

AGENDA WITH COMMENTARY

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

**MONDAY
JULY 10, 2023
6:30 P.M.**

AGENDA:

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

All of the following items, those items of a routine nature normally approved at Board meetings, will be approved by one vote unless any Board member desires to have a separate vote on any or all of these items. The Consent Agenda consists of the discussion, consideration and action on the following items:.....Pages 8-89

 - A. Minutes of regular meeting held on June 12, 2023**
 - B. Treasurer's Report**
 - C. Activity Fund Fundraisers as per attached lists**
 - D. Activity Fund End of Year Transfers as per attached list**
 - E. Fundraiser After Sale Accountability Report for 2022-2023 as per attached list**
 - F. Fuel Bid as recommended by bid committee**
 - G. Encumbrances for 2022-2023 General Fund #'s 1347-1356, Building Fund #'s 530-553 and Child Nutrition Fund #363, listed change orders and Activity Fund Reports and 2023-2024 General Fund #'s 1-244, Building Fund #'s 1-52, Child Nutrition Fund #'s 1-11, Bond Fund #'s 7-10, Sinking Fund #'s 1-8.**
 - H. Memorandum of Understanding between Oklahoma Department of Career and Technology Education and Guthrie High School.**

I. Contracts/Agreements under \$10,000

1. Renewal agreement with Willow Creek Health Care, LLC for Intergenerational Pre-K classroom for 2023-2024 school year....Pages 80-84

Commentary:

This will be the twelfth year for maintaining a Pre-K classroom at the Willow Creek facility located at 2300 West Noble. This continues to be a win-win situation for both parties. **Carmen Walters will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

2. Agreement with Golden Age Nursing Home of Guthrie, LLC for Intergenerational Pre-K classroom for 2023-2024 school year.....Pages 85-89

Commentary:

This will be the sixth year for maintaining a Pre-K classroom at Golden Age Nursing Home facility located at 419 East Oklahoma. This is a win-win situation for both parties. **Carmen Walters will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

9. Minutes of special meeting held on June 26, 2023.....Pages 90-92

10. Business Agenda:

A. Recommendation, consideration and action to approve Ms. Carmen Walters as the authorized official for GPS to sign any federal claims for reimbursement from the State Department of EducationPage 93

Commentary:

Federal claims for the State Department of Education must be signed by an approved authorized official who is legally authorized to bind the local education agency.

Carmen Walters will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

B. Recommendation, consideration and action to approve Ms. Angie Young as the authorized official for GPS to sign any special education reimbursement claims from the State Department of Education for projects 613, 615, 621, 623, 625, 628, 641, 642 and 643.....Page 94

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

C. Recommendation, consideration and action upon agreement with the Board of County Commissioners of Logan County for School Resource Officer provided by Logan County Sherriff's Office for 2023-2024.....Pages 95-102

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval

D. Recommendation, consideration and action upon Memorandum of Understanding between Meridian Technology Center and Guthrie Public Schools for supplemental funding for Guthrie Middle School Gateway to Technology Programs for 8th grade students for 2023-2024.....Pages 103-104

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

E. Recommendation, consideration and action upon loan agreement with Child Nutrition Fund for 2023-2024.....Page 105

Commentary:

This loan from the General Fund is necessary to begin a new fiscal year. Monies are not typically carried from one fiscal year to the next which are sufficient to begin that school year. The loan is paid back to the General Fund when balances are sufficient to support repayment and continuation of the program for the remainder of the 2023-2024 school year. **Dr. Chapple will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

F. Recommendation, consideration and action upon agreement with Imperial Vending for snack vending for 2023-2024.....Pages 106-107

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval

G. Recommendation, consideration and action upon agreement with IXL Learning for the 2023-2024 school year.....Pages 108-109

Commentary:

IXL Learning is an online Math, ELA and Science comprehensive program that makes personalized learning for students simple and effective. The program will be utilized for Math and ELA for 7th and 8th grade students, and also Science for 8th grade. The cost for 2023-2024 IXL Learning program is \$11,495.00. This is an increase of \$1,012.00 from the previous year. Title I federal funds will be used to pay for this program.

Carmen Walters will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

H. Recommendation, consideration and action upon agreement with EduSkills for 2023-2024 school year.....Pages 110-112

Commentary:

The cost for the 2023-2024 EduSkills, LLC Agreement is \$12,100.00 which is a \$660.00 price increase from the 2023 agreement due to additional EL technical support. The cost includes training and support with all program users, EL form scanning and processing identification of EL students on the October 1 consolidated report by scanning and processing Home Language Surveys forms for the bilingual audit.

Carmen Walters will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

I. Recommendation, consideration and action to approve Prime Contract Change Order #005 for Lambert Construction Co.....Pages 113-115

Commentary:

Prime Contract Change Order #005 refers to plumbing modifications for 106 & 107.

Dr. Simpson will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval

J. Recommendation, consideration and action upon approval of contract with Crossland Construction for construction management services.

Commentary:

The Board authorized the Superintendent to negotiate a contract with Crossland Construction at the Special Board Meeting on June 26. The contract has been finalized by attorneys for both Crossland Construction and Guthrie Public Schools and is now present for final consideration by the Board of Education.

Dr. Simpson will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

K. Recommendation, consideration and action upon Activity Fund Handbook for 2023-2024.....Pages 116-153

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

L. Recommendation, consideration and action upon Guthrie Upper Elementary Student Handbook for 2023-2024.....Pages 154-182

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

M. Recommendation, consideration and action upon Jr. High School Student Handbook for 2023-2024.....Pages 183-221

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

N. Recommendation, consideration and action upon Faver Alternative School Student Handbook for 2023-2024.....Pages 222-250

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

O. Recommendation, consideration and action upon Guthrie High School Student Handbook for 2023-2024.....Pages 251-283

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

P. Recommendation, consideration and action upon Guthrie High School Course Description Handbook for 2023-2024.....Pages 284-340

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

Q. Recommendation, consideration and action upon School Bus Rider's Handbook for 2023-2024.....Pages 341-351

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

R. Recommendation, consideration and action upon Transportation Department Employee Policy and Procedure Handbook for 2023-2024.....Pages 352-376

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval

- 11. **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 and teacher negotiations for 2023-2024 disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1, 2 and 7**
 - A. **Vote to go into executive session**
 - B. **Acknowledge Board's return to open session**
 - C. **Statement of minutes of executive session**

12. Vote on action as set out on the Personnel Reports.....Pages 377-378

13. Recommendation, consideration and action upon Support Personnel Handbook for 2023-2024.....Pages 379-415

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval

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**

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Posted by: _____

Date: _____ **Time:** _____

Place: _____

**GUTHRIE PUBLIC SCHOOLS
BOARD MINUTES
REGULAR MEETING
JUNE 12, 2023**

MINUTES OF THE GUTHRIE PUBLIC SCHOOL BOARD OF EDUCATION REGULAR MEETING HELD AT 6:30 P.M. IN THE ADMINISTRATION BUILDING, 802 EAST VILAS, GUTHRIE, OKLAHOMA ON JUNE 12, 2023.

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

District Level School Officials Present: Dr. Mike Simpson, Superintendent
Doug Ogle, Assistant Superintendent
Carmen Walters, Executive Director of
Federal Programs
Dr. Michelle Chapple, CFO
Angie Young, Director of Special Services
Dee Benson, Director of Technology
Cody Thompson, Director of Operations,

1. The meeting was called to order by President Plagg at 6:30 p.m.
2. Members Gail Davis, S. Janna Pierson, Matt Girard, Travis Sallee, Tina Smedley, Chris Schroder and Ron Plagg were present for roll call.
3. A quorum was established.
4. President Plagg asked everyone to stand and join him in the Pledge of Allegiance.
5. President Plagg asked everyone to join him in a Moment of Silence.
- 6A. President Plagg asked the Superintendent if there were any citizens registered to speak to the Board.

Superintendent Simpson stated there were no citizens registered to speak to the board.

- 6B. President Plagg called for any comments to the Board by Board members.

There were no comments to the Board from Board Members.

9. President Plagg called for Superintendent's Reports.

Superintendent Simpson reported on the following:

We had a tremendous evening for graduation on May 19th. Much thanks to the staff of the Lazy E Arena for their assistance and hospitality.

Our summer participation is down. Dr. Simpson would attribute the decline to federal requirement eliminating the grab and go option. Our average breakfast count is 45 and lunch 240. Last year, those numbers were 244 for breakfast and 322 for lunch.

Our summer meal participation is continuing to increase. We are averaging 244 breakfasts and 322 lunches served daily. Between breakfast and lunch, we have served 3402 meals over the first 6 days.

While the legislature is in special session, the bills remaining under consideration appear to have little to no effect on education. With that being said, the state legislature placed in excess of \$678 million of new funding into education. Included in the additional funding is a teacher pay raise. The raises are tiered based on years of experience. Teachers in 0-4 years will receive a \$3000 raise. Teachers entering years 5-9 will receive a \$4000 raise. Teachers entering years 10-14 will receive a \$5000 raise. Teachers entering year 15 and more will receive a \$6000 raise. Additionally, teachers will now receive 6 weeks of paid maternity leave. The legislature appropriated an additional \$125 million to the Redbud Fund for next year. This fund is set aside for facilities similar to the building fund but cannot be used for salaries. Our projected allocation is \$688,215.

The trade off for this increased funding was historic tax credits for families who have children attending private schools or they are home schooled.

We want to wish special congratulations to Lula Manderscheid from Guthrie Golden Chick. She is moving on to management over several franchises. She established tremendous support for our staff and this afternoon when Dr. Simpson visited her, she assured him that practice will continue so staff you can now rest easy!

We have scheduled a special board meeting for June 26th at 6:00 p.m. Our goal is to have a recommendation for a Construction Manager at that time.

Dr. Simpson has had interactions with our new City Manager, Eddie Faulker. Dr. Simpson was impressed with how perceptive he is about the great qualities our community possesses as well as opportunities for us to grow.

Much of the administrative staff will be at CCOSA Administrative Conference beginning on Wednesday of this week.

- 8. President Plagg called for action on the Consent Agenda.**

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

The motion carried with 7 ayes and 0 nays.

- 9A. President Plagg called for recommendation, consideration and action upon renewal of financial advisor services agreement with Municipal Financial Services, Inc. for 2023-2024.**

A motion was made by Smedley and seconded by Davis to approve renewal of financial advisor services agreement with Municipal Financial Services, Inc. for 2023-2024.

The motion carried with 7 ayes and 0 nays.

- 9B. President Plagg called for recommendation, consideration and action upon renewal with OSAG for workers' compensations insurance coverage for 2023-2024**

A motion was made by Davis and seconded by Girard to approve renewal with OSAG for workers' compensations insurance coverage for 2023-2024

The motion carried with 7 ayes and 0 nays.

- 9C. President Plagg called for recommendation, consideration and action to approve a 4-year lease agreement with Standley Systems for District copiers.**

A motion was made by Pierson and seconded by Girard to approve a 4-year lease agreement with Standley Systems for District copiers.

The motion carried with 7 ayes and 0 nays.

- 9D. President Plagg called for recommendation, consideration and action upon renewal agreement with Northwest Evaluation Association.**

A motion was made by Girard and seconded by Sallee to approve renewal agreement with Northwest Evaluation Association.

The motion carried with 7 ayes and 0 nays.

- 9E. President Plagg called for recommendation, consideration and action upon agreement with Edmentum-Exact Path and Courseware for the 2023-2024 school year.**

A motion was made by Sallee and seconded by Girard to approve an agreement with Edmentum-Exact Path and Courseware for the 2023-2024 school year.

The motion carried with 7 ayes and 0 nays.

- 9F. President Plagg called for recommendation, consideration and action upon agreement with Renaissance Learning Inc. for 2023-2024.**

A motion was made by Girard and seconded by Daivs to approve agreement with Renaissance Learning Inc. for 2023-2024.

Discussion followed.

The motion carried with 7 ayes and 0 nays.

- 9G. President Plagg called for recommendation, consideration and action upon agreement with Betsy Chen, BCBA of BC Behavioral, LLC, to provide specialized services relating to the provision of educational and behavioral services for student for the 2023-2024 school year.**

A motion was made by Schroder and seconded by Smedley to approve the agreement with Betsy Chen, BCBA of BC Behavioral, LLC, to provide specialized services relating to the provision of educational and behavioral services for student for the 2023-2024 school year.

Discussion followed.

The motion carried with 7 ayes and 0 nays.

- 9H. President Plagg called for recommendation consideration and action upon renewal agreement with Ms. Teresa Ewing to provide Physical Therapy Services for 2023-2024.**

A motion was made by Pierson and seconded by Sallee to approve the renewal agreement with Ms. Teresa Ewing to provide Physical Therapy Services for 2023-2024.

The motion carried with 7 ayes and 0 nays.

9I. President Plagg called for recommendation, consideration and action to approve the updated memo for 2023 K-6 Remedial Summer School.

A motion was made by Smedley and seconded by Daivs to approve the updated memo for 2023 K-6 Remedial Summer School.

The motion carried with 7 ayes and 0 nays.

9J. President Plagg called for recommendation, consideration and action upon Elementary Student Handbook.

A motion was made by Smedley and seconded by Pierson to approve the Elementary Student Handbook.

The motion carried with 7 ayes and 0 nays.

9K. President Plagg called for recommendation, consideration, and action on the following appointments for 2023-2024:

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

A motion was made by Schroder and seconded by Smedley to approve the on the following appointments for 2023-2024:

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

The motion carried with 7 ayes and 0 nays.

9L. President Plagg called for recommendation, consideration and action upon District Policy F-5 *Transfers Exhibit A*.

A motion was made by Davis and seconded by Pierson to approve District Policy F-5 *Transfers Exhibit A*.

The motion carried with 7 ayes and 0 nays.

- 10. President Plagg called for proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports extra duty assignments as listed for 2023-2024, teacher negotiations for 2023-2024, periodic evaluation of Dr. Michael Simpson, Superintendent of Schools, disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1, 2, and 7**
- 10A. A motion was made by Smedley and seconded by Schroder to go into executive session.**

The motion carried with 7 ayes and 0 nays. Executive session began at 6:53 p.m.
- 10B. President Plagg acknowledged the Board's return to open session at 8:28 p.m.**
- 10C. President Plagg stated that in executive session only those items listed in Agenda Item 10 were discussed and no votes were taken.**
- 11. President Plagg called for vote on action as set out on the Personnel Reports.**

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

The motion carried with 7 ayes and 0 nays.
- 12. President Plagg called for action upon recommendation of extra-duty assignment as listed for 2023-2024.**

A motion was made by Smedley and seconded by Davis to approve the extra-duty assignment as listed for 2023-2024.

The motion carried with 7 ayes and 0 nays.
- 13. President Plagg called for recommendation, consideration and action for Statutory Waiver/Deregulation which allows Mrs. Melissa White to be employed as Library Media Specialist at Central Elementary School for 2023-2024 school year.**

A motion was made by Smedley and seconded by Girard to approve Statutory Waiver/Deregulation which allows Mrs. Melissa White to be employed as Library Media Specialist at Central Elementary School for 2023-2024 school year.

The motion carried with 7 ayes and 0 nays.
- 14. President Plagg called for recommendation, consideration and action to accept any resignation offered since the posting of the agenda.**

Assistant Superintendent Doug Ogle submitted his resignation.

A motion was made by Smedley and seconded by Sallee to accept the resignation of Doug Ogle.

The motion carried with 7 ayes and 0 nays.

- 15. President Plagg 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.

- 16. President Plagg called for the meeting to be adjourned.**

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

The motion carried with 7 ayes and 0 nays.

The meeting adjourned at 8:32 p.m.

Samantha Stewart, Minutes Clerk

Ron Plagg, President

TREASURER'S REPORT
June 30, 2023

BANK BALANCES

FARMERS & MERCHANTS

General Fund	4,167,544.24
Building Fund	802,694.18
Sinking Fund	3,156,725.04
ILR Fund	30,448.45
G&E Fund	42,664.64
Child Nutrition Fund	933,622.25
Activity Fund	671,808.29
School Age-Care Fund	75,619.14
Bond Fund	<u>13,840,617.42</u>

TOTAL \$ 23,721,743.65

RECEIPTS

GENERAL FUND:

Logan County	108,679.57
State of Oklahoma	1,260,478.35
Okla. Tax Comm.	198,620.81
School Land Earn.	51,272.44
R.O.T.C.	6,294.48
Federal Programs	340,952.07
Misc Receipts	150,055.58
Correcting Entry(-)	0.00
General Acct. Int.	11,524.48
Minus (-) Bank Fees	<u>25.00</u>
TOTAL	\$ 2,127,852.78

SINKING FUND:

Logan County \$20,126.68

CHILD NUTRITION FUND:

Local	6,047.39
State	13,303.46
Federal	<u>135,451.74</u>
TOTAL	\$ 154,802.59

INS.LOSS RECOVERY FUND:

MISC \$ 0.00

BUILDING FUND

Local	135,913.51
Logan County	6,414.19
Bldg. for Champs	<u>20.00</u>
TOTAL	\$ 142,347.70

BOND FUND:

Interest	2,619.15
Bank Fees	<u>(-)0.00</u>
TOTAL	\$2,619.15

WARRANTS PAID

GENERAL FUND:

2021-2022 \$
2022-2023 \$4,850,650.59

GIFTS & ENDOWMENTS FUND:

2021-2022 \$
2022-2023 \$

BUILDING FUND:

2021-2022 \$
2022-2023 \$71,460.08

INS. LOSS RECOVERY FUND:

2021-2022
2022-2023 \$

CHILD NUTRITION FUND:

2021-2022 \$
2022-2023 \$342,535.74

BOND FUND:

2021-2022 \$ 103.68
2022-2023 \$131,088.40

TOTAL MONIES IN F&M BANK \$ 23,721,743.65

PLEDGED – FDIC \$ 250,000.00

PLEDGED – F&M BANK \$ 27,556,000.00

**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUESTS
AS OF JUNE 1, 2023**



CLUB	EVENT
1. COTTERAL PTO, 804	VALENTINE GRAMS
2. COTTERAL PTO, 804	CHRISTMAS STORE
3. COTTERAL PTO, 804	SCHOOLSTORE.COM
4. COTTERAL PTO, 804	KONA ICE SNOW CONES
5. COTTERAL PTO, 804	SNACK SHACK
6. COTTERAL PTO, 804	BOO GRAMS
7. COTTERAL ACTIVITY, 805	BIG KAHUNA FUNDRAISER SEPTEMBER
8. COTTERAL ACTIVITY, 805	BIG KAHUNA FUNDRAISER FEBRUARY '24
9. FOGARTY PTO, 808	PENNY WARS
10. FOGARTY ACTIVITY, 809	CALENDAR FUNDRAISER
11. FOGARTY ACTIVITY, 809	SCHOOLSTORE.COM
12. FOGARTY ACTIVITY, 809	SCHOOL SHIRTS
13. FOGARTY ACTIVITY, 809	SCHOOL YEARBOOKS
14. FOGARTY ACTIVITY, 809	BOOK FAIR OCTOBER
15. FOGARTY ACTIVITY, 809	BOOK FAIR MARCH '24
16. NJHS, 822	DUES
17. JH YEARBOOK, 832	YEARBOOKS AND SCHOOL PICTURES
18. BAND, 859	DURHAM ELLIS PECAN NUT SALE
19. BAND, 859	WORLD'S FINEST CHOCOLATE CANDY BAR SALE
20. COURTESY FUND, 870	WEAR JEAN PASSES TO GHS FACULTY/STAFF
21. COURTESY FUND, 870	SALE OF ALUMNI STUDENT TRANSCRIPTS
22. STUDENT SUPPORT, 885	SALE OF BOTTLE WATER IN MAIN OFFICE
23. CAMPUS BEAUTIFICATION, 900	SALE OF STUDENT PARKING PASSES
24. VOCAL, 902	LAB FEES FOR JH CHOIR
25. VOCAL, 902	JH MUSICAL



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 05/31/23 Site: 120-Cottarel Unobligated Account Balance: 12461.90 12,974.11

Account Name & Number: Cottarel PTO #804

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

Describe the fundraiser to be conducted (Items sold/activity planned, etc.) Valentine Grams (Parents and students can purchase)

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.healthlrgeneration.org/calculator/

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

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

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

Manufacturer: Dollar Tree, Wal Mart, Amazon, Oriental Trading

Purpose for which funds will be used: classroom-teacher and student instructional materials and incentives, new playground for new Cottarel School

Name/Address of Vendor: Online orders from Dollar Tree, Wal Mart, Amazon, Oriental Trading

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

Table with 2 columns: Description and Amount. Rows: a. Estimated INCOME: 400.00, b. Less Estimated EXPENSES: 200.00, c. Estimated PROFIT: 200.00. Includes a NOTES column.

First day Fundraiser: 11/27/23 Last Day of Fundraiser: 12/01/23

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

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

Sponsor Signature: Randy J. Garms Date: 5.30.23

Principal's Signature: [Signature] Cotton Date: 5.30.23

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

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

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

[Signature]



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 05/31/23 Site: 120-Cottarel Unobligated Account Balance: 12481.80 12,974.11

Account Name & Number: Cottarel PTO #804

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

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

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

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

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

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

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

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

Manufacturer: Dollar Tree, Wal Mart, Amazon, Oriental Trading

Purpose for which funds will be used: classroom-teacher and student instructional materials and incentives, new playground for new Cottarel School

Name/Address of Vendor: Online orders from Dollar Tree, Wal Mart, Amazon, Oriental Trading

Items to be purchased in order to conduct the fundraiser: small items will be bought and resold for students to shop at a Christmas Store

a. Estimated INCOME: 1000.00 NOTES:
b. Less Estimated EXPENSES: 500.00
c. Estimated PROFIT: 500.00

First day Fundraiser: 11/27/23 Last Day of Fundraiser: 12/01/23

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

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

Sponsor Signature: Buddy J. Evans Date: 5-30-23

Principal's Signature: USury Cotton Date: 5-30-23

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

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

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

Handwritten signature: JH Chapple

3.



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 05/31/23 Site: 120-Cottarel Unobligated Account Balance: 12454.90 12,974.11

Account Name & Number: Cottarel PTO #804

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) schoolstore.com parents and students make friends and family members with links to shop

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

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

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

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

Manufacturer: N/A

Purpose for which funds will be used: classroom-teacher and student instructional materials and incentives, new playground for new Cottarel School

Name/Address of Vendor: schoolstore.com

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

a. Estimated INCOME: 400.00 NOTES:
b. Less Estimated EXPENSES: 0
c. Estimated PROFIT: 400.00

First day Fundraiser: August 18, 2023 Last Day of Fundraiser: May 24, 2024

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

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

Sponsor Signature: Biddy J. Owens Date: 5.30.23

Principal's Signature: Weston Cotton Date: 5.30.23

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

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

Handwritten signature and number 20



4.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 05/31/23 Site: 120-Cottarel Unobligated Account Balance: 12484.90 12,974.11

Account Name & Number: Cottarel PTO #804

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

Describe the fundraiser to be conducted (Items sold/activity planned, etc.) Kona Ice-selling of snow cones-only once a month during warm weather

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.healthlargeneration.org/calculator/

Does the fundraiser have food items? Yes [X] 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) Snowcones

Manufacturer: Kona Ice

Purpose for which funds will be used: classroom-teacher and student instructional materials and incentives, new playground for new Cottarel School

Name/Address of Vendor: Kona Ice

Items to be purchased in order to conduct the fundraiser: snow cones

a. Estimated INCOME: 5000.00
b. Less Estimated EXPENSES: 3000.00
c. Estimated PROFIT: 2000.00
NOTES: sold only once a month

First day Fundraiser: September 1, 2023 Last Day of Fundraiser: May 24, 2024

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

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

Sponsor Signature: Rindy J. Evans Date: 5.30.23

Principal's Signature: Wesley Cotton Date: 5.30.23

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

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

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

Does Not Meet Smart Snack

Signature: [Handwritten Signature]



5.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 05/31/23 Site: 120-Cottarel Unobligated Account Balance: 12,974.11

Account Name & Number: Cottarel PTO #804

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

Describe the fundraiser to be conducted (Items sold/activity planned, etc.) Snack Shack, Capri Sun will use healthy snacks goldfish, snacks, cookies will use from the approved list and ordered from Child Nutrition

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 [X] 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) healthy snacks from Child Nutrition chips, cookies, etc.

Manufacturer: GPS Nutrition

Purpose for which funds will be used: classroom-teacher and student instructional materials and incentives, new playground for new Cottarel School

Name/Address of Vendor: GPS Nutrition

Items to be purchased in order to conduct the fundraiser: healthy snacks, cookies, chips, goldfish, Capri Sun

Table with 2 columns: Item, Amount. a. Estimated INCOME: 4000.00, b. Less Estimated EXPENSES: 2300.00, c. Estimated PROFIT: 1700.00. NOTES: []

First day Fundraiser : September 1, 2023 Last Day of Fundraiser: May 24, 2024

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

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

Sponsor Signature: Breezy J. Gwans Date: 5.31.23

Principal's Signature: [Signature] Date: 5.31.23

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

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

Form: AF Fundraiser Request 3/5/2021 (Revised) Meets standard [Signature]



6.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 05/31/23 Site: 120-Cottarel Unobligated Account Balance: 12,974.11

Account Name & Number: Cottarel PTO #804

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

Describe the fundraiser to be conducted (Items sold/activity planned, etc.) Boo Grams (students and parents can purchase for Halloween)

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.healthlargeneration.org/calculator/

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

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

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

Manufacturer: Dollar Tree, Wal Mart, Amazon, Oriental Trading

Purpose for which funds will be used: classroom-teacher and student instructional materials and incentives, new playground for new Cottarel School

Name/Address of Vendor: Online orders from Dollar Tree, Wal Mart, Amazon, Oriental Trading

Items to be purchased in order to conduct the fundraiser: misc. items such as pencils, necklaces, small seasonal gifts

a. Estimated INCOME: 300.00 NOTES:
b. Less Estimated EXPENSES: 150.00
c. Estimated PROFIT: 150.00

First day Fundraiser: 10/18/23 Last Day of Fundraiser: 10/30/23

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

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

Sponsor Signature: Randy J. Evans Date: 5.30.23

Principal's Signature: Weston Cotton Date: 5.30.23

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

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

Shelley Chapple



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 05/31/23 Site: 120-Cottarel Unobligated Account Balance: 12907.24 12,602.75

Account Name & Number: Cottarel Activity #805

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

Describe the fundraiser to be conducted (Items sold/activity planned, etc.): Big Kahuna Fundraising

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

Does the fundraiser have food items? Yes [X] 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) Brochure Sale

Manufacturer: N/A

Purpose for which funds will be used: classroom-teacher and student instructional materials and incentives, new playground for new Cottarel School, students that cannot pay for field trips

Name/Address of Vendor: Big Kahuna Fundraising Brian Martin Fundraising Consultant 405-245-0664 BRIAN@BIGKAHUNAFUN.COM

Items to be purchased in order to conduct the fundraiser: brochure sales

a. Estimated INCOME: 7000.00 NOTES:
b. Less Estimated EXPENSES: 4200.00
c. Estimated PROFIT: 2800.00

First day Fundraiser: September 19, 2023 Last Day of Fundraiser: October 3, 2023 14 days

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

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

Sponsor Signature: Brindy J. Owens Date: 5.30.23

Principal's Signature: Lester Cotton Date: 5.31.23

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

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

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

Does not meet Smart Snacks

[Signature]



8.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 05/31/23 Site: 120-Cottarel Unobligated Account Balance: 12,602.75

Account Name & Number: Cottarel Activity #805

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

Describe the fundraiser to be conducted (Items sold/activity planned, etc.) Big Kahuna Fundraising

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

Does the fundraiser have food items? Yes [X] 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) Cookie/Chocolate combo kits

Manufacturer: N/A

Purpose for which funds will be used: classroom-teacher and student instructional materials and incentives, new playground for new Cottarel School, students that cannot pay for field trips

Name/Address of Vendor: Big Kahuna Fundraising Brian Martin Fundraising Consultant 405-245-0684 BRIAN@BIGKAHUNAFUN.COM

Items to be purchased in order to conduct the fundraiser: Cookie/Chocolate combo kits

Table with 2 columns: Description and Amount. Rows: a. Estimated INCOME: 9000.00, b. Less Estimated EXPENSES: 5400.00, c. Estimated PROFIT: 3800.00. Includes a NOTES column.

First day Fundraiser: February 20, 2024 Last Day of Fundraiser: March 12, 2024 14 days

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

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

Sponsor Signature: Kimberly J. Evans Date: 5/31/23

Principal's Signature: [Signature] Cotton Date: 5-31-23

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

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

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

Does Not Meet Smart snack.

[Signature]



9.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6-1-2023 Site: Fogarty Unobligated Account Balance: 6598.77 7,328.08

Account Name & Number: Fogarty 808 PTO

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

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

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

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

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

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

Manufacturer:

Purpose for which funds will be used: Student rewards and playground equipment

Name/Address of Vendor:

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

Table with 2 columns: Description and Amount. Rows: a. Estimated INCOME: \$4000.00, b. Less Estimated EXPENSES: \$0.00, c. Estimated PROFIT: \$4000.00. Includes a NOTES column.

First day Fundraiser: October 30, 2023 Last Day of Fundraiser: November 3, 2023

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

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

Sponsor Signature: Tracy Hudson Date: 6-5-23

Principal's Signature: Marsha Todd Date: 6-5-23

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

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

Handwritten signature: J. Chapple



10.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 06-6-23 Site: Fogarty Unobligated Account Balance: 9,598.78 17,040.90

Account Name & Number: 809Fogarty Activity

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

Describe the fundraiser to be conducted (items sold/activity planned, 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) N/A

Manufacturer: N/A

Purpose for which funds will be used: classroom supplies

Name/Address of Vendor: N/A

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

Table with 2 columns: Description and Amount. Rows: a. Estimated INCOME: \$5,000.00; b. Less Estimated EXPENSES: 0.00; c. Estimated PROFIT: \$5,000.00. Includes a NOTES column.

First day Fundraiser : Sept.25,2023 Last Day of Fundraiser: October 31,2023

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? NO items being sold

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

Sponsor Signature: Date:

Principal's Signature: Marsha Jodel Date: 6/5/23

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

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

Handwritten signature: J. Chapple

Hello Fogarty Families,

We are excited to announce our school fundraiser for the month of October. It is really simple and the best part is that we keep 100% profit right here at Fogarty Elementary. At least 50% of the total money raised will go directly to teachers to fulfill classroom needs. The remaining profit will be used to pay for learning websites, materials etc. to be used by students in the classroom.

Simply ask family and friends to sponsor one or more days on the calendar and return that amount of money to school. For example: If I want to donate \$10.00 I could choose the 10th on the calendar or I could choose, 2nd, 3rd & 5th on the calendar. The goal is for each student to fill a calendar with sponsors. The classroom teacher will keep track of a class calendar as students return individual calendars. There will hopefully be more than one sponsor per calendar date on the official class calendar.

Students returning a minimum of \$30.00 in donations will get to participate in duct taping Mrs. Todd to the wall.

The top two classes will receive a pizza party and free recess.

We would like to have the calendars completed and money returned to school by **October 31, 2023. You may return your calendar and money anytime between now and then.**

Thank you so much for your support. We appreciate your donation and are looking forward to a successful fundraiser.

