RC Powers

Imperial Vending

405-615-8040



Vending Service Agreement

This Agreement is made the first day of July 2013

By and between Guthrie School

And The Imperial Inc (“Imperial”)

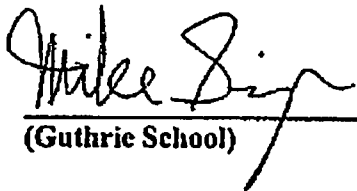
1. The location agrees to allow Imperial rights to vending machines upon location’s business premises subject to the terms and conditions of this agreement.
2. Imperial shall be responsible for installing and maintaining vending and coffee equipment which reasonably meets the location’s needs.
3. Products will be offered at agreed upon prices. Imperial will provide through its equipment merchandise that is reasonably priced and offered in reasonably sized portions. Any change in the wholesale price may result in a change in the selling price through the vending equipment.
4. Imperial agrees to obtain and display all applicable Federal, State and local licenses.
5. Imperial’s personnel will at all times be dressed in clean, neat uniforms and will observe all regulations in effect of premises.
6. Either party may terminate this agreement without cause upon (60) days written notice to the other party.
7. This Five Year Agreement will become effective July 1st 2013 and remain in force for this period. Unless canceled by written notice at least 60 days prior to the termination date, this agreement is deemed to be automatically renewed for additional periods of one year thereafter upon the same terms as set out herein.
8. Location agrees to notify Imperial of any alteration that will affect any of the areas where services are performed. Alterations may include increased workflow or labor hours, holiday employment or special functions. If during the first year of the agreement, the location desires to change price or commission structures, they must notify Imperial in writing 60 days prior to the contract date. Imperial retains the right of first refusal and will respond or counter to competitive proposals within ten- (10) business days.

9. Should Location feel that Imperial failed to provide proposed service levels; Location will notify Imperial in writing of failure to supply service. Service failures will be limited to equipment or service levels. If within thirty- (30) days of the notice of service failure the problem has not been corrected, the Location party may cancel the agreement.
10. Imperial will operate and maintain all vending machines and other equipment in a clean, sanitary condition in accordance with recognized standards for such machines and in accordance with all applicable laws and regulations.
11. Imperial will maintain workers compensation insurance, general liability insurance and vehicle insurance at all times. Certificates available on request.
12. Equipment and support funding:

Pricing Snacks:
 Large Chips 1.00
 Bag Snacks 1.00
 Candy 1.25
 Pastry 1.25
 Mint .75

With an annual funding of \$1,500.00 paid in July of each year

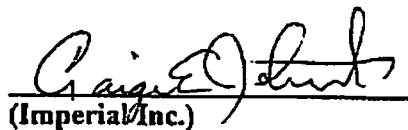
ALL PRICING ABOVE IS GUARANTEED UNTIL JULY 2014



 (Guthrie School)

07-15-13

 (Date)



 (Imperial Inc.)

07-15-13

 (Date)

Lease Agreement



LESSEE	Full Legal Name Guthrie Public Schools		Purchase Order Requisition Number		Phone Number 405 282-8900
	Billing Address 802 E Vilas		City Guthrie	State OK	County Logan
EQUIPMENT	Make	Model #	Serial #	Qty	Description (Attach Separate Schedule A If Necessary)
	Kyocera				
	Riso				
Payment Information	Number of Lease Payments	Lease Payment*	Plus Applicable Taxes	Term of Lease	Payment Frequency: <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other
	48	.006 Per	Image	In Months	End of Lease Option: <input type="checkbox"/> FMV <input type="checkbox"/> 10% <input type="checkbox"/> \$1 <input type="checkbox"/> Other
				End of Lessee Purchase Option shall be FMV unless another is selected.	
				Security Deposit	(Plus) First Period (Plus) Other (Equals) Total Payment Enclosed
			0	0	0

TERMS AND CONDITIONS

* Lease payment may be adjusted for up front sales tax.

1. Lease: You (the "Lessee") agree to lease from us (the "Lessor") the Equipment listed above and on any attached schedule (the "Lease"). You authorize us to adjust the Lease payments by up to 15% if the cost of the Equipment or taxes differs from the supplier's estimate. This Lease is effective on the date that it is accepted and signed by us, and the term of this Lease begins on that date or any later date that we designate (the "Commencement Date") and continues thereafter for the number of months indicated above. Lease payments are due as invoiced by us. As you will have possession of the Equipment from the date of its delivery, if we accept and sign this Lease you will pay us interim rent for the period from the date the Equipment is delivered to you until the Commencement Date as reasonably calculated by us based on the Lease payment, the number of days in that period, and a month of 30 days. Your Lease obligations are absolute, unconditional, and are not subject to cancellation, reduction, set off or counterclaim. You agree to pay us a fee of \$75.00 to reimburse our expenses for preparing financing statements, other documentation costs and all ongoing administration cost during the term of this Lease. Security deposits are non-interest-bearing and may be applied to cure a Lease default. If you are not in default, we will return the deposit to you when the Lease is terminated. If a payment is not made when due, you will pay us a late charge of 5% of the payment or \$10.00, whichever is greater. We will charge you a fee of \$25.00 for any check that is returned. ONLY WE ARE AUTHORIZED TO WAIVE OR CHANGE ANY TERM, PROVISION OR CONDITION OF THE LEASE.

2. Title: Unless you have a \$1.00 purchase option, we will have title to the Equipment. If you have a \$1.00 purchase option and/or the Lease is deemed to be a security agreement, you grant us a security interest in the Equipment and all proceeds thereof. You authorize us to file Uniform Commercial Code ("UCC") financing statement on the Equipment.

3. Equipment Use Maintenance and Warranties: We are leasing the Equipment to you "AS-IS" AND MAKE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. We transfer to you any manufacturer warranties. You are required at your cost to keep the Equipment in good working condition and to pay for all supplies and repairs. The Lease payments set forth above do not include the cost of maintenance and/or service. You agree that we are not responsible for providing maintenance and/or service for the Equipment and you will make all claims related to maintenance and/or service to the service Provider that you enter into an agreement with to provide such maintenance and/or service. No service provider may alter the terms of the Lease or make any promises or arrangements that alter our rights or your obligations under this Lease. You agree that you are expressly assuming any risks arising from such service provider's inability to deliver such maintenance and/or service under any circumstance, including, without limitation, such service provider's financial condition or its inability to repair or service the Equipment. You agree that any claims related to maintenance or service will not impact your obligation to pay all Lease payments when due.

4. Assignment: You agree not to transfer, sell, sublease, assign, pledge or encumber either the Equipment or any rights under this Lease without our prior written consent. You agree that we may sell assign or transfer the Lease and the new owner will have the same rights and benefits we now have and will not have to perform any of our obligations and the rights of the new owner will not be subject to any claims, or setoffs that you may have against us or any supplier.

5. Risk of Loss and Insurance: You are responsible for all risks of loss or damage to the Equipment and if any loss occurs you are required to satisfy all of your Lease obligations. You will keep the Equipment insured against all risks of loss or damage for an amount equal to its replacement cost.

You will list us as the sole loss payee for the insurance and give us written proof of the insurance. If you do not provide such insurance, you agree that we have the right, but not the obligation, to obtain such insurance, and add an insurance fee to the amount due from you, on which we may make a profit. We are not responsible for any losses or injuries caused by the Equipment and you will reimburse us and defend us against any such claims. This indemnity will continue after the termination of this Lease. You will obtain and maintain comprehensive public liability insurance naming us as an additional insured with coverage's and amounts acceptable to us.

6. Taxes: You agree to pay when due, directly or as reimbursement to us, all sales, use and personal property taxes and charges in connection with ownership and use of the Equipment. We may charge you a processing fee for administering property tax filings. You will indemnify us on an after-tax basis against the loss of any tax benefits anticipated at the Commencement Date arising out of your acts or omissions.

7. End of Lease: You will give us at least 60 days but not more than 120 days written notice (to our Address below) before the expiration of the initial lease term (or any renewal term) of your intention to purchase or return the Equipment. With proper notice you may: a) purchase all the Equipment as indicated above under "End of Lease Option" (fair market value purchase option amounts will be determined by us based on the Equipment's in place value); or b) return all the Equipment in good working condition at your cost in a timely manner, and to a location we designate. If you fail to notify us or if you do not (i) purchase or (ii) return the Equipment as provided herein, this Lease will automatically renew at the same payment amount for consecutive 60-day periods.

8. Default and Remedies: You are in default on this lease if: a) you fail to pay a Lease payment or any other amount when due; or b) you breach any other obligation under the Lease or any other Lease with us. If you are in default on the Lease we may: (i) declare the entire balance of unpaid Lease payments for the full Lease term immediately due and payable to us; (ii) sue you for and receive the total amount due on the lease plus the Equipment's anticipated end of Lease fair market value or fixed price purchase Option (the "Residual") with future Lease payments and the Residual discounted to the date of default. At the lesser of (A) a per annum interest rate equivalent to that of a U.S. Treasury constant maturity obligation (as reported by the U.S. Treasury Department) that would have a repayment term equal to the remaining Lease term, all as reasonably determined by Lessor, or (B) 3% per annum, plus reasonable collection and legal costs; (iii) charge you interest on all monies due at the rate of 18% per year or the highest rate permitted by law from the date of default; and (iv) require that you immediately Return the Equipment to us or we may peaceably repossess it. Any return or repossession will not be considered a termination or cancellation of the Lease. If the Equipment is returned or repossessed we will sell or re-rent the Equipment at terms we determine, at one or more public or private sales, with or without notice to you, and apply the net proceeds (after deducting any related expenses) to your obligations. You remain liable for any deficiency with any excess being retained by us.

9. Miscellaneous: You agree the Lease is a Finance Lease as defined in Article 2A of the UCC. You Acknowledge we have given you the name of the Equipment supplier and that you have rights under the contract with the supplier and may contact supplier for a description of these rights. If requested, you will sign a separate Equipment acceptance certificate. This Lease was made in Oklahoma ("OK"), is to be performed in OK and shall be governed and construed in accordance with the laws of OK. You consent to jurisdiction, personal or otherwise, in any state or federal Court in OK and irrevocably waive a trial by jury. You agree to waive any and all rights and remedies granted to you under sections 2A-508 through 2A-522 of the UCC. You agree that the Equipment will only be used for business purposes and not for personal, family or household use, and will not be moved from the above location without our consent. You agree that a facsimile copy of the Lease with facsimile signatures may be treated as an original and will be admissible as evidence of the Lease. We may inspect the Equipment during the Lease term.

LESSEE SIGNATURE

You agree that this is a non-cancelable lease is: NEW USED

Signature: *Mike Simpson* Date: **07-14-14**

Title: **Superintendent** Print Name: **Dr. Mike Simpson**

Legal Name of Corporation: **Guthrie Public Schools**

LESSOR

Image Works of Oklahoma, Inc.

Commencement Date: **7-14-14** Lease Number:

Accepted By: *Paul R. Terry*

ACCEPTANCE

The Equipment has been received, put in use, is in good working order and is satisfactory and acceptable.

Signature: _____ Date: _____

Print Name: _____ Title: _____

GUARANTY

I unconditionally guaranty prompt payment of all the Lessee's obligations under the Lease. The Lessor is not required to proceed against the Lessee or the Equipment or enforce other remedies before the proceeding against me. I waive notice of acceptance and all other notices or demands of any kind to which I may be entitled. I consent to any extensions or modification granted to the Lessee and the release and/or compromise of any obligations of the Lessee or any other guarantors without releasing me from my obligations. This is a continuing guaranty and will remain in effect in the event of my death and may be enforced by the benefit of any assignee or successor of the Lessor. This guaranty is governed by and constituted in accordance with the laws of the Oklahoma and I consent to non-exclusive jurisdiction of any state or federal court in OK and waive trial by jury.

Signature: _____ Print Name: _____ Date: _____

ADDENDUM

Lessee: Guthrie Public Schools

Lessor: Image Works of Oklahoma, Inc.

Adding a CS3501i s/n LAB4401659 with attachments to the lease dated 7/14/14
at the same per image charge of .006.

Lessor:

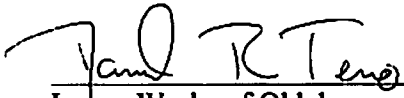



Image Works of Oklahoma, Inc.
Daniel R. Tero, President

Lessee:



Dennis Schultz Asst. Supt.
Print Name and Title

SCHEDULE "A"

Image Works of Oklahoma, Inc.

Guthrie Public Schools

Equipment Make	Model No.	S/N	Quantity	Description
Fogarty Elementary Front Office				
Copystar	CS4501i	LAC4100818	1 ea.	Copier
Copystar	PF-740	LEX4516454	1 ea.	Paper Feeder
Copystar	DP-772	L8R4518357	1 ea.	Doc Processor
Copystar	AK-731	L8M4330911	1 ea.	Attachement Kit
Copystar	DF-790	LF84410815	1 ea.	Finisher
Fogarty Elementary Workroom				
Copystar	CS4501i	LAC4100842	1 ea.	Copier
Copystar	PF-740	LEX4516458	1 ea.	Paper Feeder
Copystar	AK-731	L8M4330909	1 ea.	Attachement Kit
Copystar	DP-772	L8R4518347	1 ea.	Doc Processor
Copystar	DF-790	LF84410812	1 ea.	Finisher
Fogarty Elementary Workroom				
Riso	EZ221U	76693634	1 ea.	Duplicator
Riso	S-4307FM		1 ea.	Stand
Fogarty Elementary Workroom				
Copystar	CS6501i	LAG3400069	1 ea.	Copier
Copystar	DF-790	LF84410811	1 ea.	Finisher
Cotteral Elementary Front Office				
Copystar	CS4501i	LAC4301202	1 ea.	Copier
Copystar	PF-740	LEX4516524	1 ea.	Paper Feeder
Copystar	DP-772	L8R4518349	1 ea.	Doc Processor
Copystar	AK-731	L8M4330914	1 ea.	Attachment Kit
Copystar	DF-790	LF84410870	1 ea.	Finisher
Cotteral Elementary Downstairs Workroom				
Copystar	CS4501i	LAC4100821	1 ea.	Copier
Copystar	DP-772	L8R4518348	1 ea.	Doc Processor
Copystar	PF-740	LEX4516521	1 ea.	Paper Feeder
Copystar	DF-790	LF84410807	1 ea.	Finisher
Copystar	AK-731	L8M4330908	1 ea.	Attachment Kit
Faver Alternative Office				
Copystar	CS4501i	LAC4301120	1 ea.	Copier
Copystar	1503N62US1	LAU4621737	1 ea.	Fax System "W"
Copystar	DF-790	LF84410885	1 ea.	Finisher
Copystar	DP-772	L8R4518350	1 ea.	Doc Processor
Copystar	PF-740	LEX4516529	1 ea.	Paper Feeder
Copystar	AK-731	L8M4330915	1 ea.	Attachment Kit



 Signature

 Superintendent

 Title

 08/21/14

 Date

SCHEDULE "A"

Image Works of Oklahoma, Inc.

Guthrie Public Schools

Equipment Make	Model No.	S/N	Quantity	Description
Central Elementary Office				
Copystar	CS4501i	LAC4100838	1 ea.	Copier
Copystar	1503N62US1	LAU4621738	1 ea.	Fax System "W"
Copystar	DF-790	LF84410874	1 ea.	Finisher
Copystar	DP-772	L8R4518431	1 ea.	Doc Processor
Copystar	PF-740	LEX4516453	1 ea.	Paper Feeder
Copystar	AK-731	L8M4330916	1 ea.	Attachment Kit
Central Elementary Teachers Lounge				
Copystar	CS4501i	LAC4301191	1 ea.	Copier
Copystar	DF-790	LF84410860	1 ea.	Finisher
Copystar	DP-772	L8R4518351	1 ea.	Doc Processor
Copystar	PF-740	LEX4516525	1 ea.	Paper Feeder
Copystar	AK-731	L8M4331067	1 ea.	Attachment Kit
Riso	EZ221U	76693652	1 ea.	Duplicator
Riso	S-4307FM		1 ea.	Stand
High School Teachers Lounge				
Copystar	CS6501i	LAG3Y00099	1 ea.	Copier
Copystar	DF-790	LF84410859	1 ea.	Finisher
Riso	EZ221U	76693435	1 ea.	Duplicator
Riso	S-4307FM		1 ea.	Stand
High School North Office				
Copystar	CS4501i	LAC4100809	1 ea.	Copier
Copystar	1503N62US1	LAU4621733	1 ea.	Fax System "W"
Copystar	DF-790	LF84410871	1 ea.	Finisher
Copystar	DP-772	L8R4518345	1 ea.	Doc Processor
Copystar	PF-740	LEX4516523	1 ea.	Paper Feeder
Copystar	AK-731	L8M4330913	1 ea.	Attachment Kit
High School Office				
Copystar	CS6501i	LAG4100220	1 ea.	Copier
Copystar	1503N62US1	LAU4621741	1 ea.	Fax System "W"
Copystar	DF-790	LF84410894	1 ea.	Finisher
High School North Workroom				
Copystar	CS4501i	LAC4100839	1 ea.	Copier
Copystar	DF-790	L8F4410881	1 ea.	Finisher
Copystar	DP-772	L8R4518355	1 ea.	Doc Processor
Copystar	PF-740	LEX4516526	1 ea.	Paper Feeder
Copystar	AK-731	L8M4331066	1 ea.	Attachment Kit
Elementary 5th Grade Wing Workroom				
Copystar	CS6501i	LAG4100256	1 ea.	Copier
Copystar	DF-790	LF84410821	1 ea.	Finisher



 Signature

 Superintendent

 Title

 08/21/14

 Date

SCHEDULE "A"

Image Works of Oklahoma, Inc.

