

**AGENDA WITH COMMENTARY**

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

**MONDAY  
OCTOBER 14, 2019  
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 9-65**

**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 September 9, 2019**
  - B. Minutes of special meeting held on October 1, 2019**
  - C. Treasurer's Report**
  - D. Activity Fund Fundraisers as per attached list**

- E. Activity Fund Transfers as per attached list**
- F. Fuel bids as recommended by bid committee**
- G. Encumbrances for General Fund #'s 505 - 675, Building Fund #'s 179 - 218, Building Bond Fund 2017 #'s 15 - 108, and listed change orders and Activity Fund Reports-the full register is available online**
- H. Out-of-State Trip Request:  
James Strahorn and Cross Country Athletes-Nike South Regionals-The Woodlands, TX-November 22-23, 2019**

**Dr. Mike Simpson-National Conference on Education-San Diego, CA-  
February 12-15, 2020**

- I. Contracts/Agreements under \$10,000**
  - 1. Agreement with PeopleFacts for background checks for prospective employees and volunteers for 2019-2020**

Commentary:

This is our annual renewal agreement with PeopleFacts, formerly Trak-1, for background checks. This is basically our backup service. All employees must go through an OSBI fingerprint background check. The PeopleFacts service is used when the OSBI report has not been received or has been delayed but is forthcoming. PeopleFacts will verify any convictions that would be attributed to that individual. The cost for this service for 2018-2019 was \$275.40. **Doug Ogle will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- 2. Agreement with Cantrell and Waller Preparatory Services, LLC for ACT Prep/Strategies for the Content Classroom:Faculty Training for 2019-2020**

Commentary:

This training to be held during District Professional Development on February 17, 2020 and will provide the High School staff with curriculum and skills to help our Junior students be successful taking the ACT. **Doug Ogle will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**9. Business Agenda:**

**A. Discussion and possible action regarding the 2019-2020 School Budget  
Pages 66 - 107**

Commentary:

A copy of the budget is included in your packet. Ms. Michelle Chapple will make a presentation to the Board. **Michelle Chapple will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**B. Recommendation, consideration and action to approve the transcription of math and science credit options taught at Meridian Technology Center  
Pages 108 – 115**

Commentary:

We take this action every year. This allows 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade students to take a math or science course at Meridian Technology that counts as credit at Guthrie High School. **Doug Ogle will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**C. Recommendation, consideration and action upon revision to District Policy:  
• C-15A Service Animals Pages 116 – 119**

Commentary:

This is a recommendation from our legal counsel based on state and federal law. **Dr. Simpson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**D. Recommendation, consideration and action upon revision to District Policy:  
• D-9 Testing Employees (other than bus drivers) with regard to the use of Alcohol and Illegal Chemical Substances Pages 120 - 128**

Commentary:

This is a recommendation from our legal counsel based on state and federal law. **Dr. Simpson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**E. Recommendation, consideration and action upon revision to District Policy:  
• D-9A Alcohol and Drug Testing for Bus Drivers Pages 129 - 142**

Commentary:

This is a recommendation from our legal counsel based on state and federal law.  
**Dr. Simpson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- F. Recommendation, consideration and action upon revision to District Policy:**  
• **D-46 Wireless Communication Devices**                      **Pages 143 - 146**

Commentary:

This is a recommendation from our legal counsel based on state and federal law.  
**Dr. Simpson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- G. Recommendation, consideration and action upon revision to District Policy:**  
• **F-5A Transfer Policy**    **Pages 147 - 161**

Commentary:

This is a recommendation from our legal counsel based on state and federal law.  
**Dr. Simpson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval

- H. Recommendation, consideration and action upon revision to District Policy:**  
• **F-13 Administration of Medicine to Students**                      **Pages 162 - 167**

Commentary:

This is a recommendation from our legal counsel based on state and federal law.  
**Dr. Simpson will answer any questions.**

- I. Recommendation, consideration and action upon revision to District Policy:**  
• **F-18 Child Abuse, Neglect, Exploitation and Trafficking: Reporting and Investigation Revised**                      **Pages 168 - 176**

Commentary:

This is a recommendation from our legal counsel based on state and federal law.  
**Dr. Simpson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- J. Recommendation, consideration and action upon revision to District Policy:**



• **F-33 Reporting Students Under the Influence of or Possessing Alcoholic Beverages or Controlled Dangerous Substances** Page 177

Commentary:

This is a recommendation from our legal counsel based on state and federal law.

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

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**K. Recommendation, consideration and action upon revision to District Policy:**

• **F-35 Activity Student Drug Testing** Page 178 - 184

Commentary:

This is a recommendation from our legal counsel based on state and federal law.

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

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**L. Recommendation, consideration and action upon revision to District Policy:**

• **F-40 Wireless Telecommunication Devices-Students** Page 185 - 186

Commentary:

This is a recommendation from our legal counsel based on state and federal law.

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

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**M. Recommendation, consideration and action upon revision to District Policy:**

• **F-41 Student Behavior and Discipline** Page 187 - 197

Commentary:

This is a recommendation from our legal counsel based on state and federal law.

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

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**N. Recommendation, consideration and action upon approval of District Policy:**

• **F-46A Medical Marijuana Hemp Cannabidiol (CBD)** Page 198 - 202

Commentary:

This new policy was first read at the September 9, 2019 Regular Board Meeting. It is being recommended for approval from our legal counsel based on state and federal law. **Dr. Simpson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**O. Presentation of proposed new District Policy:**

- **C-28 Selection of a Construction Manager** Page 203

Commentary:

This proposed new policy was reviewed by the Superintendent and our legal counsel. This is not an action item. It is for presentation only and will be placed on a future agenda for consideration. **Dr. Simpson will answer any questions.**

**P. Presentation of proposed new District Policy:**

- **E-46 Dyslexia Awareness Program** Page 204

Commentary:

This proposed new policy was reviewed by the Superintendent and our legal counsel. This is not an action item. It is for presentation only and will be placed on a future agenda for consideration. **Dr. Simpson will answer any questions.**

**Q. Presentation of proposed new District Policy:**

- **F-13A Student Diabetes Care and Management** Pages 205 - 207

Commentary:

This proposed new policy was reviewed by the Superintendent and our legal counsel. This is not an action item. It is for presentation only and will be placed on a future agenda for consideration. **Dr. Simpson will answer any questions.**

**R. Discussion and possible board action to pass the 2020 Annual School Election Resolution** Pages 208 - 209

Commentary:

We are required to call for the election of Board Positions prior to Friday, November 15, 2019. Board Position #1, which has a 4 year term, is currently held by E. Sharon Watts and Board Position #7, which has a 4 year term, is currently held by Mr. Travis Sallee. **Dr. Simpson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**S. Recommendation, consideration and action upon Oklahoma Prevention Needs Assessment Survey for grades 6, 8, 10 and 12 sponsored by the**

**Oklahoma Department of Mental Health and Substance Abuse Services in  
Cooperation with the Oklahoma State Department of Education**

**Pages 210 - 219**

Commentary:

The purpose of this survey is to gather information needed to plan prevention and Intervention programs in our community and schools in regards to problems of alcohol, tobacco, drug use, school dropout, delinquency, violence and other problem behaviors in our schools and communities. **Dr. Simpson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- T. Recommendation, consideration and action upon “Stop, Go and Tell” Program through Bethesda, Inc. to take place at Central Elementary, Charter Oak Elementary, Cottoral Elementary and Fogarty Elementary for Kindergarten through 4<sup>th</sup> grade students**

**Pages 220 - 224**

Commentary:

This program is a fun, age appropriate and interactive way to teach children about personal space boundary rules and what to do if someone tries to break those rules. The program is no cost to the District. **Abi Sutherland, Education Coordinator, and Doug Ogle 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, discussion of extra-duty assignments for 2019-2020, discussion of confidential conversations with the Board’s attorney concerning pending claims and litigation, 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, 4 and 7 and 70 OKLA. STAT. Section 5-118**
- 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 225-226**
- 12. Action upon recommendation of extra-duty assignments as listed for 2019-2020**  
**Page 227**
- 13. Recommendation, consideration and action upon approval of Jake Jenson to be classified as an Adjunct Teacher for Physical Science at Guthrie High School**

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

**Dr. Mike Simpson  
Superintendent**

**jf**

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

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

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

**GUTHRIE PUBLIC SCHOOLS  
BOARD MINUTES  
REGULAR MEETING  
SEPTEMBER 9, 2019**

**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 SEPTEMBER 9, 2019**

**Board Members Present:** Jennifer Bennett-Johnson, Gina Davis, Janna Pierson, Ron Plagg, Travis Sallee and Tina Smedley

**Board Members Absent:** Sharon Watts

**District Level School Officials Present:** Dr. Mike Simpson, Superintendent  
Doug Ogle, Assistant Superintendent  
Carmen Walters, Executive Director of  
Federal Programs/Elementary Ed  
Michelle Chapple, Chief Financial Officer  
Angie Smedley, Director of Special  
Education  
Cody Thompson, Director of Operations  
Dee Benson, Director of Technology

1. The meeting was called to order by President Smedley.
2. Members Jennifer Bennett-Johnson, Gina Davis, Janna Pierson, Ron Plagg, Travis Sallee and Tina Smedley were present for roll call.  
  
Member Sharon Watts was not present for roll call.
3. A quorum was established.
4. President Smedley asked everyone present to stand and join her in the Pledge of Allegiance.
5. President Smedley asked everyone present to join her in a Moment of Silence.
- 6A. President Smedley asked the Superintendent if there were any citizens registered to speak to the Board.  
  
Superintendent Simpson stated there was one citizen registered to speak to the Board.  
  
Andrea Wooldridge spoke to the board regarding the dress code at GUES.
- 6B. President Smedley called for any comments to the Board by Board members.  
  
There were no comments to the Board by Board members.
7. President Smedley called for the Superintendent's Reports.

**Superintendent Simpson reported on the following:**

**Recognized this was the smoothest start to a school year in his 8 years of being here. Thanked the staff, principals, teachers and parents for making this happen. The kids knew where to go as well, as they were familiar with their school sites since we transitioned to neighborhood schools last year.**

**Thanked Community Church for the use of their grounds for our Cross Country Meet last weekend.**

**We have one bus route being held at Charter Oak but they are still getting home at a reasonable time frame. There was some concern the first few days regarding buses but that is normal until routes are equalized. To further complicate the situation, we had 60 new students sign up online for bus transportation the weekend before school started.**

**Announced we appear to be up over 100 students district wide. Charter Oak has an additional 51 students over last year. We will need to add more classrooms if this growth pattern continues.**

- 8. President Smedley called for presentation by Doug Ogle, Assistant Superintendent, for ICAP.**

**Doug Ogle presented information regarding ICAP which will be implemented in grades 6<sup>th</sup>-12<sup>th</sup> beginning this year.**

- 9. President Smedley called for action on the Consent Agenda.**

**A motion was made by Davis and seconded by Sallee to approve the Consent Agenda excluding items 9A, minutes of regular meeting held on August 12, 2019 and 9B, minutes of special meeting held on August 16, 2019.**

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

**A motion was made by Bennett-Johnson and seconded by Davis to approve Item 9A, minutes of regular meeting held on August 12, 2019.**

**The motion carried with 5 ayes and 1 abstention-Member Sallee abstaining.**

**A motion was made by Pierson and seconded by Plagg to approve Item 9B, minutes of special meeting held on August 16, 2019.**

**The motion carried with 5 ayes and 1 abstention-Member Davis abstaining.**

- 10A. President Smedley called for recommendation, consideration and action upon Gifted and Talented Committee for 2019-2020.**

**A motion was made by Davis and seconded by Bennett-Johnson to approve the Gifted and Talented Committee for 2019-2020.**

The motion carried with 6 ayes and 0 nays.

- 10B. President Smedley called for recommendation, consideration and action Professional Development Committee for 2019-2020.**

A motion was made by Plagg and seconded by Davis to approve the Professional Development Committee for 2019-2020.

The motion carried with 6 ayes and 0 nays.

- 10C. President Smedley called for recommendation, consideration and action upon contract with The Stacy Group, Inc. for architectural services for 2019-2020.**

A motion was made by Pierson and seconded by Sallee to approve contract with The Stacy Group, Inc. for architectural services for 2019-2020.

The motion carried with 6 ayes and 0 nays.

- 10D. President Smedley called for recommendation, consideration and action upon agreement with the City of Guthrie for School Resource Officers for 2019-2020.**

A motion was made by Plagg and seconded by Davis to approve the agreement with the City of Guthrie for School Resource Officers for 2019-2020.

The motion carried with 6 ayes and 0 nays.

- 10E. President Smedley called for recommendation, consideration and action upon 2019-2020 Estimate of Needs as prepared by Putnam & Company, PLLC and 2018-2019 Financial Statement and the authority to publish the same.**

A motion was made by Davis and seconded by Bennett-Johnson to approve 2019-2020 Estimate of Needs as prepared by Putnam & Company, PLLC and 2018-2019 Financial Statement and the authority to publish the same.

The motion carried with 6 ayes and 0 nays.

- 10F. President Smedley called for recommendation, consideration and action upon revision to District Policy:**
- *C-27 Administration of Federal Programs*

A motion was made by Pierson and seconded by Bennett-Johnson to approve revision to District Policy:

- *C-27 Administration of Federal Programs*

The motion carried with 6 ayes and 0 nays.

- 10G. President Smedley called for recommendation, consideration and action upon revision to District Policy:**
- *E-14 District Wide Parental Involvement (Parent Bill of Rights)*

A motion was made by Sallee and seconded by Davis to approve revision to District Policy:

- E-14 *District Wide Parental Involvement (Parent Bill of Rights)*

The motion carried with 6 ayes and 0 nays.

10H. President Smedley called for recommendation, consideration and action upon revision to District Policy:

- E-22 *Student Promotion and Retention and Student Pass/Failure of a Course*

A motion was made by Davis and seconded by Plagg to approve revision to District Policy:

- E-22 *Student Promotion and Retention and Student Pass/Failure of a Course*

The motion carried with 6 ayes and 0 nays.

10I. President Smedley called for recommendation, consideration and action upon revision to District Policy:

- E-38A *Reading Sufficiency Act Testing and Procedures*

A motion was made by Pierson and seconded by Sallee to approve revision to District Policy:

- E-38A *Reading Sufficiency Act Testing and Procedures*

The motion carried with 6 ayes and 0 nays.

10J. President Smedley called for recommendation, consideration and action upon revision to District Policy:

- E-41A *Social Media and Social Networking*

A motion was made by Davis and seconded by Bennett-Johnson to approve revision to District Policy:

- E-41A *Social Media and Social Networking*

The motion carried with 6 ayes and 0 nays.

10K. President Smedley called for recommendation, consideration and action upon revision to District Policy:

- E-45 *Title I Parental Involvement*

A motion was made by Plagg and seconded by Davis to approve revision to District Policy:

- E-45 *Title I Parental Involvement*

The motion carried with 6 ayes and 0 nays.

10L. President Smedley called for recommendation, consideration and action upon revision to District Policy:

- F-6 *Wellness Policy*

A motion was made by Pierson and seconded by Bennett-Johnson to approve revision to District Policy:



- *F-6 Wellness Policy*

Discussion followed after motion.

The motion carried with 6 ayes and 0 nays.

- 10M. President Smedley called for recommendation, consideration and action upon revision to District Policy:

- *F-20A Directory Information Notice*

A motion was made by Davis and seconded by Plagg to approve revision to District Policy:

- *F-20A Directory Information Notice*

The motion carried with 6 ayes and 0 nays.

- 10N. President Smedley called for recommendation, consideration and action upon revision to District Policy:

- *F-32 Smoking, Vaping, and the Use of Tobacco Products*

A motion was made by Pierson and seconded by Sallee to approve revision to District Policy:

- *F-32 Smoking, Vaping, and the Use of Tobacco Products*

Discussion followed after motion.

The motion carried with 6 ayes and 0 nays.

- 10O. President Smedley called for presentation of proposed new District Policy:

- *F-46A Medical Marijuana, Hemp and Cannabidiol (CBD)*

Discussion followed.

- 10P. President Smedley called for recommendation, consideration and action upon Guthrie Jr. High Health Fair for 7<sup>th</sup> grade students November 18<sup>th</sup> and 20<sup>th</sup>, 2019.

A motion was made by Pierson and seconded by Davis to approve the Guthrie Jr. High Health Fair for 7<sup>th</sup> grade students November 18<sup>th</sup> and 20<sup>th</sup>, 2019.

The motion carried with 6 ayes and 0 nays.

11. President Smedley called for proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports, extra-duty assignments as listed for 2019-2020, discussion of purchase or appraisal of real property, periodic annual evaluation and terms of employment of Dr. Michael Simpson, Superintendent of Schools, discussion of confidential conversations with the Board's attorney concerning pending claims and litigation, 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, 3, 4 and 7.

- 11A. A motion was made by Sallee and seconded by Plagg to go into executive session.

**The motion carried with 6 ayes and 0 nays. Executive session began at 7:43 p.m.**

**11B. President Smedley acknowledged the Board's return to open session at 9:39 p.m.**

**11C. President Smedley stated that in executive session only those items listed in Agenda Item 11 were discussed and no votes were taken.**

**12. President Smedley called for a vote on action as set out on the Personnel Reports.**

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

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

**13. President Smedley called for action upon recommendation of extra-duty assignments as listed for 2019-2020.**

**A motion was made by Davis and seconded by Bennett-Johnson to approve extra-duty assignments as listed for 2019-2020.**

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

**14. President Smedley called for discussion, consideration and vote to approve the purchase of a tract of land lying in the North Half of Section 10, Township 16 North, Range 2 West of the Indian Meridian in Logan County, Oklahoma consisting of approximately 38.33 acres more or less for the sum of \$264,000 pursuant to the terms and conditions contained in a Real Estate Purchase Contract dated as of August 15, 2019 between Bank 7 and Guthrie Public Schools.**

**A motion was made by Bennett-Johnson and seconded by Sallee to approve the purchase of a tract of land lying in the North Half of Section 10, Township 16 North, Range 2 West of the Indian Meridian in Logan County, Oklahoma consisting of approximately 38.33 acres more or less for the sum of \$264,000 pursuant to the terms and conditions contained in a Real Estate Purchase Contract dated as of August 15, 2019 between Bank 7 and Guthrie Public Schools.**

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

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

**Superintendent Simpson stated there were no resignations offered since the posting of the agenda.**

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

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

**17. A motion was made by Plagg and seconded by Sallee to adjourn the meeting.**

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

**The meeting adjourned at 9:41 p.m.**

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**Jana Frey, Minutes Clerk**

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**Tina Smedley, Board President**

**GUTHRIE PUBLIC SCHOOLS  
BOARD MINUTES  
SPECIAL MEETING  
OCTOBER 1, 2019**

**MINUTES OF THE GUTHRIE PUBLIC SCHOOLS BOARD OF EDUCATION SPECIAL MEETING HELD AT 5:00 P.M. IN THE OFFICE OF THE BOARD, 802 EAST VILAS, GUTHRIE, OKLAHOMA ON OCTOBER 1, 2019**

**Board Members Present:** Gina Davis, Janna Pierson, Ron Plagg, Tina Smedley and Sharon Watts

**Board Member Absent:** Jennifer Bennett-Johnson and Travis Sallee

**District Level School Officials Present:** Dr. Mike Simpson, Superintendent  
Doug Ogle, Assistant Superintendent  
Carmen Walters, Executive Director of  
Federal Programs/Elementary Ed  
Michelle Chapple, Chief Financial Officer  
Dee Benson, Director of Technology  
Cody Thompson, Director of Operations

- 1. The meeting was called to order by President Smedley.**
- 2. Members Gina Davis, Janna Pierson, Ron Plagg, Tina Smedley and Sharon Watts were present for roll call.**  
**Members Jennifer Bennett-Johnson and Travis Sallee were not present for roll call.**
- 3. A quorum was established.**
- 4. President Smedley asked everyone present to stand and join her in the Pledge of Allegiance.**
- 5. President Smedley asked everyone present to join her in a Moment of Silence.**
- 6. President Smedley called for an update on recent network attack by an outside party.**  
**Dee Benson, Director of Technology, presented the Board with recent events that occurred during the GPS network attack on September 16, 2019.**  
**Discussion followed.**
- 7. President Smedley called for recommendation, consideration and action to enter into an agreement with a vendor to provide network assessment, recovery and monitoring subject to the execution of a contract approved by legal counsel.**  
**Discussion followed.**

**A motion was made by Watts and seconded by Pierson to enter into an agreement with Arete Advisors to provide network assessment, recovery and monitoring subject to the execution of a contract approved by legal counsel**

**The motion carried with 5 ayes and 0 nays.**

- 8. A motion was made by Plagg and seconded by Watts to adjourn the meeting.**

**The motion carried with 5 ayes and 0 nays.**

**The meeting adjourned at 5:15 p.m.**

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**Jana Frey, Minutes Clerk**

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**Tina Smedley, Board President**

**TREASURER'S REPORT**  
**September 30, 2019**

**BANK BALANCES**

**FARMERS & MERCHANTS**

General Fund	\$ 4,093,279.82
Building Fund	278,929.39
Sinking Fund	68,453.73
ILR Fund	47,410.87
G&E Fund	5,850.60
Child Nutrition Fund	182,472.51
Activity Fund	649,483.11
School Age-Care Fund	75,619.14
Bond Fund	<u>440,496.12</u>

TOTAL \$ 5,841,995.29

**RECEIPTS**

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**GENERAL FUND:**

Logan County	\$ 45,554.18
State of Oklahoma	1,273,242.39
Okla. Tax Comm.	179,072.93
School Land Earn.	35,127.62
R.O.T.C.	6,208.64
Federal Programs	50,922.63
Misc Receipts	11,882.02
Correcting Entry(-)	
General Acct. Int.	2,493.12
Minus (-) Bank Fees	<u>90.69</u>
TOTAL	\$ 1,604,412.84

**BUILDING FUND**

Logan County	\$ 3,041.85
Bldg. for Champs	<u>20.00</u>
TOTAL	\$ 3,061.85

**SINKING FUND:**

Logan County	\$ 8,262.57
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**CHILD NUTRITION FUND:**

Local	33,172.55
State	14,820.84
Federal	<u>49,795.54</u>
TOTAL	\$97,788.93

**INS.LOSS RECOVERY FUND:**

\$

**BOND FUND:**

Interest	\$ 103.93
Bank Fees	<u>(-) 8.51</u>
TOTAL	\$ 95.42

**WARRANTS PAID**

**GENERAL FUND:**

2018-2019       \$   50,006.13  
2019-2020       \$ 1,794,036.89

**GIFTS & ENDOWMENTS FUND:**

2018-2019  
2019-2020   \$750.00

**BUILDING FUND:**

2018-2019       \$ 25,199.26  
2019-2020       \$306,132.89

**INS. LOSS RECOVERY FUND:**

2018-2019  
2019-2020

**CHILD NUTRITION FUND:**

2018-2019       \$     42.00  
2019-2020       \$ 56,008.29

**BOND FUND:**

2018-2019   \$248,774.45  
2019-2020   \$ 29,791.60

**CD/INVESTMENTS:**

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

**TOTAL MONIES IN F&M BANK \$ 5,841,995.29**

PLEDGED – FDIC               \$ 250,000.00  
PLEDGED – F&M BANK       \$ 10,529,000.00

*law*

**GUTHRIE PUBLIC SCHOOLS  
ACTIVITY FUND FUNDRAISER REQUEST  
As of 09/30/2019**

- |                        |                         |
|------------------------|-------------------------|
| 1. Fogarty PTO, 808    | Quilt Raffle            |
| 2. English Club, 869   | GHS t-shirt sales       |
| 3. XC Bluecrew, 880    | Poinsetta sales         |
| 4. STEM, 891           | Donation solicitation   |
| 5. Mu Alpha Theta, 893 | Calculator Rental       |
| 6. Faver C&C, 933      | Bottles water sales     |
| 7. Soccer, 897         | Donation solicitation   |
| 8. Soccer, 897         | Amendment to fundraiser |





1.

### GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 9/11/2019 Site: Fogarty Unobligated Account Balance: \$5,587<sup>95</sup>

Account Name: Fogarty PTO Account Number: 808

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) \_\_\_\_\_  
Quilt Raffle / \$5 tickets @ home football game. Either 10/25/19 or 11/8/2019 and tickets will be sold the week of the game.

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

Does the fundraiser have food items? Yes  No  If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

Manufacturer: n/a

Purpose for which funds will be used: Classroom supplies and needs as requested by teacher.

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

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

Estimated INCOME: <u>2500.00</u>	Fundraiser start date: <u>10/21/19</u>
Less Estimated EXPENSES: <u>0.00</u>	
Estimated PROFIT: <u>2500.00</u>	Fundraiser end date: <u>11/8/19</u>

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

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

school district facilities required? no if yes a facility use permit must be completed.

Sponsor Signature: Lacey Hudson Date: 9-11-19

Principal's Signature: Marsha Todd Date: 9/11/19

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

Board of Education Approval Date: \_\_\_\_\_  
AF Fundraiser Request 12/2017



RECEIVED  
SEP 26 2019

BY: [Signature]

2.

**GPS ACTIVITY FUND FUNDRAISER REQUEST FORM**

Request Date: 9/24/2019 Site: GHS Unobligated Account Balance: \$901.44 580.44 ap

Account Name: English Club Account Number: 869

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Selling GHS t-shirts

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

Does the fundraiser have food items? Yes  No  If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

Manufacturer: N/A

Purpose for which funds will be used: For English Club field trips, activities, and meetings.

Name/Address of Vendor: Saltees, Traci Hayes

Items to be purchased in order to conduct the fundraiser: T-shirts

Estimated INCOME: \$1,250 Fundraiser start date: 10/15/2019  
 Less Estimated EXPENSES: \$750  
 Estimated PROFIT: \$500 Fundraiser end date: 1/31/2020

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? Saved for future fundraisers Are

school district facilities required? No if yes a facility use permit must be completed.

Sponsor Signature: CB Wageman Date: 9/24/2019

Principal's Signature: Chris Stranks Date: 9-24-19

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

Board of Education Approval Date: \_\_\_\_\_  
AF Fundraiser Request 12/2017

[Signature]





RECEIVED  
SEP 20 2019  
BY: [Signature]

3.

### GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 9/3/2019 Site: GHS Unobligated Account Balance: \$71.20 1,158<sup>62</sup> 9/20/19  
Account Name: XC Bluecrew Account Number: 880

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) XC students will sell Poinsettias.

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

Does the fundraiser have food items? Yes  No  If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

Manufacturer: Guthrie Greenhouse

Purpose for which funds will be used: Cross Country Travel fees and food /drink for athletes

Name/Address of Vendor: 1100 N S. Broad Street

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

Estimated INCOME: \$2,000 Fundraiser start date: 12/2/2019  
Less Estimated EXPENSES: \$1,000

Estimated PROFIT: \$1,000 Fundraiser end date: 12/13/2019

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

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

school district facilities required? No if yes a facility use permit must be completed.

Sponsor Signature: [Signature] Date: 9/3/2019

Principal's Signature: [Signature] Date: 9-3-19

Athletic Director's Signature (if applicable): [Signature] Date: 9/3/19

Board of Education Approval Date: \_\_\_\_\_  
AF Fundraiser Request 12/2017

[Signature]





4.

### GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 9/26/19 Site: GHS Unobligated Account Balance: 0

Account Name: STEM Account Number: 891

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Solicit Funds from public donors

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

Does the fundraiser have food items? Yes  No  If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

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

Purpose for which funds will be used: Classroom supplies, electronic kits, rocket kits, classroom chairs, etc.

Name/Address of Vendor: Amazon

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

Estimated INCOME: \$1000.00 Fundraiser start date: Oct 15, 2019  
Less Estimated EXPENSES: 0

Estimated PROFIT: \$1000.00 Fundraiser end date: May 20, 2020

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? \_\_\_\_\_ Are

school district facilities required? \_\_\_\_\_ if yes a facility use permit must be completed.

Sponsor Signature: Monte My... Date: 9-26-19

Principal's Signature: Chris... Date: 9-26-19

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

Board of Education Approval Date: \_\_\_\_\_  
AF Fundraiser Request 12/2017

Michelle Appale  
24



5

### GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 9/19/19 Site: High School Unobligated Account Balance: 1700.40 2,058.90 ap 9/19/19

Account Name: Mu Alpha Theta Account Number: 893

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Calculator Rental fee  
\$7 for TI-36XS for the year - \$15 for TI-83 Plus for the year - \$20 TI-84, \$25 TI-84 CE

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

Does the fundraiser have food items? Yes  No  If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

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

Purpose for which funds will be used: Transporation, keynote speakers, academic competitons, conferences & other misc activities

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

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

Estimated INCOME: <u>\$420</u>	Fundraiser start date: <u>11/1/19</u>
Less Estimated EXPENSES: <u>-0-</u>	
Estimated PROFIT: <u>\$420</u>	Fundraiser end date: <u>5/18/19</u>

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

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

school district facilities required? No if yes a facility use permit must be completed.

Sponsor Signature: [Signature] Date: 9/19/19

Principal's Signature: [Signature] Date: 9-19-19

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

Board of Education Approval Date: \_\_\_\_\_  
AF Fundraiser Request 12/2017

[Signature]





6.

**GPS ACTIVITY FUND FUNDRAISER REQUEST FORM**

Request Date: 8/21/2019 Site: Faver Unobligated Account Balance: 317.88

Account Name: Faver CEC Account Number: 933

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

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

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

Does the fundraiser have food items? Yes  No  If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

Manufacturer: Great Value or equivalent

Purpose for which funds will be used: Funds purchase graduation items, educational event tickets, yearbooks, for those who could not otherwise afford.

Name/Address of Vendor: WalMart Guthrie, OK / Sam's Club

Items to be purchased in order to conduct the fundraiser: Bottled Water

Estimated INCOME: 750.00 Fundraiser start date: 10/15/2019  
Less Estimated EXPENSES: 200.00

Estimated PROFIT: 550.00 Fundraiser end date: 5/29/2020

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? stored in the vault until next year Are

school district facilities required? no if yes a facility use permit must be completed.

Sponsor Signature: Juana R. Benson Date: 8-23-19

Principal's Signature: [Signature] Date: 9-11-19

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

Board of Education Approval Date: \_\_\_\_\_  
AF Fundraiser Request 12/2017

[Signature]



7.

**GPS ACTIVITY FUND FUNDRAISER REQUEST FORM**

Request Date: 9/26/19 Site: GHS Unobligated Account Balance: ~~600~~ 1,103.<sup>84</sup>

Account Name: Soccer Account Number: 897

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Solicit Funds from public donors

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

Does the fundraiser have food items? Yes  No  If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

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

Purpose for which funds will be used: Balls , Nets, Benches, Bench covers, training equipment

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

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

Estimated INCOME: ? 1,000 Fundraiser start date: Oct 15, 2019  
Less Estimated EXPENSES: 0

Estimated PROFIT: 1,000 Fundraiser end date: May 20, 2019 2020

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? \_\_\_\_\_ Are school district facilities required? \_\_\_\_\_ if yes a facility use permit must be completed.

Sponsor Signature: Monte Myers Date: 9-26-19

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

Athletic Director's Signature (if applicable): [Signature] Date: 9/27/19

Board of Education Approval Date: \_\_\_\_\_  
AF Fundraiser Request 12/2017

[Signature]





*Q.*

*See attached*

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

**Phone 405-282-8900**

[www.guthrie.k12.ok.us](http://www.guthrie.k12.ok.us)

September 27, 2019

Monte Myers, Soccer Coach request an amendment to the start & end date of the previous approved Fancloth fundraiser. Due to Fancloth's inability to provide fundraiser brochure to them the fundraiser will not be able to begin until 10/14 and they ask that they be able to run it until 12/20/19.

Anita Paul, Activity Fund Clerk  
[anita.paul@guthrieps.net](mailto:anita.paul@guthrieps.net)





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65

BY: [Signature]

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/23/19 Site: HS Unobligated Account Balance: 1103.84

Account Name: Soccer Account Number: 897

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Fancloth fundraiser: selling clothes, hats, cups, chairs, etc.

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

Does the fundraiser have food items? Yes  No  If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

Manufacturer: Fancloth

Purpose for which funds will be used: money for soccer equipment, uniforms, balls or any other needed supplies

Name/Address of Vendor: Fancloth

Items to be purchased in order to conduct the fundraiser: 4201 Cambridge Rd Ft Worth TX 76155

Estimated INCOME: 2500 Fundraiser start date: 9/16/2019  
 Less Estimated EXPENSES: 1000  
 Estimated PROFIT: 1500 Fundraiser end date: 10/18/2019

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? given to players Are \_\_\_\_\_

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

Sponsor Signature: [Signature] Date: 5/24/19

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

Athletic Director's Signature (if applicable): [Signature] Date: 6/5/19

APPROVED

Board of Education Approval Date: \_\_\_\_\_  
AF Fundraiser Request 12/2017

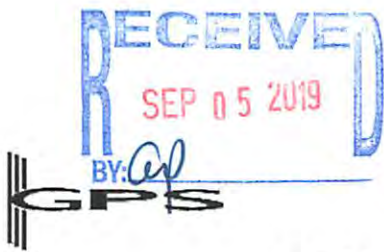
JUL 08 2019 [Signature]

BOARD OF EDUCATION  
GUTHRIE, OK

[Signature]  
29

**TRANSFERS FOR BOARD APPROVAL**  
**As of 9/30/2019**

<b>TO:</b>	<b>FROM:</b>	<b>REASON</b>	<b>\$AMOUNT</b>
Alumni Account, 864	Class of 2019, 863	Closing account	\$1,896.07



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

Amount 1,896.07 Date Requested 9/3/2019

Transfer to: 864 Alumni Account  
Account Name & Number

Transfer from: 863 Senior Class  
Account Name & Number

State Reason for Transfer Below

Class graduated and funds transferred into Alumni Account until funds are needed by class of 2019.

Sponsor's Signature: Chris G. Grande

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

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

Principal's Signature: Chris G. Grande

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

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



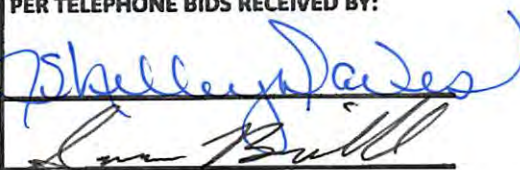

**Transportation Department  
Fuel Bids  
2019-2020**

DATE: <u>Sept 12, 19</u>	TIME BIDS BEGAN: <u>8:20</u>	AMOUNT NEEDED:
PO#:	TIME BIDS CLOSED: <u>8:50</u>	DIESEL: <u>7000</u>
		UNLEADED: <u>1000</u>

COMPANY NAME	CONTACT PERSON	PHONE	UNLEADED	DIESEL
FUEL MASTERS	KIT, BRIAN, CODY or <u>HARDIN</u>	1-866-455-3835	<u>2.0342</u>	<u>1.9680</u>
PENLEY OIL COMPANY	MIKE, SCOTT or <u>GEORGEANN</u>	235-7553	<u>2.0313</u>	<u>1.9829</u>
RED ROCK	JOANIE or <u>TRICHA</u>	677-3373	<u>2.0394</u>	<u>1.9865</u>
EARNHEART OIL & PROPANE	<u>DUSTIN</u>	405-612-2650	<u>2.01</u>	<u>1.99</u>

AMOUNT OF FUEL PURCHASED:	COMPANY BID AWARDED TO: <u>Fuel Masters</u>
---------------------------	--

UNLEADED FUEL: <u>1000</u>	PRICE PER GALLON: <u>2.0342</u>	TOTAL AMT: <u>2,034.20</u>
DIESEL FUEL: <u>7,000</u>	PRICE PER GALLON: <u>1.9680</u>	TOTAL AMT: <u>13,776.00</u>
		TOTAL PURCHASE: <u>15,810.20</u>

PER TELEPHONE BIDS RECEIVED BY:  	COMMENTS:
---	-----------

**Transportation Department  
Fuel Bids  
2019-2020**

DATE: <u>10-4-19</u> PO#:	TIME BIDS BEGAN: <u>8:25am</u> TIME BIDS CLOSED: <u>9:05am</u>	AMOUNT NEEDED: DIESEL: <u>6000</u> UNLEADED: <u>1000</u>
------------------------------	---	--

COMPANY NAME	CONTACT PERSON	PHONE	UNLEADED	DIESEL	
FUEL MASTERS	<u>Eugene</u> KIT, BRIAN, CODY or HARDIN	1-866-455-3835	<u>1.87744</u>	<u>1.9772</u>	<u>1,874.40</u>   <u>11,863.20</u>
PENLEY OIL COMPANY	<u>MIKE, SCOTT or GEORGEANN</u>	235-7553	<u>1.9310</u>	<u>1.9835</u>	<u>1,931.00</u>   <u>11,901.00</u>
RED ROCK	<u>JOANIE or TRICHA</u> <u>John</u>	677-3373	<u>1.9048</u>	<u>1.9961</u>	<u>1,904.20</u>   <u>11,976.60</u>
EARNHEART OIL & PROPANE	<u>DUSTIN</u>	405-612-2650	<u>1.98</u>	<u>2.08</u>	<u>1,001.98</u>   <u>12,480.00</u>

AMOUNT OF FUEL PURCHASED: <u>7,000 Total</u>	COMPANY BID AWARDED TO: <u>Fuel Masters</u>
---	--

UNLEADED FUEL:  <u>1,000</u>	PRICE PER GALLON:  <u>1.8744</u>	TOTAL AMT:  <u>1,874.40</u>
DIESEL FUEL:  <u>6,000</u>	PRICE PER GALLON:  <u>1.9772</u>	TOTAL AMT:  <u>11,863.20</u>
		TOTAL PURCHASE:  <u>13,737.60</u>

PER TELEPHONE BIDS RECEIVED BY:  <u>Brandi Brown</u> <u>Lusan Birkel</u>	COMMENTS:
---	-----------

13,737.60  
 1,874.40 | 11,863.20  
 1,931.00 | 11,901.00  
 1,904.20 | 11,976.60  
 1,001.98 | 12,480.00

## Purchase Order Register

Options: Year: 2019-2020, Fund: GEN FUND-FOR OP, Date Range: 7/1/2019 - 6/30/2020, PO Range: 505 - 675

PO No	Date	Vendor No	Vendor	Description	Amount
505	09/04/2019	14280	WILLOBY'S FEED AND OUTFITTERS, LLC	Bedding and supplies	250.00
506	09/04/2019	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	Quote 231538 Valve Leveler	132.20
507	09/04/2019	12980	OKLAHOMA SECONDARY SCHOOL	Open PO for Contest entries	800.00
508	09/04/2019	12682	MIDWEST BUS SALES, INC.	quote 9064 Accelerator pedals	469.20
509	09/04/2019	42234	CHALK'S TRUCK PARTS, INC.	911157 Battery Tray and slide Rails	328.45
510	09/04/2019	17992	WESTERN GLASS & ATV, INC.	fill chip in suv 37	65.00
511	09/04/2019	12936	OKLA. ASSOC. FOR PUPIL TRANS.	online training	45.00
512	09/05/2019	15994	AMAZON CAPITAL SERVICES	Keyboard and Accessories	459.97
513	09/05/2019	44361	BETSY CHEN	BEHAVIORAL SERVICES	20,000.00
514	09/05/2019	11169	ENDEX OF OKLAHOMA, INC.	bell software	1,500.00
515	09/05/2019	17124	UNIV. OF OK HEALTH SCIENCES CTR	PROFESSIONAL DEVELOPMENT/SPEECH	220.00
516	09/05/2019	17124	UNIV. OF OK HEALTH SCIENCES CTR	PROFESSIONAL DEVELOPMENT/SPEECH	220.00
517	09/05/2019	16417	OSHA	SPEECH FALL CONFERENCE	250.00
518	09/05/2019	13646	CAROLYN BLACK HALLER	HS- SIGNS (STADIUM)	300.00
519	09/05/2019	14207	WALMART COMMUNITY	\$150 Teacher	150.00
520	09/05/2019	42234	CHALK'S TRUCK PARTS, INC.	C-2 Turn Lamp	259.38
521	09/05/2019	14207	WALMART COMMUNITY	150 teacher allowance	150.00
522	09/05/2019	13438	ROSS TRANSPORTATION, INC.	Repairs to bus 51	1,500.00
523	09/05/2019	40123	ROBERTS TRUCK CENTER OF OK LLC	quote # 59907 Fan shroud	362.61
524	09/06/2019	17727	PROJECT LEAD THE WAY, INC.	Medical detective consumable kit	1,604.00
525	09/06/2019	44148	FLITE TEST	Flite Test Stem curriculum	99.00
526	09/06/2019	14207	WALMART COMMUNITY	\$150 Classroom Supplies	150.00
527	09/06/2019	40123	ROBERTS TRUCK CENTER OF OK LLC	Brake cylinder, Head power bk cyl	1,282.55
528	09/06/2019	15994	AMAZON CAPITAL SERVICES	\$150 for Classroom Supplies	146.72
529	09/06/2019	15994	AMAZON CAPITAL SERVICES	Storage bins for PLTW Classroom supplies	314.40
530	09/06/2019	10802	PEARISON INC.	Guard Flags and Poles	1,517.00
531	09/06/2019	81316	JAMIE KAY ALEXANDER	MILEAGE REIMBURSEMENT FOR 19-20	1,500.00
532	09/06/2019	44418	AUBRI ROSE ELIZABETH WILEY	Security Elementary Sites	10,000.00
533	09/10/2019	15994	AMAZON CAPITAL SERVICES	Supplies for Nurses Office	500.00
534	09/10/2019	15994	AMAZON CAPITAL SERVICES	wooden gavels	38.97
535	09/10/2019	14207	WALMART COMMUNITY	150 classroom supplies	150.00
536	09/10/2019	15370	OKLA SOCIETY TO PREVENT BLINDNESS	VISION SCREENING TRAINING	400.00
537	09/10/2019	10129	NORTHUP AUTO PARTS & MACHINE	bus and auto supplies	500.00
538	09/10/2019	44423	THEATREFOLK, LTD.	drama scripts and materials	250.00
539	09/10/2019	12682	MIDWEST BUS SALES, INC.	quoteNumber 9088 Cylinoid valve	102.95
540	09/10/2019	17290	FLEETPRIDE, INC.	Bus 21 not starting	500.00
541	09/10/2019	44280	MARTIN AUTOMOTIVE	truck 85 tuneup	800.00
542	09/10/2019	44421	ACE TESTING LLC	Tank and Line Testing	300.00
543	09/10/2019	15994	AMAZON CAPITAL SERVICES	\$150 Classroom Supplies	150.00
544	09/10/2019	12910	OFFICE DEPOT, INC.	Classroom supplies	150.00
545	09/10/2019	12682	MIDWEST BUS SALES, INC.	Q9080 Accelerator Pedal	469.20
546	09/10/2019	12171	LAKESHORE LEARNING MATERIALS	Classroom materials	150.00

## Purchase Order Register

Options: Year: 2019-2020, Fund: GEN FUND-FOR OP, Date Range: 7/1/2019 - 6/30/2020, PO Range: 505 - 675

PO No	Date	Vendor No	Vendor	Description	Amount
547	09/10/2019	14207	WALMART COMMUNITY	150 school supply	150.00
548	09/10/2019	14207	WALMART COMMUNITY	150 class supplies	150.00
549	09/10/2019	16975	GENERAL FUND	Fuel and Subs for Mr. Peterman and Mr. Darcy	0.00
550	09/10/2019	14207	WALMART COMMUNITY	\$150 allowed for teacher supplies	150.00
551	09/10/2019	41388	CITIBANK\TRACTOR SUPPLY CREDIT PLAN	supplies for Ag department	250.00
552	09/10/2019	40205	MIDWEST CITY PUBLIC SCHOOLS	HS- ENTRY FEE (SUBURBAN CONFERENCE) ALL SPORTS	1,200.00
553	09/10/2019	16841	OK ASSOC OF CAREER & TECH EDUCATION	CT Teacher Academy	70.00
554	09/10/2019	43821	TEACHER SYNERGY, LLC	\$150 Teacher Class Instructional Materials	121.90
555	09/10/2019	10437	TECHNOLOGY STUDENT ASSOCIATION	TSA fees	420.00
556	09/10/2019	40775	APPLE STORE	iPad Apps	250.00
557	09/11/2019	44419	MACARTHUR LODGING LLC	Room for OK State Fair	390.00
558	09/11/2019	11933	JOHN VANCE MOTORS, INC.	repairs to bus 59 lift	500.00
559	09/11/2019	44186	DOUBLE T ENTERPRISES, LLC	Batteries	1,000.00
560	09/11/2019	13809	SUPER DUPER INC.	SPEECH SUPPLIES	290.94
561	09/11/2019	17078	READ NATURALLY, INC.	READING CURRICULUM	524.70
562	09/11/2019	43509	CARRIE A KOURI	SWING FOR SPECIAL ED CLASSROOM	139.95
563	09/11/2019	15124	COOPERATIVE COUNCIL FOR OKLAHOMA	DIRECTORS CONFERENCE	110.00
564	09/11/2019	44110	CDW LLC	office printer	379.96
565	09/11/2019	13789	SULLIVAN SUPPLY INC.	show supplies for OKC and Tulsa	1,250.00
566	09/11/2019	14377	FOLLETT SCHOOL SOLUTIONS, INC	Books	2,650.00
567	09/11/2019	44110	CDW LLC	OFFICE PRINTER	379.96
568	09/11/2019	43391	MOBYMAX, LLC	subscription	796.00
569	09/11/2019	13123	KATHERYNE B PAYNE EDUCATION CENTER	materials	118.00
570	09/12/2019	44120	OK CHAPTER OF THE DIVISION ON	TRANSITION WORKSHOP OCTOBER 7, 2019	25.00
571	09/12/2019	42687	CRISIS PREVENTION INSTITUTE, INC.	WORKBOOKS FOR CPI TRAINING	798.00
572	09/12/2019	17940	PROSPERITY BANK	OUT OF TOWN TIRE REPAIR- THROCKMORTON	200.00
573	09/12/2019	44427	GLOBAL SPEECH SOLUTIONS	SPEECH SUPPLIES	276.00
574	09/12/2019	10802	PEARISON INC.	Flag Material	390.00
575	09/12/2019	15994	AMAZON CAPITAL SERVICES	\$150 Teacher Classroom Supplies - Emily Marsh	150.00
576	09/12/2019	17541	FUEL MASTERS	1000 GALLONS UNLEADED, 7,000 GALLONS DIESEL	15,810.20
577	09/12/2019	40775	APPLE STORE	BLANKET FOR APPS/SP ED	300.00
578	09/12/2019	44407	ASPEN CUSTOM ELECTRONICS, INC.	HS- REPAIRS TO STEREO SYSTEM (FB)	300.00
579	09/12/2019	11849	JERRY D. JONES	DISTRICT FLEET TOWING	2,000.00
580	09/12/2019	44227	SCHOOL OF LIFE A DIV OF IMAGE STUFF	red ribbon week for Dana Black	155.77
581	09/12/2019	15994	AMAZON CAPITAL SERVICES	classroom supplies	146.92
582	09/12/2019	15994	AMAZON CAPITAL SERVICES	Classroom Supplies	145.78

## Purchase Order Register

Options: Year: 2019-2020, Fund: GEN FUND-FOR OP, Date Range: 7/1/2019 - 6/30/2020, PO Range: 505 - 675

PO No	Date	Vendor No	Vendor	Description	Amount
583	09/12/2019	12899	O'REILLY AUTOMOTIVE STORES, INC.	Bus and Shop supplies	1,000.00
584	09/12/2019	41416	SCHOOL SPECIALTY, INC	Locker Locks/JH	120.00
585	09/13/2019	10129	NORTHUP AUTO PARTS & MACHINE	HS- SUPPLIES (ATHLETIC FIELDS)	250.00
586	09/13/2019	16975	GENERAL FUND	HS- SUBS (COACHES) ALL SPORTS	500.00
587	09/13/2019	16678	KARY JARRED	MILEAGE REIMBURSEMENT	75.00
588	09/17/2019	12686	LOREN L JONES	JH/Handbooks	60.00
589	09/17/2019	42156	CABLE AUTOMOTIVE EQUIPMENT	inspection on lift	125.00
590	09/17/2019	17290	FLEETPRIDE, INC.	diagnosis of bus 7	500.00
591	09/17/2019	42234	CHALK'S TRUCK PARTS, INC.	quote # 914851	180.00
592	09/17/2019	12171	LAKESHORE LEARNING MATERIALS	Part of \$150 - Classroom supplies	110.00
593	09/17/2019	12967	OKLAHOMA HOME CENTERS, INC.	HS- TRASH CANS (ATHLETIC FIELDS)	500.00
594	09/17/2019	42274	AMERICAN BAND ACCESSORIES	Guard Flags	89.98
595	09/17/2019	17940	PROSPERITY BANK	fuel for out of town	500.00
596	09/17/2019	15994	AMAZON CAPITAL SERVICES	HS- LANYARD (BADGES) ATHLETICS	30.00
597	09/17/2019	16975	GENERAL FUND	Sub for Evaluation Day	65.00
598	09/18/2019	15994	AMAZON CAPITAL SERVICES	\$150/Central/Susan Murray	150.00
599	09/18/2019	12387	LOWE'S COMPANIES, INC.	HS-PAINT SPRAYER (ATHLETIC FIELDS)	1,010.00
600	09/18/2019	43580	DIGI SECURITY SYSTEMS LLC	Brivo Controller	695.65
601	09/18/2019	42600	BEASLEY TECHNOLOGY, INC.	Retainer Hours	5,000.00
602	09/18/2019	44092	INNOVATIVE MECHANICAL LLC	CRANE , RIGGING REMOVE 1 RTU AND SET 1 RTU	0.00
603	09/19/2019	15994	AMAZON CAPITAL SERVICES	\$150 Teacher Allowance	150.00
604	09/19/2019	83231	JULIE ANN MELVIN	MILEAGE REIMBURSEMENT	80.00
605	09/19/2019	84339	JOHN WILLIAM WEBB	EXPENSE REIMB. FOR 2019/2020-TECHNOLOGY	2,000.00
606	09/19/2019	44429	KRISTIN A. DI PERRI/ BEDROCK	Curriculum	190.00
607	09/19/2019	42234	CHALK'S TRUCK PARTS, INC.	Q917129 Flash Tubes	211.60
608	09/19/2019	17290	FLEETPRIDE, INC.	AUTOMATIC TRANSMISSION FLUID EXCHANGE SYSTEM	3,849.00
609	09/19/2019	12682	MIDWEST BUS SALES, INC.	NOX SENSOR	507.93
610	09/19/2019	12682	MIDWEST BUS SALES, INC.	PLUG AND TERMINALS	107.75
611	09/24/2019	15994	AMAZON CAPITAL SERVICES	Classroom Supplies	150.00
612	09/24/2019	13130	BETROLD ENTERPRISES, INC.	Music for concerts	500.00
613	09/24/2019	14207	WALMART COMMUNITY	150 Classroom PO	150.00
614	09/24/2019	83566	BRENDA DEEANN BRANDON	CONTRACT FOR CPI	1,000.00
615	09/24/2019	40123	ROBERTS TRUCK CENTER OF OK LLC	Q#606650 BLEEDER VALVES	29.05
616	09/24/2019	14377	FOLLETT SCHOOL SOLUTIONS, INC	Books for faver	136.00
617	09/24/2019	83736	CLAYTON R DRAKE	meals while at TSF	330.00
618	09/24/2019	14207	WALMART COMMUNITY	\$150 teacher allowance	150.00
619	09/24/2019	10924	DEMCO, INC	150 Classroom Supplies	150.00
620	09/24/2019	42234	CHALK'S TRUCK PARTS, INC.	bleeder valves q#918058	43.00
621	09/24/2019	16978	ATHLON II ENTERPRISES, INC.	HS- BASKETBALLS (GIRL & BOYS) BB	2,700.00
622	09/24/2019	40123	ROBERTS TRUCK CENTER OF OK LLC	Turbo Tube Q#60700	453.35
623	09/24/2019	44155	DRIVER ED MARKETPLACE LLC	cables and brake pedal	465.90



## Purchase Order Register

Options: Year: 2019-2020, Fund: GEN FUND-FOR OP, Date Range: 7/1/2019 - 6/30/2020, PO Range: 505 - 675

PO No	Date	Vendor No	Vendor	Description	Amount
624	09/24/2019	43151	SIGNTEC, SIGNS OF DISTINCTION, INC	Panels for cattle	2,625.00
625	09/24/2019	12387	LOWE'S COMPANIES, INC.	supplies for ag department	350.00
626	09/24/2019	16669	EDMENTUM, INC	STUDY ISLAND SUBSCRIPTION	2,860.00
627	09/26/2019	40123	ROBERTS TRUCK CENTER OF OK LLC	steering motor	402.77
628	09/26/2019	40123	ROBERTS TRUCK CENTER OF OK LLC	clutch fan q60689	710.08
629	09/26/2019	15994	AMAZON CAPITAL SERVICES	SUPPLIES	187.15
630	09/26/2019	42687	CRISIS PREVENTION INSTITUTE, INC.	INSTRUCTOR CERTIFICATION AND TRAINING	3,249.00
631	09/27/2019	14377	FOLLETT SCHOOL SOLUTIONS, INC	Book Order for School Year	2,955.00
632	09/27/2019	43821	TEACHER SYNERGY, LLC	150.00 Classroom Supply Budget	150.00
633	09/27/2019	12031	MT LIBRARY SERVICES	Subscription & Backlist books	1,500.00
634	09/27/2019	13431	ROSENSTEIN FIST & RINGOLD	CONSULTATION SERVICES - CYBER ATTACK	10,000.00
635	09/27/2019	17261	OKLAHOMA SCHOOLS INSURANCE GROUP	INSURANCE DEDUCTIBLE - CYBER ATTACK	10,000.00
636	09/27/2019	16003	VERNIER SOFTWARE AND TECHNOLOGY LLC	Windmill supplies	792.35
637	09/27/2019	10135	MIDAMERICA BOOKS	50 non-fiction books	250.00
638	09/27/2019	17290	FLEETPRIDE, INC.	Leah	2,196.32
639	09/27/2019	83768	ALLISON DYANE YOUNG	MILEAGE REIMBURSEMENT 19-20	500.00
640	09/27/2019	44107	COUGHLAN COMPANIES, LLC	Non-Fiction Book Order and Pebble Go	1,219.57
641	09/27/2019	44431	OKLAHOMA SCHOOL ALTER ED ASSOC	Alt Ed Conference Registration	40.00
642	09/27/2019	12967	OKLAHOMA HOME CENTERS, INC.	HS- SUPPLIES (ATHLETIC FIELDS)	300.00
643	09/27/2019	17290	FLEETPRIDE, INC.	cranking system repairs and diagnosis Bus 21	2,638.23
644	09/27/2019	12682	MIDWEST BUS SALES, INC.	Bus 47 not starting and door issue	1,000.00
645	09/27/2019	44107	COUGHLAN COMPANIES, LLC	Internet Database Pebble Go Next	1,011.75
646	09/27/2019	42602	NAT'L SCHOLASTIC PRESS ASSOC.	Science World Student Magazine	626.34
647	09/27/2019	15994	AMAZON CAPITAL SERVICES	Teacher allowance for LAURA BEEBY	150.00
648	09/27/2019	15324	OKLAHOMA TECHNOLOGY ASSOCIATION	Conference Registration	500.00
649	09/30/2019	17940	PROSPERITY BANK	Veh. Tags for 2 2019 Expeditions	106.00
650	10/01/2019	42601	LIGHTSPEED TECHNOLOGIES, INC.	BATTERIES FOR RED CAT AMPLIFIER FOR CLASSROOMS	90.00
651	10/01/2019	84122	SARAH ELIZABETH SCHLUETER	MILEAGE REIMBURSEMENT FOR CPI TRAINING	200.00
652	10/01/2019	44426	TROY DYKES	SRO	10,000.00
653	10/01/2019	11350	GARRETT BOOK COMPANY	Non-fiction books from Encyclomedia	200.00
654	10/01/2019	44110	CDW LLC	INK CARTRIDGES	925.47
655	10/02/2019	11933	JOHN VANCE MOTORS, INC.	Repairs to 35 (body and mech)	3,581.31
656	10/02/2019	14201	WALKER TIRE DTR LLC	Tires for white fleet	1,500.00
657	10/02/2019	12447	MARDEL, INC.	teacher allowance	150.00
658	10/03/2019	14207	WALMART COMMUNITY	CLASSROOM SUPPLIES	150.00
659	10/03/2019	14207	WALMART COMMUNITY	Classroom supplies	150.00
660	10/03/2019	13018	OKLAHOMA SCHOOL PSYCHOLOGICAL ASSN	OSPA FALL 2019 CONFERENCE	150.00

## Purchase Order Register

Options: Year: 2019-2020, Fund: GEN FUND-FOR OP, Date Range: 7/1/2019 - 6/30/2020, PO Range: 505 - 675

PO No	Date	Vendor No	Vendor	Description	Amount
661	10/03/2019	14377	FOLLETT SCHOOL SOLUTIONS, INC	\$1,695 library budget	1,695.00
662	10/03/2019	10924	DEMCO, INC	\$200 library supplies	185.66
663	10/03/2019	16975	GENERAL FUND	HS- SUBS (COACHES)	500.00
664	10/03/2019	16975	GENERAL FUND	HS- TRANSPORTATION (ALL SPORTS)	1,000.00
665	10/04/2019	17727	PROJECT LEAD THE WAY, INC.	PLTW GATEWAY PARTICIPATION	750.00
666	10/04/2019	15124	COOPERATIVE COUNCIL FOR OKLAHOMA	CONFERENCE FOR SPECIAL ED DIRECTOR	250.00
667	10/04/2019	14390	NCTE	NCTE Convention / JH / Wood	360.00
668	10/04/2019	12899	O'REILLY AUTOMOTIVE STORES, INC.	tech mats for 2 new expeditions and tech mats	851.66
669	10/04/2019	42234	CHALK'S TRUCK PARTS, INC.	Window switches q923591	176.28
670	10/04/2019	12682	MIDWEST BUS SALES, INC.	Turn sig switches q9181	313.74
671	10/04/2019	12682	MIDWEST BUS SALES, INC.	Handrail	207.44
672	10/04/2019	11933	JOHN VANCE MOTORS, INC.	Bumper and Brackets Q1703	614.24
673	10/04/2019	17541	FUEL MASTERS	1000 Gallons Unleaded and 6000 Gallons Diesel	13,737.60
674	10/07/2019	14122	STATE OF OKLAHOMA	CAREER FAIR REGISTRATION	125.00
675	10/07/2019	44444	DONALD THRASH	SRO	10,000.00
<b>Non-Payroll Total:</b>					<b>\$199,022.85</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$199,022.85</b>

## Purchase Order Register

Options: Year: 2019-2020, Fund: Building, Date Range: 7/1/2019 - 6/30/2020, PO Range: 179 - 218