Thank you,

Marsha Todd



11.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6-1-2023 Site: Fogarty Unobligated Account Balance: 9,598.77 17,040.90

Account Name & Number: Fogarty 809 Activity

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) School store parents and students send emails

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

Does the fundraiser have food items? Yes No

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

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

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

Manufacturer:

Purpose for which funds will be used: Teacher resources online subscription Study Island Moby Max

Name/Address of Vendor: School Store 1800 Freedom Ave Murfreesboro TN 37129

Items to be purchased in order to conduct the fundraiser:

Table with 2 columns: Description and NOTES. Rows include: a. Estimated INCOME: \$500.00, b. Less Estimated EXPENSES: 0, c. Estimated PROFIT: \$500.00

First day Fundraiser: September 5, 2023 Last Day of Fundraiser: May 24, 2024

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

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

Sponsor Signature: Date:

Principal's Signature: Marsha Todd Date: 6/5/23

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

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

Form: AF Fundraiser Request 3/5/2021 (Revised) [Signature: Sh...Chapple]



12.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6-1-2023 Site: Fogarty Unobligated Account Balance: 9,598.77 17,040.90

Account Name & Number: Fogarty 809 Activity

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

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

Purpose for which funds will be used: Teacher resources online subscription Study Island Moby Max

Name/Address of Vendor: UpWard Design

Items to be purchased in order to conduct the fundraiser:

Table with 2 columns: Description and Amount. Rows: a. Estimated INCOME: \$500.00, b. Less Estimated EXPENSES: \$100.00, c. Estimated PROFIT: \$500.00. Includes a NOTES column.

First day Fundraiser : September 25, 2023 Last Day of Fundraiser: October 30, 2023

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

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

Sponsor Signature: Date:

Principal's Signature: Marsha Todd Date: 10/5/23

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

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

Handwritten signature: J. Schapp



131

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6-1-2023 Site: Fogarty Unobligated Account Balance: 9,596.77 17,040.90

Account Name & Number: Fogarty 809 Activity

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

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

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: OSP 3400 NW 135th Street OKC 73120

Purpose for which funds will be used: Teacher resources online subscription Study Island Moby Max

Name/Address of Vendor: OSP

Items to be purchased in order to conduct the fundraiser:

Table with 2 columns: Description and Amount. Rows: a. Estimated INCOME: \$3000.00, b. Less Estimated EXPENSES: \$1500.00, c. Estimated PROFIT: \$1,500.00. Includes a NOTES column.

First day Fundraiser: September 25, 2023 Last Day of Fundraiser: May 24, 2024

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

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

Sponsor Signature: Date:

Principal's Signature: Marsha Joda Date: 6/5/23

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

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

Handwritten signature



14.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

17,040.90

Request Date: May 25, 2023 Site: Fogarty Unobligated Account Balance: 6000.00

Account Name & Number: 809 Activity

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

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

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

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

Manufacturer:

Purpose for which funds will be used: All sales benefit the library so more books can be purchased for the library and for library supplies.

Name/Address of Vendor: Scholastic Book Fairs

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

a. Estimated INCOME: \$5000-6000 NOTES:
b. Less Estimated EXPENSES: 0
c. Estimated PROFIT: \$3000

First day Fundraiser : Oct. 17, 2023 Last Day of Fundraiser: Oct 27, 2023

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

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

Sponsor Signature: [Signature] Date: 5/25/23

Principal's Signature: [Signature] Date: 4/1/23

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

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

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

[Signature]



15.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

17,040.90

Request Date: May 25, 2023 Site: Fogarty Unobligated Account Balance: 6000.00

Account Name & Number: 809 Activity

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

Describe the fundraiser to be conducted (items sold/activity planned, 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 [X]

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

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

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

Manufacturer:

Purpose for which funds will be used: All sales benefit the library so more books can be purchased for the library and for library supplies.

Name/Address of Vendor: Scholastic Book Fairs

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

a. Estimated INCOME: \$5000-6000 NOTES:
b. Less Estimated EXPENSES: 0
c. Estimated PROFIT: \$3000

First day Fundraiser: March 11, 2023 / 4 Last Day of Fundraiser: March 15, 2023 / 4

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

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

Sponsor Signature: Elizabeth Mann Date: 5/25/23

Principal's Signature: Marsha Dodd Date: 6/1/23

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

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

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



16.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

3,138.54

Request Date: 5-23-2023 Site: JH Unobligated Account Balance: 5299.91

Account Name & Number: 822 - NJHS

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Dues for membership which includes a shirt

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

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

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

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

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

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

Manufacturer:

Purpose for which funds will be used: State convention, shirt, drink / snacks, group projects, ceremony certificates

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

a. Estimated INCOME: 1300 NOTES:
b. Less Estimated EXPENSES: 1000
c. Estimated PROFIT: 300

First day Fundraiser: January 2024 Last Day of Fundraiser: April 2024

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

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

Sponsor Signature: [Signature] Date: May 23, 2023

Principal's Signature: [Signature] Date: 5/26/23

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

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

[Signature]



17.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

5,832.91

Request Date: 5-23-2023 Site: JH Unobligated Account Balance: 3267.72

Account Name & Number: 832 - JH Yearbook

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

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

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

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

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

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

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

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

Manufacturer:

Purpose for which funds will be used: Yearbooks, photography equipment, camera, computer / laptop or equipment, sd cards, flash drives, workshops, training, shirts

Name/Address of Vendor: Jostens 21336 Network Place, Chicago, IL 60673-1213

Items to be purchased in order to conduct the fundraiser: Yearbooks / Pictures

a. Estimated INCOME: 4000 NOTES:
b. Less Estimated EXPENSES: 2000
c. Estimated PROFIT: 2000

First day Fundraiser : January 2024 Last Day of Fundraiser: April 2024

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

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

Sponsor Signature: [Signature] Date: May 23, 2023

Principal's Signature: [Signature] Date: 5/26/23

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

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

[Signature]



18.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

12,937.21

Request Date: 6-05-2023 Site: Band Unobligated Account Balance: 513,638.13

Account Name & Number: Band 859

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

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

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in 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) Nuts Only

Manufacturer: Durham Ellis Pecan

Purpose for which funds will be used: Band Trips, Uniform cleaning, music, shirts, instruments, electronics and other band equipment needs

Name/Address of Vendor: Durham Ellis Pecan 308 S Houston St, TX 76442

Items to be purchased in order to conduct the fundraiser:

Table with 2 columns: Item description and NOTES. Row 1: a. Estimated INCOME: \$16,000 NOTES: Junior High. Row 2: b. Less Estimated EXPENSES: \$9000 GUES. Row 3: c. Estimated PROFIT: \$7000 High School.

First day Fundraiser: 09-19-2023 Last Day of Fundraiser: 10/03/2023 14 days

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

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

Sponsor Signature: [Signature] Date: 6-5-23

Principal's Signature: [Signature] Date: 6-5-23

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

Child Nutrition Director's Signature (if applicable): [Signature] Date: 6/7/23

Handwritten note: Does not meet smart snack

Large handwritten signature



19.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

12,937.21

Request Date: 6-05-2023 Site: Band Unobligated Account Balance: 113,638.13

Account Name & Number: Band 859

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) World's Finest Chocolate Candy Bar Sale

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

Does the fundraiser have food items? Yes No

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

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) Candy Bars with Chocolate and Nuts

Manufacturer: World's Finest Chocolate

Purpose for which funds will be used: Band Trips, Uniform cleaning, music, shirts, instruments, electronics and other band equipment needs

Name/Address of Vendor: World's Finest Chocolate 4801 S Lawndale Chicago, IL 60632

Items to be purchased in order to conduct the fundraiser:

a. Estimated INCOME: \$16,000 b. Less Estimated EXPENSES: 8000 c. Estimated PROFIT: \$8,000 NOTES: JH, GUES, and High School + GUES

First day Fundraiser: 3-28-2024 Last Day of Fundraiser: 04-10-2024 14 days

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

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

Sponsor Signature: Date: 6-5-23

Principal's Signature: Date: 6-5-23

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

Child Nutrition Director's Signature (if applicable): Date: 6/7/23

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

Janette Frouno Does not meet Smart Snack

Todd Truller

6-5-23 JH Apple



20.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/13/2023 Site: Guthrie High School Unobligated Account Balance: ~~\$272.20~~ 272.10

Account Name & Number: Courtesy Fund #870

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Sale of Jean Passes to GHS Faculty & Staff. Pass allows staff/faculty to wear jeans on Fridays and Dress Up Days during the school year.

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: The fund allows the purchase of flowers and items sent for hospitalized staff or loss of loved ones. It also provides staff luncheons,P/T conference meals. teacher appreciation week and teacher of the year.

Name/Address of Vendor: _____

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

a. Estimated INCOME: 700.00 NOTES: _____
b. Less Estimated EXPENSES: _____
c. Estimated PROFIT: 700.00

First day Fundraiser : 8/1/2023 Last Day of Fundraiser: 5/24/24

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

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

Sponsor Signature: Wendy Jones Date: 6/13/23

Principal's Signature: Chris [Signature] Date: 6-19-23

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

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

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

[Signature]



21.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/13/2023 Site: Guthrie High School Unobligated Account Balance: \$272.20 272.10

Account Name & Number: Courtesy Fund #870

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Sale of Alumni Student Transcripts to colleges or places of employment.

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

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

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

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

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

Manufacturer:

Purpose for which funds will be used: The fund allows the purchase of flowers and items sent for hospitalized staff or loss of loved ones. It also provides staff luncheons,P/T conference meals. teacher appreciation week and teacher of the year.

Name/Address of Vendor: Parchment Transcripts

Items to be purchased in order to conduct the fundraiser:

Table with 2 columns: Description and Amount. Row 1: a. Estimated INCOME: 500.00. Row 2: b. Less Estimated EXPENSES: . Row 3: c. Estimated PROFIT: 500.00. NOTES: []

First day Fundraiser : 8/1/2023 Last Day of Fundraiser: 5/24/24

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

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

Sponsor Signature: Wendy Jones Date: 6/13/23

Principal's Signature: Chris [unclear] Date: 6-19-23

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

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

Form: AF Fundraiser Request 3/5/2021 (Revised) [Signature: M R Chapple]



22.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/5/2023 Site: Guthrie High School Unobligated Account Balance: \$2401.19 4,827.94

Account Name & Number: Student Support #885

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Sales of bottle water in the main 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 [X]

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

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

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

Manufacturer: Great Value

Purpose for which funds will be used: To purchase of yearbooks for students who can not afford them and provide scholarships for students.

Name/Address of Vendor: Wal-Mart

Items to be purchased in order to conduct the fundraiser:

Table with 2 columns: Item description and Amount. Row 1: a. Estimated INCOME: 2500.00. Row 2: b. Less Estimated EXPENSES: 500.00. Row 3: c. Estimated PROFIT: 2000.00. Includes a NOTES column.

First day Fundraiser : August 16, 2023 Last Day of Fundraiser: May 27, 2024

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

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

Sponsor Signature: Wendy Jones Date: 6-6-23

Principal's Signature: [Signature] Date: 6-6-23

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

Child Nutrition Director's Signature (if applicable): [Signature] Date: 6/18/23

[Handwritten signature]



23.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/13/2023 Site: Guthrie High School Unobligated Account Balance: ~~\$3,322.22~~ 3,214.46

Account Name & Number: Campus Beautification #900

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Sale of parking passes for students for the 2023-2024 school year.

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

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

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

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

Manufacturer:

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

Name/Address of Vendor:

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

a. Estimated INCOME: 3500.00 NOTES:
b. Less Estimated EXPENSES: 500.00
c. Estimated PROFIT: 3000.00

First day Fundraiser : 8/1/2023 Last Day of Fundraiser: 5/24/24

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

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

Sponsor Signature: Wendy Jones Date: 6/13/23

Principal's Signature: Chris Brando Date: 6-19-23

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

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

YmkChapple



24.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/31/2023 Site: GJHS Unobligated Account Balance: 8000 8567.26

Account Name & Number: Vocal-902

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

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

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

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

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

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

Manufacturer:

Purpose for which funds will be used: Items used for producing choir and musicals i.e. props, costumes sets, music and uniforms, T-Shirts, Sound Equipment Subs and Busses, Awards, unforeseen items needed for the vocal music program

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

a. Estimated INCOME: 650 NOTES:
b. Less Estimated EXPENSES: 0
c. Estimated PROFIT: 650

First day Fundraiser : 8/16/2023 Last Day of Fundraiser: 5/24/2024

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

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

Sponsor Signature: [Signature] Date: 5/31/23

Principal's Signature: [Signature] Date: 6/6/23

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

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

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

[Signature]



25.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/31/2023 Site: GJHS Unobligated Account Balance: 8000 8567.26

Account Name & Number: Vocal-902

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

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

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: Items used for producing choir and musicals i.e. props, costumes sets, music and uniforms, T-Shirts, Sound Equipment Subs and Busses, Awards, unforeseen items needed for the vocal music program

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

a. Estimated INCOME: 1600 NOTES:
b. Less Estimated EXPENSES: 1000
c. Estimated PROFIT: 600

First day Fundraiser: 10/1/2023 Last Day of Fundraiser: 12/16/2023

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

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

Sponsor Signature: Bill [Signature] Date: 5/31/23

Principal's Signature: [Signature] Date: 6/6/23

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

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

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

[Signature]

**ACTIVITY ACCOUNT BALANCES 2022-2023 TO
TRSF TO 2023-2024**

See 6/30/23 Revenue & Exp. Report

	End Balance
801 CENTRAL FACULTY	\$126.74
802 CENTRAL ACTIVITY	\$28,872.01
803 CENTRAL PTO	\$11,393.32
804 COTTERAL PTO	\$12,974.11
805 COTTERAL ACTIVITY	\$13,840.45
806 COTTERAL FACULTY	\$621.56
808 FOGARTY PARENTS ORG.	\$8,129.44
809 FOGARTY ACTIVITY	\$17,385.94
810 FOGARTY FACULTY	\$208.11
811 ELEM SNACK GRANT	\$1,029.69
812 GUES ACTIVITY	\$29,183.14
813 GUES FACULTY	\$728.33
814 GUES HONOR CHOIR	\$525.83
815 GUES PARENTS ORG.	\$5,505.29
816 GHS SPECIAL KIDS	\$9,024.74
817 ART JUNIOR HIGH	\$28.60
818 JH BUILDERS CLUB	\$163.56
819 ATHLETICS JUNIOR HIGH	\$2,756.96
820 GOLF JUNIOR HIGH	\$4,398.44
821 FHA JUNIOR HIGH	\$1,511.70
822 HONOR SOCIETY JR HIGH	\$3,138.54
823 JR HIGH ACCOUNT	\$1,423.77
824 JR HIGH FACULTY	\$2,219.02
825 LIBRARY JR HIGH	\$1,745.83
826 LEARN 2 LOVE	\$12,935.54
827 CHEERLEADERS JR HIGH	\$2,261.88
830 STUCO JH	\$2,284.52
831 T.S.A. JR HIGH	\$735.65
832 YEARBOOK JR HIGH	\$7,332.91
834 JR HIGH ACADEMIC TEAM	\$170.74
840 CHARTER OAK ACTIVITY	\$43,001.34
841 CHARTER OAK PTO	\$15,672.77
842 CHARTER OAK FACULTY	\$232.91
850 ACADEMIC TEAM HS	\$75.50
851 ART CLUB HS	\$5,961.65
852 ATHLETICS HS	\$33,879.32
853 HS CHEER	\$4,039.50
854 FOOTBALL CAMP	\$10,780.96
855 TENNIS HS	\$25,277.93
856 GHS LIBRARY	\$238.57
858 GHS LINK CREW	\$396.67
859 BAND (OPERATING) HS	\$15,672.06
861 CLASS OF 2023 HS	\$109.12
864 GHS ALUMNI ACCOUNT	\$15,306.29
866 CLASS OF 2024 HS	\$3,076.31
867 CLASS OF 2025 HS	\$2,678.17
868 CLASS OF 2026 HS	\$2,333.83
869 ENGLISH CLUB	\$736.83
870 HS FACULTY/COURTESY ACCOUNT	\$272.10
871 HS STUDENT PANTRY	\$10,779.73
876 FFA 4H BOOSTER CLUB HS	\$37,056.00
877 FFA HS	\$12,445.38
878 FCCLA (FHA) HS	\$6,482.47
879 FOREIGN LANGUAGE SPAN HS	\$3,993.38
880 XC BLUECREW	\$7,185.62
881 LADY JAYS BASKETBALL	\$432.96

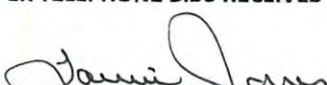

882 GUTHRIE RUNNING CLUB HS	\$180.57
883 HERITAGE CLUB HS	\$171.76
884 HIGH SCHOOL ACCOUNT	\$12,089.33
885 STUDENT SUPPORT HS	\$4,827.94
886 HONOR SOCIETY HS	\$6,560.46
889 KEY CLUB HS	\$107.80
890 SPEECH HS	\$3,079.03
891 STEM CLUB	\$4.85
893 MU ALPHA THETA HS	\$10,974.69
894 HS PROM ACCOUNT	\$17,744.60
895 JROTC HS	\$4,142.37
897 SOCCER CLUB HS	\$18,201.16
898 SCIENCE CLUB HS	\$6,196.84
899 STUDENT COUNCIL HS	\$8,404.12
900 CAMPUS BEAUTIFICATION HS	\$3,214.46
902 VOCAL HS	\$9,606.98
904 YEARBOOK HS	\$39,868.66
905 GPS eSPORTS	\$990.25
907 HS MEMORIAL FUND	\$73.92
908 VOCAL TRIP ACCOUNT HS	\$58.14
911 FFA BUILDING FUND	\$2,428.23
913 DRAMA HS	\$1,155.14
922 COURTESY COMMITTEE ADMIN	\$149.53
925 GENERAL FUND REFUND	\$1,769.03
927 HALL OF FAME BANQUET	\$112.07
929 DISTRICT SPECIAL OLYMPICS	\$26,158.89
931 TECHNOLOGY INSURANCE ACCOUNT	\$1,296.99
932 SUMMER SCHOOL HS	\$10,524.55
933 FAVER C&C	\$435.90
934 TRANSPORTATION C&C	\$2,001.40
935 VENDING MACHINE ADMIN	\$584.68
937 FAVER ACTIVITY	\$86.27
938 NATIVE AMERICAN PARENT COM	\$0.00
940 ADMINISTRATION MISC	\$15,956.64
Total	\$649,930.98

ACCT #	ACCOUNT NAME	FUNDRAISER	APPROVAL DATE	EST. PROFIT	FOOD SOLD	START DATE	END DATE		ASA Report Rec'd	Profit/Loss
802	CENTRAL ACTIVITY	BIG KAHUNA CATALOG & CANDY SALES/PREORDER SCHOOL WATER BOTTLES	6/13/2022	\$500.00		8/1/2022	10/31/2022	☑	11/10/22	\$8,669.60
802	CENTRAL ACTIVITY	ADDITIONAL WATER BOTTLES	6/13/2022	\$500.00		8/1/2022	10/31/2022	☑	9/29/22	\$560.00
802	CENTRAL ACTIVITY	SCHOOL T-SHIRT	6/13/2022	\$500.00		8/1/2022	12/16/2022	☑	1/4/23	\$437.00
802	CENTRAL ACTIVITY	<u>BIG KAHUNA CATALOG & CANDY SALES</u>	7/11/2022	\$10,000.00	Y	8/30/2022	10/31/2022	☑	11/10/22	\$8,669.60
802	CENTRAL ACTIVITY	<u>KONA ICE SNOW CONES 1 X PER MONTH</u>	7/11/2022	\$1,500.00	Y	9/1/2022	5/26/2023	☑	5/19/23	\$1,423.55
802	CENTRAL ACTIVITY	<u>SCHOOLSTORE EMAILS</u>	7/11/2022	\$800.00		1/16/2023	5/26/2023	☑	5/19/23	\$437.15
802	CENTRAL ACTIVITY	<u>SCHOLASTIC BOOK FAIR</u>	7/11/2022	\$1,000.00		10/1/2022	10/31/2022	☑	10/12/22	\$623.98
802	CENTRAL ACTIVITY	<u>DEANAN POPCORN BROCHURE SALES</u>	7/11/2022	\$3,000.00	Y	2/1/2023	3/24/2023	☑	5/2/23	\$4,317.00
802	CENTRAL ACTIVITY	<u>BOOK FAIR</u>	11/14/2022	\$1,000.00		4/1/2023	4/20/2023	☑	5/2/23	\$882.02
803	CENTRAL PTO	<u>CHRISTMAS STORE</u>	7/11/2022	\$1,500.00		11/1/2022	12/16/2022	☑	1-4-23	\$924.00
803	CENTRAL PTO	<u>FRIDAY SNACK SHACK</u>	7/11/2022	\$2,000.00	Y	8/18/2022	5/26/2023	☑	5/19/23	\$4,789.85
804	COTTERAL PTO	<u>SCHOOLSTORE.COM</u>	9/12/22	\$900.00		10/22/2022	4/14/2023	☑	5/30/23	\$0.00
804	COTTERAL PTO	<u>FRIDAY SNACK SHACK</u>	7/11/2022	\$2,500.00	Y	9/16/2022	5/26/2023	☑	5/30/23	\$1,754.95
804	COTTERAL PTO	<u>KONA ICE SNOW CONES</u>	7/11/2022	\$1,000.00	Y	9/16/2022	5/26/2023	☑	5/30/23	\$2,063.95
804	COTTERAL PTO	<u>COTTERAL T-SHIRT SALES</u>	7/11/2022	\$1,200.00		9/20/2022	10/7/2022	☑	12/8/22	\$0.00
804	COTTERAL PTO	<u>BOO GRAMS</u>	7/11/2022	\$150.00		10/17/22	10/28/2022	☑	11/01/2022	\$261.06
804	COTTERAL PTO	<u>CHRISTMAS STORE</u>	7/11/2022	\$1,000.00		12/5/2022	12/12/2022	☑	12/12/22	\$440.28
804	COTTERAL PTO	<u>VALENTINE GRAMS</u>	7/11/2022	\$150.00		2/6/2023	2/14/2023	☑	2/16/23	\$203.44
804	COTTERAL PTO	<u>SCHOOLSTORE.COM</u>	6/13/2022	\$2,000.00		8/18/2022	4/14/2023	☐	NO REPORT SUBMITTED	
804	COTTERAL PTO	<u>LEVEL UP ARCADE NIGHT</u>	12/12/2022	\$500.00		2/21/2023	2/21/2023	☑	4/5/23	\$706.00
805	COTTERAL PTO	<u>BEST OF BOOKS BOOK FAIR</u>	2/13/2023	\$1,500.00		3/6/2023	3/10/2023	☑	3/21/23	\$0.00
805	COTTERAL ACTIVITY	<u>BIG KAHUNA CATALOG</u>	9/12/2022	\$4,000.00	Y	9/29/2022	10/18/2022	☑	11/30/22	\$6,166.88
805	COTTERAL ACTIVITY	<u>SCHOLASTIC BOOK FAIR</u>	9/12/2022	\$1,000.00		10/17/2022	10/24/2022	☑	10/31/22	\$707.33
808	FOGARTY PTO	<u>FRIDAY SNACK SHACK-HOLIDAYS</u>	7/11/2022	\$400.00	Y	9/30/2022	5/19/2022	☑	5/25/23	\$268.47
808	FOGARTY PTO	<u>SCHOOL SUPPLY PRE-ORDER</u>	7/11/2022	\$500.00		6/6/2022	7/18/2022	☑	10/19/22	\$0.00
808	FOGARTY PTO	<u>NEON NIGHT</u>	3/6/2023	\$500.00		4/24/2023	5/11/2023	☐	NO REPORT SUBMITTED	
809	FOGARTY ACTIVITY	<u>SCHOOL T-SHIRTS</u>	7/11/2022	\$400.00		8/29/2022	11/28/2022	☑	1/6/23	\$531.00
808	FOGARTY PTO	<u>PENNY WARS</u>	10/10/2022	\$4,000.00		10/24/2022	10/28/2022	☑	11/2/22	\$3,462.08
809	FOGARTY ACTIVITY	<u>CALENDAR FUNDRAISER</u>	2/13/2023	\$5,000.00		3/20/2023	4/3/2023	☑	4/3/23	\$4,925.00
809	FOGARTY ACTIVITY	<u>SCHOOL YEARBOOK SALES</u>	7/11/2022	\$1,500.00		8/29/2022	5/22/2023	☑	5/22/23	\$835.23
809	FOGARTY ACTIVITY	<u>SCHOOL STORE EMAILS</u>	7/11/2022	\$500.00		9/6/2022	5/12/2023	☑	5/8/23	\$1,394.02
809	FOGARTY ACTIVITY	<u>SCHOLASTIC BOOK FAIR</u>	7/11/2022	\$3,000.00		10/19/2022	10/28/2022	☑	11/2/22	\$263.98
809	FOGARTY ACTIVITY	<u>BIG KAHUNA BROCHURE WITH CANDY BARS & COOKIES</u>	7/11/2022	\$3,000.00	Y	9/12/2022	10/17/2022	☑	12/8/22	\$7,630.12
809	FOGARTY ACTIVITY	<u>FIELD DAY T-SHIRT SALES</u>	3/6/2023	\$600.00		3/20/2023	5/18/2023	☑	5/23/23	\$588.00
809	FOGARTY ACTIVITY	<u>FIELD DAY & VOLLEYBALL GAME CONCESSIONS</u>	3/6/2023	\$400.00	Y	5/18/2023	5/24/2023	☑	5/23/23	\$396.58
809	FOGARTY ACTIVITY	<u>BOOK FAIR (NO FUNDRAISER FORM FOUND)</u>						☑	4/3/23	\$300.00
812	GUES ACTIVITY	<u>POPPIN POPCORN BROCHURE</u>	2/13/2023	\$1,000.00	Y	3/8/2023	3/21/2023	☑	4/20/23	\$820.00
812	GUES ACTIVITY	<u>JOSTEN YEARBOOKS FROM PREVIOUS YEARS</u>	7/11/2022	\$450.00		8/18/2022	10/31/2022	☑	11/7/22	\$10.00
812	GUES ACTIVITY	<u>GUES NOVELTY SCHOOL STORE</u>	7/11/2022	\$400.00		8/18/2022	5/31/2023	☑	6/6/23	\$776.71
812	GUES ACTIVITY	<u>GUES T-SHIRT SALES</u>	7/11/2022	\$500.00		8/22/2022	5/26/2023	☑	6/6/23	\$680.90
812	GUES ACTIVITY	<u>2022-23 JOSTEN YEARBOOKS</u>	7/11/2022	\$1,500.00		8/18/2022	5/31/2023	☑	6/6/23	\$653.89
812	GUES ACTIVITY	<u>CHECK DONATION</u>	7/11/2022	\$4,000.00		8/29/2022	10/28/2022	☑	10/26/22	\$703.05
812	GUES ACTIVITY	<u>KONA ICE SNOW CONES 1 X MONTHLY</u>	7/11/2022	\$3,000.00	Y	9/7/2022	5/17/2023	☑	6/6/23	\$3,782.38
812	GUES ACTIVITY	<u>FRIDAY SNACK SHACK</u>	7/11/2022	\$3,000.00	Y	8/18/2022	5/30/2023	☑	6/5/23	\$5,168.78
812	GUES ACTIVITY	<u>SCHOOLSTORE.COM</u>	9/12/2022	\$2,000.00		10/3/2022	5/26/2023	☑	6/6/23	\$346.83
812	GUES ACTIVITY	<u>SCHOLASTIC BOOK FAIR</u>	10/10/2022	\$2,500.00		10/14/2022	10/21/2022	☑	11/28/22	\$9.65
812	GUES ACTIVITY	<u>SCHOLASTIC BOOK FAIR</u>	1/9/2023	\$2,500.00		3/3/2023	3/10/2023	☑	3/23/23	\$1,190.14
812	GUES ACTIVITY	<u>SPRING SCHOOL DANCE WITH CONCESSIONS</u>	5/8/2023	\$1,500.00	Y	5/9/2023	5/19/2023	☑	6/6/23	\$1,058.11
815	GUES PTO	<u>JOG-A-THON</u>	9/12/2022	\$3,000.00		11/9/2022	11/18/2022	☑	1/9/23	\$4,126.50
815	GUES PTO	<u>COIN WARS</u>	9/12/2022	\$1,000.00		2/13/2023	2/24/2023	☑	4/20/23	DID NOT COI
821	JH FCCLA	<u>WORLD'S FINEST CHOCOLATE SALES</u>	2/13/2023	\$360.00	Y	3/1/2023	3/20/2003	☑	3/23/23	\$360.00
821	JH FCCLA	<u>HOMEMADE AMISH JELLY, PUFFCORN, SUMMER SAUSAGE & CHEESE SALES</u>	11/14/2022	\$200.00	Y	1/10/2023	1/31/2023	☑	2/22/2023	\$652.00
822	NJHS	<u>DUES & MEMBERSHIP FEES(T-SHIRT REC'D WHEN PAID)</u>	7/11/2022	\$300.00		1/1/2023	4/30/2023	☑	4/24/23	\$288.04
824	JH FACULTY	<u>BOTTLED WATER SALES</u>	9/12/2022	\$1,000.00		9/13/2022	5/26/2023	☑	5/31/23	\$1,881.02
825	JH LIBRARY	<u>SCHOLASTIC BOOK FAIR</u>	10/10/2022	\$1,500.00		3/20/2023	3/24/2023	☑	4/4/23	\$0.00
830	JH STUCO	<u>HOSTESS CAKES & RING POP VALENTINE GRAMS</u>	1/9/2023	\$204.00	Y	2/6/2023	2/10/2023	☑	2/13/23	\$210.59
830	JH STUCO	<u>JH SHIRTS & HOODIE SALES</u>	1/9/2023	\$1,200.00		2/1/2023	2/10/2023	☑	4/3/23	\$126.00