Guthrie Public Schools

Equipment Make	Model No.	S/N	Quantity	Description
Elementary Main Office				
Copystar	CS4501i	LAC4201112	1 ea.	Copier
Copystar	1503N62US1	LAU4621735	1 ea.	Fax System "W"
Copystar	DF-790	LF83906647	1 ea.	Finisher
Copystar	DP-772	L8R4518354	1 ea.	Doc Processor
Copystar	PF-740	LEX4516460	1 ea.	Paper Feeder
Copystar	AK-731	L8M4330907	1 ea.	Attachment Kit
Elementary 6th Grade Wing Workroom				
Copystar	CS4501i	LAC4100807	1 ea.	Copier
Copystar	DF-790	LF83704255	1 ea.	Finisher
Copystar	DP-772	L8R4518426	1 ea.	Doc Processor
Copystar	PF-740	LEX4516457	1 ea.	Paper Feeder
Elementary Office Lounge				
Riso	EZ221U	76693633	1 ea.	Duplicator
Riso	S-4307FM		1 ea.	Stand
Upper Elementary 4th Gr. Wing Workroom				
Copystar	CS6501i	LAG4100232	1 ea.	Copier
Copystar	DF-790	LF84410886	1 ea.	Finisher
Guthrie Jr. High Office				
Copystar	CS4501i	LAC4201108	1 ea.	Copier
Copystar	1503N62US1		1 ea.	Fax System "W"
Copystar	DF-790	LF84410882	1 ea.	Finisher
Copystar	DP-772	L8R4518356	1 ea.	Doc Processor
Copystar	PF-740	LEX4516455	1 ea.	Paper Feeder
Copystar	AK-731	L8M4330912	1 ea.	Attachment Kit
Guthrie Jr. High A Floor Workroom				
Riso	EZ221U	76693977	1 ea.	Duplicator
Riso	S-4307FM		1 ea.	Stand
Guthrie Jr. High B Floor Workroom				
Copystar	CS6501i	LAG3Y00100	1 ea.	Copier
Copystar	DF-790	LF84410823	1 ea.	Finisher
Guthrie Jr. High C Floor Workroom				
Copystar	CS6501i	LAG3Y00093	1 ea.	Copier
Copystar	DF-790	LF84410816	1 ea.	Finisher
Administration Front Office				
Copystar	CS6501i	LAG3Y00096	1 ea.	Copier
Copystar	DF-790	LF84410822	1 ea.	Finisher
Copystar	1503N62US1		1 ea.	Fax System "W"
Copystar	MT-730		1 ea.	Mail Box



 Signature

 Superintendent

 Title

 08/21/14

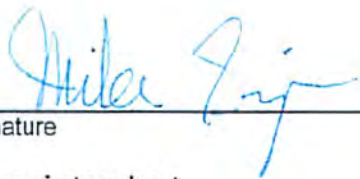
 Date

SCHEDULE "A"

Image Works of Oklahoma, Inc.

Guthrie Public Schools

Equipment Make	Model No.	S/N	Quantity	Description
Administration Dennis's Office				
Copystar	CS4501i	LAC4100831	1 ea.	Copier
Copystar	DF-790	LF83906512	1 ea.	Finisher
Copystar	DP-772	L8R4518352	1 ea.	Doc Processor
Copystar	PF-740	LEX4516459	1 ea.	Paper Feeder
Copystar	AK-731	L8M4330912	1 ea.	Attachment Kit
Maintenance Building				
Copystar	CS4501i	LAC4301118	1 ea.	Copier
Copystar	1503N62US1	LAU4621742	1 ea.	Fax System "W"
Copystar	DP-772	L8R4518353	1 ea.	Doc Processor
Copystar	DF-790	LF84410814	1 ea.	Finisher
Copystar	PF-740	LEX4616528	1 ea.	Paper Feeder
Copystar	AK-731	L8M4330910	1 ea.	Attachment Kit
Copystar	MS3540idn	LSH4602016	1 ea.	Copier
	MFP-1		28 ea.	Surge Protector



Signature

Superintendent

Title

08/21/14

Date

HILBORNE & WEIDMAN
A PROFESSIONAL CORPORATION
ATTORNEYS AND COUNSELORS
2405 EAST 57TH STREET
TULSA, OKLAHOMA 74105-7548

TELEPHONE:
(918) 749-0111
TELECOPIER:
(918) 749-0335

July 10, 2017

Board of Education
Independent School District No. 1
of Logan County, Oklahoma
802 E. Vilas
Guthrie, Oklahoma 73044

We are pleased to submit this proposal to serve as Bond Counsel and Disclosure Counsel to Independent School District No. 1 of Logan County, Oklahoma (the "District"), regarding your proposed issuance and sale of General Obligation Bonds (the "Bonds").

Bond Counsel Engagement. As your Bond Counsel, we will work closely with your attorney, financial advisor and staff and we will provide all legal services for the proper issuance of such Bonds, including drafting the no-arbitrage certificate, reviewing the notice of sale and bond resolution and reviewing relevant portions of your official statement to ascertain compliance with applicable ongoing disclosure requirements. We will also provide our market legal opinion to the purchaser of the Bonds issued without charge to such purchaser.

Disclosure Counsel Engagement. As your Disclosure Counsel, we will work closely your attorney, financial advisor, and staff and advise you on the preparation of the District's Preliminary and Final Official Statements used in connection with the offer and sale of the Bonds. In this connection, the firm shall provide such legal services as may be required to assist in the preparation of the Preliminary and Final Official Statements and the review of the material contained therein with the proper District officials. The firm will prepare and submit a Due Diligence Questionnaire which must be reviewed and completed by the District. The Due Diligence Questionnaire will help to lead the District through the disclosure process necessary in connection with the offer and sale of the Bonds.

It is specifically understood that the Preliminary and Final Official Statements of the District are District's documents and the District is alone responsible for compliance by the District with all state and federal securities laws and regulations. The Firm will assist and advise the District in legal matters relating to its compliance with such laws and regulations.

For such services rendered in connection with such issue of Bonds, our fee as Bond Counsel and Disclosure Counsel would be Ten Thousand dollars (\$10,000.00), to be paid at the time such Bonds are delivered.

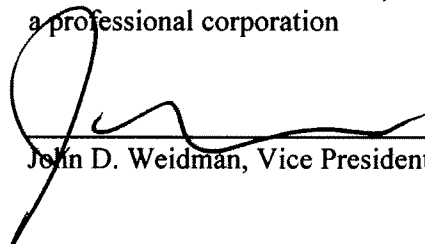
The fee is contingent upon delivery of and payment for any such Bonds. In the event no Bonds are issued and delivered, we would receive no compensation for our services rendered therewith. The above quoted fee includes our out-of-pocket travel, telephone and photocopying expenses and there will be no reimbursement for such items.

In addition, we agree to provide the School District with ongoing advice and counsel upon request regarding bond and disclosure matters. For such services our rate is \$165.00 per hour, plus any reasonable out-of-pocket expenses, and we will bill you monthly.

We stand ready to proceed upon written notification from you and we will carry out the work with due diligence to completion within a reasonable time from notice to proceed.

Respectfully submitted,

HILBORNE & WEIDMAN,
a professional corporation



John D. Weidman, Vice President

Approved and accepted this 10th day of July, 2017.

Independent School District No. 1 of
Logan County, Oklahoma

President

Attest:

Clerk

(Seal)


ANTI-KICKBACK AFFIDAVIT OF DISCLOSURE COUNSEL

STATE OF OKLAHOMA)
) SS
COUNTY OF TULSA)

I, John D. Weidman, of lawful age, being first duly sworn, and being a duly authorized representative of Hilborne & Weidman, a professional corporation, the Disclosure Counsel firm assisting the subject school district with the following bonds:

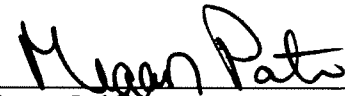
\$3,200,000 Building Bonds, Series 2017 of Independent School District Number 1 of Logan County, Oklahoma, dated: October 1, 2017

do hereby, on behalf of said Disclosure Counsel, hereby certify and affirm that neither I, nor to the best of my knowledge and belief, any officer, member, employee or representative of said firm of Disclosure Counsel has knowingly given or offered a "kickback" as defined in 74 O.S., §3402, neither directly or indirectly, to said School District, nor to any member or officer of the Board of Education, nor to any other employee or representative of said School District, in connection with said bond issue contrary to the provisions of the Anti-Kickback Act of 1974, 74 O.S., §§3401-3407.



John D. Weidman
Hilborne & Weidman
a professional corporation

Subscribed and sworn to before me this 10th day of July, 2017.

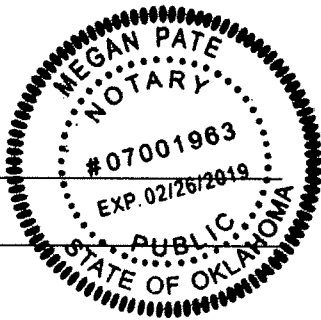


Notary Public

(Seal)

My commission expires: _____

Commission No.: _____





Board of Education Personnel Reports

Employment Request

Classification						
Certified						
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Boyenga, Rachel	Fogarty	3rd Grade	08/15/17		6	Gail Ritter
Bradbeary, Ashley	High School	AG Instructor	07/12/17		6	Marty Jones
Carroll, Rachel	GUES	5th Grade	08/15/17		6	Theresa Weir
Dietz, Julie	GUES	5th Grade	08/15/17		6	Ashley Wilson
Fairchild, Morgan	Administration	Psychometrist	08/15/17		6	Stephanie Sanders
Henry, Nicha	Junior High	Library Media Specialist	08/15/17		6	Jeri Mick
Mabrey, Meagan	Cotteral	Kindergarten	08/15/17		6	Katie Young
Whitehead, Susan	GUES	6th Grade Social Studies	08/15/17		6	Christine Durham
Williams, Kaitlyn	High School	AG Instructor	07/01/17		6	Kylie Wooderson

Classification						
Support						
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Coleman, Bernadet	GUES	ISS Paraprofessional	08/15/17	3	7.5	Anthony Bowie
Williams, Ebony	GUES	Sp Ed Paraprofessional	08/15/17	3	7.5	Carolyn Best

FMLA Request

Support: 1

Certified: 1

Separation of Employment

Classification					
Certified					
Name	Site	Teaching Assignment	Reason for Separation	Effective Date	
Sanders, Stephanie	Administration	Psychologist	Resigning	6/27/2017	
Weir, Theresa	GUES	5th Grade	Resigning	6/19/2017	

Classification					
Support					
Name	Site	Teaching Assignment	Reason for Separation	Effective Date	
Robinson, Lewis	Transportation	Route Driver	Retiring	6/28/2017	
Roof, Adam	Maintenance	Full Time Maintenance	Resigning	7/13/2017	

Memo

To: Dr. Mike Simpson and Guthrie Board of Education
From: Doug Ogle, Executive Director of Personnel and Secondary Education
Date: June 26, 2017
Re: Statutory Waiver Application for Approval

Attached is an application requesting a deregulation for Nicha Henry who if approved will be a Library Media Specialist at the Junior High. This deregulation requirement pursuant to 70 O.S. 3-126 must be approved by Guthrie School Board and then the Oklahoma State Board of Education in order to be in compliance.

Due to the shortage of qualified applicants in replacing a Library Media Specialist, the administration would like to employ Mrs. Henry as Library Media Specialist at Guthrie Junior High School for 2017-18 school year. Mrs. Henry is currently working on her Library Media Specialist degree from Northeastern and is certified in English and Journalism.



STATUTORY WAIVER/DEREGULATION APPLICATION INSTRUCTIONS

(Oklahoma Deregulation Act, 70 O.S. § 3-124, et seq.)

Accreditation Standards Division

2500 North Lincoln Boulevard, Suite 210 • Oklahoma City, Oklahoma 73105-4599

Statutory Waivers/Deregulations for the next year will be accepted from April 1 through October 1, with the following exceptions:

- Resignation of staff causing changes in library media service requirements after October 1.

Other waivers/deregulations such as teachers attending school to obtain library media specialist certificates, alternative school abbreviated days, and waivers of alternative school coop agreements, should all be decided and applied for by October 1st of the current school year.

(For submission of a Statutory Waiver/Deregulation after October 1, call Accreditation, (405) 521-3335.)

NOTE: Beginning July 1, 2017, waivers and deregulations can be requested for three years. (Library Media Specialist Certificate Exemption must provide proof of enrollment for the applicant every year. Library Media Services must provide a schedule of operation every year.)

If you need technical assistance, please discuss the application with the Accreditation Division, (405) 521-3335.

Preparing the Statutory Waiver/Deregulation

- 1 **Submit a cover letter on school letterhead**, with the superintendent's signature, with a brief explanation of the request for a statutory waiver/deregulation.
- 2 Complete entire cover page.
 - Original signatures of the Superintendent, Principals, Board President and notary with a stamp/seal are required.
 - Cite the statute/OAC number in Title 70 or the Oklahoma Administrative Code to be waived (See below).
 - **The questionnaire following the cover sheet must be answered in order to process the application.**
 - **For Library Media Specialist** (teacher obtaining their LMS degree & certification), the teacher affected must include a letter of their intent to obtain the degree/certificate and proof of their enrollment in classes at a qualified university/college for the area of study.
 - **For adjunct teacher waivers:** Application must include board minutes approving the teacher as an adjunct (For those teaching more than three hours per day, 270 hours per semester).
 - **For abbreviated day deregulation:** Application must include a schedule of hours of instruction and numbers of days taught per week.
 - **For library media services deregulation:** Application must include a schedule of operation for the library, hours the library is open and a list of who is scheduled to cover those hours.

③ A Statutory Waiver/Deregulation can be requested for the following statutes and Oklahoma Administrative Codes:

STATUTORY WAIVERS

- 70 O.S. § 1-112 - **Saturday School**
- 70 O.S. § 1-122.3 - **Adjunct Teachers** - teaching for more than three hours a day or 270 clock hours per semester.
- 70 O.S. § 3-126 - **Library Media Specialist/waive certification only** - teacher attending college/university to obtain Library Media Specialist certification.
- 70 O.S. § 1210.568 - **COOP Agreement** - When a public school wants to serve fewer than 10 students in the alt ed program instead of COOPing with other districts.

NOTE: Statute 70 O.S. § 1-111 - Two Instructional Days in a 24 Hour Period (Parent Teacher Conference) and 70 O.S. § 1-109 - Extended/Flexible Day no longer requires a statutory waiver.

DEREGULATIONS

- OAC 210:35-5-71 - **Library Media Services Elementary School** - School is changing the standard of library services for their size school.
- OAC 210:35-7-61 - **Library Media Services Middle School** - School is changing the standard of library services for their size school.
- OAC 210:35-9-71 - **Library Media Services Secondary School** - School is changing the standard of library services for their size school.
- OAC 210:35-29-2
- OAC 210:35-3-46 - **Abbreviated Day Alternative Education** - Use both citations for an alternative school to operate with abbreviated hours, less than four hours and 12 minutes of instruction per day, five days a week, or 756 hours per year.
- OAC 210:35-3-46 - **Superintendent, Elementary & Secondary Principal certificate** - serve as High School and Elementary School Principal with a school enrollment more than 500 (requires a dereg.)