PO No	Date	Vendor No	Vendor	Description	Amount
179	09/05/2019	15994	AMAZON CAPITAL SERVICES	WINDOW MOUNTED A/C FOR JH & FAVER	938.00
180	09/05/2019	11453	W. W. GRAINGER	EYEWASH STATION AND REFILL BOTTLES	54.91
181	09/05/2019	44013	CENTRAL OKLAHOMA WINNELSON	DISTRICT PLUMBING SUPPLIES	1,220.63
182	09/05/2019	44013	CENTRAL OKLAHOMA WINNELSON	FAUCET KIT FOR JELSMACONCESSION	197.62
183	09/06/2019	10110	HENKE & WANG PLUMBING	REPAIRS AT HS BOYS RESTROOM	2,000.00
184	09/06/2019	17387	BRADFORD INDUSTRIAL SUPPLY CORP	DISTRICT HVAC PARTS AND SUPPLIES	1,000.00
185	09/06/2019	43973	CHRISTOPHER CODY HAYES	TREE WORK AT JR HIGH	1,100.00
186	09/06/2019	15969	SOUTHWEST PAPER, INC - OKC	DISTRICT CUSTODIAL SUPPLIES	621.67
187	09/10/2019	41794	CARRIER CORPORATION	JR HIGH CONTROLS SERVICE	0.00
188	09/11/2019	17491	ENGINEERED EQUIPMENT, INC.	HVAC FILTERS	313.68
189	09/11/2019	11453	W. W. GRAINGER	WIFI T-STATS FOR JR HIGH	350.88
190	09/11/2019	14189	VOSS ELECTRIC CO.	LED LIGHT FOR TRANS FUEL PUMPS	60.00
191	09/11/2019	17387	BRADFORD INDUSTRIAL SUPPLY CORP	CARBON MONOXIDE DETECTORS	433.90
192	09/11/2019	15969	SOUTHWEST PAPER, INC - OKC	CUSTODIAL SUPPLIES	152.64
193	09/11/2019	40596	JAMES C. MCGEE	ROAD WORK AT CHARTER OAK LAGOON	850.00
194	09/12/2019	17387	BRADFORD INDUSTRIAL SUPPLY CORP	PARTS FOR JR HIGH CHILLER	2,000.00
195	09/13/2019	15969	SOUTHWEST PAPER, INC - OKC	DISTRICT CUSTODIAL SUPPLIES	1,436.84
196	09/13/2019	43749	TREAT'S SOLUTIONS, LLC	DISTRICT CUSTODIAL SUPPLIES	6,047.26
197	09/13/2019	41794	CARRIER CORPORATION	JR HIGH CONTROLS SERVICE	3,360.00
198	09/13/2019	14189	VOSS ELECTRIC CO.	EMER LIGHTS, BATTERIES, & LIGHT LENS	328.74
199	09/17/2019	17249	S. T. BOLDING III	ELECTRICAL FOR JR HIGH KILN	1,500.00
200	09/17/2019	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT SUPPLIES & PARTS	1,000.00
201	09/17/2019	11619	HOME DEPOT CREDIT SERVICES	CEILING TILES FOR DISTRICT	691.00
202	09/19/2019	11453	W. W. GRAINGER	Misc Parts	250.00
203	09/20/2019	44092	INNOVATIVE MECHANICAL LLC	Repair Work at Fogarty	2,600.00
204	09/24/2019	42632	AAA PLAYGROUNDS	MOVE AND INSTALL A SLIDE FROM CENTRAL TO COTTERAL	4,000.00
205	09/24/2019	11453	W. W. GRAINGER	misc parts	250.00
206	09/24/2019	44197	ALL HOURS LOCKSMITH, INC.	repair doors at cotteral	500.00
207	09/30/2019	43749	TREAT'S SOLUTIONS, LLC	ROLL TOWELS FOR DISTRICT	1,482.30
208	09/30/2019	44065	FIRETROL PROTECTION SYSTEMS, INC.	FIRE ALARM REPAIRS AT FOGARTY QUAD	1,323.00
209	09/30/2019	11619	HOME DEPOT CREDIT SERVICES	TILE FOR HS	71.70
210	09/30/2019	11254	FEDERAL CORPORATION	HVAC PARTS	200.00
211	09/30/2019	44092	INNOVATIVE MECHANICAL LLC	REMOVE RTU, CRANE & RIGGING AT FOGARTY	2,600.00
212	09/30/2019	44013	CENTRAL OKLAHOMA WINNELSON	PIPE EXTRACTOR	0.00
213	09/30/2019	44013	CENTRAL OKLAHOMA WINNELSON	PLUMBING PARTS	539.97
214	10/01/2019	44383	STRYKER INTEGRATED SOLUTIONS, LLC	DISTRICT FEE SERVICE	1,000.00
215	10/02/2019	14280	WILLOBY'S FEED AND OUTFITTERS, LLC	HS- CHEMICALS (ATHLETIC FIELDS)	250.00
216	10/02/2019	44271	MECHANICAL SALES MIDWEST, INC.	REPAIR BAD PUMP AT HS	1,389.19

**Purchase Order Register**

**Options:** Year: 2019-2020, Fund: Building, Date Range: 7/1/2019 - 6/30/2020, PO Range: 179 - 218

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
217	10/02/2019	15969	SOUTHWEST PAPER, INC - OKC	CANLINERS, GLOVES, ENZYME D	1,044.82
218	10/04/2019	44013	CENTRAL OKLAHOMA WINNELSON	FLUSH VALVE TOILET BOWL FOR HS ANNEX	114.24
<b>Non-Payroll Total:</b>					<b>\$43,272.99</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>\$43,272.99</b>

## Change Order Listing

**Options:** Fund: GEN FUND-FOR OP, Year: 2019-2020, ReferenceDate: PO Approval Date, Date Range: 9/1/2019 - 10/7/2019, PO Range: 1 - 504, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
11	07/01/2019	15132	POSTMASTER	BULK MAIL FOR 2019-2020	30.00
134	07/01/2019	44428	RIVERSIDE ASSESSMENTS, LLC	PSYCH TESTING SUPPLIES	-151.68
161	07/01/2019	44280	MARTIN AUTOMOTIVE	REPAIRS TO VEH 63/TRANSPORTATION	-500.00
179	07/01/2019	12963	OKLAHOMA DEPT. OF CAREER & TECH ED.	SUMMER CONFERENCE REGISTRATION/AG/HS	-54.00
185	07/01/2019	12387	LOWE'S COMPANIES, INC.	SUPPLIES FOR AG PROGRAM/DRAKE/HS	-78.22
238	07/16/2019	12447	MARDEL, INC.	CLASSROOM SUPPLIES	-11.20
243	07/17/2019	12899	O'REILLY AUTOMOTIVE STORES, INC.	PARTS AND SUPPLIES/TRANSPORTATION	-7.93
246	07/17/2019	14207	WALMART COMMUNITY	\$150 CLASSROOM SUPPLIES/SAVORY/GUES	-8.22
249	07/17/2019	44299	CIMARRON SPORTS	4 SAFETY NETS/SOFTBALL/ATHLETICS	-42.00
258	07/18/2019	10129	NORTHUP AUTO PARTS & MACHINE	SUPPLIES FOR BUSES AND VEHICLES/TRANSPORTATION	-11.39
273	07/29/2019	15994	AMAZON CAPITAL SERVICES	Classroom Supplies 2019-2020	-1.62
278	07/29/2019	14207	WALMART COMMUNITY	classroom supplies	-5.36
286	08/01/2019	14207	WALMART COMMUNITY	Classroom Supplies	-0.21
287	08/01/2019	14207	WALMART COMMUNITY	Classroom Supplies	-2.04
298	08/05/2019	12447	MARDEL, INC.	classroom instructional books and supplies	-0.09
300	08/05/2019	12447	MARDEL, INC.	Classroom supplies \$150	-0.96
301	08/05/2019	14207	WALMART COMMUNITY	Classroom supplies \$150	-0.05
303	08/06/2019	15994	AMAZON CAPITAL SERVICES	Building supplies	-9.30
318	08/06/2019	12447	MARDEL, INC.	classroom supplies and materials	-71.36
<b>Non-Payroll Total:</b>					<b>(\$925.63)</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>(\$925.63)</b>

**Change Order Listing**

**Options:** Fund: Building, Year: 2019-2020, ReferenceDate: PO Approval Date, Date Range: 9/1/2019 - 10/7/2019, PO Range: 1 - 178, Include Negative Changes: True

<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
15	07/01/2019	44065	FIRETROL PROTECTION SYSTEMS, INC.	FOGARTY FIRE ALARM UPGRADE PHASE 3	-11,245.77
30	07/01/2019	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT DOOR HANDLE SETS, LOCKS, SCREWS,KEYS	-15.32
45	07/01/2019	44226	SUNSTATE EQUIPMENT CO, LLC	FORKLIFT RENTAL FOR JR HIGH	-43.75
58	07/11/2019	44392	ALLIED STEEL CONSTRUCTION CO., LLC	CRANE RENTAL FOR FOGARTY HVAC PROJECT	-2,880.00
75	07/17/2019	10927	CHEROKEE BLDG MATERIALS OF OKC INC	CEILING TILES FOR JR HIGH GYM	-1,250.00
77	07/17/2019	44092	INNOVATIVE MECHANICAL LLC	CHILLER REPAIRS AT HIGH SCHOOL	-400.00
83	07/18/2019	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	-30.56
92	07/25/2019	10110	HENKE & WANG PLUMBING	ADDING GAS LINE IN FAVER PORTABLE FOR GAS STOVE	-365.00
97	07/25/2019	44393	ACME BRICK COMPANY	BRICK FOR GUES SIGN REPAIR	-51.22
108	07/30/2019	12568	MAINTENANCE SUPPLY CO, INC.	CUSTODIAL SUPPLIES	-16.00
<b>Non-Payroll Total:</b>					<b>(\$16,297.62)</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>(\$16,297.62)</b>

**Change Order Listing**

**Options:** Fund: CHILD NUTRITION FUND, Year: 2019-2020, ReferenceDate: PO Approval Date, Date Range: 9/1/2019 - 10/7/2019, PO Range: 1 - 12, Include Negative Changes: True

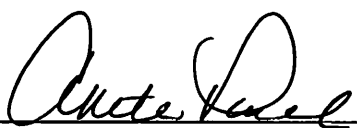
<b>PO No</b>	<b>Date</b>	<b>Vendor No</b>	<b>Vendor</b>	<b>Description</b>	<b>Amount</b>
6	07/01/2019	43982	SODEXO, INC.	FOOD SERVICE CONTRACT 2019-2020	-10,000.00
7	07/01/2019	42258	OKLAHOMA STATE DEPT. OF HEALTH	LICENSE FOR HEALTH PERMITS 2019-2020	-875.00
<b>Non-Payroll Total:</b>					<b>(\$10,875.00)</b>
<b>Payroll Total:</b>					<b>\$0.00</b>
<b>Report Total:</b>					<b>(\$10,875.00)</b>

**ACTIVITY FUND – FUND 60**  
**BANK RECONCILIATION – FARMERS & MERCHANTS BANK**  
**As of 9/30/2019**

<u>GENERAL LEDGER ACCOUNT</u>		<u>BANK RECONCILIATION</u>	
Balance (9/01/19)	\$484,480.77	Balance per bank statement As of (9/30/19)	\$649,483.11
Add Receipts	\$ 239,478.90	Add Deposits in Transit	\$ 3,664.00
Less Checks Written	\$ 81,469.86	Less O/S Checks	\$ 10,632.30
Adjustments	\$ 25.00	*Adjustments	\$
		Bank correction	\$
Balance per Ledger	\$642,514.81	Balance per Ledger	\$642,514.81

**Adjustment/Correction explanations:**  
Coding correction made to July receipt 1220 in September

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

  
\_\_\_\_\_  
Activity Fund Clerk

10-1-19  
\_\_\_\_\_  
Date



## Guthrie Public Schools

### Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 9/1/2019 - 9/30/2019

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 CENTRAL FACULTY	\$578.75	\$104.40	\$0.00	\$378.00	\$305.15	\$0.00	\$305.15
802 CENTRAL ACTIVITY	\$10,464.87	\$11,239.00	\$0.00	\$4,654.28	\$17,049.59	\$5,760.74	\$11,288.85
803 CENTRAL PTO	\$8,692.29	\$3,621.57	\$0.00	\$3,176.04	\$9,137.82	\$3,825.00	\$5,312.82
804 COTTERAL PTO	\$10,474.37	\$1,903.15	\$0.00	\$364.00	\$12,013.52	\$575.10	\$11,438.42
805 COTTERAL ACTIVITY	\$13,076.45	\$405.51	\$0.00	\$721.30	\$12,760.66	\$1,356.98	\$11,403.68
806 COTTERAL FACULTY	\$157.02	\$35.15	\$0.00	\$0.00	\$192.17	\$0.00	\$192.17
808 FOGARTY PARENTS ORG.	\$9,291.45	\$2,085.35	\$0.00	\$388.00	\$10,988.80	\$6,582.00	\$4,406.80
809 FOGARTY ACTIVITY	\$10,915.77	\$17,679.61	\$0.00	\$5,114.59	\$23,480.79	\$4,702.71	\$18,778.08
810 FOGARTY FACULTY	\$18.39	\$19.65	\$0.00	\$0.00	\$38.04	\$0.00	\$38.04
811 ELEM SNACK GRANT	\$1,505.89	\$0.00	\$0.00	\$0.00	\$1,505.89	\$500.00	\$1,005.89
812 GUES ACTIVITY	\$14,896.34	\$10,730.72	\$0.00	\$350.00	\$25,277.06	\$38,079.52	(\$12,802.46)
813 GUES FACULTY	\$2,111.95	\$88.30	\$0.00	\$180.25	\$2,020.00	\$100.00	\$1,920.00
814 GUES HONOR CHOIR	\$462.93	\$287.00	\$0.00	\$0.00	\$749.93	\$122.93	\$627.00
815 GUES PARENTS ORG.	\$17,453.30	\$3,246.27	\$0.00	\$1,691.40	\$19,008.17	\$785.00	\$18,223.17
816 GHS SPECIAL KIDS	\$279.13	\$0.00	\$0.00	\$0.00	\$279.13	\$0.00	\$279.13
817 ART JUNIOR HIGH	\$28.60	\$0.00	\$0.00	\$0.00	\$28.60	\$0.00	\$28.60
818 JH BUILDERS CLUB	\$327.10	\$0.00	\$0.00	\$0.00	\$327.10	\$0.00	\$327.10
819 ATHLETICS JUNIOR HIGH	\$3,513.05	\$2,055.00	\$0.00	\$600.00	\$4,968.05	\$2,805.00	\$2,163.05
820 GOLF JUNIOR HIGH	\$2,483.49	\$0.00	\$0.00	\$0.00	\$2,483.49	\$0.00	\$2,483.49
821 FHA JUNIOR HIGH	\$2,806.82	\$104.00	\$0.00	\$150.00	\$2,760.82	\$910.34	\$1,850.48
822 HONOR SOCIETY JR HIGH	\$2,767.54	\$0.00	\$0.00	\$0.00	\$2,767.54	\$0.00	\$2,767.54
823 JR HIGH ACCOUNT	\$9,452.89	\$0.00	\$0.00	\$34.00	\$9,418.89	\$4,009.00	\$5,409.89
824 JR HIGH FACULTY	\$1,990.15	\$0.00	\$0.00	\$0.00	\$1,990.15	\$335.00	\$1,655.15
825 LIBRARY JR HIGH	\$1,921.07	\$0.00	\$0.00	\$0.00	\$1,921.07	\$0.00	\$1,921.07
826 LEARN 2 LOVE	\$25,477.75	\$1,150.00	\$0.00	\$0.00	\$26,627.75	\$500.00	\$26,127.75
827 CHEERLEADERS JR HIGH	\$2,903.32	\$0.00	\$0.00	\$0.00	\$2,903.32	\$0.00	\$2,903.32
830 STUCO JH	\$5,323.70	\$1,540.00	\$0.00	\$0.00	\$6,863.70	\$44.97	\$6,818.73
831 T.S.A. JR HIGH	\$1,481.46	\$0.00	\$0.00	\$0.00	\$1,481.46	\$726.60	\$754.86
832 YEARBOOK JR HIGH	\$3,199.20	\$190.00	\$0.00	\$0.00	\$3,389.20	\$65.00	\$3,324.20
834 JR HIGH ACADEMIC TEAM	\$170.74	\$0.00	\$0.00	\$0.00	\$170.74	\$0.00	\$170.74
840 CHARTER OAK ACTIVITY	\$10,797.26	\$16,734.17	\$0.00	\$525.00	\$27,006.43	\$12,122.23	\$14,884.20
841 CHARTER OAK PTO	\$5,650.52	\$5,207.90	\$0.00	\$1,296.35	\$9,562.07	\$1,850.00	\$7,712.07
842 CHARTER OAK FACULTY	\$480.43	\$21.61	\$0.00	\$0.00	\$502.04	\$40.00	\$462.04
850 ACADEMIC TEAM HS	\$47.50	\$100.00	\$0.00	\$0.00	\$147.50	\$0.00	\$147.50
851 ART CLUB HS	\$9,905.31	\$325.00	\$0.00	\$615.90	\$9,614.41	\$800.00	\$8,814.41
852 ATHLETICS HS	\$46,344.87	\$32,112.66	\$0.00	\$26,288.45	\$52,169.08	\$36,759.91	\$15,409.17
853 HS CHEER	\$3,574.48	\$3,263.00	\$0.00	\$0.00	\$6,837.48	\$1,500.00	\$5,337.48
854 FOOTBALL CAMP	\$6,480.58	\$0.00	\$0.00	\$260.47	\$6,220.11	\$1,541.20	\$4,678.91
855 TENNIS HS	\$18,750.35	\$700.00	\$0.00	\$0.00	\$19,450.35	\$0.00	\$19,450.35
856 GHS LIBRARY	\$228.57	\$0.00	\$0.00	\$0.00	\$228.57	\$0.00	\$228.57
858 GHS LINK CREW	\$613.59	\$40.00	\$0.00	\$0.00	\$653.59	\$520.00	\$133.59
859 BAND (OPERATING) HS	\$11,748.23	\$11,533.75	\$0.00	\$2,615.35	\$20,666.63	\$9,449.29	\$11,217.34
860 CLASS OF 2021 HS	\$1,970.71	\$450.00	\$0.00	\$0.00	\$2,420.71	\$0.00	\$2,420.71
861 CLASS OF 2023 HS	\$30.00	\$690.00	\$0.00	\$0.00	\$720.00	\$0.00	\$720.00
863 CLASS OF 2019 HS	\$1,896.07	\$0.00	\$0.00	\$0.00	\$1,896.07	\$0.00	\$1,896.07
864 GHS ALUMNI ACCOUNT	\$6,571.89	\$0.00	\$0.00	\$0.00	\$6,571.89	\$0.00	\$6,571.89
865 CLASS OF 2022 HS	\$1,521.24	\$1,369.00	\$0.00	\$0.00	\$2,890.24	\$900.00	\$1,990.24
869 ENGLISH CLUB	\$901.44	\$135.00	\$0.00	\$0.00	\$1,036.44	\$360.00	\$676.44
870 HS FACULTY/COURTESY ACCOUNT	\$1,719.05	\$89.70	\$0.00	\$226.04	\$1,582.71	\$200.00	\$1,382.71
871 HS STUDENT PANTRY	\$14,806.73	\$0.00	\$0.00	\$0.00	\$14,806.73	\$2,052.00	\$12,754.73
872 CLASS OF 2020	\$8,791.68	\$0.00	\$0.00	\$0.00	\$8,791.68	\$0.00	\$8,791.68
876 FFA 4H BOOSTER CLUB HS	\$19,223.42	\$468.60	\$0.00	\$7,900.00	\$11,792.02	\$250.00	\$11,542.02
877 FFA HS	\$9,406.62	\$71,362.00	\$0.00	\$5,266.65	\$75,501.97	\$71,790.95	\$3,711.02
878 FCCLA (FHA) HS	\$2,895.12	\$31.00	\$0.00	\$0.00	\$2,926.12	\$1,431.46	\$1,494.66
879 FOREIGN LANGUAGE SPAN HS	\$4,659.31	\$1,795.00	\$0.00	\$0.00	\$6,454.31	\$4,560.00	\$1,894.31
880 XC Bluecrew	\$363.82	\$3,100.00	\$0.00	\$257.54	\$3,206.28	\$1,227.66	\$1,978.62
881 Lady Jays Basketball	\$3,464.66	\$0.00	\$0.00	\$0.00	\$3,464.66	\$1,600.00	\$1,864.66

**Guthrie Public Schools**  
**Revenue/Expenditure Summary**

**Options:** Fund: 60, Date Range: 9/1/2019 - 9/30/2019

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
882 GUTHRIE RUNNING CLUB HS	\$1,079.92	\$0.00	\$0.00	\$874.20	\$205.72	\$199.92	\$5.80
883 HERITAGE CLUB HS	\$1,717.43	\$50.00	\$0.00	\$0.00	\$1,767.43	\$0.00	\$1,767.43
884 HIGH SCHOOL ACCOUNT	\$14,531.73	\$403.95	\$0.00	\$1,661.05	\$13,274.63	\$3,690.95	\$9,583.68
885 STUDENT SUPPORT HS	\$1,999.22	\$299.16	\$0.00	\$46.56	\$2,251.82	\$103.44	\$2,148.38
886 HONOR SOCIETY HS	\$2,892.93	\$0.00	\$0.00	\$0.00	\$2,892.93	\$0.00	\$2,892.93
889 KEY CLUB HS	\$491.28	\$0.00	\$0.00	\$0.00	\$491.28	\$0.00	\$491.28
890 SPEECH HS	\$503.25	\$0.00	\$0.00	\$0.00	\$503.25	\$0.00	\$503.25
892 MATH OF FINANCE	\$93.98	\$0.00	\$0.00	\$0.00	\$93.98	\$0.00	\$93.98
893 MU ALPHA THETA HS	\$1,970.40	\$662.00	\$0.00	\$0.00	\$2,632.40	\$270.00	\$2,362.40
895 JROTC HS	\$5,625.69	\$710.00	\$0.00	\$0.00	\$6,335.69	\$1,958.00	\$4,377.69
897 SOCCER CLUB HS	\$1,103.84	\$0.00	\$0.00	\$0.00	\$1,103.84	\$0.00	\$1,103.84
898 SCIENCE CLUB HS	\$8,018.66	\$640.00	\$0.00	\$1,476.60	\$7,182.06	\$1,507.13	\$5,674.93
899 STUDENT COUNCIL HS	\$4,490.46	\$11,742.21	\$0.00	\$75.00	\$16,157.67	\$2,450.00	\$13,707.67
900 CAMPUS BEAUTIFICATION HS	\$9,159.83	\$665.00	\$0.00	\$42.75	\$9,782.08	\$1,091.17	\$8,690.91
902 VOCAL HS	\$4,231.69	\$2,902.00	\$0.00	\$1,071.97	\$6,061.72	\$2,589.82	\$3,471.90
904 YEARBOOK HS	\$11,573.51	\$1,771.00	\$0.00	\$0.00	\$13,344.51	\$1,190.00	\$12,154.51
907 HS MEMORIAL FUND	\$73.92	\$0.00	\$0.00	\$0.00	\$73.92	\$0.00	\$73.92
908 VOCAL TRIP ACCOUNT HS	\$58.14	\$0.00	\$0.00	\$0.00	\$58.14	\$0.00	\$58.14
911 FFA BUILDING FUND	\$2,985.84	\$0.00	\$0.00	\$0.00	\$2,985.84	\$0.00	\$2,985.84
913 DRAMA HS	\$2,392.79	\$860.00	\$0.00	\$20.00	\$3,232.79	\$2,306.00	\$926.79
922 COURTESY COMMITTEE ADMIN	\$169.53	\$0.00	\$0.00	\$0.00	\$169.53	\$150.00	\$19.53
925 GENERAL FUND REFUND	\$2,722.22	\$0.00	\$0.00	\$43.00	\$2,679.22	\$0.00	\$2,679.22
927 HALL OF FAME BANQUET	\$1,578.97	\$0.00	\$0.00	\$0.00	\$1,578.97	\$0.00	\$1,578.97
929 DISTRICT SPECIAL OLYMPICS	\$28,254.59	\$0.00	\$0.00	\$805.26	\$27,449.33	\$3,484.74	\$23,964.59
932 SUMMER SCHOOL HS	\$1,935.00	\$0.00	\$0.00	\$0.00	\$1,935.00	\$0.00	\$1,935.00
933 FAVER C&C	\$317.88	\$11.75	\$0.00	\$0.00	\$329.63	\$0.00	\$329.63
934 TRANSPORTATION C&C	\$2,178.37	\$807.95	\$0.00	\$274.51	\$2,711.81	\$2,334.56	\$377.25
935 VENDING MACHINE ADMIN	\$717.79	\$0.00	\$0.00	\$29.42	\$688.37	\$517.78	\$170.59
937 FAVER ACTIVITY	\$72.27	\$0.00	\$0.00	\$0.00	\$72.27	\$0.00	\$72.27
938 NATIVE AMERICAN PARENT COM	\$205.72	\$0.00	\$0.00	\$0.00	\$205.72	\$0.00	\$205.72
940 ADMINISTRATION MISC	\$13,524.69	\$180.41	\$0.00	\$374.53	\$13,330.57	\$558.01	\$12,772.56
942 C.N. CLEARING ACCT	\$765.00	\$11,760.40	\$0.00	\$11,621.40	\$904.00	\$9,123.90	(\$8,219.90)
<b>Total</b>	<b>\$484,505.77</b>	<b>\$239,478.90</b>	<b>\$0.00</b>	<b>\$81,469.86</b>	<b>\$642,514.81</b>	<b>\$254,266.01</b>	<b>\$388,248.80</b>

**TRANSFERS FOR BOARD APPROVAL**

**As of 10/14/2019**

<b><u>TO:</u></b>	<b><u>FROM:</u></b>	<b><u>REASON</u></b>	<b><u>\$AMOUNT</u></b>
AF Acct. 4089	GF Acct. 4070	Credit Card transaction	\$48.00



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

Amount 48.00

Date Requested 10/14/19

Transfer to: ACTIVITY FUND BANK ACCOUNT - 4089  
Account Name & Number

Transfer from: GENERAL FUND BANK ACCOUNT - 4070  
Account Name & Number

State Reason for Transfer Below

Credit Card transactions - HS Concessions

Sponsor's Signature: \_\_\_\_\_

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

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

Principal's Signature: 

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

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



RECEIVED  
SEP 21 2019

# EMPLOYEE TRIP REQUEST

Check if Out of State

James Strahorn  
Name of Employee

9/3/2019  
Date

Employee's Current Assignment Cross Country Coach

Title of Conference or Activity Nike South Regionals

Location The Woodlands, TX Date(s) of Conference 11/22/19 - 11/23/19

Full Legal Name (for air travel)

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

Departure Date 7  AM  PM  
(check one)

Return Date 11  AM  PM  
(check one)

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

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

Our athletes will participate in the Nike South Regional cross country meet.

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

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

Travel*	\$	<u>360.00</u>	(mileage, air, ground, parking & toll) <i>see below</i>
Registration	\$	<u>35.00</u>	
Lodging	\$	<u>350.00</u>	
Meals	\$	<u>100.00</u>	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)
Substitute	\$	<u>65.00</u>	(calculate @ \$65 per day)
<b>Total</b>	<b>\$</b>	<b><u>910.00</u></b>	

Personal  
Account 880  
Personal  
Athletics Activity

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

Principal's Approval Chris Strahorn  
Signature

9-3-19  
Date

Program Director's Approval [Signature]  
Signature

9/24/19  
Date

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

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





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

Today's Date 9/3/2019 Date of Activity 11/23/2019  
Destination The Woodlands, TX  
Class & Grade Level High School 9-12  
Teacher(s) James Strahorn.

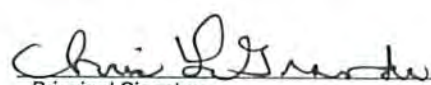
Names of teacher assistants or other adults attending:

Number of students 4 Number of sponsors 2  
Leave Time 7am 11/22/19 Return Time 11pm 11/23/19  
Event Beginning Time if different 11am 11/23/19 Event Ending Time if different 12pm 11/23/19

Emergency Phone Contact Number James Strahorn - (580)399-1532

Cost to be paid per student \$35 Due when? 11/22/2019 Cost to district N/A

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

  
Principal Signature

9-3-19  
Date

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

\_\_\_\_\_  
Special Education Director Date

Every student must have a signed consent, indemnity and release form on file before going on any activity. List the State Curricular Objectives and the educational objective to be addressed by this field trip:



# EMPLOYEE TRIP REQUEST

Check if Out of State

Dr. Mike Simpson  
Name of Employee

9-23-19  
Date

Employee's Current Assignment Superintendent

Title of Conference or Activity National Conference on Education

Location San Diego, CA Date(s) of Conference Feb. 12-Feb. 15, 2020

Full Legal Name (for air travel) Michael Lynn Simpson

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

Departure Date 2-12-20  AM  PM (check one) Return Date 2-15-20  AM  PM (check one)

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

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

National Conference for School Superintendents with sessions involving executive leadership, district management, board/supt. partnerships and student achievement and accountability.

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

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

Travel*	\$	<u>900.00</u>	(mileage, air, ground, parking & toll) <i>see below</i>
Registration	\$	<u>690.00</u>	
Lodging	\$	<u>1,100.00</u>	
Meals	\$	<u>200.00</u>	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)
Substitute	\$	<u>          </u>	(calculate @ \$65 per day)
<b>Total</b>	<b>\$</b>	<b><u>2,890.00</u></b>	

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

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

Principal's Approval  
Signature  Date           

Program Director's Approval  
Signature            Date 9-23-19

Board of Education Approval  
Date           

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

REGISTER NOW



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THE SCHOOL SUPERINTENDENTS ASSOCIATION

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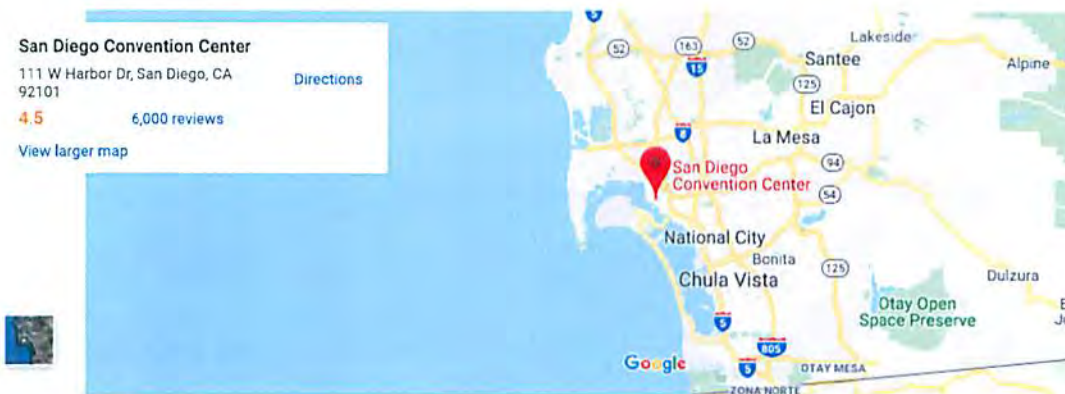
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## Schedule

Over three action-packed days, the AASA National Conference on Education 2020 combines peer-to-peer networking with other superintendents from across the country, world-class education from seasoned practitioners, opportunities to interact with game-changers from outside the education field, and the NCE Exhibit Hall, which is filled with innovation.

### All events take place at the:

**San Diego Convention Center**  
111 West Harbor Drive  
San Diego, CA 92101



Map Report a map error

### Wednesday, February 12, 2020

- 8:30am – 3:30pm Pre-Conference Site Visit
- 1 – 5pm Pre-Conference Workshops
- 2 – 5pm Registration Open

### Thursday, February 13, 2020



7am – 4:15pm	Registration Open
7:45am – 4pm	NCE Exhibit Hall
7:45 – 9am	NCE Exhibit Hall Coffee Break
9 – 10am	<ul style="list-style-type: none"> <li>• Thought Leader Sessions</li> <li>• Educational Sessions</li> </ul>
10:15 – 11:15am	<ul style="list-style-type: none"> <li>• Thought Leader Sessions</li> <li>• Educational Sessions</li> </ul>
12noon – 1:30pm	Federal Relations Luncheon
12:45 – 1:45pm	Thought Leader Sessions
1:45 – 3pm	NCE Exhibit Hall Snack Break
3 – 4pm	Educational Sessions
4:15 – 6:15pm	General Session
6:30 – 7:30pm	Welcome Reception
7:15 – 8:15pm	AASA Graduation Ceremony

#### Friday, February 14, 2020

7:30am – 9am	Bold Women — Bold Coffee Networking Breakfast
7:30am – 5pm	Registration Open
8 – 9am	Educational Sessions
9 – 11am	Second General Session
11am – 2:30pm	NCE Exhibit Hall
11:15am – 12:15pm	Educational Sessions
11:15am – 12:15pm	<ul style="list-style-type: none"> <li>• Thought Leader Sessions</li> <li>• Educational Sessions</li> </ul>
12:30 – 2:30pm	Dr. Effie H. Jones Memorial Luncheon
12:45 – 1:45pm	<ul style="list-style-type: none"> <li>• Thought Leader Sessions</li> <li>• Educational Sessions</li> </ul>
1:45 – 2:15pm	NCE Exhibit Hall Snack Break
2:30 – 3:30pm	Thought Leader Sessions
3:45 – 4:45pm	<ul style="list-style-type: none"> <li>• Thought Leader Sessions</li> <li>• Educational Sessions</li> </ul>

Saturday, February 15, 2020

7:30am – 12noon	Registration Open
8 – 9am	Educational Sessions
9:15 – 10:15am	Educational Sessions
10:30 – 11:45am	Closing General Session



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 **AASA**  
@AASAHQ

You're invited: AASA Safety Consultant Joseph Erardi will share how schools can turn loss into lessons during this October 11 webinar hosted by @Sourcewell. [sourcewell.co/OctWeb](http://sourcewell.co/OctWeb)

**School safety lessons learned from the Sandy Hook tragedy**

Dr. Joseph Erardi, retired superintendent from Newtown, CT., will share lessons learned from the December 2012 Sandy Hook tragedy. As part of this interactive session, you'll learn best proactive...  
[news.sourcewell-mn.gov](http://news.sourcewell-mn.gov)

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@AASAHQ

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## Doug Ogle

---

**From:** Jill Yarberry  
**Sent:** Wednesday, September 25, 2019 8:07 AM  
**To:** Doug Ogle  
**Subject:** RE: Completed: Please DocuSign: PeopleFacts MSA.PDF, Schedule A, B, C.PDF, Schedule D.PDF, Schedule E, F.PDF

Here is your pricing and I will send the docuSign for the contracts.

BASIC BACKGROUND	Broadscreen Verify Multi-County Criminal Search SSN Trak	\$19.15
Criminal & SexOffender & MVR \$20.94 + sf	Broadscreen Verify Motor Vehicle Report (MVR) Multi-County Criminal Search	\$22.19
Criminal & SexOffender & Social & MVR-\$24.08	Broadscreen Verify Motor Vehicle Report (MVR) Multi-County Criminal Search SSN Trak	\$25.52
Motor Vehicle Report \$5.24 + sf	Motor Vehicle Report (MVR)	\$5.55

---

Jill Yarberry  
Client Engagement Manager  
PeopleFacts  
(p) 800-772-0130 or 419-861-7518  
[jyarberr@peoplefacts.com](mailto:jyarberr@peoplefacts.com)

[www.peoplefacts.com](http://www.peoplefacts.com)



**PeopleFacts is nationally accredited as an employment screening firm by NAPBS**

*(National Association of Professional Background Screeners)*

This communication may contain confidential and/or privileged information that is protected information under federal and/or state law. If you are unsure as to whether the communication you receive is confidential or privileged, treat it as such. If you receive this communication in error, please reply to the sender and notify the sender of such;

## MASTER SERVICES AGREEMENT

This **BACKGROUND AND INFORMATION SCREENING SERVICES AGREEMENT** ("Agreement") is made and entered into on 9/25/2019 ("Effective Date") by and between PeopleFacts, LLC, a Delaware limited liability company, having its principal place of operations at 2605 Camino del Rio South, San Diego, CA 92108, ("PeopleFacts") and Guthrie Public Schools - OK - T10K, having its principal place of business at 802 E. Vilas Guthrie OK 73044 ("Customer") (hereinafter referred to collectively as "Parties" and individually as "Party"). Any reference to the Parties in this Agreement applies to directors, officers, employees, personnel, affiliates, and any and all other authorized agents or representatives directly or indirectly acting for or with the Party in the performance of this Agreement and are bound by the terms and conditions herein.

### RECITALS

PeopleFacts is a consumer reporting agency that provides certain services related to background screening, information collection and delivery, people training and management, and decision-making about people, as specified herein, to U.S. organizations and individuals for lawful and permissible purposes (collectively "Services").

Customer desires to contract with PeopleFacts to obtain and purchase Services from PeopleFacts, and PeopleFacts desires to provide Customer with such Services, pursuant to the terms and conditions of this Agreement.

Based on these understandings, the agreements specified herein, and in consideration of service fees paid by Customer to PeopleFacts, the Parties, with the intent to be legally bound, hereby agree as follows:

### FEES

Customer shall pay PeopleFacts a fee for Services as set forth in the Initial Client Pricing Schedule, attached herein as SCHEDULE D ("Service Fees"). Service Fees shall be valid for ninety (90) days from the Effective Date. Services Fees are subject to change at any time, from time to time.

Service Fees do not include any third-party access fees, government surcharges, federal, state, or local taxes, or other applicable fees or charges imposed by any government, municipality, court, or other legal entity, including any changes from time to time, and will be applied to Services Fees without notice to Customer. Customer is solely responsible for payment of such fees, charges, and taxes as is assessed or levied upon PeopleFacts in connection with its performance of Services. PeopleFacts shall make available, via online access with secure login, Customer's schedule of fees and charges as it is reported or becomes available to PeopleFacts.

### INVOICING AND PAYMENT TERMS

PeopleFacts shall issue an invoice to Customer monthly for Services rendered by PeopleFacts, which will include Service Fees and current fees and charges in effect as applicable and specified herein. Invoices may be transmitted electronically or via paper transmission. Invoice processing fees will apply.

Customer shall pay PeopleFacts each invoice in full within twenty-five (25) days of the invoice date. Customer may submit payments by ACH, approved and authorized credit card payment, or mailed via U.S. Mail to PeopleFacts at the following billing address (unless otherwise notified in writing by PeopleFacts):

**PeopleFacts**  
**ATTN: CUSTOMER PAYMENTS**  
**PO Box 740303**  
**Los Angeles, CA 90074-0303**

All past due amounts shall accrue interest at a rate of 1.5% of the total outstanding amounts due per month, or \$25.00, whichever is greater. Accounts suspended for late payment or returned checks are subject to a \$25.00 reconnection fee. If a Customer account is submitted to collections, Customer shall pay all costs of collection, including actual legal expenses and reasonable attorney's fees.

Customer shall be financially responsible for any and all information and reports requested and issued as a result of any use of Customer's assigned access codes, whether intended or not. Customer may only dispute charges on an invoice if made in writing and provided to PeopleFacts within thirty (30) days of the invoice date. PeopleFacts reserves the right to reject any invoice disputes in its sole discretion and without liability of any kind or nature whatsoever to Customer.

### TERM AND TERMINATION



## MASTER SERVICES AGREEMENT

This Agreement shall remain in full force and effect for an initial term of one (1) year from Effective Date and will automatically renew thereafter for successive one (1) year terms, on the same basis as set forth herein, unless Customer provides written notice of termination to PeopleFacts by certified U.S. mail at least sixty (60) days prior to the annual renewal date. PeopleFacts reserves the full and unrestricted right, without any prior notice or liability of any kind or nature whatsoever to Customer, to immediately terminate all or any part of this Agreement or Customer's request for information at any time in the event of: (a) if Customer is delinquent in payment on any invoice; (b) multiple declines for payment due to insufficient funds on Customer's bank or credit card account; (c) if PeopleFacts has a reasonable belief that Customer is in violation of the Fair Credit Reporting Act, 15 USC 1681b ("FCRA"); (d) if Customer has breached any term of this Agreement; (e) if there is a material change in any law or regulation that adversely affects this Agreement; or (f) upon expiration or termination of any agreement between PeopleFacts and any third-party source of information that is related to a request made by Customer.

### SCOPE OF SERVICES

**PeopleFacts Services – Overview.** PeopleFacts provides various Services, including online and web-based background screening and information collection and delivery. PeopleFacts uses its proprietary and copyrighted software platform and information delivery system, commonly referred to as the "Trak-1" system, "PeopleFacts powered by Trak-1," "Smart-Trak" system, or "PeopleFacts powered by SmartTrak," and other such names that may change from time to time, which may include other third-party proprietary systems properly integrated and used by PeopleFacts ("System"). The System has matching technology, scoring technology, and other capabilities that together delivers a variety of information that is designed to assist Customer with its decision-making processes, such as employment, residential, and licensing decisions. PeopleFacts lawfully obtains information from a variety of original and third-party sources that PeopleFacts has attempted to determine, in good faith, is a reliable and legitimate source. Such sources include government agencies, courthouses, educational institutions, former employers, individuals, and other information sources of interest to Customer. PeopleFacts collects such information and provides a report that is designed to assist Customer with its decision-making processes ("Report"). Services are further detailed and described herein and in the PeopleFacts Service Descriptions and Pricing Lists via the System, which are subject to change from time to time without notice to Customer.

**PeopleFacts Automated Screening Services.** PeopleFacts makes available to Customer, for a fee, information using a variety of electronic transmission methods, including, but not limited to, internet-based gateway connections established by and between PeopleFacts and third-party sources of information. Automated Services return results based on search criteria input by Customer and as made available from the third-party source of information. Some automated Services are available within seconds or minutes of the request for information submitted by Customer and may be verified by PeopleFacts researchers or verifiers prior to final reporting of a matched record.

**PeopleFacts Non-Automated Screening Services.** PeopleFacts makes available to Customer, for a fee, information that is made available to PeopleFacts from a variety of third-party sources of information and using various manual research and investigative methods. Non-automated Services return results based on search criteria input by Customer and as made available from the third-party source of information. Non-automated Services are returned within specified time frames in the PeopleFacts Service Descriptions after the request for information is submitted by Customer; however, such time frames are subject to change and shall be made available to Customer through the System. Non-automated Service may be subject to additional access and processing fees, which shall be charged directly to Customer in Customer's monthly invoice.

**PeopleFacts Completion of Customer Request.** On occasion, in connection with a request for information submitted by Customer, Customer may be required to provide PeopleFacts certain written documentation or information needed in order for PeopleFacts to gain access to the particular information requested. **Customer acknowledges and agrees that PeopleFacts will not initiate the processing of Customer's request for information unless and until PeopleFacts has received such required written documentation or information from Customer.** The System shall provide, at all times, a status report on all requests for information submitted by Customer and each request will show a status level (e.g. "complete" or "pending"). Customer acknowledges that, if for any reason, PeopleFacts performs its duties to complete a search but nonetheless is unable to verify information requested by Customer because a third party fails to provide necessary information (i.e. if an individual or entity that was designated by the consumer for contact by PeopleFacts did not respond to PeopleFacts' inquiries for information), PeopleFacts' obligations will have been satisfied and the Service performed will be billed to Customer.

**PeopleFacts Information Services.** Generally, the more precise the identifying information that is provided is, the more accurate the search result will be. For example, a name-only search of a common name will generate more irrelevant results than a search with the same name, date of birth, and social security number. Customer understands that PeopleFacts follows the requirements for accreditation by the National Association for Professional Background Screeners, which mandates that at least two personal identifiers be used to constitute a match. However, different searches may require more and certain types of identifying information to yield better search results. Moreover, some states and jurisdictions prohibit certain personal identifying information to be used to access public records, such as dates of birth and social security numbers. Thus, depending on the circumstances, search results may be restricted based on the type of search, location, information provided by Customer, various search and filtering methods employed by PeopleFacts,

## MASTER SERVICES AGREEMENT

and other relevant factors. Customer shall pay any and all Service Fees for any searches conducted and completed by PeopleFacts regardless of whether such search is fruitful for Customer's purposes.

**PeopleFacts Is Not Legal Counsel.** PeopleFacts delivers and makes available to Customer various sample forms, industry resources, compliance updates, proprietary and third-party educational materials, and government-issued educational resources for Customer's consideration, convenience, use, and reference. However, PeopleFacts does not provide legal advice or counsel and Customer acknowledges that PeopleFacts cannot and does not function or represent itself as such to Customer. PeopleFacts strongly recommends that Customer consult with legal counsel before engaging in any background and information search and screening to ensure overall compliance with all applicable federal, state, and local laws.

**Disclaimer of Warranties.** Except as expressly stated herein, PeopleFacts hereby disclaims any and all representations and warranties of any kind, whether expressed, implied, statutory or otherwise in law, or from a course of dealing or usage or trade, with respect to this Agreement and Services provided under this Agreement, including any warranties of merchantability, accuracy, fitness for a particular purpose, title, and non-infringement.

### CUSTOMER'S COMPLIANCE AND OTHER OBLIGATIONS

**Customer Acknowledgement of Compliance Obligations.** Customer agrees to abide by all applicable federal, state, and local laws and regulations, specifically laws and regulations governing the request, use, retention, and transmission of consumer information and Reports as is requested and provided under this Agreement. PeopleFacts refers Customer to the compliance resources provided herein for further information about Customer's compliance obligations. Specific obligations of Customer include, but are not limited to, the following: (a) Customer may only use the information and Reports obtained from PeopleFacts under this Agreement for a lawful and permissible purpose; (b) Customer will provide written disclosure and obtain written authorization, as required by applicable law, prior to requesting any information on any individual or company from PeopleFacts; (c) Customer acknowledges and agrees that insofar as the PeopleFacts' website can be accessed by Customer from an international location, Customer shall follow all applicable laws about internet, data and email usage, privacy, and transmission of technical or other data exported from the United States to the country where Customer may be located or domiciled; and (d) Customer will comply with the applicable provisions of the FCRA, the Federal Equal Credit Opportunity Act, the Driver Privacy Protection Act, and the Gramm-Leach-Bliley Act, as amended, including all applicable international, federal, state, or local law counterparts and all applicable regulations promulgated under such Acts, including, without limitation, any provisions requiring Customer to provide adverse action notification to a consumer.

**Customer Certifications.** As required by law, Customer hereby certifies that every request submitted to PeopleFacts is: (a) to obtain information which Customer is permitted by law to have; (b) for Customer's authorized and one-time use for such lawful and permissible purpose; and (c) not for the purpose of re-selling, leasing, renting, compiling, reusing, or other unlawful or impermissible activity. Customer warrants that it will not, either directly or indirectly, itself or through any agent or third party: (a) request, compile, store, maintain, or use information obtained from PeopleFacts to build its own database; (b) resell or disclose to an unauthorized third party any information obtained from PeopleFacts; or (c) copy or otherwise reproduce the information obtained from PeopleFacts. Each time Customer requests a consumer credit report on a resident of any state with consumer consent statutes, such as Vermont, Customer certifies, represents, and warrants that Customer has obtained the consent of the consumer prior to accessing the information. Customer understands that any person who knowingly and willfully obtains information about a consumer from PeopleFacts unlawfully or under false pretenses shall be fined under Title 18, United States Code, imprisoned for not more than two (2) years, or both. PeopleFacts shall not be liable for Customer's unlawful or improper access to or use of any information provided by PeopleFacts.

**Customer Confidentiality of Information and Restrictions on Restricted Access of PeopleFacts System.** All information and Reports provided by PeopleFacts to Customer will be treated as confidential and shall only be used for the lawful and permissible purpose which was the basis of the request by Customer for such information. Access to the System, specifically to any consumer information or Reports, any and individually-issued usernames and passwords shall be restricted to authorized individuals with a need to know and subject to the same confidentiality duties and obligations as Customer. Customer shall require that each of its user of the System be assigned a unique logon password. Customer and all users must protect all proprietary or confidential information, including account numbers, usernames, passwords, consumer information, and Reports, in such a way as to be known only to authorized individuals. Any system access software Customer may use, whether developed by PeopleFacts or purchased from a third-party vendor, must have account numbers and passwords "hidden" or embedded so that such information is known only to authorized individuals to access and use the System and Services. Customer is solely responsible for the security and protection of assigned usernames, passwords, access codes, and consumer information and is required to promptly notify PeopleFacts of any security breach involving such information. Customer shall not, in any situation, allow any unauthorized individual access to or knowledge of any information as it relates to Services or the System, including account numbers, usernames, passwords, consumer information, Reports, and any other proprietary or confidential information and any copies or screenshots thereof.

**Restrictions on Access to Credit or Financial Information.** Pursuant to the requirements of the credit bureaus, and in an effort to protect the rights of consumers and ensure that only legitimate businesses are given access to their credit information, an On-Site Physical Inspection ("Inspection") of Customer

## MASTER SERVICES AGREEMENT

facilities is required prior to Customer being granted access to PeopleFacts' credit-related or financial-based Services. PeopleFacts will notify Customer of the need for an Inspection of Customer's business by a neutral, third-party vendor who is approved by the credit bureaus for conducting such Inspections. Inspections shall only be conducted at a time mutually agreeable to both the vendor and Customer and shall be non-intrusive in nature and shall not involve inspection of any proprietary or confidential information of Customer or information existing in secured or non-public areas. Any Customer that fails the initial Inspection will be subject to denial of access to PeopleFacts' credit-related or financial-based Services. The Customer will thereafter have the opportunity to resolve any issue identified during the Inspection. Once all issues have been resolved, a second On-Site Re-Inspection may be requested by Customer. Should Customer satisfy the requirements of either the initial or second Inspection, Customer will be granted access to credit and financial data from PeopleFacts. Additionally, any Customer accessing credit or financial information hereby agrees that it shall be subject to an Inspection at any time during the terms of this Agreement to verify that Customer is still operating as a legitimate business entity. PeopleFacts reserves the right to deny access to any credit-related or financial-based Services for failure to pass an Inspection or comply with requirements established by the credit bureaus or otherwise by PeopleFacts. Customer is not obligated to permit Inspection or provide identification; however, PeopleFacts reserves the right not to provide certain credit-related or financial-related Services to Customer in such circumstances.

**Electronic File Storage.** Each Report issued by PeopleFacts will be available on the System for a set period of time (typically 90 days) from the date the Report was issued. Thereafter, PeopleFacts will retain such report in an archived, digital, and secure fashion. PeopleFacts reserves the right to limit access and charge an appropriate fee for such archived data retrieval. Once issued by PeopleFacts upon request of Customer, Customer shall be solely responsible for the lawful and proper use, retention, storage, and destruction of all such information and Reports by Customer. Customer understands that all information in the Reports are current only as of the date and time stamped on the Report. Archived Reports should not be relied upon as providing current information.

**Customer Audit and Inspection Obligation.** During the term of this Agreement, either Party may audit the other Party's policies, procedures, and records that pertain to this Agreement to ensure compliance with this Agreement upon reasonable notice and during normal business hours. PeopleFacts specifically reserves the right to periodically audit Customer's compliance with the FCRA and other privacy and confidentiality laws and to require an on-site inspection at any time to satisfy PeopleFacts' interest in protecting the information it provides. Customer hereby consents to PeopleFacts conducting such audits and inspections and agrees that any failure to cooperate fully in the conduct of any audit and inspection will result in immediate termination of this Agreement and Customer's access to System and Records.

**Use/Data Security.** Customer will do nothing to alter the System and Services and will use the System and Services only as authorized in this Agreement. Customer waives any and all claims to any ownership right to any and all intellectual property or proprietary information belonging to PeopleFacts, including the System and Services. Customer agrees not to improperly disclose, dissemble, decompile, manipulate, or reverse-engineer any intellectual property or proprietary information belonging to PeopleFacts, including the System and Services. Customer shall be solely liable and responsible for any third party it uses to access the System or Services including the third party's use and access to such. All other rights to the System and Services not expressly granted herein by PeopleFacts are reserved. UNDER NO CIRCUMSTANCES WILL CUSTOMER USE THE SYSTEM AND SERVICES PROVIDED PURSUANT TO THIS AGREEMENT AS THE BASIS FOR TESTIMONY AS A WITNESS IN LITIGATION NOR WILL CUSTOMER OFFER THE SERVICES IN WHOLE, OR IN PART, INTO EVIDENCE.

**Representations and Warranties.** Customer represents and warrants that: (a) it is a legitimate business entity or individual having a lawful and permissible purpose for obtaining information from PeopleFacts and will utilize Report pursuant to that lawful and permissible purpose and in a proper manner; (b) it, by and through its authorized agent or representative, has full power and authority to enter into this Agreement; (c) execution and performance of this Agreement will not violate any third-party agreement between Customer and any other person or entity; (d) it will use PeopleFacts as its primary provider of Services or services of similar nature, at all times; (e) Customer will not enter into another agreement or obligation, written or oral, with any other person or entity that is inconsistent or conflicts with its obligations under this Agreement unless PeopleFacts provides written consent of such agreement or obligation; (f) Customer is in full compliance, and will stay compliant, with any and all laws, statutes, and/or governmental regulation applicable to this Agreement and Services provided; and (g) Customer will act with good faith and fair dealing in performance of this Agreement, abide by the terms of this Agreement, and pay Service Fees and Expenses on time.

## CONFIDENTIAL INFORMATION

**Definition of Confidential Information.** The Parties are entering into a confidential relationship and will have access to and become acquainted with certain proprietary and confidential information belonging and related to the other Party ("Confidential Information"). For purposes of this Agreement, "Confidential Information" means, but is not limited to, any non-public information that a disclosing Party reasonably considers to be confidential, proprietary, or trade secret in nature, including the terms of this Agreement and any information related to the relationship between the Parties and Services provided. Confidential Information is received in strict confidence and may only be used for the intents and purposes specified herein. Confidential Information shall not include information which: (a) at the time of its disclosure or thereafter, becomes part of the public domain through no fault of the



## MASTER SERVICES AGREEMENT

receiving Party; (b) was rightfully known to or independently developed by the receiving Party prior to the time of its disclosure; (c) is subsequently learned from a third party not under an obligation of confidentiality to the disclosing Party; (d) was in the receiving party's possession before receipt from the disclosing Party; (e) is disclosed by the receiving Party with the disclosing Party's prior written approval; and (f) is required to be disclosed by law pursuant to a duly authorized subpoena, court order, or government authority, provided that the receiving Party has provided prompt written notice and assistance to the disclosing Party prior to such disclosure so that the disclosing Party may seek a protective order or other appropriate remedy to protect against disclosure.

**Protection of Confidential Information.** The Parties agree to protect Confidential Information with the same care to prevent disclosure or use of the other Party's Confidential Information as it uses with respect to its own Confidential Information. The Parties may only use Confidential Information to the extent necessary to perform its obligations set forth in this Agreement and disclose such information to authorized personnel with a need to know and who are otherwise bound by confidentiality obligations at least as restrictive as those contained in this Agreement. Commencing on the sixth (6<sup>th</sup>) month of the initial one (1) year term, the Customer shall be assessed a monthly Security Monitoring Fee intended to be allocated towards taking measures to maximize the protection of all secure and confidential information within the System.

**Safeguarding of Information Involving Use of Nonpublic Personal Information.** The Parties shall comply with Title V of the Gramm-Leach-Bliley Act, 15 USC § 6801 et seq. ("GLB Act") and the implementing regulations and applicable state law, such as Massachusetts Regulation 201 CMR 17.00, and will not use or disclose any nonpublic personal information ("Personal Information") furnished to the other, except in accordance with the GLB Act or the FCRA. The Parties represent that they have established and maintain appropriate procedures and measures designed to meet the objectives outlined in applicable regulations governing standards for the safety and soundness of consumer information. The Parties shall have in place written information security programs (WISP) designed to ensure the security and confidentiality of Personal Information, to protect against any anticipated threats or hazards to the security or integrity of Personal Information, and to prevent and protect against unauthorized access to or use of Personal Information. Customer shall maintain due diligence and information security procedures, which meet or exceed standard industry practice, to safeguard and secure Personal Information, including, but not limited to, ensuring that any information Customer receives from PeopleFacts will be securely maintained and transmitted. Customer acknowledges that it has reviewed a copy of the Customer Commitment to Privacy and User/Access Security Requirements as posted on the PeopleFacts website. Customer agrees to comply with such requirements, as may be modified from time to time.

**Security Breach of Confidential Information.** The Parties shall notify the other Party immediately upon the discovery of a breach of Confidential Information belonging to and impacting such Party. The Parties mutually agree to fully cooperate in responding to and remedying such breach in the event of any unauthorized access to, disclosure, use, or any loss of any Confidential Information. Except as may be required by law, the Parties agree to take no action with respect to notification of such unauthorized access to, disclosure, or use of Confidential Information without the other Party's express consent and according to specific instructions and in consultation with appropriate counsel to ensure compliance with any privacy and/or notice laws that may apply. Any such violation or threatened violation of a Party's confidentiality obligations may cause irreparable injury and that, in addition to any other remedies that may be available in law, equity, or otherwise, the affected Party shall be entitled to obtain injunctive relief against the threatened disclosure or use of Confidential Information without the necessity of proving actual damages.

**Proper Disposal of Consumer Information.** Each Party represents that it has implemented reasonable measures to protect against unauthorized access to, disclosure, or use of consumer information in connection with the disposal of such information pursuant to the provisions of FCRA and other applicable regulations.

## INDEMNIFICATION

Customer ("Indemnifying Party") shall indemnify, defend, and hold harmless PeopleFacts, and PeopleFacts' subsidiaries, affiliates, directors, officers, employees, agents, representatives, personnel, contractors, successors, and assigns ("Indemnified Parties"), from and against any and all claims, demands, causes of action, litigation, proceedings, liabilities, damages, injuries, losses, costs, fees, or expenses, including reasonable attorney's fees, ("Claims") incurred or suffered by an Indemnified Party arising out of, relating to, or resulting from this Agreement and Customer's breach of this Agreement, Services, and any negligent, willful, or unlawful acts, omissions, or conduct by Customer, or any of Customer's subsidiaries, affiliates, directors, officers, employees, agents, representatives, personnel, contractors, successors, and assigns.

The Indemnifying Party's duty to indemnify, defend, and hold harmless Indemnified Parties shall arise at the time the Indemnified Party first learns of or discovers the existence of an actual, potential, or threat of Claim, regardless of whether the claimant has filed suit. The Indemnified Party shall promptly notify Indemnifying Party of the Claim and provide notice of indemnification. The Indemnified Party shall fully cooperate with Indemnifying Party, at Indemnifying Party's expense, by providing all information, evidence, and assistance reasonably required by Indemnifying Party to defend such Claim. Indemnifying Party shall fully and timely cooperate with the Indemnified Party in all reasonable respects as may be requested by the Indemnified Party in connection with such Claim. Indemnifying Party shall defend or settle, at its expense, any Claim against any Indemnified Party, but shall not, without the consent of the Indemnified Party, with such consent not to be unreasonably withheld, settle any third-party Claim if such settlement obligates the Indemnified Party to pay money, admit

## MASTER SERVICES AGREEMENT

liability, or perform obligations or be prohibited from acting in any way.

An Indemnified Party's failure to provide timely notice of any Claim shall not in any way affect the obligation to indemnify so long as the Indemnified Party has not been materially prejudiced by such failure to provide timely notice. All provisions of this Agreement regarding indemnity shall survive any termination of this Agreement. The foregoing shall be interpreted in the broadest possible manner and shall not apply to any extent prohibited by applicable law.

### LIMITATION ON LIABILITY

DESPITE ITS CAPABILITIES AND BEST EFFORTS, PEOPLEFACTS CANNOT CAUSE OR PREVENT THE OUTCOME OF SERVICES PROVIDED AND DOES NOT GUARANTEE OR WARRANT THE ACCURACY, COMPLETENESS, TIMELINESS, OR USEFULNESS OF SERVICES, INFORMATION, OR REPORTS, INCLUDING CONSUMER INFORMATION SEARCHES AND RESULTS, ANY INFORMATION PROVIDED TO PEOPLEFACTS BY AN ORIGINAL OR THIRD-PARTY SOURCE, OR ANY REPORT GENERATED BY PEOPLEFACTS BASED ON SUCH INFORMATION. EXCEPT IN CASES OF GROSS NEGLIGENCE, FRAUD, OR WILFULL OR UNLAWFUL MISCONDUCT BY PEOPLEFACTS, PEOPLEFACTS SHALL NOT BE LIABLE TO CUSTOMER, OR ANY RELATED THIRD PARTY, FOR ANY AND ALL LOSS, INJURY, OR DAMAGE, INCLUDING, BUT NOT LIMITED TO, ANY LOST PROFITS OR REVENUE, DIMINUTION OF VALUE, LOSS OF USE OR OPPORTUNITIES, INTERRUPTION OF BUSINESS, OR OTHER SPECIAL, EXEMPLARY, INDIRECT, INCIDENTAL, PUNITIVE, OR CONSEQUENTIAL INJURIES OR DAMAGES OF ANY KIND, HOWEVER CAUSED, WHETHER FORESEEABLE OR NOT, ARISING FROM OR RELATED TO, IN WHOLE OR IN PART, THIS AGREEMENT, SERVICES, CUSTOMER'S USE OF, OR INABILITY TO USE, SERVICES, INFORMATION, OR REPORTS, OR, PEOPLEFACTS' ACTS OR OMISSIONS IN PROCURING, COLLECTING, COMPILING, REPORTING, INTERPRETING, COMMUNICATING, OR DELIVERING SERVICES, INFORMATION, OR REPORTS THEREIN. CUSTOMER ACKNOWLEDGES THAT IT IS RECEIVING, RELYING ON, AND USING ANY SERVICE, INFORMATION, OR REPORT AT ITS OWN RISK AND DISCRETION AND EXPRESSLY WAIVES ANY CLAIM FOR LIABILITY AGAINST PEOPLEFACTS BASED UPON THE SAME. FURTHERMORE, PEOPLEFACTS SHALL NOT BE LIABLE WHATSOEVER TO CUSTOMER OR ANY THIRD PARTY FOR ANY ACT OR OMISSION BY CUSTOMER AS IT RELATES TO THIS AGREEMENT, SERVICES, OR CUSTOMER'S USE OF, OR INABILITY TO USE, SERVICES, INFORMATION, OR REPORTS. PEOPLEFACTS' TOTAL LIABILITY, IF ANY, TO CUSTOMER OR ANY RELATED THIRD PARTY ARISING OUT OF OR RELATED TO THIS AGREEMENT AND PERFORMANCE OF SERVICES IS LIMITED TO THE LESSER OF THE TOTAL AMOUNT PAYABLE BY CUSTOMER UNDER THIS AGREEMENT FOR SERVICES IN THE PRECEDING TWELVE (12) MONTHS OR TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00), AND APPLIES TO ALL CAUSES OF ACTION IN THE AGGREGATE, INCLUDING, WITHOUT LIMITATION, BREACH OF CONTRACT, BREACH OF WARRANTY, NEGLIGENCE, STRICT LIABILITY, AND OTHER TORTS.