ACCT #	ACCOUNT NAME	FUNDRAISER	APPROVAL DATE	EST. PROFIT	FOOD SOLD	START DATE	END DATE		ASA Report Rec'd	Profit/Loss
831	JH TSA	\$15 MEMBERSHIP DUES	11/14/2022	\$350.00		11/15/2022	11/30/2022	<input checked="" type="checkbox"/>	1/9/23	\$320.00
831	JH TSA	SELL BOTTLED SODA POP AFTER 3:10 P.M. ON FRIDAYS ONLY	11/14/2022	\$350.00	Y	1/13/2023	1/20/2023	<input checked="" type="checkbox"/>	2/1/23	\$245.04
831	JH TSA	SELL PIZZA AFTER 3:10 P.M. ON FRIDAYS ONLY	11/14/2022	\$350.00	Y	1/13/2023	1/20/2023	<input checked="" type="checkbox"/>	1/9/23	\$0.00
831	JH TSA	sELL BOTTLED SODA POP	3/6/2023	\$85.44	Y	3/3/2023	5/19/2023	<input checked="" type="checkbox"/>	5/17/23	\$699.18
831	JH TSA	PIZZA RAFFLE	4/10/2023	\$72.04	Y	4/11/2023	4/14/2023	<input checked="" type="checkbox"/>	4/20/23	\$108.00
832	JH YEARBOOK	YEARBOOK & SCHOOL PICTURE SALES	6/13/2022	\$500.00		8/5/2022	5/30/2023	<input checked="" type="checkbox"/>	5/24/2023	\$728.58
840	CH OAK ACTIVITY	ALL SCHOOL SHIRT SALES	6/13/2022	\$2,500.00		8/1/2022	5/5/2023	<input checked="" type="checkbox"/>	5/24/23	-\$853.20
840	CH OAK ACTIVITY	BIG KAHUNA DOUBLE WALL TRITON WATER BOTTLES ONLINE ORDERS ONLY	6/13/2022	\$1,000.00		8/15/2022	9/1/2022	<input checked="" type="checkbox"/>	11/2/22	\$525.00
840	CH OAK ACTIVITY	YEARBOOKS	7/11/2022	\$1,000.00		9/1/2022	5/1/2023	<input type="checkbox"/>		NO REPORT SUBMITTED
840	CH OAK ACTIVITY	BIG KAHUNA FALL BROCHURE	7/11/2022	\$5,000.00	Y	9/2/2022	9/15/2022	<input checked="" type="checkbox"/>	11/2/22	\$10,487.64
840	CH OAK ACTIVITY	SCHOLASTIC FALL BOOK FAIR	7/11/2022	\$1,500.00		10/11/2022	10/28/2022	<input checked="" type="checkbox"/>	11/2/22	\$2,017.98
840	CH OAK ACTIVITY	BIG KAHUNA SPRING CANDY BAR FUNDRAISER	7/11/2022	\$5,000.00	Y	2/15/2023	3/1/2023	<input checked="" type="checkbox"/>	5/24/23	\$10,009.41
840	CH OAK ACTIVITY	SCHOLASTIC BOOK FAIR	7/11/2022	\$1,500.00		3/1/2023	3/10/2022	<input checked="" type="checkbox"/>	3/28/23	\$2,685.20
840	CH OAK ACTIVITY	FILL A JAR CHANGE JAR FOR SPECIAL OLYMPICS	3/6/2023	\$1,200.00		3/15/2023	5/1/2023	<input checked="" type="checkbox"/>	5/24/23	\$20.00
841	CH OAK PTO	KONA ICE SNOW CONES 1 X PER MONTH	7/11/2022	\$1,500.00	Y	9/1/2022	5/17/2023	<input checked="" type="checkbox"/>	5/24/23	\$2,541.17
841	CH OAK PTO	HAT DAY FRIDAYS	7/11/2022	\$500.00		9/3/2022	5/17/2023	<input checked="" type="checkbox"/>	5/24/23	\$183.75
841	CH OAK PTO	FRIDAY SNACK SHACKS	7/11/2022	\$3,500.00	Y	9/6/2022	5/17/2023	<input checked="" type="checkbox"/>	5/24/23	\$7,114.36
841	CH OAK PTO	STUDENT STORE	7/11/2022	\$500.00		9/16/2022	5/1/2022	<input checked="" type="checkbox"/>	5/24/23	\$528.30
841	CH OAK PTO	SCHOOL STORE EMAILS	7/11/2022	\$1,000.00		9/26/2022	5/12/2023	<input type="checkbox"/>		NO REPORT SUBMITTED
841	CH OAK PTO	FALL SCHOOL FESTIVAL	7/11/2022	\$1,000.00		10/31/2022	11/4/2022	<input checked="" type="checkbox"/>	2/15/2023	\$0.00
841	CH OAK PTO	CHRISTMAS STORE	7/11/2022	\$1,500.00		12/2/2022	12/16/2022	<input checked="" type="checkbox"/>	1/23/23	\$679.67
850	HS ACADEMIC TEAM	\$25 DUES	7/11/2022	\$150.00		8/1/2022	5/25/2023	<input checked="" type="checkbox"/>	5/19/23	\$125.00
851	HS ART	\$25 ART DUES	10/10/2022	\$3,250.00		10/11/2022	5/26/2023	<input checked="" type="checkbox"/>	5/18/23	\$980.00
852	HS ATHLETICS	AD BANNERS, PA ANNOUNCEMENTS & DONATION	1/9/2023	\$3,000.00		1/15/2023	2/15/2023	<input checked="" type="checkbox"/>	4/28/23	\$1,300.00
853	HS CHEER	LITTLE CHEERLEADER CLINIC	7/11/2022	\$2,000.00		9/1/2022	11/30/2022	<input checked="" type="checkbox"/>	1/10/23	\$1,882.38
853	HS CHEER	DONATION SOLICITATION FROM COMMUNITY	7/11/2022	\$1,000.00		9/1/2022	5/30/2023	<input type="checkbox"/>		NO REPORT SUBMITTED
853	HS CHEER	WORLD'S FINEST CHOCOLATE CANDY BARS	7/11/2022	\$1,500.00	Y	10/3/2022	10/20/2022	<input checked="" type="checkbox"/>	12/8/22	\$1,102.00
853	HS CHEER	FAN CLOTH APPAREL ONLINE STORE	10/10/2022	\$2,000.00		11/1/2022	12/1/2022	<input checked="" type="checkbox"/>	1/10/23	\$0.00
854	FOOTBALL CAMP	ELEMENTARY FOOTBALL CAMP	7/11/2022	\$3,000.00		5/5/2023	5/12/2023	<input type="checkbox"/>		NO REPORT SUBMITTED
855	TENNIS	FANCLOTH ONLINE SPIRIT WEAR	7/11/2022	\$500.00		9/1/2022	9/15/2022	<input checked="" type="checkbox"/>	11/28/22	\$0.00
855	TENNIS	TENNIS CAMP	7/11/2022	\$1,000.00		10/3/2022	10/7/2022	<input checked="" type="checkbox"/>	10/24/22	\$1,298.70
855	TENNIS	LEXI HASTINGS TENNIS TOURNAMENT	7/11/2022	\$1,500.00		10/24/2022	10/24/2023	<input checked="" type="checkbox"/>	11/4/22	\$2,000.00
855	TENNIS	ADRENALINE COOKIE DOUGH BROCHURE	7/11/2022	\$1,000.00		11/1/2022	11/15/2022	<input checked="" type="checkbox"/>	12/13/22	\$432.00
855	TENNIS	SNAPRAISE ONLINE DONATION PLATFORM	7/11/2022	\$4,000.00		2/1/2023	2/26/2023	<input checked="" type="checkbox"/>	5/05/2023	\$4,704.90
859	BAND	MPACT OTIS SPUNKMEYER COOKIE DOUGH BROCHURE	7/11/2022	\$4,000.00		8/9/2022	8/16/2022	<input checked="" type="checkbox"/>	10/24/22	\$2,971.80
859	BAND	\$65 STUDENT BAND DUES	7/11/2022	\$5,800.00		7/1/2022	5/27/2023	<input checked="" type="checkbox"/>	6/1/23	\$5,350.00
859	BAND	DURHAM ELLIS PECAN NUT BROCHURE	7/11/2022	\$7,000.00		9/20/2022	10/4/2022	<input checked="" type="checkbox"/>	12/15/22	\$6,569.11
859	BAND	WORLD'S FINEST CHOCOLATE CANDY BAR	7/11/2022	\$8,000.00	Y	3/22/2023	4/5/2023	<input checked="" type="checkbox"/>	6/1/23	\$7,062.50
859	BAND	\$30 JH STUDENT BAND DUES	7/11/2022	\$3,000.00		7/1/2022	5/27/2023	<input checked="" type="checkbox"/>	6/1/23	\$1,344.00
861	CLASS OF 2023	CLASS DUES	7/11/2022	\$5,000.00		8/1/2022	5/26/2023	<input checked="" type="checkbox"/>	5/30/23	\$6,100.00
866	CLASS OF 2024	CLASS DUES	8/8/2022	\$11,480.00		8/9/2022	5/30/2023	<input checked="" type="checkbox"/>	6/1/23	\$1,500.00
867	CLASS OF 2025	CLASS DUES	9/12/2022	\$2,000.00		9/13/2022	5/30/2023	<input checked="" type="checkbox"/>	5/1/23	\$828.06
868	CLASS OF 2026	CLASS DUES	7/11/2022	\$4,500.00		8/1/2022	5/1/2023	<input checked="" type="checkbox"/>	6/14/2023	\$2,443.78
870	HS COURTESY FUND	JEAN PASS SALES	8/8/2022	\$700.00		8/19/2022	5/26/2023	<input checked="" type="checkbox"/>	5/16/23	\$565.00
870	HS COURTESY FUND	ALUMNI STUDENT TRANSCRIPT SALES	8/8/2022	\$500.00		8/9/2022	5/26/2023	<input checked="" type="checkbox"/>	6/2/23	\$18.00
876	FFA/4H BOOSTER CLUB	LIVESTOCK SHOW CONCESSION STANDS	7/11/2022	\$4,000.00	Y	1/15/2022	5/15/2023	<input type="checkbox"/>		NO REPORT SUBMITTED
876	FFA/4H BOOSTER CLUB	LABOR & DESSERT AUCTION	7/11/2022	\$5,000.00	Y	1/8/2023	5/10/2023	<input type="checkbox"/>		NO REPORT SUBMITTED
876	FFA/4H BOOSTER CLUB	PORK CHOP DINNER TICKETS WITH SILENT & LIVE AUCTION	7/11/2022	\$10,000.00	Y	8/1/2022	11/12/2022	<input checked="" type="checkbox"/>	12/15/22	\$4,576.27
876	FFA/4H BOOSTER CLUB	FOOD NIGHT AT LOCAL ESTABLISHMENTS FOR DONATION	7/11/2022	\$1,000.00		01/08/23	5/10/2023	<input type="checkbox"/>		NO REPORT SUBMITTED
876	FFA/4H BOOSTER CLUB	GATOR RAFFLE	6/13/2022	\$12,500.00		08/01/2022	11/12/2022	<input checked="" type="checkbox"/>	12/15/22	\$13,794.29
877	FFA	MEAT SALES	7/11/2022	\$20,000.00	Y	8/19/2022	5/10/2023	<input type="checkbox"/>		NO REPORT SUBMITTED
877	FFA	METAL & METAL STUDENT PROJECT SALES	7/11/2022	\$2,500.00		9/1/2022	5/15/2023	<input type="checkbox"/>		NO REPORT SUBMITTED
877	FFA	SPORTING CLAY COMPETITIONS	7/11/2022	\$2,500.00		9/1/2022	5/15/2023	<input type="checkbox"/>		NO REPORT SUBMITTED
877	FFA	SPEECH CONTEST	7/11/2022	\$700.00		3/15/2023	4/18/2023	<input type="checkbox"/>		NO REPORT SUBMITTED
877	FFA	FFA MERCHANDISE SALES	10/10/2022	\$500.00		10/25/2022	5/19/2023	<input type="checkbox"/>		NO REPORT SUBMITTED
877	FFA	MARKETING HOMEMADE ITEMS & PROJECTS	10/10/2022	\$0.00		10/22/2022	10/22/2022	<input checked="" type="checkbox"/>	12/15/22	\$0.00
878	HS FCCLA	MEMBERSHIP DUES	7/11/2022	\$1,000.00		8/1/2022	5/30/2023	<input checked="" type="checkbox"/>	5/22/23	\$1,321.00

ACCT #	ACCOUNT NAME	FUNDRAISER	APPROVAL DATE	EST. PROFIT	FOOD SOLD	START DATE	END DATE		ASA Report Rec'd	Profit/Loss
878	HS FCCLA	DONATIONS	7/11/2022	\$1,000.00		8/1/2022	5/30/2023	☑	5/22/23	\$1,988.82
878	HS FCCLA	JELLO FRUIT SALES	9/12/2022	\$500.00	Y	9/13/2022	5/30/2022	☑	5/22/2023	\$63.50
878	HS FCCLA	BOTTLED WATER W/SUGAR FREE FLAVOR PACKETS	9/12/2022	\$650.00	Y	9/13/2022	5/30/2022	☑	5/22/23	\$107.40
878	HS FCCLA	PREPARED TAKE HOME MEALS	9/12/2022	\$650.00	Y	9/13/2022	5/30/2023	☑	5/25/23	\$0.00
878	HS FCCLA	PRETZEL RODS	9/12/2022	\$2,160.00	Y	10/17/2022	10/31/2022	☑	1/6/23	\$1,677.42
878	HS FCCLA	RADA CATALOG	9/12/2022	\$500.00		11/15/2022	11/29/2022	☑	5/25/23	\$99.05
878	HS FCCLA	FASHION SHOW	9/12/2022	\$2,500.00		4/28/2022	5/12/2023	☑	5/22/23	\$659.00
878	HS FCCLA	KOOL AID PACKETS	9/12/2022	\$50.00	Y	9/26/2022	10/7/2022	☑	1/6/23	\$24.00
878	HS FCCLA	FLAVORED TEA SALES	10/10/2022	\$500.00	Y	10/14/2022	10/28/2022	☑	1/6/23	\$0.00
879	FOREIGN LANGUAGE	CLUB DUES W/T-SHIRT	9/12/2022	\$1,500.00		9/14/2022	9/30/2022	☑	5/16/23	-\$50.00
879	FOREIGN LANGUAGE	CANDY & TAMALE SALES	9/12/2022	\$500.00	Y	9/14/2022	10/5/2022	☑	12/13/22	
880	XC BLUE CREW	PROFESSIONAL RECYCLERS	2/13/2023	\$1,500.00		3/1/2023	3/1/2024	☐	NO REPORT SUBMITTED	
880	XC BLUE CREW	VERTICAL RAISE ONLINE DONATIONS	6/13/2022	\$3,500.00		8/16/2022	9/2/2022	☑	9/22/22	\$6,676.00
880	XC BLUE CREW	FANCLOTH ONLINE CLOTHING STORE	6/13/2022	\$1,500.00		7/22/2022	8/5/2022	☑	10/18/22	\$0.00
880	XC BLUECREW	GRILL RAFFLE	3/6/2023	\$4,200.00		4/1/2023	5/1/2023	☐	NO REPORT SUBMITTED	
881	GIRLS BASKETBALL	COOKIE DOUGH	10/10/2022	\$1,000.00	Y	10/13/2022	10/27/2022	☐	NO REPORT SUBMITTED	
881	GIRLS BASKETBALL	FREE THROW FUNDRAISER	10/10/2022	\$1,000.00		11/14/2022	11/18/2022	☐	NO REPORT SUBMITTED	
881	GIRLS BASKETBALL	FANCLOTH FUNDRAISER	10/10/2022	\$1,000.00		10/17/2022	10/31/2022	☑	4/20/23	\$308.00
881	GIRLS BASKETBALL	DONATIONS	10/10/2022	\$1,000.00		10/17/2022	1/1/2023	☐	NO REPORT SUBMITTED	
897	PROM ACCOUNT	PROM TICKET SALES	7/11/2022	\$8,000.00		8/1/2022	5/30/2023	☑	5/30/23	\$11,940.00
883	HERITAGE CLUB	CLUB DUES W/T-SHIRT	9/12/2022	\$100.00		9/13/2022	5/26/2023	☑	6/13/23	\$0.00
883	HERITAGE CLUB	TURKEY GRAMS	10/10/2022	\$1,500.00	Y	11/1/2022	11/14/2022	☑	12/8/22	\$78.00
885	STUDENT SUPPORT	BOTTLED WATER	9/12/2022	\$1,500.00		9/13/2025	5/26/2023	☑	6/2/23	\$1,659.98
886	NHS	MEMBERSHIP DUES	3/6/2023	\$2,500.00		3/20/2023	5/19/2023	☑	5/25/23	\$1,085.02
889	KEY CLUB	SELL MEMBER SERVICES	10/10/2022	\$200.00		10/31/2022	11/4/2022	☑	4/20/23	DID NOT COI
889	KEY CLUB	TRICK OR TREAT FOR UNICEF	10/31/2022	\$0.00		10/31/2022	11/4/2022	☑	4/5/23	\$76.43
889	KEY CLUB	VALENTINE ANNOUNCEMENTS	1/9/2023	\$200.00		2/6/2023	2/13/2023	☑	2/21/23	\$29.00
890	SPEECH CLUB	CLUB DUES	2/13/2023	\$2,000.00		2/14/2023	5/26/2023	☑	6/1/23	\$0.00
890	SPEECH	FAN PLEDGE	10/10/2022	\$500.00		11/17/2022	11/18/2022	☑	1/10/23	\$0.00
890	SPEECH	TALENT SHOW	5/8/2023	\$1,000.00		5/11/2023	5/11/2023	☐	NO REPORT SUBMITTED	
893	MU ALPHA THETA	DUES (NO FUNDRAISER FORM FOUND)						☑	6/1/23	\$1,241.00
893	MU ALPHA THETA	BOTTLED WATER FUNDRAISER	6/13/2022	\$575.00		8/18/2022	5/25/2023	☑	6/1/23	\$895.40
893	MU ALPHA THETA	CALCULATOR RENTAL	6/13/2022	\$600.00		8/18/2022	5/25/2023	☑	6/1/23	\$1,155.00
895	JROTC	FACULTY & STAFF "TOP SHOT" COMPETITION	2/13/2023	\$150.00		2/20/2023	2/20/2023	☑	02/22/2023	\$79.00
895	JROTC	FIRST IN STATE FUN RUN	2/13/2023	\$5,100.00		2/14/2023	4/22/2023	☑	6/5/2023	\$4,236.39
895	JROTC	BATAAN MEMORIAL DEATH MARCH TEAM SPONSORS	3/6/2023	\$500.00		4/1/2023	4/29/2023	☑	5/22/23	\$130.00
895	JROTC	MILITARY BALL TICKET SALES	3/6/2023	\$175.00		3/20/2023	4/1/2023	☑	5/22/23	\$0.00
897	SOCCER BOOSTER	OLD FASHION CANDY COMPANY SALES	2/13/2023	\$4,000.00	Y	3/1/2023	3/20/2023	☑	5/11/23	\$0.00
897	SOCCER BOOSTER	BILLY SIMMS NIGHT	2/13/2023	\$600.00		3/22/2023	3/29/2023	☑	5/11/23	\$374.97
897	SOCCER	ONLINE SOCCER ATTIRE SALES	10/10/2022	\$500.00		10/20/2022	5/22/2023	☑	5/11/23	\$653.80
897	SOCCER	SOLICIT BUSINESS FOR SPONSORSHIP ADVERTISING	10/10/22	\$3,300.00		10/29/2022	5/25/2023	☑	5/11/23	\$6,745.00
897	SOCCER	50/50 RAFFLE AT EACH HOME GAME	11/14/2022	\$480.00		3/2/2023	4/18/2023	☑	5/11/23	\$97.50
898	HS SCIENCE CLUB	\$20 LAB FEE & CLUB DUES	7/11/2022	\$7,000.00		8/1/2022	5/30/2023	☑	5/31/23	\$4,230.00
899	HS STUCO	FALL HOMECOMING-PARADE FEES, SHIRT SALES	7/11/2022	\$700.00		8/9/2022	9/9/2022	☑	10/27/22	-\$768.75
899	HS STUCO	DUES	7/11/2022	\$700.00		8/15/2022	9/16/2022	☑	10/25/2022	\$950.00
899	HS STUCO	PINK WEEK-DONATIONS, DANCE, RAFFLE, SHIRT SALES, SILENT AUCTION	7/11/2022	\$800.00		9/7/2022	10/7/2022	☑	12/1/22	\$11,013.66
899	HS STUCO	DISTRICT 2 LEADERSHIP CONVENTION	7/11/22	\$600.00		10/9/2022	11/9/2022	☑	12/1/22	\$860.00
899	HS STUCO	THANKSGIVING DINNER DONATION SOLICITATION	7/11/2022			11/1/2022	11/18/2022	☑	2/16/23	\$0.00
899	HS STUCO	WINTER FORMAL-SNACKS, WATER & ENTRY FEE	7/11/2022	\$700.00	Y	12/1/2022	12/31/2022	☑	2/16/23	\$2,821.11
899	HS STUCO	SANTA LETTERS	7/11/2022	\$200.00		12/1/2022	12/25/2022	☑	2/16/23	\$0.00
899	HS STUCO	WINTER HOMECOMING T-SHIRT SALES	7/11/2022	\$100.00		1/1/2023	2/28/2023	☑	2/16	\$0.00
899	HS STUCO	CRUSH GRAMS	7/11/2022	\$100.00	Y	2/1/2023	2/14/2023	☑	2/16/23	\$0.00
899	HS STUCO	ROCK WEEK-T SHIRTS, CARNIVAL, MONEY CHASERS, RAFFLE, 3V3 BB, DODGEBALL, ET	7/11/2022	\$750.00		4/1/2023	4/30/2023	☑	5/16/23	\$10,737.57
899	HS STUCO	FIELD DAY CONCESSIONS & WRISTBAND	7/11/2022	\$800.00	Y	5/1/2023	5/30/2023	☑	5/11/23	\$0.00
900	CAMPUS BEAUTIFICATIO	STUDENT PARKING PASS	8/8/2022	\$6,150.00		8/9/2022	5/26/2023	☑	5/10/23	\$2,624.20
900	CAMPUS BEAUTIFICATIO	STAFF PARKING PASS	8/8/2022	\$350.00		8/9/2022	5/26/2023	☑	5/10/23	\$0.00
902	VOCAL	HS SPRING MUSICAL TICKETS, ADS & DONATIONS	7/11/2022	\$1,000.00		3/1/2023	5/1/2023	☑	5/30/23	\$3,429.23

ACCT #	ACCOUNT NAME	FUNDRAISER	APPROVAL DATE	EST. PROFIT	FOOD SOLD	START DATE	END DATE	<input checked="" type="checkbox"/>	ASA Report Rec'd	Profit/Loss
902	VOCAL	HS CHOIR LAB FEE	7/11/2022	\$2,000.00		8/15/2022	5/26/2023	<input checked="" type="checkbox"/>	5/30/23	\$525.00
902	VOCAL	JH CHOIR LAB FEE	9/12/2022	\$750.00		9/13/2022	5/26/2023	<input checked="" type="checkbox"/>	5/30/23	\$405.00
902	VOCAL	JH SPRING MUSICAL TICKET SALES, AD SALES & DONATIONS	9/12/2022	\$1,700.00		11/1/2022	12/22/2022	<input checked="" type="checkbox"/>	5/30/23	\$1,059.00
904	HS YEARBOOK	YEARBOOK ADS & SPONSORSHIP	6/13/2022	\$10,000.00		8/1/2022	5/25/2023	<input checked="" type="checkbox"/>	6/1/23	\$11,250.00
904	HS YEARBOOK	YEARBOOK CLUB DUES	6/13/2022	\$200.00		8/1/2022	5/25/2023	<input checked="" type="checkbox"/>	6/1/23	\$325.00
904	HS YEARBOOK	YEARBOOK SALES	6/13/2022	\$3,000.00		8/1/2022	5/25/2023	<input checked="" type="checkbox"/>	6/1/23	\$4,823.33
913	DRAMA	DUES W/SHIRT	9/12/2022	\$200.00		9/13/2022	5/26/2023	<input checked="" type="checkbox"/>	5/26/23	\$10.00
913	DRAMA	FOLLIES (NO FUNDRAISER FORM FOUND)						<input checked="" type="checkbox"/>	05/26/2023	\$161.41
913	DRAMA	BILLY SIMM'S NIGHT	9/12/2022	\$275.00		12/1/2022	12/31/2022	<input checked="" type="checkbox"/>	02/17/2023	\$257.01
913	DRAMA	CANDY, SNACKS & DRINK SALES	9/12/2022	\$1,500.00	Y	1/17/2023	1/31/2023	<input checked="" type="checkbox"/>	5/26/23	\$305.18
913	DRAMA	DESSERT & PLAY	9/12/2022	\$100.00	Y	4/15/2023	5/15/2023	<input checked="" type="checkbox"/>	5/25/23	-\$100.99
913	DRAMA	CENTURY RESOURCES	10/10/2022	\$500.00	Y	1/30/2023	2/13/2023	<input checked="" type="checkbox"/>	5/26/23	\$743.70
934	TRANSPORTATION	VENDING	7/11/2022	\$2,000.00	Y	7/11/2022	6/30/2023	<input checked="" type="checkbox"/>	6/1/23	\$1,343.62
935	ADMIN VENDING	VENDING	7/11/2022	\$20.00	Y	7/12/2022	6/30/2022	<input checked="" type="checkbox"/>	5/26/23	\$584.68

Transportation Department Fuel Bids				
DATE: 6/12/23	TIME BIDS BEGAN: 8:35 am	AMOUNT NEEDED:		
PO#: 23-11-1350	TIME BIDS CLOSED: 9:15 am cont.	DIESEL: —	UNLEADED: 1500 gal	
COMPANY NAME	CONTACT PERSON	PHONE	UNLEADED	DIESEL
FUEL MASTERS	Tanner KIT, BRIAN, CODY or HARDIN	1-866-455-3835	No Bid	—
PENLEY OIL COMPANY	Allen MIKE, SCOTT or GEORGEANN	235-7553	No bid	—
RED ROCK	JOANIE or TRICHA	677-3373	3.0238	—
EARNHEART OIL & PROPANE	DUSTIN	405-612-2650	3.04	—
AMOUNT OF FUEL PURCHASED:		COMPANY BID AWARDED TO:		
UNLEADED FUEL:	PRICE PER GALLON:	TOTAL AMT:		
1500 gal.	3.0238	4535.70		
DIESEL FUEL:	PRICE PER GALLON:	TOTAL AMT:		
		TOTAL PURCHASE:		
		\$4,535.70		
PER TELEPHONE BIDS RECEIVED BY:		COMMENTS:		
 				

message

Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, PO Range: 1347 - 1356, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1347	06/07/2023	44610	SOUTHWEST BUS SALES, INC.	SCHOOL BUS DECAL, CRUSH COVER, CLEARANCE LED	750.00
11	1348	06/07/2023	17940	PROSPERITY BANK	FUEL / TRAVEL AND DURING PUMP REPAIR	1,000.00
11	1349	06/08/2023	83474	KEITH A BLACKSTON	TRAVEL REIMBURSEMENT	94.32
11	1350	06/12/2023	13286	RED ROCK DISTRIBUTING CO.	1500 GALLONS UNLEADED	4,535.70
11	1351	06/13/2023	12392	LRP PUBLICATIONS INC	PROFESSIONAL DEVELOPMENT MATERIALS	1,462.40
11	1352	06/14/2023	44170	THOMAS BRENTON MALOY	REPAIR BUS SEATS	3,806.50
11	1353	06/15/2023	44186	DOUBLE T ENTERPRISES, LLC	BATTERIES FOR BUSES	1,000.00
11	1354	06/21/2023	17940	PROSPERITY BANK	DIESEL FUEL FOR VEHICLES (DIESEL PUMP IS DOWN)	500.00
11	1355	06/21/2023	12682	MIDWEST BUS SALES, INC.	TRANSMISSION FLUID FOR BUSES	2,000.00
11	1356	06/26/2023	11613	HOIDALE CO INC	ESTIMATE FOR DIESEL FUEL PUMP REPAIR	1,000.00
Non-Payroll Total:						\$16,148.92
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$16,148.92

Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, PO Range: 530 - 553, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	530	06/07/2023	12324	LOCKE SUPPLY CO.	DISTRICT PARTS AND SUPPLIES	600.00
21	532	06/07/2023	44635	WAXIE'S ENTERPRISES, LLC	BRAVO HD STRIPPER 5 GALLON CONTAINER x20	1,300.00
21	533	06/08/2023	43749	TREAT'S SOLUTIONS, LLC	VARIOUS SUPPLIES	3,509.55
21	534	06/14/2023	44870	ALLIANCE CONCRETE	CONCRETE WORK AT THE HIGH SCHOOL	2,400.00
21	535	06/14/2023	44870	ALLIANCE CONCRETE	CONCRETE WORK AT CENTRAL	3,500.00
21	536	06/13/2023	10110	HENKE & WANG PLUMBING	INSTALL PLUMBING FOR BAND WASHERS	4,000.00
21	537	06/13/2023	17249	S. T. BOLDING III	ELECTRICAL SERVICES	1,000.00
21	538	06/15/2023	44870	ALLIANCE CONCRETE	ROAD REPAIR AT THE HIGH SCHOOL	3,000.00
21	539	06/15/2023	44870	ALLIANCE CONCRETE	CONCRETE WORK AT FAVER AND TRANS	2,500.00
21	540	06/14/2023	44614	IDN-GLOABL, INC	DOOR HARDWARE FOR HS	769.40
21	541	06/20/2023	44507	JACK CHAPMAN	REPLACE HS NORTH GYM DOORS	3,244.00
21	542	06/20/2023	43973	CHRISTOPHER CODY HAYES	REMOVE DEAD TREES, GRIND STUMPS, TRIM OTHER TREE	1,350.00
21	543	06/20/2023	43973	CHRISTOPHER CODY HAYES	REMOVE TREE AND GRIND STUMP AT FAVER	600.00
21	544	06/20/2023	43973	CHRISTOPHER CODY HAYES	TRIM TREES AND HAUL OFF AT JH AND COTTERAL	2,100.00
21	545	06/19/2023	17491	ENGINEERED EQUIPMENT, INC.	DISTRICT HVAC FILTERS	690.00
21	546	06/19/2023	12967	OKLAHOMA HOME CENTERS, INC.	DOORS FOR SOFTBALL AND JROTC AT HS	420.00
21	548	06/21/2023	44562	ANDECO FLOORING & BLINDS	REPLACE CARPET IN SOFTBALL LOCKER ROOM	5,881.52
21	549	06/21/2023	44746	ZACHARY W. GOLDEN	DEQ ANNUAL TRAINING FOR CODY THOMPSON	75.00
21	550	06/22/2023	17747	ROBERT L HINER	INSTALL VOLLEYBALL AT JR HIGH GYM	1,800.00
21	551	06/21/2023	44995	WILLIAM WOODS	MODIFICATIONS TO CLAY TARTER COMPLEX GATE	250.00
21	552	06/15/2023	45077	COMMERCIAL DOOR LLC	DOOR REPAIRS AT COTTERAL	639.76
21	553	06/02/2023	44635	WAXIE'S ENTERPRISES, LLC	SUMMER FLOOR PRODUCTS	4,886.42

Non-Payroll Total:	\$44,515.65
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Payroll Total:	\$0.00
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Balance Forward:	\$0.00
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Report Total:	\$44,515.65
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Guthrie Public Schools Encumbrance Register

Options: Year: 2022-2023, Date Range: 7/1/2022 - 6/30/2023, PO Range: 363 - 363, Fund Codes: 22

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	363	06/14/2023	44969	GREAT PLAINS RESOURCE LLP	10 CAFE TABLES FOR FOGARTY	10,251.00
Non-Payroll Total:						\$10,251.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$10,251.00

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2022-2023, ReferenceDate: PO Date, Date Range: 6/1/2023 - 6/30/2023, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
7	07/01/2022	12744	MUNICIPAL ACCOUNTING SYSTEMS, INC.	DATA PROCESSING/SUPPLIES FOR 2022-2023	-1,564.80
9	07/01/2022	14135	UNITED STATES POSTAL SERVICE	POSTAGE FOR 2022-2023	-1.15
10	07/01/2022	13181	PITNEY BOWES CREDIT CORP.	POSTAGE METER FEES/SUPPLIES FOR 2022-2023	-250.00
12	07/01/2022	13431	ROSENSTEIN FIST & RINGOLD	ATTORNEY FEES FOR 2022-2023	-2,865.67
16	07/01/2022	14316	AHP OF OKLAHOMA	SUBSCRIPTION/LEGALS/ADS FOR 2022-2023	-63.97
17	07/01/2022	15661	OKLAHOMA EMPLOYMENT SECURITY COMM	UNEMPLOYMENT FOR 2022-2023	-2,000.00
20	07/01/2022	84509	ANA LUISA SALAS-OCAMPO	MILEAGE REIMBURSEMENT 2022-2023	-58.87
22	07/01/2022	13021	OSSBA	MEMBERSHIP/ONLINE POLICY/REGISTR. FOR 2022-2023	-380.00
23	07/01/2022	15124	COOPERATIVE COUNCIL FOR OKLAHOMA	DISTRICT LEVEL PROGRAM ASSIST/REGISTR. 2022-2023	1,147.00
25	07/01/2022	42370	VERNON FLORENCE CONSULTIN CO. INC.	SUBSCRIPTION FOR 2022-2023	-120.00
26	07/01/2022	13496	G. E. MONEY BANK	MEMBERSHIP/SUPPLIES FOR 2022-2023	-15.00
27	07/01/2022	14207	WALMART COMMUNITY	SUPPLIES FOR ADMIN OFFICE 2022-2023	-70.98
29	07/01/2022	13021	OSSBA	BOARD RETREAT TRAINING	-880.00
30	07/01/2022	16459	X-CEL BADGE & ENGRAVING CO., INC.	NAMEPLATES/SUPPLIES - ADMIN	-200.00
31	07/01/2022	12910	OFFICE DEPOT, INC.	BLANKET FOR SUPPLIES FOR 2022-2023	-786.02
32	07/01/2022	13229	QUILL CORPORATION	BLANKET FOR SUPPLIES FOR 2022-2023	-844.91
33	07/01/2022	16261	ANNA COFFIN	BLANKET FOR SUPPLIES FOR 2022-2023	-374.50
36	07/01/2022	83465	MICHAEL L SIMPSON	EXPENSE REIMBURSEMENT FOR 2022-2023	622.20
37	07/01/2022	83596	DOUGLAS ALLEN OGLE	EXPENSE REIMBURSEMENT FOR 2022-2023	-74.62
39	07/01/2022	84047	MICHELLE LASHAWN CHAPPLE	EXPENSE REIMBURSEMENT FOR 2022-2023	-317.69
42	07/01/2022	84571	TAMARA KAY JONES	EXPENSE REIMBURSEMENT FOR 2022-2023	-0.37
43	07/01/2022	84465	SAMANTHA LEE STEWART	EXPENSE REIMBURSEMENT FOR 2022-2023	-130.00
44	07/01/2022	83019	KARY LYN JARRED	EXPENSE REIMBURSEMENT FOR 2022-2023	-150.00
45	07/01/2022	14352	OKLAHOMA STATE DEPARTMENT	BACKGROUND CHECKS - CERT & SUPPORT STAFF	-3,539.00
46	07/01/2022	17865	GINA WRIGHT	MILEAGE EXPENSE REIMBURSEMENT 2022-2023	-81.25
47	07/01/2022	14665	OKLAHOMA STATE UNIVERSITY	REGISTRATIONS FOR 2022-2023	-350.00
52	07/01/2022	12327	LOGAN CO. ELECTION BOARD	ELECTION EXPENSES FOR 2022-2023	-10,000.00