NOTE: OAC 210:35-5-42 & 210:35-9-43 - Planning Period Deregulations, no longer requires a deregulation.

In addition, the ***School District Empowerment Program***, 70 O.S. § 3-129.11, allows a local school district to request to the State Board of Education an exemption from all statutory requirements and State Board of Education rules from which charter schools are currently exempt.

SCHOOL SITE STATUTORY WAIVER/DEREGULATION APPLICATION

for 20¹⁷ – 20¹⁸ school year

Logan

Guthrie

COUNTY

SCHOOL DISTRICT

802 E. Vilas

Guthrie

73044

SCHOOL DISTRICT MAILING ADDRESS

CITY

ZIP CODE

Guthrie Junior High School

NAME OF SITE

PRINCIPAL SIGNATURE*

DATE

PRINCIPAL SIGNATURE*

DATE

PRINCIPAL SIGNATURE*

DATE

Mike Simpson

SUPERINTENDENT NAME (PLEASE PRINT)

mike.simpson@guthrieeps.net

SUPERINTENDENT E-MAIL ADDRESS

SUPERINTENDENT SIGNATURE*

DATE

I hereby certify that this waiver/deregulation application was approved by our local board of education at the meeting on _____, 20____

BOARD PRESIDENT SIGNATURE*

NOTARY SEAL →

NOTARY

DATE

COMMISSION EXPIRATION DATE

Statute/Oklahoma Administrative Code to be Waived:

(specify statute or OAC (deregulation) number: (see instructions))

70 O.S. 3-126

*Original signatures are required. The attached questionnaire must be answered to process.**

THE WAIVER/DEREGUALTION IS REQUESTED FOR:

_____ One Year Only

Three Years*

*Please see instruction page for additional requirements for a three year request

SDE USE ONLY

PROJECT YEARS

_____ of _____

ENROLLMENT

_____ High School

_____ Jr./Middle High

_____ Elementary

_____ District Total

DATE RECEIVED

70 O.S. _____

OAC _____

NAME OF WAIVER

295

A. Reason for the waiver/deregulation request (be specific).

Guthrie Junior High School has had an open Libray Media Specialist for over a month and received only 2 applicants. We interviewed both applicants and found that they both were not a good fit for what we were looking for at Guthrie Public Schools. They both were retired from out of state and would have only been a short term solution.

B. List alternate strategies/plans which the district/site proposes, and how this plan will best serve the students of your district, i.e., a description of the educational benefits to the students and learning achievement.

We have an applicant (Nicha Henry) who is certified in English and Journalism and has decided to pursue her Library Media Specialist Degree and has starting this summer. Mrs. Henry is a lifetime resident of Guthrie and will be long term solution for keeping a productive Library Media Specialist in our district.

C. Educational impact to the district: Results of the Statutory Waiver/Deregulation, i.e., effect on student performance levels, impact of plan on other sites in the district.

If approved, Mrs. Henry will place a quality instructional presence in our Library program at the Junior High and not have an impact on student performance.

D. Timeline: Please submit class schedule, calendars, assessment forms and other attachments as necessary, or described in instructions.

A waiver/deregulation can be granted for up to 3 years. (Please see instructions for additional requirements)

Mrs. Henry is already enrolled at Northeastern and is taking a summer course towards her Library Media Specialist degree.

E. Any financial impact to the District (positive or negative) for the proposed waiver/deregulation.

There will be no financial impact on the district with the proposed waiver.

F. Describe method of assessment or evaluation of effectiveness of the plan.

The Junior High principal Mr. Robbie Rainwater will evaluate Mrs. Henry and how she is adapting in the Library Media Specialist role. Mr. Rainwater will also monitor the progress of Mrs. Henry's Master's coursework in completing her Library Media Specialist degree in the three year time period of granted.

2017-2018 HS Athletic Extra Duty Assignments

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>HS</i>			
	Baseball Asst. Coach - HS	\$2,000.00	Bennett, Terry
	Baseball Asst. Coach - HS	\$2,000.00	UNASSIGNED, HS
	Baseball Head Coach - 9th Gr	\$2,000.00	Morgan, Seth
	Baseball Head Coach - HS	\$5,100.00	Porter, Casey
	Basketball Asst. Coach (Boys) - HS	\$2,700.00	Morgan, Sean
	Basketball Asst. Coach (Boys) - HS	\$2,700.00	Bowie, Anthony
	Basketball Asst. Coach (Girls) - HS	\$2,700.00	Williams, Ebony
	Basketball Asst. Coach (Girls) - HS	\$2,700.00	UNASSIGNED, HS
	Basketball Head Coach - 9th Gr (Boys)	\$1,700.00	Bowie, Anthony
	Basketball Head Coach - 9th Gr (Girls)	\$1,700.00	UNASSIGNED, HS
	Basketball Head Coach (Boys) - HS	\$6,000.00	Gilmore, Russ
	Basketball Head Coach (Girls) - HS	\$6,000.00	Sausser, Cory
	Cheerleading (Freshman) FB, BB, WR	\$1,200.00	Johnson-Fields, Pamela
	Cheerleading (Varsity) FB, BB, WR	\$1,950.00	Johnson-Fields, Pamela
	Cross Country Asst. Coach (Boys) - HS	\$1,100.00	Tarter, Clay
	Cross Country Asst. Coach (Girls) - HS	\$1,100.00	Henry, Nicha
	Cross Country Head Coach (Boys) - HS	\$2,500.00	Strahorn, James
	Cross Country Head Coach (Girls) - HS	\$2,500.00	Strahorn, James
	Football Asst. Coach - Grades 9-12	\$3,600.00	Sanders, Thomas
	Football Asst. Coach - Grades 9-12	\$3,600.00	Mick, Scott
	Football Asst. Coach - Grades 9-12	\$3,600.00	Harmon, Michael
	Football Asst. Coach - Grades 9-12	\$3,600.00	Woodard, Eric
	Football Asst. Coach - Grades 9-12	\$3,600.00	Young, Tyler
	Football Asst. Coach - Grades 9-12	\$3,600.00	Meshew, Ricky
	Football Asst. Coach - Grades 9-12	\$3,600.00	Rice, Jason
	Football Defensive Coordinator - HS	\$750.00	Woodard, Eric
	Football Defensive Coordinator - HS	\$750.00	Mick, Scott
	Football Head Coach - Grades 9-12	\$9,400.00	Beeby, Kelly
	Football Offensive Coordinator - HS	\$2,000.00	Mick, Scott
	Football Special Teams Coordinator- HS	\$750.00	Meshew, Ricky
	Football Special Teams Coordinator- HS	\$750.00	Rice, Jason
	Golf Asst. Coach HS Girls	\$550.00	Morgan, Sean
	Golf Asst. Coach HS Boys	\$550.00	Morgan, Sean
	Golf Head Coach (Boys) - HS	\$2,700.00	Meshew, Ricky
	Golf Head Coach (Girls) - HS	\$2,700.00	Rice, Jason

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
	Soccer Asst. Coach (Boys) - HS	\$1,500.00	UNASSIGNED, HS
	Soccer Asst. Coach (Girls) - HS	\$1,500.00	Bronk, Tina
	Soccer Head Coach (Boys) - HS	\$3,300.00	Myers, Monte
	Soccer Head Coach (Girls) - HS	\$3,300.00	Lausen, Ted
	Softball Asst. Coach - HS	\$2,300.00	Tarrant, Kara
	Softball Asst. Coach - HS	\$2,300.00	UNASSIGNED, HS
	Softball Head Coach - HS	\$5,100.00	Lowe, Michael
	Summer Athletic Pride - HS	\$2,000.00	Gilmore, Russ
	Summer Athletic Pride - HS	\$2,000.00	Sauser, Cory
	Summer Athletic Pride - HS	\$1,000.00	Young, Tyler
	Summer Athletic Pride - HS	\$1,000.00	Rice, Jason
	Summer Athletic Pride - HS	\$2,000.00	Mick, Scott
	Summer Athletic Pride - HS	\$2,000.00	Beeby, Kelly
	Tennis Head Coach (Boys)	\$2,800.00	Hudson, Mary
	Tennis Head Coach (Girls)	\$2,800.00	Hudson, Mary
	Track Asst. Coach (Boys) - HS	\$1,600.00	Beeby, Kelly
	Track Asst. Coach (Girls) - HS	\$1,600.00	Tarter, Clay
	Track Asst. Coach (Girls) - HS	\$1,600.00	Henry, Nicha
	Track Head Coach - 9th Gr (Boys)	\$1,000.00	Strahorn, James
	Track Head Coach - 9th Gr (Girls)	\$1,000.00	Harmon, Michael
	Track Head Coach (Boys) - HS	\$3,300.00	Perring, Matthew
	Track Head Coach (Girls) - HS	\$3,300.00	Sanders, Thomas
	Weightlifting Head Coach - HS	\$1,000.00	Beeby, Kelly
	Wrestling Asst. Coach - HS	\$2,300.00	UNASSIGNED, HS
	Wrestling Head Coach - HS	\$6,000.00	Stevens, Justin

2017-2018 JH Athletic Extra Duty Assignments

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>JH</i>			
	Baseball Asst. Coach - 7th Gr	\$1,100.00	UNASSIGNED, JH
	Baseball Asst. Coach - 8th Gr	\$1,100.00	Seifert, Hayden
	Baseball Head Coach - 7th Gr	\$1,600.00	UNASSIGNED, JH
	Baseball Head Coach - 8th Gr	\$1,600.00	Geiser, Justin
	Basketball Head Coach - 7th Gr (Boys)	\$1,700.00	Geiser, Justin
	Basketball Head Coach - 7th Gr (Girls)	\$1,700.00	Gillett, Ronald
	Basketball Head Coach - 8th Gr (Boys)	\$1,700.00	Vaughan, Scot
	Basketball Head Coach - 8th Gr (Girls)	\$1,700.00	Walter, Kenneth
	Cheerleading (Junior High) FB, BB, WR	\$975.00	Stevenson, Sheri
	Cross Country Head Coach - 7,8,9 (Boys)	\$1,100.00	Dearing, Bryan
	Cross Country Head Coach - 7,8,9 (Girls)	\$1,100.00	Rife, Amanda
	Football Asst. Coach - 7th Gr	\$1,600.00	Bennett, Terry
	Football Asst. Coach - 7th Gr	\$1,600.00	Seifert, Hayden
	Football Asst. Coach - 8th Gr	\$1,600.00	Stevens, Justin
	Football Asst. Coach - 8th Gr	\$1,600.00	Perring, Matthew
	Football Head Coach - 7th Gr	\$3,000.00	Morgan, Seth
	Football Head Coach - 8th Gr	\$3,000.00	Porter, Casey
	Golf Head Coach - 7th-8th-9th (Boys)	\$1,200.00	Gillett, Ronald
	Golf Head Coach - 7th-8th-9th (Girls)	\$1,200.00	Gillett, Ronald
	Pep Club - JH	\$200.00	Johnson-Fields, Pamela
	Softball Asst. Coach - JH	\$1,100.00	Vaughan, Scot
	Softball Head Coach - JH	\$1,600.00	Gillett, Ronald
	Tennis Head Coach - 7th & 8th (Boys)	\$1,200.00	UNASSIGNED, JH
	Tennis Head Coach - 7th & 8th (Girls)	\$1,200.00	Berryman, Shelley
	Track Head Coach - 7th & 8th (Boys)	\$1,600.00	Perring, Matthew
	Track Head Coach - 7th & 8th (Girls)	\$1,600.00	Harmon, Michael
	Wrestling Asst. Coach - 7th-8th-9th	\$1,400.00	Young, Tyler
	Wrestling Head Coach - 7th-8th-9th	\$1,700.00	Howard, Patrick



SUPPORT PERSONNEL HANDBOOK

FOR THE SCHOOL YEAR

~~2016-2017~~ 2017-2018

ALSO AVAILABLE AT

www.guthrie.k12.ok.us

PUBLICATIONS

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SECTION A BOARD OF EDUCATION

SA-1

POLICIES AND PROCEDURES

The Guthrie Public School Board of Education recognizes the need and necessity for all personnel to be informed and have access to all school policies and procedures. Therefore the Board of Education has adopted the Support Personnel Handbook for distribution to all support employees.

A complete copy of the Guthrie Public Schools Policy Book will be kept in each building library and main administrative office. These copies are for employee use and reference.

SECTION B PERSONNEL

SB-1

APPLICATIONS

Applications for positions or promotions with Guthrie Public Schools shall be in the approved format provided by the district.

All applications submitted for employment or promotion becomes the sole property of Guthrie Public Schools. The application, references and other information are confidential and will be reviewed only by the appropriate authorized supervisory personnel.

An applicant's name or other information will not be given to any private business, agency, or institution.

SB-2

NON-DISCRIMINATION

The Guthrie Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the board does business.

The School District has adopted Grievance Procedures for Filing, Processing and Resolving Alleged Discrimination Complaints to address discrimination based on sex (including sexual harassment), race, color, national origin, religion, age or qualified disability. Students and their parents can obtain a free copy of the Grievance Procedures from their school principal or the superintendent. Employees may obtain a copy from their building principal, supervisor, or the director in charge of personnel.

SB-3

SEXUAL HARASSMENT

The following are the rules and regulations to be followed by all employees of the Guthrie Public Schools:

1. "Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by one employee towards another employee which (a) is made an explicit or implicit term or condition of a worker's employment, or (b) is used as a basis for employment decisions affecting that worker or (c) has the purpose or effect of unreasonably interfering with a person's work performance, or creating an intimidating, hostile or offensive working environment.
2. All employees are strictly prohibited from engaging in any form of sexual harassment of any other employee or applicant for employment. Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits and termination. Such penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.
3. Any employee who is or has been subjected to sexual harassment or knows of any employee who is or has been subjected to sexual harassment shall report all such incidents to the director of personnel or the office of the superintendent. All such reports should be made in person or in writing signed by the reporting party. However, in order to encourage full and complete reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of the director of personnel or the office of the superintendent. All such reports should state the name of the employee or applicants involved, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter.
4. Any employee who is subjected to job-related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Antidiscrimination Act and may report such incidents to the Equal Employment Opportunity Commission or the Oklahoma Human Rights Commission.

SB-4 CONTRACTS

Support employees will be offered one of the following contracts: regular, duration of need, or part-time.

- A. Regular contracts are issued to employees working a complete contract year.
- B. Duration of need contracts are provided for by state law and are issued for a stated period of time as distinguished from regular contracts. These contracts are temporary agreements, written for a stated period of time, and no expectancy of future employment is implied. The circumstances under which duration of need contracts may be used are within the discretion of the Board of Education. Such circumstances include, but are not limited to the following:
 - 1. Personnel employed for less than a full contract year are to be considered on a “Duration of Need Contract” only.
 - 2. Personnel employed to fill a temporary leave vacancy
 - 3. Other circumstances deemed appropriate by the Superintendent of Schools

SB-5 PAYROLL

- A. Pay day shall be on the 25th day of each month. When that day falls on a weekend or holiday, checks will be issued on the last workday preceding that date. Summer checks will be available on the corresponding day in June.
- B. Guthrie Public Schools provides for electronic deposit of payroll checks to the financial institution of the employee’s choice. Guthrie Public Schools schedules an open enrollment period each year, which will coincide with existing Section 125 deadlines, and allow one additional change per year, per employee except in extenuating legal circumstances. The Business Office will provide employee authorization forms for electronic deposit.

NOTICE: Except as otherwise provided by law, the business office requires that new insurance companies applying for payroll deduction slots have a minimum of ten (10) policies in force and receive approval from the Superintendent of Schools or his designee.

The deadline for initiating Section 125 employee payroll deductions is September 1st each year. New employees are required to designate payroll deductions within thirty (30) days of employment.

SB-6 USE OF TELEPHONE

Employees are not to use the telephone for long distance school calls where the charge would be made to the school telephone without permission of the principal/supervisor.

SB-7 COMMISSIONS

School law prohibits an employee from receiving gratuities or commissions to influence the purchase of material or supplies.

SB-8 PROFESSIONAL CONDUCT OF PERSONNEL

The Board of Education makes no rules and regulations concerning the conduct of employees when not on duty. The Board assumes that each employee's training and good judgment is such that the employee knows what proper conduct is and will govern himself/herself accordingly.

SB-9

DRESS/APPEARANCE

All employees are expected to dress appropriately and to conduct themselves responsibly. The image they portray as a Guthrie Public Schools' employee through the day-to-day contact with the public and with colleagues has a direct bearing on how they judge the effectiveness of our school system. It is important that a positive image be portrayed. Cleanliness and personal grooming are important and expected.