### FORCE MAJEURE

PEOPLEFACTS SHALL NOT BE LIABLE FOR ITS INABILITY TO PERFORM, OR FOR ANY DELAY IN PERFORMING, ANY OF ITS OBLIGATIONS UNDER THIS AGREEMENT IF THAT INABILITY OR DELAY IS CAUSED BY A FORCE MAJEURE EVENT, INCLUDING, BUT NOT LIMITED TO, EQUIPMENT FAILURES, GOVERNMENT ACTION, PEOPLEFACTS' INABILITY TO ACQUIRE DATA, SERVICES, OR OTHER INFORMATION ON TERMS ANTICIPATED BY PEOPLEFACTS, OR FOR ANY OTHER CAUSE REASONABLY BEYOND PEOPLEFACTS' CONTROL.

### MISCELLANEOUS

**Amendment.** This Agreement may only be amended by a written instrument signed by the Parties.

**Assignment or Change of Ownership or Control.** The rights, duties, and obligations herein are exclusive to Customer and Customer shall not assign, transfer, or otherwise delegate, in whole or in part, by operation of law or otherwise, this Agreement or any of its rights or benefits herein, without PeopleFacts' prior written consent. In the event of a change in ownership or control of Customer, Customer must notify PeopleFacts in writing, and, if PeopleFacts so requests, must execute a new Agreement or other forms as required hereunder to ensure ongoing compliance. Services may be suspended or terminated unless or until such documents are executed. Any purported assignment or delegation in violation of this provision shall be void. This Agreement is fully assignable by PeopleFacts and shall inure to the benefit of any assignee or other legal successor in interest. PeopleFacts also reserves the right to assign or subcontract any or all of its duties arising hereunder.

**Binding Effect.** This Agreement shall be binding upon, and for the benefit of, the Parties and the Parties' successors and assigns as permitted by this Agreement. No other person or entity shall be a beneficiary hereof or have any rights hereunder, whether or not identified in this Agreement.

**Credit Authorizations.** Customer authorizes PeopleFacts to obtain, in its sole discretion, any and all Customer information as it pertains to the execution and performance of this Agreement, including business information, personal history, financial credit report, and other such information that PeopleFacts may require.

**Counterparts/Facsimile Copies.** This Agreement may be executed in counterparts, each of which shall be deemed to be an original but all of which taken together shall constitute one and the same agreement, and shall become effective when one or more counterparts have been signed by each Party and

## MASTER SERVICES AGREEMENT

delivered to the other Party.

**Entire Agreement.** This Agreement, and any attachments, duplicates, or copies, constitutes the entire understanding and agreement between the Parties with respect to its subject matter and supersedes all prior and contemporaneous agreements, understandings, inducements, or conditions, express or implied, written or oral, between the Parties, preceding Effective Date. Attachments to this Agreement include: (a) any applicable Compliance Training or Documentation provided to Customer at any time; (b) any pricing schedules; and (c) any product or service descriptions. In the event of any inconsistencies between this Agreement and any attached schedule, such schedule shall control but only to the extent of such inconsistency.

**Governing Law.** This Agreement, the rights and liabilities of the Parties with respect to this Agreement and its subject matter, and any controversy or claim arising out of or related to breach of this Agreement, whether involving remedies at law or in equity, shall be governed by the laws of the State of California without regard to the conflicts of law principles thereof. The Parties hereby waive any objection they may have to the law and forum for dispute resolution set forth herein.

**Headings and Form.** Section headings are strictly for the convenience of the Parties and shall not be used in any way to restrict the meaning or interpretation of the substantive language of the terms herein. The content contained in this Agreement are applicable to the singular and the plural forms, and to the masculine, feminine, and neuter usage of gender, of such terms, as applicable.

**Legal Fees.** In any action to enforce any right or remedy under this Agreement, or to interpret any provision of this Agreement, the prevailing Party is entitled to recover its reasonable legal fees, costs, and expenses, including attorney's fees and interest accrued from the date of default at the highest rate allowed by law.

**Notice.** Any notice, request, or other communications with respect to this Agreement shall be in writing and shall be effective only if it is delivered by personal service, certified U.S. mail with return receipt requested and postage prepaid, facsimile, or e-mail to a Party's contact information listed on the signature page below. Notice is deemed properly given upon personal delivery, five (5) business days after mailing by U.S. certified mail, or as of the time stamp of any electronic transmission. Either Party may change its address for such communications by giving written notice to the other Party in conformity with this section.

**Severability.** If any part, term, or provision of this Agreement are held to be invalid, illegal, unenforceable, or in conflict with any valid controlling law in any respect, that invalidity, illegality, unenforceability, or conflict will not affect any other provision of this Agreement. This Agreement will be construed as if the invalid, illegal, unenforceable, or conflicting term were never in this Agreement, and if applicable, such term or provision shall be modified and interpreted to reflect the intent of the Parties or deleted entirely. All remaining provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

**Signatures.** An electronic, scanned, and facsimile signature shall have the same legally binding effect for all purposes hereunder to the same extent as an original signature.

**Status.** PeopleFacts is an independent consultant and contractor performing and providing Services. Customer acknowledges and agrees that PeopleFacts is a third-party information service provider and is not authorized to or responsible for making decisions on behalf of Customer in connection with this

Agreement at any time. This Agreement does not in any way create an employer-employee relationship, joint venture, or partnership between the Parties and is exclusively a contract for services limited to the respective rights and obligations of the Parties as specified herein.

**Survival.** All sections and provisions relating to the following shall survive expiration or termination of this Agreement: all provisions relating to Customer's obligations to pay and any related payment terms herein; limitations on liability and indemnification; information and data use, security, and disposal, confidentiality and/or limitations thereof; compliance requirements and audit rights; changes in ownership; assignment of rights; force majeure; dispute resolution; legal and attorney's fees recovery rights; credit authorizations; and any other sections and provisions as specified herein.

**Waiver.** Failure or delay of any Party, at any time, to enforce any provision of or to exercise any right or remedy under this Agreement shall not be construed to be a waiver of, or the right of the Party thereafter, to enforce such provision, right, or remedy. The waiver of a specific breach may be valid and effectuated only by a written agreement duly executed by the waiving Party. Such formal waiver shall not constitute a waiver of any other provision, right, or remedy.

**Dispute Resolution.** In the event of a dispute, claim, or controversy arising out of, relating to, or in connection with this Agreement, including without limitation, the breach, termination, enforcement, interpretation, or validity thereof, the disputing Parties shall agree to meet and discuss and make a good-faith attempt to resolve the dispute by mutual negotiation and agreement as a condition precedent to mediation ("Initial Resolution Meeting"). The Initial Resolution Meeting may be called by any Party and held within thirty (30) calendar days written notice to the other Party, in accordance with the notice provisions herein, from the date the dispute arises or discovered by a Party. The Initial Resolution Meeting shall be held on a date and at a time chosen by the requesting Party and at an



## MASTER SERVICES AGREEMENT

agreed location reasonably convenient for all Parties, including a video or phone conferencing option for Parties in different cities or states.

If the disputing Parties are unable to resolve the aforementioned dispute at the Initial Resolution Meeting, the Parties agree to submit such dispute to formal non-binding mediation as a condition precedent to arbitration ("Mediation"). Mediation may be requested by any Party by serving a Notice of Mediation on the other Party, in accordance with the notice provisions herein, and held within a reasonable time, but no later than forty-five (45) days after the date of the Initial Resolution Meeting. Mediation shall be administered by Judicial Arbitration & Mediation Services, Inc. (J.A.M.S) in San Diego, California, or an alternative dispute resolution service provider and/or location mutually agreeable to the Parties. All reasonable efforts will be made to complete Mediation within thirty (30) days of the first Mediation session. Mediation fees, if any, shall be divided equally amongst the Parties. Mediation may not be initiated or conducted until after the Initial Resolution Meeting has been conducted and completed.

If the disputing Parties are unable to resolve the aforementioned dispute at Mediation, the Parties shall submit such dispute or claim to final and binding arbitration ("Arbitration"). Arbitration may be initiated by any Party by executing a written demand for Arbitration and serving such on the other Party in accordance with the notice provisions herein and applicable arbitration rules. Arbitration shall be administered by Judicial Arbitration & Mediation Services, Inc. (J.A.M.S) in San Diego, California, or an alternative dispute resolution service provider and/or location mutually agreeable to the Parties. In no event shall a demand for Arbitration be made after the date when an institution of legal or equitable proceedings based on such dispute or claim would be barred by the applicable statute of limitations. Judgment upon any award rendered by the arbitrator may be entered in any court having jurisdiction thereof. Such judgment shall be final, non-appealable, and not subject to trial de novo. Arbitration may not be initiated or conducted until after both the Initial Resolution Meeting and Mediation have been conducted and completed.

In the event that a disputing Party refuses to attend the Initial Resolution Meeting and/or Mediation ("Refusing Party"), the other Party ("Confirming Party") shall confirm such refusal in writing ("Confirmation"). The Confirmation shall, in bold conspicuous type, state that by refusing to attend the Initial Resolution Meeting and/or Mediation, the Refusing Party will be liable to pay all of the Confirming Party's legal fees and costs incurred in connection with Arbitration. In addition, the Confirmation shall, in bold conspicuous type, state that by refusing to attend the Initial Resolution Meeting and/or Mediation, the Refusing Party shall not be entitled to recover any of its own legal fees and costs, under any circumstances, even if the Refusing Party would otherwise be entitled to recover the same for any reason. Within seven (7) days of receipt of the Confirmation, the Refusing Party shall notify the Confirming Party that it will promptly make itself reasonably available to attend the Initial Resolution Meeting and/or Mediation. Thereafter, the Refusing Party shall attend the Initial Resolution Meeting, which shall be held within fourteen (14) days of the date Refusing Party receives the Confirmation, and/or the Mediation, which shall be held within thirty (30) days of the date Refusing Party receives the Confirmation or after the date of the Initial Resolution Meeting, as applicable and pursuant to the terms herein. In the event that the Refusing Party fails to respond to the Confirmation and/or fails to attend the Initial Resolution Meeting and/or Mediation, then the Confirming Party may immediately initiate Arbitration and the Refusing Party shall be liable for all of the Confirming Party's legal fees and costs incurred in connection with Arbitration. The Refusing Party shall not be entitled to recover any of its own legal fees and costs under any circumstances, even if the Refusing Party would otherwise be entitled to recover the same for any reason.

This agreement to arbitrate will not prevent either Party from seeking provisional remedies in aid of arbitration or applying for a temporary restraining order, preliminary injunction, or other equitable relief to preserve the status quo or prevent irreparable harm in any court having jurisdiction thereof. Each Party hereby consents to the jurisdiction of the state and federal courts of California in connection with any application for such relief. Should this section hereinabove fail for any reason to bind the Parties to such dispute resolution procedure, the Parties expressly agree that any legal action between the Parties for a dispute arising out of or relating to this Agreement, including without limitation, the breach, termination, enforcement, interpretation, or validity thereof, shall commence in any court having jurisdiction thereof in San Diego County, California.

**WAIVER OF JURY TRIAL.** TO THE FULLEST EXTENT PERMITTED BY APPLICABLE LAW, EACH PARTY ACKNOWLEDGES AND AGREES THAT ANY DISPUTE, CLAIM, OR CONTROVERSY THAT MAY ARISE UNDER THIS AGREEMENT IS LIKELY TO INVOLVE COMPLICATED AND DIFFICULT ISSUES, AND THEREFORE, EACH PARTY HEREBY KNOWINGLY, VOLUNTARILY, AND IRREVOCABLY WAIVES ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN ANY LEGAL PROCEEDING DIRECTLY OR INDIRECTLY ARISING OUT OF, RELATING TO, OR IN CONNECTION WITH THIS AGREEMENT OR THE TRANSACTIONS CONTEMPLATED THEREIN, INCLUDING WITHOUT LIMITATION, THE BREACH, TERMINATION, ENFORCEMENT, INTERPRETATION, OR VALIDITY THEREOF. THIS WAIVER EXTENDS TO ANY AND ALL RIGHTS A PARTY MAY HAVE TO DEMAND A TRIAL BY JURY UNDER APPLICABLE FEDERAL OR STATE LAW.

[NEXT PAGE IS SIGNATURE PAGE]

ARBITRATION  
- 11 -



# ESTIMATE

Cantrell and Waller Preparatory Services, LLC

9 Weaver Circle  
Vilonia, AR 72173  
United States

Tax ID: 82-4555026

Phone: +1 501-204-8844  
cantrellandwallerprep@gmail.com  
www.cwprep.com

Estimate #: 0023  
Estimate date: Sep 18, 2019

**Bill To:**

**Ship To:**

chris.legrande@guthriepe.net

Description	Quantity	Price	Amount
ACT Prep/Strategies for the Content Classroom: Faculty Training Guthrie High School, OK February 17, 2020 English (3 hours) Math (3 hours) Reading (3 hours) Science (3 hours)	1	\$3,000.00	\$3,000.00
Hotel	1	\$100.00	\$100.00
Rental Car/Gas	1	\$200.00	\$200.00
Meals	2	\$105.00	\$210.00
		Subtotal	\$3,510.00
		<b>Total</b>	<b>\$3,510.00</b>

**Notes**

Please make checks payable to Cantrell and Waller Preparatory Services. Thank you!



**2019-2020 BUDGET GUIDE**

**GUTHRIE PUBLIC SCHOOLS**  
**SCHOOL DISTRICT I001**



**Dr. Mike Simpson**  
**Superintendent**

**PREPARED BY**

**Michelle L. Chapple, MBA, CPO**  
**Chief Financial Officer**

**Board of Education Meeting**  
**October 14, 2019**

# *GUTHRIE PUBLIC SCHOOLS*

October 14, 2019

The Honorable Board of Education  
Guthrie Public Schools  
Logan County, Oklahoma

Dear Board Members:

I am recommending, for your approval, the Annual Budget for fiscal year 2019-2020 for the Guthrie Public Schools District. The structure of the budget is based on statutory requirements (Title 70 §5-134.1) using the Oklahoma Cost Accounting System (OCAS) function codes. Additionally, the County Excise Board approved the Estimate of Needs for 2019-2020 and Financial Statement for 2018-2019.

The format of the budget is designed to give readers a better understanding of the financial structure and budgeting process of the school district. The funds included for approval are the General, Building and Child Nutrition. Capital Project Funds (Bond) and Debt Service Funds (Sinking) are included as information because the Capital Projects have been approved by Logan County patrons (bond election) and the Debt Service Fund holds the tax collections, which in turn, pay the bond obligations.

The budget is a communication tool and reference document for the school district. Through this presentation, the financial position, the operations and the fiscal management requirements of the District are disclosed.

The preparation of this document would not have been possible without the diligent efforts of all of our central office staff. Your support and dedication as members of the Board of Education in conducting the financial affairs of the District with integrity and responsibility are appreciated. Thank you for all that you do for the students and the staff of the Guthrie Public Schools District.

Respectfully,

Dr. Mike Simpson  
Superintendent

## BOARD OF EDUCATION

The Board of Education is comprised of seven individuals elected by district in an annual election. Board members serve four-year terms. The terms are staggered and commence on the first school board meeting after the date of the annual school election. The following show the current members of the Board of Education, their positions, terms, and election dates.

WARD #5	Tina Smedley	President Term: 2019-2023
WARD #3	S. Janna Pierson	1 <sup>st</sup> Vice President Term: 2018-2022
WARD #1	E. Sharon Watts	2 <sup>nd</sup> Vice President Term: 2016-2020
WARD #6	Gina Davis	Board Clerk Term: 2017-2021
WARD #4	Jennifer Bennett-Johnson	Deputy Board Clerk Term: 2018-2021
WARD #2	Ron Plagg	Member Term: 2019-2021
WARD #7	Travis Sallee	Member Term: 2016-2020

## SCHOOL OFFICIALS

Superintendent, Dr. Mike Simpson  
Chief Financial Officer, Ms. Michelle Chapple  
Treasurer, Ms. Jana Wanzer

## 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.

## CENTRAL OFFICE PERSONNEL

Superintendent of Schools	Dr. Mike Simpson
Assistant Superintendent	Mr. Doug Ogle
Executive Director of Federal Programs & Elementary Education	Ms. Carmen Walters
Chief Financial Officer	Ms. Michelle Chapple
Director of Special Services	Ms. Angie Smedley
Minutes Clerk	Ms. Jana Frey
Deputy Minutes Clerk	Ms. Kary Jarred
Treasurer	Ms. Jana Wanzer
Payroll	Ms. Sandra Savory
Activity Accounts	Ms. Anita Paul
Encumbrance Clerk	Ms. Brandi Brown
Federal Programs Assistant	Ms. Meghan Norton
Special Services Assistant	Ms. Lisa Woods
Special Services staff	Ms. Marsha Holderman
	Ms. Carly Murray
	Ms. Jessica West

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## BUDGET PHILOSOPHY

A budget is a plan for financial operation made up of proposed expenditures for a given period and the proposed means of financing them. A budget is prepared as a plan to carry the mission of public schools and to insure that all necessary programs are provided for.

The choice of the appropriate budget method is an important decision. Some budget methods may promote greater board and community understanding of the budget and ultimately, **the district's priorities**, than others. If the community can see the connection between dollars and educational programs, it is likely that the school board will be more successful in gaining acceptance of the budget from school district patrons. In addition, budget methods which result in better community understanding may result in increased financial support of schools. This will also determine which educational priorities are seen as important to the community.

A benefit of a move toward greater decentralization of financial control may well be that such a move increases the ability of the school principal to effectively direct resources to achieve program goals. Also, budget methods which attempt to direct resources to program needs rather than "across-the-board" increases serve to increase cost effectiveness. One of the drawbacks to decentralization is that curriculum coordination across programs and schools may be difficult. An effective management information system, open lines of communication among staff members, and a concern for equity should alleviate some of these problems, while allowing a school administrator to target **resources to students'** needs at the same time he or she manages a consistent and coherent educational program.

One of the potential disadvantages of a budget method which does not **use an "objective" formula to allocate resources is that politically active** groups may be in an advantageous position to lobby for additional funds. When using certain budgeting models that allow for community participation, great care should be taken to effectively guard against undue influence of special interest groups. The degree to which children will receive equal access to educational resources will depend to a large extent on the commitment of school officials to equity and excellence.

## THE DISTRICT ENTITY

The district is legally autonomous.

School District - Designation and Independent School Districts. Title 70, § 5-101 and 5-102 (Sections 49 and 50 - School Laws)

All school districts in Oklahoma, now in existence or which may hereafter be created, shall be designated only as independent, elementary or area career tech school districts. Independent school districts, elementary school districts and area career tech school districts shall be under the supervision and the administration of the respective boards of education thereof. All independent school districts in Oklahoma shall be those, which shall have maintained during the previous school year a school offering high school subjects fully accredited by the State Board of Education. The Guthrie Public School District, 1001, Logan County, operates as a PK through 12 grade levels, independent school district.

School District - Body Corporate - Powers Title 70 § 5-105. (Section 54)

Every school district shall be a body corporate for public purposes...

Governing Body of School District. Title 70 § 5-106. (Section 55)

The governing body of each school district in Oklahoma...shall...be known as the board of education of such district... Oklahoma laws give the district the power to levy taxes, the ability to sue and be sued, the ability to contract and hold real and personal property. The district is subject to the requirements of the State Board of Education.

District Size and Scope

The District is located in central Oklahoma, Logan County approximately 32 miles north of the city of Oklahoma city and encompasses 225 square miles. The District employs approximately 413 people with a student enrollment count of 3500.

The District operates:

- 1 High School (9-12) with Alternative School Faver
- 1 Junior High School (7-8)
- 1 Upper Elementary School (5-6)
- 4 Elementary School (PK - 4)
- 1 Bluejay Virtual Academy

HISTORICAL ENROLLMENT SUMMARY  
2011-2020

<b>Actual Students:</b>	<b>10/11</b>	<b>10/12</b>	<b>10/13</b>	<b>10/14</b>	<b>10/15</b>	<b>10/16</b>	<b>10/17</b>	<b>10/18</b>	<b>10/19</b>	<b>10/20</b>
<b>TOTALS</b>	<b>3,351</b>	<b>3,321</b>	<b>3,447</b>	<b>3,548</b>	<b>3,514</b>	<b>3,538</b>	<b>3,461</b>	<b>3,412</b>	<b>3,421</b>	<b>3,500</b>

HISTORICAL NET ASSESSED VALUATION SUMMARY  
2011-2020

<b>Year</b>	<b>Net Assessed</b>	<b>Percent Change</b>
<b>10/11</b>	<b>121,514,974</b>	<b>4.03%</b>
<b>10/12</b>	<b>122,431,335</b>	<b>0.75%</b>
<b>10/13</b>	<b>123,568,201</b>	<b>0.93%</b>
<b>10/14</b>	<b>130,057,375</b>	<b>5.25%</b>
<b>10/15</b>	<b>126,637,119</b>	<b>-2.63%</b>
<b>10/16</b>	<b>130,935,361</b>	<b>3.39%</b>
<b>10/17</b>	<b>137,797,249</b>	<b>5.24%</b>
<b>10/18</b>	<b>145,997,359</b>	<b>5.95%</b>
<b>10/19</b>	<b>153,323,453</b>	<b>5.02%</b>
<b>10/20</b>	<b>160,052,644</b>	<b>4.39%</b>

## SIGNIFICANT LAWS AFFECTING THIS BUDGET

The following is a summary of the significant provisions of the laws of the State of Oklahoma applicable to Oklahoma school district budgets. This budget is adopted in compliance with these legal requirements.

### Title 70 § 5-135.2 Oklahoma Cost Accounting System (OCAS)

...**For the 1992-93 school year and in each subsequent school year, school districts shall report financial transactions for all funds using the Oklahoma Cost Accounting System. Costs shall be reported by curricular subject area where applicable...the State Department of Education shall reduce the monthly payment of a district's State Aid funds if, at the time of such payment, the district is not operating pursuant to the Oklahoma Cost Accounting System...No** later than September 1 each year, every school district shall transmit a copy of the income and expenditures data required pursuant to subsection C of this section to the State Department of Education.

### Title 70 § 5-135.4 School District Transparency Act

...**The State Department of Education shall make school district expenditure data available on its website.**

### Title 68 § 3020 Temporary Appropriations (Section 959 - School Laws)

The excise boards...may convene at any time after the beginning of any fiscal year...for the purpose of approving temporary appropriations for the counties, cities, school districts and other municipal subdivisions of the state. Warrants may be drawn against such temporary appropriations pending action by the excise board upon the annual estimate of needs and budget of such...school district, for such fiscal year. Any such temporary appropriations so approved by the excise board...shall, when the annual budget for such...school district...is finally approved, be merged in the annual appropriations.

### Title 68 § 3002 Time for Making Estimates (Section 159 - School Laws) (Estimate of Needs and Financial Statement)

...make, in writing, a financial statement showing the true fiscal condition of their respective political subdivision as of the close of the previous fiscal year ended June 30<sup>th</sup>, and [prior to September 1,] shall make a written itemized statement of estimated needs and probable income from all sources including ad valorem tax for the current fiscal year. Each financial statement and estimates of needs...shall be published [and]...the financial statements and estimates of all school districts shall be filed with the county excise board on or before September 1 of each year...

### Carryover (fund balance) Standards

#### Title 70 § 18-200.1 State Aid - Foundation Aid, Salary Incentive Aid, Transportation Supplement.

...a school district shall have its State Aid reduced by an amount equal to the amount of carryover in the district's general fund as of June 30 of the preceding fiscal year, that is in excess of the following standards:

- Total amount of General Fund collections
- Excluding previous year cash surplus as of June 30

Amount of General Fund Balance Allowable...(see state law for % allowed for your school)

Per HB2332 (2004) the General Fund Carryover penalty will not consider Federal Funds.

Per SB531 (2005) the General Fund Carryover Penalty will not be assessed until it has been exceeded two consecutive years.

Carryover penalty will not be assessed to schools: who are at or above 85% bonding capacity, while carryover penalty moratorium is in place, if carryover penalty is the result of increased

gross production revenue in previous year, or if penalty is a result of increased foundation aid in last two months of school year.

#### Warrants Issued and Limit of Authority to Issue

Title 62 § 476 and 477 - Amount to be issued -Limit of Authority to Issue - Liability of Officers. (Section 206, 210 - School Laws 70-5-182, 70-5-186)

Warrants...may be issued to the amount of the estimate made and approved by the excise board for the current fiscal year.

It shall be unlawful for any officer (Board of Education members, Treasurer) to issue, approve, sign or attest any warrant...in excess of the estimate of expense made and approved for the current fiscal year...and any such warrant in excess of the estimate made and approved...shall not be a charge against the school district...but may be collected by civil action from any officer...

Further emphasis:

Attorney General Opinion, April 3, 1936, "A school district is not authorized to divert money collected from taxes levied for current expenses to pay existing indebtedness created during a previous fiscal year. Legal warrants for the preceding fiscal year remaining unpaid on account of failure to collect taxes sufficient to retire the same may be paid only under one of the following methods: First, by reducing the warrants to judgment; second, the issuing of funding bonds for their payments."

#### School District Budget Act\*

Title 70 § 5-150-161 - School District Budget Act (Section 111.1- 111.12 School Laws) Section 5-155 Amended by 1999 Legislative (S.B. 636) to require amendment to original budget after June 30 for end of year data, State Aid allocation, and property valuation.

School districts now have an alternative budget procedure, which has the intent to establish standard and sound fiscal procedures; to make available sufficient information to the public; and to assist school districts in the implementation of Governmental Accounting Standards Board (GASB) standards of financial management.

*\*This act is an optional budgeting procedure not used by many schools in the state; requires a resolution of the governing board; takes precedence over other state laws applicable to school budgets; must have budget approved by board within 30 day period preceding the fiscal year; outlines budget information required as a part of this act; defines the funds; and stipulates classifications of revenue and expenditures.*



## 2019-2020 BUDGET TIMETABLE

The budget cycle is a year-round process, beginning with on-going fund balance projections and statutory staffing commitments that are required to be made by the first Monday in June of each year prior to the start of the upcoming fiscal year in **July. At any one time the Superintendent is concerned with three fiscal years'** budgets; planning for the next fiscal year, administering the current fiscal year, and evaluating the last fiscal year. It is very challenging to manage a public school budget because the major expenditure, salaries and benefits, must, by law, be committed before revenue allocations are known.

The budgeting timetable for this fiscal year is shown below:

June, 2019	Renew Teacher Contracts
June, 2019	Renew Support Personnel Contracts
June, 2019	Approve Temporary Appropriations
July, 2019	Notification of Initial State Aid Allocation
August, 2019	Certify Property Valuations by County Assessor
September, 2019	Board of Education approval of Estimate of Needs
September, 2019	County Excise Board approval of Estimate of Needs
October, 2019	Board of Education Approval of Operating Budget
December, 2019	Notification of Mid-Term Adjustment to State Aid Allocation
If needed.....	Request(s) for Supplemental Appropriations and Amendments to Operating Budget

2019-2020 BUDGET BY FUNCTION  
AND OBJECT DIMENSIONS

**GUTHRIE PUBLIC SCHOOLS  
OPERATING BUDGET BY FUNCTION CLASSIFICATION  
FOR THE YEAR ENDED JUNE 30, 2020**

<u>FUNCTION</u>	<u>GENERAL FUND</u>	<u>BUILDING FUND</u>	<u>CHILD NUTRITION FUND</u>	<u>SINKING FUND</u>	<u>GIFTS &amp; ENDOWMENTS FUND</u>	<u>INSURANCE CASUALTY FUND</u>	<u>BOND FUND</u>
1000 - Instruction	\$14,171,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2100 - Support Services, Students	1,600,000.00	1,000.00	0.00	0.00	1,500.00	0.00	0.00
2200 - Support Services, Instructional Staff	1,300,000.00	0.00	0.00	0.00	0.00	0.00	0.00
2300 - General Administration	850,000.00	0.00	0.00	0.00	0.00	0.00	0.00
2400 - School Administration	1,750,000.00	0.00	0.00	0.00	0.00	0.00	0.00
2500 - Central Services	650,000.00	10,000.00	0.00	0.00	0.00	0.00	0.00
2600 - Operation & Maintenance of Plant	2,500,000.00	640,000.00	0.00	0.00	25,000.00	25,000.00	0.00
2700 - Student Transportation	2,100,000.00	0.00	0.00	0.00	0.00	25,000.00	0.00
3100 - Child Nutrition Program	169,000.00	500.00	1,355,000.00	0.00	0.00	0.00	0.00
3300 - Community Service	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4000 - Facility Acquisition & Construction	104,989.00	265,000.00	0.00	0.00	0.00	0.00	1,200,000.00
5100 - Debt Service	0.00	0.00	0.00	1,926,150.00	0.00	0.00	0.00
5200/5300/5600 - Corrections, Clearing & Fund Transfers	100,000.00	0.00	120,000.00	0.00	0.00	0.00	0.00
5500 - Private Non-Profit Schools	28,000.00	0.00	0.00	0.00	0.00	0.00	0.00
7000 - Scholarships, Awards, and Claims	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8000 - Repayments	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>\$25,323,489.00</b>	<b>\$916,500.00</b>	<b>\$1,475,000.00</b>	<b>\$1,926,150.00</b>	<b>\$26,500.00</b>	<b>\$50,000.00</b>	<b>\$1,200,000.00</b>

**GUTHRIE PUBLIC SCHOOLS  
OPERATING BUDGET BY OBJECT CLASSIFICATION  
FOR THE YEAR ENDED JUNE 30, 2019**

<u>OBJECT</u>	<u>GENERAL FUND</u>	<u>BUILDING FUND</u>	<u>CHILD NUTRITION FUND</u>	<u>SINKING FUND</u>	<u>GIFTS &amp; ENDOWMENTS FUND</u>	<u>INSURANCE CASUALTY FUND</u>	<u>2017 BOND FUND</u>
100 - Salaries	\$15,596,458.25	\$345.00	\$431,730.00	\$0.00	\$0.00	\$0.00	\$0.00
200 - Employee Benefits	6,220,728.92	0.00	306,781.00	0.00	0.00	0.00	0.00
300 - Professional & Technical	394,517.72	6,000.00	6,834.00	0.00	0.00	0.00	200,000.00
410 - Utilities	260,000.00	0.00	0.00	0.00	0.00	0.00	0.00
420,430 - Cleaning, Repair, & Maint.	141,635.11	358,544.00	15,000.00	0.00	0.00	25,000.00	950,000.00
440 - Rental & Leases	35,000.00	3,000.00	0.00	0.00	0.00	0.00	0.00
450 - Construction Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
510,530-580 - Other Purchased Services	300,000.00	5,000.00	592,155.00	0.00	0.00	0.00	0.00
520 - Insurance	285,000.00	0.00	0.00	0.00	0.00	0.00	0.00
600 - General Supplies	350,000.00	238,590.00	2,500.00	0.00	0.00	25,000.00	0.00
620 - Energy (Fuel, Electric, Natural Gas)	660,000.00	0.00	0.00	0.00	0.00	0.00	0.00
630 - Food & Milk	0.00	0.00	0.00	0.00	0.00	0.00	0.00
640 - Books & Periodicals	158,000.00	0.00	0.00	0.00	0.00	0.00	0.00
650 - Durable Supplies & Software	350,000.00	25,000.00	0.00	0.00	0.00	0.00	0.00
710,720 - Land & Buildings	107,149.00	265,021.00	0.00	0.00	25,000.00	0.00	0.00
730 - Equipment	105,000.00	15,000.00	0.00	0.00	0.00	0.00	50,000.00
760 - Vehicles	210,000.00	0.00	0.00	0.00	0.00	0.00	0.00
800,900 - Other Miscellaneous Expenditures	150,000.00	0.00	120,000.00	1,926,150.00	1,500.00	0.00	0.00
	<b>\$25,323,489.00</b>	<b>\$916,500.00</b>	<b>\$1,475,000.00</b>	<b>\$1,926,150.00</b>	<b>\$26,500.00</b>	<b>\$50,000.00</b>	<b>\$1,200,000.00</b>

## 2019-2020 GENERAL FUND BUDGET BY PROJECT DIMENSION

The Project Reporting dimension permits LEAs to accumulate expenditures to meet a variety of specialized management and reporting requirements regardless of whether they are district, state, or federal.



**GUTHRIE PUBLIC SCHOOLS  
GENERAL FUND  
2019-2020 PROJECT BUDGET**

PROJECT NUMBER	PROJECT DESCRIPTION	BUDGET AMOUNT
001	Administrators Salaries	1,750,000
002	Certified Salaries	11,200,000
003	Support Salaries	3,255,035
006	Dues/ Memberships/Regis.	30,000
007	Data Processing	55,000
008	Electricity	400,000
009	Natural Gas	110,000
011	Water/Sewer/Garbage	175,000
012	Telephone	85,000
015	Negotiations	7,500
017	Vehicle Acquisition	250,000
018	Transportation	300,000
019	Fuel	150,000
021	Insurance/Bonds	265,000
022	Security - SRO	220,000
023	Textbooks (carry over)	30,000
026	Director of Technology	250,000
027	Printing/Publ./Ads	1,000
028	Legal Services	70,000
029	Postage/Freight	8,000
031	Professional Travel	20,000
033	Child Nutrition	120,000
034	\$150.00 Teacher Supplies	30,000
035	Nursing Services/Medical	5,000
036	Audit Services	8,000
037	Copiers/Duplicators	65,000
039	Elections	5,000
041	Administration Supplies	15,000
042	Testing	28,000
043	Gifted and Talented Program	3,000
044	Special Education Director	250,000
045	Personnel Director	11,000
046	3rd Party Sick Leave	3,000
048	Lease Purchase Payments	104,989
049	Revaluation	90,000

PROJECT NUMBER	PROJECT DESCRIPTION	BUDGET AMOUNT
051	Cotteral Budget	2,987
052	Cotteral Library Budget	4,177
054	CREC Grant	1000
056	Central Budget	2,381
057	Central Library Budget	2,946
061	Guthrie Educ. Found. Grants	25,000
062	Fogarty Budget	3,789
063	Fogarty Library Budget	4,000
067	GUES Budget	4,304
068	GUES Library Budget	4,665
069	Charter Oak Budget	4,135
070	Charter Oak Library Budget	4,555
073	JH Library Budget	5,363
075	Meridian Technology Grant	50,000
076	JH Administration	13,195
097	HS Library Budget	7,499
101	HS Administration	18,970
104	HS Language Arts	700
105	HS Math	300
106	HS Science	2,000
107	HS History	300
109	HS Art	425
112	HS Business	500
116	Vocal Music	2,600
118	Band	14,117
119	Athletics	37,100
121	Extra Curricular Drug Testing	6,100
122	ROTC (Local)	110,000
123	Boys Athletics / Extra Duty	160,000
124	Girls Athletics / Extra Duty	70,000
125	Alternative Education (Local)	210,000
126	Faver Budget	1,400
134	District Equipment Purchases	10,000
136	District Supplies Purchases	40,000
312	National Board Cert. Stipend	20,000

PROJECT NUMBER	PROJECT DESCRIPTION	BUDGET AMOUNT
317	Driver Education	15,000
331	Flex Benefit (Certified Salary)	40,000
332	Flex Benefit (Support Salary)	106,985
333	State Textbook Aid	157,733
334	Flex Benefit (Certified Fringe)	1,465,000
335	Flex Benefit (Support Fringe)	760,000
361	ACE Technology	13,480
362	ACE Remediation	33,000
367	Reading Sufficiency	35,355
388	Alternative Education (State)	77,000
411	Vocational Salary Aid	38,560
412	Vocational Incentive Aid	71,900
421	Carl Perkins Funds	41,337
469	Lottery Grant	14,637
511	Title I	1,154,781
552	Title IV, Student Support	29,982
561	Title VI, Indian Education	53,717
572	Title III, English Learners	13,061
613	IDEA-B Discretionary	1,000
615	Spec Ed PD District	7,280
621	IDEA-B Flow through	795,761
623	IDEA-B Early Intervention	32,729
625	IDEA-B Private School	6,735
641	IDEA-B Preschool	20,416
771	ROTC (Federal)	77,000
786	Consolidated Admin. Funds	47,008
	<b>TOTAL GENERAL FUND</b>	<b><u>\$25,323,489</u></b>

APPENDIX A

BUDGET GUIDELINES BY FUND

## 11 GENERAL FUND (FOR OPERATIONS)

The general fund of any school district is hereby defined as a current expense fund and shall consist of all revenue or monies that can legally be expended within a certain specified fiscal year, but shall not be considered as including any money derived from a special Building Fund levy, nor shall it include any monies derived from the sale of bonds. Expenditures from the General Fund shall be non-capital in nature.

### Revenue

When planning a budget, the first step is to project revenue in order to determine the funding level available to finance expenditures. At one time, the General Fund balance was required by law to be no greater than 12%. However due to hardships created by revenue shortfalls at the state level in past years, the legislature, in 2005, increased the allowable fund balance to 14% for schools with General Fund revenue of \$10,000,000.00 and above which includes Guthrie Public Schools. Every effort should be made to limit expenditures in any fiscal year to the amount of revenue collected in that year to prevent any material erosion of the fund balance. In the 2018-2019 fiscal year, district collections surpassed expectations. Surplus revenue allowed for one-time purchases of much needed transportation vehicles at a cost of \$298,482. As a result of growth in both student members and net assessed valuation of property in the district, Guthrie Public School's fund balance continued to grow as evidenced in our 2018-2019 carry over. The current fund balance of \$3,307,858.33 (12%) represents an increase of \$385,940.85 from the end of the 2018-2019 fiscal year (\$2,921,917.48). School board policy establishes a fiscal management priority to maintain a general fund balance of 12% or approximately \$2.45 million.

In 2018-2019 local sources of revenue provided 25% of total revenue, county sources 4%, state sources 63%, and federal sources 8%. A comparative revenue report is provided in Appendix C.

The state aid formula was revised in 1997. We now receive a preliminary allocation of funds in July, which is subject to change when a final allocation is made in December. As a result, we are approximately six months into the budget year before we have information to accurately determine state aid. Due to this circumstance, a conservative estimate of state aid revenue is required when making initial projections. **The District's** initial state aid allocation for 2019-2020 is \$704,465 more than was actually collected in 2018-2019. Textbook aid was also allocated after a two year moratorium in the amount of \$157,753. We anticipate that one of our sources of state revenue, gross production tax, will continue to increase in 2019-2020 which is encouraging. Revenue estimates at the state level, which are the basis for our state aid appropriation, appear to be on schedule, and with that, mid-year revenue allocations will unlikely experience a revenue failure.

### Expenditures

Revenue projections determine the amount of funds available to finance expenditures. Revenue projections are made in the summer after various allocation notices are received by the district. Guthrie Public Schools continues to operate within the revenue collected.

Every school site has two budgets; an instructional budget and a library budget. The library budget is normally based upon State Department

of Education accreditation requirements which have been waived until the state aid funding factor increases to \$3,291.60 per weighted student. The requirements for each site are: 500 or fewer students, \$9 per pupil; 500-999 students, \$4,500 for first 500 students and \$5 per student above 500; and 1000-1999 students, \$7000 for first 1000 students and \$4 per student above 1000.

The procedure for making expenditures involves the use of the encumbrance system. An encumbrance is an obligation to pay in the form of purchase orders, contracts or salary commitments which are chargeable to an appropriation account, and for which a part of the appropriation is reserved. When an encumbrance is paid, it becomes an expenditure. In this manner, financial officers of the school district are able to distinguish the portion of the budget already expended, the portion encumbered and the portion unencumbered.

In the 2017-2018 fiscal year personnel adjustments were made to reduce expenditures for salaries, benefits and employer payroll costs. This was accomplished largely through attrition. A Fixed Cost Analysis is provided under Appendix C.

Title 70-5-134.1 of Oklahoma Statute, enacted in 1994 and since repealed, required a budget by the function expenditure classification to be approved by the Board of Education. Guthrie Public Schools has chosen to continue this practice for the purposes of public information and transparency. The function dimension describes the purpose of the expenditure. The primary purpose is, of course, instruction. Other functions include library services, counseling services, transportation, building operation and maintenance, and school district administration. A brief definition of the function expenditure classifications can be found in Appendix A.

## 21 BUILDING FUND

The Building Fund of any school district shall consist of all monies derived from the proceeds of a Building Fund levy not to exceed five (5) mills in any year, unless elimination of personal taxes is voted by the patrons of a school district and by LEA Board Resolution. The Building Fund may be used for erecting, remodeling, or repairing school buildings, for purchasing furniture, equipment and computer software, for repairing and maintaining computer systems and equipment, for paying energy and utility costs, for purchasing telecommunications utilities and services, for paying fire and casualty insurance premiums, for purchasing security systems, for paying salaries of security personnel, or for one or more, or all, of such purposes. Proceeds of such levies shall not be required to be used during the year for which a levy is made but may accumulate from year to year until adequate for purposes intended. The Building Fund is classified as a current expense fund, but shall not be considered a part of the General Fund. Fiscal year 2018-2019 yielded a fund balance carry over of \$740,196.90.

## 22 CHILD NUTRITION PROGRAMS FUND

State, federal and local collections of child nutrition monies may be placed in a governmental budget account that will be administered through the school District Treasurer and appropriated separately from all other funds. The beginning fund balance each year, combined with all revenues including collected and estimated revenues must be appropriated before being expended.

It is very important that expenditures be limited to the amount of projected revenue available in the Child Nutrition Fund to minimize the need for the General Fund to subsidize child nutrition operations resulting in a reduction in funding available for instructional purposes.

## 31 BOND FUND

A Bond Fund accounts for proceeds from the sale of bonds, from which all expenditures for bond projects are paid. By law, Guthrie Public Schools shall expend all of the proceeds of such bond issue for the general purposes set out in the proposition voted upon, and shall expend not less than eighty-five percent of the monies allocated to each specific project, unless such project can be completed for a lesser amount of money. Bond Fund titles should include purpose and fiscal year of authorization.

## 41 SINKING FUND (DEBT SERVICE FUND)

The Sinking Fund of any district shall consist of all money derived from ad valorem taxes or otherwise as provided by law for the payment of bonds and judgments and interest thereon. Since this fund is for the purpose of debt service only, financial reporting as a part of the operating budget will be **minimal**. **A treasurer's check** or EFT is issued for Sinking Fund payments according to a legally authorized amortization schedule until all indebtedness, including interest, is paid.

## 81 GIFTS AND ENDOWMENT FUND

This is a separately appropriated fund established to account for revenue from a philanthropic foundation, private individual, or private organization for which no repayment or special service to the contributor is expected. In many cases endowment funds allow for income derived from such funds to be expended, but the principal must remain intact.

## 86 CASUALTY/FLOOD INSURANCE RECOVERY FUND

This fund is established to account for receipt of proceeds from the filing of insurance claims and the subsequent expenditure of funds to replace or repair damaged or stolen property.

APPENDIX B

FUNCTION **REVENUE AND** EXPENDITURE **CODE DEFINITIONS**



## MAJOR REVENUE SOURCES OKLAHOMA COST ACCOUNTING SYSTEM (OCAS)

Revenue by Source:

The major sources of income are categorized by OCAS codes as follows:

### 1000 DISTRICT SOURCES OF REVENUE

- 1100 AD VALOREM-TAXED LEVIED/ASSESSED FOR THE LEA.  
Compulsory charges levied by the LEA to finance services for the common benefit.
- 1200 TUITION AND FEES. Revenue from individuals, welfare agencies, private sources and other LEAs for education provided by the LEA. These sources include:
- |                              |                       |
|------------------------------|-----------------------|
| ADULT EDUCATION              | STUDENT COMPUTER FEES |
| SUMMER SCHOOL TUITION        | TRANSFER FEES         |
| SUBSTITUTE BACKGROUND CHECKS | STUDENT ACTIVITY FEES |
| DRIVERS EDUCATION            |                       |
- 1300 EARNINGS ON INVESTMENTS. Revenue received as profit on holding in savings or investments. These sources include:
- INTEREST EARNINGS
  - ACCRUED INTEREST ON BOND SALES
  - OTHER EARNINGS ON INVESTMENTS
- 1400 RENTALS, DISPOSALS, AND COMMISSIONS. Revenue received for the use of school property, sales, and commissions. These sources include:
- RENTAL OF SCHOOL FACILITIES
  - SALES OF EQUIPMENT, SERVICES, AND MATERIALS
  - OTHER RENTALS, DISPOSALS, AND COMMISSIONS
- 1500 REIMBURSEMENTS. Cash or other assets received as repayment of the cost of work or services performed, or of other expenditures made for or on behalf of another governmental unit, department, individual, firm, or corporation. Child nutrition program reimbursements for the current year should not be coded here but under Source of Revenue 5150. These sources include:
- |                            |                     |
|----------------------------|---------------------|
| INSURANCE LOSS RECOVERIES  | LOST TEXTBOOKS      |
| DAMAGES TO SCHOOL PROPERTY | MISC REIMBURSEMENTS |
- 1600 OTHER LOCAL SOURCES OF REVENUE. Other revenue from local sources not classified above. These sources include:
- CONTRIBUTIONS & DONATIONS FROM PRIVATE SOURCES
  - DISTRICT CONTRACTS
  - MISCELLANEOUS REVENUE FROM DISTRICT SOURCES
- 1700 CHILD NUTRITION PROGRAM: Revenue received from food sales to students and adults. These sources include:
- STUDENTS' LUNCHES
  - STUDENTS' BREAKFASTS
  - ADULT LUNCHES/BREAKFASTS
  - EXTRA FOOD/ALA CARTE/EXTRA MILK
  - OTHER DISTRICT REVENUE (CHILD NUTRITION PROGRAMS)
- 1800 ATHLETIC PORGRAMS. Revenue received for all school sponsored athletic activites.

### 2000 INTERMEDIATE SOURCES OF REVENUE.

Revenue from intermediate sources is the amount of money from funds collected by an intermediate administrative unit or a political subdivision between the district and the state, and distributed to districts in amounts that differ in proportion to those which were collected within such systems. These sources include:

COUNTY 4 MILL AD VALOREM TAX

COUNTY APPORTIONMENT (MORTGAGE TAX)  
RESALE OF PROPERTY FUND DISTRIBUTION  
OTHER INTERMEDIATE SOURCES OF REVENUE

- 3000 STATE SOURCES OF REVENUE. Revenue from state sources is revenue from funds collected by the state and distributed to LEAs in amounts different proportionately from those which were collected within each LEA.
- 3100 DEDICATED REVENUE. All revenue generated at the state level by taxes, license fees, or other fees that are set aside by the state to be used for the operation of the common schools in the state. These sources include:  
GROSS PRODUCTION TAX  
MOTOR VEHICLE COLLECTIONS  
RURAL ELECTRIC COOPERATIVE TAX  
STATE SCHOOL LAND EARNING  
VEHICLE TAX STAMP  
FARM IMPLEMENT TAX STAMP  
OTHER DEDICATED REVENUE
- 3200 STATE AID-GENERAL OPERATIONS- NONCATEGORICAL. Revenue appropriated by the Legislature and apportioned to the schools for general operations. These sources include:  
FOUNDATION AND SALARY INCENTIVE AID  
MENTOR TEACHER STIPEND  
EDUCATION FLEXIBLE BENEFIT
- 3300 STATE AID- COMPETITIVE GRANTS-CATEGORICAL. Revenue received from the state and appropriated by the Legislature to fund specific programs or to accomplish specific objectives. These sources include:  
ALTERNATIVE AND HIGH CHALLENGE EDUCATION GRANT  
COMMUNITY EDUCATION
- 3400 STATE-CATEGORICAL. Revenue received from the state and appropriated by the Legislature to fund specific programs or to accomplish specific objectives. These sources include:  
PROFESSIONAL DEVELOPMENT  
STATE TEXTBOOK and DRIVER EDUCATION  
ADULT EDUCATION MATCHING  
NATIONAL BOARD CERTIFIED BONUS  
ADVANCED PLACEMENT INCENTIVES  
READING SUFFICIENCY, **ETC...**
- 3500 SPECIAL PROGRAMS. Revenue appropriated for special purposes. Uses and limitations are specified by the legal authority establishing the programs, and the funds cannot be used or diverted to other uses. These sources include:  
PROGRAM OF PARENT EDUCATION
- 3600 OTHER STATE SOURCES OF REVENUE. All state revenue not classified above. These sources include:  
OTHER MISC. SOURCES OF STATE REVENUE
- 3700 CHILD NUTRITION PROGRAMS. Revenue received from the state for food to students and adults. These sources include:  
STATE REIMBURSEMENT  
STATE MATCHING
- 3800 STATE VOCATIONAL PROGRAM. These sources include:  
COMPREHENSIVE CAREER TECH SALARY REIMBURSEMENT  
CAREER TECH PROGRAMS INCENTIVE ASSISTANCE GRANTS  
FORMULA OPERATIONS  
CAPITAL OUTLAY
- 4000 FEDERAL SOURCES OF REVENUE. Revenue collected by the federal government and distributed to state and local education agencies for the purpose of providing financial

support for programs, projects, services, and activities which enhance educational opportunities for citizens.

4100 GRANTS-IN-AID DIRECT FROM THE FEDERAL GOVERNMENT. These sources include:  
TITLE VI-PART A, INDIAN EDUCATION  
TITLE VIII-IMPACT AID

4200 **Title I Part A— Improving basic programs operated by State and local educational agencies (LEA). EVERY STUDENT SUCCEEDS ACT (ESSA).**

4300 TITLE II (PART A) Teacher and Principal Training and Recruiting Fund  
INDIVIDUALS WITH DISABILITIES. Revenue to assure the effective education of disabled children. These sources include:

INDIVIDUALS WITH DISABILITIES, P.L. 105-17, IDEA-Part B  
PRESCHOOL AGES 3-5, P.L. 105-17, IDEA-Part B

4400 ESSA of 2015, CONTINUED. These sources include:  
TITLE IV – 21<sup>st</sup> Century Schools

**Safe and Drug Free Schools, Charter Schools, etc...**

4500 GRANTS-IN-AID FROM THE FEDERAL GOVERNMENT THROUGH OTHER STATE AND INTERMEDIATE SOURCES. These sources include:  
JOHNSON-O'MALLEY PROGRAM  
MEDICAID RESOURCES

4600 OTHER FEDERAL SOURCES OF REVENUE THROUGH STATE DEPARTMENT OF EDUCATION OR STATE DEPARTMENT OF CAREER AND VOCATIONAL EDUCATION.

4700 CHILD NUTRITION PROGRAMS. Revenue received from federal sources for provision of child nutrition programs. These sources include:

LUNCHES  
BREAKFASTS  
SPECIAL MILK  
SUMMER FOOD SERVICE PROGRAM  
CHILD & ADULT CARE FOOD PROGRAM

4800 FEDERAL VOCATIONAL EDUCATION. Formula grants to extend, improve, and maintain programs of vocational education, to develop new programs, to furnish equal opportunity in vocational programs, and to enable youth in need of earnings to continue their education by providing part-time employment. These sources include:  
CARL PERKINS VOCATIONAL AND APPLIED TECHNOLOGY EDUCATION ACT

5000 NON-REVENUE RECEIPTS. Receipts deposited in the fund that are not new revenue to the district, but the return of assets.

5100 BOND SALES and RETURN OF ASSETS. Return of monies used for investments and financial management procedures.  
CASH OR CHANGE and PETTY CASH  
ACTIVITY FUND REIMBURSEMENT  
INSUFFICIENT FUNDS—RETURN CHECKS CORRECTING ENTRY

6000 BALANCE SHEET ACCOUNTS.

6100 CASH ACCOUNTS

## MAJOR EXPENDITURES OKLAHOMA COST ACCOUNTING SYSTEM (OCAS)

### Expenditures by Function:

The law requires that the final budget be approved by function codes as defined by the Oklahoma Cost Accounting System (OCAS). The following definitions reflect the categories.

- 1000 INSTRUCTION Instruction includes the activities dealing directly with the interaction between teachers and students. Teaching may be provided for students in a school classroom, in another location such as a home or hospital, and in other learning situations such as those involving co curricular activities. It may also be provided through some other approved medium such as television, radio, telephone, and correspondence. Included here are the activities of teacher assistants of any type (clerks, graders, teaching machines, etc.), which assist, in the instructional process. The activities of tutors, translators, and interpreters would be recorded here. Also, include department chairpersons who teach for any portion of time. Tuition/transfer fees paid to other LEAs would be included here.
- 2000 SUPPORT SERVICES. Support services provide administrative, technical (such as guidance and health), and logistical support to facilitate and enhance instruction. These services exist as adjuncts for fulfilling the objectives of instruction, community, services, and enterprise programs, rather than as entities within themselves.
- 2100 SUPPORT SERVICES-STUDENTS. Activities designed to assess and improve the well being of students and to supplement the teaching process.
- 2200 SUPPORT SERVICES- INSTRUCTIONAL STAFF. Activities associated with assisting the instructional staff with the content and process of providing learning experiences for students.
- 2300 SUPPORT SERVICES-GENERAL ADMINISTRATION. Activities involving the establishment and administration of policy in connection with operating the entire school district. Do not include the chief business official here, but in Support Services-Business, function series 2500.
- 2400 SUPPORT SERVICES-SCHOOL ADMINISTRATION. Activities concerned with overall administrative responsibility for a single school or a group of schools.
- 2500 CENTRAL SERVICES-BUSINESS. Activities that support other administrative and instructional functions, fiscal services, human resources, planning and administrative information technology.
- 2600 OPERATION AND MAINTENANCE OF PLANT SERVICES. Activities concerned with keeping the physical plant open, comfortable, and safe for use, and keeping the grounds, buildings, and equipment in an effective working condition and state of repair. Activities which maintain safety in buildings, on the grounds, and in the vicinity of schools are included.
- 2700 STUDENT TRANSPORTATION SERVICES. Activities concerned with the conveyance of students to and from school as provided by state law. Included are trips between home and school and trips to school activities.
- 3000 OPERATION OF NONINSTRUCTION SERVICES. Activities concerned with providing non-instructional services to students, staff or community.
- 3100 CHILD NUTRITION PROGRAMS OPERATIONS. Activities concerned with providing food to students and staff in a school or LEA. This service area includes the preparation and service of regular and incidental meals including breakfasts, lunches, or supplements in connection with school activities, and the delivery of food.
- 3200 OTHER ENTERPRISE SERVICES OPERATION. Activities that are financed and operated in a manner similar to private business enterprises where the stated intent is that the costs are financed or recovered primarily through user charges. Child nutrition programs should not be charged here, but rather to function series 3100. One example could be the LEA bookstore or items purchased through the activity fund for resale.

- 3300 COMMUNITY SERVICES OPERATIONS. Activities, which are not directly related to the provision of education to students in the LEA. These include services such as community recreation programs, civic activities, public libraries, programs for custody and care of children, and community welfare activities provided by the LEA for the community as a whole or some segment of the community.
- 4000 FACILITIES ACQUISITION AND CONSTRUCTION SERVICES Consists of activities involved with the acquisition of land and buildings; remodeling buildings; the construction of buildings and additions to buildings; initial installation or extension of service systems and other built-in equipment; and improvements to sites.
- 4200 SITE ACQUISITION SERVICES. Activities concerned with the initial acquisition of new sites and improvements thereon.
- 4300 SITE IMPROVEMENT SERVICES. Activities concerned with improving sites and with maintaining existing site improvements.
- 4400 ARCHITECTURE AND ENGINEERING SERVICES. The activities of architects and engineers related to acquiring and improving sites and improving buildings. Charges are made to this function only for those preliminary activities which may or may not result in additions to the LEAs property. Otherwise, charge these services to 4200, 4300, 4600 or 4700, as appropriate.
- 4500 EDUCATIONAL SPECIFICATIONS DEVELOPMENT SERVICES.  
Activities concerned with preparing and interpreting descriptions of specific space requirements for the various learning experiences of pupils to be accommodated in a building. These specifications are interpreted to the architects and engineers in the early stages of blueprint development.
- 4600 BUILDING ACQUISITION AND CONSTRUCTION SERVICES.  
Activities concerned with building acquisition through purchase or construction.
- 4700 BUILDING IMPROVEMENTS SERVICE. Those activities concerned with building additions and with initial installation or extension of service systems and other built-in equipment.
- 5000 OTHER OUTLAYS. A number of outlays of governmental funds are not properly classified as expenditures, but still require budgetary or accounting control. These are classified as other outlays. These include debt service payments (principal and interest) and certain transfers of monies from one fund to another. These accounts are not used with the proprietary funds.
- 7000 OTHER USES. Scholarships, Student Aid, Staff Awards, Workers Comp./Unemployment claims, Tort Liability, Medical care claims, Flexible Benefits, Long-Term disability.
- 8000 REPAYMENT. Checks/warrants issued to outside agencies for refund of restricted revenue previously received for overpayment, non-qualified expenditures, and other refunds from district funds.

## MAJOR EXPENDITURES OKLAHOMA COST ACCOUNTING SYSTEM (OCAS)

### Expenditures by Object:

This dimension is used to describe the service or commodity obtained as a result of a specific expenditure. There are nine major object categories, each of which is further subdivided. Following are definitions of the object classes and selected subject categories:

- 100 PERSONNEL SERVICES-SALARIES. Amounts paid to both permanent and temporary LEA employees, including personnel substituting for those in permanent positions. This includes gross salary for personal services rendered while on the payroll of the LEA.
  
- 200 PERSONNEL SERVICES- EMPLOYEE BENEFITS. Amounts paid by the LEA on behalf of employees. These amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments, and while not paid directly to employees, nevertheless are part of the cost of personal service.
  
- 300 CONTRACTED SERVICES. Amounts paid for professional and technical services rendered by personnel who are not on the payroll of the LEA, and other services, which LEA may purchase. These are services, which by their nature can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase for the purchase is the service provided. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, teachers, accountants, etc.
  
- 400 PURCHASED PROPERTY SERVICE. Service purchased to operate, repair, maintain, and rent property owned or used by the LEA. These services are performed by persons other than LEA employees. While a product mayor may not result from the transaction, the primary reason for the purchase is the service provided.
  
- 500 OTHER PURCHASED SERVICES. Amounts paid for services rendered by organizations or personnel not on the payroll of the LEA (separate from professional and technical services or property services). While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.
  
- 600 SUPPLIES. Amounts paid for material items of an expendable nature that are consumed, worn out, or deteriorated by use; or items that lose their identity through fabrication or incorporation into different or more complex units or substance.
  
- 700 PROPERTY. Expenditures for the acquisition of fixed assets or additions to fixed assets. They are expenditures for land or existing buildings; improvements of grounds; construction of buildings; additions to buildings; remodeling of buildings; initial equipment; and replacement of equipment.
  
- 800 OTHER OBJECTS. Amounts paid for goods and services not otherwise classified above.
  
- 900 OTHER USES OF FUNDS. This series of codes is used to classify transactions, which are not properly recorded as expenditures to the LEA, but require budgetary or accounting control. These include redemption of principal and interest on long-term debt, housing authority obligations and fund transfers.



## MAJOR EXPENDITURES OKLAHOMA COST ACCOUNTING SYSTEM (OCAS)

### Expenditures by Project:

- 000           NONCATEGORICAL EXPENDITURES. Used for expenditures for the LEA has no need or desire to classify as below.
  
- 001-298       CATEGORICAL/SPECIAL BUDGET SERIES. District expenditures that need to be tracked. Project name and number to be assigned by LEA.
  
- 299           CATEGORICAL-GIFTS/ENDOWMENTS (district expenditure).
  
- 301-399       STATE PROGRAMS. Expenditures that require specialized reporting for state categorical funds or competitive grants.
  
- 401-499       VOCATIONAL PROGRAMS-MULTISOURCE-DISTRICT, STATE AND/OR FEDERAL. Expenditures from restricted funds allocated to the comprehensive high school and the area vocational schools from district, state and/or federal sources.
  
- 501-799       FEDERAL PROGRAMS. Expenditures for all federal projects funded through grants or allocations from the federal government either directly or indirectly through the State Department of Education.
  
- 801-998       SCHOOL ACTIVITY SUBACCOUNTS (FUND 60 SERIES ONLY).  
District sub account expenditures that need to be tracked within the school activity fund. Name of sub account and code number to be assigned by LEA.