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2022-2023, ReferenceDate: PO Date, Date Range: 6/1/2023 - 6/30/2023, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
57	07/01/2022	80130	JON CHAPPELL	MILEAGE REIMBURSEMENT FOR 2022-2023	153.27
60	07/01/2022	10272	BODY BILLBOARDS	BLANKET FOR SUPPLIES/ADMIN. 2022-2023	-313.00
62	07/01/2022	44092	INNOVATIVE MECHANICAL LLC	JR HIGH HVAC RENOVATION	-599,370.00
63	07/01/2022	10611	CITY OF GUTHRIE	SRO OFFICERS FOR 2022-2023	-75,152.41
67	07/01/2022	44693	LAMBERT CONSTRUCTION COMPANY	GJHS ENVELOPE PHASE 2 - PROJECT 2104	-48,676.00
68	07/01/2022	43981	OKAPP	CPO TRAINING/MEMBERSHIP/CHAPPLE 2022-2023	-61.00
69	07/01/2022	17299	LOGAN COUNTY SHERIFF'S OFFICE	SRO OFFICER 2022-2023 CHARTER OAK	-2,998.34
75	07/01/2022	44693	LAMBERT CONSTRUCTION COMPANY	HS RENOVATION #2104	-113,663.00
77	07/01/2022	44624	STAPLES, INC	ADMIN OFFICE SUPPLIES	-200.00
83	07/07/2022	84133	WENDY D JONES	MILEAGE REIMBURSEMENT -WJ	-12.26
101	07/12/2022	81574	ANGIE KAYE YOUNG	MILEAGE REIMBURSEMENT	-337.27
105	07/11/2022	14207	WALMART COMMUNITY	BLANKET PO FOR CLASSRM & OFFC SUPPLIES	-83.83
108	07/12/2022	44700	INFINITE CAMPUS, INC	STUDENT INFORMATION IMPLEMENTATION	-1,820.83
131	07/14/2022	13704	BSN SPORTS, INC.	SHOULDER PADS	-73.69
145	07/19/2022	44902	NEW DIRECTION SOLUTIONS LLC	ESSER III: CONTRACT PAYMENT FOR PSYCHOLOGIST	-44,959.00
146	07/19/2022	44902	NEW DIRECTION SOLUTIONS LLC	COUSELOR CORPS: CONTRACT FOR PSYCHOLOGIST	-15,567.00
164	07/20/2022	16669	EDMENTUM, INC	DISTRICT SOFTWARE LICENSES	-3,245.90
173	07/21/2022	16261	ANNA COFFIN	2022-2023 BUDGET BOOK BINDING	-100.00
200	07/25/2022	15994	AMAZON CAPITAL SERVICES	TEACHERS\$150/C.HORN/C.OAK	-150.00
209	07/28/2022	44147	OUTBACK LABS LLC	SHOW SUPPLIES AND MATERIALS FOR AG PROGRAM	-63.00
235	08/04/2022	84540	LINDA SUE CAMPBELL	EXPENSE REIMBURSEMENT 2022-2023	-122.49
244	08/03/2022	10023	CHASE AARON BIGGS	SECURITY OFFICER FOR ELEMENTARY SITES	-200.00
294	08/16/2022	44902	NEW DIRECTION SOLUTIONS LLC	OT CONTRACT	435.75
323	07/01/2022	44092	INNOVATIVE MECHANICAL LLC	GUES & GJHS RENOVATION (PHASE TWO)	-103,566.45
324	08/19/2022	16199	DEPARTMENT OF HUMAN SERVICES	OKDHS SCHOOL BASED SPECIALISTS	-6,367.05
325	08/19/2022	44913	JAMES D DAVES	SECURITY OFFICER FOR ELEMENTARY SITES 22/23	1,600.00
349	08/23/2022	83714	TREVOR LEE MOWDY	EXPENSE REIMB. FOR 2022/2023-TECHNOLOGY	-234.50
350	08/23/2022	82236	GREGORY DUANE SULLAWAY	EXPENSE REIMB. FOR 2022/2023-TECHNOLOGY	-133.63
351	08/23/2022	84339	JOHN WILLIAM WEBB	EXPENSE REIMB. FOR 2022/2023-TECHNOLOGY	-300.00

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2022-2023, ReferenceDate: PO Date, Date Range: 6/1/2023 - 6/30/2023, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
352	08/23/2022	81425	JAMES D BENSON	EXPENSE REIMB. FOR 2022/2023-TECHNOLOGY	-331.14
353	08/23/2022	82756	LYNETTE CHRISTINE SARASUA	EXPENSE REIMB. FOR 2022/2023-TECHNOLOGY	-300.00
360	08/24/2022	84631	SHAYNA RENEE VAUGHAN	MILEAGE REIMBURSEMENT 22/23	-67.16
394	08/24/2022	15994	AMAZON CAPITAL SERVICES	CARL PERKINS GRANT/SUPPLIES/SCOTT PETERMAN/STEM	-32.70
396	07/01/2022	44297	JONATHAN BRETT WELLDEN	SECURITY OFFICER FOR ELEMENTARY SITES	-2,580.00
397	07/01/2022	16652	THOMAS KUTAY	SECURITY OFFICER FOR ELEMENTARY SITES	-80.00
398	07/01/2022	44224	JOSE ROMAN BOTELLO	SECURITY OFFICER FOR ELEMENTARY SITES	180.00
399	07/01/2022	44308	JOHN ROBERT EVANS	SECURITY OFFICER FOR ELEMENTARY SITES	675.00
404	07/01/2022	44458	CHRISTOPHER TILLMAN	SECURITY OFFICER FOR ELEMENTARY SITES	-4,760.00
424	09/06/2022	13130	BETROLD ENTERPRISES, INC.	MUSIC FOR HIGH SCHOOL VOCAL	-16.63
432	09/08/2022	12993	ARCHWAY TEXTBOOK DEPOSITORY	2022-2023 DISTRICT TEXTBOOKS	-7,726.34
437	09/08/2022	41212	OKLA CHORAL DIRECTOR'S ASSOC.	REHEARSAL TRACKS FOR ALL STATE CHOIR	-35.00
503	09/21/2022	44147	OUTBACK LABS LLC	SUPPLIES AND MATERIALS FOR AG PROGRAM	-132.00
505	09/21/2022	17940	PROSPERITY BANK	FUEL FOR OUT OF TOWN TRIPS	-262.55
511	09/19/2022	44291	CERTIFIED LANGUAGES INT'L, LLC	TRANSLATION SERVICE	-945.55
523	09/23/2022	44110	CDW LLC	OFFICE PRINTER FOR C. LEGRANDE	-50.89
548	09/28/2022	10924	DEMCO, INC	CLEAR LABELS	-10.84
572	10/04/2022	44033	EARNHEART CRESCENT LLC	1000 GAL UNLEADED 6000 GAL DIESEL	-227.45
575	10/01/2022	44933	STANDLEY SYSTEMS, LLC	COPIER LEASE/MAINTENANCE 2022-2023	-714.44
632	10/25/2022	15994	AMAZON CAPITAL SERVICES	BLANKET FOR OFFICE SUPPLIES/ADMIN	-408.33
659	11/03/2022	12336	LOGAN COUNTY COMMUNITY SERVICES	DRUG COUNSELING SERVICES	-1,000.00
767	12/05/2022	44395	SHERRI MAE FAIRCHILD	PSYCH CONTRACT	-4,400.00
781	12/08/2022	41958	ACT	TESTING FOR PARAPROFESSIONALS	-164.25
789	12/12/2022	15994	AMAZON CAPITAL SERVICES	EARLY CHILDHOOD CLASSROOM SUPPLIES	-471.46
811	12/16/2022	14207	WALMART COMMUNITY	BLANKET PO FOR 2023/CLASSROOM SUPPLIES/JH	-591.64
817	01/03/2023	44610	SOUTHWEST BUS SALES, INC.	BOOSTER PUMP	-318.00
830	12/16/2022	15994	AMAZON CAPITAL SERVICES	\$150 TEACHER SUPPLIES	-119.36
832	01/04/2023	15994	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES	-165.54
835	01/06/2023	16731	OUHSC	CPR CERTIFICATION CARDS	-18.00
842	12/16/2022	15994	AMAZON CAPITAL SERVICES	PE EQUIPMENT	-148.76
847	01/09/2023	17103	WILSON LANGUAGE TRAINING CORP.	CURRICULUM	-892.08

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2022-2023, ReferenceDate: PO Date, Date Range: 6/1/2023 - 6/30/2023, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
849	12/18/2022	11849	JERRY D. JONES	WRECKER SERVICES	-349.50
855	12/09/2022	13969	THE RAILROAD YARD, INC.	METAL FOR AG PROGRAM INSTRUCTION	-125.00
867	01/18/2023	14377	FOLLETT SCHOOL SOLUTIONS, INC	BOOKS	-460.00
872	01/18/2023	44966	RIVER SPIRIT CASINO RESORT	CCOSA WOMEN IN LEADERSHIP CONFERENCE 4/5 - 4/6/23	-300.00
874	01/20/2023	84649	TONYA LEIGH FARRIS	MILEAGE REIMBURSEMENT	-569.24
902	02/01/2023	44986	LILIANA OCAMPO-SALAS	SPANISH SPEAKING INTERPRETER	-1,698.41
912	02/07/2023	11933	JOHN VANCE MOTORS, INC.	INVOICE FOR PARTS FOR TRUCK 85	-53.59
916	02/08/2023	15994	AMAZON CAPITAL SERVICES	HS- PA SYSTEM (SOCCER)	-73.09
921	02/09/2023	43632	TONY GLOVER dba AJG INC.	SMARTBOARD INSTALL	-225.00
931	07/01/2022	44804	LIONS CLUB OF GUTHRIE	QUARTERLY TRAINING MEETINGS	-196.00
932	07/01/2022	15951	OKLAHOMA TAX COMMISSION	COMPLIANCE FEES	-5.04
938	07/01/2022	11200	EUREKA WATER CO., INC.	WATER/MACHINE LEASE/CENTRAL	-77.85
945	07/01/2022	84515	MAESYN ALYXANDRIA GREEN	MILEAGE REIMBURSEMENT	-388.50
947	07/01/2022	14207	WALMART COMMUNITY	BLANKET FOR SUPPLIES	-2,609.49
948	07/01/2022	83916	JESSICA LYNN WEST	MILEAGE REIMBURSEMENT	-590.48
949	07/01/2022	83867	CARLY MARCILLE BLACK	MILEAGE REIMBURSEMENT	55.81
950	07/01/2022	44428	RIVERSIDE ASSESSMENTS, LLC	TESTING SERVICE FOR COGAT	-142.55
951	07/01/2022	44926	QUALITY CHOICE TESTING LLC	STUDENT EXTRACURRICULAR DRUG TESTING	-1,895.00
952	07/01/2022	42721	FORTITUDE DOGS, INC.	CONTRABAND DETECTION SERVICES	-547.50
953	07/01/2022	44151	PEOPLEFACTS, LLC	BACKGROUND CHECKS	-550.14
956	07/01/2022	10931	GUTHRIE CHAMBER OF COMMERCE	2022/23 CHAMBER DUES/MEMBERSHIP/LEADERSHIP GUTHRIE	-250.00
959	07/01/2022	15994	AMAZON CAPITAL SERVICES	BLANKET FOR PARTS/SUPPLIES-TECHNOLOGY	-887.55
961	07/01/2022	44110	CDW LLC	BLANKET FOR PART/SUPPLIES-TECHNOLOGY	-6.56
972	07/01/2022	16938	INTERNATIONAL SOCIETY FOR	DUES AND FEES FOR 2022-2023/TECHNOLOGY	-125.00
986	07/01/2022	13832	SYNERGY DATACOM SUPPLY, INC.	BLANKET FOR PARTS/SUPPLIES-TECHNOLOGY	-1,593.36
991	07/01/2022	16395	UNITED PARCEL SERVICE INC.	SHIPPING FOR 2022/2023-TECHNOLOGY	-67.77
996	07/01/2022	14207	WALMART COMMUNITY	SUPPLIES FOR OFFICE AND SHOP	1.59
997	07/01/2022	11849	JERRY D. JONES	TOWING SERVICES	-164.04
1000	07/01/2022	14201	WALKER TIRE DTR LLC	WHITE FLEET TIRES	53.60
1007	07/05/2022	42456	STILLWATER MILLING COMPANY	SUPPLIES AND MATERIALS FOR AG PROGRAM	-23.16
1008	07/05/2022	10011	SOUTHPOINTE VETERINARY CLINIC	MEDICINE FOR AG PROGRAM	73.90
1016	07/01/2022	14107	UNIFIRST HOLDING INC.	MECHANICS' UNIFORMS	311.63
1023	07/06/2022	10129	NORTHUP AUTO PARTS & MACHINE	VARIOUS PARTS	-4.16
1027	07/06/2022	14207	WALMART COMMUNITY	IN-SERVICE SUPPLIES	-132.01
1029	07/01/2022	44361	BETSY CHEN	BEHAVIORAL COACH CONTRACT	-15,396.77

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2022-2023, ReferenceDate: PO Date, Date Range: 6/1/2023 - 6/30/2023, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
1030	07/01/2022	42795	APRIL NEICHOLE KECK	VI CONTRACT	-525.00
1031	07/01/2022	40775	APPLE STORE	BLANKET FOR APPS	-702.02
1042	12/16/2022	15994	AMAZON CAPITAL SERVICES	\$150 CLASSROOM SUPPLIES	-147.71
1050	02/16/2023	14207	WALMART COMMUNITY	BLANKET PO	64.49
1061	02/21/2023	11933	JOHN VANCE MOTORS, INC.	KEY FOBS AND PROGRAMING FOR FOBS FOR SUV34 AND 38	-683.12
1075	02/27/2023	14207	WALMART COMMUNITY	CLEANING AND MEDICAL SUPPLIES	-203.07
1076	02/27/2023	11272	LOGAN COUNTY HISTORICAL SOCIETY, IN	STUDENT TRANSPORTATION TO FACILITY OUT OF DISTRICT	-120.00
1085	02/27/2023	13183	PITSCO, LLC	STEM CLASSROOM SUPPLIES - DRAGSTER & TISSUE PAPER	-232.50
1092	03/07/2023	14928	UNITED STATES TREASURY	941 OVERDUE TAXES	-8,000.00
1101	03/07/2023	10272	BODY BILLBOARDS	EMPLOYEE OF THE MONTH PLAQUES FOR 2022-23	-16.00
1113	03/23/2023	16975	GENERAL FUND	TRIP - MILEAGE EXPENSE	-150.00
1114	03/23/2023	15994	AMAZON CAPITAL SERVICES	SUPPLIES	-228.48
1126	03/23/2023	44672	BLARGH, LLC	MAPPING SOFTWARE	-19.00
1128	03/28/2023	11933	JOHN VANCE MOTORS, INC.	OIL AND FUEL FILTER CHANGES	100.44
1130	03/29/2023	15994	AMAZON CAPITAL SERVICES	SUPPLIES	-582.54
1131	03/23/2023	14377	FOLLETT SCHOOL SOLUTIONS, INC	LIBRARY BOOKS	-109.89
1138	04/03/2023	14207	WALMART COMMUNITY	FACS CLASSROOM SUPPLIES	-273.09
1146	04/05/2023	13229	QUILL CORPORATION	OFFICE SUPPLIE FOR HIGH SCHOOL	-138.65
1153	04/05/2023	14377	FOLLETT SCHOOL SOLUTIONS, INC	GEF GRANT: NON FICTION BOOKS	-30.70
1171	04/07/2023	44258	FIRST BOOK	FOUNDATION GRANT - BOOKS FOR WELLS	-99.90
1192	04/04/2023	14207	WALMART COMMUNITY	SUPPLIES FOR HOMELESS 797	-0.84
1193	04/12/2023	17034	LAMINATION DEPOT, INC.	LAMINATING FILM	-21.79
1198	04/12/2023	15994	AMAZON CAPITAL SERVICES	FOUNDATION GRANT FOR G.MYERS TOY	-100.00
1199	04/12/2023	15994	AMAZON CAPITAL SERVICES	FOUNDATION GRANT/CARPENTER/HS	-175.33
1201	04/13/2023	12387	LOWE'S COMPANIES, INC.	NEW TABLES	-113.11
1202	04/13/2023	15994	AMAZON CAPITAL SERVICES	NEW FOLDING CHAIRS	1,499.85
1203	04/06/2023	14377	FOLLETT SCHOOL SOLUTIONS, INC	AUDIOBOOKS - BOOKS	-2.63
1217	04/14/2023	45029	OKLAHOMA ENVELOPE COMPANY LLC	ADMIN TSHIRTS	-0.50
1218	04/14/2023	15994	AMAZON CAPITAL SERVICES	CLOTHES FOR WE SHAKE HANDS	-69.17
1229	04/19/2023	14207	WALMART COMMUNITY	FCCLA OFFICIAL DRESS/JH	-160.28
1243	04/20/2023	10436	CAROLINA BIOLOGICAL SUPPLY CO	FORENSICS SUPPLIES/ HS SCIENCE	-256.87
1245	04/20/2023	15994	AMAZON CAPITAL SERVICES	CARI GROCE - FOUNDATION EDUCATIONAL GRANT	-66.92
1249	04/25/2023	45048	LIMINEX INC	PEAR DECK SOFTWARE	-150.00
1256	04/25/2023	44547	HERITAGE CUSTOMS DIESEL CHROME LLC	REPAIRS TO BUS 105	237.63
1261	04/27/2023	15994	AMAZON CAPITAL SERVICES	HS- FOLDING TROLLEY DOLLEY (ATHLETIC FIELDS)	-116.99

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2022-2023, ReferenceDate: PO Date, Date Range: 6/1/2023 - 6/30/2023, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
1267	05/01/2023	83904	JESSICA NICOLE MAKER	CAREER TECH PD 5/1/23 MILEAGE REIMBURSEMENT	-35.00
1279	05/01/2023	11933	JOHN VANCE MOTORS, INC.	AG- TRUCK 83 DIAGNOSE FOR DEF HEADER	838.57
1283	05/01/2023	13497	EDMOND SAM'S CLUB #6267	BLANKET PO	-40.83
1287	05/04/2023	12682	MIDWEST BUS SALES, INC.	HOOD REPAIR	-118.92
1290	05/04/2023	44547	HERITAGE CUSTOMS DIESEL CHROME LLC	DEF HEADER AND CALIBRATION FOR 105	-137.24
1291	05/03/2023	17940	PROSPERITY BANK	HOTEL ROOMS FOR OAPT	750.00
1292	05/09/2023	44033	EARNHEART CRESCENT LLC	1000 GALLONS UNLEADED 7000 GALLONS DIESEL	-80.95
1296	05/11/2023	11933	JOHN VANCE MOTORS, INC.	STEREO FOR TRUCK 64	-10.78
1298	05/12/2023	45061	HOLLY REDEYE	MILEAGE REIMBURSEMENT	-19.92
1299	05/09/2023	12899	O'REILLY AUTOMOTIVE STORES, INC.	VARIOUS PARTS	-215.92
1307	05/17/2023	15994	AMAZON CAPITAL SERVICES	TITLE VI TECHNOLOGY AND SUPPLIES	-664.07
1317	05/18/2023	10599	STATE OF OKLAHOMA	PARAPROFESSIONAL WORKBOOKS	17.50
1319	05/22/2023	12387	LOWE'S COMPANIES, INC.	SUPPLIES AND MATERIALS FOR AG PROGRAM	-241.85
1321	05/23/2023	17348	PESI, INC.	PROFESSIONAL DEVELOPMENT	-100.86
1322	05/22/2023	11502	GUTHRIE TAG AGENCY	NEW TAG FOR BUS 65	0.50
1329	05/24/2023	17961	NCS PEARSON, INC.	PSYCH TESTING SUPPLIES	-71.50
1334	05/23/2023	12682	MIDWEST BUS SALES, INC.	EXHAUST CLAMPS, EXCELERATOR CART	12.17
1336	05/08/2023	45056	THERAPY WORKS	THERAPY SERVICE CONTRACT FOR ESY JUNE 2023	-2,262.16
1340	05/30/2023	44421	ACE TESTING LLC	LINE TIGHTNESS AND WELL TESTING	-50.00
				Non-Payroll Total:	(\$1,108,081.52)
				Payroll Total:	(\$20,037.66)
				Report Total:	(\$1,128,119.18)

Change Order Listing

Options: Fund: Building, Year: 2022-2023, ReferenceDate: PO Date, Date Range: 6/1/2023 - 6/30/2023, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
7	07/01/2022	17764	SOONER PEST MANAGEMENT	DISTRICT PEST CONTROL	-300.00
11	07/01/2022	44204	PREVENTIVE / PREDICTIVE MAINT SVCS	DISTRICT BOILER TREATMENT SERVICES	-60.00
61	07/18/2022	13969	THE RAILROAD YARD, INC.	STEEL AND IRON MATERIAL FOR DISTRICT	-856.00
74	07/19/2022	41365	EWING IRRIGATION PRODUCTS INC	SPRINKLER SYSTEM PARTS	-344.41
78	07/19/2022	17556	JOHNSON CONTROLS	HVAC REPAIRS AND SERVICE	-2,000.00
108	08/04/2022	14201	WALKER TIRE DTR LLC	BUY TIRE OR REPAIR ATHLETICS	-140.00
110	08/04/2022	40596	JAMES C. MCGEE	DISTRICT MATERIAL AND HAULING	-363.69
116	08/03/2022	14674	HOMETOWN RENTAL & FEED, INC.	FIELD EQUIPMENT REPAIR	-108.11
165	08/25/2022	12387	LOWE'S COMPANIES, INC.	MOTOR FOR PAINT STRIPPER - STADIUM	-62.00
198	09/20/2022	44629	CRIMPED, LTD	DISTRICT PARTS AND SUPPLIES	-452.75
200	09/20/2022	41813	OKLAHOMA DEPARTMENT OF LABOR	STATE INSPECTIONS	-1,450.00
234	10/12/2022	17152	TIME SPENT LLC	CARPET CLEANING	-546.00
270	11/11/2022	40596	JAMES C. MCGEE	SPREAD RECYCLED ASPHALT ON MAINT & TRANS LOTS	-2,330.19
291	11/30/2022	44590	BRADFORD SUPPLY	DISTRICT HVAC PARTS AND SUPPLIES	-36.86
334	01/18/2023	43914	HUGG AND HALL EQUIPMENT COMPANY	FORKLIFT & LIFT SERVICE	82.86
346	01/24/2023	10129	NORTHUP AUTO PARTS & MACHINE	DISTRICT PARTS AND SUPPLIES	-296.32
353	01/27/2023	44681	FRESH FILTERED AIR, INC	DISTRICT HVAC FILTER CHANGES	-91.78
368	02/17/2023	44092	INNOVATIVE MECHANICAL LLC	DISTRICT HVAC SERVICE AND REPAIRS	-1,133.75
370	02/22/2023	14189	VOSS ELECTRIC CO.	12 CANOPY LIGHTS FOR HIGH SCHOOL	-12.00
375	02/23/2023	43883	UNITED REFRIGERATION, INC.	DISTRICT HVAC PARTS AND SUPPLIES	-307.54
376	02/23/2023	14189	VOSS ELECTRIC CO.	LED DRIVERS FOR INDOOR BASEBALL COMPLEX	-12.00
394	03/06/2023	14189	VOSS ELECTRIC CO.	LIGHT FIXTURES FOR INDOOR BASEBALL COMPLEX	36.00
413	03/23/2023	16626	JOHN HUDSON	DISTRICT MOWING	4,005.00
417	03/27/2023	11655	HUNZICKER BROTHERS, INC	DISTRICT ELECTRICAL SUPPLIES	-487.31
433	04/10/2023	42501	EARTHSMART CONTROLS, LLC	HVAC CONTROLS SERVICE AND REPAIRS	-1,511.60
455	04/18/2023	12324	LOCKE SUPPLY CO.	PARTS AND SUPPLIES	-317.69
457	04/19/2023	17921	SCHOOL HEALTH CORPORATION	AED BATTERY AND PADS FOR HIGH SCHOOL	-100.00
465	04/28/2023	42456	STILLWATER MILLING COMPANY	HS- FERTILIZER, CHEMICALS, ETC.	-31.20
466	05/01/2023	44507	JACK CHAPMAN	INSTALL 3 EXTERIOR DOORS AT INDOOR BB COMPLEX	-29.00
467	04/28/2023	44065	FIRETROL PROTECTION SYSTEMS, INC.	DISTRICT FIRE SYSTEM REPAIRS AND SERVICE	-707.18
468	05/01/2023	11619	HOME DEPOT CREDIT SERVICES	PAVERS FOR TRANSPORTATION WALKWAY	-12.60
473	05/04/2023	44092	INNOVATIVE MECHANICAL LLC	CENTRAL CHILLER REPAIRS	-2,500.00

Change Order Listing

Options: Fund: Building, Year: 2022-2023, ReferenceDate: PO Date, Date Range: 6/1/2023 - 6/30/2023, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
474	05/04/2023	12173	LAMPTON WELDING SUPPLY COMPANY, INC	WELDING SUPPLIES	-200.00
476	05/04/2023	17491	ENGINEERED EQUIPMENT, INC.	DISTRICT HVAC PARTS AND SUPPLIES	-110.76
477	05/08/2023	10110	HENKE & WANG PLUMBING	DISTRICT PLUMBING REPAIRS	415.18
479	05/09/2023	10110	HENKE & WANG PLUMBING	REPLACE WATER HEATER 5TH GR TEACHERS RESTROOM	18.51
482	05/08/2023	17249	S. T. BOLDING III	ELECTRICAL SERVICE AT COTTERAL	-1,342.45
483	05/10/2023	43883	UNITED REFRIGERATION, INC.	BLOWER MOTOR FOR RM N2 AT COTTERAL	-52.21
484	05/10/2023	11619	HOME DEPOT CREDIT SERVICES	PORTABLE A/C UNITS FOR GUES	-2.00
485	05/10/2023	43749	TREAT'S SOLUTIONS, LLC	FLOOR STRIPPER	-8.00
486	05/10/2023	44635	WAXIE'S ENTERPRISES, LLC	BASEBOARD STRIPPER AND FLOOR PADS FOR DISTRICT	34.80
488	05/11/2023	10110	HENKE & WANG PLUMBING	REPLACE TOILET IN JH GYM BOYS RESTROOM	32.13
493	05/12/2023	13013	ORKIN, INC.	TERMITE TREATMENT AT ADMIN	-1,000.00
494	05/12/2023	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	385.58
495	05/12/2023	44092	INNOVATIVE MECHANICAL LLC	HVAC SERVICE AND REPAIRS	-2,500.00
496	05/15/2023	15994	AMAZON CAPITAL SERVICES	DISTRICT PARTS AND SUPPLIES	-367.46
500	05/17/2023	17249	S. T. BOLDING III	INSTALL POWER FOR ADMIN BASEMENT EXHAUST FAN	-345.19
501	05/17/2023	17249	S. T. BOLDING III	INSTALL ELECTRICAL SERVICE AT JELSMA PRESSBOX	-18.23
506	05/18/2023	43749	TREAT'S SOLUTIONS, LLC	DISTRICT FLOOR PRODUCTS	0.83
510	05/19/2023	10110	HENKE & WANG PLUMBING	INSTANT WATER HEATER REPAIRS AT CHARTER OAK	-29.28
511	05/22/2023	44696	TED BARBA	SCRUB AND RECOAT FLOORS AT GUES AND FOGARTY	-3,731.60
512	05/25/2023	13646	CAROLYN BLACK HALLER	NUMBERS FOR HS DOORS	-1,222.00
516	05/24/2023	12967	OKLAHOMA HOME CENTERS, INC.	PAINT AND PAINT SUPPLIES FOR DISTRICT	-2.45
519	05/26/2023	44891	UNITED VOLLEYBALL SUPPLY, LLC	VOLLEYBALL COURT SOCKETS FOR JR HIGH	180.28
520	05/22/2023	44696	TED BARBA	SCRUB/RECOAT GYM FOYER, CAFE, & N HALL OFC AT HS	-4,813.00
521	05/22/2023	44696	TED BARBA	FULL SCRUB AND RECOAT NORTH U AND SIDE HALLS AT HS	-3,040.00
522	05/30/2023	17990	REECE APPLIANCE	ICE MAKER REPAIR	-105.93
843	02/06/2023	44635	WAXIE'S ENTERPRISES, LLC	DUST MOP FRAMES	-7.11
855	05/23/2023	45062	OKLAHOMA C&C FENCING LLC	FENCING MATERIAL FOR EAST SIDE BUS PARKING LOT	-2,882.61

Non-Payroll Total: (\$33,189.09)

Payroll Total: \$0.00

Report Total: (\$33,189.09)

Change Order Listing

Options: Fund: CHILD NUTRITION FUND, Year: 2022-2023, ReferenceDate: PO Date, Date Range: 6/1/2023 - 6/30/2023,
Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2022	11609	HOBART CORPORATION/OKCY BRANCH	KITCHEN EQUIPMENT REPAIRS	-1,120.44
3	07/01/2022	43694	MIDSTATE SERVICES, INC	BLANKET FOR REPAIRS 2022-23	-2,610.56
7	07/01/2022	43748	PARENT/STUDENT/STAFF REFUND	CHILD NUTRITION MEAL ACCOUNT REFUND	-1,414.29
8	07/01/2022	10130	AUTO-CHLOR SERVICES, LLC	BLANKET FOR REPAIRS 2022-23	-1,040.00
13	05/09/2023	14207	WALMART COMMUNITY	BLANKET FOR SUPPLIES 2022- 2023	-209.72
Non-Payroll Total:					(\$6,395.01)
Payroll Total:					(\$13,468.93)
Report Total:					(\$19,863.94)

Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 1 - 244, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1	07/01/2023	10611	CITY OF GUTHRIE	WATER, SEWER, AND GARBAGE FOR 2023-2024	150,000.00
11	2	07/01/2023	12886	OKLAHOMA GAS & ELECTRIC COMPANY	ELECTRIC SERVICE FOR 2023-2024	350,000.00
11	3	07/01/2023	12892	ONE GAS, INC.	NATURAL GAS FOR 2023-2024	50,000.00
11	4	07/01/2023	17419	CLEARWATER ENTERPRISES, LLC	NATURAL GAS FOR 2023-2024	55,000.00
11	5	07/01/2023	10711	COX COMMUNICATIONS SYSTEM	SERVICE FOR 2023-2024	24,500.00
11	6	07/01/2023	44400	CELLCO PARTNERSHIP	EQUIPMENT & SERVICES	71,864.76
11	7	07/01/2023	12744	MUNICIPAL ACCOUNTING SYSTEMS, INC.	DATA PROCESSING/SUPPLIES FOR 2023-2024	16,250.00
11	8	07/01/2023	45080	S & B CPA's & ASSOCIATES, PLLC	AUDITING SERVICES FOR 2023-2024	12,500.00
11	9	07/01/2023	14135	UNITED STATES POSTAL SERVICE	POSTAGE FOR 2023-2024	8,001.00
11	10	07/01/2023	13181	PITNEY BOWES CREDIT CORP.	POSTAGE METER FEES/SUPPLIES FOR 2023-2024	1,723.88
11	11	07/01/2023	15132	POSTMASTER	BULK MAIL FOR 2023-2024	1,410.00
11	12	07/01/2023	13431	ROSENSTEIN FIST & RINGOLD	ATTORNEY FEES FOR 2023-2024	75,000.00
11	13	07/01/2023	11200	EUREKA WATER CO., INC.	MACHINE RENTAL/SUPPLIES FOR 2023-2024	900.00
11	14	07/01/2023	13958	THE DAILY OKLAHOMAN	SUBSCRIPTION/ADS/SERVICE FOR 2023-2024	648.00
11	15	07/01/2023	42573	LOGAN COUNTY COURIER	SUBSCRIPTION/LEGAL NOTICES FOR 2023-2024	400.00
11	16	07/01/2023	14316	AHP OF OKLAHOMA	SUBSCRIPTION/LEGALS/ADS FOR 2023-2024	589.88
11	17	07/01/2023	15661	OKLAHOMA EMPLOYMENT SECURITY COMM	UNEMPLOYMENT FOR 2023-2024	15,000.00
11	18	07/01/2023	42029	AM FIDELITY ASSURANCE CO., INC.	ADMINISTRATION FEE FOR 2023-2024	11.00
11	19	07/01/2023	84543	RONALD JASON PHILLIPS	MILEAGE REIMBURSEMENT	1,000.00
11	20	07/01/2023	84509	ANA LUISA SALAS-OCAMPO	MILEAGE REIMBURSEMENT 2023-2024	2,275.00
11	21	07/01/2023	12933	OKLAHOMA ASBO	MEMBERSHIP/REGISTRATIONS FOR 2023-2024	1,885.00
11	22	07/01/2023	13021	OSSBA	MEMBERSHIP/ONLINE POLICY/REGISTR. FOR 2023-2024	7,410.00
11	23	07/01/2023	15124	COOPERATIVE COUNCIL FOR OKLAHOMA	DISTRICT LEVEL PROGRAM ASSIST/REGISTR. 2023-2024	6,500.00
11	24	07/01/2023	16091	UNITED STATES SUBURBAN ASSOCIATION	MEMBERSHIP FOR 2023-2024	1,325.00
11	25	07/01/2023	42370	VERNON FLORENCE CONSULTIN CO. INC.	SUBSCRIPTION FOR 2023-2024	120.00
11	26	07/01/2023	13496	G. E. MONEY BANK	MEMBERSHIP/SUPPLIES FOR 2023-2024	150.00
11	27	07/01/2023	14207	WALMART COMMUNITY	SUPPLIES FOR ADMIN OFFICE 2023-2024	200.00
11	28	07/01/2023	17940	PROSPERITY BANK	BLANKET FOR TRAVEL/REGISTRATION/SUPPLIES 2023-2024	2,567.93
11	29	07/01/2023	13021	OSSBA	BOARD RETREAT TRAINING	63 1,000.00

Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 1 - 244, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	30	07/01/2023	16459	X-CEL BADGE & ENGRAVING CO., INC.	NAMEPLATES/SUPPLIES - ADMIN	200.00
11	31	07/01/2023	12910	OFFICE DEPOT, INC.	BLANKET FOR SUPPLIES FOR 2023-2024	1,000.00
11	32	07/01/2023	13229	QUILL CORPORATION	BLANKET FOR SUPPLIES FOR 2023-2024	3,000.00
11	33	07/01/2023	44804	LIONS CLUB OF GUTHRIE	QUARTERLY TRAINING MEETINGS	150.00
11	34	07/01/2023	44091	RURAL WATER, SEWER, & WASTE MGMT	WATER SERVICE CHARTER OAK 2023-2024	5,800.00
11	35	07/01/2023	43993	CENTRAL RURAL ELECTRIC COOP	ELECTRIC SERVICE CHARTER OAK 2023-2024	42,495.50
11	36	07/01/2023	83465	MICHAEL L SIMPSON	EXPENSE REIMBURSEMENT FOR 2023-2024	6,000.00
11	37	07/01/2023	45081	JOHN HANCOCK	EXPENSE REIMBURSEMENT FOR 2023-2024	1,000.00
11	38	07/01/2023	83489	CARMEN L WALTERS	EXPENSE REIMBURSEMENT FOR 2023-2024	1,000.00
11	39	07/01/2023	84047	MICHELLE LASHAWN CHAPPLE	EXPENSE REIMBURSEMENT FOR 2023-2024	1,000.00
11	40	07/01/2023	83474	KEITH A BLACKSTON	EXPENSE REIMBURSEMENT FOR 2023-2024	500.00
11	41	07/01/2023	83452	JANA LYNN WANZER	EXPENSE REIMBURSEMENT FOR 2023-2024	400.00
11	42	07/01/2023	84571	TAMARA KAY JONES	EXPENSE REIMBURSEMENT FOR 2023-2024	200.00
11	43	07/01/2023	84465	SAMANTHA LEE STEWART	EXPENSE REIMBURSEMENT FOR 2023-2024	200.00
11	44	07/01/2023	83019	KARY LYN JARRED	EXPENSE REIMBURSEMENT FOR 2023-2024	150.00
11	45	07/01/2023	43748	PARENT/STUDENT/STAFF REFUND	STAFF REIMBURSEMENT FOR BACKGROUND CHECKS	1,250.00
11	46	07/01/2023	17865	GINA WRIGHT	MILEAGE EXPENSE REIMBURSEMENT 2023-2024	150.00
11	47	07/01/2023	10931	GUTHRIE CHAMBER OF COMMERCE	2023 CHAMBER DUES/MEMBERSHIP/LEADERSHIP GUTHRIE	2,000.00
11	48	07/01/2023	15950	DEWART-GUMERSON INSURANCE AGENCY	POSITION BOND RENEWAL FOR 2023-2024	371.00
11	49	07/01/2023	45078	FOUNDATION INSURANCE & RISK MGMT	BOND RENEWALS FOR 2023-2024	4,850.00
11	50	07/01/2023	10272	BODY BILLBOARDS	EMPLOYEE OF THE MONTH PLAQUES FOR 2023-2024	350.00
11	51	07/01/2023	44805	ROTARY CLUB OF GUTHRIE	QUARTERLY TRAINING MEETINGS	750.00
11	52	07/01/2023	12327	LOGAN CO. ELECTION BOARD	ELECTION EXPENSES FOR 2023-2024	10,000.00
11	53	07/01/2023	17960	THE OKLAHOMA OBSERVER	SUBSCRIPTION FOR 2023-2024	50.00
11	54	07/01/2023	17520	LOGAN COUNTY ECONOMIC BOARD	MEMBERSHIP FOR 2023-2024	1,000.00
11	55	07/01/2023	16374	OKLAHOMA SCHOOL ASSURANCE GROUP	WORKERS COMP INSURANCE 2023-2024	228,440.00

Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 1 - 244, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	56	07/01/2023	17261	OKLAHOMA SCHOOLS INSURANCE GROUP	LIABILITY/PROPERTY/VEHICLE INSURANCE FOR 2023-2024	675,587.00
11	57	07/01/2023	80130	JON CHAPPELL	MILEAGE REIMBURSEMENT FOR 2023-2024	4,000.00
11	58	07/01/2023	44380	SCHOOL SAFE ID, LLC	CAR TAGS FOR CENTRAL,COTTERAL AND FOGARTY	5,576.85
11	59	07/01/2023	44882	THE MARZANO EVALUATION CENTER	MARZANO PROTOCOL	4,986.00
11	60	07/01/2023	10272	BODY BILLBOARDS	BLANKET FOR SUPPLIES/ADMIN. 2023-2024	750.00
11	61	07/01/2023	17723	FRONTLINE TECHNOLOGIES GROUP, LLC	SOFTWARE LICENSE 2023-2024	5,628.67
11	62	07/01/2023	44926	QUALITY CHOICE TESTING LLC	STUDENT EXTRACURRICULAR DRUG TESTING	6,900.00
11	63	07/01/2023	14122	STATE OF OKLAHOMA	JOB FAIR REGISTRATION	50.00
11	64	07/01/2023	17895	WILLOW CREEK HEALTH CARE, LLC	LEASE FOR 2023-2024	1.00
11	65	07/01/2023	44174	GOLDEN AGE NURSING HOME, LLC	LEASE FOR 2023-2024	1.00
11	66	07/01/2023	42472	ENERGYCAP, LLC	ANNUAL SOFTWARE LICENSE	8,900.00
11	67	07/01/2023	42721	FORTITUDE DOGS, INC.	CONTRABAND DETECTION SERVICES	3,500.00
11	68	07/01/2023	43981	OKAPP	CPO TRAINING/MEMBERSHIP/CHAPPELLE 2023-2024	250.00
11	69	07/01/2023	17299	LOGAN COUNTY SHERIFF'S OFFICE	SRO OFFICER 2023-2024 CHARTER OAK	29,981.70
11	70	07/01/2023	15994	AMAZON CAPITAL SERVICES	BLANKET FOR OFFICE SUPPLIES/ADMIN	1,000.00
11	71	07/01/2023	10142	BANCFIRST	BOND PAYING AGENT FEES	1,400.00
11	72	07/01/2023	12335	LOGAN COUNTY TREASURER	RE-VALUATION & TAXES 2023-2024	115,000.00
11	73	07/01/2023	10117	ASBO INTERNATIONAL	MEMBERSHIP 2023-2024	275.00
11	74	07/01/2023	10161	BARLOW EDUCATION MGMT SERVICES, LLC	CONTRACT FOR 2023-2024	7,500.00
11	75	07/01/2023	44151	PEOPLEFACTS, LLC	BACKGROUND CHECKS	1,250.00
11	76	07/01/2023	43651	MUNICIPAL FINANCE SERVICES, INC.	FINANCIAL ADVISORY SERVICES FEE	1,500.00
11	77	07/01/2023	44624	STAPLES, INC	ADMIN OFFICE SUPPLIES	200.00
11	78	07/01/2023	12910	OFFICE DEPOT, INC.	SUPPLIES AND EQUIPMENT FOR AG PROGRAM	1,000.00
11	79	07/03/2023	10087	AMERICAN PLANT PRODUCTS & SERVICES	SOIL AND MATERIALS FOR AG PROGRAM	2,000.00
11	80	07/03/2023	12387	LOWE'S COMPANIES, INC.	SUPPLIES AND MATERIALS FOR AG PROGRAM	1,000.00
11	81	07/03/2023	10599	STATE OF OKLAHOMA	REGISTRATION FOR SUMMER CONFERENCE	1,230.00
11	82	07/01/2023	17727	PROJECT LEAD THE WAY, INC.	PARTICIPATION FEE	950.00
11	83	07/01/2023	16669	EDMENTUM, INC	PROGRAM LICENSING	22,118.00
11	84	07/01/2023	14122	STATE OF OKLAHOMA	CAREER FAIR REGISTRATION	50.00

Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 1 - 244, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	85	07/01/2023	12336	LOGAN COUNTY COMMUNITY SERVICES	DRUG COUNSELING SERVICES	1,000.00
11	86	07/01/2023	16669	EDMENTUM, INC	DISTRICT SOFTWARE LICENSES	2,399.00
11	87	07/01/2023	83916	JESSICA LYNN WEST	MILEAGE REIMBURSEMENT	1,500.00
11	88	07/01/2023	83867	CARLY MARCILLE BLACK	MILEAGE REIMBURSEMENT	1,500.00
11	89	07/01/2023	42047	WALKER COMPANIES	NEW & RENEWAL NOTARY FEES	350.00
11	90	07/01/2023	45056	THERAPY WORKS	JULY 2023 ESY THERAPY	4,000.00
11	91	07/01/2023	43966	TINA RAMEY	SPEECH THERAPY FOR ESY JULY 2023	1,500.00
11	92	07/01/2023	45058	OKLAHOMA THERAPY CONSULTANTS INC	THERAPY CONTRACT FOR JULY 2023 ESY	2,800.00
11	93	07/01/2023	42795	APRIL NEICHOLE KECK	VI CONTRACT	3,500.00
11	94	07/01/2023	14316	AHP OF OKLAHOMA	FERPA PUBLICATION	500.00
11	95	07/01/2023	44361	BETSY CHEN	BEHAVIORAL COACH CONTRACT 2023	35,000.00
11	96	07/01/2023	16731	OUHSC	CPR CERTIFICATION CARDS	250.00
11	97	07/01/2023	84626	CORIN CHAYON MILLER	MILEAGE REIMBURSEMENT	500.00
11	98	07/01/2023	80069	TAMMY L BLEWETT	MILEAGE REIMBURSEMENT	500.00
11	99	07/01/2023	84515	MAESYN ALYXANDRIA GREEN	MILEAGE REIMBURSEMENT	500.00
11	100	07/01/2023	41958	ACT	BLANKET FOR PARA TESTING	250.00
11	101	07/01/2023	81574	ANGIE KAYE YOUNG	MILEAGE REIMBURSEMENT	750.00
11	102	07/01/2023	12332	LOGAN COUNTY HEALTH DEPT	BLANKET FOR SPED VACCINATIONS	250.00
11	103	07/01/2023	14207	WALMART COMMUNITY	BLANKET FOR CLASSROOM SUPPLIES	1,000.00
11	104	07/01/2023	84712	BOBBI SUE PADRO VAN LEUVEN	MILEAGE REIMBURSEMENT	500.00
11	105	07/01/2023	15994	AMAZON CAPITAL SERVICES	BLANKET FOR PARTS/SUPPLIES-TECHNOLOGY	3,500.00
11	106	07/01/2023	40791	APPLE, INC.	BLANKET FOR PARTS/SUPPLIES-TECHNOLOGY	3,000.00
11	107	07/01/2023	44110	CDW LLC	BLANKET FOR PARTS/SUPPLIES-TECHNOLOGY	15,000.00
11	108	07/01/2023	44342	CHICKASAW PERSONAL COMMUNICATIONS	JPS VIA RENEWAL-TECHNOLOGY	3,300.00
11	109	07/01/2023	43320	CHICKASAW	ON SITE SUPPORT OF NETWORK-TECHNOLOGY	1,000.00
11	110	07/01/2023	17716	CISTERA NETWORKS, INC.,	SUPPORT MAINTENANCE RENEWAL-TECHNOLOGY	8,000.00
11	111	07/01/2023	15926	DELL MARKETING L.P.	BLANKET FOR PARTS, SUPPLIES AND EQUIP-TECHNOLOGY	15,000.00
11	112	07/01/2023	11169	ENDEX OF OKLAHOMA, INC.	BLANKET FOR PARTS AND REPAIRS	1,000.00
11	113	07/01/2023	16105	GUITAR CENTER STORES, INC.	BLANKET FOR AUDIO/VISUAL SUPPLIES-TECHNOLOGY	1,000.00
11	114	07/01/2023	11200	EUREKA WATER CO., INC.	MACHINE RENTAL/SUPPLIES-TECHNOLOGY	800.00
11	115	07/01/2023	14377	FOLLETT SCHOOL SOLUTIONS, INC	SOFTWARE SUPPORT-TECHNOLOGY	7,900.41

Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 1 - 244, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	116	07/01/2023	17723	FRONTLINE TECHNOLOGIES GROUP, LLC	ABSENCE,SUBSTITUTE AND TIME MANAGEMENT-TECHNOLOGY	25,906.81
11	117	07/01/2023	43226	ID SPECIALISTS	BLANKET FOR BADGE SUPPLIES-TECHNOLOGY	2,000.00
11	118	07/01/2023	16938	INTERNATIONAL SOCIETY FOR	DUES AND FEES FOR 2023-2024/TECHNOLOGY	125.00
11	119	07/01/2023	43845	THE MAC MAN, LLC	SUPPORT AND REPAIRS	1,000.00
11	120	07/01/2023	44385	SEVERIN INTERMEDIATE HOLDINGS, LLC	ZIS SERVER SOFTWARE AND SUPPORT-TECHNOLOGY	7,000.00
11	121	07/01/2023	42330	NEWEGG BUSINESS, INC	BLANKET FOR PARTS-TECHNOLOGY	4,000.00
11	122	07/01/2023	12910	OFFICE DEPOT, INC.	BLANKET FOR SUPPLIES-TECHNOLOGY	1,000.00
11	123	07/01/2023	12967	OKLAHOMA HOME CENTERS, INC.	BLANKET FOR SUPPLIES-TECHNOLOGY	1,000.00
11	124	07/01/2023	15324	OKLAHOMA TECHNOLOGY ASSOCIATION	DUES AND FEES FOR 2023/2024-TECHNOLOGY	350.00
11	125	07/01/2023	44196	PDQ.COM CORPORATION	SOFTWARE-TECHNOLOGY	1,200.00
11	126	07/01/2023	13496	G. E. MONEY BANK	BLANKET FOR SUPPLIES-TECHNOLOGY	2,500.00
11	127	07/01/2023	43787	FOUNDATION FOR ED SERVICES, INC.	ANNUAL WEBSITE HOSTING FOR 2023/2024-TECHNOLOGY	6,500.00
11	128	07/01/2023	44253	SMARTDRAW GROUP, LLC	SOFTWARE-TECHNOLOGY	400.00
11	129	07/01/2023	43165	SOLARWINDS	SOFTWARE MAINTENANCE-TECHNOLOGY	700.00
11	130	07/01/2023	13832	SYNERGY DATACOM SUPPLY, INC.	BLANKET FOR PARTS/SUPPLIES-TECHNOLOGY	5,000.00
11	131	07/01/2023	16371	TWOTREES TECHNOLOGIES, LLC	BLANKET FOR FIREWALL/SUPPLIES-TECHNOLOGY	8,400.00
11	132	07/01/2023	16371	TWOTREES TECHNOLOGIES, LLC	VISION SOFTWARE-TECHNOLOGY	1,941.50
11	133	07/01/2023	16371	TWOTREES TECHNOLOGIES, LLC	SOPHOS XG FIREWALL UPGRADE	8,811.22
11	134	07/01/2023	16371	TWOTREES TECHNOLOGIES, LLC	BLANKET FOR SUPPORT-TECHNOLOGY	2,000.00
11	135	07/01/2023	16395	UNITED PARCEL SERVICE INC.	SHIPPING FOR 2023/2024-TECHNOLOGY	1,000.00
11	136	07/01/2023	44269	VIVACITY TECH PBC	CHROMEBOOK PARTS	5,000.00
11	137	07/01/2023	81425	JAMES D BENSON	EXPENSE REIMB. FOR 2023/2024-TECHNOLOGY	2,500.00
11	138	07/01/2023	82236	GREGORY DUANE SULLAWAY	EXPENSE REIMB. FOR 2023/2024-TECHNOLOGY	1,500.00
11	139	07/01/2023	84339	JOHN WILLIAM WEBB	EXPENSE REIMB. FOR 2023/2024-TECHNOLOGY	1,000.00
11	140	07/01/2023	83714	TREVOR LEE MOWDY	EXPENSE REIMB. FOR 2023/2024-TECHNOLOGY	1,000.00
11	141	07/01/2023	82756	LYNETTE CHRISTINE SARASUA	EXPENSE REIMB. FOR 2023/2024-TECHNOLOGY	1,000.00
11	142	07/01/2023	43580	DIGI SECURITY SYSTEMS LLC	BLANKET FOR PARTS AND SUPPLIES-TECHNOLOGY	10,000.00

Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 1 - 244, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	143	07/01/2023	45079	IMAGINE LEARNNG LLC	PROGRAM LICENSING EDGENUITY	54,765.00
11	144	07/01/2023	15929	RENAISSANCE LEARNING, INC.	RENAISSANCE STAR & FRECKLE	38,205.40
11	145	07/01/2023	17899	AURORA LEARNING COMMUNITY ASSOC.	23-24 ALCA AGREEMENT	4,849.60
11	146	07/01/2023	17900	NORTHWEST EVALUATION ASSOCIATION	MAP TESTING	7,400.00
11	147	07/01/2023	44549	REALITYWORKS, INC	CARL PERKINS / JR HIGH FACS / ORCUTT	5,173.05
11	148	07/01/2023	12783	ARISTOTLE CORPORATION	CARL PERKINS / JR HIGH FACS / ORCUTT	320.05
11	149	07/01/2023	15994	AMAZON CAPITAL SERVICES	CARL PERKINS / JR HIGH STEM / OGLE	4,145.68
11	150	07/01/2023	15994	AMAZON CAPITAL SERVICES	CARL PERKINS / JR HIGH STEM / MIDGETT	4,097.97
11	151	07/01/2023	43886	DALE DORSEY	ROUTING SOFTWARE TEXTING SUBSCRIPTION	6,900.00
11	152	07/01/2023	12173	LAMPTON WELDING SUPPLY COMPANY, INC	FEE FOR TANKS	500.00
11	153	07/01/2023	14107	UNIFIRST HOLDING INC.	MECHANICS UNIFORMS	3,000.00
11	154	07/01/2023	17901	SYN-TECH SYSTEMS, INC.	MAINTENANCE PLAN FOR FUEL SYSTEM	2,650.00
11	155	07/01/2023	14201	WALKER TIRE DTR LLC	WHITE FLEET TIRES	1,000.00
11	156	07/01/2023	12967	OKLAHOMA HOME CENTERS, INC.	VARIOUS SUPPLIES FOR SHOP	1,000.00
11	157	07/01/2023	17261	OKLAHOMA SCHOOLS INSURANCE GROUP	DEDUCTIBLES FOR ACCIDENTS	3,000.00
11	158	07/01/2023	11849	JERRY D. JONES	TOWING FOR ALL DISTRICT VEHICLES	3,000.00
11	159	07/01/2023	14207	WALMART COMMUNITY	SUPPLIES FOR TRANSPORTATION	1,000.00
11	160	07/01/2023	17730	DR. DAWN'S CHIROPRACTIC CARE CENTER	DRIVER PHYSICALS	2,000.00
11	161	07/01/2023	17797	TALK RADIO, LLC/WIRELESS TECH INC	ANNUAL TOWER AND SERVICE FOR BUS RADIOS	9,750.00
11	162	07/01/2023	12899	O'REILLY AUTOMOTIVE STORES, INC.	VARIOUS PARTS	1,000.00
11	163	07/01/2023	10129	NORTHUP AUTO PARTS & MACHINE	VARIOUS PARTS	1,000.00
11	164	07/01/2023	44926	QUALITY CHOICE TESTING LLC	DRUG TESTING DRIVERS	2,500.00
11	165	07/01/2023	17940	PROSPERITY BANK	EMERGENCY AND FUEL FOR TRAVEL	1,000.00
11	166	07/01/2023	44186	DOUBLE T ENTERPRISES, LLC	BATTERIES FOR BUSES	2,000.00
11	167	07/01/2023	13173	OKLAHOMA TURNPIKE AUTHORITY	TURNPIKE FEES	1,000.00
11	168	07/01/2023	12940	OKLAHOMA CORPORATION COMMISSION	TANK FEES	50.00
11	169	07/01/2023	43809	E3 DIAGNOSTICS, INC	CALIBRATION OF AUDIOMETERS	900.00
11	170	07/01/2023	15994	AMAZON CAPITAL SERVICES	VARIOUS SUPPLIES	1,000.00
11	171	07/01/2023	44935	HUB INTERNATIONAL NEW ENGLAND LLC	INSURANCE FOR MECHANICS TOOLS	550.00

Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 1 - 244, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	172	07/01/2023	12682	MIDWEST BUS SALES, INC.	Z020014298 AIR BAG SUSP 020F/16-19768-000	703.70
11	173	07/01/2023	12682	MIDWEST BUS SALES, INC.	Z020014252 VARIOUS MIRRORS AND BRACES	443.18
11	174	07/01/2023	44398	DETCO INDUSTRIES, INC.	Q004655 PARTS CLEANER PWS 5 GAL CUBE	531.00
11	175	07/01/2023	12682	MIDWEST BUS SALES, INC.	Z020014228 QUARTER FENDER RIGHT SIDE AND PAINT	752.66
11	176	07/01/2023	44087	GOOLSBEE TIRE SERVICE INC	S.O. #42434 TIRES FOR BUSES	1,460.00
11	177	07/01/2023	44610	SOUTHWEST BUS SALES, INC.	PR2306-1195 LICENSE C2 OVERHEAD LATCH	337.30
11	178	07/01/2023	12682	MIDWEST BUS SALES, INC.	Z020014305 VARIOUS PARTS	1,339.89
11	179	07/01/2023	44765	CENERGISTIC LLC	MONTHLY ENERGY MANAGEMENT FEES	46,800.00
11	180	07/01/2023	44380	SCHOOL SAFE ID, LLC	SCHOOL SAFE ID LICENSE- TECHNOLOGY	4,500.00
11	181	07/01/2023	44933	STANDLEY SYSTEMS, LLC	COPIER LEASE/MAINTENANCE 2023-2024	46,500.00
11	182	07/01/2023	44882	THE MARZANO EVALUATION CENTER	I-OBSERVATION TRAINING FOR JAY BENSON	399.00
11	183	07/01/2023	44385	SEVERIN INTERMEDIATE HOLDINGS, LLC	APPLICANT TRACKING	5,872.89
11	184	07/05/2023	12682	MIDWEST BUS SALES, INC.	HEATER FAN MOTORS	275.45
11	185	07/03/2023	11200	EUREKA WATER CO., INC.	WATER/MACHINE LEASE/CENTRAL	650.00
11	186	07/01/2023	44700	INFINITE CAMPUS, INC	2023-2024 STUDENT INFORMATION LICENSES	86,651.73
11	202	07/01/2023	44896	GREYSTONE ENV SERV INC	VAPOR WELL MONITORING FOR FUEL TANKS	1,200.00
11	235	07/01/2023	84540	LINDA SUE CAMPBELL	EXPENSE REIMBURSEMENT 2022 -2023	204.99
11	244	07/01/2023	10023	CHASE AARON BIGGS	SECURITY OFFICER FOR ELEMENTARY SITES	5,033.57
Non-Payroll Total:						\$2,661,419.22
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$2,661,419.22

Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 1 - 52, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	1	07/01/2023	17890	JOHNSON CONTROLS, INC	GUES CHILLER REPAIRS	89,932.00
21	2	07/05/2023	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PAINT AND SUPPLIES	1,200.00
21	3	07/05/2023	43973	CHRISTOPHER CODY HAYES	DISTRICT TREE REMOVAL AND CLEANUP	2,500.00
21	4	07/05/2023	44562	ANDECO FLOORING & BLINDS	REPLACE CARPET IN SUPERINTENDENT'S OFFICE	3,859.95
21	5	07/05/2023	17764	SOONER PEST MANAGEMENT	MONTHLY PEST MANAGEMENT	3,000.00
21	6	07/05/2023	16626	JOHN HUDSON	DISTRICT MOWING	26,000.00
21	7	07/05/2023	44878	TURF SURFERS INC	DISTRICT POST EMERGENT SPRAYING	5,000.00
21	8	07/05/2023	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	1,000.00
21	9	07/05/2023	10129	NORTHUP AUTO PARTS & MACHINE	DISTRICT PARTS AND SUPPLIES	1,000.00
21	10	07/05/2023	14207	WALMART COMMUNITY	DISTRICT PARTS AND SUPPLIES	1,000.00
21	11	07/05/2023	44590	BRADFORD SUPPLY	DISTRICT HVAC PARTS AND SUPPLIES	1,000.00
21	12	07/05/2023	43883	UNITED REFRIGERATION, INC.	DISTRICT HVAC PARTS AND SUPPLIES	1,000.00
21	13	07/05/2023	14674	HOMETOWN RENTAL & FEED, INC.	PROPANE	1,000.00
21	14	07/05/2023	10110	HENKE & WANG PLUMBING	DISTRICT PLUMBING REPAIRS AND SERVICE	1,000.00
21	15	07/05/2023	10234	MAKERS GLASS, INC.	DISTRICT GLASS REPAIRS AND SERVICE	1,000.00
21	16	07/05/2023	44204	PREVENTIVE / PREDICTIVE MAINT SVCS	QUARTERLY WATER TREATMENTS	1,000.00
21	17	07/05/2023	15994	AMAZON CAPITAL SERVICES	DISTRICT PARTS AND SUPPLIES	1,000.00
21	18	07/05/2023	17921	SCHOOL HEALTH CORPORATION	DISTRICT AED SUPPLIES	1,000.00
21	19	07/05/2023	42205	THE PUBLIC GROUP, LLC	ONLINE AUCTION FEES	1,000.00
21	20	07/05/2023	44640	FACILITIES MANAGEMENT EXPRESS, LLC	ANNUAL SUBSCRIPTION FEE	9,216.90
21	21	07/05/2023	15842	TERMINIX INTERNATIONAL COMPANY LP	TERMITE PLAN RENEWALS	1,057.00
21	22	07/05/2023	13013	ORKIN, INC.	ANNUAL TERMITE PLAN RENEWALS	4,760.61
21	23	07/05/2023	41813	OKLAHOMA DEPARTMENT OF LABOR	ANNUAL INSPECTIONS	1,000.00
21	24	07/05/2023	42501	EARTHSMART CONTROLS, LLC	ANNUAL DELTA LICENSE RENEWAL	550.00
21	25	07/05/2023	42501	EARTHSMART CONTROLS, LLC	DISTRICT HVAC CONTROLS SERVICE AND REPAIRS	1,000.00
21	26	07/05/2023	44684	PROF. SPRINKLER INSPECTIONS, LLC	DISTRICT HOOD AND FE INSPECTIONS	2,200.00
21	27	07/05/2023	44684	PROF. SPRINKLER INSPECTIONS, LLC	DISTRICT ANNUAL FIRE SYSTEM INSPECTIONS	3,150.00
21	28	07/05/2023	44681	FRESH FILTERED AIR, INC	DISTRICT HVAC FILTER CHANGES	2,500.00
21	29	07/05/2023	44614	IDN-GLOABL, INC	DOOR HINGES FOR SOFTBALL STORAGE	160.00
21	30	07/05/2023	44867	ALLIED ELEVATOR SERVICES INC	ANNUAL DISTRICT ELEVATOR & LIFT INSPECTIONS	2,993.00

Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 1 - 52, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	31	07/05/2023	44867	ALLIED ELEVATOR SERVICES INC	DISTRICT ELEVATOR & LIFT REPAIRS AND SERVICE	1,000.00
21	32	07/05/2023	44065	FIRETROL PROTECTION SYSTEMS, INC.	DISTRICT FIRE ALARM MONITORING SERVICE	3,400.00
21	33	07/05/2023	17152	TIME SPENT LLC	DISTRICT CARPET CLEANING	10,000.00
21	34	07/05/2023	44746	ZACHARY W. GOLDEN	CHARTER OAK LAGOON SERVICES	2,500.00
21	35	07/05/2023	17249	S. T. BOLDING III	DISTRICT ELECTRICAL SERVICE	1,000.00
21	36	07/05/2023	12324	LOCKE SUPPLY CO.	DISTRICT PARTS AND SUPPLIES	1,000.00
21	37	07/05/2023	44092	INNOVATIVE MECHANICAL LLC	DISTRICT HVAC REPAIRS AND SERVICE	1,000.00
21	38	07/05/2023	44635	WAXIE'S ENTERPRISES, LLC	DISTRICT CUSTODIAL SUPPLIES	10,555.57
21	39	07/05/2023	44909	CLIFFORD POWER SYSTEMS INC	GENERATOR PLANNED MAINTENANCE SERVICE	560.00
21	40	07/05/2023	44746	ZACHARY W. GOLDEN	ANNUAL LAGOON INSPECTION	1,500.00
21	41	07/05/2023	10110	HENKE & WANG PLUMBING	INSTALL CLEANOUTS IN HS SOUTH RESTROOMS	1,000.00
21	42	07/05/2023	44562	ANDECO FLOORING & BLINDS	REPLACE CARPET ROOM 2A AT FOGARTY	4,180.83
21	43	07/05/2023	42872	PATRICK A. COUNTESS	INSTALL 750' OF FENCE EAST OF BUS LOT	3,400.00
21	44	07/05/2023	44092	INNOVATIVE MECHANICAL LLC	DUCT WORK FOR NE FAVER ANNEX UNIT	1,200.00
21	45	07/05/2023	44696	TED BARBA	FULL STRIP & WAX 5 COATS ON HS NORTH HALL	1,270.00
21	46	07/05/2023	44696	TED BARBA	FULL SCRUB AND RECOAT NORTHE U & SIDE HALLS AT HS	3,040.00
21	47	07/05/2023	44696	TED BARBA	SCRUB/RECOAT GYM FOYER, CAFE, & N HALL OFC AT HS	4,813.00
21	48	07/05/2023	44696	TED BARBA	SCRUB & RECOAT FLOORS AT FOG, JR HI, AND GUES	3,731.60
21	49	07/05/2023	44157	POPE CONTRACTING, INC.	FLOOR REPAIR AT ADMINISTRATION	1,500.00
21	50	07/05/2023	44157	POPE CONTRACTING, INC.	REMOVE CABINET IN CHARTER OAK COMPUTER ROOM	1,400.00
21	51	07/05/2023	44157	POPE CONTRACTING, INC.	FOGARTY STAGE FLOOR REPAIR	4,200.00
21	52	07/05/2023	44635	WAXIE'S ENTERPRISES, LLC	VACUUM BAGS	279.30
Non-Payroll Total:						\$234,609.76
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$234,609.76

Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, PO Range: 1 - 11, Fund Codes: 22

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
22	1	07/01/2023	11609	HOBART CORPORATION/OKCY BRANCH	KITCHEN EQUIPMENT REPAIRS	5,000.00
22	2	07/01/2023	42264	FARMERS AND MERCHANTS BANK	START UP MONEY FOR CAFETERIAS	1,000.00
22	3	07/01/2023	43694	MIDSTATE SERVICES, INC	BLANKET FOR REPAIRS 2023-24	10,000.00
22	4	07/01/2023	15842	TERMINIX INTERNATIONAL COMPANY LP	BLANKET FOR PEST CONTROL 2023-24	6,038.00
22	5	07/01/2023	43801	6-L MECHANICAL	BLANKET FOR REPAIRS 2023-24	2,000.00
22	6	07/01/2023	43982	SODEXO, INC.	FOOD SERVICE CONTRACT 2023- 24	948,817.60
22	7	07/01/2023	43748	PARENT/STUDENT/STAFF REFUND	CHILD NUTRITION MEAL ACCOUNT REFUND	2,000.00
22	8	07/01/2023	10130	AUTO-CHLOR SERVICES, LLC	BLANKET FOR REPAIRS 2023-24	2,000.00
22	9	07/01/2023	16199	DEPARTMENT OF HUMAN SERVICES	USDA COMMODITY FEES	3,529.31
22	10	07/01/2023	43903	TIM KEITH	GREASE TRAP SERVICE FOR GUES	2,000.00
22	11	07/01/2023	16975	GENERAL FUND	LOAN AGREEMENT REFUND	120,000.00
Non-Payroll Total:						\$1,102,384.91
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$1,102,384.91

Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, Fund Codes: 35

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
35	7	07/01/2023	17929	THE STACY GROUP, INC.	ARCHITECTURAL SERVICES - COTTERAL ES	75,530.88
35	8	07/01/2023	17929	THE STACY GROUP, INC.	HS RESTROOM RENOVATION, PJT 2221 - C/O PO#5 FY23	2,824.54
35	9	07/01/2023	17929	THE STACY GROUP, INC.	GJHS HVAC REPL, PJT 2222 - C/O PO#4 'FY23	2,559.32
35	10	07/01/2023	12892	ONE GAS, INC.	INSTALL OF 715FT OF 6IN PE LINE EXT AT COTTERAL ES	122,050.00
Non-Payroll Total:						\$202,964.74
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$202,964.74

Encumbrance Register

Options: Year: 2023-2024, Date Range: 7/1/2023 - 6/30/2024, Fund Codes: 41

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
41	1	07/01/2023	10142	BANCFIRST	BOND FUND PRINCIPAL AND INTEREST PAYMENT 2016	1,443,750.00
41	2	07/01/2023	10142	BANCFIRST	BOND FUND PRINCIPAL AND INTEREST PAYMENT 2017	416,900.00
41	3	07/01/2023	10142	BANCFIRST	BOND FUND INTEREST PAYMENT ON 2016	68,750.00
41	4	07/01/2023	10142	BANCFIRST	BOND FUND INTEREST PAYMENT ON 2017	19,900.00
41	5	07/01/2023	10142	BANCFIRST	BOND FUND PRINCIPAL AND INTEREST PAYMENT 2021	1,224,000.00
41	6	07/01/2023	10142	BANCFIRST	BOND PRINCIPAL & INTEREST PAYMENT 2020A	407,000.00
41	7	07/01/2023	10142	BANCFIRST	BOND INTEREST PAYMENT 2020B	15,000.00
41	8	07/01/2023	10142	BANCFIRST	BOND FUND PRINCIPAL AND INTEREST PAYMENT 2020B	753,750.00
Non-Payroll Total:						\$4,349,050.00
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$4,349,050.00

ACTIVITY FUND - FUND 60
BANK RECONCILIATION - FARMERS & MERCHANT BANK
AS OF 7/01/2023

<u>GENERAL LEDGER ACCOUNT</u>		<u>BANK RECONCILIATION</u>	
Balance (6/1/2023)	\$ 702,103.53	Balance per bank statement (6/30/2023)	\$ 671,808.29
Add Receipts	\$ 15,247.22	Add Deposits in Transit	\$ -
Less Checks Written	\$ (67,419.77)	Less O/S Checks	\$ (22,381.34)
Adjustments	\$ -	Adjustments	\$ 504.03
Balance per Ledger	\$ 649,930.98	Balance per Ledger	\$ 649,930.98

Adjustment/Correction Explanations:

May Schoolstore Receipts received in June.

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



 Michelle Chapple, CFO

7/1/2023

 Date

Guthrie Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2022 - 6/30/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 CENTRAL FACULTY	\$0.00	\$147.20	\$174.12	\$194.58	\$126.74	\$0.00	\$126.74
802 CENTRAL ACTIVITY	\$0.00	\$87,941.96	\$19,643.79	\$78,713.74	\$28,872.01	\$0.00	\$28,872.01
803 CENTRAL PTO	\$0.00	\$10,263.85	\$9,020.93	\$7,891.46	\$11,393.32	\$0.00	\$11,393.32
804 COTTERAL PTO	\$0.00	\$11,648.45	\$9,822.76	\$8,497.10	\$12,974.11	\$0.00	\$12,974.11
805 COTTERAL ACTIVITY	\$0.00	\$22,582.66	\$11,978.24	\$20,720.45	\$13,840.45	\$0.00	\$13,840.45
806 COTTERAL FACULTY	\$0.00	\$283.65	\$449.66	\$111.75	\$621.56	\$0.00	\$621.56
808 FOGARTY PARENTS ORG.	\$0.00	\$8,252.13	\$8,903.19	\$9,025.88	\$8,129.44	\$0.00	\$8,129.44
809 FOGARTY ACTIVITY	\$0.00	\$52,986.65	\$14,811.35	\$50,412.06	\$17,385.94	\$0.00	\$17,385.94
810 FOGARTY FACULTY	\$0.00	\$133.85	\$74.26	\$0.00	\$208.11	\$0.00	\$208.11
811 ELEM SNACK GRANT	\$0.00	\$41.00	\$1,248.19	\$259.50	\$1,029.69	\$0.00	\$1,029.69
812 GUES ACTIVITY	\$0.00	\$48,661.57	\$22,337.55	\$41,815.98	\$29,183.14	\$0.00	\$29,183.14
813 GUES FACULTY	\$0.00	\$383.15	\$633.94	\$288.76	\$728.33	\$0.00	\$728.33
814 GUES HONOR CHOIR	\$0.00	\$0.00	\$525.83	\$0.00	\$525.83	\$0.00	\$525.83
815 GUES PARENTS ORG.	\$0.00	\$4,330.50	\$14,083.15	\$12,908.36	\$5,505.29	\$0.00	\$5,505.29
816 GHS SPECIAL KIDS	\$0.00	\$0.00	\$9,039.35	\$14.61	\$9,024.74	\$0.00	\$9,024.74
817 ART JUNIOR HIGH	\$0.00	\$0.00	\$28.60	\$0.00	\$28.60	\$0.00	\$28.60
818 JH BUILDERS CLUB	\$0.00	\$0.00	\$163.56	\$0.00	\$163.56	\$0.00	\$163.56
819 ATHLETICS JUNIOR HIGH	\$0.00	\$18,622.00	\$5,599.78	\$21,464.82	\$2,756.96	\$0.00	\$2,756.96
820 GOLF JUNIOR HIGH	\$0.00	\$3,000.00	\$4,536.69	\$3,138.25	\$4,398.44	\$0.00	\$4,398.44
821 FHA JUNIOR HIGH	\$0.00	\$3,266.00	\$1,413.36	\$3,167.66	\$1,511.70	\$0.00	\$1,511.70
822 HONOR SOCIETY JR HIGH	\$0.00	\$1,350.00	\$3,023.62	\$1,235.08	\$3,138.54	\$0.00	\$3,138.54
823 JR HIGH ACCOUNT	\$0.00	\$1,023.70	\$1,610.45	\$1,210.38	\$1,423.77	\$0.00	\$1,423.77
824 JR HIGH FACULTY	\$0.00	\$3,580.93	\$917.44	\$2,279.35	\$2,219.02	\$0.00	\$2,219.02
825 LIBRARY JR HIGH	\$0.00	\$2,376.34	\$1,745.83	\$2,376.34	\$1,745.83	\$0.00	\$1,745.83
826 LEARN 2 LOVE	\$0.00	\$1,150.00	\$19,836.61	\$8,051.07	\$12,935.54	\$0.00	\$12,935.54
827 CHEERLEADERS JR HIGH	\$0.00	\$625.00	\$2,836.48	\$1,199.60	\$2,261.88	\$0.00	\$2,261.88
830 STUCO JH	\$0.00	\$680.25	\$2,900.28	\$1,296.01	\$2,284.52	\$0.00	\$2,284.52
831 T.S.A. JR HIGH	\$0.00	\$2,086.20	\$153.05	\$1,503.60	\$735.65	\$0.00	\$735.65
832 YEARBOOK JR HIGH	\$0.00	\$3,598.06	\$7,841.25	\$4,106.40	\$7,332.91	\$0.00	\$7,332.91
834 JR HIGH ACADEMIC TEAM	\$0.00	\$0.00	\$170.74	\$0.00	\$170.74	\$0.00	\$170.74
840 CHARTER OAK ACTIVITY	\$0.00	\$69,335.92	\$33,374.55	\$59,709.13	\$43,001.34	\$0.00	\$43,001.34
841 CHARTER OAK PTO	\$0.00	\$24,262.62	\$12,233.22	\$20,823.07	\$15,672.77	\$0.00	\$15,672.77
842 CHARTER OAK FACULTY	\$0.00	\$329.70	\$147.71	\$244.50	\$232.91	\$0.00	\$232.91
850 ACADEMIC TEAM HS	\$0.00	\$125.00	\$40.90	\$90.40	\$75.50	\$0.00	\$75.50
851 ART CLUB HS	\$0.00	\$1,980.00	\$6,106.79	\$2,125.14	\$5,961.65	\$0.00	\$5,961.65
852 ATHLETICS HS	\$0.00	\$204,754.95	\$23,420.47	\$194,296.10	\$33,879.32	\$0.00	\$33,879.32
853 HS CHEER	\$0.00	\$17,227.54	\$1,928.49	\$15,116.53	\$4,039.50	\$0.00	\$4,039.50
854 FOOTBALL CAMP	\$0.00	\$4,900.00	\$9,936.41	\$4,055.45	\$10,780.96	\$0.00	\$10,780.96
855 TENNIS HS	\$0.00	\$17,806.90	\$23,409.06	\$15,938.03	\$25,277.93	\$0.00	\$25,277.93
856 GHS LIBRARY	\$0.00	\$0.00	\$238.57	\$0.00	\$238.57	\$0.00	\$238.57
858 GHS LINK CREW	\$0.00	\$285.00	\$500.84	\$389.17	\$396.67	\$0.00	\$396.67
859 BAND (OPERATING) HS	\$0.00	\$65,260.14	\$23,340.86	\$72,928.94	\$15,672.06	\$0.00	\$15,672.06
861 CLASS OF 2023 HS	\$0.00	\$6,150.00	\$1,716.18	\$7,757.06	\$109.12	\$0.00	\$109.12
864 GHS ALUMNI ACCOUNT	\$0.00	\$0.00	\$15,306.29	\$0.00	\$15,306.29	\$0.00	\$15,306.29
866 CLASS OF 2024 HS	\$0.00	\$1,780.00	\$2,220.86	\$924.55	\$3,076.31	\$0.00	\$3,076.31
867 CLASS OF 2025 HS	\$0.00	\$1,190.00	\$2,073.75	\$585.58	\$2,678.17	\$0.00	\$2,678.17
868 CLASS OF 2026 HS	\$0.00	\$3,540.00	(\$25.00)	\$1,181.17	\$2,333.83	\$0.00	\$2,333.83
869 ENGLISH CLUB	\$0.00	\$155.00	\$839.74	\$257.91	\$736.83	\$0.00	\$736.83
870 HS FACULTY/COURTESY ACCOUNT	\$0.00	\$733.01	\$304.42	\$765.33	\$272.10	\$0.00	\$272.10
871 HS STUDENT PANTRY	\$0.00	\$500.00	\$12,136.70	\$1,856.97	\$10,779.73	\$0.00	\$10,779.73
876 FFA 4H BOOSTER CLUB HS	\$0.00	\$69,846.85	\$21,521.42	\$54,312.27	\$37,056.00	\$0.00	\$37,056.00
877 FFA HS	\$0.00	\$208,350.62	\$14,796.01	\$210,701.25	\$12,445.38	\$0.00	\$12,445.38
878 FCCLA (FHA) HS	\$0.00	\$10,954.66	\$3,989.80	\$8,461.99	\$6,482.47	\$0.00	\$6,482.47
879 FOREIGN LANGUAGE SPAN HS	\$0.00	\$4,751.92	\$4,668.12	\$5,426.66	\$3,993.38	\$0.00	\$3,993.38
880 XC BLUECREW	\$0.00	\$14,411.00	\$2,018.11	\$9,243.49	\$7,185.62	\$0.00	\$7,185.62
881 LADY JAYS BASKETBALL	\$0.00	\$308.00	\$2,033.96	\$1,909.00	\$432.96	\$0.00	\$432.96
882 GUTHRIE RUNNING CLUB HS	\$0.00	\$0.00	\$2,881.80	\$2,701.23	\$180.57	\$0.00	\$180.57

Guthrie Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2022 - 6/30/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
883 HERITAGE CLUB HS	\$0.00	\$558.00	\$680.83	\$1,067.07	\$171.76	\$0.00	\$171.76
884 HIGH SCHOOL ACCOUNT	\$0.00	\$7,530.56	\$17,105.15	\$12,546.38	\$12,089.33	\$0.00	\$12,089.33
885 STUDENT SUPPORT HS	\$0.00	\$2,364.53	\$4,178.93	\$1,715.52	\$4,827.94	\$0.00	\$4,827.94
886 HONOR SOCIETY HS	\$0.00	\$1,885.00	\$5,466.43	\$790.97	\$6,560.46	\$0.00	\$6,560.46
889 KEY CLUB HS	\$0.00	\$442.43	\$391.01	\$725.64	\$107.80	\$0.00	\$107.80
890 SPEECH HS	\$0.00	\$3,444.80	\$503.25	\$869.02	\$3,079.03	\$0.00	\$3,079.03
891 STEM CLUB	\$0.00	\$0.00	\$4.85	\$0.00	\$4.85	\$0.00	\$4.85
893 MU ALPHA THETA HS	\$0.00	\$5,206.25	\$8,837.03	\$3,068.59	\$10,974.69	\$0.00	\$10,974.69
894 HS PROM ACCOUNT	\$0.00	\$12,000.00	\$10,117.85	\$4,373.25	\$17,744.60	\$0.00	\$17,744.60
895 JROTC HS	\$0.00	\$8,014.14	\$8,207.77	\$12,079.54	\$4,142.37	\$0.00	\$4,142.37
897 SOCCER CLUB HS	\$0.00	\$21,458.93	\$12,226.23	\$15,484.00	\$18,201.16	\$0.00	\$18,201.16
898 SCIENCE CLUB HS	\$0.00	\$5,165.00	\$7,460.07	\$6,428.23	\$6,196.84	\$0.00	\$6,196.84
899 STUDENT COUNCIL HS	\$0.00	\$35,609.10	\$10,889.62	\$38,094.60	\$8,404.12	\$0.00	\$8,404.12
900 CAMPUS BEAUTIFICATION HS	\$0.00	\$3,495.00	\$2,598.73	\$2,879.27	\$3,214.46	\$0.00	\$3,214.46
902 VOCAL HS	\$0.00	\$14,515.05	\$9,325.08	\$14,233.15	\$9,606.98	\$0.00	\$9,606.98
904 YEARBOOK HS	\$0.00	\$19,717.68	\$23,632.40	\$3,481.42	\$39,868.66	\$0.00	\$39,868.66
905 GPS eSPORTS	\$0.00	\$965.25	\$25.00	\$0.00	\$990.25	\$0.00	\$990.25
907 HS MEMORIAL FUND	\$0.00	\$0.00	\$73.92	\$0.00	\$73.92	\$0.00	\$73.92
908 VOCAL TRIP ACCOUNT HS	\$0.00	\$0.00	\$58.14	\$0.00	\$58.14	\$0.00	\$58.14
911 FFA BUILDING FUND	\$0.00	\$300.00	\$2,228.23	\$100.00	\$2,428.23	\$0.00	\$2,428.23
913 DRAMA HS	\$0.00	\$4,073.72	\$1,493.53	\$4,412.11	\$1,155.14	\$0.00	\$1,155.14
922 COURTESY COMMITTEE ADMIN	\$0.00	\$0.00	\$224.53	\$75.00	\$149.53	\$0.00	\$149.53
925 GENERAL FUND REFUND	\$0.00	\$1,769.03	\$0.00	\$0.00	\$1,769.03	\$0.00	\$1,769.03
927 HALL OF FAME BANQUET	\$0.00	\$0.00	\$431.97	\$319.90	\$112.07	\$0.00	\$112.07
929 DISTRICT SPECIAL OLYMPICS	\$0.00	\$14,050.76	\$24,763.61	\$12,655.48	\$26,158.89	\$0.00	\$26,158.89
931 TECHNOLOGY INSURANCE ACCOUNT	\$0.00	\$1,670.00	\$3,174.37	\$3,547.38	\$1,296.99	\$0.00	\$1,296.99
932 SUMMER SCHOOL HS	\$0.00	\$10,524.55	\$0.00	\$0.00	\$10,524.55	\$0.00	\$10,524.55
933 FAVER C&C	\$0.00	\$28.80	\$407.10	\$0.00	\$435.90	\$0.00	\$435.90
934 TRANSPORTATION C&C	\$0.00	\$6,458.55	\$2,927.83	\$7,384.98	\$2,001.40	\$0.00	\$2,001.40
935 VENDING MACHINE ADMIN	\$0.00	\$217.85	\$724.71	\$357.88	\$584.68	\$0.00	\$584.68
937 FAVER ACTIVITY	\$0.00	\$0.00	\$86.27	\$0.00	\$86.27	\$0.00	\$86.27
938 NATIVE AMERICAN PARENT COM	\$0.00	\$0.99	\$205.72	\$206.71	\$0.00	\$0.00	\$0.00
940 ADMINISTRATION MISC	\$0.00	\$6,593.21	\$15,400.48	\$6,037.05	\$15,956.64	\$0.00	\$15,956.64
Total	\$0.00	\$1,206,013.11	\$570,534.72	\$1,126,616.85	\$649,930.98	\$0.00	\$649,930.98

MEMORANDUM OF UNDERSTANDING
BETWEEN THE
OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
Guthrie Public School

This agreement is entered into between the Oklahoma Department of Career and Technology Education, hereinafter referred to as ODCTE, and **Guthrie Public School**.

Purpose of Agreement:

The purpose of this agreement is for funding to implement and/or upgrade instructional and training technology for the purpose of (1) innovative “cutting edge” hardware and software, (2) curriculum materials, (3) machinery and equipment for new technologies, and/or (4) instructor training in the use of the new technology.

Funding			
School Site/Program	Teacher Name	Program	CareerTech Funding from: OK Education Lottery Trust
Guthrie Public School	Jessica Maker	FCS	\$14,985.64

Disallowed Dollar Amount/Expense, if any
\$0

Effective Period	
Beginning:	Terminating:
July 1, 2023	February 1, 2024

Duties of Guthrie Public School:

- Adhere to proposed project summary submitted to ODCTE as part of the preliminary RFP process.
- Adhere to General Terms and Conditions for this project as reflected on the approved budget and plan.
- Goods and/or services must be received no later than terminating date indicated above to be considered reimbursable.
- Provide ODCTE request for reimbursement on reimbursement form including Project 469 detailed expenditure report showing proof of payment and copies of paid vendor invoices corresponding reference to the line item from the approved budget.

Duties of ODCTE:

- Provide reimbursement to **Guthrie Public School** upon receipt of proper documentation as stated above.
- Provide **Guthrie Public School** with technical assistance and guidance related to implementation of project and administration of grant.

Additional Terms:

In accepting this agreement with ODCTE, **Guthrie Public School** agrees to this audit clause which provides that books, records, documents, accounting procedures, practices, or any other items of the service provider relevant to this contract are subject to examination by ODCTE, the State Auditor and Inspector, and the State Purchasing Director.

Revisions to approved budget and plan require prior approval.

Assignment of any rights or responsibilities referenced in this document is prohibited unless agreed to in writing by both parties.

Reimbursements will not be processed for requests postmarked after February 1, 2024.

Contact Persons:

For purposes of this agreement, all contacts with ODCTE shall be directed to its representatives:

Technical Agent: Kim Downey at 405-743-6831 or email at kim.downey@careertech.ok.gov

Fiscal Agent: Financial Services email cslotterygrants@careertech.ok.gov

For purposes of this contract, all contacts with **Guthrie Public School** shall be directed to its representatives:

Technical Agent: Jessica Maker at 405)282-5906 or email at jessica.maker@

(Typically the Technical Agent is the teacher/person who filled out the proposal.)

Financial Agent: Michelle Chapple at 405)282-8900 or email at michelle.chapple@

guthrie.ps.net

guthrie.ps.net

Approval of Agreement:

Representing the ODCTE

Deputy State Director

Date

Finance Manager

Date

*Representing **Guthrie Public School***

Mila Syri

Superintendent

6-19-2023

Date



Guthrie Public Schools

Memo

To: Dr. Simpson and Guthrie Board of Education

From: Carmen Walters, Assistant Superintendent

Date: July 5, 2023

Re: Willow Creek Health Care, LLC Agreement

Attached is a copy of the renewal agreement with Willow Creek Health Care, LLC for maintaining an Intergenerational Pre-K classroom for the 2023-2024 school year. This will be the twelfth year for a Pre-K classroom at the Willow Creek facility located at 2300 West Noble.

I recommend approval of the agreement between Guthrie Public Schools and Willow Creek Health Care, LLC.

AGREEMENT

THIS AGREEMENT, effective July 1, 2023, is made by and between the **WILLOW CREEK HEALTH CARE, LLC (“Willow Creek”)** and **INDEPENDENT SCHOOL DISTRICT NO. 1 OF LOGAN COUNTY, OKLAHOMA (“District”)**.

RECITALS:

A. **WHEREAS**, Willow Creek maintains a residential care facility for senior citizens located at 2300 West Noble in Guthrie, Oklahoma (the “Facility”); and

B. **WHEREAS**, the District operates and maintains early childhood educational programs for four year old children; and

C. **WHEREAS**, Willow Creek and the District wish to establish an “intergenerational” early childhood educational program (the “Program”) whereby Willow Creek’s elderly residents are given the opportunity to interact with and participate in limited aspects of the District’s Program as classroom volunteers; and

D. **WHEREAS**, Willow Creek has space in its Facility suitable for housing the Program, which Willow Creek desires to lease to the District; and

E. **WHEREAS**, the District desires to lease a portion of Willow Creek’s Facility for such purposes in accordance with the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Willow Creek and the District agree as follows:

1. **Lease of Classroom**. Willow Creek hereby leases to the District, and the District hereby leases from Willow Creek, one classroom located at Willow Creek’s Facility (the “Classroom”). Willow Creek shall designate and identify the Classroom and make the Classroom available for the District’s use during regular school hours throughout the 2023-2024 school term, as defined by the District’s official school calendar.

2. **Rent**. The District shall pay Willow Creek, as rent for the lease of the Classroom for the 2023-2024 school year, the total sum of One Dollar (\$1.00), payable in advance.

3. **Term**. The term of this Agreement shall be from the effective date set forth above, through June 30, 2024, unless terminated at an earlier date as provided herein. Upon termination of this Agreement by lapse of time or otherwise, the District agrees to surrender possession of the Classroom to Willow Creek in good condition and repair, normal wear and tear excepted. The term of this Agreement is subject to renewal by mutual agreement of the parties for additional periods of one (1) year each beginning July 1 and ending June 30 of each successive year.

4. **Use of Classroom.** The District shall use the Classroom solely for the operation of an early childhood program for four year old students. The Program will incorporate collaborative activities for both students and adults to specifically include, but not be limited to, "reading time". The District shall be solely responsible for furnishing the Classroom and providing all equipment and supplies necessary to conduct its Program. The District's child care staff, including certified teachers and teacher assistants and all operations of the District's Program will meet the requirements of the Oklahoma Department of Education. The District's child care staff shall be employees of the District and shall be subject to the exclusive supervision and control of the District. The District shall provide worker's compensation insurance covering its employees while providing services on Willow Creek's premises.

5. **Alterations.** Willow Creek will provide, at its sole cost and expense, all alterations and modifications reasonably necessary to adapt the Classroom for use as an early childhood classroom. Willow Creek agrees to furnish, in or near the Classroom, an age appropriate restroom for access by four year old children. The District may make no alterations to the Classroom without the prior written consent of Willow Creek. All alterations, whether made by Willow Creek or by the District with the consent of Willow Creek, shall conform with state and local laws, ordinances and regulations including, without limitation, any local building code and fire prevention code.

6. **Utilities.** Willow Creek shall provide all utilities or services to the Classroom as may be necessary for the District's use and occupancy for the permitted purpose. Such utilities shall include water, heat, air conditioning, sewer and electricity. Willow Creek shall not be obligated to provide telephone service to the Classroom.

7. **Indemnification and Insurance.** The District, to the extent permitted by law, agrees to save, indemnify and hold harmless from injury or damages that may result to any person or property by or from any act or omission to act by the District or District's agents, employees or invitees from any cause or causes whatsoever from or concerned with the District's use and occupancy of the Classroom under the terms of this Agreement to the extent of the District's maximum liability under the provisions of the Oklahoma Governmental Tort Claims Act.

Willow Creek agrees to save, indemnify and hold harmless from injury or damage that may result to any person or property by or from any act or omission to act by Willow Creek or Willow Creek's agents, employees or invitees from any cause or causes whatsoever arising from or concerned with Willow Creek's use, operation and control of its Facility, or from Willow Creek's performance under the terms of this Agreement.

The District shall furnish Willow Creek, prior to its occupancy of the Classroom, a certificate of public liability insurance naming Willow Creek as an additional named insured, in the amount of \$25,000 for any claim or to any claimant who has more than one claim for loss of property arising out of a single act, accident or occurrence, \$125,000 to any claimant for any loss arising out of a single act, accident or occurrence, and \$1,000,000 for any number of claims arising out of a single occurrence or accident. The District further agrees to furnish evidence of

worker's compensation coverage to the extent required by Oklahoma law. The District's insurance shall be primary over Willow Creek's insurance.

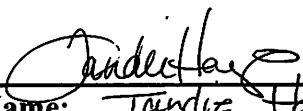
8. **Student Safety**. The District and Willow Creek agree that student safety is a top priority. In an effort to protect students' safety, Willow Creek agrees that it will not employ or place any person, whether an employee, volunteer or otherwise in a position where they will have contact with students of the District if that person has been convicted of a felony, is required to be registered as a sex offender, or has been convicted of a crime involving violence or moral turpitude. Prior to commencement of the Program, Willow Creek shall obtain a criminal arrest record maintained by the Oklahoma State Bureau of Investigation and background check including pre-employment checks with OSCN for pending criminal charges, Oklahoma Department of Corrections for Sexual Crimes and Violent offenders History, OSDH Nurse Aide Registry for any allegation of abuse, OIG for medical fraud history, Social Security Business Services for verification of right to work in U.S, 2 work history references and 2 personal references. If any of these background checks result in negative outcomes that person will receive offer of employment at Willow Creek Health Care.

9. **No Agency or Joint Venture**. The District and Willow Creek understand and agree that no staff member or volunteer of Willow Creek shall in any way or for any purpose be deemed to be an employee or agent of the District. Neither the District nor Willow Creek nor its employees or agents shall represent themselves in any way as the agents or employees of the other party. Neither the District nor Willow Creek intend to create, and nothing in this Agreement shall be construed as creating, a joint venture or partnership between the parties with respect to the operation of the Program or otherwise. Subject to the indemnification obligations set forth herein, each party assumes full responsibility for the supervision, daily direction and control, payment of salary, worker's compensation, disability benefits and like requirements and obligations for its own employees.

10. **Early Termination**. Either party may terminate this Agreement at any time, without cause, upon sixty (60) days' prior written notice to the other party.

DATED this ____ day of _____, 2023.

WILLOW CREEK HEALTH CARE, LLC

By: 
Name: Tandy Hastings
Title: President

“WILLOW CREEK”

**INDEPENDENT SCHOOL DISTRICT NO. 1
OF LOGAN COUNTY, OKLAHOMA, a/k/a
GUTHRIE PUBLIC SCHOOLS**

**By: _____
President, Board of Education**

“DISTRICT”



Guthrie Public Schools

Memo

To: Dr. Simpson and Guthrie Board of Education

From: Carmen Walters, Assistant Superintendent

Date: July 5, 2023

Re: Golden Age Nursing Home Agreement

Attached is a copy of the renewal agreement with Golden Age Nursing Home for maintaining an Intergenerational Pre-K classroom for the 2023-2024 school year. This will be the sixth year for a Pre-K classroom at the Golden Age facility located at 419 East Oklahoma Avenue.

I recommend approval of the agreement between Guthrie Public Schools and Golden Age Nursing Home.

AGREEMENT

THIS AGREEMENT, effective July 1, 2023, is made by and between the **GOLDEN AGE NURSING HOME OF GUTHRIE, LLC (“Golden Age”)** and **INDEPENDENT SCHOOL DISTRICT NO. 1 OF LOGAN COUNTY, OKLAHOMA (“District”)**.

RECITALS:

A. **WHEREAS**, Golden Age maintains a residential care facility for senior citizens located at 419 E. Oklahoma Ave. in Guthrie, Oklahoma (the “Facility”); and

B. **WHEREAS**, the District operates and maintains early childhood educational programs for four-year old children; and

C. **WHEREAS**, Golden Age and the District wish to establish an “intergenerational” early childhood educational program (the “Program”) whereby Golden Age’s elderly residents are given the opportunity to interact with and participate in limited aspects of the District’s Program as classroom volunteers; and

D. **WHEREAS**, Golden Age has space in its Facility suitable for housing the Program, which Golden Age desires to lease to the District; and

E. **WHEREAS**, the District desires to lease a portion of Golden Age’s Facility for such purposes in accordance with the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Golden Age and the District agree as follows:

1. **Lease of Classroom.** Golden Age hereby leases to the District, and the District hereby leases from Golden Age, one classroom located at Golden Age’s Facility (the “Classroom”). Golden Age shall designate and identify the Classroom and make the Classroom available for the District’s use during regular school hours throughout the 2023-2024 school term, as defined by the District’s official school calendar.