SB-10

FINANCIAL OBLIGATIONS

The board of education expects employees of Guthrie Public Schools to pay all financial obligations promptly.

SB-11

CLOSING OF SCHOOL DUE TO INCLEMENT WEATHER

Should it be necessary to close school because of inclement weather, the three major network stations will announce the closing. Whenever possible, the stations will be informed of any closing in time to announce it on the 10:00 p.m. newscasts. Support personnel on a twelve (12) month contract will report to work at the discretion of the Superintendent.

SB-12

CHILD ABUSE AND NEGLECT

School district employees having reason to believe that a student under the age of 18 years has had physical injury inflicted upon the student by other than accidental means and the injury appears to have been caused as the result of physical abuse or neglect shall immediately report the matter to the principal of the student's school.

"Physical abuse and neglect" means harm or threatened harm to a child's health or welfare by the child's parent or guardian, or other person with whom the child resides, including nonaccidental physical injury, sexual abuse, or negligent treatment or maltreatment including the failure to provide adequate food, clothing, shelter, or medical care.

The school principal, the reporting employee and any other employees whom the school principal believes may have had opportunity to observe the student shall review the available information and indications of abuse. The school principal shall report the suspected abuse to the county office of the Department of Human Services for the county where the student resides if the school principal determines that there is reason to believe the student has been abused. The school principal shall advise the other employees and the superintendent of the decision.

If any employee involved in the review believes a report should have been made when it was not, or at any point believes that the student is in imminent physical danger, the employee should report the situation to the appropriate office of the Department of Human Services, with or without the concurrence of the other employees involved. The employee making the report shall notify the school principal and the superintendent.

If the Department of Human Services office is notified by telephone of suspected abuse, the oral report shall be followed by a written report from the school principal or other employee making the telephone report. The written report should contain the names and addresses of the child, the parents, and any other responsible persons, the child's age, the nature and extent of injuries, any previous incidents, and any other helpful information.

All information or documents generated by the school district in regard to the matter are confidential; shall not be disclosed except to investigators of the Department of Human Services, the school district's attorneys, or the District Attorney's office or other state or federal officials in connection with the performance of their official duties; and shall be maintained by the school district in a file separate from the student's general file.

At the request of appropriately identified investigators of the Department of Human Services or the district attorney's office, the school principal may permit the investigators access to a student whose suspected abuse has been reported by a school employee. The principal, or a designated counselor or teacher, must be present but shall not participate in the investigators' interview with the students.

Oklahoma law provides that any school employee who in good faith and exercising due care makes a report to the Department of Human Services, or allows access to a child by persons authorized to investigate a report concerning the child, shall not be liable in damages to any person in the event the report is inaccurate.

SB-13

ADMINISTRATIVE CENTER WORK SCHEDULE

The Administrative Center will be open Monday through Friday from 7:45 a.m. until 4:45 p.m. Personnel will alternate schedules, including lunch schedules, to assure that the office is continuously open all day. On days when school is officially closed it will be at the discretion of the Superintendent to determine if 12-month employees will report to work.

SB-14

SUPERVISION OF FAMILY MEMBERS

Employees will not be assigned to serve under the direct supervision of a member of their own family. Any employee presently under the supervision of a family member at the time of the adoption of this policy will be permitted to remain in that specific position.

SB-15

STAFF USE OF TOBACCO PRODUCTS

In order to reinforce the policy, which prohibits the use of tobacco products by students, school employees who are on duty and in the presence of students are prohibited from using tobacco products.

SB-16

WORKER'S COMPENSATION

As required by the law, the Guthrie School District carries Worker's Compensation Insurance. Should any employee who is covered by such insurance be injured while at work, the employee is entitled to the benefits provided by the Worker's Compensation Law. No employee will be awarded both sick leave and Worker's Compensation payments.

SB-17

WORK SCHEDULE, PAY GRADES & SALARY SCHEDULE

The following are guidelines for scheduling and payment purposes. The Superintendent or his/her designee may alter the work schedule in favor of the employee at the Superintendent's discretion.

12-MONTH EMPLOYEES

Included are Central Office Staff, Building Level Secretaries (H.S. only), Maintenance Personnel, Custodial Personnel, Child Nutrition Secretary and Transportation Personnel/Secretary

Contracted days - Minimum of 160 days (which includes holidays)

Holidays include - Independence Day, Labor Day, Fall Break, Thanksgiving Break, Christmas Break, Martin Luther King Day, Spring Break, Memorial Day

Starting date - July 1

Ending date June 30

10-MONTH EMPLOYEES

Included are Building Level Secretaries

Contracted days - Minimum of 160 days

Starting date - 10 days before teachers report to start the school year

Ending date - 10 days after the last day teachers work

9-MONTH EMPLOYEES

Route Drivers and Cafeteria Workers

Contracted days - Minimum of 160 days

Included are all Teacher Assistants, Library Assistants and Handicap Bus Drivers

Contracted days - Minimum of 160 days

Starting date - First day teachers report

Ending date - Last day teachers work

Guthrie Public Schools Position Pay Grade Schedule

Position	Pay Grade
<i>Clerical</i>	
Secretary to Superintendent	12
Payroll / Appropriated Funds	11
Activity Fund Clerk	9
Secretary to Assistant Superintendent	9
Treasure/Insurance Coordinator	9
Personnel Clerk	9
Secretary to Director of Special Education	7
High School Financial Secretary	7
Central Office Receptionist	7
High School Registrar	7
Junior High Financial Secretary	4
Site Secretary / Receptionist	4
Maintenance Clerk	4
<i>Technology</i>	
Systems Analyst	10
Computer Support Tech I	8
Data Management Specialist	7
<i>Assistants</i>	
Paraprofessional Certified	3
<i>Maintenance</i>	
Lead Maintenance	11
Full-Time Maintenance	8
Grounds Superintendent	8
Grounds Maintenance	3
Certified HVAC Technician	\$20 Hourly
Certified Electrician Technician	\$20 Hourly
<i>Custodial</i>	
Head Custodian – High School	6
Head Custodian – Junior High / GUES	5
Head Custodian – Cotteral / Central / Fogarty	4
Custodian	3
<i>Transportation</i>	
Lead Mechanic	11 12
Mechanic	10
Full Time Special Needs Driver	13
Route Supervisor	13
Dispatch Supervisor	6
Route Driver	13
Monitor	2
<i>Child Nutrition</i>	
Cafeteria Manager	6
Secretary to Child Nutrition Director	4
Cafeteria Worker	2

Full-time Employees that work a minimum of four (4) hours daily will receive the district paid teacher retirement benefit.
 Full-time Employees that work a minimum of six (6) hours daily will qualify to receive all fringe benefits available through the district support employee benefit program.
 Up to 5 years credit may be granted for Military Service on the Support Personnel Salary Schedule.

**GUTHRIE PUBLIC SCHOOLS
SUPPORT SALARY SCALE**

FY 2017-2018

	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>
<u>Experience</u>													
0	\$7.25	7.55	8.05	8.55	9.05	9.55	10.05	10.55	11.05	11.55	12.05	12.55	12.50
1	\$7.25	7.70	8.20	8.70	9.20	9.70	10.20	10.70	11.20	11.70	12.20	12.70	12.65
2	7.25	7.85	8.35	8.85	9.35	9.85	10.35	10.85	11.35	11.85	12.35	12.85	13.18
3	7.25	8.00	8.50	9.00	9.50	10.00	10.50	11.00	11.50	12.00	12.50	13.00	13.46
4	7.25	8.15	8.65	9.15	9.65	10.15	10.65	11.15	11.65	12.15	12.65	13.15	13.62
5	7.25	8.30	8.80	9.30	9.80	10.30	10.80	11.30	11.80	12.30	12.80	13.30	13.77
6	7.25	8.45	8.95	9.45	9.95	10.45	10.95	11.45	11.95	12.45	12.95	13.45	13.93
7	7.25	8.60	9.10	9.60	10.10	10.60	11.10	11.60	12.10	12.60	13.10	13.60	14.08
8	7.25	8.75	9.25	9.75	10.25	10.75	11.25	11.75	12.25	12.75	13.25	13.75	14.24
9	7.25	8.90	9.40	9.90	10.40	10.90	11.40	11.90	12.40	12.90	13.40	13.90	14.39
10	7.25	9.05	9.55	10.05	10.55	11.05	11.55	12.05	12.55	13.05	13.55	14.05	14.55
11	7.25	9.20	9.70	10.20	10.70	11.20	11.70	12.20	12.70	13.20	13.70	14.20	14.70
12	7.25	9.35	9.85	10.35	10.85	11.35	11.85	12.35	12.85	13.35	13.85	14.35	14.86
13	7.25	9.50	10.00	10.50	11.00	11.50	12.00	12.50	13.00	13.50	14.00	14.50	15.01
14	7.25	9.65	10.15	10.65	11.15	11.65	12.15	12.65	13.15	13.65	14.15	14.65	15.17
15	7.25	9.80	10.30	10.80	11.30	11.80	12.30	12.80	13.30	13.80	14.30	14.80	15.32
16	7.25	9.95	10.45	10.95	11.45	11.95	12.45	12.95	13.45	13.95	14.45	14.95	15.48
17	7.25	10.10	10.60	11.10	11.60	12.10	12.60	13.10	13.60	14.10	14.60	15.10	15.63
18	7.25	10.25	10.75	11.25	11.75	12.25	12.75	13.25	13.75	14.25	14.75	15.25	15.79
19	7.25	10.40	10.90	11.40	11.90	12.40	12.90	13.40	13.90	14.40	14.90	15.40	15.94
20	7.25	10.55	11.05	11.55	12.05	12.55	13.05	13.55	14.05	14.55	15.05	15.55	16.10
21	7.25	10.70	11.20	11.70	12.20	12.70	13.20	13.70	14.20	14.70	15.20	15.70	16.25
22	7.25	10.85	11.35	11.85	12.35	12.85	13.35	13.85	14.35	14.85	15.35	15.85	16.41
23	7.25	11.00	11.50	12.00	12.50	13.00	13.50	14.00	14.50	15.00	15.50	16.00	16.56
24	7.25	11.15	11.65	12.15	12.65	13.15	13.65	14.15	14.65	15.15	15.65	16.15	16.72
25	7.25	11.30	11.80	12.30	12.80	13.30	13.80	14.30	14.80	15.30	15.80	16.30	16.87
26	7.25	11.55	12.05	12.55	13.05	13.55	14.05	14.55	15.05	15.55	16.05	16.55	17.03
27	7.25	11.80	12.30	12.80	13.30	13.80	14.30	14.80	15.30	15.80	16.30	16.80	17.18
28	7.25	12.05	12.55	13.05	13.55	14.05	14.55	15.05	15.55	16.05	16.55	17.05	17.34
29	7.25	12.30	12.80	13.30	13.80	14.30	14.80	15.30	15.80	16.30	16.80	17.30	17.49
30	7.25	12.55	13.05	13.55	14.05	14.55	15.05	15.55	16.05	16.55	17.05	17.55	17.64
31	7.25	12.80	13.30	13.80	14.30	14.80	15.30	15.80	16.30	16.80	17.30	17.80	17.79

SB-18 EVALUATION

It is the policy of the Guthrie Board of Education that all Support Employees be evaluated at least once each year prior to May 1. The Support Employee evaluation assignments are as follows:

EMPLOYEE	EVALUATOR
Secretaries	Building Principal
Teacher Assistants	Building Principal - Teacher
Special Ed Teacher Assistants	Building Principal - Teacher - Sp. Ed. Director
Custodians	Building Principal
Maintenance Personnel	Director of Operations
Cafeteria Personnel	Director of Food Services
Transportation Personnel	Director of Operations
Central Office Personnel	Superintendent - Asst. Supt.

ONE OR ALL OF THE DESIGNATED EVALUATORS MAY DO EVALUATIONS AS DEEMED NECESSARY.

Where the Building Principal is designated as the evaluator, an Assistant Principal if so assigned may assume the responsibility.

A copy of the evaluation instrument to be used is included at the back of this handbook.

SB-19 PROFESSIONAL LEAVE

Professional leave may be provided upon request and approval of appropriate administration. Such leaves shall be used for attendance at professional conferences, meetings, workshops, observations of other schools' programs or other meetings.

SB-20 JURY DUTY

Support employees shall be granted leave to serve on a jury or as a subpoenaed witness. An employee serving as a juror or subpoenaed witness shall be paid the full contract salary less any compensation received for such service, exclusive of parking or mileage reimbursement.

SB-21 MATERNITY LEAVE

A Support Employee who is pregnant may continue her duties until, in the opinion of the employee's physician and the employee, she is no longer able to perform her duties. The employee shall give written notice at least fourteen (14) days prior to the time she intends to cease her duties, except in case of an emergency.

The notice shall also state whether or not she intends to return to the district after the child is born and when she intends to return. An employee who gives notice she desires to return to the district must reaffirm that intent by giving written notice to the Board within sixty (60) days of the child's birth. At the time of her return, the employee shall be assigned to the same position or an equivalent position for which she is qualified, provided she returns the same school year. Up to thirty, (30) days of sick leave with pay can be used for maternity leave. Days requested beyond thirty, (30) must be documented by a physician.

SB-22

PERSONAL LEAVE

Each Support Employee shall have three (3) days to be used as personal or emergency leave with the following restrictions:

1. Such leave shall be granted upon request to the employee's building principal or director at least forty-eight (48) hours in advance of the requested leave. The time limit shall be waived in case of emergency.
2. Cost of a substitute, if needed, shall be paid by the school system.
3. These days are not cumulative.
4. Any days taken over the allowed three (3) days will result in loss of a full day's pay for each day.
5. The day immediately preceding and following a school holiday will not be allowed for personal leave, except as approved by the building principal.
6. No personal leave days will be granted the first or last weeks of class, except in case of emergency and approved by the principal.
7. Unused personal leave days shall accumulate as sick leave for the following year. Those employees who have one hundred ten (110) unused sick leave days accumulated at the end of the school year may make a written request to receive \$50.00 per day for each unused personal leave day, maximum of three (3) days. Eligible staff must request payment in writing to the office of the superintendent by June 1 each year to receive reimbursement. Reimbursement for unused personal leave days is not cumulative.

SB-23

BEREAVEMENT LEAVE

Non-cumulative bereavement leave of up to five (5) days per occurrence shall be granted to an employee in the event of a death in the immediate family. Immediate family shall include: spouse, parent, stepparent, child, stepchild, foster-child, brother-in-law, sister-in-law, son-in-law, daughter-in-law, sibling, grandparent, grandchild, parent-in-law, aunt or uncle, and aunt or uncle-in-law. (Bereavement leave need not be taken on consecutive days but must be initiated within 15 days and completed within 30 days of the qualifying event.)

SB-24

SICK LEAVE

One day per contract month of sick leave shall be granted annually for personal illness, accidental injury, pregnancy or temporary disability to the employee or accidental injury or illness the immediate family. (Immediate family shall include: spouse, parent, step-parent, child, step-child, foster child, brother-in-law, sister-in-law, son-in-law, daughter-in-law, sibling, grandparent, grandchild, or parent-in-law.)

Support Employees who legally retire and are vested in the Oklahoma Teacher's Retirement System shall be paid for accrued sick leave upon written request at the rate of \$50.00 per day. Those employees who have resigned and have been employed by the Guthrie Public School System for a minimum of ten (10) years shall also be paid for accrued sick leave at the rate of \$50.00 per day. All sick leave days paid upon separation of employment through retirement must have been accrued in the service of Guthrie Public Schools. Sick leave days transferred from other employment will not be considered for reimbursement. Written request by the employee prior to the effective date of resignation (but not later than June 15th) shall be required. This can only be done once. (Requests for accumulated sick leave reimbursement received after the close of the fiscal year on June 30th will not be paid.)

Unused sick leave days shall accumulate to a maximum of 120 days per employee. Personnel who have accumulated one hundred twenty (120) days sick leave prior to the commencement of the school year earn additional days when the new school year begins which will be credited to their individual retirement reserve account. Official records of all days accumulated above 120 shall be maintained by the school district for the purpose of teacher retirement.

SB-25

VACATION

All personnel assigned to twelve-month positions will accrue vacation time and be entitled to take vacation leave when approved by their immediate supervisor.

Rate of Accrual

Twelve-month personnel shall accrue a maximum of 12 days of vacation per fiscal year at the rate of 1 day per month.