## APPENDIX C

### GENERAL FUND REVENUE - COMPARATIVE ANALYSIS

GUTHRIE PUBLIC SCHOOL GENERAL FUND REVENUE ANALYSIS							
REVENUE SOURCES	2017-2018 PROJECTED	2017-2018 ACTUAL	DIFFERENCE	2018-2019 PROJECTED	2018-2019 ACTUAL	DIFFERENCE	2019-2020 PROJECTED
<b>LOCAL SOURCES</b>							
AD VAL TAX LEVY (CUR. YR)	\$ 4,750,000.00	\$ 5,042,210.43	\$ 292,210.43	\$ 5,000,000.00	\$ 5,267,891.84	\$ 267,891.84	\$ 5,500,000.00
AD VAL TAX LEVY (PRIOR YR.)	\$ 125,000.00	\$ 116,135.22	\$ (8,864.78)	\$ 125,000.00	\$ 163,994.34	\$ 38,994.34	\$ 125,000.00
REVENUE IN LIEU OF TAXES	\$ 12,000.00	\$ 17,052.20	\$ 5,052.20	\$ 15,000.00	\$ 16,377.95	\$ 1,377.95	\$ 15,000.00
INTEREST EARNINGS	\$ 25,000.00	\$ 31,817.55	\$ 6,817.55	\$ 28,000.00	\$ 37,093.60	\$ 9,093.60	\$ 35,000.00
RENTALS/SALES/COMMISSIONS	\$ 30,000.00	\$ 53,991.39	\$ 23,991.39	\$ 45,000.00	\$ 86,497.72	\$ 41,497.72	\$ 50,000.00
REIMBURSEMENTS	\$ 20,000.00	\$ 17,455.51	\$ (2,544.49)	\$ 20,000.00	\$ 64,889.50	\$ 44,889.50	\$ 35,000.00
CONTRIBUTIONS / MISC.	\$ 70,000.00	\$ 107,696.33	\$ 37,696.33	\$ 100,000.00	\$ 76,017.84	\$ (23,982.16)	\$ 85,000.00
<b>TOTAL LOCAL SOURCES</b>	<b>\$ 5,032,000.00</b>	<b>\$ 5,386,358.63</b>	<b>\$ 354,358.63</b>	<b>\$ 5,333,000.00</b>	<b>\$ 5,712,762.79</b>	<b>\$ 379,762.79</b>	<b>\$ 5,845,000.00</b>
<b>INTERMEDIATE SOURCES</b>							
COUNTY 4 MILL AD VAL.	\$ 650,000.00	\$ 665,206.60	\$ 15,206.60	\$ 650,000.00	\$ 706,311.32	\$ 56,311.32	\$ 675,000.00
CO. APPORT. & MISC. INTERMEDIATE	\$ 225,000.00	\$ 248,125.24	\$ 23,125.24	\$ 225,000.00	\$ 228,184.59	\$ 3,184.59	\$ 230,000.00
<b>TOTAL INTERMEDIATE SOURCES</b>	<b>\$ 875,000.00</b>	<b>\$ 913,331.84</b>	<b>\$ 38,331.84</b>	<b>\$ 875,000.00</b>	<b>\$ 934,495.91</b>	<b>\$ 59,495.91</b>	<b>\$ 905,000.00</b>
<b>STATE SOURCES</b>							
GROSS PRODUCTION TAX	\$ 700,000.00	\$ 870,017.77	\$ 170,017.77	\$ 815,000.00	\$ 820,419.28	\$ 5,419.28	\$ 815,000.00
MOTOR VEHICLE COLLECTION	\$ 1,300,000.00	\$ 1,282,842.87	\$ (17,157.13)	\$ 1,300,000.00	\$ 1,286,798.34	\$ (13,201.66)	\$ 1,290,000.00
R. E. A. TAX	\$ 90,000.00	\$ 85,780.57	\$ (4,219.43)	\$ 90,000.00	\$ 88,912.55	\$ (1,087.45)	\$ 90,000.00
ST. SCH. LAND EARNINGS	\$ 515,000.00	\$ 521,593.19	\$ 6,593.19	\$ 515,000.00	\$ 495,930.50	\$ (19,069.50)	\$ 515,000.00
VEHICLE/FARM TAX STAMP	\$ 11,000.00	\$ 10,928.99	\$ (71.01)	\$ 11,000.00	\$ 13,743.85	\$ 2,743.85	\$ 15,000.00
FLEXIBLE BENEFIT ALLOW. REIMB.	\$ 2,075,000.00	\$ 2,142,469.56	\$ 67,469.56	\$ 2,100,000.00	\$ 2,275,357.66	\$ 175,357.66	\$ 2,500,000.00
FOUNDATION & SAL INCENT AID	\$ 8,000,000.00	\$ 8,041,469.00	\$ 41,469.00	\$ 9,300,000.00	\$ 9,549,188.00	\$ 249,188.00	\$ 10,275,000.00
DRIVER EDUCATION	\$ 4,000.00	\$ 7,425.00	\$ 3,425.00	\$ 10,000.00	\$ 6,435.00	\$ (3,565.00)	\$ 6,517.00
MISC. STATE SOURCES	\$ 5,000.00	\$ 21,983.71	\$ 16,983.71	\$ 10,000.00	\$ 25,122.91	\$ 15,122.91	\$ 74,000.00
VOC. SAL. REIMB.	\$ 34,160.00	\$ 34,160.00	\$ -	\$ 34,160.00	\$ 35,660.00	\$ 1,500.00	\$ 38,560.00
VOC. INCENT ASSIST. REIMB.	\$ 56,280.00	\$ 56,281.00	\$ 1.00	\$ 56,280.00	\$ 56,281.00	\$ 1.00	\$ 71,900.00
READING SUFFICIENCY FUNDS	\$ 24,996.05	\$ 37,743.43	\$ 12,747.38	\$ 25,000.00	\$ 34,234.20	\$ 9,234.20	\$ 35,000.00
<b>STATE SOURCES-CONTINUED</b>	<b>2017-2018 PROJECTED</b>	<b>2017-2018 ACTUAL</b>	<b>DIFFERENCE</b>	<b>2018-2019 PROJECTED</b>	<b>2018-2019 ACTUAL</b>	<b>DIFFERENCE</b>	<b>2019-2020 PROJECTED</b>
ALTERNATIVE EDUC./STATEWIDE	\$ 70,300.00	\$ 74,079.60	\$ 3,779.60	\$ 75,000.00	\$ 70,278.40	\$ (4,721.60)	\$ 77,000.00
NATIONAL BOARD CERTIFICATION	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 18,600.00	\$ 8,600.00	\$ 20,000.00
ACE REMEDIATION & TECHNOLOGY	\$ 8,000.00	\$ -	\$ (8,000.00)	\$ -	\$ -	\$ -	\$ 13,100.00
STATE ADOPTED TEXTBOOKS	\$ -	\$ -	\$ -	\$ 158,000.00	\$ 160,613.00	\$ 2,613.00	\$ 158,000.00
<b>TOTAL STATE SOURCES</b>	<b>\$ 12,903,736.05</b>	<b>\$ 13,196,774.69</b>	<b>\$ 293,038.64</b>	<b>\$ 14,509,440.00</b>	<b>\$ 14,937,574.69</b>	<b>\$ 428,134.69</b>	<b>\$ 15,994,077.00</b>
<b>FEDERAL SOURCES</b>							
TITLE I	\$ 625,000.00	\$ 849,946.03	\$ 224,946.03	\$ 950,000.00	\$ 942,957.56	\$ (7,042.44)	\$ 1,154,780.97
IDEA-B, FLOW THROUGH	\$ 650,000.00	\$ 565,943.17	\$ (84,056.83)	\$ 640,000.00	\$ 668,573.26	\$ 28,573.26	\$ 795,761.00
TITLE III, ENGLISH LANGUAGE	\$ 10,000.00	\$ 12,861.83	\$ 2,861.83	\$ 10,000.00	\$ 11,507.72	\$ 1,507.72	\$ 13,061.00
TITLE VI, INDIAN ED	\$ 50,000.00	\$ 53,013.00	\$ 3,013.00	\$ 53,000.00	\$ 51,356.00	\$ (1,644.00)	\$ 53,717.00
TITLE II, PART A	\$ 100,000.00	\$ 1,424.67	\$ (98,575.33)	\$ 148,000.00	\$ 160,443.09	\$ 12,443.09	\$ 6,024.00
TITLE IV, LEAS FORMULA	\$ -	\$ -	\$ -	\$ -	\$ 33,769.27	\$ 33,769.27	\$ 29,981.70
ROTC	\$ 65,000.00	\$ 66,540.94	\$ 1,540.94	\$ 76,000.00	\$ 68,194.25	\$ (7,805.75)	\$ 70,000.00
CARL PERKINS	\$ 43,300.00	\$ 11,118.24	\$ (32,181.76)	\$ 54,391.00	\$ 43,327.00	\$ (11,064.00)	\$ 41,337.00
<b>TOTAL FEDERAL SOURCES</b>	<b>\$ 1,543,300.00</b>	<b>\$ 1,560,847.88</b>	<b>\$ 17,547.88</b>	<b>\$ 1,931,391.00</b>	<b>\$ 1,980,128.15</b>	<b>\$ 48,737.15</b>	<b>\$ 2,164,662.67</b>
<b>NON-REVENUE SOURCES</b>							
FUND TRANSFERS	\$ 220,000.00	\$ 214,255.27	\$ (5,744.73)	\$ 220,000.00	\$ 189,412.50	\$ (30,587.50)	\$ 220,000.00
CORRECTING ENTRY	\$ -	\$ 1,375.00	\$ 1,375.00	\$ -	\$ -	\$ -	\$ -
<b>TOTAL NON-REVENUE SOURCES</b>	<b>\$ 220,000.00</b>	<b>\$ 215,630.27</b>	<b>\$ (4,369.73)</b>	<b>\$ 220,000.00</b>	<b>\$ 189,412.50</b>	<b>\$ (30,587.50)</b>	<b>\$ 220,000.00</b>
<b>BALANCE SHEET ACCOUNTS</b>							
FUND BALANCE/CASH FORWARD	\$ 2,414,721.95	\$ 2,414,721.95	\$ -	\$ 2,921,917.48	\$ 2,921,917.48	\$ -	\$ 3,307,858.33
<b>TOTAL BALANCE SHEET ACCOUNTS</b>	<b>\$ 2,414,721.95</b>	<b>\$ 2,414,721.95</b>	<b>\$ -</b>	<b>\$ 2,921,917.48</b>	<b>\$ 2,921,917.48</b>	<b>\$ -</b>	<b>\$ 3,307,858.33</b>
<b>TOTAL BALANCE &amp; COLLECTIONS</b>	<b>\$ 22,988,758.00</b>	<b>\$ 23,687,665.26</b>	<b>\$ 698,907.26</b>	<b>\$ 25,790,748.48</b>	<b>\$ 26,676,291.52</b>	<b>\$ 885,543.04</b>	<b>\$ 28,436,598.00</b>
PROJECTED EXPENDITURES FOR 2019-2020							\$ 25,323,489.00
PROJECTED FUND BALANCE FOR 2019-2020							\$ 3,113,109.00

APPENDIX D  
GENERAL FUND - FIXED COST ANALYSIS

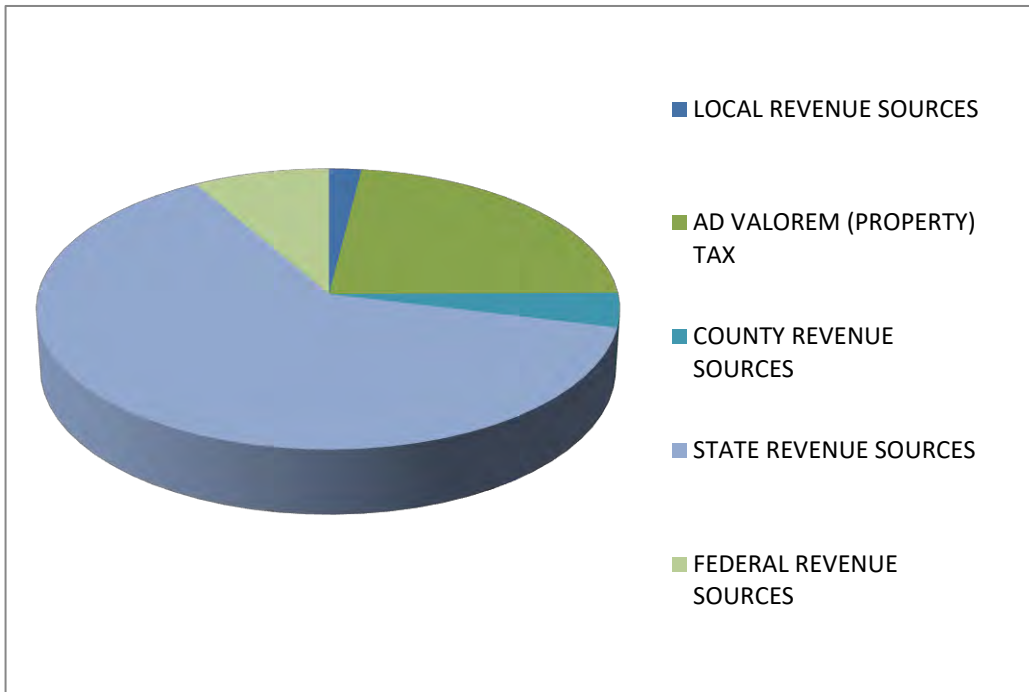
**GUTHRIE PUBLIC SCHOOLS  
GENERAL FUND  
FIXED / DISCRETIONARY COSTS**

	<b>2018-2019 ACTUAL COST</b>	<b>2018-2019 % OF COST</b>	<b>2019-2020 PROJECTED COST</b>	<b>2019-2020 % OF COST</b>
<b><i>FIXED COSTS</i></b>				
SALARY / BENEFITS	\$20,170,808.96	86.16%	\$21,817,187.17	86.15%
PROFESSIONAL & TECHNICAL SERVICES	147,163.00	0.63%	151,500.00	0.60%
UTILITIES / TELEPHONE	667,143.00	2.85%	770,000.00	3.04%
INSURANCE	238,170.00	1.02%	285,000.00	1.13%
LEASE / PURCHASE & MAINTENANCE AGREEMENTS	163,140.00	0.70%	169,989.00	0.67%
GASOLINE / DIESEL	147,557.00	0.63%	150,000.00	0.59%
COUNTY REVALUATION COST	85,517.00	0.37%	90,000.00	0.36%
EARMARKED STATE AND FEDERAL FUNDS	243,893.44	1.04%	269,812.83	1.07%
CHILD NUTRITION EXPENDITURES (PER LOAN AGREEMENT W/ CNF)	80,777.00	0.35%	120,000.00	0.47%
<b>TOTAL FIXED COSTS</b>	<b>21,944,169.40</b>	<b>93.74%</b>	<b>23,823,489.00</b>	<b>94.08%</b>
<b><i>DISCRETIONARY COSTS</i></b>				
SITE COSTS - TEXTBOOKS, LIBRARIES, FURNITURE, SUPPLIES	500,978.13	2.14%	550,000.00	2.17%
DEPARTMENTAL COSTS - TRANSPORTATION, MAINTENANCE, CUSTODIAL, TECHNOLOGY, OTHER DISTRICT-WIDE COSTS	964,805.00	4.12%	950,000.00	3.75%
<b>TOTAL DISCRETIONARY COSTS</b>	<b>1,465,783.13</b>	<b>6.26%</b>	<b>1,500,000.00</b>	<b>5.92%</b>
<b>GRAND TOTAL - ALL COSTS</b>	<b>\$23,409,952.53</b>	<b>100.00%</b>	<b>\$25,323,489.00</b>	<b>100.00%</b>

APPENDIX E  
2018-2019 CONDENSED FINANCIAL INFORMATION

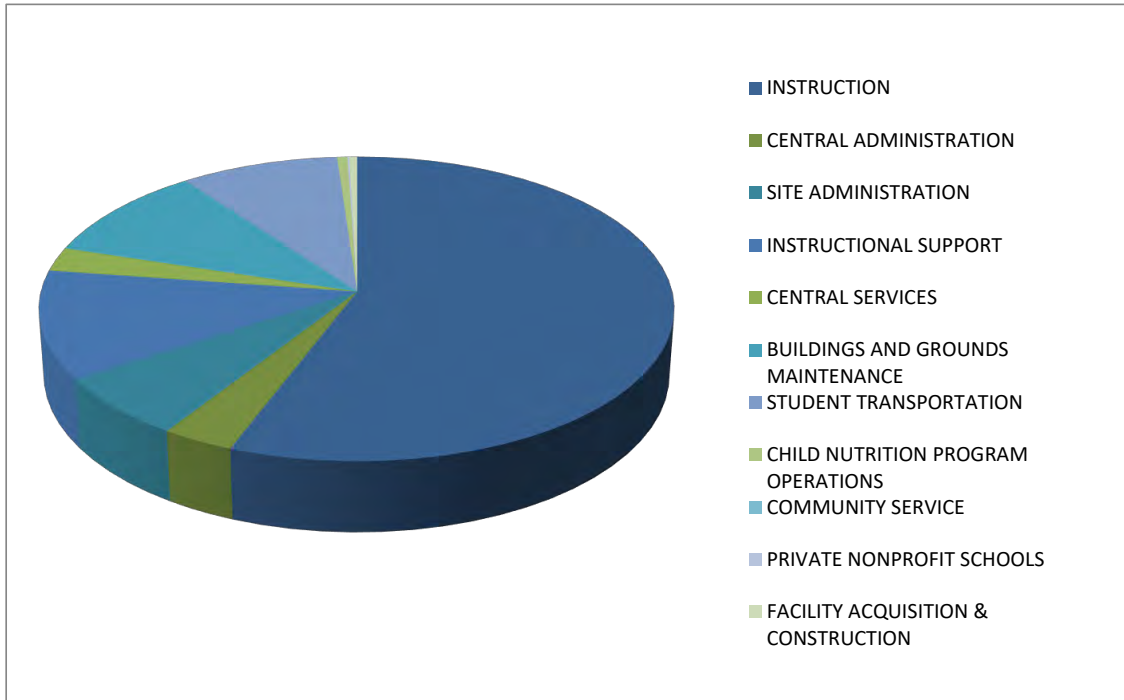


**GUTHRIE PUBLIC SCHOOLS  
GENERAL FUND REVENUE  
FOR THE YEAR ENDED JUNE 30, 2019**



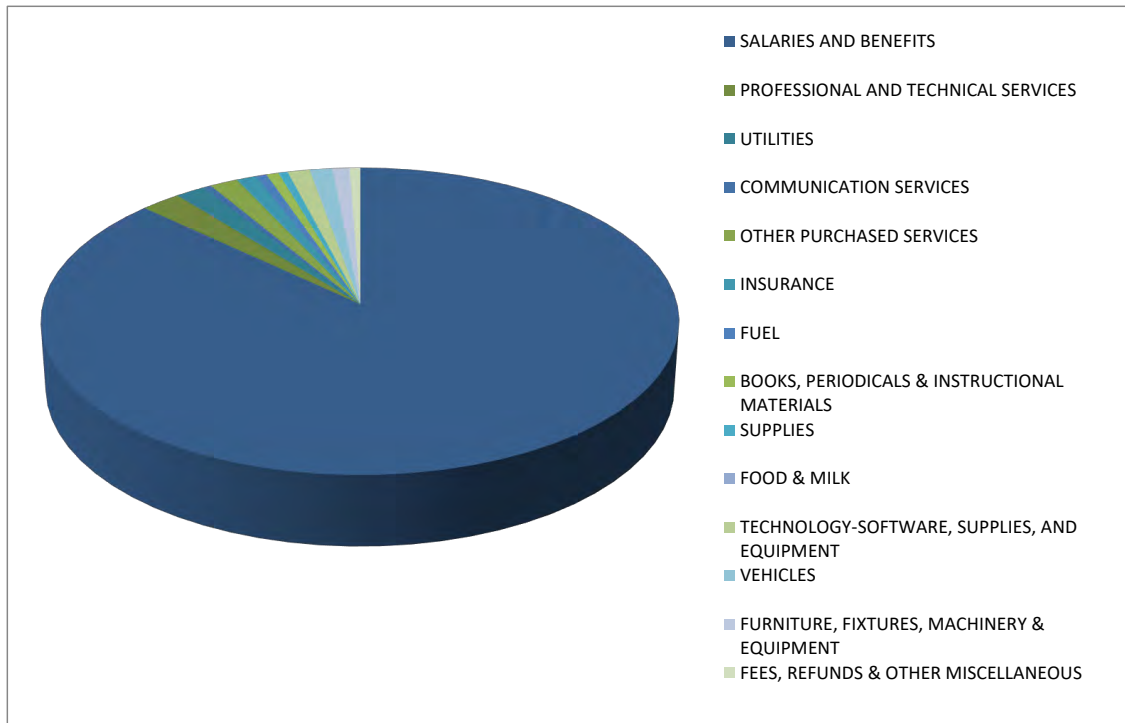
<u>SOURCE OF REVENUE</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL REVENUE</u>
LOCAL REVENUE SOURCES	\$ 470,289.11	1.98%
AD VALOREM (PROPERTY) TAX	\$ 5,431,886.18	22.87%
COUNTY REVENUE SOURCES	\$ 934,495.91	3.93%
STATE REVENUE SOURCES	\$ 14,937,574.69	62.88%
FEDERAL REVENUE SOURCES	\$ <u>1,980,128.15</u>	<u>8.34%</u>
<b>TOTAL GENERAL FUND REVENUE</b>	\$ 23,754,374.04	100.00%

**GUTHRIE PUBLIC SCHOOLS  
GENERAL FUND EXPENDITURES BY FUNCTION  
FOR THE YEAR ENDED JUNE 30, 2019**



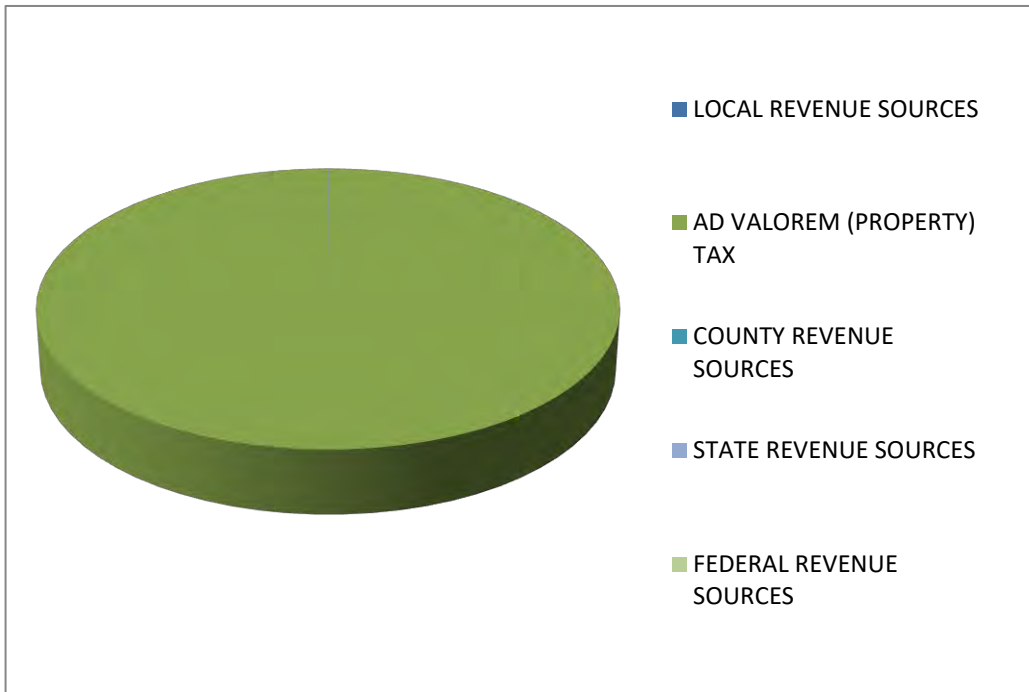
<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL EXPENDITURES</u>
INSTRUCTION	\$ 13,070,518.68	55.83%
CENTRAL ADMINISTRATION	\$ 776,121.70	3.32%
SITE ADMINISTRATION	\$ 1,545,574.48	6.60%
INSTRUCTIONAL SUPPORT	\$ 2,697,736.18	11.52%
CENTRAL SERVICES	\$ 594,308.02	2.54%
BUILDINGS AND GROUNDS MAINTENANCE	\$ 2,359,536.76	10.08%
STUDENT TRANSPORTATION	\$ 2,101,668.84	8.98%
CHILD NUTRITION PROGRAM OPERATIONS	\$ 135,487.22	0.58%
COMMUNITY SERVICE	\$ -	0.00%
PRIVATE NONPROFIT SCHOOLS	\$ 24,011.02	0.10%
FACILITY ACQUISITION & CONSTRUCTION	\$ 104,989.44	0.45%
<b>TOTAL GENERAL FUND EXPENDITURES BY FUNCTION</b>	<b>\$ 23,409,952.34</b>	<b>100.00%</b>

**GUTHRIE PUBLIC SCHOOLS  
GENERAL FUND EXPENDITURES BY OBJECT  
FOR THE YEAR ENDED JUNE 30, 2019**



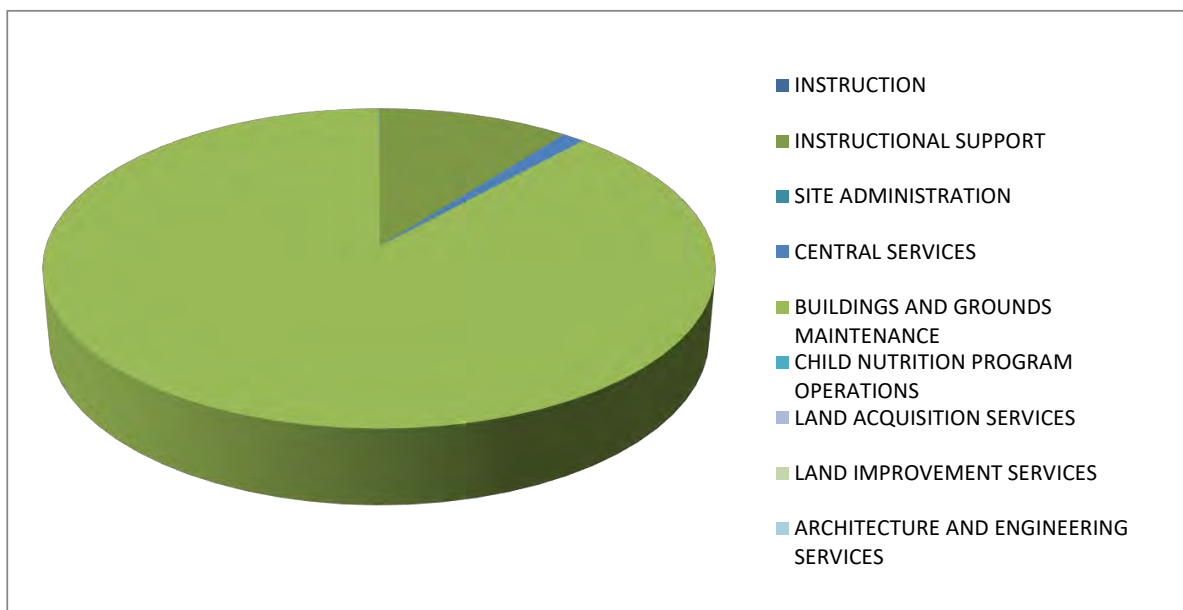
<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL EXPENDITURES</u>
SALARIES AND BENEFITS	\$ 20,351,955.58	86.94%
PROFESSIONAL AND TECHNICAL SERVICES	\$ 532,573.20	2.27%
UTILITIES	\$ 387,637.51	1.66%
COMMUNICATION SERVICES	\$ 113,700.58	0.49%
OTHER PURCHASED SERVICES	\$ 372,018.04	1.59%
INSURANCE	\$ 264,256.00	1.13%
FUEL	\$ 145,094.98	0.62%
BOOKS, PERIODICALS & INSTRUCTIONAL MATERIALS	\$ 160,538.36	0.69%
SUPPLIES	\$ 123,805.00	0.53%
FOOD & MILK	\$ -	0.00%
TECHNOLOGY-SOFTWARE, SUPPLIES, AND EQUIPMENT	\$ 292,137.51	1.25%
VEHICLES	\$ 298,482.00	1.28%
FURNITURE, FIXTURES, MACHINERY & EQUIPMENT	\$ 227,963.68	0.97%
FEES, REFUNDS & OTHER MISCELLANEOUS	\$ 139,789.90	0.60%
<b>TOTAL GENERAL FUND EXPENDITURES BY OBJECT</b>	<b>\$ 23,409,952.34</b>	<b>100.00%</b>

**GUTHRIE PUBLIC SCHOOLS  
 BUILDING FUND REVENUE  
 FOR THE YEAR ENDED JUNE 30, 2019**



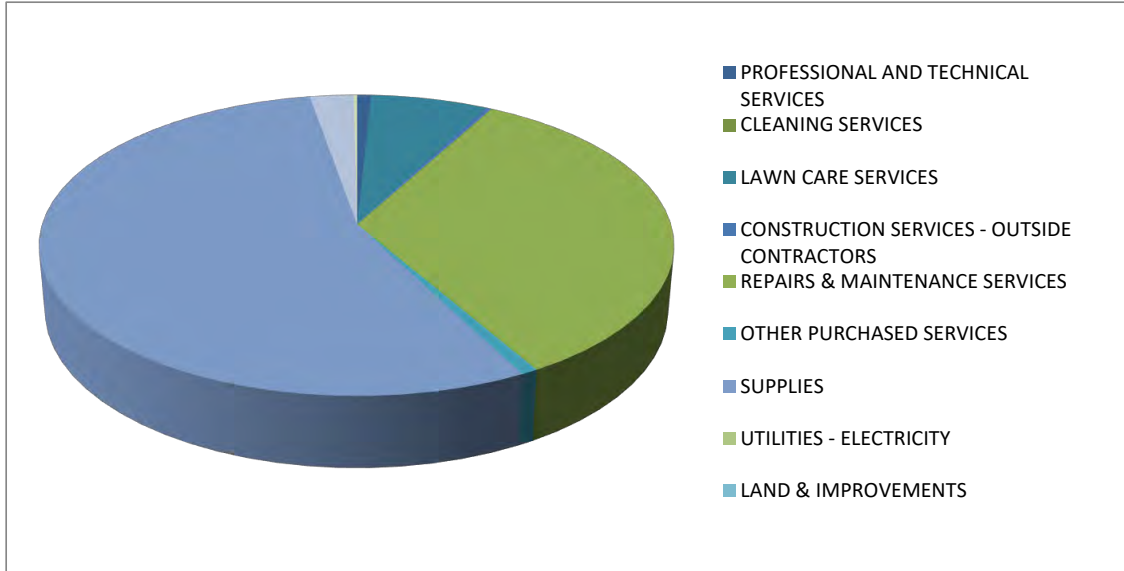
<u>SOURCE OF REVENUE</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL REVENUE</u>
LOCAL REVENUE SOURCES	\$ 300.00	0.04%
AD VALOREM (PROPERTY) TAX	\$ 775,983.86	99.93%
COUNTY REVENUE SOURCES	\$ -	0.00%
STATE REVENUE SOURCES	\$ 215.13	0.03%
FEDERAL REVENUE SOURCES	\$ -	<u>0.00%</u>
<b>TOTAL BUILDING FUND REVENUE</b>	<b>\$ 776,498.99</b>	<b>100.00%</b>

**GUTHRIE PUBLIC SCHOOLS  
 BUILDING FUND EXPENDITURES BY FUNCTION  
 FOR THE YEAR ENDED JUNE 30, 2019**



<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL EXPENDITURES</u>
INSTRUCTION	\$ -	0.00%
INSTRUCTIONAL SUPPORT	\$ 85,105.18	10.51%
SITE ADMINISTRATION	\$ -	0.00%
CENTRAL SERVICES	\$ 9,806.76	1.21%
BUILDINGS AND GROUNDS MAINTENANCE	\$ 714,681.82	88.22%
CHILD NUTRITION PROGRAM OPERATIONS	\$ 495.34	0.06%
LAND ACQUISITION SERVICES	\$ -	0.00%
LAND IMPROVEMENT SERVICES	\$ -	0.00%
ARCHITECTURE AND ENGINEERING SERVICES	\$ -	0.00%
<b>TOTAL BUILDING FUND EXPENDITURES BY FUNCTION</b>	<b>\$ 810,089.10</b>	<b>100.00%</b>

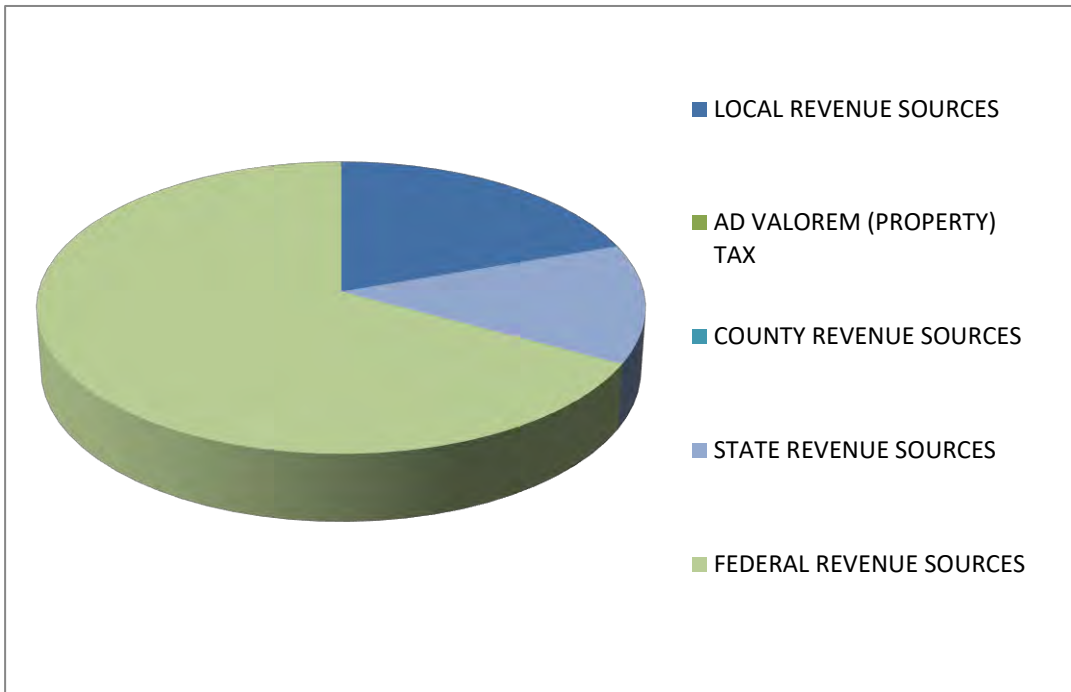
**GUTHRIE PUBLIC SCHOOLS  
 BUILDING FUND EXPENDITURES BY OBJECT  
 FOR THE YEAR ENDED JUNE 30, 2019**



<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL EXPENDITURES</u>
PROFESSIONAL AND TECHNICAL SERVICES	\$ 6,530.61	0.81%
CLEANING SERVICES	\$ -	0.00%
LAWN CARE SERVICES	\$ 55,063.00	6.80%
CONSTRUCTION SERVICES - OUTSIDE CONTRACTORS	\$ 2,820.00	0.35%
REPAIRS & MAINTENANCE SERVICES	\$ 273,024.84	33.70%
OTHER PURCHASED SERVICES	\$ 6,079.50	0.75%
SUPPLIES	\$ 444,340.56	54.85%
UTILITIES - ELECTRICITY	\$ -	0.00%
LAND & IMPROVEMENTS	\$ -	0.00%
EQUIPMENT	\$ 20,568.59	2.54%
FEES, REFUNDS & OTHER MISCELLANEOUS	\$ <u>1,662.00</u>	<u>0.21%</u>
<b>TOTAL BUILDING FUND EXPENDITURES BY OBJECT</b>	<b>\$ 810,089.10</b>	<b>100.00%</b>

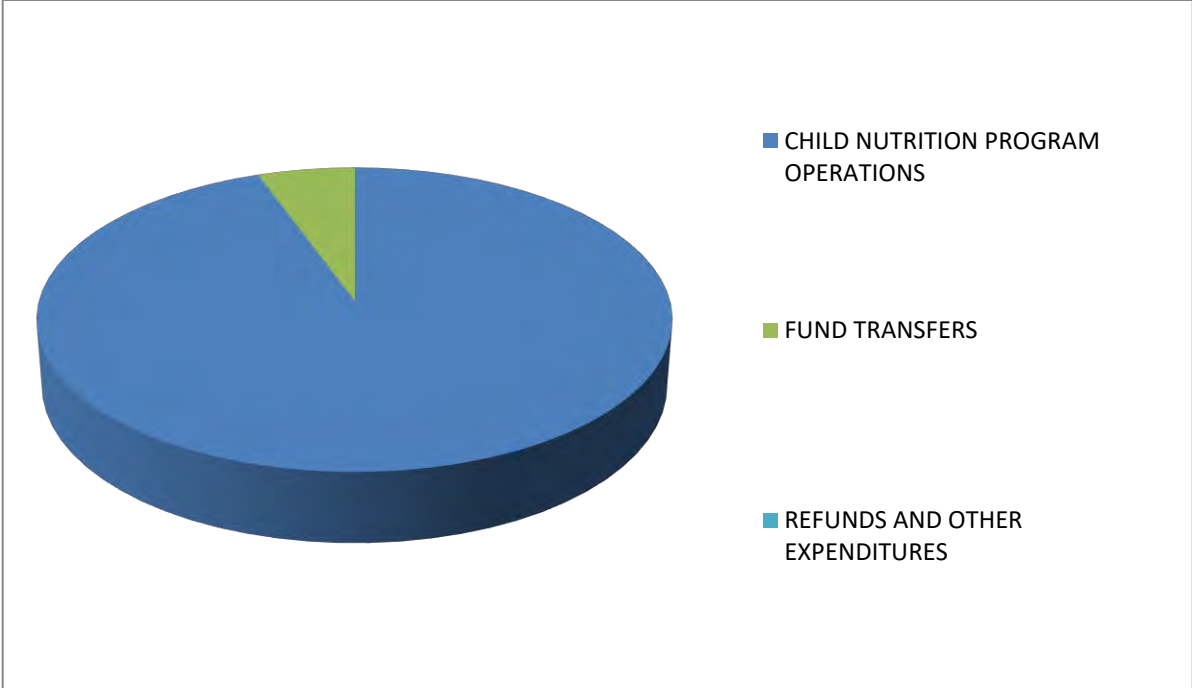


**GUTHRIE PUBLIC SCHOOLS  
CHILD NUTRITION FUND REVENUE  
FOR THE YEAR ENDED JUNE 30, 2019**



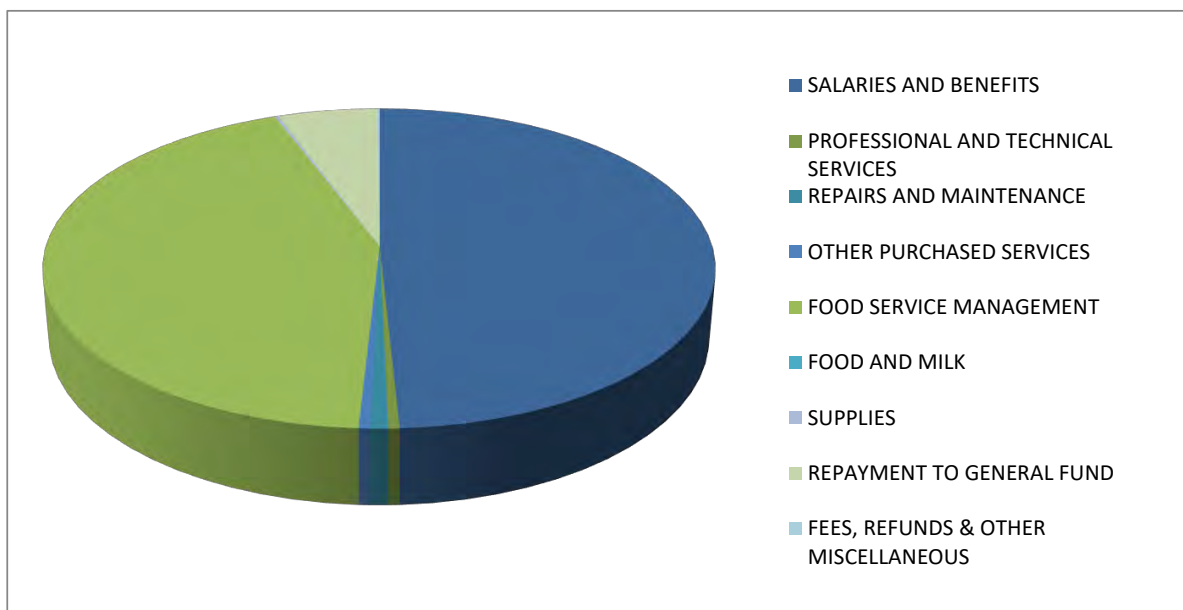
<u>SOURCE OF REVENUE</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL REVENUE</u>
LOCAL REVENUE SOURCES	\$ 277,588.41	19.73%
AD VALOREM (PROPERTY) TAX	\$ -	0.00%
COUNTY REVENUE SOURCES	\$ -	0.00%
STATE REVENUE SOURCES	\$ 185,119.07	13.16%
FEDERAL REVENUE SOURCES	\$ <u>944,150.69</u>	<u>67.11%</u>
TOTAL CHILD NUTRITION FUND REVENUE	\$ 1,406,858.17	100.00%

**GUTHRIE PUBLIC SCHOOLS  
 CHILD NUTRITION FUND EXPENDITURES BY FUNCTION  
 FOR THE YEAR ENDED JUNE 30, 2019**



<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL ENDITURES</u>
CHILD NUTRITION PROGRAM OPERATIONS	\$ 1,397,548.64	94.45%
FUND TRANSFERS	\$ 82,194.37	5.55%
REFUNDS AND OTHER EXPENDITURES	\$ -	0.00%
TOTAL CHILD NUTRITION FUND EXPENDITURES BY FUNCTION	\$ 1,479,743.01	100.00%

**GUTHRIE PUBLIC SCHOOLS  
CHILD NUTRITION FUND EXPENDITURES BY OBJECT  
FOR THE YEAR ENDED JUNE 30, 2019**



<u>EXPENDITURE CLASSIFICATION</u>	<u>AMOUNT</u>	<u>PERCENT OF TOTAL EXPENDITURES</u>
SALARIES AND BENEFITS	\$ 727,736.49	49.18%
PROFESSIONAL AND TECHNICAL SERVICES	\$ 6,824.00	0.46%
REPAIRS AND MAINTENANCE	\$ 10,871.24	0.73%
OTHER PURCHASED SERVICES	\$ 7,328.52	0.50%
FOOD SERVICE MANAGEMENT	\$ 641,346.14	43.34%
FOOD AND MILK	\$ -	0.00%
SUPPLIES	\$ 2,517.25	0.17%
REPAYMENT TO GENERAL FUND	\$ 80,894.37	5.47%
FEES, REFUNDS & OTHER MISCELLANEOUS	\$ <u>2,225.00</u>	<u>0.15%</u>
<b>TOTAL CHILD NUTRITION FUND EXPENDITURES BY OBJECT</b>	<b>\$ 1,479,743.01</b>	<b>100.00%</b>



## MERIDIAN TECHNOLOGY CENTER

September 25, 2019

Dr. Mike Simpson  
Guthrie Public Schools  
802 E. Vilas Ave  
Guthrie, OK 73044

Dear Dr. Simpson,

I hope you are off to a great start for a successful school year.

The attached form is a Memorandum of Understanding with our partner school districts concerning the academic credit options provided at Meridian Technology Center. As a requirement of the Oklahoma State Department of Education's Accreditation Department, Meridian Technology Center is required to have documentation available from our sending school's local board approving mathematics, science, and computer science courses to be counted for graduation credits.

All of Meridian's programs meet the qualifications for SB 1370 to fulfill the requirements for the third math and/or computer science credit for students on the CORE curriculum. A student must attend one year to earn a credit. To earn both math and computer science they must attend two years. The CORE curriculum counts for high school graduation only. It does not meet college entrance requirements or OK Promise requirements.

Please complete the enclosed Memorandum of Understanding (MOU) and return the original to me at your earliest convenience.

Also enclosed you will find 2019-20 Unit Transcribing Options and Codes containing a list of courses, including OCAS codes, for students needing academic credit.

Sincerely,

Douglas R. Major, Ed.D.  
Superintendent/CEO

1312 South Sangre Road  
Stillwater, Oklahoma 74074-1899

Tel: (405) 377-3333  
Fax: (405) 377-9604

[www.meridiantech.com](http://www.meridiantech.com)

## Memorandum of Understanding for Academic Credit Options

The Guthrie Public Schools Board of Education has approved the transcription of mathematics, science, and computer science credit options taught at Meridian Technology Center. The Oklahoma Department of Career and Technology Education and the Oklahoma State Department of Education set guidelines for courses that may be used at the technology center for public school academic credit. Meridian Technology Center follows those guidelines as set forth by both agencies. The approval to utilize the academic credit options at Meridian Technology Center for high school graduation credit was approved by the Board of Education on:

\_\_\_\_\_.

School Official Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date of Signature: \_\_\_\_\_



**Meridian Technology Center  
2019-20 Unit Transcribing Options and Codes**

MTC Program Name with Career Majors	State Program Name	Instructor	Cert#	MTC Units	OCAS Code	Meets Math and/or Computer Science Credit for SB 1370
<b>ACR</b>						
Residential HVAC Installer	Heating, Ventilation, A/C	Travis Snowden	405894	3-4	9059	X
Residential HVAC Technician	Heating, Ventilation, A/C - Specialized	Travis Snowden	405894	3-4	9080	X
<b>Automotive Service Technology</b>						
Automotive Maintenance & Light Repair	Automotive Service Technology-Specialized	David Shields/Rick Carlile	152498/434450	3-4	9907	X
Automotive Service Technician	Automotive Service Technology	David Shields/Rick Carlile	152498/434450	3-4	9906	X
<b>Business Technology</b>						
Accounts Payable/Receivable Clerk	Accounting	Melody Johnston	157467	3-4	9258	X
Administrative Assistant	Administrative Support	Melody Johnston	157467	3-4	9202	X
Entrepreneur	Introduction to Entrepreneurship	Melody Johnston	157467	3-4	8179	X
Social Media Specialist	Marketing Communications	Melody Johnston	157467	3.4	9783	X
<b>Carpentry</b>						
Frame Carpenter	Carpentry - Specialized	Cy Boles	155600	3-4	9078	X
Finish Carpenter	Finish Carpentry	Cy Boles	155600	3-4	9052	X
<b>Collision Repair Technology</b>						
Collision Repair and Refinishing Apprentice	Automotive Collision Repair & Refinishing - Specialized	Steve Young	186062	3-4	9905	X
Combination Collision Repair Technician	Automotive Collision Repair & Refinishing - Specialized	Steve Young	186062	3-4	9905	X
Non-Structural Repair Technician	Automotive Collision Repair & Refinishing	Steve Young	186062	3-4	9904	X
Refinishing Technician	Automotive Collision Repair & Refinishing	Steve Young	186062	3-4	9904	X
<b>Computer Aided Drafting</b>						
CAD Design Architectural Specialist	Computer-Aided Drafting - Construction - Specialized	Russell Frick	181505	3-4	9084	X
CAD Design Mechanical Specialist	Computer-Aided Drafting MN - Specialized	Russell Frick	181505	3-4	9682	X
CAD Technical Architectural	Computer-Aided Drafting - Construction	Russell Frick	181505	3-4	9054	X
CAD Technician Mechanical	Computer-Aided Drafting MN	Russell Frick	181505	3-4	9681	X
<b>Cosmetology</b>						
Cosmetologist - Public	Cosmetology	Sue Ann Paine	237070	3-4	9478	X
<b>Culinary Arts</b>						
Basic Culinary Arts	Culinary Arts	Donna Cantrell/Robert McGehee	218179/235382	3-4	9426	X
Advanced Culinary Arts	Culinary Arts - Specialized	Donna Cantrell/Robert McGehee	218179/235382	3-4	9427	X
<b>Digital Media</b>						
Graphic Design Specialist (960)	Digital Media and Publishing	Michelle Moore	214017	3-4	9537	X
Web Designer	Web Design and Development IT	Michelle Moore	214017	3-4	9557	X
3D Animation	Animation Technology	Sheila McMurry	221804	3-4	9527	X
Digital Video Advanced Technician	Audio and Video Technology IT	Sheila McMurry	221804	3-4	9555	X
<b>Electrical Technology</b>						
Electrical Apprenticeship - Residential	Electrical Trades	Wayne Ford	416280	3-4	9058	X
Electrical Apprenticeship - Commercial	Electrical Trades - Specialized	Wayne Ford	416280	3-4	9086	X
<b>Energy and Power</b>						
Energy and Power Level 1	Energy & Power	Jeff Littau	434436	3-4	9737	X
Energy and Power Level 2	Energy & Power Specialized	Jeff Littau	434436	3-4	9736	X
<b>Facilities Management</b>						
Facilities Management	Introduction to Construction Technology	Bret Pickens	143204	3-4	9098	X



MTC Program Name with Career Majors	State Program Name	Instructor	Cert#	MTC Units	OCAS Code	Meets Math and/or Computer Science Credit for SB 1370
<b>Health Careers</b>						
Health Careers 1 †	Nursing Services	Jeana Bateson/Michelle Mills	208978/218180	3-4	8551	X
Health Careers 2	Medical Services	Anita Bolay/Doug Jones	401150/436022	3-4	8552	X
Health Careers 3	Medical Services	Anita Bolay/Doug Jones	401150/436022	3-4	8552	X
<b>Information Technology</b>						
Network PC Support Specialist	Computer/Network Support - Specialized	Daniel Devers/Les Little	403953/412516	3-4	9543	X
Network Systems Engineer	Network Systems	Daniel Devers/Les Little	403953/412516	3-4	9547	X
PC Support Technician	Computer/Network Support	Daniel Devers/Les Little	403953/412516	3-4	9542	X
Cyber Crime Specialist	Cyber Security - Specialized	Daniel Devers/Les Little	403953/412516	3-4	9564	X
Cyber Security Professional (720)	Cyber Security	Daniel Devers/Les Little	403953/412516	3-4	9530	X
<b>Masonry</b>						
Brick and Stone Mason Level I	Masonry	Bret Pickens	143204	3-4	9065	X
Brick and Stone Mason Level II	Masonry - Specialized	Bret Pickens	143204	3-4	9066	X
<b>Pharmacy Tech</b>						
Advanced Pharmacy Technician	Pharmacy Services	Heather Black	405710	3-4	9334	X
<b>Precision Metal Fabrication</b>						
Metal Fabricator Level 1	Metal Fabrication	Justin Nisbett	412219	3-4	9702	X
Metal Fabricator Level 2	Metal Fabrication - Specialized	Justin Nisbett	412219	3-4	9714	X
<b>Product Development &amp; Machining</b>						
CNC Machinist	CNC Machining - Specialized	Jimmy Williams	186015	3-4	9680	X
CNC Machinist Assistant	CNC Machining	Jimmy Williams	186015	3-4	9679	X
Engine Lathe Operator	Manual Machinist	Jimmy Williams	186015	3-4	9697	X
<b>STEM Academy</b>						
PLTW Biomedical Sciences (1440) ††	Biomedical Sciences and Medicine STEM Academy	Cheryl Cottom/Stephanie Hara/Brian James/Debbie Short/Mark Thomas	198873/408848/208458/173145/183094	4	9852	X
PLTW Biomedical Sciences (960) ††	Biomedical Sciences and Medicine STEM Academy	Cheryl Cottom/Stephanie Hara/Brian James/Debbie Short/Mark Thomas	198873/408848/208458/173145/183094	4	9852	X
PLTW Pre-Engineering (1440) †††	Pre-Engineering STEM Academy-Advanced	Debbie Short/Mark Thomas/Brian James/Claudette Hixon	173145/183094/208458/138204	4	9871	X
PLTW Pre-Engineering (960) †††	Pre-Engineering STEM Academy	Debbie Short/Mark Thomas/Brian James/Claudette Hixon	173145/183094/208458/138204	4	9862	X
<b>Welding Technology</b>						
Welding Level 1	Welding MN	Joe Steele	401001	3-4	9707	X
Welding Level 2	Welding MN - Specialized	Joe Steele	401001	3-4	9708	X



OCAS Codes for Students Needing Academic Credit

Career Majors with Courses Eligible for Academic Credit	State Program Name	Instructor	Cert#	MTC Units	OCAS Code	OHLP Courses
Accountants Payable/Receivable Clerk	Accounting	Melody Johnston	157467	3-4	9258	X
Fundamentals of Technology	Fundamentals of Technology	Melody Johnston	157467	1 Computer Science	8169	X
Computerized Accounting	Computerized Accounting	Melody Johnston	157467	1 Computer Science	8109	X
Fundamentals of Administrative Technologies	Fundamentals of Administrative Technologies	Melody Johnston	157467	1 Computer Science	8103	X
Administrative Assistant	Administrative Support	Melody Johnston	157467	3-4	9202	X
Fundamentals of Technology	Fundamentals of Technology	Melody Johnston	157467	1 Computer Science	8169	X
Fundamentals of Administrative Technologies	Fundamentals of Administrative Technologies	Melody Johnston	157467	1 Computer Science	8103	X
Office Administration & Management	Office Administration & Management	Melody Johnston	157467	1 Computer Science	8105	X
Entrepreneur	Introduction to Entrepreneurship	Melody Johnston	157467	3-4	8179	X
Fundamentals of Technology	Fundamentals of Technology	Melody Johnston	157467	1 Computer Science	8169	X
Fundamentals of Administrative Technologies	Fundamentals of Administrative Technologies	Melody Johnston	157467	1 Computer Science	8103	X
Computerized Accounting	Computerized Accounting	Melody Johnston	157467	1 Computer Science	8109	X
Social Media Specialist	Marketing Communications	Melody Johnston	157467	3-4	9783	X
Fundamentals of Technology	Fundamentals of Technology	Melody Johnston	157467	1 Computer Science	8169	X
Fundamentals of Administrative Technologies	Fundamentals of Administrative Technologies	Melody Johnston	157467	1 Computer Science	8103	X
Fundamentals of Administrative Technologies II	Fundamentals of Administrative Technologies II	Melody Johnston	157467	1 Computer Science	8104	X
Fundamentals of Web Design	Fundamentals of Web Design	Melody Johnston	157467	1 Computer Science	8153	X
CAD Design Architectural Specialist	Computer-Aided Drafting - Construction - Specialized	Russell Frick	181505	3-4	9084	X
Fundamentals of Computer Aided Drafting and Design	Fundamentals of Computer Aided Drafting and Design	Russell Frick	181505	1 Computer Science	8905	X
Architectural Computer Aided Drafting and Design	Architectural Computer Aided Drafting and Design	Russell Frick	181505	1 Computer Science	8903	X
CAD Design Mechanical Specialist	Computer-Aided Drafting MN - Specialized	Russell Frick	181505	3-4	9682	X
Fundamentals of Computer Aided Drafting and Design	Fundamentals of Computer Aided Drafting and Design	Russell Frick	181505	1 Computer Science	8905	X
Engineering Computer Aided Drafting and Design	Engineering Computer Aided Drafting and Design	Russell Frick	181505	1 Computer Science	8904	X
Manufacturing Computer Aided Drafting and Design	Manufacturing Computer Aided Drafting and Design	Russell Frick	181505	1 Computer Science	8906	X
CAD Technical Architectural	Computer-Aided Drafting - Construction	Russell Frick	181505	3-4	9054	X
Fundamentals of Computer Aided Drafting and Design	Fundamentals of Computer Aided Drafting and Design	Russell Frick	181505	1 Computer Science	8905	X
Architectural Computer Aided Drafting and Design	Architectural Computer Aided Drafting and Design	Russell Frick	181505	1 Computer Science	8903	X
CAD Technician Mechanical	Computer-Aided Drafting MN	Russell Frick	181505	3-4	9681	X
Fundamentals of Computer Aided Drafting and Design	Fundamentals of Computer Aided Drafting and Design	Russell Frick	181505	1 Computer Science	8905	X
Engineering Computer Aided Drafting and Design	Engineering Computer Aided Drafting and Design	Russell Frick	181505	1 Computer Science	8904	X
Manufacturing Computer Aided Drafting and Design	Manufacturing Computer Aided Drafting and Design	Russell Frick	181505	1 Computer Science	8906	X
3D Animation	Fundamentals of Technology	Sheila McMurry	221804	3-4	9527	X
Fundamentals of Technology	Fundamentals of Technology	Sheila McMurry	221804	1 Computer Science	8169	X
Multimedia & Image Management Techniques	Multimedia & Image Management Techniques	Sheila McMurry	221804	1 Computer Science	8150	X
Advanced Design Techniques	Advanced Design Techniques	Sheila McMurry/Michelle Moore	221804/214017	1 Computer Science	8155	X
Digital Video Advanced Technician	Audio and Video Technology II - Specialized	Sheila McMurry	221804	3-4	9555	X
Fundamentals of Technology	Fundamentals of Technology	Sheila McMurry	221804	1 Computer Science	8169	X
Multimedia & Image Management Techniques	Multimedia & Image Management Techniques	Sheila McMurry	221804	1 Computer Science	8150	X
Graphic Design Specialist (960)	Digital Media and Publishing - Specialized	Michelle Moore	214017	3-4	9538	X
Advanced Design Techniques	Advanced Design Techniques	Sheila McMurry/Michelle Moore	221804/214017	1 Computer Science	8155	X
Design Tools and Electronic Marketing Strategies	Design Tools and Electronic Marketing Strategies	Sheila McMurry/Michelle Moore	221804/214017	1 Computer Science	8154	X
Desktop Publishing and Graphic Design	Desktop Publishing and Graphic Design	Sheila McMurry/Michelle Moore	221804/214017	1 Computer Science	8149	X
Fundamentals of Technology	Fundamentals of Technology	Sheila McMurry/Michelle Moore	221804/214017	1 Computer Science	8169	X
Multimedia & Image Management Techniques	Multimedia & Image Management Techniques	Sheila McMurry/Michelle Moore	221804/214017	1 Computer Science	8150	X
Web Designer	Web Design and Development II	Michelle Moore	214017	3-4	9557	X
Fundamentals of Technology	Fundamentals of Technology	Sheila McMurry/Michelle Moore	221804/214017	1 Computer Science	8169	X



Career Majors with Courses Eligible for Academic Credit	State Program Name	Instructor	Crt#	MTC Units	OCAS Code	OHLAP Courses
Multimedia & Image Management Techniques	Multimedia & Image Management Techniques	Shelia McMurry/Michelle Moore	221804/214017	1 Computer Science	8150	X C
Web Scripting Foundations	Web Scripting Foundations	Shelia McMurry/Michelle Moore	221804/214017	1 Computer Science	8157	X C
<b>Health Careers 1</b>	<b>Nursing Services</b>	<b>Jaeana Bateson/Anita Bolay/Crystal Hazlebaker/Michelle Mills</b>	<b>208978/401150/42432 3/218180</b>	<b>3-4</b>	<b>9301</b>	<b>X</b>
Anatomy (1st year students)	Anatomy	Michellie Mills	218180	1 Science Credit	5333	X
<b>Cyber Security Professional</b>	<b>Cyber Security</b>	<b>Daniel Devers/Les Little</b>	<b>403953/412516</b>	<b>3-4</b>	<b>9530</b>	<b>X</b>
Computer Repair and Troubleshooting I	Computer Repair and Troubleshooting I	Daniel Devers/Les Little	403953/412516	1 Computer Science	8136	X
Computer Repair and Troubleshooting II	Computer Repair and Troubleshooting II	Daniel Devers/Les Little	403953/412516	1 Computer Science	8137	X
Cyber Forensics	Cyber Forensics	Daniel Devers/Les Little	403953/412516	.5 Computer Science	8134	X
Enterprise Security Management	Enterprise Security Management	Daniel Devers/Les Little	403953/412516	.5 Computer Science	8132	X
Fundamentals of Technology	Fundamentals of Technology	Daniel Devers/Les Little	403953/412516	1 Computer Science	8189	X
Network and Routing Fundamentals	Routing and Switching I	Daniel Devers/Les Little	403953/412516	1 Computer Science	8125	X
Network Management	Network Management	Daniel Devers/Les Little	403953/412516	1 Computer Science	8123	X
Network Security	Network Security	Daniel Devers/Les Little	403953/412516	.5 Computer Science	8131	X
Network/Client Operating Systems	Network/Client Operating Systems	Daniel Devers/Les Little	403953/412516	1 Computer Science	8121	X
Principals of Information Assurance	Principals of Information Assurance	Daniel Devers/Les Little	403953/412516	.5 Computer Science	8130	X
Secure Electronic Commerce	Secure Electronic Commerce	Daniel Devers/Les Little	403953/412516	.5 Computer Science	8133	X
Server Operating Systems	Server Operating Systems	Daniel Devers/Les Little	403953/412516	1 Computer Science	8122	X
<b>Network PC Support Specialist</b>	<b>Computer/Network Support - Specialized</b>	<b>Daniel Devers/Les Little</b>	<b>403953/412516</b>	<b>3-4</b>	<b>9543</b>	<b>X</b>
Computer Repair and Troubleshooting I	Computer Repair and Troubleshooting I	Daniel Devers/Les Little	403953/412516	1 Computer Science	8136	X
Computer Repair and Troubleshooting II	Computer Repair and Troubleshooting II	Daniel Devers/Les Little	403953/412516	1 Computer Science	8137	X
Fundamentals of Technology	Fundamentals of Technology	Daniel Devers/Les Little	403953/412516	1 Computer Science	8169	X
Network and Routing Fundamentals	Routing and Switching I	Daniel Devers/Les Little	403953/412516	1 Computer Science	8125	X