2. **Rent.** The District shall pay Golden Age, as rent for the lease of the Classroom for the 2023-2024 school year, the total sum of One Dollar (\$1.00), payable in advance.

3. **Term.** The term of this Agreement shall be from the effective date set forth above, through June 30, 2024, unless terminated at an earlier date as provided herein. Upon termination of this Agreement by lapse of time or otherwise, the District agrees to surrender possession of the Classroom to Golden Age in good condition and repair, normal wear and tear excepted. The term of this Agreement is subject to renewal by mutual agreement of the parties for additional periods of one (1) year each beginning July 1 and ending June 30 of each successive year.

4. **Use of Classroom.** The District shall use the Classroom solely for the operation of an early childhood program for four year old students. The Program will incorporate collaborative activities for both students and adults to specifically include, but not be limited to, “reading time”. The District shall be solely responsible for furnishing the Classroom and providing all equipment and supplies necessary to conduct its Program. The District’s child care staff, including certified teachers and teacher assistants and all operations of the District’s Program will meet the requirements of the Oklahoma Department of Education. The District’s child care staff shall be employees of the District and shall be subject to the exclusive supervision and control of the District. The District shall provide worker’s compensation insurance covering its employees while providing services on Golden Age’s premises.

5. **Alterations.** Golden Age will provide, at its sole cost and expense, all alterations and modifications reasonably necessary to adapt the Classroom for use as an early childhood classroom. Golden Age agrees to furnish, in or near the Classroom, an age appropriate restroom for access by four year old children. The District may make no alterations to the Classroom without the prior written consent of Golden Age. All alterations, whether made by Golden Age or by the District with the consent of Golden Age, shall conform with state and local laws, ordinances and regulations including, without limitation, any local building code and fire prevention code.

6. **Utilities.** Golden Age shall provide all utilities or services to the Classroom as may be necessary for the District’s use and occupancy for the permitted purpose. Such utilities shall include water, heat, air conditioning, sewer and electricity. Golden Age shall not be obligated to provide telephone service to the Classroom.

7. **Indemnification and Insurance.** The District, to the extent permitted by law, agrees to save, indemnify and hold harmless from injury or damages that may result to any person or property by or from any act or omission to act by the District or District’s agents, employees or invitees from any cause or causes whatsoever from or concerned with the District’s use and occupancy of the Classroom under the terms of this Agreement to the extent of the District’s maximum liability under the provisions of the Oklahoma Governmental Tort Claims Act.

Golden Age agrees to save, indemnify and hold harmless from injury or damage that may result to any person or property by or from any act or omission to act by Golden Age or Golden Age’s agents, employees or invitees from any cause or causes whatsoever arising from or concerned with Golden Age’s use, operation and control of its Facility, or from Golden Age’s performance under the terms of this Agreement.

The District shall furnish Golden Age, prior to its occupancy of the Classroom, a certificate of public liability insurance naming Golden Age as an additional named insured, in the amount of \$25,000 for any claim or to any claimant who has more than one claim for loss of property arising out of a single act, accident or occurrence, \$125,000 to any claimant for any loss arising out of a single act, accident or occurrence, and \$1,000,000 for any number of claims arising out of a single occurrence or accident. The District further agrees to furnish evidence of

worker's compensation coverage to the extent required by Oklahoma law. The District's insurance shall be primary over Golden Age's insurance.

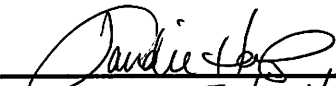
8. **Student Safety.** The District and Golden Age agree that student safety is a top priority. In an effort to protect students' safety, Golden Age agrees that it will not employ or place any person, whether an employee, volunteer or otherwise in a position where they will have contact with students of the District if that person has been convicted of a felony, is required to be registered as a sex offender, or has been convicted of a crime involving violence or moral turpitude. Prior to commencement of the Program, Golden Age shall obtain a criminal arrest record maintained by the Oklahoma State Bureau of Investigation and background check including pre-employment checks with OSCN for pending criminal charges, Oklahoma Department of Corrections for Sexual Crimes and Violent offenders History, OSDH Nurse Aide Registry for any allegation of abuse, OIG for medical fraud history, Social Security Business Services for verification of right to work in U.S, 2 work history references and 2 personal references. If any of these background checks result in negative outcomes that person will receive offer of employment at Golden Age Health Care.

9. **No Agency or Joint Venture.** The District and Golden Age understand and agree that no staff member or volunteer of Golden Age shall in any way or for any purpose be deemed to be an employee or agent of the District. Neither the District nor Golden Age nor its employees or agents shall represent themselves in any way as the agents or employees of the other party. Neither the District nor Golden Age intend to create, and nothing in this Agreement shall be construed as creating, a joint venture or partnership between the parties with respect to the operation of the Program or otherwise. Subject to the indemnification obligations set forth herein, each party assumes full responsibility for the supervision, daily direction and control, payment of salary, worker's compensation, disability benefits and like requirements and obligations for its own employees.

10. **Early Termination.** Either party may terminate this Agreement at any time, without cause, upon sixty (60) days' prior written notice to the other party.

DATED this ____ day of _____, 2023.

GOLDEN AGE NURSING HOME OF GUTHRIE, LLC

By: 
Name: Tandie Hastings
Title: President

"GOLDEN AGE"

**INDEPENDENT SCHOOL DISTRICT NO. 1
OF LOGAN COUNTY, OKLAHOMA, a/k/a
GUTHRIE PUBLIC SCHOOLS**

**By: _____
President, Board of Education**

“DISTRICT”

**GUTHRIE PUBLIC SCHOOLS
BOARD MINUTES
SPECIAL MEETING
JUNE 26, 2023**

MINUTES OF THE GUTHRIE PUBLIC SCHOOL BOARD OF EDUCATION SPECIAL MEETING HELD AT 6:00 P.M. IN THE ADMINISTRATION BUILDING, 802 EAST VILAS, GUTHRIE, OKLAHOMA ON JUNE 26, 2023.

Board Members Present: S. Janna Pierson, Gail Davis, Tina Smedley, Matt Girard, Travis Sallee and Ron Plagg

Absent Board Members: Chris Schroder

District Level School Officials Present: Dr. Mike Simpson, Superintendent
Dr. Michelle Chapple, CFO
Cody Thompson, Director of Operations,
Kary Jarred, Deputy Minutes Clerk

1. The meeting was called to order by President Plagg at 6:30 p.m.
2. Members Gail Davis, S. Janna Pierson, Matt Girard, Travis Sallee, Tina Smedley, and Ron Plagg were present for roll call.

Chris Schroder was not present for roll call.
3. A quorum was established.
4. President Plagg asked everyone to stand and join him in the Pledge of Allegiance.
5. President Plagg asked everyone to join him in a Moment of Silence.
6. President Plagg called for recommendation, consideration and action upon renewal with OSIG for property, general liability, fleet vehicle and errors and omissions coverage for 2023-2024.

A motion was made by Smedley and seconded by Davis to approve the renewal with OSIG for property, general liability, fleet vehicle and errors and omissions coverage for 2023-2024.

The motion carried with 6 ayes and 0 nays.

7. **President Plagg called for discussion, consideration and vote to authorize the Superintendent to negotiate a contract with selected construction firm for construction management at risk.**

A motion was made by Pierson and seconded by Smedley to authorize the Superintendent to negotiate a contract with Crossland Construction firm for construction management at risk.

The motion carried with 6 ayes and 0 nays.

8. **President Plagg called proposed executive session for the purpose of discussing employment of Executive Director of Personnel and Secondary Education and/or Assistant Superintendent, and teacher negotiations for 2023-2024, disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to Okla. Stat. title 25, Section 307 (B) 1, 2 and 7.**

- 8A. **A motion was made by Smedley and seconded by Sallee to go into executive session. Executive session began at 6:06 p.m.**

- 8B. **President Plagg acknowledged the Board's return to open session at 7:08 p.m.**

- 8C. **President Plagg stated that in executive session only those items listed in Agenda Item 8 were discussed and no votes were taken.**

9. **President Plagg called for recommendation, consideration and action on the hiring of a new Executive Director of Personnel and Secondary Education and/or Assistant Superintendent.**

A motion was made by Pierson and seconded by Smedley to hire John Hancock as the Executive Director of Personnel and Secondary Education and assign the title of Assistant Superintendent to Carmen Walters.

The motion carried with 6 ayes and 0 nays.

10. President Plagg called for the meeting to be adjourned.

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

The motion carried with 6 ayes and 0 nays.

The meeting adjourned at 7:10 p.m.

Samantha Stewart, Minutes Clerk

Ron Plagg, President



Guthrie Public Schools

Memo

To: Dr. Simpson and Guthrie Board of Education

From: Carmen Walters, Assistant Superintendent

Date: July 5, 2023

Re: FY 24 Federal Claims

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



Staking A Claim in Our Students' Future

Angie Young
Director of Special Education

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

Memorandum:

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

FROM: Angie Young, Director of Special Education

SUBJECT: Federal Claims

DATE: June 28, 2023

Special Education federal flow through claims for the State Department of Education must be signed by an authorized official. As the Director of Special Education, I am seeking permission for authorization to sign special education reimbursement claims for Project 613, 615, 621, 623, 625, 628, 641, 642, and 643.

Thank you.

AGREEMENT FOR SERVICES

This Agreement for Services (“Agreement”) is entered into this _____ day of August, 2023 by and between the **BOARD OF COUNTY COMMISSIONERS OF LOGAN COUNTY** on behalf of the **LOGAN COUNTY SHERIFF’S OFFICE (“LCSO”)** and **INDEPENDENT SCHOOL DISTRICT NO. 1 OF LOGAN COUNTY, OKLAHOMA, commonly known as GUTHRIE PUBLIC SCHOOLS (“GPS”)**.

RECITALS:

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

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

1. SERVICES TO BE PROVIDED BY LCSO

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

2. TERM OF THE AGREEMENT

- a. The term of this Agreement shall be for an initial period from August , 2023 to MAY , 2024. After the initial period, this Agreement may be renewed annually by mutual agreement of the Parties.

3. COMPENSATION

- a. As compensation to LCSO for services provided under this Agreement, GPS agrees to pay LCSO a monthly fee of \$3,148.08 for a total of \$31,480.80 per year from August , 2023 to May , 2024.
- b. If a deputy is absent during a school day for any reason, the deputy shall be replaced by another deputy qualified to perform the duties in a reasonable amount of time. If a SRO Deputy gets assigned a call for service a priority to release SRO Deputy from the call for service to return to their school as soon as possible. A call for service will not be considered absent from their SRO duties.
- c. Fees under Section 3(a) will be paid no later than the 15th of each month for services rendered during the prior month.

4. INDEPENDENT CONTRACTOR

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

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

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

5. ADDITIONAL PERSONNEL

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

6. GENERAL DUTIES

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

7. INSURANCE

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

8. TERMINATION AND ASSIGNMENT

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

9. SEVERABILITY

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

10. ENTIRE AGREEMENT

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

Executed this _____ day of _____, 2023.

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

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

Monty Piercy, Chairperson

By: _____
President, Board of Education

Mark Sharpton, Member

Member

APPROVED AS TO FORM:

By: _____
Assistant District Attorney

By: _____
Sheriff DAMON DEVEREAUX

Exhibit A
LCSO Deputy Duties

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

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

Attachment B
Law Enforcement Personnel and School Discipline

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

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

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

Responding to Student Misbehavior

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

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

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

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

Further Incidents

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

Student Rights

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

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

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

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

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

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

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

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

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

Discretion of Law Enforcement

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

MEMORANDUM OF UNDERSTANDING

BETWEEN

Meridian Technology Center

and

Guthrie Public Schools

- Purpose:** The purpose of this Memorandum of Understanding is to outline an agreement in which **Meridian Technology Center** has agreed to provide **Guthrie Public Schools** the sum of \$50,000.00 to supplement funding for two Guthrie Middle School Gateway To Technology Programs (\$25,000.00 each). The funding award is for classroom and/or lab costs of the program listed above and may not be expended for any other purpose.
- Agreement Period:** The term of this Agreement is from July 1, 2023 through June 30, 2024.
- Payment Terms:** **Meridian Technology Center** will disburse funds in two increments: the first installment to be paid on or before October 1, 2023 and the second installment paid on or before February 1, 2024.
- Facilities:** Classes will be conducted in facilities provided by **Guthrie Public Schools** and located at Guthrie Middle School.
- Program Materials And Equipment:** Program instructional materials and supplies for the classes identified will be provided by **Guthrie Public Schools**. **Meridian Technology Center** agrees to provide additional resources in the form of materials, instructional support, technology and equipment.
- Project Description:** **Guthrie Middle School will provide the following program for the 2023-2024 School Year:**
- The GMS Gateway To Technology program for 8th grade students is designed to actively engage learners in hands-on projects and career exploration/preparation in an effort to increase student interest in viable careers and continued education and training to support their career goals.**

Meridian Technology Center will be responsible for the following:

1. Provide instructional support in the form of career specialists, guest speakers, special activities, etc.
2. Provide Student Service, Recruitment and Marketing services as needed.
3. Provide in-kind support services such as technical, facilities, etc.
4. Provide loaned and/or surplus items for program use.
5. Provide funding award to supplement the program listed above.

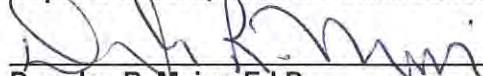
Guthrie Public Schools will be responsible for the following:

1. Provide qualified and certified administrative and instructional staff members to deliver the program listed above.
2. Provide facilities for the above listed program.
3. Provide utilities, maintenance, and custodial support for the above listed program.
4. Assist **Meridian Technology Center** in the evaluation of the project's objectives, Guthrie Public Schools agrees to cooperate with MTC to develop a mutually agreeable evaluation plan. Guthrie Public Schools agree to provide MTC narrative and financial reports, as requested, on the use of the funds.

It is understood that the **GMS Gateway To Technology Program** receives its primary funding from the **Guthrie Public Schools**. This additional grant award from **Meridian Technology Center** will continue on an annual basis as long as adequate funding is available and program evaluations continue to provide positive indicators for continued support. This agreement can be modified or cancelled by either or both parties if funding should change materially or become non-existent. It is agreed that this grant award will be based upon an annual agreement signed by the superintendent of both schools.

Signatures:

Mike Simpson, Ed.D.
Superintendent, Guthrie Public Schools



Douglas R. Major, Ed.D.
Superintendent, Meridian Technology Center

Date

6-29-23

Date

LOAN AGREEMENT FOR CHILD NUTRITION FUND DEFICITS

This contract and agreement, made and entered into the 10th day of July, 2023 by and between the General Fund, hereinafter referred to as First Party, and the Child Nutrition account, hereinafter referred to as Second Party, of Guthrie School District, witness:

The First Party contracts and agrees to furnish the Second Party the cost of an amount not to exceed \$120,000.00 as a contingent liability subject to repayment as funds become available from the party of the Second Party. This loan agreement must ensure that the party of the Second Party will use these funds only for the operation and improvement of the nonprofit Child Nutrition Fund for children. This loan agreement may include items such as utilities, indirect costs/overhead, and the coverage of end-of-year shortfalls (i.e., salaries, supplies, etc.).*

The Second Party agrees to the loan and to pay as specified the costs of the same shown on the agreement on or before June 30, 2024.

It is further mutually agreed between the parties hereto, as follows:

1. Any change in services or cost of services shall be made only by mutual agreement of each of the parties hereto in writing by attaching a copy of such change or changes to this contract as an addendum thereto.
2. Rights and obligations of the parties hereto shall be governed by Federal and State Laws.
3. This contract and all provisions hereto shall be binding upon the successors and assigns of the parties hereto insofar as the parties may bind their successors and assigns under the laws of the State of Oklahoma.

Witness our hands the day and year first above written.

President/Board of Education

Child Nutrition Program Director

Clerk/Board of Education

Subscribed and
Sworn to before me _____

My commission expires _____

Notary Public

* If utilities and indirect costs/overhead are to be paid from the Child Nutrition account, it must be part of this contract.



IMPERIAL
VENDING ★ FOODSERVICE ★ COFFEE

Vending Service Agreement

This Agreement is made this 30th day of June 2023 by and between Guthrie Public School district and Imperial, LLC.

1. The Client agrees to allow Imperial to provide vending machines upon Client's business premises subject to the terms and conditions of this agreement.
2. Imperial shall be responsible for installing and maintaining vending and coffee equipment which reasonably meets the location's needs.
3. Client grants Imperial the exclusive rights to provide snack products as limited to vending services. Imperial will provide merchandise through its vending machines that is reasonably priced and offered in reasonably sized portions. Any change in the wholesale price may result in a change in the selling price. Vending Prices and Products will be determined by Imperial as agreed upon by Client.
4. Imperial will maintain workers compensation insurance, general liability insurance and vehicle insurance at all times. Certificates available on request.
5. Imperial agrees to obtain and display all applicable Federal, State and local licenses.
6. Imperial's personnel will at all times be dressed in clean, neat uniforms and will observe all regulations in effect of premises.
7. Either party may terminate this agreement with cause upon (60) days written notice to the other party.
8. This (5) Year Agreement will become effective July 1, 2023. Unless canceled by written notice at least 60 days prior to termination date, this agreement is deemed to be automatically renewed for additional periods of one year thereafter upon the same terms as set out herein. If during the first year of the agreement, the location desires to change price or commission structures, they must notify Imperial in writing 60 days prior to contract date. Imperial retains the right of first refusal and will respond to counter to competitive proposals within ten (10) business days.
9. Client agrees to notify Imperial of any alteration that will affect any of the areas where services are performed. Alterations may include increased workflow, labor hours, holiday employment or special functions.
10. Should the Client feel that Imperial failed to provide proposed service levels, Client will notify Imperial in writing of failure to supply service. Service failures will be limited to equipment or service levels. If within thirty (30) days of the notice of service failure the problem has not been corrected, the Client may cancel the agreement.

11. Imperial will operate and maintain all vending machines and other equipment in a clean, sanitary condition in accordance with recognized standards for such machines and in accordance with all applicable laws and regulations.
12. This agreement will be made and construed in accordance with the Laws of the State of Oklahoma.
13. The Parties agree to negotiate the removal or relocation of *underperforming machine(s)*. For the purpose of this Agreement, an *underperforming machine* shall be defined as a machine which has gross sales of less than \$250.00 per month.
14. The Parties agree to add additional vending machines without requiring an amendment to the Agreement.
15. Pricing and support funding:

Healthy Set:

Single Serve Chips	\$1.50
Large Single Serve Chips	\$1.50
Pastry - mandated product	\$1.85

Fundraiser:

Large Single Serve Chips	\$1.50
Candy	\$2.00
Pastry	\$2.25

ALL PRICING ABOVE IS GUARANTEED UNTIL JULY 2024

16. Commission:
Student access and Fundraiser snack machines 10%

Imperial, LLC.

Guthrie Public School District

Signature

Signature

Date

Date



Guthrie Public Schools

Memo

To: Dr. Simpson and Guthrie Board of Education

From: Carmen Walters, Assistant Superintendent

Date: June 20, 2023

Re: IXL Learning Agreement

Attached is a copy of the 2023-2024 agreement between Guthrie Public Schools and IXL (“I excel”) Learning. IXL is an online Math, ELA and Science comprehensive program that makes personalized learning for students simple and effective. The comprehensive curriculum, real-time diagnostic, personalized guidance and actionable analytics ensure that teachers have everything they need to differentiate instruction. By using insights from students' work in the curriculum the program is able to generate personalized guidance for each student learner. These personalized action plans seamlessly link students to the skills that will help them build on their knowledge and remediate gaps in understanding. The program will be utilized for Math and ELA for 7th and 8th grade students, and also Science for 8th grade.

The cost for the 2023-2024 IXL Learning program is \$11,495.00. This is an increase of \$1,012.00 from the previous year. Title I federal funds will be used to pay for this program.

I recommend approval of the license agreement between Guthrie Public Schools and IXL Learning.



QUOTE

IXL Learning
 777 Mariners Island Blvd., Suite 600
 San Mateo, CA 94404

QUOTE # 1855324-2023-001
 DATE: JUNE 20, 2023

TO:
 Carmen Walters
 Guthrie Junior High
 705 E. Oklahoma Ave.
 Guthrie, OK 73044

COMMENTS OR SPECIAL INSTRUCTIONS

SALESPERSON	ACCOUNT #	RENEWAL PERIOD	QUOTE VALID UNTIL
Kayla Swift	A17-1855324	September 15, 2023 – September 15, 2024	September 1, 2023

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
1	IXL site license for 550 students, including: Grade 7: 275 students Subjects: Math and ELA	\$4,675.00	\$4,675.00
1	Grade 8: 275 students Subjects: Math, ELA, and Science	\$5,775.00	\$5,775.00
1	Professional Development: IXL Core PD Package <i>Unlimited instructor accounts included</i>	\$1,045.00	\$1,045.00
SUBTOTAL			\$11,495.00
SALES TAX			--
SHIPPING & HANDLING			--
TOTAL DUE			\$11,495.00

Ordering instructions

We accept payment by purchase order, check, or credit card. To submit a purchase order for this quote, please email a copy to your Account Manager, Kayla, at kaylas@ixl.com. For international accounts, we can accept wire transfers for an additional fee.



Guthrie Public Schools

Memo

To: Dr. Simpson and the Board of Education

From: Carmen Walters, Assistant Superintendent

Date: July 5, 2023

Re: EduSkills, LLC Agreement

Attached is a copy of the 2023-2024 agreement between Guthrie Public Schools and EduSkills, LLC. EduSkills, LLC is a cloud-based software and consulting company that assists school districts with the reporting requirements for EL (English Learner), and Bilingual students and helps teachers and administrators customize curriculum to improve learning for EL students.

The cost for the 2023-2024 EduSkills, LLC agreement is \$12,100.00, which is a \$660.00 price increase from the 2023 agreement due to additional EL technical support. This cost includes training and support with all program users, EL form scanning and processing HLS (Home Language Surveys), for identifying EL students for the October 1 consolidated report and the bilingual audit. In addition, the agreement includes support to help teachers and administrators write ELAPS (English Language Academic Plans), and track WIDA (World-Class Instructional Design and Assessment), testing for all EL students. This process has proven to increase efficiency by taking paperwork processing and organization out of the educators' hands. Teachers and administrators will also be able to generate individual learning plans to track EL student progress toward English acquisition and generate parent letters in multiple languages.

Title III, Part A-EL federal funds will be utilized to cover the cost of the program.

I recommend approval of the agreement between Guthrie Public Schools and EduSkills, LLC.

Eduskills LLC
Cloud-Based Software & Consulting

EL Cloud-Database Quote

Eduskills LLC
10400 Vineyard Blvd., Suite F
Oklahoma City, OK 73120
taylor@eduskills.us

SERVICE PERIOD: SCHOOL YEAR 2023
THROUGH JUNE 30TH, 2024

TO: Carmen Walters M.Ed.
Executive Director of Federal Programs
802 East Vilas
Guthrie, OK 73044

DESCRIPTION	QUANTITY	RATE	TOTAL
EL Technical Support (Includes database access and support for a total of 2 district level, 7 site level users)	5.5 (days)	\$2200	\$12,100
TOTAL			\$12,100

Please submit this estimate and a purchase order to EduSkills LLC. We will then send an invoice and activate your service.

Accepted by _____

Date _____

**We reserve the right to change our pricing structure at any time prior to quote acceptance.*

EL Cloud-Database Service Description

EL Technical Support

- EL Form Scanning & Processing: EduSkills will support EL identification and October 1 consolidated report support by scanning and processing HLS forms for bilingual audit. Increases efficiency by taking paperwork processing and organization off of educators' hands and increases funding for districts.
- ELAP Generator: 2 district level and 7 site licenses. Supports federal and state compliance by generating learning plans, tracking students' progress toward English acquisition, and generating parent letters in multiple languages. Supports professional development and saves time on reporting requested data for compliance and standardized testing.
- ELD Admin. Analysis and Reporting: Generate WIDA comparison and state assessment data reports to support district-level EL program planning. Provides school administrators with detailed district-level ELD data that supports state and federal required reports.
- Instructional Coach- Access for 2 district-level users and 7 EL Specialists/Instructional Coaches. This module allows EL specialists to support teachers in planning lessons with extensive recommendations for ELs. ELD coordinators also have the option to collaborate with teachers easily and to communicate specific standards-based recommendations and activities for all levels of ELs.



PCCO #005

Lambert Construction Company
 2508 East 6th Ave.
 Stillwater, Oklahoma 74074
 Phone: +14053721444

Project: 22-0205 - Guthrie Hi School Renov
 200 North Crooks Drive
 Guthrie, Oklahoma 73044

Prime Contract Change Order #005: PCCO #05 - Plumbing Modifications in 106 & 107

TO:	Guthrie Public Schools 802 East Villas Avenue Guthrie, Oklahoma 73044	FROM:	Lambert Construction Co PO Box 1868 Stillwater, Oklahoma 74076
DATE CREATED:	7/05/2023	CREATED BY:	Chris Allen (Lambert Construction Co)
CONTRACT STATUS:	Approved	REVISION:	0
DESIGNATED REVIEWER:	Mike Simpson (Guthrie Public Schools)	REVIEWED BY:	
DUE DATE:		REVIEW DATE:	07/05/2023
INVOICED DATE:		PAID DATE:	
SCHEDULE IMPACT:	21 days	EXECUTED:	No
		SIGNED CHANGE ORDER RECEIVED DATE:	
CONTRACT FOR:	22-0205:Guthrie High School Renovations	TOTAL AMOUNT:	\$29,193.00
DESCRIPTION:			
ATTACHMENTS:			

POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER:

PCO #	Title	Schedule Impact	Amount
013	Plumbing Modifications in 106 & 107	21 days	\$29,193.00
Total:			\$29,193.00

CHANGE ORDER LINE ITEMS:

PCO # 013: Plumbing Modifications in 106 & 107

#	Budget Code	Description	Amount
1	02-0020.S SUB Demolition Building.SUBCONTRACT	Demo existing CMU walls	\$2,150.00
2	09-0010.S SUB Drywall & Acoustic.SUBCONTRACT	Metal stud framed walls w/ cement backerboard for tile	\$1,800.00
3	22-0010.S SUB:Plumbing.SUBCONTRACT	Plumbing modifications	\$15,243.00
4	01-1001.G Project Manager.GENERAL	LCC General Conditions - 2 weeks	\$7,006.00
5	01-1071.G Builder's Risk Insurance.GENERAL	Insurance (0.40%)	\$104.80
6	01-1060.G Performance/Maint Bonds.GENERAL	Bonds (0.9%)	\$235.79
7		Overhead & Profit (10%)	\$2,653.41
Grand Total:			\$29,193.00

The original (Contract Sum)	\$1,551,000.00
Net change by previously authorized Change Orders	\$41,492.00
The contract sum prior to this Change Order was	\$1,592,492.00
The contract sum will be increased by this Change Order in the amount of	\$29,193.00
The new contract sum including this Change Order will be	\$1,621,685.00
The contract time will be increased by this Change Order by 21 days.	



Sean Willis (The Stacy Group, Inc.)
222 East 10th Street Plaza
Edmond, Oklahoma 73034

Guthrie Public Schools
802 East Villas Avenue
Guthrie, Oklahoma 73044

Lambert Construction Co
PO Box 1868
Stillwater, Oklahoma 74076

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE



Plumbing Connection, LLC
 PO Box 8463
 Edmond, OK 73083
 Office (405) 920-8124
 Oklahoma State Plumbing License 110251

Change Order Request
 COR-006

Project
 Guthrie HS

Contractor
 Lambert Construction

Scope of Work *Demo and repipe of existing water manifold, Demo and repipe of existing vent piping Restrooms 106/107*

- *Price for excavation are for favorable working conditions. If conditions such as rock formations, high water table or any other unforeseen problems requiring additional materials, time and labor, the responsible individual will be notified before work continues.*

Additional expenses for chipping and/or excavation will be \$125/hour plus equipment rental All expenses will be tracked by superintendent on site.

Section	Description	Units	Cost
Material	Pipe and Fittings (see quote)		\$ 3,503.89
Material	Insulation		\$ 453.35
		WK	
Labor	Field Labor - Journeyman \$68/hr	96 HR	\$ 5,984.00
Labor	Field Labor - Apprentice \$44.50/hr	96 HR	\$ 3,916.00
Labor Breakdown	Demo-24 hrs	Material	\$ 3,957.24
	Domestic Rough-40 hrs	Rentals	\$ -
	Sanitary Rough-32 hrs	Labor	\$ 9,900.00
		Subtotal	\$ 13,857.24
		OHP	\$ 1,385.72
		Total	\$ 15,242.96

GUTHRIE PUBLIC SCHOOLS



Activity Fund Policies and Procedures Handbook

**Guthrie Activity Fund Office
Administration Building
802 East Vilas**

**Guthrie, OK 73044
Phone 405-282-8900, Ext. 8947
Fax 405-282-5904**

REVISED ~~DECEMBER 12, 2022~~ July, 2023

Table of Contents

Introduction	Page 3
Purchasing Procedures	Page 4-5
Receipting & Depositing Procedures	Page 5-6
District Visa Card	Page 7
District Sam's Club Card	Page 7
Start Change	Page 7
Insufficient Checks	Page 7-8
Cash Incentives	Page 8
Gratuity	Page 8
Gift Cards	Page 8
Concession Sales	Page 8
Internal Control Procedures	Page 8-9
Travel/Field Trip Guidelines	Page 9
Raffles/Ticket Drawing Guidelines	Page 9-10
Transfers	Page 10
Cash Advances	Page 10
Accounts Payable/Check Processing	Page 10
Staff Reimbursements	Page 10
Staff Expenditures	Page 10
Donated Equipment, Supplies & Materials	Page 11
Sponsor Responsibilities	Page 11
Booster Clubs (Sanctioned & Unsanctioned)	Page 11
Allowable Expenditures	Page 12-13
Fundraiser Procedures	Page 13
Board Approval Required - Fundraisers	Page 14-15
Non Profit Resale Guidelines	Page 16
Sanctioning Policy	Page 16-20
Oklahoma State Law & Regulations	Page 20-25
GPS Board of Education Policy	Page 25-27
GPS Project (Account) Listing	Page 27-29
GPS Program Listing	Page 29-31
Summary	Page 31-32
Insufficient Check Notification	Page 33
Listing of AF Forms found on Bluejay Bundle	Page 34
Sanctioned Organization Financial Reports	Page 35-36
Exhibit A	Page 37
Bank Info Form	Page 38

INTRODUCTION

The information collected in this handbook is provided to the employees and staff of Guthrie Public Schools with the most accurate policies and procedures for use of Activity Fund, as an aid to comply with all State of Oklahoma Law, and State and Local Board of Education policy and procedures.

The information is accumulated from State Law of Oklahoma, under the direction of the State Superintendent of Public Instruction and Oklahoma State Board of Education, along with the policies set forth by the Guthrie Public Schools Board of Education.

All subaccount financial data is a part of the district's final revenue and expenditure as reported to the State Department of Education. The final financial data is also forwarded to federal reporting agencies as applicable.