Special Accrual

Current employees who have previously worked less than 12-month contracts and are changed to 12-month positions will accrue vacation days, on the last day of the first month of 12-month employment and each month thereafter, for the remainder of the fiscal year.

When a 12-month employee transfers to a less-than 12-month position, the employee will be paid for all vacation days.

New Employees

Personnel who are employed later than the first month of the fiscal year will accrue, beginning on the last day of the first month of employment, vacation days at the rate of 1 day per month for each month remaining in the fiscal year.

Month of Accrual

Personnel must have reported to work prior to the tenth (10th) of the month or have worked through the tenth (10th) of the month to receive credit toward vacation for that month.

With regard to computation of earned vacation time, absences of an employee on sick leave or vacation are considered as time served.

Vacation days will not be accrued after the expiration of sick leave or for absences not covered by sick leave or vacation time.

Accumulation

Twelve-month employees who accumulate vacation days as a part of their employment contract may accumulate up to a maximum of thirty-five (35) vacation days. An employee that has in excess of thirty-five (35) vacation days at the end of any month will lose the accrual for that month with no compensation for the day lost.

Payment of Unused Vacation Upon Termination of Employment

Upon retirement or termination of employment, personnel having unused vacation leave will be reimbursed at their daily rate.

SB-26

SUPPORT PERSONNEL SUSPENSION, DEMOTION OR TERMINATION

1) Definitions:

- a) "Support Employee" shall mean an employee of the School District who provides those services, not performed by professional educators or licensed teachers, which are necessary for the efficient and satisfactory functioning of the School District.
- b) "Full-time Support Employee" shall mean a support employee who regularly works the standard period of labor which is generally understood to constitute full-time employment for the type of services performed by the employee and who is employed by the School District for a minimum of 172 days per year.
- c) "Suspension without pay" shall mean the temporary denial of a support employee's right to work and receive any pay and other benefits during the term of the suspension. "Suspension without pay" may be as a disciplinary measure as provided in paragraph 4.B (1), below, or as a suspension pending investigation as provided in paragraph 4.B(2), below. If a final decision is made under the procedures stated below that a suspension without pay was improper, the support employee shall receive full pay and other benefits for the period of suspension.
- d) "Suspension with pay" may occur in those situations in which the superintendent or his designee, or a supervisor of the support employee perceives a significant hazard in keeping the support employee on the job, in which event the support employee may be asked to immediately leave the School District's premises and the support employee is temporarily relieved of his duties pending a hearing under paragraph 4, below.
- e) "Demotion" shall mean a reduction in pay during the term of the support employee's contract. "Demotion" shall not mean a change in job description or work assignment or duties.
- f) "Termination" shall mean the discharge of the support employee from his/her employment with the School District during the term of his/her contract and does not include the cessation of employment upon expiration of the support employee's contract.
- g) "Nonreemployment" shall mean the failure to offer a support employee a new contract for the next successive school year after the contract under which the support employee is presently employed has expired.

2) Policy on Suspension, Demotion, Termination or Nonreemployment of Full-Time Support Employees.

A full time support employee who has been employed by the School District for more than one year shall be suspended, demoted, terminated or nonreemployed during the term of his/her contract only for cause as provided in this policy. In addition to the definition of cause stated in section 3 of this Policy, "cause" shall also specifically include lack of funds or lack of work. Any support employee who has been employed by the School District for less than one year (12 months) is not entitled to invoke the procedures of this policy and such employee's contract can be terminated at any time without cause.

3) Cause for Suspension, Demotion, Termination or Nonreemployment.

- a) A support employee may be suspended, demoted, terminated or nonreemployed during the term of his/her contract for any of the following:
 - i) Violation of any rule, regulation or requirement issued by the Office of the Superintendent or Board of Education of the School District; or
 - ii) Conduct not otherwise specified in the above rules, regulations or requirements which constitutes insubordination, neglect of duty, incompetency in job performance, dishonesty, or causing or allowing damage, destruction or theft of school property.

- b) The rules, regulations and requirements referred to above shall be posted in a prominent place at each work location or otherwise communicated in writing to all support employees. The rules, regulations and requirements, which may be revised from time to time, shall state that violation of the rules, regulations and requirements may result in suspension, demotion, termination or nonreemployment during the term of his/her contract.

4) Procedures For Suspensions Without Pay, Terminations and Demotions.

- a) Any full-time support employee is subject to disciplinary action in the form of a suspension without pay, demotion or termination. Prior to instituting any such disciplinary action, the full-time support employee shall receive the following hearing rights:
 - i) The superintendent of schools or his designee shall orally advise the support employee of the cause or basis for the proposed disciplinary action;
 - ii) The superintendent of schools or his designee shall explain to the support employee the evidence against the support employee;
 - iii) The superintendent of schools or his designee shall allow the support employee an opportunity to present his side of the matter.
- b) After the support employee is afforded the above hearing rights, the superintendent of schools or his designee may take any of the following actions:
 - i) Suspension without pay for ten (10) working days or less as a disciplinary measure;
 - ii) Suspension without pay pending investigation as to whether cause exists for the termination of the support employee;
 - iii) Demotion of the support employee;
 - iv) Termination of the support employee;
 - v) Conclude that no disciplinary action is appropriate.
- c) If a support employee is suspended without pay pending an investigation as to whether termination is appropriate, then, within five (5) working days after the effective date of the suspension without pay, such investigation must be completed and the superintendent or his duly authorized designee shall afford the support employee a second hearing with the same hearing rights as set forth in paragraph 4.A., above. After the second hearing, the support employee shall either be reinstated, with back pay and other benefits, suspended without pay further as a disciplinary measure (not to exceed a total of 10 working days including the initial days of suspension without pay), demoted or terminated.
- d) The support employee shall have the right to appeal to the Board of Education a suspension without pay as a disciplinary measure, a demotion or a termination as set forth in the Procedures for Appeal to the Board of Education in section 6 below.

5) Procedures for Nonreemployment.

Prior to being nonreemployed, a full-time support employee who has been employed by the School District for more than one (1) year shall be entitled to the following hearing rights:

- a) The board of education or the superintendent of schools or his designee shall advise the support employee, in writing, of the board's intention to consider and act on the nonreemployment of the support employee for the subsequent fiscal year;
- b) The written notification shall set out the cause(s) for such action;

- c) The support employee shall have the right to contest his nonreemployment before the Board of Education as set forth in the Procedures for Appeal to the Board of Education in section 6 below.

6) Procedures for Appeal to the Board of Education.

- a) After any suspension without pay as a disciplinary measure, or prior to the effective date of any demotion, termination during the term of his/her contract or nonreemployment, the support employee shall receive notice of his/her right to a hearing before the Board of Education as herein provided.
- b) All notices shall be sent to the support employee by certified mail at the address of the support employee shown on the school records. If the support employee refuses to accept the notice or fails or refuses to pick up the notice after being notified by the post office to do so, then the support employee shall be deemed to have received the notice on the date that the notice was postmarked. The notice shall contain the information provided in the form attached hereto. The postmark shall be used to determine the timeliness of the notice.
- c) A support employee who has been notified in writing of his/her suspension without pay as a disciplinary measure, demotion or termination during the term of his/her contract or nonreemployment may notify the Clerk of the Board of Education of the School District within ten (10) working days of the postmark on the notice if the support employee desires a hearing before the Board of Education. If the support employee fails to notify the Clerk of the Board of Education of the School District in writing within ten (10) working days of the postmark on the notice that the support employee requests a hearing, the support employee shall be deemed to have waived the right to a hearing and the suspension without pay as a disciplinary measure, demotion or termination action shall be final and, in the case of a nonreemployment, the board may take final action to nonreemploy the employee without further notice or hearing rights.
- d) Hearing before Board of Education:
 - i) Upon timely notice as set forth above, the support employee shall be entitled to a hearing before the Board of Education. The hearing shall be conducted at the next, or next succeeding, regularly scheduled meeting of the Board of Education if the request for the hearing was received at least ten (10) days prior to the next, or next succeeding, regularly scheduled Board of Education meeting. At the request of the support employee or at the discretion of the Board of Education, the Board of Education shall call a special meeting to conduct the requested hearing, which special meeting shall be held no earlier than ten (10) days nor later than thirty (30) days after receipt of the support employee's request.
 - ii) At the hearing before the Board of Education, the support employee shall be entitled to be represented by counsel, to cross-examine witnesses presented by the School District, to present witnesses on his/her behalf and to present any relevant evidence or statement which the support employee desires to offer. The hearing shall be conducted in "open" session. The hearing shall commence with a statement to the support employee of his rights at the hearing. Following this statement, the school administration shall present facts showing the cause for the support employee's suspension without pay as a disciplinary measure, demotion, termination or nonreemployment. The burden of proof shall be upon the school administration. The support employee shall then have the right to present his/her side of the matter. After both the school administration and the support employee have fully presented their respective positions, the Board of Education shall deliberate on the evidence in executive session. The Board of Education shall announce its findings and decision immediately in open session by individual voice vote. The decision shall be made by a majority of the Board of Education members present at the meeting.
 - iii) As to suspension as a disciplinary measure, demotion or termination, the Board of Education may affirm, modify or reverse the action taken against the support employee, including increasing or decreasing the severity of the original action. As to nonreemployment, the board may reemploy or nonreemploy the employee for the subsequent fiscal year.
 - iv) The decision of the Board of Education at the hearing shall be final and non-appealable.

7) Miscellaneous.

This policy shall be effective immediately upon adoption by the Board of Education and shall supersede all previous policies regarding the subject matter contained herein. The Board of Education reserves the right to modify or amend this policy from time to time in any manner consistent with applicable law.

Nothing contained in this policy shall prevent the board of education from acting on its own volition in matters pertaining to suspension, demotion, dismissal or nonrenewal of support employees.

GUTHRIE PUBLIC SCHOOLS

SUPPORT EMPLOYEE RULES AND REGULATIONS

A support employee may be suspended, demoted, terminated or nonreemployed for violation of any of the following Rules and Regulations:

- (1) Falsification of personnel or other records.
- (2) Unexcused failure to be at work station at starting time.
- (3) Leaving work station without authorization prior to lunch periods, or end of work day.
- (4) Excessive unexcused absenteeism.
- (5) Chronic absenteeism for any reason.
- (6) Chronic tardiness.
- (7) Wasting time or loitering during working hours.
- (8) Leaving work area during work hours, without permission, for any reason.
- (9) Possession of weapons on school premises or in school district vehicles or while on duty.
- (10) Removing school district property or records from school district premises without proper authority.
- (11) Willful abuse, misuse, defacing, or destruction of school district property, including tools, equipment, or property of other employees.
- (12) Theft or misappropriation of property of employees, students or of the school district.
- (13) Sabotage.
- (14) Distracting the attention of others.
- (15) Refusal to follow instructions of supervisor.
- (16) Refusal or failure to do work assignment.
- (17) Unauthorized operation of machines, tools, or equipment.
- (18) Threatening, intimidating, coercing or interfering with employees or supervisors.
- (19) The making or publishing of false, vicious, or malicious statements concerning any employee or supervisor.
- (20) Creating a disturbance on school premises including but not limited to engaging in quarrelsome behavior and fighting.
- (21) Creating or contributing to unsanitary conditions.
- (22) Practical jokes injurious to other employees or school district property.
- (23) Possession, consumption, or reporting to work under the influence of beer, alcoholic beverages (including wine), non-prescribed drugs, or controlled dangerous substances.
- (24) Disregard of known safety rules or common safety practices.
- (25) Unsafe operation of motor driven vehicles.

- (26) Operating machines or equipment without using the safety devices provided.
- (27) Gambling, lottery, or any other game of chance on school district property.
- (28) Unauthorized distribution of literature, written or printed matter of any description on school district property.
- (29) Posting or removing notices, signs, or writing in any form on bulletin boards of school district property at any time without specific authority of the administration.
- (30) Poor workmanship.
- (31) Immoral conduct or indecency including abusive and/or foul language.
- (32) Excessive personal calls during working hours, except for emergencies. This includes in-coming and out-going calls.
- (33) Walking off job.
- (34) Clocking in or out another employee's time card or time sheet.
- (35) Use of Tobacco on school property.
- (36) Refusal of job transfer, if the transfer does not result in a demotion.
- (37) Abuse of "breaks" (rest periods) or meal period policies.
- (38) Insubordination of any kind.
- (39) Sexual harassment of an employee, a student or a third party such as a patron.
- (40) Misuse or abuse of any school district leave policy or guidelines.
- (41) When it is in the best interest of the school district, any support personnel may be suspended, demoted, terminated or nonreemployed.
- (42) Because of the difficulty of retaining competent support employees on a temporary basis over an extended period of time, a support employee shall be subject to termination or nonreemployment for physical inability to perform the essential job requirements if the employee is unable due to illness or accidental injury to return to work for his or her regularly scheduled hours and to perform all of the essential duties of the position within 12 work weeks or the number of work days equal to the employee's total accumulated sick leave days, whichever is longer, measured from the date of the first absence due to the illness or injury.

SB-27

SUPPORT PERSONNEL REDUCTION IN FORCE

Procedures for Elimination of Support Personnel Positions:

Guthrie Public Schools may lay off an employee whenever it is necessary because of a shortage of funds or work, or because of a material change in the function of the school.

If normal attrition does not accomplish the necessary staff reduction, the Superintendent will recommend the names of the employees to be in laid off based upon all the following criteria:

1. Type of job (skills involved in performance).
2. Length of service to Guthrie Public Schools.
3. Work performance and efficiency.

Each employee to be involved in a lay-off as a result of a Reduction In Force shall be notified in writing by the Superintendent at least two (2) weeks before the effective date.

An employee under RIF shall have the right of re-employment to any vacant position that the school district intends to fill provided such employee meets the qualifications of the position. This right expires one (1) year after the effective date of the RIF. The employee shall be considered in reverse order (i.e., the last dismissed will be the first considered) and shall resume his/her place on the salary schedule as qualified. The employee shall be responsible to keep an up to date address and phone number at the office of the superintendent.

SECTION C

MISCELLANEOUS POLICIES

SC-1

DISTRICT EMPLOYEE PURCHASES

The Guthrie Public School District will no longer accept responsibility for purchases by district employees unless those purchases meet one of the following criteria:

1. Purchase order delivered by employee, purchase order received by mail, or purchase order confirmed verbally via telephone by Purchasing Department.
2. Authorization form for emergency purchases signed by the purchasing manager or designee (this is not a purchase order). This form is for a “one-time” purchase only.

District employees are not authorized to charge purchases in the name of the district. It is the responsibility of the vendor to make sure that no business transaction is negotiated with an employee of the school district unless that transaction meets one of the two criteria mentioned above.

NOTE TO SCHOOL EMPLOYEES: Business transactions conducted during any fiscal year period (July 1-June 30) must have a purchase order typed prior to the end of that period (June 30). State law does not permit the issuance of purchase orders after the end of the fiscal year for expenditures of the prior year. Also, invoices of the prior fiscal year cannot be paid from current year funds. If you submit either of these after the close of the fiscal year, you are liable for the payment.

It is the responsibility of the employee and that of the school or department to see that invoices and requisitions needed for this payment be in the Purchasing Department no later than May 18 of each year.

SC-2

HYGIENE AND SANITATION (BLOODBORNE PATHOGENS)

The Guthrie Board of Education recognizes that body fluids of any person may contain infectious or contagious bacteria or viruses, and that such bacteria or viruses may be spread from one person to another by accidental or careless handling of body fluids during sanitation or custodial work or the administration of emergency first aid.

The superintendent is directed to prepare regulations establishing proper procedures for handling body fluids during normal housekeeping. Such procedures shall include methods for the handling disposal of body fluids in school buildings and on school equipment and material. The district will make personal protective equipment available to employees for use in handling and disposing of body fluids.

The superintendent will also direct the identification of employees who could be reasonably anticipated as the result of their job duties to face contact with blood or other potentially infectious materials. Any employees so identified will be offered Hepatitis B vaccinations at district cost. Such vaccinations will be provided at a reasonable time and recommendations of the U.S. Public Health Service.

School district employees who have had an exposure incident to body fluids will participate in a follow-up confidential medical evaluation documenting the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee's blood if the employee consents, post-exposure prophylaxis, counseling and evaluation of reported illnesses. Health care professionals must be provided specified information to facilitate the evaluation and their written opinion on the need for Hepatitis B vaccine must be supplied to the employer. All diagnoses must remain confidential.

SC-3

STAFF SAFETY

All employees of this school district will be covered by Workers' Compensation Insurance for any accident occurring while on official duty on or off school property. Employees will report any accident, however slight in which they are involved to the employee's immediate supervisor as soon as possible. The report will include a brief description of the accident, the persons involved, and injuries sustained.