Career Majors with Courses Eligible for Academic Credit	State Program Name	Instructor	Cert#	MTC Units	OCAS Code	OHLAP Courses
<b>Network Systems Engineer</b>	<b>Network Systems</b>	Daniel Devers/Les Little	403953/412516	3-4	9547	
Active Directory Infrastructure	Active Directory Infrastructure	Daniel Devers/Les Little	403953/412516	1 Computer Science	8184	X
Computer Repair and Troubleshooting I	Computer Repair and Troubleshooting I	Daniel Devers/Les Little	403953/412516	1 Computer Science	8136	X
Computer Repair and Troubleshooting II	Computer Repair and Troubleshooting II	Daniel Devers/Les Little	403953/412516	1 Computer Science	8137	X
Fundamentals of Technology	Fundamentals of Technology	Daniel Devers/Les Little	403953/412516	1 Computer Science	8169	X
Network and Routing Fundamentals	Routing and Switching I	Daniel Devers/Les Little	403953/412516	1 Computer Science	8125	X
Network Management	Network Management	Daniel Devers/Les Little	403953/412516	1 Computer Science	8123	X
Network/Client Operating Systems	Network/Client Operating Systems	Daniel Devers/Les Little	403953/412516	1 Computer Science	8121	X
Server Infrastructure Design	Server Infrastructure Design	Daniel Devers/Les Little	403953/412516	1 Computer Science	8185	X
Server Operating Systems	Server Operating Systems	Daniel Devers/Les Little	403953/412516	1 Computer Science	8122	X
<b>PC Support Technician</b>	<b>Computer/Network Support</b>	Daniel Devers/Les Little	403953/412516	3-4	9542	
Computer Repair and Troubleshooting I	Computer Repair and Troubleshooting I	Daniel Devers/Les Little	403953/412516	1 Computer Science	8136	X
Computer Repair and Troubleshooting II	Computer Repair and Troubleshooting II	Daniel Devers/Les Little	403953/412516	1 Computer Science	8137	X
Fundamentals of Technology	Fundamentals of Technology	Daniel Devers/Les Little	403953/412516	1 Computer Science	8169	X
<b>Cyber Crime Specialist</b>	<b>Cyber Security - Specialized</b>	Daniel Devers/Les Little	403953/412516	3-4	9564	
Computer Repair and Troubleshooting I	Computer Repair and Troubleshooting I	Daniel Devers/Les Little	403953/412516	1 Computer Science	8136	X
Computer Repair and Troubleshooting II	Computer Repair and Troubleshooting II	Daniel Devers/Les Little	403953/412516	1 Computer Science	8137	X
Cyber Forensics	Cyber Forensics	Daniel Devers/Les Little	403953/412516	.5 Computer Science	8134	X
Fundamentals of Technology	Fundamentals of Technology	Daniel Devers/Les Little	403953/412516	1 Computer Science	8169	X
Network and Routing Fundamentals	Routing and Switching I	Daniel Devers/Les Little	403953/412516	1 Computer Science	8125	X
<b>Project Lead the Way Biomedical Sciences</b>	<b>Biomedical Sciences and Medicine STEM Academy</b>	Cheryl Cottom/Stephanie Hara/Brian James/Debbie Short/Mark Thomas	198873/408848/208458/173145/183094	4	9852	
AP Biology	AP Biology	Stephanie Hara	408848	1 Science Credit	5035	X
AP Calculus AB	AP Calculus AB	Mark Thomas	183094	1 Math Credit	4615	X
AP Calculus BC	AP Calculus BC	Mark Thomas	183094	1 Math Credit	4616	X
AP Chemistry	AP Chemistry	Debbie Short	173145	1 Science Credit	5055	X
AP Computer Science Principles	PLTW AP Computer Science Principles	Mark Thomas	183094	1 Computer Science	8851	X
AP Environmental Science	AP Environmental Science	Debbie Short	173145	1 Science Credit	5121	X
AP Physics I	AP Physics I	Mark Thomas	183094	1 Science Credit	5213	X
AP Statistics	AP Statistics	Brian James	208458	1 Math Credit	4760	X
Advanced Math I	Advanced Math I	Mark Thomas	183094	1 Math Credit	4830	X
Advanced Math II	Advanced Math II	Mark Thomas	183094	1 Math Credit	4831	X
Algebra II	Algebra II	Cheryl Cottom	198873	1 Math Credit	4412	X
Anatomy	Anatomy	Stephanie Hara	408848	.5 Science Credit	5333	X
Biomedical Innovation	PLTW Biomedical Innovation	Cheryl Cottom	198873	1 Science Credit	8719	X
Calculus	Calculus	Mark Thomas	183094	1 Math Credit	4612	X
Computer Science Principles	PLTW AP Computer Science Principles	Mark Thomas	183094	1 Computer Science	8851	X
Environmental Sustainability	PLTW Environmental Sustainability	Debbie Short	173145	1 Elective Credit	8854	X
Human Body Systems	PLTW Human Body Systems	Cheryl Cottom/Stephanie Hara	198873/408848	1 Science Credit	8707	X
Medical Interventions	PLTW Medical Interventions	Stephanie Hara	408848	1 Science Credit	8708	X
Physiology	Physiology	Stephanie Hara	408848	5 Science Credit	5220	X
Pre-AP Chemistry	Chemistry	Cheryl Cottom	198873	1 Science Credit	5051	X
Principles of Biomedical Sciences	PLTW Principles of Biomedical Sciences	Cheryl Cottom	198873	1 Science Credit	8706	X
Pre Calculus	Pre-Calculus	Claudette Hixon	138204	1 Math Credit	4611	X



Career Majors with Courses Eligible for Academic Credit	State Program Name	Instructor	Cert#	MTC Units	OCAS Code	OHLAP Courses
Project Lead The Way Pre-Engineering	Pre-Engineering STEM Academy	Debbie Short/Mark Thomas/Brian James/Claudette Hixon	173145/183094/ 208458/138204	4	9862	
Aerospace Engineering	PLTW Aerospace Engineering	Brian James	208458	1 Elective Credit	8715	X
Algebra II	Algebra II	Brian James	208458	1 Math Credit	4412	X
AP Biology	AP Biology	Stephanie Hara	408848	1 Science Credit	5035	X
AP Calculus AB	AP Calculus AB	Mark Thomas	183094	1 Math Credit	4615	X
AP Calculus BC	AP Calculus BC	Mark Thomas	183094	1 Math Credit	4616	X
AP Chemistry	AP Chemistry	Debbie Short	173145	1 Science Credit	5055	X
AP Computer Science Principles	AP Computer Science Principles (GSP)	Mark Thomas	183094	1 Computer Science	8851	X
AP Physics I	AP Physics I	Mark Thomas	183094	1 Science Credit	5213	X
Advanced Math I	Advanced Math I	Mark Thomas	183094	1 Math Credit	4830	X
Advanced Math II	Advanced Math II	Mark Thomas	183094	1 Math Credit	4831	X
AP Statistics	AP Statistics	Brian James	208458	1 Math Credit	4760	X
Calculus	Calculus	Mark Thomas	183094	1 Math Credit	4612	X
Civil Engineering and Architecture	PLTW Civil Engineering and Architecture	Claudette Hixon	138204	1 Elective Credit	8713	
Computer Science Principles	PLTW Computer Science Principles	Mark Thomas	183094	1 Computer Science	8851	X
Digital Electronics	PLTW Digital Electronics	Mark Thomas	183094	1 Math Credit	8711	X
Engineering Design and Development	PLTW Engineering Design and Development	Debbie Short	173145	1 Elective Credit	8716	
Environmental Sustainability	PLTW Environmental Sustainability	Debbie Short	173145	1 Elective Credit	8854	
Introduction to Engineering Design	Introduction to Engineering Design	Brian James	208458	1 Computer Science	8709	X
Pre-AP Chemistry	Chemistry	Debbie Short	173145	1 Science Credit	5051	X
Principles of Engineering	Principles of Engineering	Mark Thomas/Claudette Hixon	183094/138204	1 Computer Science	8710	X
Pre-Calculus	Pre-Calculus	Claudette Hixon	138204	1 Math Credit	4611	X

**Pull out academic courses are taught by a certified math instructor.**

The number of units of credit given for the technology program is reduced by one if an academic or math pull-out course is taken. Students must be recommended by their school counselor to take these courses.

Academic Credit Recovery classes are offered through on-line instruction. Courses are supervised by our math instructor and/or sending school teacher of record. The SDE code for each course will be the same as the code used at the sending school.

Algebra II	Algebra II	Carol Herring	193249	1 Math Credit	4412	X
Geometry	Combined Geometry	Carol Herring	193249	1 Math Credit	4520	X
Mathematics of Finance	Mathematics of Finance	Carol Herring	193249	1 Math Credit	4770	
Pre-Calculus	Pre-Calculus	Carol Herring	193249	1 Math Credit	4611	X

<sup>†</sup> Health Careers first-year students will also receive one Anatomy credit.

<sup>††</sup> Biomedical students will receive one science credit and one math credit each year.

<sup>†††</sup> Pre-Engineering students will receive one math credit and one science credit each year.

Definition of Heading Terms:

**MTC Units**- Elective credits awarded to students for completing courses at Meridian Technology Center. List of approved courses and OCAS found at <https://www.okcareertech.org/educators/ocas-codes>

**OHLAP**- List of approved courses and credits found online at [https://secure.okcollegestart.org/College\\_Planning/Prepare\\_for\\_College/course\\_guidelines.aspx](https://secure.okcollegestart.org/College_Planning/Prepare_for_College/course_guidelines.aspx)

**SB 1370**- Information on CareerTech fulfilling the requirements for Math and/or computer science Credit on CORE Curriculum can be found at <https://www.okcareertech.org/educators/career-and-academic-connections/academics/cte-options-for-aca-and-graduation-requirements>

## SERVICE ANIMALS

### Purpose

The purpose of this policy is to establish procedures for the use of service animals in the district, including school buildings, school vehicles and other school property.

### Policy

The district acknowledges its responsibility to permit students and/or adults with disabilities to be accompanied by a service animal in its facilities and programs and intends to comply with all state and federal laws, rules and regulations regarding the use of service animals by district employees ~~and~~, students **and visitors** with disabilities.

The district does not allow the following types of animals in its facilities and programs unless specifically authorized by the district's board of education:

1. "Emotional support animal" meaning an animal selected to reside with an individual with a disability that does not work or perform tasks for the benefit of an individual with a disability and does not accompany at all times an individual with a disability; and
2. "Therapy animal" meaning a personal pet who is certified to make therapeutic visits with a trained volunteer to places including, but not limited to, nursing facilities, schools and hospitals to bring therapeutic benefit, comfort and cheer to others.

The district will post in a conspicuous location outside the entrances of each of its facilities a sign stating which animals or types of animals are prohibited in its facilities and programs. The sign must also state that service animals are permitted.

### Definitions

"Service animal" is defined by the Americans with Disabilities Act (ADA) as any service dog **or miniature horse** that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Service animal is limited to the animals defined under the ADA and does not include any other species of animal, wild or domestic, trained or untrained. Service animals does not include an animal used or relied upon for crime deterrence, emotional support, well-being, comfort, or companionship.

"Employee" is defined as a person who is employed by the district on a part or full-time basis, with or without compensation, and elected or appointed members of the district's board of education.

"Student" means a child who is currently enrolled at the district, and includes the parents and guardians of a child who is (a) under the age of 18, or (b) otherwise unable to manage their own affairs.

"Visitor" means an individual other than an employee or student who is present in areas of district property that have been made available by the district to the general public and/or specified members of the public, including, but not limited to family members of students/employees and individuals attending a public event held on school district property.

Procedures/Requirements for Employees and Students

The use of service animals by employees and students with disabilities is subject to the following procedures and requirements:

- A. The employee or student will submit a notification of the intent to use a service animal to the district's Director of Special Services. The notification will identify whether the service animal is required because of the person's disability, and, if so, identify and describe the manner in which the service animal will meet the individual's particular need(s).
- B. Notifications for the use of service animals on district property **by an employee or student** will, whenever possible, be made at least one week prior to the proposed use of the service animal.
- C. As part of the district's consideration of the use of a service animal, the district may require certification of proper vaccinations verified by a veterinarian.
- D. The district's review of use of a service animal may include consideration of a student's IEP or Section 504 records. The district may also request a meeting with the employee or student.
- E. The use of a service animal on district property may be subject to a plan that introduces the service animal to the school environment, any appropriate training for staff and students regarding interaction with the service animal, and other activities or conditions deemed necessary by the district. The district's approval of the use of a service animal on district property is subject to periodic review, revision, or revocation by district administration.
- F. ~~Service animals will always be on a leash or other form of restraint mechanism. It is recommended that service animals have proper identification.~~ It is the responsibility of the employee or student who uses a service animal pursuant to this policy to serve as the handler or arrange for a third party handler to provide proper handling of the service animal. Any cost incurred to handle the service animal will be the responsibility of the employee or student who uses the service animal.
- G. Service animals will be allowed in district vehicles when:
  1. The inclusion of the service animal is documented as required on district transportation forms; and
  2. The service animal is under the control of the handler at all times, including entering and exiting the vehicle.

Procedures/Requirements for Visitors

The use of service animals by visitors with disabilities is subject to the following procedures and requirements:

- A. When a visitor seeks to bring a service animal onto school property, staff may ask the visitor to provide the following information in order to confirm that the animal qualifies as a service animal under this policy:
  1. Whether the visitor's animal is a service animal required because of a disability.
  2. The work or task the visitor's animal has been trained to perform.

Staff shall not question visitors regarding their use of a service animal except as set forth above. Staff shall not inquire as to the nature of the visitor's disability, request documentation regarding a visitor's service animal, or request that the service animal demonstrate the work/task it has been trained to perform.

- B. Except as provided in this policy, visitors with disabilities shall be permitted to be accompanied by their service animals in all areas of school facilities where similarly situated non-disabled visitors are permitted to be present.
- C. Visitors shall not be allowed to bring a service animal into an area of school property where the presence of the service animal would pose a risk to the health or safety of others.
- D. When a visitor requires accommodations to be made to district policies, practices or procedure to allow a service animal to accompany the visitor on school property, the visitor must, whenever possible, provide prior written notice to the Director of Special Services no later than one (1) week before the service animal will be present on district property.

#### Control and Supervision of Service Animals

- A. The owner/handler of a service animal must be in full control of the animal at all times.
- B. Service animals must always be on a leash or other form of restraint mechanism, unless impracticable or unfeasible due to the disability of the employee, student or visitor.
- C. ~~H.~~ The responsibility for the care and supervision of the service animal rests solely on the employee, ~~or student or visitor~~. The district is not responsible for providing any staff member to walk the service animal or provide any other care or assistance to the animal. Issues related to the care and supervision of service animals will be addressed on a case-by-case basis in the discretion of the building administrator.
- D. ~~I.~~ Pursuant to federal law, the district retains discretion to exclude or remove a service animal from district property and/or transportation if:
  1. The service animal is out of control and/or the service animal's handler does not effectively control the service animal's behavior;
  2. The service animal is not housebroken;
  3. The service animal poses a direct threat to the health or safety of others that cannot be eliminated by reasonable modifications; or,
  4. Permitting the service animal would fundamentally alter the nature of the service, program, or activity.

#### Liability

The ~~An~~ employee, ~~or student or visitor~~ accompanied by a service animal will be responsible for any damage to district or personal property and any injuries to individuals caused by the service animal. ~~The employee or student~~ Individuals who uses a service animal on district property will hold the district harmless and indemnify the district from any such damages.

#### Visitors

~~Any visitor requiring the accompaniment of a service animal for purposes of this policy is welcome in all areas of district facilities and programs that are open to the public (except in situations determined to apply under item I. in the Procedures/Requirements section, above).~~

#### Appeals and Grievances



Any person dissatisfied with a decision concerning a service animal can file a grievance, using the district's grievance procedures.

Requirements for Service Animals

**Vaccination:** Service animals must be immunized against diseases common to that type of animal. [Okla. Admin. Code 310:599-3-9.1] All vaccinations must be current. Dogs must wear a rabies vaccination tag.

**Licensing:** All service dogs must be licensed as may be required by state and/or local law.

**Identification:** It is recommended, but not required, that service animals have proper identification.

**Owner ID and Other Tags:** Dogs may be required to wear a current dog license and rabies-vaccination tag, unless the dog is permanently and uniquely identified with a microchip implant or tattoo.

~~**Leash:** Service animals must be on a leash or tether at all times, unless impracticable or unfeasible due to the disability of the employee or student.~~

**Collar:** A service dog used by a person who is deaf or hard-of-hearing must wear an orange identifying collar. [Okla. Stat. tit. 7, § 19.1(C)]

~~**Under Control:** The owner/handler of a service animal must be in full control of the animal at all times. The care and supervision of a service animal is solely the responsibility of owner/handler.~~

**Cleanup Rule:** The handler of the service animal, whether it be the employee, student or a third party, must clean up after the animal defecates or urinates, as well as follow any municipal ordinance applicable thereto.

**Grooming:** All service animals must be treated for, and kept free of, fleas and ticks. All service animals must be kept clean and groomed to avoid shedding and dander.

**Reference:** 28 C.F.R. Part 36; OKLA. STAT. Tit. 4, § 801 (2019)

**TESTING EMPLOYEES (OTHER THAN BUS DRIVERS) WITH REGARD TO THE  
USE OF ALCOHOL AND ILLEGAL CHEMICAL SUBSTANCES**

The Board of Education, with the intent that all employees have notice and knowledge of the ramifications concerning alcohol and illegal chemical substance use, possession, purchase, sale or distribution when the employee is on duty or on school property, does hereby adopt the following Policy on Testing Employees (Other Than Bus Drivers) with Regard to the Use of Alcohol and Illegal Chemical Substances:

1. Statement of Purpose and Intent
  - A. The safety of students and employees of the School District is of paramount concern to the School Board.
  - B. Employees who are under the influence of alcohol or an illegal chemical substance when the employee is on duty or on school property pose serious safety risks to students and other employees.
  - C. The use of alcohol and 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.
  - D. Recent scientific studies demonstrate that the use of alcohol and illegal chemical substances reduces an employee's ability to perform his job beyond the time period of immediate consumption or use.
  - E. The Board recognizes that all employees have certain personal rights guaranteed by the Constitutions of the United States of America and the State of Oklahoma as well as by the Oklahoma Standards for Workplace Drug and Alcohol Testing Act, OKLA. STAT. tit. 40, §§ 551 et seq. This policy will not infringe on those rights.
  - F. As a part of this policy, the Board hereby adopts an Employee Assistance Program in which employees may be referred to third-party providers who will provide the employee, at the employee's expense, a confidential drug and alcohol dependency evaluation and referral service for substance abuse counseling, treatment or rehabilitation. The Board encourages employees who have chemical dependency problems to seek professional assistance.
  - G. Due to the devastating impact that the use of alcohol and illegal chemical substances can have on the safety of students and employees and their adverse effect 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 (as defined in the policy) of alcohol or illegal chemical substances when on duty or while on school property.
  - H. This policy will apply to all employees of the School District regardless of position, title or seniority except bus drivers. The testing of bus drivers for alcohol or illegal chemical substances is exclusively governed by the School District's policy on Alcohol and Drug Testing for Drivers and the federal Omnibus Transportation Act of 1991. **Bus drivers whose job assignment involves duties independent of bus driving shall be subject to this policy as to all non-bus driving duties.**
  - I. Violations of this policy will subject the employee to disciplinary action, including, **but not limited to** termination.

## 2. Definitions

- A.** “Applicant” means a person who has applied for a position with an employer and received a conditional offer of employment, or an existing employee seeking transfer or reassignment to a different position, or an existing employee who is being transferred or reassigned to a different position.
- AB.** "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 prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose. By this policy, employees are placed on notice that the school district may test individuals for drugs and alcohol.
- BC.** "Alcohol" means ethyl alcohol or ethanol.
- CD.** "Under the influence" means any employee of the School District who has any alcohol or illegal chemical substance or the metabolites thereof present in the person's body in any amount which is considered to be "positive" for such alcohol or drug or drug metabolites using any scientifically substantiated alcohol or drug use screen test and alcohol or drug use confirm test.
- DE.** "Positive" when referring to an alcohol or drug use test administered under this policy means a toxicological test result which is considered to demonstrate the presence of alcohol or an illegal chemical substance or the metabolites thereof using the cutoff standards or levels determined by the State Board of Health or in the absence of such State Board cutoff levels, the cutoff levels customarily established by the testing laboratory administering the alcohol or drug use test.
- EF.** "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.
- FG.** "Drug or alcohol test" means a chemical test administered for the purpose of determining the presence or absence of a drug or its metabolites or alcohol in a person's bodily tissue, fluids or products. Adulteration of a specimen or of a drug or alcohol test shall be considered as a refusal to test;
- H.** “Confirmation test” means a drug or alcohol test on a sample to substantiate the results of a prior drug or alcohol test on the same sample and which uses different chemical principles and is of equal or greater accuracy than the initial test. In instances when a breathalyzer test is used, a confirmation test means a second sample test that confirms the prior result. Where a single use test is utilized, a confirmation test means a second test confirmed by a testing facility.
- GI.** "Employee" means any person who supplies labor for remuneration to his or her employer in this state and shall not include an independent contractor, subcontractor or employees of an independent contractor; provided, however, an independent contractor, subcontractor, or employees of an independent contractor, may be subject to a workplace drug or alcohol testing policy under the terms of the contractual agreement when the drug or alcohol testing policy applies to other workers at the job site or workers who are in the same or similar classification or group;

**HJ.** "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.

**HK.** "Bus driver" means:

- i. a School District employee who is required to have a commercial drivers' license ("CDL") to perform the employee's duties;
- ii. employees of independent contractors who are required to have a CDL;
- iii. owner-operators;
- iv. leased drivers; and
- v. occasional drivers.

**L.** "Direct Child Care" means the following:

- i. Administering to the needs of infants, toddlers, preschool-age children, and school-age children outside of school hours;
- ii. By persons other than their parents, guardians, or custodians;
- iii. For any part of the twenty-four-hour day;
- iv. In a place other than a child's own home, except that an in-home aide provides child care in the child's own home.

**JM.** To the extent not specifically defined herein, the definition of any term, word or phrase found in this policy shall be as set forth in the Oklahoma Standards for Workplace Drug and Alcohol Testing Act.

**3. Procedures for Alcohol or Illegal Chemical Substance Testing**

**A.** Any alcohol or drug use test administered under the terms of this policy will be administered by or at the direction of a testing facility licensed by the Oklahoma State Department of Health and using scientifically validated toxicological methods that comply with rules promulgated by the State Department of Health. Testing facilities shall be required to have detailed written specifications to assure chain of custody of the samples, proper labeling, proper laboratory control and scientific testing. All aspects of the alcohol and drug use testing program, including the taking of samples, will be conducted so as to safeguard the personal and privacy rights of employees. The test sample shall be obtained in a manner which minimizes its intrusiveness.

In the case of urine samples, the samples must be collected in a restroom or other private facility behind a closed stall; a sample shall be collected in sufficient quantity for splitting into two (2) separate samples, pursuant to rules of the State Board of Health, to provide for any subsequent independent analysis in the event of a challenge of the test results of the main sample; the test monitor shall not observe any employee while the sample is being produced but the test monitor may be present outside the stall to listen for the normal sounds of urination in order to guard against tampered samples and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the sample. If at any time during the testing procedure the test monitor has reason to believe or suspect that an employee is tampering with the

sample, the test monitor may stop the procedure and inform the test coordinator. The test monitor shall be of the same gender as the employee giving the sample.

The test monitor shall give each employee a form on which the employee or applicant may, but shall not be required to, list any medications he has taken or any other legitimate reasons for his having been in recent contact with alcohol or illegal chemical substances.

- B. 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 sample. The second test will use ~~the gas chromatography/mass spectroscopy technique~~ or an equivalent scientifically accepted method of equal or greater accuracy as approved by rules of the State Board of Health, at the cutoff levels determined by Board rules. **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.
- C. If an initial alcohol use test is positive for the presence of alcohol, the initial test result will be subject to confirmation by a second and different test using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by Board rules.
- D. A written record of the chain of custody of the sample shall be maintained from the time of the collection of the sample until the sample is no longer required.
- E. Any **applicant for employment or** employee who is subject to disciplinary action as a result of being under the influence of alcohol or an illegal chemical substance, as and for an appeal procedure, will be given a reasonable opportunity, in confidence, to explain or rebut the alcohol or drug use test results. If the **applicant or** employee asserts that the positive test results are caused by other than consumption of alcohol or an illegal chemical substance by the 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 alcohol or an illegal chemical substance. The School District will rely on the opinion of the District's testing facility which performed the tests in determining whether the positive test result was produced by other than consumption of alcohol or an illegal chemical substance.

In the case of drug use testing, the employee will have a right to have a second ~~gas chromatography/mass spectroscopy or equivalent~~ test performed on the same test sample at the expense of the employee. In the case of alcohol testing, the employee will have a right to have a second test performed on the same test sample using any scientifically accepted method approved by rules of the State Board of Health, at the cutoff levels determined by ~~B~~**board** rules. The request for the second test must be made within twenty-four (24) hours of receiving notice of a positive test in order to challenge the results of a positive test and subject to the approval by the School District's testing facility that (a) the facility selected by the employee for the second test meets the qualifications required for a testing facility under the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and (b) the testing methodology used by the facility selected by the employee conforms to scientifically accepted analytical methods and procedures, including the cutoff levels, as determined by the State Board of Health. If the re-test reverses the findings of the challenged positive result, then the School District will reimburse the employee for the costs of the re-test. A proper chain of custody shall be maintained at all times in transmitting the sample to and from a second testing facility.

- F. The School District may permit testing for drugs or alcohol by other methods reasonably calculated to detect the presence of drugs or alcohol, including but not limited to breathalyzer testing, testing by use of a single-use test device, known as onsite or quick testing devices, to

collect, handle, store, and ship a sample collected for testing. However, a breathalyzer test shall not be grounds for immediate termination absent a confirmation test.

- G. The testing facility reports and results of alcohol and drug use testing will be maintained on a confidential basis except as otherwise required by law. The laboratory performing alcohol or drug use tests for the School District will not report on or disclose to the School District any physical or mental condition affecting an employee which may be discovered in the examination of a sample other than the presence of alcohol or illegal chemical substances or the metabolites thereof. The use of samples to test for any other substances will not be permitted.
- H. The records of all drug and alcohol test results and related information retained by the school district shall be the property of the school district unless:
1. the information will be admissible evidence by an employer or employee in a court case or administrative agency hearing if either the employer or employee is a named party;
  2. the information is required to comply with a valid judicial or administrative order; or
  3. the school district's employees, agents or representative needs to access the records in the administration of the Act.

#### 4. Employee Alcohol and Drug Use Test Requirements

The District is authorized to conduct drug and alcohol testing in accordance with the Standards for Workplace Drug and Alcohol Testing Act. The District has chosen to conduct drug or alcohol testing under the following circumstances:

- A. **Applicant testing:** The school district may require an applicant, as defined above, to undergo drug or alcohol testing and may use a refusal to undergo testing or a positive test result as a basis for refusal to hire or grant a voluntary transfer/reassignment.
- AB. **For-cause testing:** The District will require an employee to undergo drug or alcohol testing at any time the Superintendent, or designee, reasonably believes that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances:
- i. drugs or alcohol on or about the employee's person or in the employee's vicinity,
  - ii. conduct on the employee's part that suggests impairment or influence of drugs or alcohol,
  - iii. a report of drug or alcohol use while at work or on duty,
  - iv. information that an employee has tampered with drug or alcohol testing at any time,
  - v. negative performance patterns, or
  - vi. excessive or unexplained absenteeism or tardiness.
- BC. **Post-accident testing:** The District may require an employee to undergo drug or alcohol testing if the employee or another person has sustained an injury while at work or the employer's property has been damaged, including damage to equipment. **The school district may require post-accident drug or alcohol testing if there is a reasonable possibility that employee drug use could have contributed to the reported injury or illness.** For purposes of workers' compensation, no employee who tests positive for the presence of substances defined and consumed pursuant to Section

465.20 of Title 63 of the Oklahoma Statutes, alcohol, illegal drugs, or illegally used chemicals, or refuses to take a drug or alcohol test required by the employer, shall be eligible for such compensation;

- C. Random testing: As determined appropriate by the Board of Education, the District may require an employee or all members of an employment classification or group to undergo drug or alcohol testing at random and may limit its random testing programs to particular employment classifications or groups, except that the District will require random testing only of employees who:
  - i. are police or peace officers, have drug interdiction responsibilities, or are authorized to carry firearms, or
  - ii. are engaged in activities which directly affect the safety of others, including but not limited to school vehicle mechanics **and those employees designated as “safety sensitive” pursuant to this policy.**
- D. Scheduled, periodic testing: The District will require an employee to undergo drug or alcohol testing as a routine part of a routinely scheduled employee fitness-for-duty medical examination of employees who:
  - i. are police or peace officers, have drug interdiction responsibilities, or are authorized to carry firearms, or
  - ii. are engaged in activities which directly affect the safety of others, including but not limited to school vehicle mechanics **and those employees designated as “safety sensitive” pursuant to this policy.**
- E. Post-rehabilitation testing: The District may request or require an employee to undergo drug or alcohol testing for a period of up to two (2) years commencing with the employee’s return to work, following a positive test or following participation in a drug or alcohol dependency treatment program.

5. Employee Use, Sale, Possession, Distribution, Purchase or Being Under the Influence of Alcohol or Illegal Chemical Substance:

- A. Any employee who possesses, uses, distributes, purchases, sells or is confirmed by alcohol or drug use tests to be under the influence (as defined by this policy) of alcohol or an illegal chemical substance while on duty, while on school property or as a result of alcohol or drug use tests conducted under this policy, **or who refuses to submit to an alcohol or drug test permitted under the Standards for Workplace Drug and Alcohol Testing Act** will be subject to disciplinary action, including, **but not limited to, termination.**

6. **Alcohol and Drug Use Tests of Applicants for Employment -- When Required**

**All applicants for employment may be required to submit to alcohol and/or drug use testing after a conditional offer of employment has been made to the applicant. All applicants will be notified that alcohol and/or drug use testing will occur if they are offered a conditional offer of employment. Any applicant who refuses to submit to an alcohol or drug use test, if requested, after a conditional offer of employment will not be hired.**



**7. Applicants Under the Influence of Alcohol or An Illegal Chemical Substance**

Any applicant who is confirmed by alcohol or drug use tests to be under the influence (as defined by this policy) of alcohol or an illegal chemical substance will not be hired.

**68. Person Authorized to Order Alcohol or Drug Testing**

The following persons have the authority to require alcohol or drug use testing of employees under this policy:

- A. The Superintendent of Schools;
- B. Any employee designated for such purposes by the Superintendent or the School Board.

**79. Release of Information**

- A. Upon written request, the applicant for employment or the employee will be provided, without charge, a copy of all information and records related to the individual’s testing. All test records and results will be confidential and kept in files separate from the employee’s personnel records.
- B. The School District shall not release such records to any person other than the applicant, employee or the district’s review officer unless the applicant or employee, in writing following receipt of the test results, has expressly granted permission for the School District to release such records in order to comply with a valid judicial or administrative order.
- C. The testing facility, of any agent, representative or designee of the facility, or any review officer, shall not disclose to any employer, based on the analysis of a sample collected from an employee for the purpose of testing for the presence of drugs or alcohol, any information relating to the general health, pregnancy, or other physical or mental condition of the employee.
- D. The testing facility shall release the results of the drug or alcohol test, and any analysis and information related thereto, to the individual tested upon request.
- E. This policy does not preclude the School District, when contracting with another employer, from sharing drug or alcohol testing results of any tested person who works pursuant to a contractual agreement.

**10. Medical Marijuana**

Pursuant to OKLA. STAT. tit. 63, § 420A et. seq., unless failure to do so would cause the school district to imminently lose a monetary or licensing related benefit under federal law or regulations, the school district will not discriminate against an applicant in hiring or take employment action against an employee on the basis of the employee’s or applicant’s status as a medical marijuana license holder.

Additionally, the school district shall not refuse to hire, discipline, discharge, or otherwise penalize an applicant or employee solely on the basis of a positive test for marijuana components or metabolites unless:

- A. The applicant or employee is not in possession of a valid medical marijuana license;
- B. The licensee possesses, consumes or is under the influence of medical marijuana or medical marijuana product while at the place of employment or during the fulfillment of employment obligations; or

C. The position is one involving safety-sensitive job duties, as set out in this policy.

Adverse Action

When permitted, adverse action pursuant to this policy may be taken against an employee or applicant for a positive drug test for marijuana components or metabolites.

As used in this section, a determination of whether an applicant or employee is “under the influence of medical marijuana or medical marijuana product” shall be based on the totality of circumstances. Circumstances that may contribute to a determination that the applicant or employee is under the influence may include, but are not limited to:

- A. Observation of any of the conduct or phenomenon described below:
  - i. the odor of marijuana on or around the individual;
  - ii. Disorganized thinking;
  - iii. Paranoia and/or confusion;
  - iv. Bloodshot eyes;
  - v. Increased heart rate;
  - vi. Increased appetite; or
  - vii. Loss of Coordination and
  
- B. Any circumstance that would permit the school district to engage in “for cause” drug or alcohol testing of the employee under this policy.

The district has determined that the following categories of jobs qualify as having safety sensitive job duties:

- A. Police or peace officers, those employees with drug interdiction responsibilities, or who are authorized to carry firearms;
- B. School Bus Mechanics;
- C. Employees whose responsibilities require driving a school vehicle;
- D. School Nurses or Employees who are authorized to administer medicine to Students;
- E. Employees whose responsibilities include direct patient care or direct child care; and
- F. Teachers and Instructors responsible for the following courses: Driver’s Education, Secondary Science, Agriculture Education.

**§11.** Notice of Policy

- A. This policy shall be given broad circulation to all employees of the School District which shall include prominent posting in the School District. Each employee shall be given a copy of this policy. Delivery of the policy to employees may be accomplished in any of the following ways:
- i. Hand-delivery of a paper copy of or changes to the policy:
  - ii. Mailing a paper copy of the policy or changes to the policy through the U.S. Postal Service or a parcel delivery service to the last address given by the employee;
  - iii. Electronically transmitting a copy of the policy through an email or by posting on the employer's website or intranet site; or
  - iv. Posting a copy in a prominent employee access area.

**9.** The Standards for Workplace Drug and Alcohol Testing Act

- ~~B.~~ This policy is subject to and supplemented by the Oklahoma Standards for Workplace Drug and Alcohol Testing Act (the "Act"). To the extent that any provision of this policy is in conflict with the Act, then the Act shall control. To the extent that this policy is silent as to any matter covered by the Act, then the Act shall control. This policy shall be interpreted by the Board of Education of the School District and its employees consistent with the Act.

## **ALCOHOL AND DRUG TESTING FOR BUS DRIVERS**

### **I. PURPOSE**

The purpose of this Policy is to prevent accidents and injuries resulting from alcohol or controlled substance use by drivers of commercial motor vehicles. This Policy is intended to comply with the School District's mandatory obligations under regulations issued by the United States Department of Transportation ("DOT").

### **II. DEFINITION OF TERMS**

Certain terms used in this Policy have the following meaning unless the context plainly shows otherwise:

1. "Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol.
2. "Alcohol concentration" means the number of grams of alcohol (for example: 0.04) in 210 liters of expired deep lung air.
3. "Alcohol confirmation test" means a subsequent test using an EBT (a breath testing device), following a screening test with a result of 0.02 or greater, that provides quantitative data about the alcohol concentration.
4. "Alcohol screening device" ("ASD") means a breath or saliva device, other than an EBT, that is approved by the National Highway Traffic Safety Administration ("NHTSA") and placed on a conforming products list for such devices. appears on the Office of Drug & Alcohol Policy & Compliance's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids" because it conforms to the model specifications from NHTSA.
5. "Alcohol use" means the consumption of any beverage, mixture or preparation, including any medication, containing alcohol.
6. "BAT" means a qualified breath alcohol technician.

~~"Blind specimen" means a specimen submitted to a laboratory for quality control testing purposes, with a fictitious identifier, so that the laboratory cannot distinguish it from an employee specimen.~~

7. "Cancelled test" means a drug or alcohol test that has a problem identified and cannot be or has not been corrected. A cancelled test is neither a positive or a negative test.
8. "CDL" means commercial driver's license.
9. "Collection site" means a place selected by the employer where employees present themselves for the purpose of providing a urine specimen for a drug test.
10. "Confirmatory drug test" means a second analytical procedure performed on a urine specimen to identify and quantify the presence of a specific drug or drug metabolite.
11. "Confirmed drug test" means a confirmatory drug test result received by a MRO from a laboratory.
12. "Controlled substance" means amphetamines, cannabinoids, cocaine, phencyclidine (PCP), opioidsates, or a metabolite of any of these substances.

13. "Designated employer representative" ("DER") means an employee authorized by the employer to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The DER also receives test results and other communications for the employer.
14. "Dilute specimen" means a urine specimen with creatinine and specific gravity values that are lower than expected for human urine.
15. "Driver" means: (i) a school district employee who is required to have a CDL to perform the employee's duties; (ii) employees of independent contractors who are required to have CDLs; (iii) owner-operators; (iv) leased drivers; and (v) occasional drivers.
16. "EBT" means ~~an evidential breath testing~~ a device **that is approved by NHTSA on the National Highway Traffic Safety Administration's Conforming Products List for Evidential Breath Measurement Devices for the evidential testing of breath at the .02 and .04 alcohol concentrations, and appears on the Office of Drug & Alcohol Policy & Compliance's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids" because it conforms to the model specifications available from NHTSA.**
17. "Federal Act" means the Omnibus Transportation Testing Act of 1991 and the regulations issued by the United States Department of Transportation pursuant to that Act.
18. "Oklahoma Act" means the Oklahoma Standards for Workplace Drug and Alcohol Testing Act.
19. "Initial drug test" means the test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.
20. "Initial validity test" means the first test used to determine if a specimen is adulterated, diluted, or substituted.
21. "Invalid drug test" means ~~the result for a urine specimen that contains an unidentified adulterant or an unidentified interfering substance, has abnormal physical characteristics, or has an endogenous substance at an abnormal concentration that prevents the laboratory from completing or obtaining a valid drug test result.~~ **reported by an HHS-certified laboratory in accordance with the criteria established by HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.**
22. "Medical review officer" ("MRO") means a person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.
23. "Safety-sensitive function" means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work.
24. "Screening Test Technician" ("STT") means a person who instructs and assists employees in the alcohol testing process and operates an ASD.
25. "Service agent" means any person or entity, other than an employee of the employer, who provides services ~~specified under this part~~ to employers and/or employees in connection with DOT drug and alcohol testing requirements.
26. "Split specimen" means a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be

tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.

27. “Stand-down” means the practice of temporarily removing an employee from the performance of safety-sensitive functions based only on a report from a laboratory to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed a verified test.
28. “Substance Abuse Professional” (“SAP”) means a person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.
29. “Substituted specimen” means a specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.
30. “Verified test” means a drug test result or validity testing result from a United States Department of Health and Human Services certified laboratory that has undergone review and final determination by the MRO.

### **III. REQUIRED TESTING & CONSENT**

The following testing is required of all drivers:

#### ***A. PRE-EMPLOYMENT TESTING AND CONSENT***

A driver must pass an alcohol and controlled substance test prior to performing a safety-sensitive function. The test will be conducted during the hiring process or immediately before the driver first performs a safety-sensitive function.

##### 1. Alcohol Testing

A driver may not commence the performance of duties unless the test shows a concentration of less than 0.04. If the test shows a concentration of between 0.02 and 0.04, no safety-sensitive duties may be performed for at least 24 hours.

A pre-employment alcohol test will not be required if:

- i. The driver has undergone an alcohol test required by the Federal Act within the previous six weeks and tested under 0.04; and
- ii. The driver provides evidence that no prior employer of the driver has any record of alcohol misuse by the driver within the previous six months.

##### 2. Controlled Substances

The driver must receive a confirmed negative controlled substance test result from a medical officer, except that no testing is required if:

- i. The driver has participated within the previous 30 days in a drug testing program meeting the requirements of the Federal Act; and
- ii. While participating in the program, the driver either (a) was tested for controlled substances within six months prior to the date of employment application or (b) participated in a random controlled substance testing program for the 12 months prior to the date of the employment application; and
- iii. The driver provides evidence that no prior employer of the driver has any record of a violation of controlled substance use rules by the driver within the previous six months.

## 3. Pre-employment Consent

The School District shall request the driver's written consent to obtain the following information from DOT-regulated employers who have employed the driver during the two (2) years before the date of the driver's application to a position requiring safety-sensitive duties:

- i. Alcohol tests with a result of 0.04 or higher alcohol concentration;
- ii. Verified positive drug tests;
- iii. Refusals to be tested (including verified adulterated or substituted drug test results);
- iv. Other violations of DOT agency drug and alcohol testing regulations; and
- v. Documentation of the driver's successful completion of return-to-duty requirements (for those drivers who have violated a drug or alcohol regulation). If the previous employer does not have this documentation, the School District shall request that the driver produce it.

A driver may not perform safety-sensitive functions if s/he refuses to consent in writing to the release of the above information.

Drivers are responsible for furnishing the District with accurate information regarding their employment history, including accurate identification of all former DOT-regulated employers.

The School District shall maintain a written, confidential record of the information obtained or of the good faith efforts made to obtain the information. This record shall be maintained for three years from the date of the driver's first performance of safety-sensitive functions.

Prior to the driver's first performance of safety-sensitive functions, the School District shall ask the driver whether s/he has tested positive, or refused to test, on any pre-employment drug or alcohol test (1) administered by a DOT-regulated employer, (2) in connection with a position for which the driver applied, (3) involving the driver's failure to obtain safety-sensitive transportation work, and (4) over the period of two years preceding the date of the employee's application for employment with the School District. If the driver admits to a positive test or a refusal to test within the past two years, the School District shall not allow the driver to perform safety-sensitive functions until and unless the driver documents successful completion of the return-to-duty process.

## 4. Consequences Associated with Pre-employment Testing.

The School District may decline to employ an applicant who fails drug testing, provides false information, or who fails to cooperate with the District in procuring testing and test results. To the extent the applicant has been offered employment or placed in an alternate position pending the receipt of test results, the offer may be withdrawn and alternate employment terminated in accordance with the District's policies and procedures applicable to employee termination.

***B. POST-ACCIDENT TESTING***

## 1. Alcohol.

As soon as practical following an accident, an alcohol test will be administered to the following drivers:

- i. Each surviving driver who was performing safety-sensitive functions with respect to the vehicle, if the accident involves loss of life.
- ii. Each surviving driver who received a moving traffic violation arising from the accident, if the accident involved:
  - a. bodily injury to any person that necessitated immediate medical treatment away from the scene of the accident; or
  - b. at least one vehicle incurred disabling damage as a result of the accident that required the vehicle to be transported away from the scene by a tow truck or other vehicle.

~~The test is to be administered within two hours of the accident. If the test is not administered within that time, the driver's supervisor shall cease attempts to administer an alcohol test and shall prepare a written report explaining why a test was not given.~~ **If the test is not administered within two hours of the accident, the employer must prepare**



and maintain a record of why the test was not administered. If the test is not administered within eight hours of the accident, the driver's supervisor shall cease attempts to administer an alcohol test and shall prepare a written report explaining why a test was not given.

Drivers shall remain readily available for testing. A driver leaving the scene of an accident without a valid reason prior to submission to the test may be deemed to have refused to submit to testing.

A breath or blood alcohol test conducted by a law enforcement agency will be considered to meet these requirements if the test meets the requirements of the Federal Act and the test results are obtained by the School District.

**2. Controlled Substances.**

As soon as practical following an accident, a test for controlled substances will be administered to the following drivers:

- i. Each surviving driver who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life.
- ii. Each surviving driver who received a moving traffic violation arising from the accident, if the accident involved:
  - a. bodily injury to any person that necessitated immediate medical treatment away from the scene of the accident; or
  - b. at least one vehicle incurred disabling damage as a result of the accident that required the vehicle to be transported away from the scene by a tow truck or other vehicle.

The test is to be administered within thirty-two (32) hours of the accident. If no test is made within that time period, then no test will be made and the driver's supervisor will prepare a written report stating the reasons for not administering a prompt test.

Drivers shall remain readily available for testing. A driver leaving the scene of an accident without a valid reason prior to submission to the test may be deemed to have refused to submit to testing.

A urine test for controlled substances administered by a law enforcement agency will be considered to meet these requirements if the test meets the requirements of the Federal Act and the results are obtained by the School District.

**~~C~~ RANDOM TESTING**

Random alcohol and controlled substances testing of drivers will be conducted throughout the year. Selection of the drivers to be tested will be made by a scientifically valid method, such as random-number table or a computer based random-generator matched with drivers' social security numbers, payroll identification numbers or other comparable identifying numbers. Dates for administering unannounced testing shall be unpredictable and spread reasonably throughout a nine (9) month period.

Drivers are to be tested while performing safety-sensitive functions, just before performing those functions, or just after ceasing those functions. A driver who is notified of selection for random alcohol or controlled substances testing must proceed to the test site immediately, unless the driver is performing a safety-sensitive function other than driving, in which case the driver must cease performing the safety-sensitive function and proceed to the test site as soon as possible.

The minimum annual percentage rate for random alcohol testing will be twenty five percent (25%) of the average number of driver positions, subject to adjustment of the percentage by the Federal Highway Administration. The minimum annual percentage rate for random testing for controlled substances will be fifty percent (50%) of the average number of driver positions.

***D- REASONABLE SUSPICION TESTING***

Alcohol and controlled substance testing will be conducted when there is reasonable suspicion to believe that a driver has violated a provision in this Policy. Reasonable suspicion shall be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver. Reasonable suspicion for controlled substance use may also be based on indications of the chronic and withdrawal effects of controlled substances.

Alcohol testing is authorized only if the observations are made during, just preceding, or just after the period of the work day that the driver is performing a safety-sensitive function. A written record must be made as to why an alcohol test was not made within two hours following a determination of reasonable suspicion of misuse. No test is to be made if eight hours passed after the determination.

Persons designated to determine whether reasonable suspicion exists shall receive at least sixty (60) minutes of training on performance indicators of probable alcohol misuse. The required observations shall be made by a supervisor who has received training in detecting the symptoms of alcohol/controlled substance misuse. The supervisor who makes the determination that reasonable suspicion exists shall not conduct the alcohol test.

A written record will be made of the observations leading to a controlled substance reasonable suspicion test. The record will be signed by the supervisor who made the observations. The record will be made within twenty four (24) hours of the observed behavior or before the test results are received, whichever is earlier.

***E- RETURN TO DUTY TESTING***

1. Returning after Reasonable Suspicion of Alcohol Abuse Determination.

A driver suspected of being under the influence of or impaired by alcohol will not be permitted to perform a safety-sensitive function until:

- i. an alcohol test shows a concentration of less than 0.02; or
- ii. 24 hours have elapsed following a determination that there was reasonable suspicion to believe the driver has violated the rules in this Policy against alcohol misuse.

2. Returning after Violation of Prohibitions in the Policy

A driver who has engaged in conduct prohibited by this Policy shall not be permitted to perform safety-sensitive functions until s/he first passes a controlled substance test and/or an alcohol test with an alcohol concentration of less than 0.02.

A driver who has violated a provision in this Policy cannot again perform any safety-sensitive duties for any employer until and unless the driver completes the SAP evaluation, referral, and education/treatment process.

***F- FOLLOW UP TESTING***

A driver who has been identified by a SAP as needing assistance in resolving problems with alcohol misuse or controlled substance use and who has returned to duty involving the performance of a safety-sensitive function will be subject to a minimum of six (6) unannounced follow-up alcohol and/or controlled substance tests over the following twelve (12) months. The SAP is the sole determiner of the number and frequency of follow-up tests, as well as whether the tests will be for drugs, alcohol or both. The SAP can direct additional testing during this period or for an additional period up to a maximum of sixty (60) months. The School District must carry out the SAP's follow-up testing requirements.

***IV. TEST PROCEDURES***

Testing methodology will comply with the requirements of the Oklahoma Act, except that the requirements of the Federal Act stated in this Policy supersede the provisions of the Oklahoma Act. Alcohol testing must be conducted in a location that provides visual and aural privacy to the driver, sufficient to prevent unauthorized persons from seeing or hearing the test.

## A. ALCOHOL TESTING PROCEDURES

1. Initial Alcohol Screening Tests

## i. Procedures for an Alcohol Screening Test Using an EBT or Non-Evidential Breath ASD:

- ia. When the driver enters the testing location, the BAT or STT will require the driver to provide positive identification. If the driver requests, the BAT or STT will provide positive identification. The BAT or STT will explain the testing procedure. An individually-sealed mouthpiece is opened in the view of the driver and attached to the EBT. The driver will then blow into the mouthpiece for at least six (6) seconds **or until the device indicates that an adequate amount of breath has been obtained**. If the EBT does not provide a printed result, the BAT or STT will record the test number, date, technician's name, location and test result in a log book. The driver will initial the log book. If the EBT provides a printed result, the result is either: (i) printed on the testing form; or (ii) affixed to the form with tamper-evident tape.
  - ib. If the screening test result is less than 0.02, the BAT or STT will transmit the result in a confidential manner to the School District's DER, who is designated by the board of education or the school superintendent to receive and handle alcohol test results in a confidential manner.
  - ic. If the breath test is 0.02 or higher, a confirmation test is required. ~~The confirmation test must be conducted no less than fifteen (15) and no more than thirty (30) minutes after the screening test. Before a confirmation test is given, the BAT must conduct a "blank" test on the EBT to obtain a reading of 0.00. The remainder of the confirmation test is identical to the screening test for EBTs.~~
  - iv. ~~If the confirmation test result is lower than 0.02, nothing further is required of the driver.~~
  - v. ~~If the confirmation test result is 0.02 or higher, the driver must sign and date the ATF. The BAT will immediately transmit the result to the DER in a confidential manner.~~
  - vi. ~~Refusal to take a required test has the same consequences as if the driver had tested 0.04 or more. The following constitutes a refusal to take a test: (1) failure to appear for any test within a time required to appear; (2) failure to provide an adequate amount of saliva or breath for testing without a valid medical explanation; (3) failure to cooperate with any part of the testing process; (4) failure to sign the alcohol testing form or ATF certification; (5) failure to remain at the testing site until the testing process is complete, unless the test is a pre-employment test; (6) failure to undergo a medical examination or evaluation due to insufficient breath sampling; (7) leaving the scene of an accident before being tested, except when reasonably necessary to receive medical treatment.~~
- 2ii. Procedure for an Alcohol Screening Test Using Saliva ASD
- ia. When the driver enters the testing location, the STT will require the driver to provide positive identification. If the driver requests, the STT will provide positive identification. The STT will explain the testing procedure. The STT will check the expiration date on the device and show it to the driver. An individually wrapped package containing the device will be opened in the presence of the driver, and the driver will be instructed to insert the device into his or her mouth and use it in the manner described by the manufacturer. If the driver chooses not to use the device, the STT must insert the device into the driver's mouth and gather saliva.
  - b. **If the screening test result is less than 0.02, the STT will transmit the result in a confidential manner to the school district's DER, who is designated by the board of education or the school superintendent to receive and handle alcohol test results in a confidential manner.**

- c. If the test result is an alcohol concentration of 0.02 or higher, a confirmation test is required.

## 2. Alcohol Confirmation Tests

- i. All The confirmation tests must be conducted using an EBT. The confirmation test must occur no less than fifteen (15) minutes after the completion of the screening test and should occur no more than thirty (30) minutes after the completion of the screening test.
- ii. Before a confirmation test is given, the BAT must conduct a "blank" test on the EBT to obtain a reading of 0.00. The remainder of the confirmation test is identical to the screening test for EBTs described in section 1.i.a above..
- iv. If the confirmation test result is lower than 0.02, nothing further is required of the driver.
- v. If the confirmation test result is 0.02 or higher, the driver must sign and date the ATF. The BAT will immediately transmit the result to the DER in a confidential manner.
- vi. Refusal to take a required test has the same consequences as if the driver had tested 0.04 or more. The following constitutes a refusal to take a test: (1) failure to appear for any test within a time required to appear; (2) failure to provide an adequate amount of saliva or breath for testing without a valid medical explanation; (3) failure to cooperate with any part of the testing process; (4) failure to sign the alcohol testing form or ATF certification; (5) failure to remain at the testing site until the testing process is complete, unless the test is a pre-employment test; (6) failure to undergo a medical examination or evaluation due to insufficient breath sampling; (7) leaving the scene of an accident before being tested, except when reasonably necessary to receive medical treatment.

## B. CONTROLLED SUBSTANCES TESTING PROCEDURES

- 1. Procedures for Collection of Urine Specimens.
  - i. All urine collections must be split specimen collections.
  - ii. The School District must direct an immediate urine collection under direct observation with no advance notice to the driver, if:
    - a. the laboratory reported to the Medical Review Officer ("MRO") that a specimen is invalid and the MRO has reported that there is not an adequate medical explanation for the result; or
    - b. the MRO reported that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed.
    - c. The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the specimen as negative-dilute and that a second collection must take place under direct observation.
  - iii. The School District ~~may~~ must direct a collection under direct observation of a driver if the drug test is a return-to-duty test or a follow-up test.
  - iv. A driver must receive an explanation of the reasons for a directly observed collection.
  - v. If a driver declines to allow a directly observed collection, that driver will be considered to have refused to test.

2. Procedures for Testing of Urine Specimens.
  - i. Testing of urine samples for controlled substances shall be performed by a laboratory certified by the federal Department of Health and Human Services (“DHHS”) under the National Laboratory Certification Program.
  - ii. Controlled substance testing may only be performed for the following five drugs or classes of drugs: (a) marijuana metabolites, (b) cocaine metabolites, (c) amphetamines, (d) ~~opioid~~ ~~ate~~ metabolites, and (e) phencyclidine (PCP).
  - iii. If the driver requests a test of a split specimen, the first laboratory will ship the unopened split specimen to a second DHHS-approved laboratory for testing. If the test of the split specimen fails to confirm the presence of a controlled substance, the entire test is cancelled.
  - iv. The driver must request a split specimen test verbally or in writing within 72 hours of being notified of a verified positive drug test or refusal to test because of adulteration or substitution.
  - v. If a driver does not make a request within 72 hours, the driver may present information to the MRO documenting that serious injury, illness, lack of actual notice of the verified test result, inability to contact the MRO, or other circumstances unavoidably prevented the driver from making a timely request.
  - vi. If a driver makes a timely request for a split specimen test, the School District must ensure that the MRO, first laboratory and second laboratory perform the split-specimen testing functions in a timely manner. If necessary, the School District must pay for the split specimen testing and seek reimbursement from the driver.
  - vii. The MRO will report split specimen test results to the DER and driver.
  - viii. The laboratory will report results directly to the MRO. The laboratory will not report the results to anyone else.
  - ix. When the MRO receives a confirmed positive, adulterated, substituted, or invalid test result from the laboratory, the MRO will attempt to contact the driver to determine whether the driver wants to discuss the test result. If the MRO cannot reach the driver after reasonable efforts to do so, the MRO must contact the DER but cannot tell the DER that the driver has a confirmed positive, adulterated, substituted, or invalid test result. The DER must then attempt to contact the driver. If the DER makes contact with the driver, the DER should simply direct the driver to contact the MRO immediately and inform the driver of the consequences of failing to contact the MRO within the next 72 hours. If the DER is unable to reach the driver after making three (3) attempts, spaced reasonably, over a 24-hour period, then the DER may place the driver on temporary medically unqualified status or medical leave. Documentation must be kept by the DER of any actual and/or attempted contacts with the driver, including the dates and times of the contacts. If the DER is unable to contact the driver within the 24-hour period, the DER must leave a message for the driver by voice mail, e-mail or letter to contact the MRO and inform the MRO of the date and time of this message.
  - x. Confirmation testing for controlled substances will be performed in accordance with the Oklahoma Act, except when the Oklahoma Act conflicts with Federal law.
  - xi. **The MRO may conduct additional testing of a specimen as authorized by the DOT if doing so is necessary to verify a test result.**
  - xii. **The MRO must verify a confirmed positive test result for marijuana, cocaine, amphetamines, semi-synthetic opioids (i.e. hydrocodone, hydromorphone, oxycodone, and oxymorphone) and/or PCP unless the driver presents a legitimate medical explanation for the presence of the drug(s)/metabolite(s) in her or his system. In determining whether an employee’s legally valid prescription consistent with the Controlled Substance Act for a substance in the categories constitutes a legitimate medical explanation, the MRO must not question whether the prescribing physician should have prescribed the substance.**

- xiii. The MRO must verify a confirmed positive test result for opiates in the following circumstances:
  - a. The MRO must verify the test result positive if the laboratory confirms the presence of 6-acetylmorphine (6-AM in the specimen)
  - b. In the absence of 6-AM, if the laboratory confirms the presence of either morphine or codeine at 15,000 ng/mL or above, the MRO must verify the test result positive unless the employee presents a legitimate medical explanation for the presence of the drug(s)/metabolite(s) in her or his system.
  - c. For all other opiate positive results, the MRO must verify a confirmed positive test result for opiates only if they determine that there is clinical evidence, in addition to the urine test, of unauthorized use of any opium, opiate or opium derivate.
- xiiiiv. As part of the verification decision, the MRO must conduct a medical interview that includes reviewing the driver's medical history and any other relevant biomedical factors presented by the driver, as well as directing the driver to undergo further medical evaluation.
- xiiiiv. DOT tests must be completely separate from non-DOT tests in all respects, and DOT tests must take priority over non-DOT tests. DOT tests must be completed before a non-DOT test is begun. The results of a DOT test shall not be disregarded or changed based on the results of a non-DOT test.

#### V. PROHIBITIONS

A driver will not be permitted to report to duty or to remain on duty requiring the performance of a safety-sensitive function if:

##### A. ALCOHOL

- i. The driver has an alcohol concentration of ~~0.02~~ 0.04 or higher as measured on a breath test.
- ii. The driver displays behavior or appearance characteristics of alcohol misuse.
- iii. The driver is under the influence of or is impaired by alcohol, as shown by behavioral, speech, and performance indicators of alcohol misuse.
- iv. The driver possesses alcohol while on duty.
- v. The driver uses alcohol during duty performance.
- vi. The driver has used alcohol within the four hours prior to performing duties.
- vii. The driver has had an accident within the last eight hours and has not taken a breath test showing clearance from prohibited alcohol levels.
- viii. The driver has refused to take a breath test for alcohol use.
- ix. The driver is taking any prescription or non-prescription medication containing alcohol, even if the driver has notified the driver's supervisor of the medication use.

##### B. CONTROLLED SUBSTANCES

- i. The driver uses any controlled substance, unless the use is pursuant to a physician's written certification stating that the use does not adversely affect the driver's ability to safely operate a motor vehicle.
- ii. A supervisor or administrative employee has actual knowledge that a driver has used a controlled substance.
- iii. The driver has a **verified** positive ~~confirmed~~ test for a controlled substance.
- iv. The driver displays behavior or appearance characteristics of controlled substance use.
- v. The driver has refused to take a controlled substance test.

##### C. REFUSAL TO TEST

A driver has refused to take an alcohol or controlled substance test if s/he:

- i. Fails to appear for any test as directed by the School District.

- ii. Fails to remain at the testing site until the testing is complete.
- iii. Fails to provide a urine specimen.
- iv. Fails to provide a sufficient amount of urine when there is no adequate medical explanation for the failure.
- v. Fails to permit a directly observed or monitored collection.
- vi. Fails or declines to take a second test the School District or collector has directed.
- vii. Fails to undergo a medical examination or evaluation as directed by the MRO as part of the verification process or as directed by the DER when the urine sample was insufficient.
- viii. Fails to cooperate with any part of the testing process (e.g. refuses to empty pockets when directed to do so, behaves in a confrontational way that disrupts the collection process).
- ix. Has a verified adulterated or substituted test result.

**D-** STANDING DOWN EMPLOYEES

Stand-down is “the practice of temporarily removing an employee from the performance of safety-sensitive functions based only on a report from a laboratory to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed verification of the test result.”

- i. DOT regulations prohibit employers from standing employees down, before the MRO has completed verification of the test result.
- ii. A verified test is a drug test result or validity testing result from an HHS-certified laboratory that has undergone review and final determination by the MRO.
- iii. The District may assign a driver non-driving duties pending the receipt of a verified test result when the District has reasonable suspicion to believe the employee is impaired.
- iv. When the District does remove an employee from service, following verification of the drug test result, it will do so consistent with the confidentiality requirements, within its control, imposed by law.

**VI- REFERRAL AND TREATMENT**

A driver who violates any of the Prohibitions in this Policy shall be advised of the resources available to the driver for evaluating and resolving problems associated with the misuse of alcohol or use of controlled substances, including the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs.

A driver who violates any of the Prohibitions in this Policy must be evaluated by a SAP who shall determine what assistance, if any, the driver needs in resolving problems associated with alcohol misuse or controlled substance use. The driver will not be permitted to perform safety-sensitive duties for any employer until and unless he or she completes the SAP evaluation, referral, and education/treatment process.

If the driver is identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use, the driver must be evaluated by a SAP to determine if the driver has properly followed the prescribed rehabilitation program. The driver must be subject to unannounced follow-up alcohol and/or controlled substance tests upon return-to-duty.

The SAP will provide a written report directly to the DER highlighting the SAP’s specific recommendations for a course of education and treatment with which the driver must comply prior to returning to the performance of safety-sensitive functions. Neither the driver nor the School District shall seek a second SAP’s evaluation in order to obtain another recommendation. Only the SAP who made the initial evaluation may modify his or her initial recommendations.



If the SAP recommends that the driver continue treatment, aftercare or support group services after returning to safety-sensitive duties, the School District may require the driver to participate in the recommended treatment or services as part of the return-to-duty agreement.

These requirements do not apply to drivers refusing to be tested or drivers having a pre-employment test of 0.04 or more.

The School District is not required to return a driver to safety-sensitive duties just because the driver complies with the SAP's recommendations.

#### **~~VII.~~ EDUCATIONAL MATERIALS**

Each driver shall receive educational materials that explain: (1) the alcohol misuse prevention requirements; (2) the School District's policies and procedures; (3) the identity of a contact person knowledgeable about the materials; (4) factual information on the effects of controlled substance use and alcohol misuse on personal life, health and safety; (5) where help can be obtained, including information regarding the School District's Employee Assistance Program; (6) categories of employees subject to testing; (7) a description of prohibited conduct and the circumstances that trigger testing; (8) testing procedures and safeguards; (9) what constitutes a refusal to submit to testing and the consequences; (10) signs and symptoms of an alcohol or controlled substance problem; (11) consequences for drivers with an alcohol test level of 0.02 or more but less than 0.04; and (12) the consequences of violating the rules in this Policy. The District's staff will prepare and distribute appropriate educational materials as provided for in this section.

#### **~~VIII.~~ MAINTENANCE OF RECORDS**

Upon written request, a driver is entitled to obtain copies of any School District records concerning the driver's use of alcohol or controlled substances, including test results.

The School District shall not release individual test results or medical information about a driver to third parties without the employee's specific written consent to the release of a particular piece of information to a particular person or organization. Notwithstanding this prohibition, the School District may release information pertaining to a driver's drug or alcohol test without the employee's consent in certain legal proceedings.

#### **~~IX.~~ DISCIPLINARY ACTION**

Employees who violate any prohibition in this Policy will be subject to disciplinary measures, including employment termination. Likewise, employees whose test results are positive for alcohol or controlled substances are subject to disciplinary actions, including employment termination. The same disciplinary consequences face individuals who provide false information in connection with the testing process or who fail to cooperate with the District's efforts to fulfill its testing obligations.

#### **X. OTHER POLICIES**

**This Policy does not supersede any other School District policy pertaining to alcohol misuse or controlled substance use by School District employees, except to the extent that this Policy is specific to drivers performing safety-sensitive functions. To the extent permitted by federal law, this Policy is to be interpreted consistent with Oklahoma's Act regarding drug and alcohol testing of personnel.**

**GUTHRIE SCHOOL DISTRICT  
BUS DRIVER CONSENT FOR RELEASE OF INFORMATION  
FROM DOT-REGULATED EMPLOYER(S)**

I, \_\_\_\_\_, hereby agree to allow any of my former Department of Transportation (“DOT”) regulated employers, who have employed me within two (2) years of the date that I applied for a position with the School District, to release information concerning my prior drug and alcohol tests and results. This is for any position I held which required the performance of safety-sensitive duties. I understand that the School District is required by law to obtain my consent in writing, and my signature below authorizes any of my former DOT-regulated employers to release the following information to the School District:

1. Alcohol tests with a result of 0.04 or higher alcohol concentration;
2. Verified positive drug tests;
3. Refusals to be tested (including verified adulterated or substituted drug test results);
4. Other violations of DOT agency drug and alcohol testing regulations; and
5. Documentation of the successful completion of the return-to-duty requirements (if I have violated a drug or alcohol regulation).

I further agree to turn over copies of any documentation or information I have in my possession that relates to the five (5) areas described above. I understand that if I refuse to consent in writing to the release of the above information, federal law prohibits me from performing safety-sensitive duties.

By signing below I acknowledge that I have read, understand and agree to the foregoing. I also acknowledge and affirm that I have provided the School District with a complete listing of my former employers, including my former DOT-regulated employers.

\_\_\_\_\_  
Driver (Print name)

\_\_\_\_\_  
Driver (Signature)

\_\_\_\_\_  
Date

***For School District Use Only:***

	<i>(date)</i>	<i>(District employee initials)</i>
<i>Consent form provided to bus driver:</i>	_____	_____
<i>Consent form returned from bus driver:</i>	_____	_____
<i>Consent declined:</i>	_____	_____

**BUS DRIVER QUESTIONNAIRE**

- 1. Have you ever tested positive on any pre-employment drug or alcohol test administered by an employer to which you applied for, but did not obtain, safety-sensitive transportation work during the past two (2) years? \_\_\_\_\_  
Yes \_\_\_\_\_  
No
  
- 2. Have you ever refused to take any pre-employment drug or alcohol test administered by an employer to which you applied for, but did not obtain, safety-sensitive transportation work during the past two (2) years? \_\_\_\_\_  
Yes \_\_\_\_\_  
No
  
- 3. If you answered “Yes” to Question 1 or 2, have you successfully completed the return-to-duty process? \_\_\_\_\_  
Yes \_\_\_\_\_  
No
  
- 4. If you answered “Yes” to Question 3, can you provide documentation of your successful completion of the return-to-duty process? \_\_\_\_\_  
Yes \_\_\_\_\_  
No

If you desire to provide any comments to supplement your answers to questions 1-4 above, please do so below:

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**~~WIRELESS TELECOMMUNICATION DEVICES – EMPLOYEES~~**

~~Employees shall limit their use of personal wireless telecommunication devices when employees are performing work related functions in school or at school related activities. Wireless telecommunication devices include, but are not limited to, cellular telephones, pagers, personal digital assistants, camera technology, phones with audio record capabilities, or similar devices. The term “cell phone” includes but is not limited to cellular phones, mobile phones, VoIP, iphones, smart phones, internet phones or similar devices.~~

~~Any use of telecommunication devices during work hours should not interfere with assigned duties and related professional responsibilities. Calling, electronic mailing, instant or text messaging, picture messaging, accessing unauthorized sites, uploading or downloading, gaming, web surfing, or the use of any feature or application during class time and when employees are responsible for students is strictly prohibited because it diverts attention from instructional and supervisory responsibilities and detracts from the learning environment. Likewise, these activities are not permitted when employees (engaged in primarily non instructional activities) are on work time, as distinguished from lunch or break periods.~~

~~No individual shall use any wireless telecommunication device while operating a district vehicle.~~

~~Personal telecommunication devices shall be turned off and out of sight in locations deemed “private areas.” “Private areas” include but are not limited to restrooms, locker rooms, and changing rooms. The use of audio/visual recording and camera features are strictly prohibited in these areas.~~

~~Many existing devices have the capability for photographs, video, or audio recording. Staff members must not record conversations or events via audio or video without first advising all affected individuals of the intent to make a recording. Employees are prohibited from using cell phones and other telecommunication devices while in areas such as restrooms, locker rooms, and changing rooms. Employees should only share their personal telecommunication devices with students for educational or academic purposes or in an emergency situation. In instances involving students, no audio or video recording may be made without the written authorization of the site principal or superintendent. Administrative approval of recordings of students will take into consideration whether prior approval for recording has been obtained from parents or guardians of students and whether the recording would identify a specific category of students such as special education students.~~

~~Staff members are required to limit communication with students via computers or wireless telecommunication devices to matters concerning the student’s education or extra-curricular activities for which the staff member has assigned responsibility. Even when communication involves education or district related matters, employees should avoid frequent electronic mailing—particularly when messaging is to a single student. Communications to students must, at all times, be professional in words and tone, related to school matters, and limited to essential communications.~~

~~Staff members are prohibited from engaging in unauthorized exchanges with students via social networking sites including but not limited to MySpace, Facebook, Xanga, Twitter, blogging and similar sites and any staff member who does so in violation of this policy—acts outside the scope of his or her employment. Unauthorized exchanges include but are not limited to “friending and friend requesting,” “following,” “messaging,” “posting,” or “instant messaging.” No staff member may establish an internet site for the purpose of communicating with students regarding school matters without the express written permission of the superintendent or other designated school official. No staff member shall communicate with students via his or her personal social networking site or account. In the event a staff member has an existing account and wishes to engage in authorized communication with students, the staff member shall establish a separate account (containing solely educational and work-related information) to form an approved site or group for student communication purposes.~~

~~Employees who engage in job-related wireless or similar communications with students are required to publish to classes or extracurricular activity participants, the teacher's or sponsor's guidelines for communicating with students. Guidelines shall include references to the employee and student wireless telecommunication policies and shall state the site's purpose, name of the site administrator, the anticipated content of the site (ie: announcements, schedules, pictures, awards, etc.), instructions for site access, and the site's approval by the superintendent or other designated school official.~~

~~In instances where a student's communications, with the instructor, sponsor or those in similar relationship to the student, are inappropriate or personal and outside permissible school boundaries the employee has the responsibility to stop the inappropriate communication, report the communication to his or her supervisor and take prompt action to re-direct the student's communication.~~

~~**Warning:** — The taking, disseminating, 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, disseminating, 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.~~

***PERSONAL WIRELESS DEVICES AND ELECTRONIC ACCOUNTS - EMPLOYEES***

The district requires that all individuals devote their full attention to education while at school or during educational activities. Accordingly, the district expects both employees and students to limit their use of personal wireless devices (including, but not limited to, hand-held mobile telephones) and personal electronic accounts at school or when engaged in district-related activities. Wireless devices include, but are not limited to, cell phones, laptops, cameras, GPS systems, any type of device capable of intercepting or recording a conversation, any type of device capable of providing visual surveillance or images, recorders, Google Glass, etc. Electronic accounts include, but are not limited to, accounts that allow digital communication such as email and social media accounts.

Google Glass and similar technology is prohibited on campus by all individuals at all times. Regardless of the type of technology used, no individual may make any type of surreptitious recording of others on district property. Additionally, no person may use any type of technology to remotely monitor, listen to, or view actions occurring at school or school activities. Personal wireless devices not otherwise prohibited shall be turned off and out-of-sight in locations such as restrooms, locker rooms, changing rooms, etc. ("private areas"). The use of any audio/visual recording and camera features are strictly prohibited in private areas. Students who observe a violation of this provision shall immediately report this conduct to a teacher, coach, or the building principal. Employees who observe a violation of this provision shall immediately report this conduct to a supervisor, the building principal or other administrator.

Personal wireless devices may only be used during work time if the use of the device furthers the employee's performance of his/her professional responsibilities. No employee may use work time to engage in any personal electronic or digital communication, Internet activity, gaming, etc.

Employees will make reasonable efforts to use district resources rather than personal wireless devices or personal electronic accounts for electronic or digital communications with other employees, parents, and students and for tasks related to their employment. By using personal wireless devices or personal electronic accounts to communicate with other employees, parents, and students or to perform tasks related to their employment, employees acknowledge that they are creating records that may be subject to Oklahoma's laws related to Open Records (51 OKLA. STAT. § 24A.1 et seq.). Employees consent to retain and provide access to such communications or records to school district administration upon request. This consent survives any changes in the employment relationship.

Except for authorized transportation employees, no individual may use any personal wireless device while operating a district vehicle or while conducting school business in a personal vehicle.

Authorized Transportation employees are permitted to utilize cell phones for business reasons to make or receive voice calls while operating a school bus or van, provided:

- the employee is using "hands free" technology to make the calls; or
- the employee has safely pulled the vehicle to the side of the road or is otherwise stopped and not impeding the flow of traffic;

Transportation employees are not permitted to text or otherwise use a personal wireless device while operating a district vehicle except as necessary to communicate with law enforcement officials, emergency services, or to and from the district's central dispatch transportation department.

Personal wireless devices may not be used to photograph or record conversations or events outside private areas without first obtaining consent to record from all parties. In the case of students, permission from the building



principal must be obtained. Administrative approval for recordings of students will take into consideration whether prior approval has been granted from parents/guardians and whether the recording would identify a specific category of students such as special education students.

Personal wireless devices may only be shared with students for emergency use.

No employee may use a personal wireless device to engage in conduct which is illegal or which could be construed as inappropriate conduct with a student or students. In the event an employee receives an inappropriate electronic or digital communication from a student or parent, the communication must be promptly reported to the employee's supervisor.

The district fully acknowledges that personal wireless communications devices are the personal property of the employee. Unless an administrator has reasonable suspicion that an employee's personal equipment contains prohibited content, an administrator may not inspect an employee's personal equipment without the employee's express consent.

**Warning:** Possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images, photographs, or communications, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic or digital communication) may constitute a CRIME under state and/or federal law. Any person possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images, photographs, or communications 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.

## TRANSFER POLICY

A request for a transfer into this District initiated by or on behalf of a nonresident student will be approved or refused in accordance with this policy. The transfer of a student whose resident District does not offer the grade the student is entitled to pursue will be approved if the student resides within the transportation area of this School District.

### Transfer

1. **Open Transfer:** Applications for Open Transfers must be submitted between January 1st and May 31st for the subsequent school year. Once approved, Open Transfers are valid only for the duration of the school year for which the application is made. A new application must be submitted each school year.
2. **Emergency Transfer:** Applications for an Emergency Transfer may be submitted at any time, but must specify the school year for which the Emergency Transfer is sought. Once approved, Emergency Transfers are only effective for the duration of the school year for which the application is made. A new application will be required each school year and the application must show one of the grounds for emergency discussed in this policy.

Applications for both Open and Emergency Transfers are available at the Oklahoma State Department of Education website under Student Transfers. Additionally, Applicants for any transfer must complete and submit both the District's Application Form (ATTACHMENT A) and the Transfer Student Consent to Cancellation of Transfer (ATTACHMENT B). The District will not approve an application for an open or emergency transfer that is submitted without these completed forms. Transfers will be approved on a student-by-student basis in accordance with the policy provisions set out below. Siblings must apply individually.

A student whose family relocates from the school district may continue attendance to the end of the current school year provided the student began the school year in the school district without the need for an emergency transfer application. Parents are responsible for transportation. The student may apply for a transfer, pursuant to this policy, for subsequent school years.

### Approval of Transfers:

Once an application for a transfer has been submitted to the District, it will be forwarded to the superintendent or the superintendent's designee for review and shall be considered in accordance with the criteria set forth below. The board of education delegates to the superintendent or the superintendent's designee authority to approve or deny a transfer application pursuant to the criteria listed in this policy.

### Nondiscrimination

The district shall not accept or deny any transfer application based upon the student's race, color, sex, pregnancy, gender, gender expression, national origin, religion, disability, veteran status, sexual orientation, age, genetic information, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. Failure to meet the criteria in this policy for approval will not be deemed to be rejection for a discriminatory reason.

**Criteria For Approval Or Denial Of ~~Regular~~ Transfers:**

The fact that the District has adopted an ~~open~~ transfer policy does not mean that every transfer application will be accepted. A transfer will be denied if the administration determines the transfer would detract from the educational experience of currently enrolled students or place additional financial or space burdens upon the district.

In addition to the general criteria listed above, ~~a~~ transfer application will **NOT** be approved if this District does not:

1. Provide the courses/educational program(s) in which the applicant desires to enroll or in which this District deems the student is required to enroll in order to comply with state and federal laws and regulations;
2. Have adequate facilities to provide the courses/educational program(s) in which the applicant desires to enroll or in which this District deems the student is required to enroll in order to comply with state and federal laws and regulations;
3. Have adequate space for the student in the courses/educational program(s) in which the applicant desires to enroll or in which the District deems the student is required to enroll in order to comply with state and federal laws and regulations. The administration may reserve preferred space for resident students or new resident students reasonably anticipated to move into the District during the school year. Thus, the District may deny a transfer if approval would result in:
  - A. Placing a financial or education burden on District facilities or staff in the courses/educational programs the student would attend;
  - B. Exceeding class size limitations set by state law or District policy in such courses; or,
  - C. Exceeding a percentage of such class size limitations as set by the Superintendent or designee. The administration may determine that a percentage of class size mandates should be reserved for later resident enrollment to prevent the exceeding of class size limits later in the school year due to additional enrollment of reasonably anticipated new resident students.
4. Have current personnel needed to provide the grade/courses/programs in which the applicant desires to enroll.

A transfer will **NOT** be approved if the student:

Has a disciplinary record which provides a reasonable basis to determine the applicant would present a discipline problem if enrolled. Such a reasonable basis will exist if school discipline or court records of the student, from any public or private school within or without the State of Oklahoma or any court within or without the State of Oklahoma, show the student at any time:

- A. Has violated school regulations;
- B. Has committed an act commonly regarded as being immoral;
- C. Has been adjudicated as a delinquent for ~~an~~ **either a violent or nonviolent** offense ~~that is not a violent offense~~ under relevant Oklahoma law;
- ~~D. Has been adjudicated as a delinquent for an offense that is a violent offense under relevant Oklahoma law;~~

- ~~ED.~~ Has been convicted as an adult for **either a violent or nonviolent offense under relevant Oklahoma law; an offense defined in relevant Oklahoma law as an exception to a nonviolent offense;**
- ~~F.~~ ~~Has been convicted as an adult for an offense defined in relevant Oklahoma law as a violent offense;~~
- ~~GE.~~ Has committed on school property, in school transportation, or at a school event a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or others;
- ~~HF.~~ Has possessed on school property, in school transportation, or at a school event an alcoholic beverage, ~~low point beer as defined by relevant Oklahoma law,~~ a wireless telecommunication device, or missing or stolen property found to have been taken from a student, school employee, or the school during school activities; or,
- ~~IG.~~ Has possessed on school property, while in school transportation, or at a school event a dangerous weapon or a controlled dangerous substance as defined by relevant Oklahoma law, or a prescription or non-prescription mood altering substance.

A transfer will **NOT** be approved if the applicant:

1. Fails to complete **and submit** the Application Form (**Attachment A**), provide the District with sufficient educational records, or inform the District in detail of the grades/courses/programs in which the student desires to enroll or participate if the application is accepted so that the criteria above can be applied within the time deadlines set by law for the approval or rejection of a transfer. All such records must be supplied to the District in time for District personnel to make a reasonable review of such records in applying the approval/denial criteria set by this policy. This is particularly important for students with disabilities because all documentation of the resident district will need to be reviewed to make a preliminary determination as to whether the District has the appropriate programs, staff, and services to provide the applicant with the education and services set forth in the student's IEP or Section 504 Accommodation Plan, and, if a preliminary approval determination is made, to prepare for and conduct a joint IEP or Section 504 conference with the resident district prior to any final approval or rejection of the transfer application. All applicants must consent in writing to the release of educational records from previous schools attended, and applicants for students with disabilities must consent in writing to forward to this District whatever confidential records this district deems is necessary to review in applying the approval/denial criteria of this policy. The Superintendent or designee has authority to amend **Attachment A** by regulation to include additional information needed to review an application request.
2. **Fails to complete the Transfer Student Consent to Cancellation of Transfer (ATTACHMENT B);**
3. Fails to timely submit a completed application; or,
4. Provides incorrect information on the application request.

**Delegation Of Approval Authority To Superintendent Or Superintendent's Designee:**

The Board of Education delegates to the Superintendent or the Superintendent's designee authority to approve or deny a transfer application pursuant to the criteria listed in this policy.

**First Priority For Transfer Openings Will Be Reserved For Children Of District Employees:**

Subject to the foregoing criteria for approval or denial of regular transfers, priority for transfers first will be given to applications for the enrollment of nonresident students who are children of District employees. Transfer requests for such children will be numbered as received, and the District shall consider requests on a first-come, first-serve basis. Any currently enrolled District student who is a child of a District employee for whom a regular transfer has been approved in the past and any sibling of such student will be given priority if an application is filed before ~~February 1<sup>st</sup>~~ **May 31<sup>st</sup>**, and the first-come, first-serve list will be compiled only after such current students and their siblings have been placed on the list.

**Second Priority For Transfer Openings Will Be Reserved For Children Of Parents Who Work Within The Geographical Confines of the School District:**

Second, subject to the foregoing criteria for approval or denial of regular transfers, priority for transfers will be given to applications for the enrollment of nonresident students who are children of parents who work within the geographical confines of this School District. Transfer requests for such children will be numbered as received, and the District shall consider requests on a first-come, first-serve basis. Any currently enrolled District student who is a child of a parent working within the geographical confines of this School District for whom a regular transfer has been approved in the past and any sibling of such student will be given priority if an application is filed before ~~February 1<sup>st</sup>~~ **May 31<sup>st</sup>**, and the first-come, first-serve list will be compiled only after such current students and their siblings have been placed on the list.

**~~Time Of Receipt Of Applications Determines Order Of Review:~~**

**All other transfers will be considered on a non-priority basis.** Transfer requests will be numbered as received, and the District shall consider requests on a first-come, first-serve basis. All transfer applications received by this District shall be dated and time-stamped. Any currently enrolled District student for whom **an regular open** transfer has been approved in the past and any sibling of such student will be given priority if an application is filed before ~~APRIL 1<sup>ST</sup>~~ **May 31<sup>st</sup>**, and the first-come, first-serve list will be compiled only after such current students and their siblings have been placed on the list.

**Time Deadlines for Open Transfers**

An application for an open transfer must be submitted on a form approved by the State Board of Education, completed by the parent or person having custody of the student, and filed with the district's superintendent not later than May 31st of the school year preceding the school year in which the transfer is requested. Additionally, the parent or person having custody of the student must complete and submit both the District's Application Form (ATTACHMENT A) and the Transfer Student Consent to Cancellation of Transfer (ATTACHMENT B). On or before May 31st of the school year preceding the school year in which the transfer is requested, the district will notify all resident school districts that an application for the transfer has been filed by a student enrolled in the resident school district. This district shall approve or deny the application by July 15th and shall notify the parents of the students, in writing, of the decision. If the transfer is approved, the student/parent have until August 1 to notify this district, in writing, that the student will be enrolling in this district. Failure of the parents to notify this district as required, in writing, may result in loss of the student's right to enroll in this district for the ensuing school year. By September 1, this district will inform the State Board of Education and the resident district, in writing, of the students who have been granted transfers and their grade levels.

**Emergency Transfers**

Students may be granted a transfer on an emergency basis. The parent or person with custody must submit a completed application to the superintendent or superintendent's designee on a form approved by the State Board of Education. Additionally, the parent or person having custody of the student must complete and submit both the

District's Application Form (ATTACHMENT A) and the Transfer Student Consent to Cancellation of Transfer (ATTACHMENT B). On an adequate showing of an emergency, the superintendent may approve a transfer, subject to approval of the State Board of Education. An emergency shall include proof provided by the parent of:

1. The inability of the resident district to provide an education to the transfer applicant due to the destruction or partial destruction of a school building attended by the student; or
2. The inability of the resident district to offer the subject the student desires to pursue, PROVIDED the student became a legal resident of this receiving district after February 1 of the school year immediately prior to the school year for which the pupil is seeking the transfer; or
3. A catastrophic medical problem of the student, which means an acute or chronic serious illness, disease, disorder or injury which has a permanent detrimental effect on the body's system or makes the risk of harm unusually hazardous, such that removal from the resident district is medically needed; or
4. The total failure of the resident district to provide transportation to and from school; or
5. The concurrence of both the resident school district and this receiving district (with the Sending District's Superintendent's Signature on the Application); or
6. The unavailability of remote or on-site Internet based instruction by course title in the resident district for a student identified in need of drop-out recovery or alternative education services as a result of the resident district's intake and screening procedures, PROVIDED the student was enrolled at any time in a public school of this state during the previous three (3) school years; or
7. The unavailability of a specialized deaf education program for a student who is deaf or hearing impaired. In coordination with the parent of a transferring student, a transfer on this ground may be processed and treated as an IEP Service Agreement; or
8. The student having been a victim of bullying which was reported to the sending school district. Prior to granting a transfer pursuant to this ground the district will verify that the student was the victim of bullying as defined by the statute and that the sending school district received a report of bullying.

Applications for approval of an emergency transfer will not be deemed complete and submitted to the district for consideration until the parent has submitted to the district both (a) the State Board of Education approved emergency transfer application, and (b) the parent signed ATTACHMENT B, which will cancel the transfer if the conditions stated in the Attachment occur. This district shall have complete discretion as to whether to approve or not to approve an emergency transfer which is based upon prior approval of the resident district.

Prior to cancelling an emergency transfer, this district will notify the parent, in writing, of the date and time when the superintendent or superintendent's designee will be considering the transfer's cancellation.

### **Open & Emergency Transfers**

#### **Transportation**

Parents will be required to provide transportation to and from school or to and from a regular pre-existing bus stop in the school district.

#### **Nondiscrimination:**



The District shall not accept or deny a regular transfer application based upon the student's ethnicity, national origin, race, color, religion, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude, or athletic ability. Failure to meet the criteria in this policy for approval will not be deemed to be rejection for a discriminatory reason.

#### Students With Disabilities:

If a student with a disability applies for a transfer, the student must supply all documentation of the resident district relating to the student's previous and current IEPs and Section 504 Accommodation Plans so that this District may:

1. Determine whether the District currently has appropriate programs, staff, services and placement needed to fulfill the current or anticipated IEP or Section 504 Accommodation Plan of the student; and,
2. If a preliminary determination is made that the District has the appropriate programs, staff, services and placement needed to fulfill the current IEP or Section 504 Accommodation Plan of the student if the transfer application is approved, conduct the statutorily-required joint IEP or Section 504 conference with the district of residence before a final determination of approval or denial is made.

Notwithstanding the provisions of this policy, students with disabilities may be educated in this district pursuant to special education cooperative agreements between this District and other school districts. Such transfers will not be deemed to be parent- or student-initiated transfer applications governed by this policy.

#### Time Deadlines For Regular Transfers:

An application for a regular transfer must be submitted on a form approved by the State Board of Education, completed by the parent or person having custody of the student, and filed with the superintendent of this District not later than May 31<sup>st</sup> of the school year preceding the school year in which the transfer is requested. On or before May 31<sup>st</sup> of the school year preceding the school year in which the transfer is requested, the District will notify all resident school districts that an application for the transfer has been filed by a student enrolled in the resident school district. This District shall approve or deny the application not later than July 15<sup>th</sup> of the same year in which the application is submitted and shall notify the parents of the students, in writing, of the decision. If the transfer is approved, then by August 1<sup>st</sup> of the same year the parents of the student must notify this School District, in writing, that the student will be enrolling in this School District. **Failure of the parents to notify this School District, in writing, as required may result in loss of the student's right to enroll in this District for the ensuing school year.** By September 1<sup>st</sup> this District will inform the State Board of Education and the resident district, in writing, of the students who have been granted transfers and their grade levels.

#### Athletic and Other Competition:

A transfer student, other than a student granted an emergency open transfer, will not be eligible to participate in school-related interscholastic competition governed by the Oklahoma Secondary School Activities Association ("Association") for a period of one year from the first day of attendance at this District, unless the transfer is from a school district not offering the grade the student is entitled to pursue. Whether a student granted an emergency transfer will be eligible to participate in school-related interscholastic competition shall be determined by the Association.

**Approval of a Transfer Requires Agreement for Cancellation of Transfer**

Approval by this district of any transfer is contingent upon the applicant agreeing, in writing, to cancellation of this transfer by the district during the school year if the student does not comply with the rules and regulations of this district for student behavior, or if the family of the transferred student fails to remain current in financial obligations owed to the district, including, but not limited to, payment for lunches or lost or destroyed district property. The board of education hereby delegates to the superintendent or the superintendent's designee authority to cancel any transfer previously granted by the board of education upon a determination that cancellation is appropriate. The consent form is attached as ATTACHMENT B, which may be amended by administrative regulation.

**Students Seeking a Transfer from a Non-Accredited School or a Home School**

Students currently enrolled in a private school not accredited by a state agency or in a home school are not guaranteed enrollment in the grade/programs/courses in which the applicant desires to enroll. Students desiring to transfer from private schools not accredited by a state agency or from a home school will be required to take all placement tests required of resident students enrolling in the district after attendance in private schools not accredited by a state agency or home schools, and the administration will decide the appropriate placement primarily upon placement test results as per district policy. Accordingly, students applying for a transfer from such schools will be granted a provisional transfer until: (a) test results are reviewed to determine the appropriate grade/courses/programs for the applicant; and (b) the criteria of this policy is then applied to determine if the applicant is eligible for transfer approval. An applicant who does not agree to accept placement based upon such test results and criteria review will be deemed ineligible for an approved transfer and the provisional transfer will be of no effect.

**Acceptance of Assignment Required; Subsequent Change Needs Administrative Approval**

Because approval of transfers is based upon criteria of sufficient programs, staffing, and space needs for the particular applicant, a transfer student must accept the school site, courses, and programs to which the student is assigned by the administration. A transfer student will not be allowed, at the time of or after enrollment, to change the grade/courses/programs in which the student state he/she desired to enroll on the transfer application without specific written permission from the superintendent or superintendent's designee. It will be the responsibility of the transfer student or parent to inform the school official from whom approval for a new assignment is requested that the student is a transfer student, and failure to do so will result in cancellation of the transfer unless excused by the superintendent or designee.

**Emergency Transfers:**

~~Students may be granted a transfer on an emergency basis. The parent or person with custody must submit a completed application on a form approved by the State Board of Education. On an adequate showing of an emergency, the superintendent may approve a transfer, subject to approval of the State Board of Education. An emergency shall include proof provided by the parent of:~~

- ~~1. The inability of the resident district to provide an education to the transfer applicant due to the destruction or partial destruction of a school building attended by the student;~~
- ~~2. The inability of the resident district to offer the subject the pupil desires to pursue, provided the pupil became a legal resident of the school district after February 1 of the school year immediately prior to the school year for which the pupil is seeking the transfer;~~
- ~~3. A catastrophic medical problem of the student, which means an acute or chronic serious illness, disease, disorder or injury which has a permanent detrimental effect on the body's system or makes the risk of harm unusually hazardous, such that removal from the resident district is medically needed;~~

4. ~~\_\_\_\_\_ The total failure of the resident district to provide transportation to and from school; or,~~
5. ~~\_\_\_\_\_ The concurrence of both the resident school district and this receiving District.~~
6. ~~\_\_\_\_\_ The unavailability of remote or on-site Internet based instruction by course title in the resident district for a student identified in need of drop-out recovery or alternative education services as a result of the resident district's intake and screening procedures, PROVIDED the student was enrolled at any time in a public school of this state during the previous three (3) school years; or~~
7. ~~\_\_\_\_\_ The unavailability of a specialized deaf education program for a student who is deaf or hearing impaired. In coordination with the parent of a transferring student, a transfer on this ground may be processed and treated as an IEP Service Agreement; or~~
8. ~~\_\_\_\_\_ The student having been a victim of bullying which was reported to the sending school district. Prior to granting a transfer pursuant to this ground the district will verify that the student was the victim of bullying as defined by the statute and that the sending school district received a report of bullying.~~

~~Applications for approval of a transfer will not be considered unless the parent has signed **Attachment B**, which will cancel the transfer if the conditions stated in the **Attachment** occur. This District shall have complete discretion as to whether to approve or not to approve an emergency transfer which is based upon prior approval of the resident school district.~~

**~~Approval Of A Transfer Requires Agreement For Cancellation Of Transfer:~~**

~~Approval by this District of any transfer is contingent upon the applicant agreeing in writing to cancellation of this transfer by the District during the school year if the student does not comply with the rules and regulations of this District for student behavior, or if the family of the transferred student fails to remain current in financial obligations owed to the District, including, but not limited to, payment for lunches or lost or destroyed District property. The board of education hereby delegates to the Superintendent or the Superintendent's designee authority to cancel any transfer previously granted by the board of education upon a determination that cancellation is appropriate. The consent form is attached as **Attachment B**, which may be amended by administrative regulation.~~

**~~Students Seeking A Transfer From A Non-Accredited School Or A Home School Only Will Be Granted Provisional Approval Pending Review Of Test Results And Application Of Policy Criteria To The Placement Deemed Appropriate:~~**

~~Students currently enrolled in a private school not accredited by a state agency or in a home school are not guaranteed enrollment in the grade/programs/courses in which the applicant desires to enroll. Students desiring to transfer from private schools not accredited by a state agency or from a home school will be required to take all placement tests required of resident students enrolling in the District after attendance in private schools not accredited by a state agency or home schools, and the administration will decide the appropriate placement primarily upon placement test results as per District policy. Accordingly, students applying for a transfer from such schools will be granted a provisional transfer until (a) test results are reviewed to determine the appropriate grade/courses/programs for the applicant and (b) the criteria of this policy is then applied to determine if the applicant is eligible for transfer approval. An applicant who does not agree to accept placement based upon such test results and criteria review will be deemed ineligible for an approved transfer and the provisional transfer will be of no effect.~~

**~~Acceptance Of Assignment Required; Subsequent Change Needs Administrative Approval:~~**

Because approval of transfers is based upon criteria of sufficient programs, staffing, and space needs for the particular applicant, a transfer student must accept the school site, courses, and programs to which the student is assigned by the administration. A transfer student will not be allowed at the time of, or after, enrollment, to change the grade/courses/programs in which the student stated he or she desired to enroll on the transfer application without specific written permission from the superintendent or designee. It will be the responsibility of the transfer student or parent to inform the school official from whom approval for a new assignment is requested that the student is a transfer student, and failure to do so will result in cancellation of the transfer unless excused by the Superintendent or designee.

**ATTACHMENT A**  
**Application Form**

Completion of this form is required of each applicant for a transfer in order to apply the criteria of this policy. Failure to fully and truthfully complete and timely submit this form to the district will result in a denial of the transfer. Completion of this form will be in addition to completion of any form required by the State Board of Education.

1. Full name of student as it appears on the student’s birth certificate:  
\_\_\_\_\_
  
2. Date of student’s birth: \_\_\_\_\_
  
3. Current address of student: \_\_\_\_\_  
\_\_\_\_\_
  
4. Full names of parent(s), guardian(s), or custodian(s) of the student:  
\_\_\_\_\_
  
5. Educational history of the student:
  - A. School district in which student currently resides: \_\_\_\_\_
  
  - B. School in which the student is currently enrolled, if different from above.  
\_\_\_\_\_
  
  - C. If the student has not exclusively attended the school district in which the student is currently enrolled, list the name of each school district and addresses, if known, in which student has ever been enrolled:  
  
School: \_\_\_\_\_  
Dates of Attendance: \_\_\_\_\_  
Grade Completed Upon Leaving District: \_\_\_\_\_  
  
School: \_\_\_\_\_  
Dates of Attendance: \_\_\_\_\_  
Grade Completed Upon Leaving District: \_\_\_\_\_  
  
School: \_\_\_\_\_  
Dates of Attendance: \_\_\_\_\_  
Grade Completed Upon Leaving District: \_\_\_\_\_
  
6. Current or last completed grade of student: \_\_\_\_\_
  
7. Grade in which the student desires to enroll: \_\_\_\_\_
  
8. Courses in which the student desires to enroll in each semester in the coming school year:  
\_\_\_\_\_  
\_\_\_\_\_
  
9. Has the student a disciplinary record for violating school regulations?  
  
Yes    \_\_\_\_\_    No    \_\_\_\_\_

If Yes, state school(s) in which each violation occurred and approximate date(s) of violation(s):

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10. Has the student ever been suspended from school or placed in a alternative education program or setting for disciplinary reasons?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes: For each suspension and alternative program or setting, state the school which suspended or placed the student; the nature of the offense; and approximate date of the suspension or placement, if different from the above:

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11. Has the student been adjudicated as a delinquent for an offense that is not a violent offense under relevant Oklahoma law?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes: State the name of the court making the adjudication; the time of such adjudication; the nature of offense; whether the student is still under any court supervision; and, if so, the name of the person overseeing such supervision:

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12. Has the student been adjudicated as a delinquent for an offense that is not a violent offense under relevant Oklahoma law?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes: State the name of the court making the adjudication; the time of such adjudication; the nature of offense; whether the student is still under any court supervision; and, if so, the name of the person overseeing such supervision:

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13. Has the student been convicted as an adult for an offense defined in relevant Oklahoma law as an exception to a nonviolent offense?

Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes: State the name of the court in which the conviction was entered; the time of the conviction; the nature of the offense; the sentence imposed; whether the student is still under any court supervision; and, if so, the name of the parole officer or other supervisor:

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14. Has the student been convicted as an adult for an offense defined in relevant Oklahoma law as a violent offense?

Yes \_\_\_\_\_ No \_\_\_\_\_



If Yes: State the name of the court making the conviction was entered; the time of the conviction; the nature of the offense; the sentence imposed; whether the student is still under any court supervision; and, if so, the name of the parole officer or other supervisor:

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15. Has the student committed on school property, in school transportation, or at a school event, a violent act or an act showing deliberate or reckless disregard for the health or safety of faculty or others?

Yes  No

If Yes: State the school district attended when the act occurred; the approximate date of the act; and describe what occurred:

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16. Has the student possessed on school property, in school transportation, or at a school event, an alcoholic beverage; low-point beer, as defined by relevant Oklahoma law; an unauthorized wireless telecommunication device; or been involved with missing or stolen property found to have been taken from a student, school employee, or the school during school activities?

Yes  No

If Yes: State, for each separate act, the school district attended when the act occurred; the approximate date of the act; and describe what occurred:

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17. Has the student possessed on school property, while in school transportation, or at a school event, a dangerous weapon or a controlled dangerous substance, as defined by relevant Oklahoma law, or a prescription or non-prescription mood altering substance?

Yes  No

If Yes: State, for each separate act, the school district attended when the act occurred; the approximate date of the act; and describe what occurred:

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18. If the student has been identified as a child with a disability, this district will need to review all such records to make a reasonable determination of whether the district has the facilities, programs, staff, and space to implement the student's current or anticipated Individualized Education Program (IEP) or Section 504 Accommodation Plan, and, if preliminary approval of a transfer is made, to conduct the statutorily-required joint IEP or Section 504 conference with the resident school district. Is the student currently, or has the student been, a child with a disability who received an IEP or Section 504 Accommodation Plan?

Yes  No

If Yes: Brief describe the nature of the disability; the approximate time period in which the student has been, or was, under an IEP or Section 504 Accommodation Plan; and the names of the school districts which implemented the student's plan:

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19. Do you agree to complete the Consent For Release Of Confidential Information, allowing this district to review all educational records of the student from all previous schools attended by the student?

Yes \_\_\_\_\_ No \_\_\_\_\_

ATTACHMENT B
Transfer Student Consent to Cancellation of Transfer

The undersigned, who is not a resident of this District, recognizes:

- 1. That the undersigned non-resident student has a right by law to attend the school district of residence;
2. That the non-resident student desiring to enroll in this District has no statutory right to attend this District;
3. That the District is not required to accept this transfer application; and,
4. That the District does not desire to accept a transfer of a student who will detract from the educational process of resident students or take the place of another transfer applicant who would not detract from that process.

The undersigned hereby agrees that if the District approves a transfer allowing the undersigned student to enroll in this District, the administration of the District has the consent of the undersigned to cancel the student's transfer during the approved enrollment school year if: Reasons for cancellation include, but are not limited to, the following:

- 1. The student fails to comply with student behavior rules set by the District, school, or teacher;
2. The parent(s), or student 18 years of age or older, fails to promptly pay financial obligations owed to the District, including payments owed, but not limited to, school lunches and for lost or destroyed District property;
3. The student does not have a valid excuse for failure to attend school;
4. The superintendent or board determine that due to a financial shortfall occurring at any time or over-enrollment causing crowded classrooms or programs that it is necessary to cancel any transfer for the best interests of the students who reside in the district; or
5. The best interest of the district

The undersigned also is informed that this consent to cancellation is a necessary component for continued enrollment after transfer acceptance, and thus the consent may not be withdrawn at any time in the future.

The undersigned also understands that although the administration will notify the parent(s), or student 18 years of age or older, of any cancellation, the undersigned understands and agrees that the determination of the administration that a cancellation is to be effected will be final, that the undersigned will have no right to appeal that determination to the District's Board of Education, and that after cancellation, the administration will send the educational records of the student to the student's resident school district or to such other school district as the undersigned directs.

By signing this agreement, I affirm that I have read and understand the above conditions concerning acceptance of the transfer application and my consent to District authority to cancel the transfer, if granted, for the reasons stated above.

EXECUTED this \_\_\_ day of \_\_\_, 2\_\_\_.

Signature of Parent Applying for a Transfer

Printed Name of Parent Applying for a Transfer

\_\_\_\_\_  
Signature of Student 18 Years of Age or Older

\_\_\_\_\_  
Printed Name of Student 18 Years of Age or Older

## ADMINISTRATION OF MEDICINE TO STUDENTS

### Purpose

The purpose of this policy is to identify when district personnel are authorized to administer medication to students, when students are authorized to self-medicate and how district personnel will maintain, administer, monitor and dispose of student medication.

### Definitions

For purposes of this policy, these terms have the following definitions:

"Medicine" or "medications" includes prescription medications, **opiate antagonists** and over-the-counter medicines such as but not limited to aspirin, cough syrup, medicated ointments and any other item used to treat an illness, disease or malady. This term shall not include "Sunscreen" as defined below.

"Parent" means a parent, a court appointed guardian or a person having legal custody.

"Sunscreen" means a compound topically applied to prevent sunburn.

### Policy

Under Oklahoma law, a school nurse, an administrator or a designated school employee may administer prescription and nonprescription medications and assist in applying sunscreen to students. Only designated employees who have successfully completed specific training in the administration of nonprescription and prescription medications may administer medication to students with legitimate health needs.

Except as provided in this policy and in the district's Student Diabetes Care and Management policy, students may not retain possession of or self-administer any medicine. Violation of this rule will be reported to the student's parent and may result in discipline, including out-of-school suspension.

As further set out below, the district retains the discretion to reject requests for the administration of medication or application of sunscreen and to discontinue the administration of medication or application of sunscreen.

The parent must deliver the student's medicine to the school nurse or school administrator in its original container with the parent's written authorization for administration of the medicine. Sunscreen for application by a school nurse must be delivered to the school nurse or school administrator in its original container with the parent's written authorization for application of sunscreen. The parent's authorization for either administration of medicine or application of sunscreen must identify the student, the medicine or sunscreen, and include or refer to the label for instructions on administration of the medicine. The school nurse, an administrator or a designated employee will administer the medicine to the student or assist the student in applying sunscreen pursuant to the parent's instructions and the directions for use on the label or in the physician's prescription. The parent must complete a new authorization form annually and for each change of medication or sunscreen. The district will maintain the authorization form as a part of the student's health record. Authorization forms will be available in the principal's office. A parent who

chooses to do so may come to the school and personally dispense medication or apply sunscreen to the student.

The administration of each school will keep a record of the students to whom medicine is administered or sunscreen is applied, the date of administration or application, the person who administered the medicine or applied the sunscreen, and the name or type of medicine or sunscreen administered.

Medications and sunscreen will be stored in a separate locked drawer or cabinet that is readily accessible only to the persons who will administer the medication or apply the sunscreen. Medications requiring refrigeration will be refrigerated in a secure area.

Any person administering medicine or applying sunscreen to a student will participate in training by October 1 of each year conducted by a school nurse or other health care professional. The training will include:

- Review of state statutes and school rules and regulations (including this policy) regarding administration of medication and application of sunscreen by school personnel;
- Procedures for administration, documentation, handling and storage of medication; and
- Medication needs of specific students, desired effects, potential side effects, adverse reactions and other observations.

Only those persons who successfully complete the training are authorized to administer medication or apply sunscreen. Each school site will maintain a current list of those authorized to administer medication and apply sunscreen at that site.

students who are able to self-administer specific medications, such as inhaled asthma medication or anaphylaxis medication, **replacement pancreatic enzymes**, or use specialized equipment, such as an inhaler or Epinephrine injector, may do so provided such medication and specialized equipment are transported and maintained under the students' control in compliance with the following rules:

- A licensed physician or dentist must provide a written order that the student has a particular medical condition (asthma, anaphylaxis, **cystic fibrosis**, etc.), is capable of and has been instructed in the proper method of self-administration of medication. It is the parent's responsibility to contact the physician and have the physician complete and return the required order.
- The parent must provide a written authorization for self-administration of medication.
- Parents who elect self-medication understand and agree that the district, its agents and employees shall incur no liability for any adverse reaction or injury the student suffers as a result of self-administration of medication and/or use of specialized equipment.
- The written authorization will terminate at the end of the school year and must be renewed annually.



- If the parent and physician authorize self-medication, the district is not responsible for safeguarding the students' medications or specialized equipment.
- Students who self-medicate are prohibited from sharing or playing with their medication or special equipment. If a student engages in these activities the parent will be contacted and a conference will be scheduled with the parent, student, nurse and other appropriate persons.
- Students will not be allowed to self-administer:
  - Narcotics;
  - Prescription pain killers;
  - Medication used to treat ADD/ADHD or other psychological or behavior disorders; and
  - Other medication hereafter designated in writing by the district.
- Except as otherwise provided by an individual student's school health plan, students may self-administer non-diabetes and non-anaphylaxis-related injectables only in the school office in the presence of authorized school personnel. Diabetes-related injectables will be administered in accordance with the district's Management of Students with Diabetes policy.
- Students who self-medicate are encouraged to wear Medic Alert bracelets or necklaces.
- The parent will provide an emergency supply of a student's inhaled asthma medication or anaphylaxis medication **or replacement pancreatic enzymes** to be administered by school personnel, as required by state law.

Students who are able to self-apply sunscreen may do so provided such sunscreen is regulated by the Food and Drug Administration. Students may self-apply sunscreen without the written authorization of a parent, legal guardian or physician. All students are permitted to possess sunscreen that is regulated by the Food and Drug Administration.

#### Sunscreen

School staff will only assist the student in applying sunscreen with the parent's written authorization and according to label directions or, if applicable, written instructions from the student's physician. The sunscreen must be in the original container indicating:

- Ingredients; and
- Directions for Application.

Nonprescription Medication

School staff will only administer nonprescription medication with the parent's written authorization and according to label directions or written instructions from the student's physician. The medication must be in the original container that indicates:

- Student name (affixed to the container);
- Ingredients;
- Expiration date;
- Dosage and frequency;
- Administration route, i.e., oral, drops, etc.; and
- Other directions as appropriate.

School staff will only administer aspirin (acetylsalicylic acid) and products containing salicylic acid with written instructions from the student's physician. The parent must provide and maintain a supply of nonprescription medication for the student.

Prescription Medication

School staff will only administer prescription medication with written authorization and instructions. Prescription medication must be in the original container that indicates:

- Student name;
- Name and strength of medication and expiration date;
- Dosage and directions for administration;
- Name of the licensed physician or dentist;
- Date, name, address and phone number of the pharmacy.

The parent must provide and maintain the supply of prescription medication for the student.

The parent must reclaim any remaining medication by the last official day of school closing or within seven days after the prescribing physician discontinues the medication. The school nurse or designated employee will destroy in a nonrecoverable fashion in the presence of a witness any medication not timely reclaimed. The person who destroys the medication will record the following information:

- Date of destruction;
- Time of destruction;
- Name and quantity of medication destroyed; and

- Manner of destruction of medication

Any and all controlled substances will be destroyed according to state law.

The school nurse or designated employee will advise the principal or designee if discontinuance of medication to a student is appropriate and assist in informing the parent. Legitimate reasons for discontinuing administration of medication include, but are not limited to the following:

- A legitimate lack of space or facility to adequately store specific medication;
- Lack of cooperation by the student, parent and/or prescribing doctor and the district;
- An unexpected and/or adverse medical reaction to the medication at school, i.e., mood change, allergic reaction, etc., considered to be harmful to the health and well-being of the student;
- Any apparent change in the medication's appearance, odor, or other characteristics that raise reasonable doubts about the quality of the medication; and
- The medication expiration date has passed.

#### **Administration of Opiate Antagonists (e.g., Narcan) by District Personnel**

District medical personnel (certified school nurse or any other nurse employed by or under contract with the district) or any other person designated by the Superintendent may administer an opiate antagonist for a suspected opiate overdose by a student or other individual exhibiting signs of an opiate overdose.

The Superintendent may authorize one or more district employees to receive training offered by the Department of Mental Health and Substance Abuse Services, a law enforcement agency or any other entity in recognizing the signs of an opiate overdose and administering an opiate antagonist. The Superintendent may designate persons to receive this training who have been required to receive annual training in cardiopulmonary resuscitation and the Heimlich maneuver (70 Okla. Stat. §1210.199). Furthermore, if a person or persons designated and trained to administer an opiate antagonist are absent, the Superintendent or designee may authorize any person to administer an opiate antagonist to a student or other individual exhibiting signs of an overdose.

Any person administering an opiate antagonist to a student or other individual at a school site or school-sponsored event, in a manner consistent with addressing opiate overdose, shall be covered by Oklahoma's Good Samaritan Act. In the event of a suspected overdose, the district and its employees or designees shall be immune from civil liability in relation to the administration of an opiate antagonist.

Reference: OKLA. STAT. tit. 70 § 1-116.2, 70 § 1-116.3

Okla. Stat. tit. 70 § 1210.199

Okla. Stat. tit. 70 §1210.242

Okla. Stat. tit. 63 §1-2506.1

Guthrie Public Schools
Parental Authorization to Administer Medicine or Assist with Application of Sunscreen

TO: \_\_\_\_\_ (Administrator) \_\_\_\_\_ (School)

I am the parent, guardian or legal custodian with legal custody of \_\_\_\_\_, a minor student attending this school.

- ☐ This student requires medication (not including sunscreen) at intervals during the school day. I hereby give my consent and authorize the school nurse, the principal, or \_\_\_\_\_ (an employee of the School District designated by the school nurse, the principal, and me) to administer:
☐ \_\_\_\_\_ (name of drug), a non-prescription medication which I am hereby supplying you, in accordance with my written instructions or the written instructions of a physician which are attached hereto.
☐ \_\_\_\_\_ (name of drug), a filled prescription medication which I am hereby supplying you, in accordance with the directions for the administration of the medicine listed on the label of the vial.
☐ \_\_\_\_\_ (name of drug), a filled prescription medication which I am hereby supplying you, in accordance with the written instructions of the physician prescribing the medicine, which is attached hereto.
☐ I hereby give my consent and authorize my child to self-medicate under the School District's Policy on the Administration of Medicine to Students.
☐ I desire that the school assist the student in applying sunscreen. I understand that the student may possess and self-apply sunscreen without my written authorization. I hereby give my consent and authorize the school nurse, the principal, or \_\_\_\_\_ (an employee of the School District designated by the school nurse, the principal, and me) to assist the student in applying sunscreen:
☐ sunscreen, which I am hereby supplying you, in accordance with the label directions.
☐ sunscreen, which I am hereby supplying you, in accordance with written instructions of the student's physician which I have attached.

I understand that under state law the Board of Education, the School District, or employees of the School District shall not be liable to the student or the student's parent or guardian for civil damages for any personal injuries to the student which result from acts or omissions of school employees in administering the medicine or assisting in the application of sunscreen I have hereby authorized. I understand that the School District, its agents and employees shall incur no liability for any adverse reaction or injury suffered by the student as a result of the self-administration of medication and/or using the specialized equipment.

I agree to abide by all of the terms of the School District's Policy on the Administration of Medicine to Students, a copy of which will be given to me on my request.

\_\_\_\_\_
Date

\_\_\_\_\_
Signature

\_\_\_\_\_
Address

\_\_\_\_\_
Parent with legal custody/guardian

***CHILD ABUSE, NEGLECT, EXPLOITATION AND TRAFFICKING:  
REPORTING AND INVESTIGATION REVISED***

Introduction

Under Oklahoma law, district employees have varying legal obligations to report abuse, neglect and exploitation. In addition, district employees have an obligation to report suspected abuse, neglect, exploitation or trafficking affecting students to principals or other school officials to ensure the student's safety and welfare while at school or participating in school activities. The purpose of this policy is to provide directives and guidelines to assist district employees in fulfilling their legal responsibility.

Definitions

Certain terms used in this policy have the following definitions:

1. "Abuse, neglect or exploitation" shall include, but is not limited to all of the following:
  - a. "Abuse" is defined as:
    - i. harm or threatened harm through action or inaction to a child's health, welfare (including non-accidental physical pain or injury, or mental injury), or safety, sexual abuse, sexual exploitation, or negligent treatment or maltreatment, including but not limited to the failure or omission to provide adequate food, clothing, shelter or medical care or protection from harm or threatened harm, by a person responsible for the child's health or welfare. (10A OKLA. STAT. § 1-1-105);
    - ii. willful or malicious harm or threatened harm or failure to protect from harm or threatened harm to the health, safety, or welfare of a child under eighteen (18) years of age by another, or the act of willfully or maliciously injuring, torturing or maiming a child under eighteen (18) years of age by another. (21 OKLA. STAT. § 843.5); or
    - iii. the intentional infliction of physical pain, injury, or mental anguish or the deprivation of food, clothing, shelter, or medical care to an incapacitated person, partially incapacitated person, or a minor by a guardian or other person responsible for providing these services. (30 OKLA. STAT. § 1-111).
  - b. "Neglect" is defined as any of the following:
    - i. the failure or omission to provide any of the following:
      1. adequate nurturance and affection, food, clothing, shelter, sanitation, hygiene, or appropriate education,
      2. medical, dental, or behavioral health care,
      3. supervision or appropriate caretakers, or
      4. special care made necessary by the physical or mental condition of the child,
    - ii. the failure or omission to protect a child from exposure to any of the following:
      1. the use, possession, sale, or manufacture of illegal drugs,
      2. illegal activities, or
      3. sexual acts or materials that are not age-appropriate;
    - iii. abandonment. (10A OKLA. STAT. § 1-1-105); or
    - iv. the failure to provide protection, adequate shelter or clothing; or the harming or threatening with harm through action or inaction by either another individual or through the person's own action or inaction because of a lack of awareness, incompetence, or incapacity, which has resulted or may result in physical or mental injury. (30 OKLA. STAT. § 1-111).
  - c. "Sexual abuse" is defined as behavior that includes but is not limited to rape, incest and lewd or indecent acts or proposals, made to a child, as defined by law, by a person responsible for the health, safety, or welfare of the child. (10A OKLA. STAT. § 1-1-105).