The supervisor will forward the report to the Assistant Superintendent's office as soon as possible. The Assistant Superintendent will submit an Employee's Report of Industrial Injury to the State Compensation Office.

Employees who have filed for Worker's Compensation may be required by the superintendent or designee to submit to medical tests or examinations as determined by a licensed physician appointed or hired by the board.

SC-4

USE OF DRUGS AND CONTROLLED SUBSTANCES BY EMPLOYEES DRUG-FREE WORKPLACE

In recognition of the clear danger resulting from drug abuse, and in good faith effort to promote the health, safety, and welfare to employees, students and the community, it is the policy of this school district to provide a drug-free workplace in compliance with the Drug-Free Schools and Communities Act Amendment of 1989.

With the intent that all employees have notice and knowledge of the ramifications concerning illegal chemical substance use, possession, purchase, sale, or distribution when the employee is on duty or on school property, the Guthrie Board of Education has adopted the following policy and regulations on testing of employees and applicants for employment with regard to use of illegal chemical substances.

Statement of Purpose and Intent

1. The safety of students and employees of the school district is of paramount concern to the school board.
2. Employees who are under the influence of an illegal chemical substance when on duty or on school property pose serious safety risks to students and other employees.
3. The use of illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of work of all employees and the safety of all students.
4. Recent scientific studies demonstrate that the use of illegal chemical substances reduces an employee's ability to perform the job beyond the time period of immediate consumption or use.
5. The board recognizes that all employees have certain personal rights guaranteed by the Constitution of the United States of America and by the Constitution of the State of Oklahoma. This policy will not infringe on those rights.
6. Employees who have been identified, as chemically dependent will be referred, on a confidential basis, to a treatment facility or agency.
7. Due to the devastating impact that the use of illegal chemical substances can have on the safety of students and employees and their adverse affect on an employee's ability to perform the employee's job, the board will not tolerate employees who use, possess, distribute, purchase, sell or are under the influence of illegal chemical substances when on duty or while on school property.
8. This policy will apply to all employees of the school district regardless of position, title or seniority. Violations of this policy will subject the employee to disciplinary action, including termination.
9. The use of intoxicating or non-intoxicating beverages as defined by Oklahoma law (alcohol) is specifically addressed in this policy because alcohol is a legal drug. However, possession or use of alcohol when the employee is on duty or on school property is prohibited. Any employee who is found to be under the influence of alcohol when the employee is on duty or on school property or any employee who possesses or consumes alcohol when the employee is on duty or on school property or while attending a school event will be subject to disciplinary action, including termination.

Employee Drug Use Tests

Employees will be required to submit to drug use testing in the following instances:

1. A drug use test will be a required part of an annual physical examination to determine physical fitness for all **new** school bus drivers, **new** school vehicle mechanics, and all other **new** employees who are required to take an annual physical examination and whose jobs have a direct bearing on the safety of students or other employees. **Returning employees will be randomly selected as required by Oklahoma State Law.** Each employee who is to be tested for illegal chemical substances as a part of an annual physical examination will be given at least 30 calendar days notice of the date of the physical examination and attendant drug use test.
2. Any employee whose behavior while on duty creates a reasonable individualized suspicion that the employee is under the influence of an illegal chemical substance will be required to take a drug use test.
3. Any employee who is involved in an otherwise unexplained accident involving school property will be required to take a drug use test. Any employee who refuses to take a drug use test when so required under the provisions of this policy will be deemed to have committed an act of insubordination or willful neglect of duty, which will be the basis for disciplinary action, including termination.

Applicants for Employment Drug Use Tests

Applicants for employment will be required to submit to drug use testing as follows:

Drug use tests will be included as a part of physical examinations for that class of employees for whom physical examinations are required and only following a conditional offer of employment. If the prospective employee refuses to take the examination, or if the examination discloses drug use, the employment offer will be withdrawn. Applicants for employment will be notified that drug use testing will be a part of the physical examination if a physical examination is required.

Persons Authorized to Order Drug Testing

The following persons have the authority to require drug use testing of employees under this policy:

1. The superintendent of schools;
2. Any employee designated for such purposes by the superintendent or by the school board.

Circulation of Policy

This policy and the accompanying regulations shall be given broad circulation to all employees of the school district, which shall include prominent posting at various places in the district. Each employee and applicant for employment shall be entitled to receive, upon request, a free copy of this policy and the accompanying regulations.

Regulations:

In accordance with the policy of the board of education, the following regulation implements and supports the Use of Illegal Chemical Substances by Employees policy:

Definitions

1. "Illegal chemical substance" means any substance, which an individual may not sell, possess, use, distribute or purchase under either federal or Oklahoma law. Illegal chemical substance includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all pre-prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose.
2. "Under the influence" means any employee of the school district or applicant for employment with the school district who has any illegal chemical substance or the metabolites thereof present in the person's body in any amount which is considered to be "positive" for such drug or drug metabolites using any scientifically substantiated drug use screen test and drug use confirm test.
3. "Positive", when referring to a drug use test administered under this policy, means a toxicological test result, which is considered to demonstrate the presence of an illegal chemical substance or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.
4. "School property" means any property owned, leased or rented by the school district, including but not limited to school buildings, parking lots and motor vehicles.
5. "Drug use test" means a scientifically substantiated method to test for the presence of illegal chemical substances in a person's urine.
6. "On duty" means any time during which an employee is acting in an official capacity for the school district or performing tasks within the employee's job description, including the taking of an annual physical examination.
7. "Reasonable suspicion" means a suspicion based on specific personal observations concerning the appearance, speech or behavior of an individual, and reasonable inferences drawn from those observations in the light of experience.

Determination of Applicants for Employment and Employees Being Under the Influence of an Illegal Chemical Substance

1. Any drug use test administered under the terms of this policy will be administered by or at the direction of a professional laboratory using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimen, proper laboratory control and scientific testing. All aspects of the drug use-testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of applicants and employees to the maximum degree possible. The test specimen shall be obtained in a manner, which minimizes its intrusiveness. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall; the test monitor shall not observe any employee or applicant while the specimen is being produced, but the test monitor may be present outside the stall to listen for normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the specimen. If at any time during the testing procedure, the test monitor has reason to believe or suspect that an employee/applicant is tampering with the specimen, the test monitor may stop the procedure and inform the test coordinator who will then determine if direct observation is required. The test monitor shall give each employee or applicant a form on which the employee or applicant may, but shall not be required to list any medication he/she has taken or any other legitimate reasons for having been in contact with potentially illegal chemical substances in the preceding 30 days.
2. If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography mass spectrometry technique. An applicant for employment will not be denied employment or an employee will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof.
3. If the second test is positive for the presence of illegal chemical substances or the metabolites thereof, the applicant for employment or the employee will be furnished with a copy of the test results.
4. Any applicant for employment or employee who is subject to disciplinary action as a result of being under the influence of an illegal chemical substance will be given a reasonable opportunity to rebut the drug use tests results. If the applicant or employee asserts that the positive test results are caused by other than consumption of an illegal chemical substance by the applicant or employee, then the applicant or employee will be given an opportunity to present evidence that the positive test result was produced by other than consumption of an illegal chemical substance. The school district will rely on the opinion of the laboratory, which performed the tests in determining whether the positive test result was produced by other than consumption of an illegal chemical substance. The employee or applicant will have a right to have a second gas chromatography/mass spectrometry test performed on the same test specimen at the expense of the employee or applicant if the request for the second test is made within 30 days after the date the first test positive result is communicated to the employee or applicant and subject to the approval by the school district's consulting laboratory of (a) the laboratory selected by the applicant for the second test and (b) the testing methodology used by the laboratory selected by the employee or applicant. A proper chain of custody shall be maintained at all times in transmitting the specimen to and from a second laboratory.
5. The laboratory reports and results of drug use testing will be maintained on a confidential basis except as otherwise required by law; provided however, the results and reports of drug use testing may be given to law enforcement authorities if the drug use test is administered as a result of an employee's involvement in an accident resulting in injury to persons or property. The laboratory performing drug use tests for the school district will not report on or disclose to the school district any physical or psychological condition affecting an employee or employment applicant which may be discovered in the examination of a specimen other than the presence of illegal chemical substances or the metabolites thereof. The use of specimens to test for any other substances will not be permitted.

Employee Use, Sale, Possession, Distribution, Purchase or Being Under the Influence of an Illegal Chemical Substance

An employee who possesses, uses, distributes, purchases sells or is confirmed by drug use tests to be under the influence of an illegal chemical substance while on duty, while on school property or as a result of drug use tests conducted as part of an annual physical examination will be subject to disciplinary action, including termination.

Applicants Under the Influence of an Illegal Chemical Substance

Any applicant who is confirmed by drug use test to be under the influence of an illegal chemical substance will not be hired.

SC-5

DISPOSAL OF SURPLUS PROPERTY

Obsolete, surplus, worn-out, or unusable school property shall be traded in or exchanged in the acquisition of other property whenever feasible. Otherwise, such property shall be sold at competitive bidding or at public auction, unless, some other disposition of real property or of personal property has been designated by the board. All such sales or other dispositions shall be recorded and reported to the board.

SC-6

FOOD SERVICES

Food services shall participate in the National School Lunch Program on a basis as nearly self-supporting as feasible, while maintaining charges per pupil at the most reasonable rates possible.

The Guthrie Public Schools Foods Service Department cooperates with the National School Lunch Program. Children from families whose income is at or below the levels set by law are eligible for free or reduced-price meals.

Application forms are available at the principal's office in each school. The information provided on the application is confidential and will be used only for the purpose of determining eligibility. Applications may be submitted at any time during the year.

In certain cases foster children are also eligible for these benefits. If a family has foster children living with them and wishes to apply for such meals for them, they should contact the school.

In operation of child feeding programs, no child will be discriminated against because of race, sex, color, or national origin.

SC-7

MAINTENANCE AND OPERATION OF THE PLANT

The operation and maintenance of the school plant and physical facilities shall be carried out in an efficient and economical manner. The main goal shall be to keep facilities, buildings, and equipment attractive and in good repair.

Hazard Communication Standard

The school district shall be in compliance with OSHA hazard Communication Standard "Right-to-Know Laws", and regulations regarding the use and storage of chemicals in the workplaces and classrooms. (Occupational Safety and Health Act, 1985 (OSHA) Hazard Communications Law, 1986)

SC-8

INSURANCE

The school district shall carry the most economical adequate insurance available on buildings against loss from fire, wind, and other perils. The insurance program and its cost shall be continually studied by the administration and periodically reviewed by the board. Insurance programs shall include the following:

- A. The school district shall carry Worker's Compensation Insurance
- B. The school district shall make available the opportunity to participate in a group health insurance policy.
- C. The school district shall furnish a limited loss of time insurance policy.
- D. Student accident insurance may be made available to all students.
- E. As a political subdivision of the state of Oklahoma, the district shall be liable for loss resulting from its torts or the torts of its employees acting within the scope of their employment of duties subject to the limitations specified in State Law. The school district shall carry liability insurance on all employees. Employees involved in on-the-job activities, which could result in legal proceedings, should inform their supervisor as soon as possible. It should be noted that this liability insurance is not valid in cases of criminal negligence.

SC-9

HAZARDOUS MATERIALS COMMUNICATION

Guthrie Public Schools will comply with federal, state and local regulations pertaining to the use and storage of hazardous materials within the school district, including the workers' right-to-know. In an effort to maintain such regulations, Guthrie Public Schools will utilize the following procedures:

- A. Maintain and make available to its employees such chemical hazard information as required
- B. Maintain and make available to its employees such accident and safety reports as required
- C. Report any health or safety information pertaining to hazardous materials as required to the appropriate governing agency upon request
- D. Work with the local fire authority to identify hazards and placard as required
- E. Maintain proper labeling and storage of containers of hazardous materials
- F. Provide all necessary personal protective equipment for employee safety when dealing with hazardous materials
- G. Conduct such training as needed to familiarize each employee with hazards of that employee's position
- H. Provide such training at least annually and as needed for specific situations

NOTICE

ASBESTOS MANAGEMENT PLAN

A copy of the Asbestos Management Plan for Guthrie Public Schools may be viewed in each site Principal's office. A master copy is available for public inspection at the Guthrie Public Schools' Maintenance Department located at 200 Crooks Drive, Building #4.

SC-10

SMOKE FREE ENVIRONMENT

Smoking, chewing or any other use of tobacco by staff, students, and members of the public is prohibited on, in or upon any school property. It is the intent of this policy to prohibit tobacco use of any kind by anyone on school property 24 hours per day, seven days per week, 365 days per year. This policy applies to all school sponsored events held on or off campus even during non-school hours and days. This policy applies to all public school functions and any outside agency using the District's facilities, including stadium, and sports complex.

SC-11

MAINTENANCE

Guthrie Public School District I-1 employs a maintenance staff that functions under the Director of Maintenance. Minor equipment and facility repairs are the chief duties of the maintenance staff. All repair and/or work requests shall be submitted on a work order form signed by the building administrator to the Office of the Director of Maintenance. In case of an emergency, report the event by telephone to the Office of the Director of Maintenance. For emergencies, a work order will be completed at the director's office. All work orders will be forwarded to the appropriate maintenance person. No private repair firms should be called without the approval of the director of maintenance.

Major facility alterations and additions are generally scheduled for summer or during extended non-school periods.

SC-12

USE OF SCHOOL VEHICLE

Only district vehicles, which are currently under warranty, will be allowed to be taken on out-of -state trips. The Vo-Ag truck and the newer buses are the only district vehicles that would be allowed to take out-of-state trips under such a policy.

SC-13

COORDINATION OF TRANSPORTATION SERVICES

Information regarding bus routes, bus schedules, and bus assignments or any changes will be prepared in writing by the Transportation Office, and copies will be provided to principals of all schools. The Transportation Director must approve schedules and changes. In the event a bus or buses may be late arriving at a school, the Transportation Office will notify the school affected. The Principal should report unusual delays at a school to the Transportation Office. Principals should notify the Transportation Office if a bus continually arrives at school too early or too late or if potential transportation difficulties are detected at a campus as the result of driver action.

SC-14

ACCIDENTS AND ACCIDENT REPORTING

The following steps should be taken for all accidents:

- A. The bus driver should stop and render aid. The Transportation Office should be called or contacted via the radio immediately. The dispatcher will notify the police.
- B. The bus should not be moved unless the driver is instructed to do so by the police or the Transportation Director.
- C. The bus driver should inquire about personal injury. No student should be let off the bus unless there is a threat of fire. If there are injuries, the driver should make a list of those injured and submit the list along with an Accident Report to the Transportation Office. The Transportation Office should notify the principal of the school where those students attend.
- D. The driver should exchange complete information with the other driver involved.

SC-15

OUT-OF-STATE TRAVEL

Oklahoma school buses may not be used for transporting students out-of-state without permission from the State Department of Education. Principals needing this transportation should make a written request, listing reason(s) for this request, to the Administrative Assistant in charge of pupil transportation for the Guthrie Public Schools. This request must be made at least three (3) weeks prior to the activity. The Administrative Assistant, after reviewing the request, may ask that the State Department approve the use of school buses for the activity.

SC-16

BUS DRIVERS

All drivers for the school system must be at least 18 years of age, have a current Chauffeur or Commercial Chauffeur's license, and must be certified by the State Department of Education. Drivers are required to carry their certification card with them when they are driving a bus. New drivers hired after the initial School for Certification is given shall make arrangements to attend a school as soon as one is given in the area. Failure to do so will result in termination. All drivers are required to maintain an acceptable driving record of no more than two (2) moving traffic violations in the last three (3) years, provided no more than one (1) violation occurred in the last two (2) years. Each year a driver must secure and have on file a Motor Vehicle Report in the Transportation Office. A driver can have no DUI or drug-related traffic violations or reckless or careless driving offenses on a Motor Vehicle Report and drive a school bus for the Guthrie Public Schools.

SC-17

COMMERCIAL DRIVER'S LICENSE REIMBURSEMENT

The Guthrie School District will reimburse an employee for his/her initial cost to acquire a Commercial Driver's License (CDL), provided the employee uses a school vehicle in his/her employment. This reimbursement will occur after the third month of employment, upon receipt of the appropriate form submitted by the employee. An employee who has been reimbursed for the cost of the CDL by the district will have that amount charged against his/her last paycheck with the district, if he/she leaves the district before the end of the school year.