- d. "Sexual exploitation" is defined as behavior that includes but is not limited to allowing, permitting, encouraging, or forcing a child to engage in prostitution, as defined by law, by any person eighteen (18) years of age or older or by a person responsible for the health, safety, or welfare of a child, or allowing, permitting, encouraging or engaging in the lewd, obscene or pornographic photographing, filming or depicting of a child in those acts by a person responsible for the health, safety, and welfare of the child (10A OKLA. STAT. § 1-1-105).
- e. "Contributing to the delinquency of a minor" is defined as behavior that knowingly or willfully causes, aids, abets or encourages a minor to be, to remain, or to become a delinquent child or a runaway child. (21 OKLA. STAT. § 856).
- f. "Incest" is defined as marrying, committing adultery or fornicating with a person within the degrees of consanguinity within which marriages are by the laws of the state declared incestuous and void. (21 OKLA. STAT. § 885).
- g. "Forcible Sodomy" is defined as sodomy committed:
- i. By a person over eighteen (18) years of age upon a person under sixteen (16) years of age;
  - ii. Upon a person incapable through mental illness or any unsoundness of mind of giving legal consent regardless of the age of the person committing the crime;
  - iii. With any person by means of force, violence, or threats of force or violence accompanied by apparent power of execution regardless of the age of the victim or the person committing the crime;
  - iv. By a state, county, municipal or political subdivision employee or a contractor or an employee of a contractor of the state, a county, a municipality or political subdivision of this state upon a person who is under the legal custody, supervision or authority of a state agency, a county, a municipality or a political subdivision of this state, or the subcontractor or employee of a subcontractor of the contractor of the state or federal government, a county, a municipality or a political subdivision of this state;
  - v. Upon a person who is at least sixteen (16) years of age but less than twenty (20) years of age and is a student of any public or private secondary school, junior high or high school, or public vocational school, with a person who is eighteen (18) years of age or older and is employed by the same school system;
  - vi. Upon a person who is at the time unconscious of the nature of the act, and this fact should be known to the accused;
  - vii. Upon a person where the person is intoxicated by a narcotic or anesthetic agent administered by or with the privity of the accused as a means of forcing the person to submit; or
  - viii. Upon a person who is at least sixteen (16) years of age but less than eighteen (18) years of age by a person responsible for the child's health, safety or welfare. (21 OKLA. STAT. § 888).
- h. "Maliciously, forcibly or fraudulently taking or enticing a child away" is defined as maliciously, forcibly or fraudulently taking or enticing away any child under the age of sixteen (16) years, with intent to detain or conceal such child from its parent, guardian or other person having the lawful charge of such child or to transport such child from the jurisdiction of this state or the United States without the consent of the person having lawful charge of such child. (21 OKLA. STAT. § 891).
- i. "Soliciting or aiding a minor child to perform or showing, exhibiting, loaning or distributing obscene material or child pornography" is defined as:
- i. Willfully solicits or aids a minor child to perform any of the following actions:



1. Lewdly exposing his or her person or genitals in any public place, or in any place where there are present other persons to be offended or annoyed thereby;
  2. Procuring, counseling, or assisting any person to expose such person, or to make any other exhibition of such person to public view or to the view of any number of persons, for the purpose of sexual stimulation of the viewer;
  3. Writing, composing, stereotyping, printing, photographing, designing, copying, drawing, engraving, painting, molding, cutting, or otherwise preparing, publishing, selling, distributing, keeping for sale, knowingly downloading on a computer, or exhibiting any obscene material or child pornography; or
  4. Making, preparing, cutting, selling, giving, loaning, distributing, keeping for sale, or exhibiting any disc record, metal, plastic, or wax, wire or tape recording, or any type of obscene material or child pornography; or
- ii. Shows, exhibits, loans, or distributes to a minor child any obscene material or child pornography for the purpose of inducing said minor to participate in:
1. Lewdly exposing his or her person or genitals in any public place, or in any place where there are present other persons to be offended or annoyed thereby;
  2. Procuring, counseling, or assisting any person to expose such person, or to make any other exhibition of such person to public view or to the view of any number of persons, for the purpose of sexual stimulation of the viewer;
  3. Writing, composing, stereotyping, printing, photographing, designing, copying, drawing, engraving, painting, molding, cutting, or otherwise preparing, publishing, selling, distributing, keeping for sale, knowingly downloading on a computer, or exhibiting any obscene material or child pornography; or
  4. Making, preparing, cutting, selling, giving, loaning, distributing, keeping for sale, or exhibiting any disc record, metal, plastic, or wax, wire or tape recording, or any type of obscene material or child pornography. (21 OKLA. STAT. § 1021).
- j. “Procuring or causing the participation of any minor child in any child pornography or knowingly possessing, procuring or manufacturing child pornography” is defined as procuring or causing the participation of any minor under the age of eighteen (18) years in any child pornography or who knowingly possesses, procures, or manufactures, or causes to be sold or distributed any child pornography. (21 OKLA. STAT. § 1021.2).
- k. “Permitting or consenting the participation of a minor child in any child pornography” is defined as a parent, guardian or individual having custody of a minor under the age of eighteen (18) years who knowingly permits or consents to the participation of a minor in any child pornography. (21 OKLA. STAT. § 1021.3).
- l. “Facilitating, encouraging, offering or soliciting sexual conduct with a minor” is defined as facilitating, encouraging, offering or soliciting sexual conduct with a minor, or other individual the person believes to be a minor, by use of any technology, or engaging in any communication for sexual or prurient interest with any minor, or other individual the person believes to be a minor, by use of any technology. (21 OKLA. STAT. § 1040.13a).
- m. “Offering or offering to secure a minor child for the purposes of prostitution or any other lewd or indecent act” is defined as:
- i. Offering, or offering to secure, a child under eighteen (18) years of age for the purpose of prostitution, or for any other lewd or indecent act, or procure or offer to procure a child for, or a place for a child as an inmate in, a house of prostitution or other place where prostitution is practiced;
  - ii. Receiving or offering or agreeing to receive any child under eighteen (18) years of age into any house, place, building, other structure, vehicle, trailer, or other conveyance for

- the purpose of prostitution, lewdness, or assignation, or to permit any person to remain there for such purpose; or
- iii. Directing, taking, or transporting, or offering or agreeing to take or transport, or aid or assist in transporting, any child under eighteen (18) years of age to any house, place, building, other structure, vehicle, trailer, or other conveyance, or to any other person with knowledge or having reasonable cause to believe that the purpose of such directing, taking, or transporting is prostitution, lewdness, or assignation. (21 OKLA. STAT. § 1087).
- n. “Causing, inducing, persuading or encouraging a minor child to engage or continue to engage in prostitution” is defined as:
- i. By promise, threats, violence, or by any device or scheme, including but not limited to the use of any prohibited controlled dangerous substance causing, inducing, persuading, or encouraging a child under eighteen (18) years of age to engage or continue to engage in prostitution or to become or remain an inmate of a house of prostitution or other place where prostitution is practiced;
  - ii. Keeping, holding, detaining, restraining, or compelling against his or her will, any child under eighteen (18) years of age to engage in the practice of prostitution or in a house of prostitution or other place where prostitution is practiced or allowed; or
  - iii. Directly or indirectly keeping, holding, detaining, restraining, or compelling or attempting to keep, hold, detain, restrain, or compel a child under eighteen (18) years of age to engage in the practice of prostitution or in a house of prostitution or any place where prostitution is practiced or allowed for the purpose of compelling such child to directly or indirectly pay, liquidate, or cancel any debt, dues, or obligations incurred, or said to have been incurred by such child. (21 OKLA. STAT. § 1088).
- o. “Rape” is defined as sexual intercourse involving vaginal or anal penetration accomplished with a male or female who is not the spouse of the perpetrator and who may be of the same or the opposite sex as the perpetrator under any of the following circumstances:
- i. Where the victim is under sixteen (16) years of age;
  - ii. Where the victim is incapable through mental illness or any other unsoundness of mind, whether temporary or permanent, of giving legal consent;
  - iii. Where force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person;
  - iv. Where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit;
  - v. Where the victim is at the time unconscious of the nature of the act and this fact is known to the accused;
  - vi. Where the victim submits to sexual intercourse under the belief that the person committing the act is a spouse, and this belief is induced by artifice, pretense, or concealment practiced by the accused or by the accused in collusion with the spouse with intent to induce that belief. In all cases of collusion between the accused and the spouse to accomplish such act, both the spouse and the accused, upon conviction, shall be deemed guilty of rape;
  - vii. Where the victim is under the legal custody or supervision of a state agency, a federal agency, a county, a municipality or a political subdivision and engages in sexual intercourse with a state, federal, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim, or the subcontractor or employee of a subcontractor of the contractor of the state or federal government, a county, a municipality or a political subdivision that exercises authority over the victim;
  - viii. Where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school,

- and engages in sexual intercourse with a person who is eighteen (18) years of age or older and is an employee of the same school system; or
- ix. Where the victim is nineteen (19) years of age or younger and is in the legal custody of a state agency, federal agency or tribal court and engages in sexual intercourse with a foster parent or foster parent applicant. (21 OKLA. STAT. § 1111).
  - p. “Rape” is defined as an act of sexual intercourse accomplished with a male or female who is the spouse of the perpetrator if force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person. (21 OKLA. STAT. § 1111).
  - q. “Rape by instrumentation” is defined as an act within or without the bonds of matrimony in which any inanimate object or any part of the human body, not amounting to sexual intercourse is used in the carnal knowledge of another person without his or her consent and penetration of the anus or vagina occurs to that person. Provided further that (1) where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in conduct prohibited by this section of law with a person who is eighteen (18) years of age or older and is an employee of the same school system, or where the victim is under the legal custody or supervision of a state or federal agency, county, municipal or a political subdivision and engages in conduct prohibited by this section of law with a federal, state, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim, or (2) where the victim is nineteen (19) years of age or younger and in the legal custody of a state agency, federal agency or tribal court and engages in conduct prohibited by this section of law with a foster parent or foster parent applicant, consent is not an element. (21 OKLA. STAT. § 1111.1).
  - r. “Making any oral, written or electronically or computer-generated lewd or indecent proposals to a minor child under the age of sixteen (16)” is defined as making any oral, written or electronically or computer-generated lewd or indecent proposal to any child under sixteen (16) years of age, or other individual the person believes to be a child under sixteen (16) years of age, for the child to have unlawful sexual relations or sexual intercourse with any person. (21 OKLA. STAT. § 1123).
  - s. “Exploitation” is defined as an unjust or improper use of the resources of an incapacitated person, a partially incapacitated person, or a minor for the profit or advantage, pecuniary or otherwise, of a person other than an incapacitated person, a partially incapacitated person, or a minor through the use of undue influence, coercion, harassment, duress, deception, false representation or false pretenses (30 OKLA. STAT. § 1-111).
  - t. “Child Trafficking” as defined below.
2. “Child Trafficking” includes, but is not limited to behavior that consists of the acceptance, solicitation, offer, payment or transfer of any compensation, in money, property or other thing of value, at any time, by any person in connection with the acquisition or transfer of the legal or physical custody or adoption of a minor child, except as ordered by the court or except as otherwise provided by Section 7505-3.2 of Title 10 of the Oklahoma Statutes. (21 Okla. Stat. § 866).
  3. A “person responsible for a child's health, safety or welfare” includes a parent, a legal guardian, a custodian, a foster parent, a person 18 years of age or older with whom the child's parent cohabitates or any other adult residing in the home of the child, an agent or employee of a public or private residential home, institution or facility, or an owner, operator or employee of a child care facility as defined by OKLA. STAT. tit. 10 § 402.
  4. “Parent” refers to parents, guardians or others who have legal responsibilities for specific children.

Reporting Suspected Abuse, Neglect Exploitation or Trafficking

Any district employee having reasonable cause to believe that any student **under the age of eighteen (18) years** is a **victim of abuse, neglect or exploitation** shall immediately report this matter to:

- (1) Oklahoma Department of Human Services (“DHS”) through the hotline designated for this purpose (1-800-522-3511), AND
- (2) local law enforcement.

Any district employee having reasonable cause to believe that any student **eighteen (18) years or older** is a **victim of abuse, neglect or exploitation** shall immediately report this matter to local law enforcement.

Additionally, any district employee must report **suspected child trafficking** to:

- (1) Oklahoma Bureau of Narcotics and Dangerous Drugs Control (“OBNDCC”) at 1-800-522-8031,
- (2) DHS through the hotline designated for this purpose (1-800-522-3511), AND
- (3) local law enforcement.

After a report is made to DHS or OBNDCC via the hotline or to law enforcement, the reporting party will prepare a written report which contains the confirmation number of the report (if applicable), the date and time of the telephone contact, the name of the person to whom the district employee made the oral report, the names and addresses of the student, the parents, and any other responsible persons, the student's age, the nature and extent of injuries, any previous incidents, and any other helpful information. A copy of this report will be furnished to the principal or, if the reporter believes the principal is not an appropriate individual, to the superintendent.

Local law enforcement shall keep confidential and redact any information identifying the reporting district employee unless otherwise ordered by the court. A district employee with knowledge of a report made to DHS and/or local law enforcement shall not disclose information identifying the reporting district employee unless otherwise ordered by the court or as part of an investigation by local law enforcement or DHS.

Investigating Abuse, Neglect or Exploitation

At the request of appropriately identified investigators of DHS, OBNDCC or the district attorney's office or local law enforcement, the superintendent, principal or other school official shall permit the investigators access to the student about whom the agency received a report. The interview will be arranged in a manner that minimizes embarrassment to the student. The superintendent will not contact the parent, guardian or other person responsible for the student's health or welfare prior to or following the interview, unless permission for parent contact is provided by DHS, OBNDCC or the district attorney's office or law enforcement authorities. No district employee will be present during the interview. However, a district employee may be present prior to the interview if the employee believes that his or her temporary presence will make the student more comfortable or if the representatives request the presence of a district employee during the interview.

Reports to Principal or Other School Officials

Suspected instances of abuse, neglect, exploitation or trafficking, whether the result of circumstances at home, school or at other locations, affects the student while he or she is at school or participating in school activities. Consequently, employees are required to report any suspicion of abuse, neglect, exploitation or trafficking by any individual, whether the identity is known or unknown, to the principal or other school official. This reporting obligation exists in all instances, including circumstances suggestive of this conduct at school or connected with school activities. Accordingly, this policy includes an obligation to notify the principal or other school official, if for any reason the

employee has a reasonable belief that the principal should not be notified, in any instance involving suspected abuse, neglect, exploitation or trafficking of a student.

Immunity for Good Faith Reports

Oklahoma law provides that any district employee who in good faith and exercising due care makes a report to DHS or another appropriate law enforcement office, allows access to a student by persons authorized to investigate a report concerning the student or participates in any judicial proceeding resulting from a report, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed.

Neither the board of education nor any district employee will discharge or in any manner discriminate or retaliate against the person who in good faith provides such reports or information, testifies, or is about to testify in any proceeding involving abuse, neglect, exploitation, or trafficking, provided that the person did not perpetrate or inflict the abuse, neglect, exploitation or trafficking.

Information Concerning Abuse, Neglect or Exploitation

In any instance in which the district receives a report from DHS regarding any confirmed report of sexual abuse or severe physical abuse concerning the student, the superintendent will forward to a subsequent school in which the student enrolls all confirmed reports of sexual abuse and severe physical abuse received from DHS, and the superintendent will notify DHS of the student's new school and address, if known.

All information or documents generated or received by the district in regard to the matter are confidential and shall not be disclosed except to investigators of DHS, the district's attorneys, the district attorney's office, a subsequent district in which the student enrolls, a person designated to assist in the treatment of or with services provided to the student or other state or federal officials in connection with the performance of their official duties. The information or documents shall be maintained and transmitted by the district in the same manner as special education records.

Reference:       10A OKLA. STAT. §1-2-101 et seq.  
                      30 OKLA. STAT. § 4-903  
                      70 OKLA. STAT. § 1210.163

***CHILD ABUSE, NEGLECT, EXPLOITATION AND TRAFFICKING REPORT FORM***

Any District employee having reasonable cause to believe that a student is the victim of abuse, neglect, or exploitation must IMMEDIATELY report this matter to the Oklahoma Department of Human Services (DHS) through the hotline designated for this purpose (800-522-3511) and to local law enforcement. In addition to reports to DHS and local law enforcement above, employees must report suspected child trafficking to the Oklahoma Bureau of Narcotics and Dangerous Drugs Control (OBNDDC) at 800-522-8031.

In accordance with the District’s “Abuse, Neglect, Exploitation and Trafficking” policy, an employee should also provide notice to the school principal or other school official that a report was made to DHS, local law enforcement, and/or OBNDDC, and provide relevant information on the report for the District’s records.

**Instructions:**

This form should be completed in full and immediately delivered to the school site principal. If for some reason the reporting party believes the principal is not the appropriate individual to receive the report, then this completed form should be immediately delivered to the superintendent.

**Reporting Employee Information**

Reporting Employee Name: \_\_\_\_\_  
Title/Position: \_\_\_\_\_  
Date & Time notified of suspected abuse, neglect, exploitation or trafficking: \_\_\_\_\_

**Student Information**

Student Name: \_\_\_\_\_  
Student Address: \_\_\_\_\_  
Student DOB/Age: \_\_\_\_\_  
Student ID Number: \_\_\_\_\_  
Parent/Guardian: \_\_\_\_\_  
Parent/Guardian Contact #: \_\_\_\_\_

Description of suspected abuse, neglect, exploitation or trafficking and other information and/or document(s) (including information regarding any previous incidents) know to the reporting party (attached separate page if additional space needed):

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

(See Next Page)



**Reporting Information**  
**(ALL FIELDS MUST BE COMPLETED or Marked N/A)**

**Oklahoma Department of Human Services (Mandatory in all cases)**

Date of DHS Hotline (800-522-3511) Notification: \_\_\_\_\_  
Time of DHS Hotline (800-522-3511) Notification: \_\_\_\_\_  
Name of DHS Hotline Employee Contacted: \_\_\_\_\_  
DHS Case/Confirmation Number: \_\_\_\_\_

**Law Enforcement (Mandatory in all cases)**

Date of Law Enforcement Notification: \_\_\_\_\_  
Time of Law Enforcement Notification: \_\_\_\_\_  
Agency and Law Enforcement Employee Contacted: \_\_\_\_\_  
Method of Communication with Law Enforcement: \_\_\_\_\_  
Case or Report Number: \_\_\_\_\_

**Oklahoma Bureau of Narcotics and Dangerous Drugs Control (OBNDCC)**  
**(Mandatory only if suspected child trafficking)**

Date of OBNDCC Hotline (800-522-8031) Notification: \_\_\_\_\_  
Time of OBNDCC (800-522-8031) Notification: \_\_\_\_\_  
Name of OBNDCC Hotline Employee Contacted: \_\_\_\_\_  
OBNDCC Case/Confirmation Number: \_\_\_\_\_

\_\_\_\_\_  
Signature of Reporting Employee

Date Report Completed: \_\_\_\_\_

Time Report Completed: \_\_\_\_\_

**REPORTING STUDENTS UNDER THE INFLUENCE OF OR POSSESSING ALCOHOLIC BEVERAGES OR CONTROLLED DANGEROUS SUBSTANCES**

The Guthrie Board of Education recognizes the complexity of problems which may be associated with student drug 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 of, or that said student has in his or her possession, alcoholic beverages ~~including the legally non-intoxicating beverage commonly referred to as 3.2 beer~~ or a controlled dangerous substance as defined by law.

When it appears to a teacher, from personal observation in the classroom, that a student may be under the influence of, or has in his or her possession, ~~non-intoxicating beverages~~, alcoholic beverages, or controlled dangerous substances, the teacher will report the matter in writing to the school principal or the principal's designee. Whenever possible, the teacher should attempt to obtain a corroborative observation from another teacher.

The teacher's report 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 concluded that the student appeared to be under the influence of ~~non-intoxicating beverages~~, alcoholic beverages, or controlled dangerous substances.

The principal or designee will immediately notify the superintendent or the superintendent's designee of the report. The principal or designee will also immediately notify the student's parent or legal guardian of the report. The notification to the student's parent or legal guardian may be verbal, but will be promptly confined in writing.

Any search, seizure, or subsequent disciplinary action shall be subject to any applicable school policy, regulation, state law, or student handbook rule.

Every teacher employed by the board of education that has reasonable cause to suspect that a student is under the influence of, or has possession of, alcoholic beverages ~~(including 3.2 beer)~~ or a controlled dangerous substance and who reports such information to appropriate school officials shall not be subject to civil liability.

Any student who is found to be in possession of, or have consumed, or is under the influence of, narcotic drugs, barbiturates, alcohol ~~(including 3.2 beer)~~, or any stimulant while in or on school property is subject to the following:

First Offense: Suspension from school for five days. Also, the student will not be allowed to attend school after suspension until documented evidence of rehabilitation treatment under supervision of a legal agency is on file.

Second Offense: Expulsion from school for the remainder of the semester, or for the following semester, provided no suspension shall extend beyond the regular academic year.

***ACTIVITY STUDENT DRUG TESTING***

The Guthrie Board of Education, in an effort to protect the health and safety of its extracurricular activities' students from illegal and/or performance-enhancing drug use and abuse, thereby setting an example for all other students of the Guthrie School District, has adopted the following policy for drug testing of activity students.

**Purpose and Intent**

Although the Board of Education, administration, and staff desire that every student in the Guthrie School District refrain from using or possessing illegal drugs, district officials realize that their power to restrict the possession or use of illegal and performance-enhancing drugs is limited. Therefore, this policy governs only performance-enhancing and illegal drug use by students participating in extracurricular activities. This policy supplements and complements all others policies, rules, and regulations of the Guthrie Public School District regarding possession or use of illegal drugs.

The sanctions imposed for violations of this policy will be limitations solely upon the privilege of any student determined to be in violation of this policy to participate in extracurricular activities. No suspensions from school or academic sanctions will be imposed for violations of this policy. Students will not be subject to grade reductions or a change in academic standing.

Participation in school-sponsored extracurricular activities at the Guthrie School District is a privilege. Students who participate in these activities are respected by the student body and are representing the school district and the community. Accordingly, students in extracurricular activities carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, sportsmanship, and training, which includes avoiding the use or possession of illegal drugs.

**The purposes of this policy are:**

1. To educate students of the serious physical, mental and emotional harm caused by illegal and performance-enhancing drug use.
2. To alert students with possible substance abuse problems to the potential harms that drug use poses for their physical, mental, and emotional well-being and offer them the privilege of competition as an incentive to stop using such substances.
3. Ensure that students adhere to a training program that bars the intake of illegal and performance-enhancing drugs.
4. To prevent injury, illness, and harm for students that may arise as a result of illegal and performance-enhancing drug use.
5. To offer students practices, competition, and school activities free of the effects of illegal and performance-enhancing drug use.

Illegal and performance-enhancing drug use of any kind is incompatible with the physical, mental, and emotional demands placed upon participants in extracurricular activities and upon the positive image these students project to other students and to the community on behalf of the Guthrie School District. For the safety, health and well-being of students in extracurricular activities, the Guthrie School District has adopted this policy for use by all participants in extracurricular activities in grades 7- 12.

**Definitions**

1. **“Extracurricular Activity Student”** means a member of any junior high school or high school Guthrie School District sponsored extracurricular team or program which participates in competition.
2. **“Drug use test”** means a scientifically substantiated method to test for the presence of illegal or performance-enhancing drugs or the metabolites thereof in a urine test.
3. **“Random selection basis”** means a mechanism for selecting activity students for drug testing that:
  - A. Results in an equal probability that any activity student from a group of activity students subject to the selection mechanism will be selected, and
  - B. Does not give the school district discretion to waive the selection of any activity student selected under the mechanism.
4. **“Illegal drugs”** means any substance which an individual may not sell, possess, use, distribute, or purchase under either Federal or Oklahoma law. “Illegal drugs” include, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose. “Illegal drugs” shall also include alcohol.
5. **“Performance-enhancing drugs”** include anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed, or other athletic ability. The term “performance-enhancing drugs” does not include dietary or nutritional supplements such as vitamins, minerals, and proteins that can be lawfully purchased in over-the-counter transactions.
6. **“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 or a performance-enhancing drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.
7. **“Reasonable suspicion”** means a suspicion of illegal or performance-enhancing drug use based on specific observations made by coaches/administrators/sponsors of the appearance, speech, or behavior of an activity student; the reasonable inferences that are drawn from those observations; and/or information of illegal or performance-enhancing drug use by an activity student supplied to school officials by other students, staff members, or patrons.

**Procedures**

Each extracurricular activity student shall be provided with a copy of the “Activity Student Drug Testing Consent Form” which shall be read, signed, and dated by the student, parent or custodial guardian and coach/sponsor before such student shall be eligible to practice or participate in any extracurricular activities. The consent requires the activity student to provide a urine sample: (a) when the activity student is selected by the random selection basis; or (b) at any time when there is reasonable suspicion to test for illegal or performance-enhancing drugs. No student shall be allowed to practice or participate in extracurricular activities involving competition unless the student has returned the properly signed “Activity Student Drug Testing Consent Form.” **Provided, however, the lack of a signature on the part of a coach/sponsor shall not invalidate consent to drug testing under the Contract.**

Prior to the commencement of drug testing each year an orientation session will be held with each activity student to educate them of the sample collection process, privacy arrangements, drug testing procedures, and other areas which

may help to reassure the activity student and help avoid embarrassment or uncomfortable feelings about the drug testing process.

Each extracurricular activity student shall receive a copy of the Activity Student Drug Testing Policy. The head coach or relevant sponsor shall be responsible for explaining the policy to all prospective students, and for preparing an educational presentation to acquaint the student with the harmful consequences of drug and alcohol use and abuse.

Drug use testing for activity students will be chosen on a random selection basis monthly from a list of all activity students who are involved in off-season or in-season activities. The Guthrie School District will determine a monthly number of student names to be drawn at random to provide a urine sample for drug use testing for illegal drugs or performance-enhancing drugs [no more than 10% of the eligible students].

In addition to the drug use tests required above, any activity student may be required at any time to submit to a test for illegal or performance-enhancing drugs, or the metabolites thereof when an administrator, coach, or relevant sponsor has reasonable suspicion of illegal or performance-enhancing drug use by that particular student.

Any drug use test will be administered by or at the direction of a professional laboratory chosen by the Guthrie School District. The professional laboratory shall be required to use scientifically validated toxicological testing methods, have detailed written specifications to assure chain of custody of the specimens, and 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 the student to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure.

The monitor shall give each student a form on which the student may list any medications legally prescribed for the student he or she has taken in the preceding thirty (30) days. The parent or legal guardian shall be able to confirm the medication list submitted by their child during the twenty-four (24) hours following any drug test. The medication list shall be submitted to the lab in a sealed and confidential envelope and shall not be viewed by district employees.

An initial positive test result will be subject to confirmation by a second and different test of the same specimen. A specimen shall not be reported positive unless the second test is positive for the presence of an illegal or performance-enhancing drug or the metabolites thereof. The unused portion of a specimen that tested positive shall be preserved by the laboratory for a period of six (6) months or the end of the school year, whichever is shorter. Student records will be retained until the end of the school year.

### **Costs**

The district will provide the financial mechanism to centrally fund the costs of random drug testing for activity students. Students who test positive will be responsible for paying the costs of required follow-up drug testing.

### **Confidentiality**

The laboratory will notify the relevant principal of any positive test. To keep the positive test results confidential, the relevant principal will only notify the student, district athletic director, head coach, relevant sponsor, and the parent or custodial guardian of the student of the results. The relevant principal, district athletic director, or assistant athletic director will schedule a conference with the student and parent or guardian and explain the student's opportunity to submit additional information to the relevant principal, district athletic director, or assistant athletic director or to the lab. The Guthrie School District will rely on the opinion of the laboratory which performed the test in determining whether the positive test result was produced by something other than consumption of an illegal or performance-enhancing drug.

Test results will be kept in files separate from the student's other educational records, shall be disclosed only to those school personnel who have a need to know, and will not be turned over to any law enforcement authorities.

### **Appeal**

An activity student who has been determined to be in violation of this policy shall have the right to appeal the decision to the superintendent or his/her designee(s). Such request for a review must be submitted to the superintendent in writing within five (5) calendar day of notice of the positive test. A student requesting a review will remain eligible to participate in any extracurricular activities until the review is completed. The superintendent or his/her designee(s) shall then determine whether the original finding was justified. No further review of the superintendent's decision will be provided and his/her decision shall be conclusive in all respects. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of the superintendent which shall be final and non-appealable.

### **Consequences**

Any activity student who tests positive in a drug test under this policy shall be subject to the following restrictions:

#### **1. First Offense:**

The parent/guardian will be contacted immediately and a private conference will be scheduled to present the test results to the parent/guardian. A meeting will then be set up with the student, parent/guardian, assistant athletic director, district athletic director or relevant principal concerning the positive drug test. The student may not participate in any meetings, practices, scrimmages or competitions until they have completed three (3) hours of counseling furnished by the school. Additionally, the student must voluntarily submit to a second drug test to be administered within two (2) weeks in accordance with testing provisions of this policy.

If parent/guardian and student agree to these provisions, the student will continue to participate in the activity after the counseling is completed. Should the parent/student not agree to these provisions, the consequences listed in this policy for the second offense will be imposed.

#### **2. Second Offense (retest):**

Suspension from participation in all activities covered under this policy will consist of fourteen (14) calendar days and successful completion of six (6) hours of substance abuse education/counseling provided by the school. The student may not participate in any meetings, practices, scrimmages or competitions, during this period. The student will be randomly tested monthly for the remainder of the school year. The time and date will be unknown to the student and determined by the relevant principal, district athletic, or assistant athletic director.

#### **3. Third Offense (in the same school year):**

Complete suspension from participation in all extracurricular activities including all meetings, practices, and competitions for the remainder of the school year, or eighty-eight (88) school days (1 semester) whichever is the longer.

#### **4. Refusal to Submit to Drug Use Test**

A participating student who refuses to submit to a drug use test authorized under this policy shall not be eligible to participate in any activities covered under this policy including all meetings, practices, and competitions for the remainder of the school year. Additionally, such student shall not be considered for any activity honors or awards given by the school.



**Medical Marijuana**

1. Notwithstanding the provisions above, a student extracurricular activities participant in possession of a valid medical marijuana license shall not be considered in violation of this policy based on a positive drug test for marijuana or its metabolites. While on school grounds or participating in school activities a student extracurricular activities participant who is a medical marijuana license holder may be considered in violation of this policy if he or she uses, possesses, sales, distributes, purchases or are under the influence of medical marijuana or medical marijuana product.
  
2. As used in this section, a determination of whether a student or employee is “under the influence of medical marijuana or medical marijuana product” shall be based on the totality of circumstances. Circumstances that may contribute to a determination that the student is under the influence may include, but are not limited to:
  - A. Observation of any of the conduct or phenomenon described below:
    - (i) the smell of marijuana on or around the individual;
    - (ii) Disorganized thinking;
    - (iii) Paranoia and/or confusion;
    - (iv) Bloodshot eyes;
    - (v) Increased heart rate;
    - (vi) Increased appetite; or
    - (vii) Loss of Coordination and
  
  - B. Any circumstance that would permit the school district to engage in “reasonable suspicion” drug or alcohol testing of the student under this policy.

*Guthrie Public Schools is committed to cooperating with parents/guardians in an effort to help students avoid illegal and performance-enhancing drug use. The Guthrie Public School District believes accountability is a powerful tool to help some students avoid using drugs and that early detection and intervention can save lives.*

**ACTIVITY STUDENT DRUG TESTING CONSENT FORM**

**Statement of Purpose and Intent**

Participation in school-sponsored extracurricular activities at the Guthrie School District is a privilege. Activity students carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal drugs.

Drug use of any kind is incompatible with participation in extracurricular activities on behalf of the Guthrie School District. For the safety, health, and well-being of the students of the Guthrie School District, the district has adopted the attached Activity Student Drug Testing Policy and the Activity Student Drug Testing Consent Form for use by all participating students at the junior high and high school levels.

**Participation in Extracurricular Activities**

Each activity student shall be provided with a copy of the Activity Student Drug Testing Policy and Activity Student Drug Testing Consent Form which shall be read, signed, and dated by the student, parent/guardian and coach before such student shall be eligible to practice or participate in any activities. The consent shall be to provide a urine sample: (a) as chosen by the random selection basis; or (b) at any time requested based on reasonable suspicion to be tested for illegal or performance-enhancing drug. No student shall be allowed to practice or participate in any activity governed by the policy unless the student has returned the properly signed Activity Student Drug Testing Consent Form.

My signature below indicates that I understand and agree with the above statements concerning participation in extracurricular activities.

Student’s Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle initial \_\_\_\_\_

I further understand after having read the “Activity Student Drug Testing Policy” and “Activity Student Drug Testing Consent Form” that, out of care for my safety and health, the Guthrie School District enforces the rules applying to the consumption or possession of illegal and performance-enhancing drug. As a member of a Guthrie extracurricular activity, I realize that the personal decision that I make daily in regard to the consumption or possession of illegal or performance-enhancing drug may affect my health and well-being as well as the possible endangerment of those around me and reflect upon any organization with which I am associated. If I choose to violate school policy regarding the use or possession of illegal or performance-enhancing drug any time while I am involved in in-season or off- season activities. I understand upon determination of that violation I will be subject to the restrictions on my participation as outlined in this policy.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

**ACTIVITY STUDENT DRUG TESTING CONSENT FORM (Continued)**

We have read and understand the Guthrie School District’s “Activity Student Drug Testing Policy” and “Activity Student Drug Testing Consent Form.” We desire that the student named above participate in the extracurricular program of the Guthrie School District and we hereby voluntarily agree to be subject to its terms. We accept the method of obtaining urine samples, testing and analysis of such specimens, and all other aspects of the program. We further agree and consent to the disclosure of the sampling, testing and results as provided in this program. We agree to assume financial responsibility for any follow-up drug testing if a positive result occurs.

\_\_\_\_\_  
Signature of Parent or Custodial Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Coach/Sponsor

\_\_\_\_\_  
Activity/Team/Organization

\_\_\_\_\_  
Signature of Coach/Sponsor

\_\_\_\_\_  
Activity/Team/Organization

\_\_\_\_\_  
Signature of Coach/Sponsor

\_\_\_\_\_  
Activity/Team/Organization

\_\_\_\_\_  
Signature of Coach/Sponsor

\_\_\_\_\_  
Activity/Team/Organization

***WIRELESS TELECOMMUNICATION DEVICES – STUDENTS***

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, 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 violative of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations, or to harass or intimidate students or staff members shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Using a phone for harassment purposes includes using a phone’s features such as text or picture messaging, internet uploading and downloading, camera, and/or audio/visual recording features. Acts such as “upskirting” or “downblousing” are prohibited and are considered harassment of an individual. Students violating this policy will not be allowed to carry any personal communication device following the incident unless a genuine health emergency exists, and may also be subject to other disciplinary action.

**WARNING:** The taking, disseminating, 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, disseminating, 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.

***PERSONAL WIRELESS DEVICES AND ELECTRONIC ACCOUNTS - STUDENTS***

The district requires that all individuals devote their full attention to education while at school or during educational activities. Accordingly, the district expects both employees and students to limit their use of personal wireless devices (including, but not limited to, hand-held mobile telephones) and personal electronic accounts at school or when engaged in district-related activities. Wireless devices include, but are not limited to, cell phones, laptops, cameras, GPS systems, any type of device capable of intercepting or recording a conversation, any type of device capable of providing visual surveillance or images, recorders, Google Glass, etc. Electronic accounts include, but are not limited to, accounts that allow digital communication such as email and social media accounts.

Google Glass and similar technology is prohibited on campus by all individuals at all times. Regardless of the type of technology used, no individual may make any type of surreptitious recording of others on district property. Additionally, no person may use any type of technology to remotely monitor, listen to, or view actions occurring at school or school activities. Personal wireless devices not otherwise prohibited shall be turned off and out-of-sight in locations such as restrooms, locker rooms, changing rooms, etc. ("private areas"). The use of any audio/visual recording and camera features are strictly prohibited in private areas. Students who observe a violation of this provision shall immediately report this conduct to a teacher, coach, or the building principal. Employees who observe a violation of this provision shall immediately report this conduct to a supervisor, the building principal or other administrator.

It is the district's policy that students who possess a personal wireless device at school must keep that device turned off and out of sight during class time. No student will be permitted to access his/her personal wireless device during class time except with teacher permission due to an emergency. Students may use their personal wireless devices during breaks and lunch.

Students may not use any personal wireless device to:

- send or receive answers to test questions or otherwise engage in cheating;
- record conversations or events during the school day, on school property or at school activities;
- threaten, harass, intimidate, or bully;
- take, possess, or distribute obscene or pornographic images or photos;
- engage in lewd communications;
- violate school policies, handbook provisions, or regulations.

**Warning:** Possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd, or otherwise illegal images, photographs, or communications, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic or digital communication) may constitute a CRIME under state and/or federal law. Any person possessing, taking, disseminating, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images, photographs, or communications 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.

**STUDENT BEHAVIOR AND DISCIPLINE****Discipline Code**

The following behaviors at school, while on school vehicles or going to or from or attending school events will result in disciplinary action, which may include in-school placement options or out-of-school suspension:

1. Altering or attempting to alter another individual's food or beverage
2. Arson
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, **sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information** ~~religion, ancestry, national origin, disability, gender or sexual orientation~~ by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message
5. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, **sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information** ~~religion, ancestry, national origin, disability, gender or sexual orientation~~ by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
6. Cheating
7. Conduct that threatens or jeopardizes the safety of others
8. Cutting class or sleeping, eating or refusing to work in class
9. Disruption of the educational process or operation of the school
10. Extortion
11. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
12. Failure to comply with state immunization records
13. False reports or false calls
14. Fighting
15. Forgery, fraud or embezzlement
16. Gambling
17. Gang related activity or action



18. Harassment, intimidation, and bullying, including gestures, written or verbal expression, electronic communication or physical acts
19. Hazings (whether involving initiations or not) in connection with any school activity, regardless of location
20. Immorality
21. Inappropriate attire, including violation of dress code
22. Inappropriate behavior or gestures
23. Indecent exposure
24. Intimidation or harassment because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, ~~religion, ancestry, national origin, disability, gender or sexual orientation,~~ including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
25. Obscene language
26. Physical or verbal abuse
27. Plagiarism
28. ~~Possession of prescription and/or non-prescription medicine while at school and school related functions without prior district approval~~
29. Possession or distribution of a caustic substance
30. Possessing, distributing or viewing obscene materials, including electronic possession, distribution or viewing (sexting)
30. Possession of synthetic urine, a warmer or any other item with the intent to use that item to tamper with a drug or alcohol test
31. Possession, without prior authorization, of a wireless telecommunication device
32. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.). Students who are members of JROTC and are participating in an authorized school program may, with prior approval from the principal, bring an inoperable weapon to school for the sole and exclusive purpose of participating in the program. Students may only possess the inoperable weapon in a manner consistent with the authorization to participate in the program.
33. Possession, **claimed possession**, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, ~~low point beer (as defined by Oklahoma law, i.e., 3.2 beer),~~ (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.

34. Possession **or claimed possession** of illegal and/or drug related paraphernalia;
35. **Possession, or claimed possession, distribution, or claimed distribution of supplements, prescription medicine, and/or non-prescription medicine while at school and school related functions without prior district approval**
356. Profanity
367. Purchasing, selling and /or attempting to purchase or sell prescription and non-prescription medicine while at school and school related functions
378. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
389. Theft
3940. Threatening behavior, including but not limited to gestures, written or verbal expression, electronic communication or physical acts
401. Truancy
42. **Use, possession, claimed possession, distribution or selling marijuana or marijuana related products in any form. "Marijuana" is defined as provided for in the District's policy on Medical Marijuana, Hemp & Cannabidiol (CBD)**
443. **Use, possession, distribution or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, and vapor products which includes noncombustible products that may or may not contain nicotine, that employ a mechanical heating element, battery, electronic circuit or other mechanism, regardless of shape or size, that can be used to produce a vapor in a solution or other form. A vapor product also includes any vapor cartridge or other container with or without nicotine or other form that is intended to be used with an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe or similar product or device and any vapor cartridge or other container of a solution, that may or may not contain nicotine, that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo or electronic device. Vapor product not included are any products regulated by the United States Food and Drug Administration under Chapter V of the Food, Drug and Cosmetic Act e-cigarettes, personal vaporizers, electronic nicotine delivery systems, and any cartridge, container or product designed to be used in conjunction with these delivery systems, regardless of the nicotine content of the product.**
424. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee, or the school
435. Using racial, religious, ethnic, sexual, gender or disability-related epithets
46. **Use of the school's technology resources (i.e., computers, electronic mail, internet, and similar resources) in a manner prohibited by policies, in any manner not authorized by school officials, or in violation of law**
447. Vandalism
458. Violation of Board of Education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items

to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property

- 469. Vulgarity
- 4750. Willful damage to school property
- 4851. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action, which may include in-school placement options or out-of-school suspension. This includes but is not limited to electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school.

School Safety and Bullying Prevention Act (Okla. Stat. tit. 70, § 24-100.2)

The Oklahoma Legislature established the *School Safety and Bullying Prevention Act* with the express intent of prohibiting bullying in all schools. In addition to the prohibition listed in the student discipline code, above, the board has adopted a separate policy prohibiting bullying and outlining the district's plan to address it.

Sample Disciplinary Options

#### **Instructor or Administrator Intervention**

May include, but is not limited to: warning conference with student, parent conference, referral to counselor, behavioral contract, restriction of privileges, requirement of corrective action by student, changing student's seat or class assignment, involvement of local authorities or agencies, or other appropriate action as required or indicated by the circumstances.

#### **Detention**

Detention is a correctional measure used when it is deemed appropriate. Students are to report to the appropriate teacher/principal at the specified time with class work to be studied. Detention may be assigned on a week-day or on a Saturday, as deemed appropriate.

#### **Alternative In-School Placement**

Alternative in-school placement is an optional correctional measure that may be used by the school when deemed appropriate. It involves assignment to a school site, designated by the school, for a prescribed course of education as determined by school representatives.

#### **Out of School Student Suspension**

The reference to "parent" in this section of the policy refers to a student's parent or legal guardian.

The reference to "principal" means the school principal or the school staff member to whom the principal has delegated the responsibility for student discipline.

Students may be suspended out of school pursuant to the district's policy regarding student suspension.

**A. Behavior or Conduct that May Result in Suspension:**

Students who are guilty of any of the following acts may be suspended out-of-school by the administration of the school or the District for:

1. violation of a school regulation;
2. possession of an intoxicating beverage, low-point beer, as defined by Okla. Stat. tit. 37, § 163.2, wireless telecommunication device, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; and
3. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act. Possession of a firearm shall result in out-of-school suspension as provided in the District's policy related to firearms.

Students who are suspended under categories 1 or 2 will be provided with an education plan as outlined below. No education plan will be required for students who are suspended under category 3.

Violent Acts Toward School Personnel

Any student in grades 6 through 12 found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for the school shall be suspended for the remainder of the current semester and the next consecutive semester. For good cause and considering the totality of the circumstances, the District's superintendent or designee may modify the term of the suspension. Final action as to any such suspension, including its term, remains with the board of education pursuant to a timely appeal.

Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to the teacher's classroom without the teacher's prior approval. Whether an offense is considered a violent offense, requiring an affected teacher's approval as a condition of return to a particular classroom, shall be based on applicable provisions of the Oklahoma school law regarding student suspension and applicable Oklahoma criminal law distinguishing between violent and nonviolent offenses.

**B. District's Obligation Applicable to All Out-of-School Suspensions**

**Alternative In-School Placements**

Before the District, through its designated representatives, recommends out-of-school suspension, alternative in-school placements including, but not limited to: placement in an alternative school setting, reassignment to another classroom, placement in in-school detention, or other available disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension but shall be treated as disciplinary or corrective actions that may be used, if warranted, as an alternative to out-of-school suspension.

**Students with Disabilities**

**THE DISTRICT WILL PROVIDE ADDITIONAL PROCEDURAL SAFEGUARDS AS REQUIRED BY LAW FOR STUDENTS IDENTIFIED AS HAVING DISABILITIES UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT OR SECTION 504 OF THE REHABILITATION ACT/TITLE II OF THE AMERICANS WITH DISABILITIES ACT WHO ARE SUSPENDED OUT OF SCHOOL OR ARE OTHERWISE SUBJECT TO DISCIPLINARY REMOVAL.**

**C. Pre-Out-of-School Suspension Conferences**

1. When a student engages in behavior or conduct that may result in suspension, the principal shall conduct an informal conference with the student.
2. at the conference with the student the principal shall read the policy, rule or regulation that the student is charged with having violated and shall discuss the conduct of the student that is a violation of the policy, rule or regulation.
3. The student shall be asked whether he/she understands the policy, rule or regulation and be given a full opportunity to explain and discuss his/her conduct.
4. If it is concluded that an out-of-school suspension is appropriate, the student shall be advised that he/she is being suspended and the length of the out-of-school suspension.
5. The principal shall immediately notify the parent by phone and in writing that the student is being suspended out of school and that alternative in-school placement or other available options have been considered and rejected. Elementary and middle school students shall not be dismissed before the end of the school day without advance notice to the parent.

**D. Immediate Out-of-School Suspension Without a Pre-Out-of-School Suspension Conference**

1. A student may be suspended out-of-school without the above pre-out-of-school suspension conference with the student only in situations where the conduct of the student reasonably indicates to the principal that the continued presence of the student in the building will constitute an immediate danger to the health or safety of the students, or school employees, or to school property, or a continued substantial disruption of the educational process.
2. In such cases, an out-of-school suspension conference with the student and the parent or guardian will be scheduled as soon as possible after the student has been removed from the building.

**E. Conferences with Parents**

1. The principal will seek to hold a conference with the parent or guardian as soon as possible after the out-of-school suspension has been imposed. The parent should be advised of his/her right to a conference with the principal at the time he/she is notified that an out-of-school suspension has been imposed. The conference will be held during the regular school hours, Monday through Friday, with consideration given whenever possible to the hours of working parents.
2. At the conference, the principal will read the policy, rule or regulation the student is charged with having violated and will briefly outline the conduct or behavior on the part of the student. The principal will also explain the basis for an out-of-school suspension rather than the use of alternative options. The parent should be asked by the principal if he/she understands the rule and the charges against the student.

3. At the conclusion of the conference the principal shall state whether he/she will terminate or modify the out-of-school suspension. In all cases the parent will be advised of his/her right to have the out-of-school suspension reviewed by the Out-of-School Suspension Committee, the Superintendent or the Superintendent's designee and/or the Board of Education as provided by this Policy. If the parent is in agreement with the principal's decision, he/she will be requested to sign a Waiver of Review.

**F. Out-of-School Suspension Requirements**

1. An out-of-school suspension shall be long-term or short-term. A long-term out-of-school suspension shall be an out-of-school suspension in excess of ten (10) school days. A short-term out-of-school suspension shall be a period of ten (10) or fewer school days.
2. In no event should an out-of-school suspension extend beyond the current school semester and succeeding semester, except in the case of possession of a firearm, in which case an out-of-school suspension for up to one calendar year is appropriate. Out-of-school suspensions involving firearms are governed by the School District's Gun-Free Schools Student Suspension Policy (F-45A). Out-of-school suspensions should have a definite commencement and ending date; indefinite out-of-school suspensions are not permitted. It is recommended that out-of-school suspensions beyond ten (10) days be imposed only in serious situations.
3. Out-of-school suspensions should be consistent; that is, one student should not be suspended out of school for a few days and another student suspended out of school for an extended period for the same or similar offense. However, the principal may take previous conduct and previous disciplinary actions and out-of-school suspensions of the student into consideration.
4. Out-of-school suspensions until the student performs some remedial act are not permitted; however, the student may be advised that an out-of-school suspension of definite length will be terminated at an earlier date if he/she performs a prescribed remedial act or acts.

**G. Individualized Plans for Out-of-School Suspension**

Out-of-school suspensions in excess of five (5) days shall include an Individualized Plan for Out-of-School Suspension ("Plan") that shall describe either a home-based school work assignment setting or other appropriate work assignment setting. The plan shall be prepared by the principal with the assistance of other school employees as warranted by the circumstances of the out-of-school suspension.

The Plan shall provide for the core units in which the student is enrolled. Core units shall consist of the minimum English, mathematics, Science, Social Studies and Art units required by the Oklahoma State Department of Education for grade completion in grades kindergarten through eight and for high school graduation in grades nine through twelve.

A copy of the Plan shall be provided to the student and parent or guardian. The parent or guardian shall be responsible for provision of a supervised, structured environment in which the parent or guardian shall place the student. The parent or guardian shall bear responsibility for monitoring the student's educational progress until the student is readmitted into school. The Plan shall set out the procedure for education and shall also address academic credit for work satisfactorily completed.

**H. Records and Reports**

The principal will keep written records of each out-of-school suspension conference containing the date of the conference, the names of the persons present, the time duration of the conference, and the basis for rejection of alternative disciplinary options. Also, the principal shall maintain records related to the Education Plan and the student and/or parent's compliance or non-compliance with the Plan.



**I. Short-Term Out-of-School Suspensions (Out-of-School Suspensions of Ten (10) or Fewer School Days)**

The Board of Education recognizes that student out-of-school suspensions of ten (10) or fewer school days (referred to as "short-term out-of-school suspensions") involve less stigma and require less formal due process procedures than are required for out-of-school suspensions of greater than ten (10) school days (referred to as "long-term out-of-school suspensions"). Appellate rights in such instances are satisfied in an effective and expedient manner by giving the student the right to appeal the out-of-school suspension decision to a committee composed of administrators and/or teachers. The composition of the committee shall be reserved to the District's discretion.

**Method of Appeal to a Committee:**

1. An appeal to a committee can be requested by letter to the school principal, which must be received within five (5) days after the principal's out-of-school suspension decision is received by the student, or his/her parent or guardian. The out-of-school decision will become final and nonappealable if a request is not timely submitted.
2. Upon receipt of the request, the school principal shall confirm that the student's out-of-school suspension falls within the category of out-of-school suspensions to which an appeal to the committee is authorized. If the school principal determines that the period of out-of-school suspension is greater than ten (10) school days, or if for any reason, the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to long-term out-of-school suspensions must be followed and the student must be given the opportunity to appeal any adverse decision to the Board of Education.

**Hearing the Appeal:**

1. The Superintendent of Schools, or his or her designee, shall appoint a review committee consisting of not less than three School District employees who shall be certified administrators and/or teachers, and shall designate a chairperson for the committee. No administrator or teacher is eligible to serve on the committee who was a witness to the student's conduct, nor is any teacher eligible to serve who has the student in his/her class for the current school term.
2. The Superintendent of Schools or his or her designee shall schedule the committee hearing as soon as possible during regular school hours, Monday through Friday. Reasonable consideration will be given to accommodate the work schedules of the parent or guardian whenever possible. The student and his/her parent or guardian will be notified in writing of the date, time and place of the hearing. The principal who issued the out-of-school suspension decision shall attend the committee hearing. Either party choosing to have legal counsel at the committee hearing shall give the other party twenty-four (24) hours advance notice of that decision. The failure to give such notice will preclude the party's right to have counsel attend the hearing.
3. The committee will conduct a full investigation of the student's out-of-school suspension in an informal manner. The principal will briefly outline the student's conduct, read the policy, rule or regulation which the student's conduct violated, and present any evidence and witnesses that support the principal's decision to suspend the student. The student and his/her parent or guardian will be asked by the committee if they understand the rule and charges against the student and his/her parent or guardian will then briefly explain the student's conduct, and present any evidence and witnesses that support the student's position.

4. At the conclusion of the presentation of the evidence, the committee shall retire to render a decision by a majority vote as to the guilt or innocence of the student. The committee shall also determine the reasonableness of the term of the out-of-school suspension. The committee's decision shall be communicated in writing and a copy will be mailed to the parent or guardian of the student, the principal and the Superintendent of Schools.
5. The decision of the committee shall be final and nonappealable.

**J. Long-Term Out-of-School Suspensions (Out-of-School Suspensions in Excess of Ten (10) School Days)**

**Right of Appeal:**

A parent, legal guardian or the student may appeal the principal's out-of-school suspension decision in excess of ten (10) school days to the Suspension Review Committee, the Superintendent of Schools and the Board of Education

**Method of Appeal to the Suspension Review Committee:**

1. Within five (5) days from the date the principal's decision is received by the parent/guardian or student, the student's parent/guardian may request, in writing, a review of the out-of-school suspension by the suspension review committee. If a request for review is made, the building principal and the SRC will follow the procedures outlined below for out-of-school suspensions of ten (10) days or less, except the decision of the SRC is not final and may be appealed.
2. If no appeal is received within five (5) calendar days after the principal's decision is received by the parent or student, the principal's out-of-school suspension decision will be final and nonappealable.
3. If the student's parent/guardian is not satisfied by the decision of the SRC, he/she may request a further review by the Superintendent of Schools or his/her designee by written notice to the school principal within five (5) days after the parent/guardian is notified of the SRC's decision. Upon receipt of a request to appeal the SRC's decision the school principal will immediately deliver the request to the Superintendent of Schools or his/her designee.

**Method of Appeal to the Superintendent of Schools or His/Her Designee:**

1. An appeal can be presented by letter to the Superintendent of Schools.
2. The Superintendent of Schools or his/her designee should hold a conference with the parent or guardian as soon as possible after receipt of the appeal. The conference will be held during the regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible.
3. At the conference, the Superintendent of Schools or his/her designee will read the policy, rule or regulation which the student is charged with having violated and will briefly outline the conduct of the part of the student. The parent should be asked by the Superintendent of Schools or his/her designee if he/she understands the rule and the charges against the student.
4. Within twenty four (24) hours of the conclusion of the conference the Superintendent of Schools or his/her designee will notify the parent/guardian or student whether he/she will terminate or modify the out-of-school suspension. In all cases the parent will be advised of his/her right to have the out-of-school suspension reviewed by the Board of Education. If the parent is in agreement with the decision of the Superintendent of Schools or his/her designee, he/she will be requested to sign a waiver of review by the Board

**Method of Appeal to the Board of Education:**

1. An appeal can be requested by letter to the Superintendent of Schools or to the Clerk of the Board of Education.
2. If no appeal is received within five (5) days after the decision of the Superintendent of Schools or his/her designee is received by the parent or student, the decision of the Superintendent or his/her designee will be final.

**Hearing the Appeal:**

1. The Board will hear the appeal as soon as possible. The Board's decision is final and nonappealable.
2. The parent and student will be notified in writing of the date, time and place of the hearing.
3. The parent and student will have the right to an "open" or "closed" hearing, at their option.
4. Reasonable efforts will be made to accommodate the work schedule of parents.

**Procedure for Student Out-of-School Suspension Appeal Hearing Before the Board of Education:**

1. **The Board should:**
  - a. Announce that the next agenda item is an out-of-school suspension review hearing for a student.
  - b. Ask whether the parents/student wish the hearing to be open to the public or in executive session. The offer of an open hearing and their response is to be made a part of the minutes of the meeting. If parents/guardian, or student request a closed hearing, a motion to go into executive session per their request should be made and voted on.
2. **The Board President should advise the parents/student:**
  - a. That they are entitled to legal counsel, if they desire it.
  - b. That the administration will present its witnesses first and that after each witness the parents or their legal counsel will be given an opportunity to cross-examine.
  - c. That the parents/student will be given an opportunity to call any witnesses and present any evidence they may wish, subject to cross-examination by legal counsel for the administration.
  - d. That the Board will consider the evidence and documents and reach a decision which will be recorded by vote in open session.
  - e. That the parents/student may ask any questions about the procedure.
3. Following presentation of 1 and 2 above, all administration witnesses and documents subject to cross-examination.
4. Parents/student may call any witnesses and present any documents subject to cross-examination.
5. After each witness is presented School Board members may ask the witness any questions.
6. Parents'/student's closing statement
7. Administration's closing statement.

8. Deliberate in private. (If the hearing has not been held in executive session, the Board may still deliberate in executive session pursuant to OKLA. STAT. tit. 25, Section 307 (B)(7) to discuss items which are confidential under state or federal law.)
9. Return to open session and vote. [After adopting a motion making certain findings of fact the Board must make a motion to:
  - (1) affirm the out-of-school suspension;
  - (2) modify the out-of-school suspension (increase or decrease severity of the out-of-school suspension)Or
  - (3) revoke the out-of-school suspension]

**Attendance at School Pending Appeal Hearing**

Pending the appeal hearing of an out-of-school suspension to the Board, the student will have the right to attend school under such "in-house" restrictions as the principal deems proper, except that at the discretion of the principal, the student may be prohibited from attending school pending any appeal hearing if in the judgment of the principal:

1. the conduct for which the student was suspended out of school reasonably indicates that continued attendance by the student pending any appeal hearing would be dangerous to other students, staff members or school property; or
2. the conduct for which the student was suspended out of school reasonably indicates that the continued presence of the student at the school pending any appeal hearing would substantially interfere with the educational process at the school.

**K. Student Privileges While Under Out-of-School Suspension or Under Other Disciplinary or Correctional Measures**

Participation in the extracurricular activities of the school is a privilege and not a right. Accordingly, when a student's behavior results in a determination by the principal of an out-of-school suspension, the student immediately, notwithstanding the filing of an appeal, forfeits the privilege of participating in all extracurricular activities of the school. In addition, when a principal determines to impose alternative in-school disciplinary or other correctional measures against a student, then the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the offense committed by the student.

"Extracurricular activities" include, but are not limited to, all school sponsored teams, clubs, organizations, ceremonies, student government, band, athletics and all other school sponsored activities and organizations.

## **NEW POLICY**

### **MEDICAL MARIJUANA, HEMP & CANNABIDIOL (CBD)**

Regardless of a student, employee, parent or any individual's status as a medical marijuana licenses holder, marijuana is not allowed on the premises of the district or in any school vehicle or in any personal vehicle transporting a student under any circumstances. While the use of medical marijuana in conjunction with the possession of a medical marijuana license is legal in the State of Oklahoma, marijuana is a prohibited controlled substance under federal law regardless of the use being for medical purposes. Accordingly, possession of marijuana by a student, employee, parent or any individual, notwithstanding the possession of a medical marijuana license, is strictly prohibited while on the premises of the district and in school vehicles; going to and from and attending district sponsored functions, events, and athletic activities, including those district sponsored functions, events and/or athletic activities which occur in a location other than the premises of the district; utilizing district equipment or transportation; and in any other instance in connection with the district where the district reasonably deems the possession of marijuana to be illegal.

In the event that a student, employee, parent or any individual is found to possess or to have possessed marijuana in any of the instances stated above, the district will proceed with all actions and consequences that are afforded to the district under any state or federal law, employment contract, district policy, student handbook provision, or any other authority applicable to or adopted by the district.

#### A. Definitions

The following definitions shall apply:

1. Marijuana: all parts of the plant Cannabis sativa L., whether growing or not; the seeds thereof; the resin extracted from any part of such plant; and every compound, manufacture, salt, derivative, mixture or preparation of such plant, its seeds or resin (except cannabidiol made from hemp which meets the definition of "Hemp Cannabidiol" as defined below). The term "marijuana" shall not include any federal Food and Drug Administration-approved cannabidiol medication.
2. Hemp Cannabidiol ("Hemp CBD"): a nonpsychoactive cannabinoid made from hemp that has a tetrahydrocannabinol concentration of not more than three-tenths of one percent (0.3%).
3. Hemp: the plant Cannabis sativa L. and any part of that plant, including the seeds thereof and all derivatives, extracts, cannabinoids, isomers, acids, salts, and salts of isomers, whether growing or not, with a delta-9 tetrahydrocannabinol concentration of not more than 0.3% on a dry weight basis.
4. THC: tetrahydrocannabinol.

The terms "marijuana" and "possession of marijuana" will be interpreted by the district in accordance with state and federal law. Any conflict between state and federal law as to the definition or treatment of "marijuana," "possession of marijuana," "hemp" or "cannabidiol" will be interpreted in accordance with the circumstances and proper legal authority.

#### B. Nondiscrimination

There will be no discrimination in the district because of an individual's status as a medical marijuana license holder.

#### C. Hemp and Hemp Cannabidiol (Hemp CBD)

1. Regulation: Hemp CBD is regulated differently than marijuana under both state and federal law. Possession and administration of Hemp CBD shall be treated differently based on the concentration of THC in the Hemp CBD. In no instance will this section be construed to apply to a substance that (1) is not made from hemp or (2) contains more than 0.3% THC.

a. Hemp CBD Containing 0.0% THC

- (1) Employees and other Non-Student Individuals: Employees and individuals who are not students of the district may possess and self-administer Hemp CBD containing 0.0% THC on the premises of the district. However, employees or non-student individuals must be able to certify, upon request, that the Hemp CBD contains 0.0% THC at the time of possession and/or self-administration via a reliable product label. Employees and non-student individuals are not permitted to self-administer Hemp CBD in the presence of students.
- (2) Students: A parent or legal guardian of a student may administer Hemp CBD containing 0.0% THC to the student in accordance with this policy. Hemp CBD containing 0.0% THC may only be administered to a student in an area designated by the district's personnel. The parent, legal guardian must certify that the Hemp CBD contains 0.0% THC via a declaration given under penalty of perjury prior to administering such Hemp CBD to the student in the district's designated administration area. Such declaration shall be effective for the semester in which it is given. A new declaration must be provided by a parent or legal guardian each semester. After the parent or legal guardian of the student has administered the Hemp CBD containing 0.0% THC to the student, the parent or legal guardian must remove the Hemp CBD from the district's premises.

b. Hemp CBD Containing 0.3% THC

- (1) Employees and other Non-Student Individuals: Employees and individuals who are not students of the district may possess and self-administer Hemp CBD containing up to a maximum of three-tenths of one percent (0.3%) THC on the premises of the district provided they meet one of the following:
  - (a) The employee or individual who is not a student is a medical marijuana license holder; or
  - (b) The employee or individual who is not a student has a written certification from a physician licensed in Oklahoma that the employee or individual that is not a student has been diagnosed by a licensed physician as having one of the following:
    - i. Lennox-Gastaut Syndrome;
    - ii. Dravet Syndrome, also known as Sever Myoclonic Epilepsy of Infancy;
    - iii. Any other severe form of epilepsy that is not adequately treated by traditional medical therapies;
    - iv. Spasticity due to multiple sclerosis or due to paraplegia;
    - v. Intractable nausea and vomiting; or
    - vi. Appetite stimulation with chronic wasting diseases.

Employees or non-student individuals must be able to verify, upon request, (1) that they meet an exception listed above, and (2) that the Hemp CBD contains no more than 0.3% THC at the time of possession and/or self-administration, via a reliable product label or a physician's certification. Employees and non-student individuals are not permitted to self-administer Hemp CBD in the presence of students.

- (2) Students: Students of the district may not possess and/or self-administer Hemp CBD containing THC in an amount no greater than 0.3%. However, the parent, legal guardian or caregiver (as defined in 63 O.S. § 420A) of the student may administer Hemp CBD containing THC in an amount no greater than 0.3% on district premises in accordance with this policy if the student meets one of the following exceptions:

- (a) The student is a medical marijuana license holder; or



- (b) The parent, legal guardian, or caregiver of the student has a written certification from a physician licensed in Oklahoma that the student has been diagnosed by a licensed physician as having one of the following:
- i. Lennox-Gastaut Syndrome;
  - ii. Dravet Syndrome, also known as Sever Myoclonic Epilepsy of Infancy;
  - iii. Any other severe form of epilepsy that is not adequately treated by traditional medical therapies;
  - iv. Spasticity due to multiple sclerosis or due to paraplegia;
  - v. Intractable nausea and vomiting; or
  - vi. Appetite stimulation with chronic wasting diseases.

The physician's written certification must also provide that the Hemp CBD being administered to the student has a THC level of not more than 0.3% and the Hemp CBD was delivered to the student, parent, or legal guardian in a liquid form.

The parent, legal guardian, or caregiver may administer Hemp CBD containing THC in an amount no greater than 0.3% to the student in an area designated by the district's personnel. The parent, legal guardian, or caregiver must certify that the Hemp CBD contains THC in an amount no greater than 0.3% via a declaration given under penalty of perjury prior to administering such Hemp CBD to the student in the district's designated administration area. Such declaration shall be effective for the semester in which it is given. A new declaration must be provided by the parent, legal guardian, or caregiver each semester. After the parent, legal guardian or caregiver of the student has administered the Hemp CBD to the student, the parent, legal guardian or caregiver must remove the Hemp CBD from the district's premises.

2. Administration by School Personnel and Storage: In no instance will a district employee administer Hemp CBD to a student, unless they are the parent, legal guardian, or caretaker for that student. The district will not maintain or store a student's Hemp CBD for any length of time.
3. Violations: In the event that a student, employee, parent or any individual is found to have violated the district's policy regarding Hemp CBD possession and/or self-administration, the district will proceed with all actions and consequences that are afforded to the district under any state or federal law, employment contract, district policy, student handbook provision, or any other authority applicable to or adopted by the district.

#### D. Overlap with Other District Policies

The district recognizes that the legal aspects and consequences of medical marijuana, cannabidiol, and hemp are new and possibly subject to change. These legal aspects and consequences of medical marijuana, cannabidiol, and hemp effect many areas of the district's current policies regarding employees, students, parents and individuals on district premises or attending district events. The district will continue to enforce its current adopted policies. As the need arises with changes in state and/or federal law, the district will consider and/or examine district policies in order to assess whether revisions, if any, may be needed to a district policy in order to comply with state and federal law.