**SC-18
FAIR LABOR STANDARDS ACT**

REVISED 10-11-2004

**GUTHRIE SCHOOL DISTRICT POLICY FOR CLASSIFICATION OF EMPLOYEES
AND RIGHTS AND RESPONSIBILITIES INVOLVING NONEXEMPT EMPLOYEES**

It is the policy of Guthrie School District to ensure compliance with the Fair Labor Standards Act (FLSA) provisions concerning the payment of overtime at the established rate to eligible employees. Consistent with that obligation this policy discusses the proper classification of employees as exempt or nonexempt employees and also addresses the rights and responsibilities of the District and nonexempt employees in areas related to the authorization necessary for overtime work, and related recordkeeping requirements. The purpose of the policy is to ensure that the District correctly identifies those individuals entitled to overtime and ensures that nonexempt employees required to work overtime as a condition of their employment receive either monetary compensation or compensatory time for approved overtime. The District's construction and interpretation of this policy shall be consistent with FLSA's mandatory provisions.

District's Overtime Obligations

The FLSA does not limit the number of hours that an employee may work, either daily or weekly. It requires that overtime compensation be paid or time accrued at a rate of not less than one and one-half times the nonexempt employee's regular rate of pay for each hour worked in a workweek in excess of the maximum hours applicable to the type of employment in which the employee is engaged. For school district employees this means overtime for hours in excess of 40 per week for non-exempt employees.

While overtime must be calculated on a workweek basis, there is no requirement in the FLSA that the overtime compensation be paid weekly. As a general rule, overtime earned in a particular workweek should be paid where possible on the regular payday for the period in which such workweek ends. When the correct amount of overtime compensation cannot be determined until later, the district will pay it as soon after the regular pay period as practicable. Payment shall not be delayed beyond the next payday. In those cases where an employee elects or District enforces compensatory time, the use of accrued time is controlled by the District's Compensatory Time for Overtime Policy.

I. Employee Classification for Purposes of FLSA

It is the District's intent to adhere to the requirements of FLSA with regard to the classification of employees and with respect to the payment of overtime wages to eligible employees.

II. Non-Covered Employees

FLSA provides that certain employees are not covered by the Act. Non-covered employees include volunteers, independent contractors, legal advisors, and certain trainees. Non-covered employees are basically treated the same as exempt employees, for purposes of FLSA.

III. Exempt Employees

In accordance with the FLSA, exempt employees do not receive overtime. Exempt employees include executive, administrative, and/or professional personnel.

The District employs a variety of employees. The determination of an employee's proper classification requires evaluation of specific duties, authority and compensation; however, the following provides guidance regarding how employees are generally classified for purposes of overtime compensation.

IV. Nonexempt Employees

Nonexempt employees are entitled to overtime for all hours worked in excess of 40 in a workweek. Overtime compensation is paid at a rate of not less than one and one-half times the nonexempt employee's regular rate of pay for each hour worked in a workweek in excess of 40 hours per week.

V. Examples of Employee Classifications

Nonexempt employees include:

- Bus drivers
- Cafeteria workers
- Dietitians
- Custodial workers
- Day-care workers
- Keypunch operators for school records
- Hall or lunchroom monitors
- Secretarial or clerical support
- Security personnel
- Maintenance workers

Exempt executives include:

- Superintendent
- Assistant Superintendents
- Principals and Assistant Principals
- Directors of Computer Programming

Exempt professionals include:

- Guidance counselors
- Certified public accountants in budget office
- Non-RN school nurse
- School attorneys
- School psychologists
- School registered nurse
- School librarian
- Teachers

Noncovered positions include:

- Appointed members of the board of education
- Elected member of the board of education
- Homeroom mothers/fathers and other volunteers

VI. Authorization Required for Overtime

Employees are not permitted to work overtime without the prior written authorization of the employee's supervisor or the superintendent. An employee who works overtime, without authorization, will be subject to discipline up to and including the possibility of termination. If for any reason the employee is unable to obtain approval of overtime prior to working overtime, he/she is required to immediately bring overtime work to the attention of his/her supervisor.

Supervisors are required to strictly enforce the district's prohibition of unauthorized overtime. To this end, a supervisor must not allow an employee to work overtime if the supervisor knows or reasonably suspects that the employee is working in excess of hours authorized. **A supervisor who fails to take reasonable action to enforce the district's policy will be subject to discipline up to and including possible termination of employment.**

VII. Use of Time Clocks or Other Time Records

Employees will be assigned a method for keeping track of work hours. Each employee is responsible for the complete and accurate reporting of his/her time and must verify that the time reported is truthful to the best of the employee's knowledge and experience.

Employees assigned a time clock must not clock in more than seven (7) minutes prior to the beginning of the employee's work schedule, or more than seven (7) minutes after the end of the schedule. An employee who does not have prior written permission and who is found to have clocked in more than seven (7) minutes before his/her schedule, or clocked out more than seven (7) minutes after his/her schedule, will be in violation of the provisions of this policy. Time accumulated on the time clock before or following the employee's scheduled work hours will not be considered as time worked. An employee who has questions regarding whether the employee should be on the time clock, should immediately contact a supervisor for clarification.

An employee utilizing an alternate method of time keeping is, likewise, required to ensure that the times listed by the employee are complete and accurate and recorded to the best of the employee's knowledge and experience and is subject to the same requirements and penalties as an employee utilizing a time clock.

An employee who identifies an erroneous entry on his or her time card or record should immediately bring the error or mistaken entry to the attention of his/her supervisor and both should insert and initial the correct entry or information on the time record.

Employees who clock in more than eight (8) minutes late will be docked ¼ hour. Employees who are eight (8) minutes early will be paid overtime only if the early report to work is approved by the employee's supervisor. **Voluntary overtime is strictly prohibited because it creates monetary liability for the district, even though that result is unintended.**

VIII. Notice of Policy to Employees

Each employee will be furnished with a copy of the District's FLSA policy and required to sign an acknowledgement confirming that the employee received the policy and that he/she understands the rights and responsibilities that it includes.

Questions concerning any part of the policy should be directed to the employee's supervisor or the superintendent.

If at any time an employee believes that he/she is incorrectly classified for purposes of FLSA or is entitled to additional compensation under federal or state law, he/she should promptly notify the superintendent in writing, setting out the basis for the employee's complaint of misclassification or incorrect compensation.

**GUTHRIE SCHOOL DISTRICT
POLICY REGARDING MULTIPLE EMPLOYMENT ASSIGNMENTS**

The School District may have opportunities for its employees to assume more than one type of employment position. The District will closely monitor the assignment of more than one position to any employee to ensure that the assignment does not result in the employee working more hours than is advisable or hours which will create overtime or unacceptable overtime liability for the School District.

Accordingly, the District will closely monitor all multiple assignments made to employees to determine whether the positions assigned are exempt from overtime or will require the payment of overtime. Employees must strictly adhere to instructions regarding the hours of work authorized.

I. Exemption from Overtime

Exemptions from the overtime provisions of the FLSA are provided under federal regulations. School administrators are exempt as administrative employees and teachers are exempt from overtime under the professional exemption. Other employees may be exempt based on the duties performed and whether they meet the tests approved by FLSA for executive, administrative or professional positions.

II. Multiple Position Employment Prohibition of Exempt Employees

Teachers and administrative employees of the board who are exempt from overtime provisions of the Act under regulations promulgated by the Wage and Hour Division of the United States Department of Labor may not be employed in multiple positions with the board if such employment would jeopardize the exempt status of the employee's teaching or administrative position.

III. Employment Contract Supplements

Pursuant to employment contracts approved by the board, teachers and other *exempt* personnel may earn a salary supplement for performing assigned duties, such as coaching athletic teams, serving as cheerleading sponsors, and other extra responsibilities incidental to their position as teachers or school administrators.

IV. Multiple Position Employment of Non-Exempt Employees

Non-exempt employees of the District and board may be employed in multiple positions only if the time to be worked by the employee in those positions will not normally exceed forty hours during the employee's workweek. Additional position assignments to employees in this category will be subject to the following conditions:

1. *Authorized* overtime will be paid to non-exempt employees who work more than forty hours in a workweek, whether the work is performed in one or more than one job.
2. Supervisors may only permit overtime under unusual or extraordinary circumstances and overtime must be approved in advance, in writing, before overtime hours are worked.
3. An employee working overtime, which is not properly authorized, in advance in writing by the employee's supervisor, is considered to be in violation of this policy and the violation may result in disciplinary action, up to and including possible termination.

V. Overtime Rates of Pay

Non-exempt employees working more than one position, in which the rate of pay is different for each position, must agree in writing, in advance of performance of the work and as part of the overtime authorization, as to the rate of pay. At the time any overtime hours are approved, the employee's supervisor will determine for which job and rate the overtime hours are to be worked. If overtime hours are properly authorized and worked, they will be paid at the rate established for the work being performed during the overtime hours.

VI. Benefit Entitlements According to Primary Position

Employees who work in more than one position for the District will be entitled to benefits in only the primary position unless otherwise provided by law. The primary position is defined as the position in which the person was initially employed by the District and will generally be the position which is regularly assigned the most hours of work.

GUTHRIE SCHOOL DISTRICT COMPENSATORY TIME FOR OVERTIME POLICY

The Fair Labor Standards Act (FLSA) extends flexibility to school districts in adopting arrangements that provide compensatory time off in lieu of monetary overtime compensation. Accordingly, Guthrie School District will provide, within reasonable limits, compensatory time off. The calculation used to determine the amount of compensatory time available to a nonexempt employee is one and one-half hours of compensatory time for each hour of overtime worked. Compensatory time received by an eligible employee extinguishes the employee's entitlement to monetary overtime compensation. Compensatory time off is subject to all of the conditions provided in this policy and the District's other policies concerning FLSA. The District's administration shall, at all times, retain the authority to make the decision to permit an employee to accumulate and use compensatory time or to pay the employee for overtime worked; however, the standard of time and one-half for overtime hours worked shall apply in either instance. The District's policy and applicable procedures concerning compensatory time are more fully detailed below.

I. Prior Approval of Overtime Required

Overtime will not be allowed to any non-exempt employee unless prior approval has been given, in writing, by the employee's supervisor or his/her designee. Non-exempt employees working in excess of forty (40) hours per workweek without prior written approval may be subject to appropriate disciplinary action, up to and including possible termination.

II. Calculation of Compensatory Time

If a non-exempt employee is properly assigned to work more than forty (40) hours in a workweek, the District may provide compensatory time ("comp time") off in lieu of monetary overtime compensation at a rate of not less than one and one-half (1 1/2) hours of compensatory time for each hour of overtime worked. It shall be the responsibility of the employee and the employee's supervisor to maintain accurate records of all comp time accrued. All overtime recorded to be accrued as comp time must be initiated by the employee and the immediate supervisor or his/her designee by the end of the week following the week in which the overtime is worked.

III. Scheduling Use of Compensatory Time

Any non-exempt employee who has accrued comp time and who requests the use of the comp time shall be permitted to use the comp time within a reasonable period, after making the request, as long as the use of the comp time does not unduly disrupt the operation of the District. Supervisors are encouraged to limit the accumulation of comp time to eight (8) hours per pay period, but special circumstances may justify a greater accumulation. All requests to use comp time must be in writing. If the request is denied, then the employee and supervisor are to arrange an alternate date for the comp time to be used. If no agreement can be reached, then a meeting will be conducted with the superintendent of schools or superintendent's designee to schedule a date for the comp time to be taken. The School District requires that comp time earned during one pay period must be used during that period or during the next pay period.

IV. Maximum Accrual of Time

Employees may accrue up to 120 hours of comp time. (Because comp time is accumulated at time and one-half, this is 80 hours of actual overtime work.) Employees who work in a public safety activity, emergency response activity or seasonal activity may accumulate up to 240 hours of comp time.

V. When Hours are Not Considered Work Hours

Time periods in excess of twenty (20) minutes during which the employee is not actually performing job duties will not be included as "hours worked" if the time can effectively be used for the employee's own purpose.

VI. Volunteer Work

Non-exempt employees are not allowed to do “volunteer” work for the District. Although the District appreciates the occasional willingness of nonexempt personnel to volunteer their time, FLSA regulations create an unacceptable risk of overtime liability when nonexempt personnel volunteer to perform services for the school district or volunteer to work longer hours without compensation. An exception to the volunteer prohibition is an employee of the School District, who is a parent, grandparent, or guardian who volunteers in connection with school activities involving the individual’s child or grandchild and the activity is one for which parents or others customarily volunteer. In addition, the volunteer’s activities or services must be unrelated to the employee’s compensated duties with the school.

VII. Payment for Comp Time Upon End of Employment

Any non-exempt employee whose employment with the District terminates and who has accrued but not used comp time shall be paid at his/her regular hourly or salary rate in effect at the time the employee receives the payment. The District reserves the right, at any time, to substitute a cash payment, in whole or in part, for comp time.

VIII. Notice of Policy to Nonexempt Employees

A copy of this policy will be provided all of the district’s nonexempt employees along with a compensatory time agreement which employees will sign and which the employee’s supervisor will sign. The agreement, unless withdrawn by the district, will remain in effect while the employee works for the District. This compensatory time off policy shall be considered as a condition of employment for all non-exempt employees of the District.

**GUTHRIE SCHOOL DISTRICT
COMPENSATORY TIME OFF AGREEMENT**

In accordance with the Fair Labor Standards Act, the Guthrie School District has a policy of granting employees compensatory time off in lieu of compensation for hours worked in excess of 40 hours a week, or, in the District's discretion, providing the employee monetary overtime compensation. A copy of this policy has been provided to me. I understand that the compensatory time will be granted at time and one-half for all hours worked in excess of 40 hours per week. I further understand that the compensatory time may be limited, preserved, used or cashed out consistent with the provisions of that policy and applicable law and regulations of the U.S. Department of Labor.

I knowingly agree to this provision of time off as compensation for overtime work as a condition of my employment and consent to the use of compensatory time in accordance with the District's policy. I further understand that in the event any portion of the policy is interpreted to conflict with the FLSA or its regulations, that the conflicting portion shall be struck and the remainder of the policy shall continue in full force and effect.

Employee Signature

Date

Supervisor Signature

Date

GUTHRIE PUBLIC SCHOOLS
 PERFORMANCE EVALUATION FOR SUPPORT EMPLOYEES

Employee _____ Social Security Number _____

Building/Department _____ Job Title _____

Annual Evaluation _____ 90 Day Evaluation _____ Special Evaluation _____

The Support Personnel Performance Evaluation Program is designed to improve the quality of work in all areas of the support staff by improving the individual on-the-job performance of each employee. It is a cooperative effort between the supervisor and the employee to identify strengths and weaknesses and to prescribe steps for improvement whenever necessary.

CIRCLE THE PROPER RATING FOR EACH PERFORMANCE CRITERION OBSERVED.

Definition of Evaluation Code

- PC- Professionally Competent: Performance is satisfactory
- NI- Needs Improvement: Performance is not as effective as desired
- U - Unsatisfactory: Performance is unacceptable
- NA- Not applicable for this employee

PERFORMANCE EVALUATION FACTORS

PERSONAL CHARACTERISTICS

PERFORMANCE ASSESSMENT

	PC	NI	U
Maintains acceptable attendance record, excluding earned vacation and other leave benefits to which employee is entitled.	PC	NI	U
Arrives on time and maintains reasonably uniform signing or clocking in on time.	PC	NI	U
Maintains a positive outlook, which enhances employee's morale.	PC	NI	U
Uses tact in dealing with the public as well as with other employees.	PC	NI	U
Accepts constructive criticism and suggestions for improvement without resentment.	PC	NI	U
Demonstrates genuine interest in and satisfaction with job assignment.	PC	NI	U
Observes employee dress code, is neat and well groomed in keeping with job assignment	PC	NI	U

PERFORMANCE EVALUATION FACTORS

PERFORMANCE ASSESSMENT

WORK PERFORMANCE

	PC	NI	U
Understands all phases of the job	PC	NI	U
Seeks assistance and/or clarification as needed without hesitation	PC	NI	U
Produces neat, accurate work product which meets acceptable Standards	PC	NI	U
Plans and organizes work in acceptable manner for maximum Efficiency	PC	NI	U
Works well independently without inordinate amount of direct supervision required	PC	NI	U

PROFESSIONAL DEVELOPMENT

	PC	NI	U	NA
Strives to improve in skills required for present job assignment	PC	NI	U	NA
Makes decisions and forms opinions based on sound judgment	PC	NI	U	NA
Uses authority objectively and wisely without favoritism	PC	NI	U	NA
Indicates desire to advance in responsibility and reveals leadership Potential	PC	NI	U	NA

IF NEEDS IMPROVEMENT or UNSATISFACTORY is checked for any area, a PLAN FOR IMPROVEMENT should be developed with the employee, identifying specific steps to be taken to improve performance to a level of competency. THE PLAN FOR IMPROVEMENT should include setting of a specific date at which time a Special Evaluation will be conducted to check progress or completion of the plan. A PLAN FOR IMPROVEMENT should be developed for each area needing improvement. Both the employee and the supervisor should sign the plan at its inception and should initial and date the plan at the time of the special evaluation to check progress.