#### E. Employees

Employees of the district are expected to comply with state and federal law at all times as a term of their continued employment with the district. In that regard, employees are hereby notified that any person who uses or is addicted to marijuana, regardless of whether his or her state has passed legislation authorizing marijuana use for medicinal or recreational purposes, is an unlawful user of or addicted to a controlled substance and is prohibited by federal law from possessing firearms or ammunition. See 18 U.S.C. § 922(g)(3); see also Bureau

of Alcohol, Tobacco, Firearms and Explosives (“ATF”) open letter to all federal firearms licensees (<https://www.atf.gov/file/60211/download>). Employees are expected to adhere to any and all open letters, formal opinions, directives, or any other instruction provided by federal or state agencies regarding state and/or federal law.

**F. Prescription Medications**

This policy does not apply to any federal Food and Drug Administration-approved cannabidiol medication. Such medication may not be possessed or self-administered by students. These medications must be stored in district offices and may be administered by the school nurse or other designated district personnel in accordance with the district’s policy on Administration of Medicine.

**Guthrie Public Schools**  
**Declaration**

1. I am the \_\_\_\_\_ parent, \_\_\_\_\_ legal guardian, or \_\_\_\_\_ caretaker of the following named student:  
\_\_\_\_\_ (hereinafter the “Student”).

2. I am requesting that the District permit me access to the Student to administer cannabidiol, a nonpsychoactive cannabinoid substance derived from the *Cannabis sativa L.* plant (hereinafter “Cannabidiol”).

3. In making this request, I affirm one of the following:

**(Check Only One)**

The cannabidiol substance I seek to administer to the Student has 0.0% tetrahydrocannabinol (THC).

The cannabidiol substance I seek to administer to the Student has a tetrahydrocannabinol (THC) level not exceeding 0.3% **AND** I have received a written certification from a physician licensed in this state that the Student has been diagnosed by a physician as having Lennox-Gastaut Syndrome, Dravet Syndrome, also known as Severe Myoclonic Epilepsy of Infancy, or any other severe form of epilepsy that is not adequately treated by traditional medical therapies, spasticity due to multiple sclerosis or due to paraplegia, intractable nausea and vomiting, or appetite stimulation with chronic wasting diseases.

The cannabidiol substance I seek to administer to the Student has a tetrahydrocannabinol (THC) level not exceeding 0.3% **AND** the Student has a current Oklahoma Medical Marijuana License.

I state under penalty of perjury under the laws of Oklahoma that the foregoing is true and correct.

\_\_\_\_\_  
(Date and Place)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Printed Name of Parent / Legal Guardian / Caretaker

***NEW POLICY***  
***SELECTION OF A CONSTRUCTION MANAGER***

Pursuant to 61 O.S. § 62, the Board of Education authorizes the Superintendent or his or her designee to develop and maintain procedures for the selection of a construction manager for each project for which the District determines that the employment of a construction managers is permitted and desirable. This procedure shall, at a minimum:

1. Extend consideration only to construction mangers recognized as qualified by the Department of Real Estate Services of the Office of Management and Enterprise Services;
2. Evaluate the candidates' professional qualifications, including but not limited to, licensing, registration, certifications, technical abilities and past experience relevant to the contemplated project; and
3. Select a construction manager based on professional qualifications and technical experience.

Upon selection of a construction manager, the District shall negotiate a contract with the highest qualified construction manager, provided that a fee can be negotiated that is fair and reasonable to both parties. In the event a reasonable fee cannot be negotiated with the selected construction manager, the District may negotiate with other construction managers in order of their qualifications.

**Reference:** 61 O.S. § 62

***NEW POLICY***  
***DYSLEXIA AWARENESS PROGRAM***

The district recognizes that many students suffer from dyslexia and may require further assistance in the classroom. Accordingly, starting with the 2020-2021 school year, the district will offer an annual dyslexia awareness program to provide teachers with training and resources on dyslexia and to foster a better learning environment for affected students.

Beginning with the 2020-2021 school year, the annual dyslexia awareness program will, at a minimum, include:

1. Training in awareness of dyslexia characteristics in students;
2. Training in effective classroom instruction to meet the needs of students with dyslexia; and
3. Available dyslexia resources for teachers, students and parents.

Reference: 70 O.S. § 6-194 (F)

***NEW POLICY***  
***STUDENT DIABETES CARE AND MANAGEMENT***

Purpose

The purpose of this policy is to implement the requirements of the Diabetes Management in Schools Act (“Act”), OKLA. STAT. tit. 70 § 1210.196.1 et seq.

Definitions

For purposes of this policy, these terms have the following definitions:

“Diabetes medical management plan” means the document a student’s personal health care team develops that identifies the health services the student may need at school

“Personal health care team” means the team responsible for managing a student’s diabetes and includes the principal or designee, the school nurse (if assigned to the school), the assistant, if any, the parent or guardian of the student, and to the extent practicable, the physician responsible for the student’s diabetes treatment.

“School nurse” means a certified school nurse, a registered nurse contracting with the district or a public health nurse.

“Volunteer diabetes care assistant” means a district employee who has volunteered to be a diabetes care assistant and successfully completed the training required by this policy and state law.

Policy

Any district employee aware of a student who has diabetes-related needs while at school or while participating in school activities will promptly advise the principal or designee. The parent of any student who will have diabetes-related needs at school or in school activities should promptly advise the school principal or designee.

A personal health care team will develop a written Diabetes Medical Management Plan (“Plan”) for each student who will seek care for diabetes while at school or while participating in a school activity. The Plan will identify the health services the student may need at school. Each member of the student’s personal health care team, including the parent, will sign the Plan. The personal health care team will review the Plan at least annually. The school nurse at the school in which the student is enrolled, if any, will assist the student with the management of his or her diabetes care as provided in the Plan. If the school does not have an assigned school nurse, the principal will make a reasonable effort to find one or more district employees willing to serve as a volunteer diabetes care assistant (“Assistant”) to assist the student with diabetes care as provided in the student’s Plan. The principal will make a reasonable effort to ensure that a school nurse or Assistant is available at the school to assist the student when needed. The district will not restrict the assignment of a student with diabetes to a particular school based on the presence of a school nurse or assistant.

District personnel will request that the parent provide written authorization for the school nurse or assistant to have access to the student’s physician at all times. The district will maintain the Plan and related documentation as student health records.



Before undertaking responsibilities as an assistant, a volunteer must first complete training provided by the school nurse or the State Department of Health in accordance with the Act. The training will include instruction in the following:

- Recognizing the symptoms of hypoglycemia and hyperglycemia;
- Understanding the proper action to take if the student's blood glucose is outside the range indicated in the Plan;
- Understanding the details of the Plan;
- Performing finger sticks to check blood glucose levels, check urine ketone levels and record the results of those checks;
- Properly administering insulin and glucagon and recording the results of the administration;
- Recognizing complications that require the assistant to seek emergency assistance; and
- Understanding the recommended schedules and food intake for the student's meals and snacks, the effect of physical activity on blood glucose and the proper action to be taken if the student's schedule is disrupted.

To continue as an Assistant, the volunteer must annually demonstrate competency in the above training. The school nurse, principal or designee will maintain a copy of the training guidelines and the records associated with the training.

With parent permission, the district will provide each district employee responsible for supervising or transporting a student with diabetes a form with the following information:

- Student's name;
- Telephone number of a contact person in case of an emergency involving the student; and
- Potential emergencies that may occur due to the diabetes and appropriate responses to such emergencies.

Any district employee provided the above information will be informed of applicable health privacy policies.

In accordance with his or her individual Plan and this policy, a student may attend to the management of his or her diabetes, which may include:

- Performing blood glucose level checks;
- Administering insulin through the student's insulin delivery system;
- Treating hypoglycemia and hyperglycemia;
- Unless changed in accordance with this policy, possessing on his or her person at any time, any supplies or specialized equipment necessary to monitor and care for his or her diabetes; and

- Otherwise attending to the management of his or her diabetes in the classroom, any area of the school or grounds, or at any school related activity.

The school administration will provide a private area where the student can attend to his or her diabetes-related needs.

Students who manage their diabetes and personally possess the necessary specialized equipment and supplies under this policy are prohibited from sharing or playing with their equipment or supplies. If a student engages in these activities, the parent will be contacted and a meeting of the personal health care team will be scheduled. The district is not responsible for safeguarding the specialized equipment or supplies of a student who personally possesses those items.

Students with diabetes are encouraged to wear Medic Alert bracelets or necklaces.

No district employee will be subject to any penalty or disciplinary action for refusing to serve as an assistant. No district employee will be subject to any disciplinary proceeding resulting from any action taken in compliance with this policy. Any employee acting in accordance with this policy and law will be immune from civil liability unless the employee's actions rise to the level of reckless or intentional conduct. A school nurse will not be held responsible or subject to disciplinary action for the actions of an assistant.

## **ANNUAL BOARD OF EDUCATION ELECTION RESOLUTION**

TO: Logan County Election Board

FROM: The Guthrie Public School District, Independent School  
District I-01 of Logan County, Oklahoma

The Board of Education of the Guthrie Public School District has approved the following resolution calling for an election to be submitted to the voters of the district.

### **Date of the Election:**

A Board of Education Primary Election shall be held on February 11, 2020, only if three or more candidates file for the Board of Education position scheduled to be on the ballot or for a Board of Education position appearing on the ballot as an unexpired term. A Board of Education General Election shall be held on April 7, 2020, under the following circumstances: if only two candidates file for a position scheduled to be on the ballot or for a position on the ballot for an unexpired term or if no candidate in the Board of Education Primary Election receives more than 50% of the votes cast. The polling places shall be open from 7:00 a.m. to 7:00 p.m.

### **Board Member Positions on Ballot:**

The voters shall elect a board member for board position number 1, which has a 4-year term of office and board position number 7, which has a 4-year term of office.

### **Qualifications of Candidates for Office:**

To be eligible to be a candidate for member of the board of education of a school district, a person must have resided in the district for at least six months preceding the first day of the filing period, and have been a registered voter registered with the county election board at an address located within the geographical boundaries of the district for six months preceding the first day of the filing period. In school districts that have been divided into election districts, a candidate must have resided in the district for six months preceding the first day of the filing period and have been a registered voter registered with the county election board at an address located within the geographical boundaries of the election district for six months preceding the first day of the filing period.

No person shall be eligible to be a candidate for or elected to be a member of the board of education of a school district unless the person has been awarded a high school diploma or certificate of high school equivalency.

A person who has been convicted of a misdemeanor involving embezzlement or a felony under the laws of this state or of the United States or who has entered a plea of guilty or nolo contendere to such misdemeanor involving embezzlement or felony or who has been convicted of a crime in another state which would have been a misdemeanor involving embezzlement or a felony under the laws of this state or has entered a plea of guilty or nolo contendere to such crime shall not be eligible to be a candidate for or be elected to any school board office for a period of fifteen years following completion of his sentence or during the pendency of an appeal of such conviction or plea.

No person shall be eligible to be a candidate for or serve on a board of education if he or she is currently employed by the school district governed by the board of education or is related within the second degree by affinity or consanguinity to any other member of the board of education or to any employee of the school district. The following are relatives within the second degree: A candidate's spouse, child, parent, grandchild, grandparent, brother, sister, spouse's child, spouse's grandchild, spouse's brother, spouse's sister, spouse's grandparent, grandchild's spouse, parent's spouse and child's spouse. The prohibitions in this paragraph shall not apply if the board member candidate is related within the second degree of affinity or consanguinity to an individual employed as a substitute teacher by the school district or as a temporary substitute support employee if the school district has an Average Daily Membership of less than five thousand (5,000).

Candidates must affirm that upon being elected as a new member of the Board of Education, within fifteen (15) months of election, they will complete at least twelve (12) hours of instruction on education issues, including school finance, Oklahoma education laws, and ethics, duties and responsibilities of district board of education members. Three (3) of these twelve (12) credits must be earned as follows: one (1) credit in ethics, one (1) credit in open meeting act and open records act, and one (1) credit in school finance. Incumbents must affirm that they will complete six (6) hours of instruction within fifteen (15) months of election emphasizing changes in school law. Three (3) of these six (6) credits must be earned as follows: one (1) credit in ethics, one (1) credit in open meeting act and open records act, and one (1) credit in school finance.

**Voters Eligible to Vote:**

To be eligible to vote, a voter must be registered with the county election board at an address within the geographical boundaries of the district.

**Ballot Titles:**

The ballot to be submitted to the voters shall call for the voters to:

1. Select one candidate for Guthrie Public School Board Position No. 1  
and
2. Select one candidate for Guthrie Public School Board Position No. 7

Approved by the Guthrie Public School Board of Education this 14<sup>th</sup> day of October, 2019.

\_\_\_\_\_  
President of the Board of Education

\_\_\_\_\_  
Clerk of the Board of Education

Filed with the Logan County Election Board this \_\_\_\_\_ day of \_\_\_\_\_, 2019

\_\_\_\_\_  
Secretary  
Logan County Election Board

(SEAL)

# School Year 2019-2020 Oklahoma Prevention Needs Assessment Survey School District Participation Consent Form

The \_\_\_\_\_ School District/Charter School/Private School agrees to participate in the school year 2019-2020 Oklahoma Prevention Needs Assessment Survey. The district/charter/private school agrees to survey at least 70% of students in each of the following grades: 6, 8, 10, and 12. The district/charter/private school agrees to administer the survey in October 2019, November 2019, December 2019, or February 2020.

I designate \_\_\_\_\_ as the district/charter school/private school survey coordinator for the survey project. This person will work with the school(s) and the Oklahoma Department of Mental Health and Substance Abuse Services to conduct the Oklahoma Prevention Needs Assessment Survey.

**Please provide us with the following contact information for this coordinator:**

**Physical Mailing Address (Including city and zip code):**

**Please NO P.O. BOX ADDRESSES**

(survey packets will be delivered by Fed-ex and require a physical mailing address)

\_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Please select the method of surveying you would prefer for your district, charter, or private school.**

\_\_\_\_\_ Standard Paper/Pencil Surveying

\_\_\_\_\_ Online Surveying via web-based survey

\_\_\_\_\_ I would prefer that my designated Survey Coordinator make this decision.

**Please provide us with current enrollment figures for our district/school's students in the following grades:**

**6th Grade Enrollment** \_\_\_\_\_

**8th Grade Enrollment** \_\_\_\_\_

**10th Grade Enrollment** \_\_\_\_\_

**12th Grade Enrollment** \_\_\_\_\_

\_\_\_\_\_  
**Superintendent**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**Superintendent Email Address (for electronic distribution of results to you after survey completion)**

Return to:

Carrie Daniels, Prevention Division

Oklahoma Department of Mental Health and Substance Abuse Services

2000 N. Classen Blvd. Suite E600, Oklahoma City, OK 73106

Fax: (405) 366-0405 • [carrie.daniels@odmhsas.org](mailto:carrie.daniels@odmhsas.org)

Dear Parent or Guardian:

The Oklahoma Department of Mental Health and Substance Abuse Services is conducting an important survey on student behaviors and beliefs. The survey is called the Oklahoma Prevention Needs Assessment (PNA) Student Survey. Your child's class is set to take this survey on \_\_\_\_\_ (*insert the day's date your school will administer the survey*).

The purpose of the survey is to gather information needed to plan prevention and intervention programs in our community and schools. These programs will address problems of alcohol, tobacco, and other drug use, school dropout, delinquency, violence, and other problem behaviors in our schools and communities. Information will also help judge the effectiveness of current prevention and intervention efforts. I have a copy of the survey instrument at the school office if you wish to stop by and review it. In our school, we are asking students' parents to give their permission before the student can participate in the survey. You need to be aware that:

- (1) Your child's participation is completely voluntary and confidential.
- (2) If your child does not participate he or she will not be penalized or lose any school benefits to which he or she is otherwise entitled.
- (3) Your child may discontinue the survey or skip any or all questions on the survey without penalty or loss of any school benefits to which he or she is otherwise entitled.

The surveys are being administered by your school district during one class period and will take about 45 minutes to complete. **All responses will be completely anonymous and confidential.** Results will be reported for groups of students; because the survey is anonymous, responses cannot be linked to any individual student.

If you have any questions or would like to review copies of the surveys, please contact your child's school. A copy of each survey is available for your review in the school office. For additional information about the survey, call Oklahoma PNA Survey Contacts Carrie Daniels, Oklahoma Department of Mental Health and Substance Abuse Services' OPNA Survey Coordinator (Phone number 405-248-9281), or Mary Johnstun, Survey Project Coordinator at Bach Harrison, L.L.C. (Phone number: 801-842-2682). If you have any concerns or questions about your student's rights as a participant in this survey, you may contact David Wright, Ph.D., Oklahoma Department of Mental Health and Substance Abuse Services Institutional Review Board Chairperson, at 405-248-9221.

For the survey results to be accurate, it is important that all students are given an opportunity to participate in the survey, whether or not they have ever used tobacco, alcohol, or other drugs or engaged in problem behavior. Please check whether or not you want your child to participate in the survey, sign this form, and have your child return it to his or her teacher as soon as possible. Thank you very much for your help on this important project.

**PLEASE RETURN THIS FORM TO SCHOOL ONCE YOU HAVE SIGNED IT.**

Student's First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

**Please check the box(s) and sign below:**

- I GIVE PERMISSION for my child to complete the Oklahoma Prevention Needs Assessment (PNA) Survey.**
- I DO NOT GIVE PERMISSION for my child to complete the Oklahoma Prevention Needs Assessment (PNA) Survey**

Parent / Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

# OKLAHOMA PREVENTION NEEDS ASSESSMENT SURVEY

- Thank you for agreeing to participate in this survey. The purpose of this survey is to learn how students in our schools feel about their community, family, peers, and school. The survey also asks about health behaviors.
- The survey is completely voluntary and anonymous. DO NOT put your name on the questionnaire.**
- This is not a test, so there are no right or wrong answers. We would like you to work quickly so you can finish.
- All of the questions should be answered by completely filling in one of the answer spaces. If you do not find an answer that fits exactly, use the one that comes closest. If any question does not apply to you, or you are not sure what it means, just leave it blank. You can skip any question that you do not wish to answer.
- For questions that have the following answers: **NO! no yes YES!**  
 Mark (the BIG) **NO!** if you think the statement is **DEFINITELY NOT TRUE** for you.  
 Mark (the little) **no** if you think the statement is **MOSTLY NOT TRUE** for you.  
 Mark (the little) **yes** if you think the statement is **MOSTLY TRUE** for you.  
 Mark (the BIG) **YES!** if you think the statement is **DEFINITELY TRUE** for you.

Example: Chocolate is the best ice cream flavor.

NO!    no    yes    YES!

In the example above, the student marked "yes" because he or she thinks the statement is mostly true.

- Please mark only one answer for each question by completely filling in the circle with a #2 pencil.**

Please fill in the following information with the help of your teacher/survey assistant.

County: 

0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9

Type:  I  
 C  
 P

District: 

0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

Site: 

0	0	0
1	1	1
2	2	2
3	3	3
4	4	4
5	5	5
6	6	6
7	7	7
8	8	8
9	9	9

Student's Home Zip code: 

0	0	0	0	0
1	1	1	1	1
2	2	2	2	2
3	3	3	3	3
4	4	4	4	4
5	5	5	5	5
6	6	6	6	6
7	7	7	7	7
8	8	8	8	8
9	9	9	9	9

What Tribe (if any) are you enrolled in as a member? Mark only ONE option.

I am not an enrolled member of a Tribe

- |  |   |   |
|--|---|---|
| <input type="radio"/> Absentee-Shawnee Tribe of Indians  | <input type="radio"/> Kaw Nation  | <input type="radio"/> Prairie Band of Potawatomi Nation                                   |
| <input type="radio"/> Alabama-Quassarte Tribal Town      | <input type="radio"/> Kialegee Tribal Town  | <input type="radio"/> Quapaw Tribe of Indians   |
| <input type="radio"/> Alaska Native                      | <input type="radio"/> Kickapoo Tribe of Indians of the Kickapoo Reservation in Kansas | <input type="radio"/> Sac & Fox Nation of Oklahoma  |
| <input type="radio"/> Apache Tribe                       | <input type="radio"/> Kickapoo Tribe of Oklahoma                                      | <input type="radio"/> Sac and Fox Nation of Missouri (Kansas and Nebraska)                |
| <input type="radio"/> Caddo Nation of Oklahoma           | <input type="radio"/> Kickapoo Tribe of Texas   | <input type="radio"/> Seminole Nation of Oklahoma   |
| <input type="radio"/> Cherokee Nation                    | <input type="radio"/> Kiowa Indian Tribe of Oklahoma                                  | <input type="radio"/> Seneca-Cayuga Tribe of Oklahoma                                     |
| <input type="radio"/> Cheyenne-Arapaho Tribes            | <input type="radio"/> Miami Tribe of Oklahoma   | <input type="radio"/> Shawnee Tribe   |
| <input type="radio"/> Chickasaw Nation                   | <input type="radio"/> Modoc Tribe of Oklahoma   | <input type="radio"/> Thlopthlocco Tribal Town  |
| <input type="radio"/> Choctaw Nation of Oklahoma         | <input type="radio"/> Muscogee (Creek) Nation   | <input type="radio"/> Tonkawa Tribe of Indians of Oklahoma                                |
| <input type="radio"/> Citizen Potawatomi Nation          | <input type="radio"/> Navajo  | <input type="radio"/> United Keetoowah Band of Cherokee Indians in Oklahoma               |
| <input type="radio"/> Comanche Nation                    | <input type="radio"/> Navajo Nation   | <input type="radio"/> Wichita and Affiliated Tribes (Wichita, Keechi, Waco and Tawakonie) |
| <input type="radio"/> Delaware Nation                    | <input type="radio"/> Osage Tribe   | <input type="radio"/> Wyandotte Nation  |
| <input type="radio"/> Delaware Tribe of Indians          | <input type="radio"/> Otoe-Missouria Tribe of Indians                                 | <input type="radio"/> Other tribe (without tribal headquarters in Oklahoma) _____         |
| <input type="radio"/> Eastern Band of the Cherokees      | <input type="radio"/> Ottawa Tribe of Oklahoma  |   |
| <input type="radio"/> Eastern Shawnee Tribe of Oklahoma  | <input type="radio"/> Pawnee Nation of Oklahoma                                       |   |
| <input type="radio"/> Fort Sill Apache Tribe of Oklahoma | <input type="radio"/> Peoria Tribe of Indians of Oklahoma                             |   |
| <input type="radio"/> Iowa Tribe (Kansas and Nebraska)   | <input type="radio"/> Ponca Tribe of Indians of Oklahoma                              |   |
| <input type="radio"/> Iowa Tribe of Oklahoma             |   |   |

PLEASE DO NOT WRITE IN THIS AREA



[SERIAL]

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- 81 1. Are you:  MALE  FEMALE
- 79 2. How old are you?
- 78  10 or younger  12  14  16  18
- 77  11  13  15  17  19 or older

- 73 3. What grade are you in?
- 6th  8th  10th  12th
- 71  7th  9th  11th

- 69 4. Are you Hispanic or Latino?  Yes  No

- 67 5. What is your race? (Select one or more)

- 65  Asian
- 64  Hawaiian or other Pacific Islander
- 63  American Indian
- 62  Alaskan Native
- 61  Black, or African American
- 60  White

The next section asks about your experiences at school.

	NO!	no	yes	YES!
53 6. In my school, students have lots of chances to help decide things like class activities and rules.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
51 7. Teachers ask me to work on special classroom projects.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
46 8. My teachers notice when I am doing a good job and let me know about it.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
41 9. There are lots of chances for students in my school to get involved in sports, clubs, and other school activities outside of class.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
38 10. There are lots of chances for students in my school to talk with a teacher one-on-one.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
36 11. I feel safe at my school.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
33 12. The school lets my parents know when I have done something well.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
30 13. My teachers praise me when I work hard in school.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
27 14. Are your school grades better than the grades of most students in your class?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
25 15. I have lots of chances to be part of class discussions or activities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- 16 16. Putting them all together, what were your grades like last year?

- 14  Mostly F's  Mostly B's
- 13  Mostly D's  Mostly A's
- 12  Mostly C's

- 10 17. How important do you think the things you are learning in school are going to be for your later life?

- 7  Very important  Slightly important
- 6  Quite important  Not at all important
- 5  Fairly important

18. How interesting are most of your courses to you?

- Very interesting and stimulating  Slightly interesting
- Quite interesting  Not at all interesting
- Fairly interesting

	Never	Seldom	Sometimes	Often	Almost always
19. Now thinking back over the past year in school, how often did you:					
a. enjoy being in school?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. hate being in school?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. try to do your best work in school?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. How often do you feel that the school work you are assigned is meaningful and important?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

21. During the LAST FOUR WEEKS how many whole days of school have you missed because you skipped or 'cut'?

- None  2 days  4-5 days  11 or more days
- 1 day  3 days  6-10 days

The next questions ask about your feelings and experiences in other parts of your life.

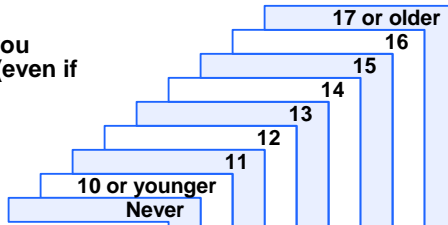
22. Think of your four best friends (the friends you feel closest to). In the past year (12 months), how many of your best friends have:

	Number of friends				
	0	1	2	3	4
a. participated in clubs, organizations or activities at school?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. smoked cigarettes?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. tried beer, wine or hard liquor (for example, vodka, whiskey, or gin) when their parents didn't know about it?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. made a commitment to stay drug-free?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. used marijuana?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. tried to do well in school?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. used LSD, cocaine, amphetamines, or other illegal drugs?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. been suspended from school?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
i. liked school?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
j. carried a handgun?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
k. sold illegal drugs?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
l. regularly attended religious services?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
m. stolen or tried to steal a motor vehicle such as a car or motorcycle?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
n. been arrested?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
o. dropped out of school?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

23. On how many occasions (if any) have you had alcoholic beverages (beer, wine or hard liquor) to drink in your lifetime – more than just a few sips?

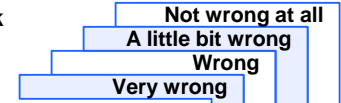
- 0 Occasions
- 1 or 2 Occasions
- 3 to 5 Occasions
- 6 to 9 Occasions
- 10 to 19 Occasions
- 20 to 39 Occasions
- 40 or more Occasions

24. How old were you when you first (even if only one time):



	Never	10 or younger	11	12	13	14	15	16	17 or older
a. smoked marijuana?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. smoked a cigarette, even just a puff?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. had more than a sip or two of beer, wine or hard liquor (for example, vodka, whiskey, or gin)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. began drinking alcoholic beverages regularly, that is, at least once or twice a month?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. used methamphetamines (meth, crystal meth) ?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. used heroin?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. used prescription pain relievers (such as Vicodin, OxyContin, Percocet, or Codeine) without a doctor telling you to take them?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
h. used prescription stimulants (such as Ritalin, Adderal, or Dexedrine) without a doctor telling you to take them?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
i. used prescription sedatives (tranquilizers, such as Valium or Xanax, barbiturates, or sleeping pills) without a doctor telling you to take them?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
j. used over the counter drugs (such as cough syrup, cold medicine, or diet pills) for the purposes of getting high?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
k. used some other drug not listed above to get high? Please write in the name of the drug _____	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
l. got suspended from school?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
m. got arrested?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
n. carried a handgun?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
o. attacked someone with the idea of seriously hurting them?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

25. How wrong do you think it is for someone your age to:



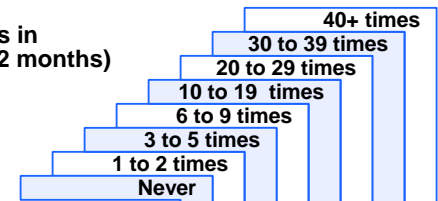
	Very wrong	Wrong	A little bit wrong	Not wrong at all	
a. take a handgun to school?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	76
b. steal anything worth more than \$5?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	74
c. pick a fight with someone?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	72
d. attack someone with the idea of seriously hurting them?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	70 69
e. stay away from school all day when their parents think they are at school?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	67 66
f. drink beer, wine or hard liquor (for example, vodka, whiskey, or gin) regularly?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	64 63
g. smoke cigarettes?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	61
h. smoke marijuana?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	59
i. use LSD, cocaine, amphetamines or another illegal drug?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	57
j. use prescription drugs without a doctor telling them to take them?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	54

26. How do you feel about someone your age having one or two drinks of an alcoholic beverage nearly every day?

- Neither Approve nor Disapprove
- Strongly Disapprove
- Somewhat Disapprove
- Don't know or can't say

47
46
45
44
43
42
41

27. How many times in the past year (12 months) have you:



	Never	1 to 2 times	3 to 5 times	6 to 9 times	10 to 19 times	20 to 29 times	30 to 39 times	40+ times	
a. been suspended from school?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	37
b. carried a handgun?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	32 31
c. sold illegal drugs?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	29 28 27 26
d. stolen or tried to steal a motor vehicle such as a car or motorcycle?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	24 22
e. participated in clubs, organizations or activities at school?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	20 19
f. been arrested?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	17 16 15
g. done extra work on your own for school?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	12
h. attacked someone with the idea of seriously hurting them?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	9 8 7
i. been drunk or high at school?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	5 4
j. volunteered to do community service?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
k. taken a handgun to school?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

**On how many occasions (if any) have you:**

**OCCASIONS:**

	0	1-2	3-5	6-9	10-19	20-39	40+
79							
76	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
74	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
73	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
71	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
70	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
68	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
66	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
65	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
62	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
59	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
58	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
57	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
56	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
50	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
49	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
48	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
47	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
45							

43. **During the past 12 months, how often do you recall hearing, reading, or watching an advertisement about the prevention of substance use?**
- Never
  - Before, but not in the past year
  - A few times in the past year
  - Once a month
  - Once a week or more
  - Almost everyday
41. **Think back over the last two weeks. How many times have you had five or more alcoholic drinks in a row?**
- None
  - Once
  - Twice
  - 3-5 times
  - 6-9 times
  - 10 or more times
42. **How frequently have you used smokeless tobacco during the past 30 days?**
- Never
  - Once or twice
  - Once or twice per week
  - 3-5 times per week
  - About once a day
  - More than once a day
43. **How frequently have you smoked cigarettes during the past 30 days?**
- Not at all
  - Less than one cigarette per day
  - One to five cigarettes per day
  - About one-half pack per day
  - About one pack per day
  - About one and one-half packs per day
  - Two packs or more per day

44. **During the last 12 months, how often (if ever) have you used ALCOHOL (beer, wine, or hard liquor) in each of the following places?**
- |   | Not at all            | 1-2 times             | 3-5 times             | 6 or more times       |
|---|-----------------------|-----------------------|-----------------------|-----------------------|
| a. At your home.                              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| b. At friends' houses.                        | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| c. At a school dance, a game, or other event. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| d. At school during the day.                  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| e. Near school.                               | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| f. In a car.                                  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| g. At a party.                                | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| h. At a park or beach.                        | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| i. At a bar or restaurant.                    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
45. **During the past 30 days, how many times did you DRIVE a car or other vehicle when you had been drinking alcohol?**
- 0 times
  - 1 time
  - 2 or 3 times
  - 4 or 5 times
  - 6 or more times
46. **During the past 30 days, how many times did you RIDE in a car or other vehicle driven by someone who had been drinking alcohol?**
- 0 times
  - 1 time
  - 2 or 3 times
  - 4 or 5 times
  - 6 or more times

47. If you drank ALCOHOL (beer, wine, or hard liquor) and not just a sip or taste in the last year, how did you USUALLY get it? (Choose all that apply.)

- I did not use alcohol in the past year
- I bought it myself **with** a fake ID
- I bought it myself **without** a fake ID
- I got it from someone I know age **21 or older**
- I got it from someone I know **under age 21**
- I got it from my brother or sister
- I got it from home **with** my parents' permission
- I got it from home **without** my parents' permission
- I got it from another relative
- A stranger bought it for me
- I took it from a store or shop
- I got it at a bar or restaurant
- Other

48. During the past year, what type of alcohol did you usually drink? (Mark the one best answer).

- I did not drink alcohol during the past year
- Beer
- Malt beverages, such as Smirnoff Ice, Bacardi Silver, or Hard Lemonade
- Wine coolers, such as Bartles and James or Seagrams
- Wine
- Liquor, such as vodka, rum, scotch, bourbon, or whiskey
- Some other type

49. If you have ever used prescription drugs in order to get high, not for a medical reason, how did you get them? (Mark all that apply.)

- I've never used prescription drugs to get high
- Friends
- Family/Relatives
- Parties
- Home (e.g., Medicine Cabinet)
- Doctor/Pharmacy
- School
- Other
- Over the Internet
- Outside the United States (e.g., Mexico, Canada).

50. During the past 12 months, have you talked with at least one of your parents about the dangers of tobacco, alcohol, or drug use? By parents, we mean your biological parents, adoptive parents, stepparents, or adult guardians – whether or not they live with you. (Choose all that apply)

- No, I did not talk with my parents about the dangers of tobacco, alcohol, or drug use.
- Yes, I talked with my parents about the dangers of tobacco use.
- Yes, I talked with my parents about the dangers of alcohol use.
- Yes, I talked with my parents about the dangers of drug use.

51. How often do you attend religious services or activities?

- Never
- Rarely
- 1-2 times a month
- About once a week or more

Answer questions 52 to 57 for both alcohol and drugs.

In the past 12 months :	Alcohol			Drugs		
	No	Yes	Don't use	No	Yes	Don't use
52. have you spent more time using alcohol or drugs than you intended?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
53. have you neglected some of your usual responsibilities because of using alcohol or drugs?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
54. have you wanted to cut down on your alcohol or drug use?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
55. has anyone objected to your alcohol or drug use?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
56. did you frequently find yourself thinking about using alcohol or drugs?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
57. did you use alcohol or drugs to relieve feelings such as sadness, anger, or boredom?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	NO!	no	yes	YES!
58. I think sometimes it's okay to cheat at school.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
59. Sometimes I think that life is not worth it.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
60. At times I think I am no good at all.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
61. All in all, I am inclined to think that I am a failure.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
62. In the past year, have you felt depressed or sad MOST days, even if you felt okay sometimes?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
63. It is all right to beat up people if they start the fight.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
64. I think it is okay to take something without asking if you can get away with it.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

65. Is there an adult in your life, such as a parent, relative, teacher or neighbor, who you:

	NO!	no	yes	YES!
a. feel very close to.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. share your thoughts and feelings with.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. enjoy spending time with.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. could ask for help if you had a problem.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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**66. How much do you think people risk harming themselves (physically or in other ways) if they:**

	No risk	Slight risk	Moderate risk	Great risk
a. smoke one or more packs of cigarettes per day?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. try marijuana once or twice?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. smoke marijuana once or twice a week?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. take one or two drinks of an alcoholic beverage (beer, wine, liquor) nearly every day?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. have five or more drinks of an alcoholic beverage in a row once or twice a week?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. use prescription drugs without a doctor telling them to take them?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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**67. What are the chances you would be seen as cool if you:**

	No or very little chance	Little chance	Some chance	Pretty good chance	Very good chance
a. smoked cigarettes?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. worked hard at school?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. began drinking alcoholic beverages regularly, that is, at least once or twice a month?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. defended someone who was being verbally abused at school?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. smoked marijuana?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. carried a handgun?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. regularly volunteered to do community service?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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**68. During the past 30 days, how often did you:**

	All of the time	Most of the time	Some of the time	A little of the time	None of the time
a. feel nervous?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. feel hopeless?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. feel restless or fidgety?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. feel so depressed that nothing could cheer you up?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. feel that everything was an effort?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. feel worthless?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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**69. Sometimes we don't know what we will do as adults, but we may have an idea. Please answer how true these statements may be for you.**

**WHEN I AM AN ADULT I WILL:**

	NO!	no	yes	YES!
a. smoke cigarettes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. drink beer, wine, or liquor.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. smoke marijuana.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**70. I do the opposite of what people tell me, just to get them mad.**

Very False       Somewhat True  
 Somewhat False       Very True

**71. I like to see how much I can get away with.**

Very False       Somewhat True  
 Somewhat False       Very True

**72. I ignore rules that get in my way.**

Very False       Somewhat True  
 Somewhat False       Very True

**73. During the past 12 months, did you ever seriously consider attempting suicide?**

No       Yes

**74. During the past 12 months, did you make a plan about how you would attempt suicide?**

No       Yes

**75. During the past 12 months, how many times did you actually attempt suicide?**

0 times       4 to 5 times  
 1 time       6 or more times  
 2 to 3 times

**These questions ask about the neighborhood and community where you live**

**76. Which of the following activities for people your age are available in your community?**

a. sports teams       No       Yes  
b. scouting       No       Yes  
c. boys and girls clubs       No       Yes  
d. 4-H clubs       No       Yes  
e. service clubs       No       Yes

**77. How wrong would most adults (over 21) in your neighborhood think it is for kids your age:**

	Very wrong	Wrong	A little bit wrong	Not wrong at all
a. to use marijuana?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. to drink alcohol?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. to smoke cigarettes?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	NO!	no	yes	YES!
78. If a kid smoked marijuana in your neighborhood would he or she be caught by the police?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
79. If a kid drank some beer, wine or hard liquor (for example, vodka, whiskey, or gin) in your neighborhood would he or she be caught by the police?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
80. If a kid carried a handgun in your neighborhood would he or she be caught by the police?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



**81. How much does each of the following statements describe your neighborhood?**

	NO!	no	yes	YES!
a. crime and/or drug selling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. fights	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. lots of empty or abandoned buildings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. lots of graffiti	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. gang activity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	NO!	no	yes	YES!
82. If I had to move, I would miss the neighborhood I now live in.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
83. My neighbors notice when I am doing a good job and let me know about it.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
84. I like my neighborhood.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
85. There are lots of adults in my neighborhood I could talk to about something important.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
86. I'd like to get out of my neighborhood.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
87. There are people in my neighborhood who are proud of me when I do something well.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
88. There are people in my neighborhood who encourage me to do my best.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
89. I feel safe in my neighborhood.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Very easy	Sort of easy	Sort of hard	Very hard
90. If you wanted to get some cigarettes, how easy would it be for you to get some?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
91. If you wanted to get some beer, wine or hard liquor (for example, vodka, whiskey, or gin), how easy would it be for you to get some?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
92. If you wanted to get a drug like cocaine, LSD, or amphetamines, how easy would it be for you to get some?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
93. If you wanted to get a handgun, how easy would it be for you to get one?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
94. If you wanted to get some marijuana, how easy would it be for you to get some?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
95. If you wanted to get methamphetamines (meth, crystal meth) how easy would it be for you to get some?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	None (0%)	Few (1-10%)	Some (11-30%)	Some to half (31-50%)	Half to most (51-70%)	Most (71-90%)	Almost all (91-100%)
96. Now think about all the students in your grade at your school. How many of them do you think... a. smoke one or more cigarettes a day?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. drank alcohol sometime in the past month?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. used marijuana sometime in the past month?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. used an illegal drug in the past month (not including marijuana)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

	Very wrong	Wrong	A little bit wrong	Not wrong at all
97. How wrong do your friends feel it would be for you to: a. have one or two drinks of an alcoholic beverage nearly every day?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. smoke tobacco?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. smoke marijuana?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. use prescription drugs not prescribed to you?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The next few questions ask about your family. When answering these questions please think about the people you consider to be your family, for example, parents, stepparents, grandparents, aunts, uncles, etc.

98. How often do your parents tell you they're proud of you for something you've done? <input type="radio"/> Never or almost never <input type="radio"/> Often <input type="radio"/> Sometimes <input type="radio"/> All the time	35
99. My parents notice when I am doing a good job and let me know about it. <input type="radio"/> Never or almost never <input type="radio"/> Often <input type="radio"/> Sometimes <input type="radio"/> All the time	32

	No	Yes
100. Have any of your brothers or sisters ever: a. drunk beer, wine or hard liquor (for example, vodka, whiskey or gin)?	<input type="radio"/>	<input type="radio"/>
b. smoked marijuana?	<input type="radio"/>	<input type="radio"/>
c. smoked cigarettes?	<input type="radio"/>	<input type="radio"/>
d. taken a handgun to school?	<input type="radio"/>	<input type="radio"/>
e. been suspended or expelled from school?	<input type="radio"/>	<input type="radio"/>

	NO!	no	yes	YES!	
101. The rules in my family are clear.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
76 75 74 73 72 71 70 69 68 67 66 65 64 61 59 58 55 52 49 47 46 44 41 37 35 32 31 29 26 24 22 21 20 18 16 14 12 10 8 6	102. People in my family often insult or yell at each other.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
103. When I am not at home, one of my parents knows where I am and who I am with.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
104. We argue about the same things in my family over and over.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
105. If you drank some beer or wine or liquor (for example, vodka, whiskey, or gin) without your parents' permission, would you be caught by your parents?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
106. My family has clear rules about alcohol and drug use.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
107. If you carried a handgun without your parents' permission, would you be caught by your parents?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
108. If you skipped school would you be caught by your parents?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
109. Do you feel very close to your mother?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
110. Do you share your thoughts and feelings with your mother?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
111. My parents ask me what I think before most family decisions affecting me are made.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
112. Do you share your thoughts and feelings with your father?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
113. Do you enjoy spending time with your mother?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
114. Do you enjoy spending time with your father?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
115. If I had a personal problem, I could ask my mom or dad for help.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
116. Do you feel very close to your father?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
117. My parents give me lots of chances to do fun things with them.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
118. My parents ask if I've gotten my homework done.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
119. People in my family have serious arguments.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
120. Would your parents know if you did not come home on time?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
121. It is important to be honest with your parents, even if they become upset or you get punished.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

122. How wrong do your parents feel it would be for YOU to:

	Very wrong	Wrong	A little bit wrong	Not wrong at all
a. have 1 to 2 drinks of beer, wine, or hard liquor (for example, vodka, whiskey or gin) nearly every day?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. smoke cigarettes?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. smoke marijuana?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. steal something worth more than \$5?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
e. draw graffiti, write things, or draw pictures on buildings or other property (without the owner's permission)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
f. pick a fight with someone?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
g. use prescription drugs without a doctor telling you to take them?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

123. About how many adults (over 21) have you known personally who in the past year have:

	Number of Adults				
	0	1	2	3-4	5+
a. used marijuana, crack, cocaine, or other drugs?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
b. sold or dealt drugs?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
c. done other things that could get them in trouble with the police, like stealing, selling stolen goods, mugging or assaulting others, etc?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
d. gotten drunk or high?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

124. Has anyone in your family ever had severe alcohol or drug problems?

No  Yes

	Responses										
	a	b	c	d	e	f	g	h	i	j	k
201.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
202.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
203.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
204.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
205.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
206.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
207.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
208.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
209.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
210.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
211.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
212.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
213.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
214.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
215.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
216.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
217.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
218.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
219.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
220.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Extra Questions Start with 201



## STOP, GO AND TELL SERVICE AGREEMENT

This Stop, Go and Tell Service Agreement (“**Agreement**”) is entered into and effective this 14th day of October, 2019 by and between Guthrie Public Schools (herein, the “**District**”) and Bethesda, Inc., an Oklahoma not-for-profit corporation (herein, “**Bethesda**”) (each of the District and Bethesda may be referred to herein as a “**Party**” or collectively, the “**Parties**”).

**WHEREAS**, the District is engaged in the business of providing education to school age children throughout the city of Guthrie; and

**WHEREAS**, Bethesda is engaged in the business of providing personal space boundary rule education (aka Stop, Go and Tell (“**SGT**”)) to children; and

**WHEREAS**, the District wishes to utilize Bethesda and their employed education staff to provide SGT to their students; and

**WHEREAS**, the Parties now desire to enter into this Agreement and Bethesda agrees to accept such appointment on the terms and conditions set forth in this Agreement.

**NOW, THEREFORE**, in consideration of the mutual promises, covenants and obligations contained herein, the Parties agree as follows:

**1. Services Provided.** The District hereby engages Bethesda to provide from time to time and on a case by case basis, SGT in the school setting to students of the District. SGT can be for groups or classrooms of students.

- a. *Request for SGT.* In each instance and prior to Bethesda providing a SGT presentation, the District shall contact Bethesda requesting SGT. The Parties shall communicate to establish an agreed upon date and schedule for SGT.
- b. *Performance of SGT.* Bethesda shall render SGT as set forth in the Request for SGT in a timely and professional manner consistent with generally accepted industry standards. Bethesda will determine the method, details, and means of performing SGT; however, should any employee of Bethesda not provide SGT in accordance with the stated guidance provided by the School Counselor or substitute (e.g., principal, teacher) (collectively, “**District Employee**”) at such school, the District will contact Bethesda and request in writing that any concerns be resolved, but should such concerns not be resolved, the District can request Bethesda to discontinue services by Bethesda. Bethesda agrees to provide an employee (hereinafter, “**Presenter**”) (e.g., Education Coordinator, Education Director, intern, therapist) for SGT. Bethesda’s Presenter will operate in accordance with applicable federal and state laws and regulations and District policies, rules, regulations and guidance applicable to SGT, as made known to them by the District.
- c. *Responsibility for Services.* Bethesda shall be responsible for all wages, taxes, benefits and other employee-related expenses and duties associated with providing SGT. Presenter is the sole responsibility of Bethesda. Bethesda shall be responsible for maintaining all records, logs, and documentations. District will provide a District Employee who will collaborate with Presenter with regard to presentation

schedule, escort the Presenter to classrooms, be present for presentations, and follow state procedures to report any suspected child abuse or neglect. Furthermore, District Employee agrees to follow up with any student that either District Employee or Presenter suspects may be a victim of abuse. District Employee and Presenter will, within a week of any given presentation, email to Presenter the number of students and adults (e.g., teacher, principal, parent, caregivers) in attendance and the number of disclosures followed up on and reported.

- d. **Term.** This Agreement is effective as of October, 2019 and shall continue in effect through the District year. The Parties may renew the Agreement upon written renewal at least thirty (30) days prior to the expiration hereof. Both Parties reserve the right to terminate this Agreement at any time, with or without cause, so long as the terminating party delivers written notification of such to the other Party no less than thirty (30) days prior to the termination date. Upon the expiration or otherwise termination of this Agreement, Bethesda shall immediately cease performing SGT.

## 2. **Representations and Warranties.**

- a. The District represents and warrants to Bethesda the following: The District will seek appropriate consent required by the Board of Education for a child to participate in the SGT program.
- b. The District and Bethesda agree that student safety is a top priority. In an effort to protect student safety, the Parties represent and warrant that they will not hire any individual, whether as an officer, agent, employee, or contractor, who has been convicted of a felony or who has been convicted of any crime involving moral turpitude. The Parties also declare that none of its employees working on school premises are currently registered or required to register under the provisions of the Oklahoma Sex Offenders Registration Act or the Mary Rippey Violent Crime Offenders Registration Act. Both parties agree to request that all their employees have in their possession, at all times, a current photo ID. Upon request of the District, Bethesda shall submit written proof to the District's Department of Guidance and Counseling that all applicable employees have passed background checks prior to their entering the building of the school to provide SGT pursuant to this Agreement.
- c. District is aware that the following basic principles will be imparted to its students:
  1. Their body belongs to them.
  2. Private parts are covered by a bathing suit (no specific private parts are discussed).
  3. Personal space boundary rules:
    - Say "NO" if someone tries to touch your private parts
    - Say "NO" if someone tries to look at your private parts
    - Say "NO" if someone tries to show you their private parts
    - Say "NO" to touching someone else's private parts
    - Say "NO" to looking at pictures of private parts on cell phones, computers, TV, movies, and magazines

4. Identify the safe adults in their lives who they can go to if someone tries to or breaks a personal space boundary rule.
5. When someone tries to or breaks a personal space boundary rule, they should **STOP**, **GO** find someone safe, and **TELL** them what happened.
6. They can decide who comes in and out of their personal space.
7. It is not the child's fault if someone breaks a personal space boundary rule.

District is aware that each educational session lasts approximately 30 minutes and that Bethesda will provide a classroom follow up within 4-6 weeks.

3. **Limitation of Liability.** BETHESDA MAKES NO WARRANTIES, EITHER EXPRESS OR IMPLIED, AS TO ANY MATTER WHATSOEVER, INCLUDING, WITHOUT LIMITATION, THE CONDITION OF THE SERVICES OR ANY WORK PRODUCT OR DELIVERABLES DEVELOPED HEREUNDER, AND BETHESDA EXPRESSLY DISCLAIMS ALL WARRANTIES OF MERCHANTABILITY, FITNESS FOR ANY PARTICULAR PURPOSE OR NEED, ACCURACY, NON-INFRINGEMENT OF THIRD PARTY RIGHTS AND TITLE, AND ALL WARRANTIES THAT MAY ARISE FROM COURSE OF DEALING, COURSE OF PERFORMANCE OR USAGE OF TRADE.

4. **Confidentiality.** The District and Bethesda will maintain client confidentiality in accordance with both Parties' confidentiality policies and in accordance with all applicable laws, including but not limited to the Oklahoma Health Information Exchange Act, 43A O.S. § 1-109 C (1) (2008), and the Healthcare Insurance Portability and Accountability Act of 1996 ("HIPPA"), as amended. The receiving Party shall maintain any and all confidential information of the disclosing Party (including client files and Requests for SGT) with at least the same degree of care it uses to protect its own confidential information of a similar nature or sensitivity, but no less than reasonable care under the circumstances. Each Party shall advise the other Party in writing of any misappropriation or misuse of any confidential information of the other Party of which the notifying Party becomes aware.

**5. Miscellaneous Provisions.**

- a. *Governing Law.* This Agreement is to be construed in accordance with and governed by the laws of the State of Oklahoma, without regard to or application of provisions relating to choice of law. The exclusive venue for any and all legal proceedings that might arise from this Agreement shall be Cleveland County, Oklahoma.
- b. *Severability.* If any provision of this Agreement is unenforceable, then such provision will be enforced to the maximum extent possible under applicable law so as to affect the intent of the Parties and the other provisions of this Agreement will continue in full force and effect.
- c. *Entire Agreement; Amendment; Assignment; Waiver.* This Agreement (including the Request for SGT, and any supplements or amendments thereto) constitutes the entire Agreement between the Parties with respect to the subject matter hereof, and supersedes all prior or contemporaneous communications, negotiations, and agreements, written or oral, regarding the subject matter hereto. No modification of or amendment or waiver to this Agreement or the Request for SGT will be effective unless in writing and signed by each of the Parties. Neither Party may

assign any or all of its rights or obligations under this Agreement without the prior written consent of the other Party. No waiver of any default or breach hereunder, nor any delay or partial exercise of any right or remedy arising as a result of any such default or breach, shall constitute a waiver of any other default or breach whether similar or otherwise, nor shall it prevent or preclude the non-breaching party from exercising such right or remedy upon the occurrence of a subsequent default or breach.

- d. *Press Releases.* The Parties hereby agree that both Parties must approve, in advance and in writing, all public announcements or other promotional efforts made regarding the terms and conditions of this Agreement, except where disclosure is required as a matter of law. Either Party may, in its sole discretion, refuse to approve a public announcement or other promotional material presented by the other Party. If either Party makes any public announcements or creates other promotional material that refers to the other Party or this Agreement, that Party shall cease the use of such material upon the termination of this Agreement and shall remove such material from all publicly available sources, including all Internet websites.
- e. *Independent Contractor Status.* The relationship of the Parties is that of independent contractors and neither Party is an employee, servant, agent, partner or joint venture of the other Party. Neither Party shall be deemed to be the legal representative of the other. Each Party assumes complete responsibility for its own employees with regard to federal or state employers' liability and withholding tax, worker's compensation, social security, unemployment insurance, and compliance with other federal, state and local laws.

(Signatures on next page)

**IN WITNESS WHEREOF**, the District and Bethesda have executed and delivered this Agreement on the day and year first above written.

DISTRICT: **GUTHRIE PUBLIC SCHOOLS**

By: \_\_\_\_\_

Name: Dr. Mike Simpson

Title: Superintendent

BETHESDA: **BETHESDA, INC.**, an Oklahoma not-for-profit corporation

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_



## Board of Education Personnel Reports

### ***Employment Request***

<u>Classification</u> Name	<u>Certified</u> Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Marsh, Emily	Charter Oak	Kindergarten	09/06/19		6	NP
Warren, Kynnisha	Fogarty	Kindergarten	09/03/19		6	NP
Weeks, Sue	GUES	Mild/Mod Sp. Ed.	10/14/19		6	Neva Edmonston

<u>Classification</u> Name	<u>Support</u> Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Davidson, Allen	Central/HS	Custodian	09/30/19	3	8	Tonette Tolbert
Eaton, Amanda	JH	Cafeteria Worker	09/09/19	2	6	Rebecca McClain
Hoel, Kristina	Central	Kinder. Para.	09/17/19	3	7.5	NP
White, Melissa	Central	Kinder. Para.	09/13/19	3	7.5	NP
Web, John	Technology	Tech 1	09/12/19	8	8	NP

### ***FMLA Request***

**Certified: 2**

**Support: 0**

### ***Transfer of Position Report***

<u>Classification</u> Name	<u>Support</u> Transferred From	Transferred To	Replacing	Transfer Date
Jordan-Reynolds, Sabrina	Trans. 7.5	Trans. 6.0	Vince Vincilione	09/03/19
McKeever, Lora	Trans. 6.0	Trans. 7.5	Jaylene Smith	09/30/19
Thompson, Jamie	Trans. 6.0	Trans. 7.5	Sabrina Jordan-Reynolds	09/30/19



## Board of Education Personnel Reports

### *Separation of Employment*

<u>Classification Certified</u> Name	Site	Teaching Assignment	Reason For Separation	Effective
Edmonston, Richelle	GUES	Spec. Ed.	Resignation	09/19/19

<u>Classification Support</u> Name	Site	Teaching Assignment	Reason For Separation	Effective
Williams, Kimberly	GUES	Custodian	Terminated	10/03/19



**2019-2020 JH Academic Duty Assignments**

<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>	<i>Replacing</i>
Builders Club	\$400.00	Bethany Knight	unassigned
Builders Club	\$400.00	Kristi Blakemore	Kristi Blakemore

**2019-2020 HS Academic Duty Assignments**

<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>	<i>Replacing</i>
Sophomore Class Sponsor	\$200.00	Daylon Edwards	unassigned

**2019-2020 JH Athletic Duty Assignments**

<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>	<i>Replacing</i>
Summer Pride	\$1,000.00	Howard, Jay	unassigned

**2019-2020 HS Athletic Duty Assignments**

<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>	<i>Replacing</i>
Summer Pride	\$1,000.00	Booker Blakley	unassigned
Summer Pride	\$1,000.00	Jadon Davenport	unassigned
Summer Pride	\$1,000.00	Kara Tarrant	unassigned

Guthrie Public Schools  
Property Committee Meeting  
October 7, 2019 5:00 p.m.

Members present: Dr. Mike Simpson, Doug Ogle, Michelle Chapple, Cody Thompson, Tina Smedley, and Ron Plagg. Sharon Watts was present for Janna Pierson

**Mr. Thompson spoke on the following items:**

**Expenditure Reports:**

- Summarized the expenses for September
- 35 new Purchase Orders for September

**Completed Projects:**

- 259 Work-Orders completed by Maintenance Dept.
- HVAC projects:
  - \*Installed new roof top unit for top floor classroom at Fogarty
  - \*Installed a new a/c unit for home side concession at the Stadium
  - \*Installed a new a/c unit for the classroom in the JH gym
  - \*Made piping repairs to the chiller at the JH
  - \*Installed 2 new window units in Cotteral Quad
  - \*Completed heating unit inspections at Cotteral and Fogarty.
- HS south side is complete and working on the north end
- Filled in sink hole at Fogarty portable buildings
- Installed new picnic table for the HS
- Installed new LED lighting on the JH stage
- Made major roof repairs to the JH gym roof
- Removed a tree, trimmed the larger tree, and placed dirt and sod in the yard area on the south side of the north building at the HS
- Made repairs to the road going from Charter Oak Rd. to the lagoon
- Made repairs to the sewer line in South boys' restroom at the HS
- Completed tree work throughout the district due to storm damage
- Transportation Update: repairs made to Bus #21 and #47 as well as #35 SUV

**Projects in Progress & Future Projects:**

- Currently have 158 Maintenance Work-Orders in progress
- District HVAC, Electrical and Plumbing repairs
- Getting quotes for new playground equipment for Central ES funded by the State Farm grant
- Installation of trees, shrubs, flower pots and flowers in front of the JH. Should be done by Fall Break
- Continue heater checks throughout the District, hope to have completed by Fall Break
- Replace the current choir risers for the music dept. at the JH

- Continue replacing 14 HVAC units at Fogarty
- Replace the condenser to the outside freezer at the HS, should be done by the end of October
- Repair existing outside south steps at the HS
- Retile the flooring in the restrooms and entrances at Admin Bldg.
- Build and install iron gate to lagoon entrance at Charter Oak
- Replace air filters and clean coils at each site
- Continue roof repairs where needed at all sites
- Carpentry/Cabinet work in offices at Administration Building
- Continue the upkeep and repairs to our yellow and white fleet

**Bond Projects Discussion:**

Charter Oak ES – Completed

W.L. McNatt will be re-hydroseeding areas of the lagoon next spring

High School HVAC Project – Phase II project is underway

Asbestos abatement – completed

A/C – completed

Boiler/Heating – currently piping the heat side in the attic area

Scheduled to fire up the boilers the week of October 7th

BAS Controls – operational. Still working on the graphics so we can read it to make changes. EarthSmart needs to integrate the chiller into existing areas from previous control systems

North gym HVAC - completed

Fogarty HVAC Project – Replacing package HVAC units

Scheduling installation of RTU. Have replaced 1 unit for top floor classroom

2019 Bond Issue Projects initial meeting for Phase 1 is scheduled for Oct. 22<sup>nd</sup>.

**Guthrie Public Schools**  
**Finance Committee meeting**

**October 8<sup>th</sup>, 2019**

**4:00 P.M.**

In Attendance: Dr. Mike Simpson, Doug Ogle, Michelle Chapple, Angie Smedley, Carmen Walters, Sharon Watts, Travis Sallee, Gina Davis, and Brandi Brown.

**Mrs. Chapple** opened the meeting informing the committee the first items were routine financial reports, speaking briefly on the budget.

**Mrs. Chapple** spoke on the following:

**Approval of 2019-2020 Board Adopted Operating Budget.**

Budget information was given and approved.

**Mr. Ogle** spoke on the following:

**Approval of Agreement with Cantrell & Waller-ACT Prep.**

This program will be taught to teachers during an in-service day in February. Teachers will help students learn how to prep for the ACT test.

**Approval of Agreement with People Facts-Background Checks**

The main use is for parents/volunteers basic background checks; results within a few hours.

**Dr. Mike Simpson** spoke on the following:

**Approval of 2019-2020 with AAA Playgrounds-Central ES**

Dr. Simpson spoke briefly about the new playground that Central ES will be getting since they won the grant with State Farm. The current slide at Central will be moved to Cotteral.

## **Curriculum Committee Meeting**

### **Minutes**

**October 8, 2019**

**5:00 PM**

In attendance: Dr. Simpson, Doug Ogle, Carmen Walters, Angie Smedley, Travis Sallee, Gina Davis, Jennifer Bennett-Johnson, and Meghan Norton.

#### **Ms. Walters:**

- Discussion of BOY (Beginning of Year), RSA scores
- Discussion of Parental Involvement at Curriculum Nights at elementary sites

#### **Mr. Ogle:**

- Discussion of ACT Prep Strategies for the High School
- Discussion of annual Meridian Technology MOU and explanations of new math course transcribed
- Stop, Go and Tell Program was explained
- Need to add physical science class for freshman GHS discussed with the addition of Coach Jensen to become an adjunct teacher for this purpose

#### **Dr. Simpson:**

- The Oklahoma Prevention Needs Assessment Survey was discussed

#### **Mr. Ogle and Ms. Walters:**

- Shared how data from ALCA is broken down by academic strands and teachers

#### **Cotteral Principal Scot Graham:**

- Shared staff initiatives for the current year that have been implemented at Cotteral based on data from OSTP testing and MAP testing
- Discussion held on parental involvement

#### **Charter Oak Principal Jeff Ball:**

- Shared that teachers participated in Payne Training over the summer and that training is being implemented in the classroom and positive outcomes are expected

- He has incentives in place at Charter Oak for student and staff attendance
- Discussion of how data from OSTP testing and MAP testing established implementation of staff initiatives
- Discussion was also held on his increased enrollment and growing population of EL (English Learner), students
- Discussion was also held on Charter Oak parent involvement