Supervisor's Comments: _____

Signatures affixed here do not indicate necessarily concurrence with the evaluation, but that the employee and the supervisor have discussed the contents and recommendations.

Employee's Comments: _____

EMPLOYEE'S SIGNATURE _____ DATE _____

SUPERVISOR'S SIGNATURE _____ DATE _____

Building Site



GUTHRIE PUBLIC SCHOOLS

ADMINISTRATOR'S HANDBOOK
TERMS AND CONDITIONS OF EMPLOYMENT

PUBLISHED ~~08/08/2016~~ 07/10/2017

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GUTHRIE PUBLIC SCHOOLS
Administrator Handbook
Terms and Conditions of Employment

PURPOSE

The Guthrie School District Administrator Handbook is furnished to each Administrator for the purpose of informing him/her of the basic terms and conditions of employment with respect to an administrative position.

The Handbook addresses and explains many practices administered by the School District that will assist the administrator in better understanding basic employment matters such as workdays, leave (including sick and vacation) as well as other benefits. You will, undoubtedly, have questions that either need additional interpretation or are not addressed. In these situations, we encourage you to immediately discuss them with your supervisor to insure a clear understanding and resolution of your issue.

The Superintendent and Board of Education continually review Board policies. As a result of this review process, the Handbook's contents and its interpretation can and will be modified when such modification is deemed necessary.

The Handbook is for information purposes only. Neither it nor any other communication may displace applicable law, Board policy or the terms of the Administrator's contract with Guthrie Public Schools.

I. Definition

For purposes of these policies and terms of employment, the term administrator shall mean all personnel in the District who are employed on an administrative contract with the Guthrie Public School District. All policies and procedures herein apply to the Superintendent, Assistant Superintendents, Principals, Assistant Principals and Directors unless an item is limited to a specific employee position or items are specifically modified in an administrator's contract between the employee and the Board of Education.

II. Salary Schedule

The Salary Schedule for all administrators will be approved by the Board of Education, upon recommendation of the Superintendent.

Administrative Stipend Scale
~~2016-17~~ 2017-2018

(Base Salary = Years of Service on Teacher Salary Scale)

Position	Administrative Incentive Above Teacher Salary Scale	Longevity Incentive
<i>BUILDING LEVEL</i>		
<i>ADMINISTRATIVE SCALE</i>		
Ass't Elementary Principal	\$11,500.00	+ \$150 per year for each year of "building" level administrative experience (maximum of 29 years)**
Elementary Principal	\$18,000.00	
Ass't JH Principal	\$13,000.00	
JH Principal	\$23,000.00	
Ass't HS Principal	\$20,000.00	
HS Principal	\$30,000.00	
 <i>DISTRICT LEVEL</i>		
<i>ADMINISTRATIVE SCALE</i>		
Assistant Superintendent	\$43,500.00 \$37,000.00	+ \$250 per year for each year of "district" level administrative experience (maximum of 29 years)**
Athletic Director	\$20,000.00	
Director of Operations *	\$17,750.00	
Director of Special Education	\$15,250.00	
Director of Technology	\$17,750.00	
Executive Director	\$34,500.00	
Director of Alternative Education	\$5,000.00	

**Base salary will be the years of service on the Bachelor's Salary Scale*

~~**Longevity incentives are suspended for the 2016-17 school year~~

III. Annual Reemployment

The Board of Education will approve all administrators for a one year contract, with the exception of the Superintendent. By law, a Board may enter into a contract with the Superintendent not to exceed three years. All other administrators will be considered for reemployment by the Board of Education in February of each year. The Board, at its discretion, may alter the date for consideration of an administrator's contract as long as consideration of the contract occurs before the first Monday in June of each school year.

IV. Dismissal or Non-reemployment of an Administrator

Whenever the Board of Education or the Administrator of a school District shall determine that the dismissal or nonreemployment of a full-time certified administrator from his/her administrative position with the school district should be effected, the administrator shall be entitled to due process pursuant to Okla. Stat. Tit. 70 6-101- the law applicable to termination of employment of certified administrators.

The procedures and grounds for dismissal or non-reemployment of a non-certified administrator will be the same as for all non-certified employees.

V. VACATION

All personnel assigned to twelve-month positions will accrue vacation time and be entitled to take vacation leave when approved by their immediate supervisor.

A. Rate of Accrual

Twelve-month personnel shall accrue a maximum of 12 days of vacation per fiscal year or 1 day per month.

B. Special Accrual

Current employees, who have previously worked less than 12-month contracts and are changed to 12-month positions, will accrue, one vacation day on the last day of each month remaining in the fiscal year.

When a 12-month employee transfers to a less-than 12-month position, the employee will be paid for all unused vacation days.

C. New Employees

Personnel who are employed later than the first month of the fiscal year will accrue, one vacation day on the last day of each month remaining in the fiscal year.

D. Month of Accrual

Personnel must have reported to work prior to the tenth (10th) of the month or have worked through the tenth (10th) of the month to receive credit toward vacation for that month.

With regard to computation of earned vacation time, absences of an employee on sick leave or vacation are considered as time served.

Vacation days will not be accrued after the expiration of sick leave or for absences not covered by sick leave or vacation time.

E. Accumulation

Twelve month employees, who accumulate vacation days as a part of their employment contract, may accumulate up to a maximum of thirty-five (35) vacation days. An administrator that has in excess of thirty-five (35) vacation days at the end of any month will lose the accrual for that month with no compensation for the day lost.

F. Payment of Unused Vacation Upon Termination of Employment

Upon retirement or termination of employment, personnel having unused vacation leave will be reimbursed at a daily rate equal to a regular day of pay.

VI. Life Insurance

Certified and Non-Certified Administrators will receive the same life insurance benefits as all other full-time employees.

VII. Health & Dental Insurance

Certified Administrators will receive the same health and dental benefits as all other full-time certified employees.

Non-Certified Administrators will receive the same health and dental benefits as all other full-time support employees.

VIII. Workers Compensation Insurance

Administrators who are injured by accident arising out of and in the course of his/her employment, regardless of where such injury occurred, shall be entitled to apply for benefits through workers compensation insurance as provided by the Board of Education.

IX. Sick Leave

- A. Administrators shall be vested one day of sick leave for each month of contract. Days vested for administrators will be by length of contract:

Twelve (12) month administrators = Twelve (12) days
Eleven (11) month administrators = Eleven (11) days
Ten (10) month administrators = Ten (10) days

Should an administrator have to be absent from work due to sick leave, he/she must notify their immediate supervisor as soon as possible prior to being absent. Sick leave shall be accumulative to a maximum of one hundred twenty (120) days.

- B. If, after exhausting all sick leave, additional days are required, the administrator shall receive full contract salary less the amount normally paid a certified substitute for an additional period of twenty (20) days. The salary deduction is made regardless of whether the District retains a substitute for the position. In order to receive the additional twenty (20) days, the administrator must present a doctor's statement to the effect that he/she is medically unable to return to work. If additional days are needed following the twenty (20) days, the administrator may apply to the appropriate sick leave bank, assuming the administrator is a contributing member.
- C. Upon termination of employment, administrators may choose to transfer the accumulated sick leave between school Districts. The administrator is responsible for obtaining documentation of sick leave to be transferred to the next school District.
- D. Upon retirement through Oklahoma Teacher Retirement System, or resignation after ten years of service to Guthrie Public Schools, administrators shall be paid for all unused sick leave days earned while employed with the district, up to a maximum of one hundred twenty (120) days at the rate of \$50 per day. Sick leave days purchased may, also, be used towards additional experience with the Oklahoma Teachers Retirement System. Those days purchased by Guthrie Public Schools may not be transferred to another school district.

X. Sick Leave Bank

Administrators may participate in the certified or support employee's sick leave bank as applicable. Policies and provisions of use of the sick leave banks can be found in the Policies and Procedures Manual for Guthrie Public Schools.

XI. Personal Leave

A. Administrators shall be granted three (3) days of personal leave with pay each year to conduct personal business that must be conducted during a day under which the administrator is obligated by contract to be at work.

1. Except in emergency situations, administrators who must be absent for reasons of personal leave shall provide the Superintendent with at least forty-eight (48) hours advance notice. In emergencies, the administrator will notify the Superintendent prior to the beginning of the school day and on return to work will complete the necessary documentation.
2. Unused personal leave days shall accumulate as sick leave for the following year. However, administrators who have one hundred ten (110) unused sick leave days accumulated at the close of the school year, may make a written request to receive \$50.00 per day for each unused personal leave day, maximum of three (3) days. Eligible administrators must request payment in writing to the payroll office by June 1 each year to receive reimbursement.

XII. Family and Medical Leave

Family and medical leave shall be available to the administrator in accordance with the District's policy governing family and medical leave.

XIII. Bereavement Leave

A. Non-cumulative bereavement leave of up to five (5) days per occurrence shall be granted to an Administrator in the event of a death in the immediate family. Immediate family shall include the following:

Spouse, parents, step-parent, child, step-child, foster child, brother-in-law, sister-in-law, son-in-law, daughter-in-law, siblings, mother-in-law, father-in-law, grandparents, grandchildren, aunt or uncle, and aunt or uncle-in-law.

- B. For deaths outside of the immediate family, administrators may apply to the Superintendent who is authorized to grant leave chargeable to sick leave, bereavement leave or personal leave by paying the cost of a certified substitute whether or not one is hired.

XIV. Jury Duty or Subpoena Leave

Administrators who are required to serve on jury duty or to appear in court in response to an official subpoena will receive full salary during the period of service. Administrators who must serve in this capacity shall pay over to the District any compensation received for said services.

XV. Leave-of-Absence Without Pay

- A. Administrators may request extended leave-of-absence for not more than one (1) year without pay under any of the circumstances in this section. All requests for such extended leave-of-absence without pay shall be made in writing. All responses to the request shall be in writing. Such application shall be reviewed by the Superintendent before recommending action by the Board of Education. Whether, and under what circumstances, to grant a leave without pay is reserved entirely to the discretion of the Board of Education.
- B. Administrators will be eligible to request a leave-of-absence after two (2) years of continuous administrative service to the District.
- C. Replacement for an administrator granted a leave-of-absence will be on an interim, temporary employment contract. During such interim employment, the administrator employed may apply for positional openings within the District.
- D. Leave-of-absence without pay may be requested for the following reasons:
 - 1. If an administrator is unable to work due to personal illness or disability and has exhausted all sick leave available, a medical leave request must be accompanied by a doctor's certificate stating the administrator cannot perform his/her duties.

The administrator may return to duty only upon presentation of appropriate medical evidence stating he/she is able to resume regular work and upon the recommendation of the Superintendent.
 - 2. To care for a sick member of the administrator's immediate family.

3. To adopt a child. An administrator adopting a child shall be entitled to, upon request, a leave to commence at any time during the first year continuous with adoption after receiving de facto custody of the child, or prior to receiving custody, if necessary to fulfill the requirements for adoption.
4. Military leave-of-absence may be granted by the Board of Education to an administrator in accordance with existing state and federal statutes.
5. Pursuit of advanced degree. An administrator may be granted a leave-of-absence to pursue an advanced degree. An administrator must be able to prove to the Board of Education the advanced degree will benefit the school District. Upon application, the administrator must be no further than one year away from completion of the advanced degree.
6. The administrator's use of a leave-of-absence, or any part of it, for a purpose, which qualifies for family and medical leave under the Family and Medical Leave Act, shall fulfill the District's obligations under the Act.

An administrator on leave-of-absence shall be responsible for health and other insurance premiums, if any, except for that part of the leave which qualifies as family and medical leave.

XVI. Promotion and Transfer

- A. All vacant administrative positions shall be posted for a minimum of three (3) days. A letter of application will be required to demonstrate an interest in the vacancy.
- B. Administrators may request a transfer within the District by filing a letter of intent with the Superintendent.
- C. The Superintendent may involuntarily transfer administrative staff within the District as he/she deems in the best interest of the school district.

XVII. Professional Growth

- A. Professional growth is encouraged for all administrators. Requests to attend conferences and/or seminars, in state, must be submitted in writing to the Superintendent at least two (2) weeks prior to attendance. Any trips outside the state must be approved by the Board of Education. All requests for attendance out of state must be submitted to the Superintendent one week prior to the posting of the Board agenda.
- B. All reimbursements for expenses to attend conferences and/or seminars will be approved by the Board at the next regularly scheduled meeting following submitting actual documentation of expenses.

XVIII. Evaluation

Each administrator will receive a formal evaluation conference with the Superintendent or the Superintendent's designee prior to a recommendation for renewal or non-renewal of contract for the next school year. The evaluation will be on a Board approved evaluation instrument and will become a part of the administrator's personnel file. Following the evaluation by the Superintendent, the administrator will have ten (10) days to write a response which will be attached and made a part of the evaluation. Administrator evaluations will be viewed by the Board of Education in consideration of any recommendations by the Superintendent pursuant to renewal or non-renewal of administrator's contract for the next school year.

Guthrie Public Schools
Property Committee Meeting
July 5, 2017 5:00 p.m.

Members present: Dr. Mike Simpson, Doug Ogle, Michelle Chapple, Cody Thompson, Jennifer Bennett-Johnson, Sharon Watts, and Linda Skinner.
Janna Pierson was present for Terry Pennington.

Mr. Thompson spoke on the following items:

Expenditure Reports:

- Summarized the expenses for June
- 10 new Purchase Orders for June

Completed Projects:

- 160 Work-Orders completed at Maintenance
- 63 Work-Orders completed at Transportation
- Electrical repairs/upgrades throughout the District (11)
- Plumbing repairs/upgrades throughout the District (22)
- HVAC repairs/replacements throughout the District (37)
- Made repairs to roof leaks at Central, Cotteral, and Fogarty
- Restriped parking lots at Cotteral and the HS
- Installed two additional areas on Fogarty playground
- Replaced deck and steps to Fogarty South Portable
- Repaired fire doors at GUES
- Removed 4 trees on North side of Central
- Installed drain pad for roof gutter on North side of Central
- Painted the two offices at Central
- Replaced a section of lockers with benches in the girls dressing room at the HS

Projects in Progress:

- Currently have 71 Maintenance Work-Orders in progress
- Currently have 75 Transportation Work-Orders in progress
- Painting parking lots and curbs at each site
- Replacing air filters and cleaning coils at all sites
- Water leak in the wrestling room shower area
- Inspecting and replacing defective door closures at all sites
- Continuing annual inspections of all buses to meet auditor's requirements
- Repainting North hallway walls and floors a new color at Central
- Continuing roof repairs at Cotteral, Faver, Fogarty, HS, and Jr. High gym
- District HVAC, electrical, and plumbing repairs
- Repairing chillers at Central and the HS
- Installation of French drain outside FFA building
- Installing access door for plumbing at Central
- Repairing plaster on walls in Teachers' lounge at Cotteral
- Installing sod North side of Central
- Replacing 5 water heaters in GUES classrooms

Future Projects:

- Continue making repairs/upgrades to facilities and equipment recommended in the Performance Review Report
- Painting parking lots and curbs at Administration, Central, Faver, GUES, and Bus lot
- Sidewalk repairs to north building area at the High School
- Continue to make repairs to HVAC units at all sites
- Roof repairs at Cotteral, Fogarty, and the JH gym
- Floor upgrades in classrooms at the HS, Bus Drivers Room, Central south halls and Fogarty office area and north portable
- Sidewalk and curb facelifts where they have dropped below grade
- Master lock/key system at Jr. High
- Replace 2 roll-down security gates at the HS
- Build a closet for a classroom at Fogarty
- Entry door replacement at Fogarty
- Chiller replacement/repairs at GUES and HS
- Repair/Replace the siding on Cotteral Quad

Bond Projects Discussion:

Central ES

Work is completed

Working with Architects to change color on outside lettering

Charter Oak ES

- Two lagoons are being built
- Building pad being built
- Getting quotes on fencing the property to Douglas Blvd.