ACTIVITY FUND PURCHASING PROCEDURES

- Go to <https://ok.wengage.com/Guthrie> or on the GPS website under Staff Links, WenGage
- Click Purchase Requisition
- Choose Un-submitted
- Select New
- Leave **RQ No** Blank
- Choose the Fund (60 for Activity Fund)
- Choose the Purchase Approval (Technology requests have a separate approval code)
- Choose Location (your site)
- Choose Vendor name by typing the Vendor name and clicking on the correct choice when it appears. Choose carefully because the vendor you choose is the vendor that will be paid.
- Enter a Description
- Click Save
- Click the word Requested
- Click New on the right side
- Enter a Description for the 1st item (Be specific, include as much information as possible including if it is for resale)
- Enter a Unit Price
- Optional: Enter the Item Number (Include this if someone other than yourself will be placing the order.)
- Change the Quantity
- Click Add New
- DO NOT Enter anything unless instructed to do so by the Financial Secretary or you know your Project (Account) number.
- Click Save
- Repeat the last 4 steps for each item you are buying ● Click Back to Requests
- Click the “Select “box next to Requisition you entered
- Click Submit
- A detailed description of items to be purchased is required and will assist in the OCAS coding required by the State Department of Education. (Ex. Resale/nonprofit, resale fundraiser, instructional, field trip w/date of trip, etc.).
- Include shipping/handling charges in your total amount requested
- Once processed an accounting copy will be emailed to the financial secretary and the purchase order will be emailed to the requesting employee.
- When your purchase order is received you may order or make purchase. Purchase only items listed on purchase order request. If purchase is going to be over the purchase order requested amount due to change in price, request an increase of purchase order prior to making purchase or placing order when possible. This must be done on a “Request PO Increase” **prior to the purchase**. If purchase exceeds

25% of the available balance, you may be required to sign an Acknowledgement of Violation form.

- Packing slips are attached to the purchase order, to verify the purchase was made after the purchase order was issued. Therefore, **DO NOT** order until purchase order is obtained. Regardless of the invoice date, the purchase will be in violation if merchandise is received prior to purchase order date.
- Once the merchandise/services are received, the vendor must submit an itemized, invoice for payment. Itemized means it must have a quantity, price per item, & the total. (Quantity x price = amount due). Invoice must also have the date of service/purchase date.
- No invoice will be paid prior to receipt of goods or services regardless of contract signed by sponsor/principal, as no contract is legally binding unless approved by the BOE. Deposits can be made, but balance will only be paid after goods and/or services are rendered.
- Receipts/invoices must be on computer generated receipt or letterhead with vendor information. If unable to produce such, vendor signature is required.
- Receipts/Invoices should be turned in immediately for payment, but no later than 30 days from purchase.
- Complete an “Activity Fund Pay Request for Purchase Order/Contracts” form and attach to the invoice. Turn into the site financial secretary.
- All blanket purchase orders will automatically close at the end of each nine week period. A new purchase order request will be required at that time as well.
- Technology related purchase order requests must be approved by Technology Director prior to being assigned a purchase order number. Use approval code #1 when requesting to direct to Technology for approval.
- Any employee in violation of these procedures may be required to sign an “Acknowledgement of Violation” which may be placed in their personnel file.

ACTIVITY FUND RECEIPTING/DEPOSITING PROCEDURES

- Sponsor/Teacher shall issue pre-numbered receipts to all individuals who have collected funds on behalf of the activity fund organization.
- Receipts must be issued each time money (\$5 and over) changes hands.
- All pre-numbered receipt books shall be checked out and returned to the Financial Secretary at the end of each school year.
- Multiple collections received of less than \$5.00 per person; the sponsor/teacher shall maintain a list of these collections. The list should include the date, individual’s name, and amount. At the end of the day, the sponsor/teacher shall issue a receipt for the total amount listed. The list shall be maintained with the receipt issued.
- Receipts can be voided by writing “VOID” across the receipt. **DO NOT**

REMOVE ORIGINALS OF VOIDED RECEIPTS FROM THE BOOK.

- The receipts issued should reflect the following information:
 1. Date money received

2. Person from whom the money is received.
 3. Amount received which should reflect the total checks & cash;
 4. Identify the specific fundraiser; and
 5. Identify the account number to which the funds should be credited.
 6. Receipt numbers range from sponsor book. (Ex. 73561-73568)
- A deposit slip shall be prepared documenting the amount received (checks & cash); source of funds, and the account(s) funds should be credited to. The deposit slip, receipt book, and money should be turned into the Financial Secretary for deposit.
 - Sponsor/Teacher shall remit **daily** to the Activity Fund Custodian or Site Secretary. There will be a designated employee to take deposits in the absence of the Financial Site Secretary.
 - The Site Secretary, in the presence of the Sponsor/Teacher, shall count the funds received, verify the receipt and sequence, the total amount & issue a receipt to the Sponsor/Teacher for the funds received which shall be attached to sponsor/teacher receipt(s). The total checks and cash received shall correspond with the receipts issued. Sponsor receipt numbers shall be noted on financial secretary's receipt. ● The Financial Secretary will drop deposit in bank night deposit when deposit is \$100 or more nightly and no less than once a week if less than \$100.
 - All currency should be facing the same direction and clipped as follows:

Ones-----	\$25.00
Fives-----	\$100.00
Tens-----	\$200.00
Twenties-----	\$500.00
 - Loose change should be sent in a coin bag or plastic baggie. Do not put loose change in the deposit bag.
 - Checks should be made out with the correct school site name.
 - Do not accept post-dated checks
 - All receipts should be totaled and reconciled to the currency, coins & checks received. The total funds received should balance to the daily receipts.
 - A Farmers & Merchants Bank deposit slip will be completed and accompany the locked money bag and dropped in the night deposit box at the 1800 E. Oklahoma Avenue branch.
 - Put the Activity Fund Account number & activity program number if known on the check. If a check is made out to a teacher/student, etc., it must be endorsed before it is sent to the Activity Fund Custodian.
 - Checks should be facing up and clipped together with a calculator tape of checks totaled.
 - Donations must be deposited and utilized as stipulated by the donor.
 - No sponsor/teacher shall keep money in their possession overnight.
 - Sponsor/Teachers collecting money after school hours shall check out a money bag, and keys to the bank night deposit box and a Farmers & Merchants Bank deposit slip to be completed by sponsor/teacher. No money shall be kept overnight. The Activity Fund Custodian will issue a receipt when the bag is picked up from the bank the following business day.

- In the case of stolen money, **immediately** notify your administrator. The police must be called and a report must be filed. Attach a copy of the report to the receipt(s) of the missing money and send a copy to the Activity Fund Custodian.
- Any employee in violation of these procedures will be required to sign an “Acknowledgement of Violation” which may be placed in their personnel file.

DISTRICT VISA CREDIT CARD

- The credit card can be checked out with prior authorization.
- Contact the Activity Fund Clerk in advance to reserve a card.
- When you call to reserve the card you should know your purchase order number and the date you will pick up the card.
- You will be required to turn in the original itemized receipt when the card is returned.
- The district has limited cards so they will be reserved and checked out on a first come first serve basis. To avoid disappointment, reserve early.

SAM’S CLUB CARD

- Sam’s Club accepts Visa.
- Request a Purchase Order to Sam’s Club-Edmond.
- Call or email the Activity Fund clerk to reserve the Sam’s card & VISA or send a shopping list to the Activity Fund clerk to place order online. Include a date & time you want to pick up.
- Sam’s will pull the order and you will have 48 hours to pick it up if ordered online. ● Original invoice/receipt must be turned in when returning Sam’s card.

START CHANGE

- Complete a purchase order request, indicating purchase request is for start change and event; include date(s) of event.
- The vendor should be the name of the employee responsible for the check/cash.
- Send a check request with the date the change is needed. Checks are processed on Thursday afternoons.
- A check will be processed and sent in interagency mail for the date requested.
- Start change shall be returned at the end of the event along with deposit.

INSUFFICIENT FUND CHECKS

- In the event a check is returned to the District by the bank for insufficient funds, the Activity Fund Clerk will charge the check back to the proper sub-account and forward a receipt to the sponsor. See example on page 34.

- A letter will be sent to the patron notifying patron of returned check and instructions for paying. If there is no response a second letter will be sent after 1 week. If no response after 1 week of the second letter being sent, the check will be forwarded to the District Attorney's office for collection.
- Patrons should be referred to the Activity Fund Clerk with any questions or payments. Please do not collect on site unless instructed to by the Activity Fund Clerk.
- When funds are collected either from patron or the district attorney's office, they will be re-deposited into the sub-account, and a receipt will be forwarded to the sponsor. See example on page 34.
- A list will be sent to each site Financial Secretary periodically. If a check is accepted from a patron already on the "Do Not Accept" list, the check may be forwarded back to the sponsor that accepted the check for collection.
- All fees received from the collection of an insufficient check will be deposited into the Administration Misc. Account.

CASH INCENTIVES

- Monetary incentives are not an allowable expenditure.

GRATUITY

- 18% gratuity is allowable for student activity meals when out of district.

GIFT CARDS

Gift Cards are not an allowable purchase under any circumstance.

CONCESSION SALES

- Money should be counted & recorded on a deposit slip. The money and slip should be signed by two individuals.
- After the collections are counted, the sponsor should issue a prenumbered receipt.
- If concessions sales are after school hours, the deposit should be made in the same manner as the deposit for the athletic & special event gate sales noted previously.

INTERNAL CONTROL PROCEDURES

Receipting & depositing game & event admissions

- Issue a pre-numbered ticket (available through the Activity Fund Custodian) to each individual attending the event. (The tickets should be a different color for adults, children, senior citizens or other reduced tickets.) Documentation of the beginning ticket numbers should be maintained by the Activity Fund Custodian or Site Secretary.

- If making or purchasing tickets the AF clerk must be informed of the beginning & ending ticket numbers prior to the sale of tickets. Also if any tickets are given away or disposed of in any way a signature by the person accepting/or disposing of the tickets must be obtained on a separate ticket report.
- The admission fee should be collected and tickets issued by one individual and then a second individual should monitor the gate and collect the ticket stubs.
- At the end of the event, the collections should be reconciled to the tickets issued and signed by the individuals involved.
- The collections should be given to the designated individual to be placed in the bank's night depository. This individual should issue a receipt to the gate personnel.

TRAVEL/FIELD TRIP GUIDELINES

- All field trips must have prior approval from Mr. Ogle or Mrs. Chapple unless OSSAA sanctioned.
- All out of state trips must have Board of Education approval.
- All overnight activity trips requiring student payment must be paid in full prior to trip. Those students unable to pay prior will not be allowed to attend. The Activity Fund account responsible for payment of trip expenses must have the funds in the account to cover all expenses of trip, prior to the trip.
- Travel & meal payments for students **must be itemized**. It is your responsibility to verify that the receipt is accurate and no taxes charged before you sign for purchase. Tax cannot be reimbursed. To receive overnight per Diem use the IRS Per Diem Rates @ <https://www.gsa.gov/travel/plan-book/per-diem-rates>; attach a copy of the trip request to the "Out of District Travel Reimbursement" form.

GUIDELINES FOR RAFFLES/TICKET DRAWINGS

- Pre-numbered tickets must be issued. One ticket stub will be issued to the participant and the school will retain the other ticket stub which must be turned into the Activity Fund clerk with deposit for reconciliation.
- School officials must be actively involved in supervising the drawing of the ticket stub or stubs.
- All funds received in connection with the drawing shall be accounted for in accordance with district activity fund procedures.
- Cash & non-cash prizes may be used as drawing winnings.
- Drawing participants should be notified that the proceeds of the drawing may be considered taxable income for state & federal tax purposes. The fair market value of the winnings must be disclosed. The winning prize for drawings will be limited to a fair market value not to exceed \$5000.00.
- **Tax considerations must be followed.** If the fair market value of the winning cash prize is less than \$600 then there are no tax considerations to be followed. For cash or non-cash prizes that have a fair market value of \$600 or more and under \$5000 the winnings must be reported through the issuance of a 1099 to the IRS and the

- recipient. **Information such as name, address, and social security number must be obtained from the recipient for winnings greater than \$600.**
- Schools and affiliated organizations shall not conduct casino nights and other forms of gambling.

TRANSFERS

Monies from school activity accounts may be transferred to other approved school account after Board approval. Transfers are only done monthly because they require Board approval. A “Request to Transfer” form can be found on the school district website under the heading of “Bluejay Bundle”. Request must be received in the Activity Fund office one week prior to the scheduled Board of Education meeting.

CASH ADVANCE FOR TRAVEL

Cash advance for travel should be requested no later than a week prior to travel. The following forms should be completed:

1. Request for Activity Fund Cash Advance Form, must be completed and signed by the administrator of the account. This form is available on the district website. Please read the form carefully before signing.
2. A Purchase Order Request must be completed. The Vendor should be the name of the person accepting the cash advance.
3. Original receipts must be turned into the Activity Fund clerk documenting travel expenses and unused monies re-deposited in the account immediately after the trip.

ACCOUNTS PAYABLE/CHECK PROCESSING

- Checks are processed every Thursday afternoon during the school year. Check requests for start change/cash advance should be in the Activity Fund office the day prior to processing. **“Please plan ahead”**
- **DO NOT SIGN** contracts agreeing to “payment on receipt” as checks are not cut on demand.

STAFF REIMBURSEMENT

- Staff reimbursements are allowable for approved travel expenses.
- Complete a purchase request in your name prior to the date(s) of travel.
- Turn in all receipts for reimbursement upon return. ● Tax is not an allowable reimbursement.

STAFF EXPENDITURES

- Purchases of personal items for employees must be made from the faculty or PTO accounts only, with at least one non-employee parent PTO officer’s approval.
- Expenditures that provide personal benefit to staff **must** be reasonable in cost.

- Purchase of apparel used in the performance of an employee’s duties are allowable from other accounts but must be inventoried and returned to the school district at the end of useful life or at the end of employment relationship.

DONATED EQUIPMENT, SUPPLIES AND MATERIALS

- All equipment, supplies & materials received through donation become district property and are governed by district policy & procedures
- This requirement also applies to donations received as a result of requests made on social media sites (ex. Donors Choose).
- A fundraiser request is required if donations are solicited either from local individuals and organizations or through social media.

SPONSOR RESPONSIBILITIES

- Obtain an authorized purchase order prior to making order or purchase of merchandise/services.
- Issue receipt for all funds collected.
- Submit receipt book & funds for deposit on a daily basis.
- Submit vendor invoice/receipt for payment immediately.
- Account reconciliation should be done monthly. Report discrepancies immediately.
- Ensure that all state & Board of Education laws & guidelines are followed.
- Do not leave money in your desk overnight or leave unattended in classrooms. ● Turn all money in daily.
- Complete a “Ledger Sheet” monthly. Your balance should be the same as the Activity Fund Clerks balance. If you have had no activity in your account for the month, you can sign off “no activity”. This will help to catch any coding mistakes that have been made.

The Activity Fund and all subaccounts are included in the district’s annual audit.

1. Audit citations on specific subaccounts will be the responsibility of the sponsor/coach/parent representative (hereafter referred to only as sponsor) to ensure corrective steps are taken to clear the finding.
2. Repeated failure to adhere to all requirements will result in:
 - *The sponsor being removed from the activity – or –
 - *The activity being removed as approved activity of the district.
 (Decisions will be made based on the situation and cause.)

BOOSTER CLUBS (SANCTIONED & UNSANCTIONED)

A list of all unsanctioned Booster Club/PTO representatives should be forwarded to the Activity Fund Custodian by at the beginning of the school year.

- No Account transactions will be processed without the signature of all of the following:
 1. Booster Club representative

2. Account Sponsor
 3. Site Administrator
- No changes to original purchase order will be made without a change request with Unsanctioned Booster Club representative signature. (Ex. Increase in quantity, change of vendor, increase of dollar amount, etc.)
 - Unsanctioned Booster Club representative will not be allowed to set up vendor accounts in their name. All purchases/orders will be done by either the Booster Club sponsor, Site Financial secretary or the Activity Fund Custodian.
 - Sanctioning of a GPS Activity Fund account requires Board of Education approval.
 - All sanctioned booster clubs shall provide Guthrie Public Schools with contact information of said booster club officers.
 - Sanctioned Booster club accounts must be responsible for all expenses incurred by the booster club.
 - An itemized financial report of all sanctioned booster clubs must be submitted for Board of Education review by August 31, XX, copy of bank information form, and updated officers list for the September board meeting.

Types of Allowable Expenditures

Activity fund operation expenses (checks, purchase order forms, etc.)
 Appliances (refrigerator, microwave, etc.)
 Assemblies and speakers
 Athletic equipment, uniforms, clothing and supplies for student/coach
 Banquet/reception expenses & supplies
 Building improvements
 Camp fee's (cheerleading, student council, etc.)
 Change (start change)
 Classroom equipment/improvements
 Classroom supplies/materials
 Clothes for the needy
 Club refreshments and parties (student)
 Contest entry fees
 Copier rental fees, repairs & expenses
 Custodial supplies
 Donations
 Dues & fees
 Expenses relating to competition or shows held for students (science fairs, track meets, band, FFA, etc.)
 Film and developing expenses
 Films & videos (rental and/or purchase)
 First aid supplies
 Flowers & Plants for student activities
 Fund raising expenses

Graduation expenses
Homecoming festivity expenses
In-service training & workshop fees (professional development)
Incentives/rewards
Library books, periodicals, & newspapers
Luncheons
Maintenance of grounds
Marquee
Meeting expenses
Memorials
Office equipment, furniture & supplies
Physical education equipment & supplies
Postage & freight expenses
Printing expenses
Prom expenses
Refunds
Registrations
Reimbursements (Transfers to general fund at year end)
Rental fees
Repair & maintenance
Ribbons, trophies, awards, & plaques
Scholarships
School pictures
Service projects
Student productions (plays, concerts, etc.)
Student store, concession stand, supplies
Student transportation, substitutes & bus drivers
Student travel & related expenses (lodging, meals w/15% gratuity)
Student uniforms & accessories
Student workshops & conventions
Telephone expenses
Tests, tutoring
T-shirt, sweatshirts, hats, book bags, etc. (for resale or uniforms)
Vending supplies
Workers at student events (gate, security, officials, concessions, clock, ticket, bus drivers, etc.)

ACTIVITY FUND FUNDRAISERS PROCEDURES

All fundraisers must have the approval of the Board of Education.

The Board of Education requires a complete and accurate accounting of all inventory received for sale from the time it is received on site until the remaining product is either sold or returned for credit. These procedures must include a requirement to account for

every item of product, by name of student or sponsor, from the point they receive possession to the point they turn in sales collection or unsold product.

It is a violation of Oklahoma State Law to use cash collections to purchase additional supplies and materials while conducting a school sponsored activity. All funds collected (cash & checks) must be receipted and deposited into a Board approved school activity fund. Also, all items purchased should be expended and coded through the schools' activity fund. You are not allowed to use money collected at an event (such as a car wash or carnival) to purchase additional items that are needed for that event. Although it may equal the same net profit at the end of the process, all funds must still be deposited in and out of the school activity fund in order to have a proper audit trail. It is a good practice for sponsors to prepare a purchase request in their name for misc. reimbursements at the beginning of each semester. Therefore, in the case you are at a school event and additional items are needed, we recommend that a sponsor purchase the items with their personal funds. After the event, the sponsor can submit an original, itemized receipt to obtain reimbursement from the activity fund. However, we cannot reimburse sales tax. Adhering to this policy protects teachers and sponsors from accusations of theft and/or fraud.

Additional procedures include the following:

- A Fundraiser Request Form can be found on the Bluejay Bundle on the school district website and must be completed and signed by sponsor & site principal.
- The Child Nutrition Director must review and sign all food sale fundraiser requests.
- All requests must be typed and turned into the Activity Fund Clerk 45 days prior to the date of the fundraiser.
- Request should be received by the Activity Fund Custodian no later than the last Friday of the month prior to each monthly Board Meeting.
- All Fundraisers require an After Sale Accountability Form be completed at the close of the fundraiser. If After Sale Accountability is not received by the Activity Fund Clerk within 30 days from the close of the fundraiser, no future fundraiser requests will be accepted for Board approval until form is received.
- Activity Fund money belongs to the school district and is under their guidelines for disbursement. Money earned through fund raising activities may not be earmarked as belonging to individual students. To allow students to earn money for their personal use through fundraising activities has been determined to be improper by our auditor.

BOARD OF EDUCATION APPROVAL REQUIRED FOR INCOME PRODUCING ACTIVITIES INCLUDING THE FOLLOWING:

Advertising (ads, programs, sponsorships)

Bake sales

Banquets (if tickets are sold)

Bazaars

Book fair
Brochure sales
Candy sales
Calendars
Car Wash
Carnivals/Field Days
Compatibility Survey/Matchmakers
Concert (admission)
Concessions (excluding athletic events)
Cookbooks
Dances
Discount vendor cards
Donations (if solicited, including social media request such as **Donors Choose**)
DVD sales Face Painting
Firework Stand
Food sale (if conducted in school cafeteria must have Food Service Director & BOE approval)
Garage Sale/Yard Sale
Golf Tournaments (Unless OSSAA sanctioned)
Holiday grams (Valentine grams, Boo grams)
Jump Rope/Walk a thons
Magazine subscription sales
Newspaper
Parking permits
Plant Sales
Plays/Musicals/Talent Show (Admission)
PTO Store
Raffle/Ticket Drawing
Recycling (Aluminum can, paper &/or ink cartridge collections)
Resale items with profit
Sale of student projects
School Pictures
Silent Auction
Snack sales (popcorn/Capri sun, etc.)
Sports Clinics
Student ID's
Student sales to the general public
Student store
Supply fees
T-shirts, sweatshirts, backpacks, hats, etc.
Ticket sale (plays, musicals, concerts, banquets, dinners, drawings, etc.)
Trophy Auction/Sponsor
Vending

Yearbooks

NON PROFIT RESALE GUIDELINES

The Board of Education does not consider funds collected for non-profit a fundraiser. Therefore, sources of revenue collected for non-profit do not require a fundraiser request to be approved by the Board of Education for the following activities:

Commissions & rebates

Copy fees

Donations -Unsolicited

Entry Fees

Employee contributions/donations (If other than monetary must provide documentation of donation) Facility use fees

Field trip

GED fees

Grants

Interest

Library fees

Lost book fees

Petty cash (from General Fund)

Registration fees

Restitution (bogus checks & fees)

Scholastic Book orders

Scholarships

Summer school tuition (transferred to the General Fund)

Testing fees

Tutoring

SANCTIONING POLICY

The Board of Education of the Guthrie School District believes that student achievement programs and parent-teacher associations and organizations can advance the educational goals of the Board of Education and confer a benefit to the students of the School District. It is the purpose of this policy to establish guidelines for the sanctioning of student achievement programs and parent-teacher associations and organizations that raise money and collect revenues for the benefit of students. Only those student achievement programs and parent-teacher associations and organizations sanctioned in accordance with this policy will be exempt from the statutory controls over school activity funds found in the Oklahoma School Code OKLA. STAT.tit.70, Section 5-129.

Sanctioning Procedure for Student Achievement Programs and Parent-Teacher Associations and Organizations

1. The School District may sanction student achievement programs and parent-teacher associations and organizations that according to the Board's determination, advance the educational objectives of the School District, are beneficial to students and meet the requirements of this policy.
2. In determining whether a student achievement program or a parent-teacher association or organization should be sanctioned by the School District, the Board of Education may consider: (1) if the program, association, or organization promotes activities that are an extension, expansion, or application of the School District curriculum; (2) if the program, association, or organization assists student government or activities in carrying out special projects or responsibilities; (3) if the program, association, or organization assists student clubs organizations, and other student groups in raising funds to promote activities approved by the Board of Education; and (4) supplemental information provided by the student achievement program or by a parent-teacher association or organization in support of its application.
3. An application by a student achievement program or by a parent-teacher organization to the Board of Education requesting sanctioning shall include the following: (1) a statement of its purpose, goals, organizational structure, and membership requirements; (2) a detailed statement of how the School District and its students will benefit if the organization is sanctioned; (3) a statement of nondiscrimination consistent with all Oklahoma and federal laws; (4) an itemized financial report as defined by Board of Education regulations, which has been performed on such; and a copy of the most recent 990 form filed or tax returns.
4. The application shall be submitted to the principal for preliminary review. The principal shall forward the application to the superintendent; the superintendent shall make a recommendation to the Board of Education. The Board of Education shall review the application and shall sanction or decline to sanction the applicant.
5. The decision of the Board of Education is final and non-appealable. In order to maintain the status of a sanctioned program, association, or organization in accordance with this policy, the superintendent of schools or the Board of Education may require from any such program, association by an independent accounting firm at the expense of the sanctioned program, association or organization, on an annual basis, that a financial audit be performed on the program, association, or organization by an independent accounting firm at the expense of the sanctioned program, association, or organization. If required by the superintendent of schools or the Board of Education, the audit shall be submitted to the superintendent within ninety (90) days of the superintendent's request. The Board of Education shall review the audit submitted and determine if the program, association, or organization is entitled to continue to be sanctioned in accordance with this policy and if its funds should continue to be exempt from the statutory controls over student activity funds found in the Oklahoma School Code, OKLA.STAT. tit. 70 section 5-129. Otherwise, an annual financial report as defined by Board of Education regulations will be required. The financial report shall be submitted to the superintendent by September 1 of the year following the year of original approval and every year thereafter.

6. The superintendent of schools or the Board of Education may, at any time they deem warranted, request copies of any and all records maintained by the program, organization or association. Copies of records must be promptly provided upon request of the Board or superintendent.
7. The Board may, and non-appealable.
8. The organization may maintain bank, financial, and tax exempt status separate from the school. The organization will provide to the board of education, annually or upon request, a complete set of itemized financial records or detailed treasurer's report, copy of bank information form, and an updated officers contact list.
9. Any plan, project, or movement instituted to expand, modernize, renovate, or render maintenance to school-controlled and/or owned properties, or provide academic achievement awards and other educational recognition at its discretion, withdraw sanctioning at any time it deems it is in the best interest of the School District. Any decision of the Board of Education to withdraw sanctioning is final to students or student bodies will be presented to the board of education in official session for its consideration, comment, evaluation, approval, and sponsorship. This must be done before any public announcement is made.
10. In no manner will board sanctioning of an organization preclude the organization from compliance with state and federal laws as they pertain to equal opportunity and treatment of all students. Gifts or services provided to the school should benefit both boys' and girls' activities.

Please let us know if any contact information changes from what was on your application. Anita Paul 282-8900 ext.8947 or anita.paul@guthrie.net.

Recommended Practices

- Annual election or affirmation of officers.
- Periodic meetings open to the membership
- Full financial disclosure to the membership
- Surety bonds for treasurer and others who handle money Officer liability insurance
- System of internal controls over cash, including segregation of duties as much as possible.

Segregation of Duties

Ideally,

- The person who orders/purchases an item should not be the one who pays for it.
- The person making the purchase should not be the one who approves it.
- The person who collects money should not be the one who deposits it.
- The person who reconciles the bank account should not be the one who takes the collections.
- The person who writes the checks should not be the one who reconciles the bank account.

Recommended Minimum Internal Controls-Receipts

- Money kept safe with controlled access
- Collections listed when received
- Money deposited intact by a person other than the one collecting it
- Listed collections verified to deposit total
- Bank account reconciled monthly
- Bank reconciliations reviewed by another

Recommended Minimum Internal Controls-Disbursements

- All purchases approved in advance by someone other than the person making the purchase
- Goods checked to see they are received as ordered.
- Invoice checked to items received and order pricing; signed by person who accepts responsibility
- Signature and countersignature required on checks
- Check signer reviews documentation before signing check
- Cancelled checks listed and accounted for

Good business practices protect your assets, your officers, and your members!

What is Sanctioning?

- Allows organization to operate for benefit of students
- Board of Education has complete discretion in the sanctioning of organizations. Sanctioning Does NOT Equal control
- Board of Education does not control funds
- Board of Education does not ensure that organization complies with applicable state and federal laws
- Organizations may NOT use school district's tax-free status
Common Mistakes made by 501(c) 3
- Form 990: Sanctioned Organizations must file IRS Form 990. This is the annual "Return of Organization Exempt Form Income Tax." IRS form 990N may be filed in lieu of form 990 when gross receipts are less than \$25,000.
- Many organizations overlook the need to report compensation of \$600 or more to the IRS. Awards, fees, and similar payments must be reported on Form 1099MISC, which must be sent to the recipient no later than January 31st, and to the IRS, with a Form 1096 transmittal, no later than February 28.
The IRS may deem payments to District employees by sanctioned organizations to be taxable compensation.

- If your organization would like to make a gift of any amount to a District employee, please contact the District to ensure the gift is processed through the payroll office.

Ways to Protect Against Liability

- Insurance and bonds
- Good procedures
- Written documents to provide club “memory”
- Well thought-out activities and services
- Consider national affiliation (PTA vs. PTO)
- Remain under the control of the school activity fund

Additional recommendations

- Club Treasurer should not be the coach/sponsor of organization
- Treasurer should countersign all checks
- Keep minutes of each club meeting on file

Guthrie Public Schools Sanctioned Organizations

Guthrie Bluejay Boys Basketball Booster
 Club Guthrie Lady Jays Golf Booster Club
 Guthrie Hole-In-One Club, Inc.
 Guthrie Lady Jays Softball Booster Club, Inc.
 Guthrie Band Boosters Association
 Guthrie Football Booster Club
 Guthrie VIP (Vocally Involved Parents)
 Guthrie Wrestling Booster Club
 Guthrie Bluejay Summer Baseball
 Guthrie High School Cheer Booster Club
 Guthrie Girls Basketball Booster
 Guthrie Volleyball Booster

OKLAHOMA STATE LAW & DEPARTMENT OF EDUCATION REGULATIONS

The following words and terms, when used in this section, shall have the following meaning, unless the context clearly indicates otherwise:

“School activities” means cocurricular or extracurricular activities. Cocurricular activities are school-sponsored activities, under the guidance and supervision of LEA staff,

designed to provide students such experiences as motivation, enjoyment, and improvement of skills. Activities normally supplement the regular instructional program.

“Extracurricular activities” means all direct & personal services for public school pupils for their enjoyment that are managed & operated under the guidance of an adult or staff member. Extracurricular activities are usually not offered for school credit nor required for graduation; are conducted outside school hours, or a time agreed upon by the participants if partly during school hours and approved by school authorities; and their content of activities is determined primarily by the student participants.

The board of education of each school district shall exercise control over all funds on hand or hereafter received or collected, as herein provided, from student or other extracurricular or cocurricular activities conducted in the school district. Such funds shall be deposited to the activity fund. Deposit of funds subject to the requirements of school activity accounts shall be made daily; however, if cumulative deposits total less than One Hundred Dollars (\$100.00), a school district may provide for the deposit of such funds not less than one time per week. Disbursements from each of the activity subaccounts shall be by check countersigned by the school activity fund custodian and shall not be used for any purpose other than that for which the subaccount was originally created. The board of education, at the beginning of each fiscal year and as needed during each fiscal year, shall approve all school activity fund subaccounts, all subaccount fund raising activities and all purposes for which the monies collected in each subaccount can be expended. Provided, the board of education may direct by written resolution that any balance in excess of the amount needed to fulfill the function or purpose for which a subaccount was established may be transferred to another subaccount by the custodian.

The board of education of each school district may designate that any of the following revenue be deposited for the use of specific student activity subaccount, or to a general activity subaccount, within the school activity fund.

- 1. admissions to athletic contests, school or class plays, carnivals, parties, dances and promenades;*
- 2. sale of student activity tickets;*
- 3. concession sales, including funds received from vending concession contracts and school picture contracts approved by the district board of education, and cafeteria or lunchroom collections;*
- 4. dues, fees and donations to student clubs or other organizations, provided that membership in organizations shall not be mandatory;*

5. *income or revenue resulting from the operation of student organizations or club projects, provided such revenue is not derived from the sale of property, supplies, products, or other assets belonging to the school district;*
6. *deposit for or collection for the purchase of class pictures, rings, pins, announcements, annuals, banquets, student insurance, and other personal items; provided the cost of such items shall not be charged against other school district funds.*
7. *income collected for use by school personnel and other school-related adult functions.*
8. *all other income, revenue, deposits or collections of any nature, including, but not limited to Indian education support funds (parental cost); laboratory fees; fees for the use of equipment owned or rented by the school district; deposits or assessments for breakage or supplies used in instructional courses; sale, exchange, lease or rent of property, supplies or products originally acquired from funds belonging to the school district or through the management, use or production of property belonging to the school district shall be deposited with the school district treasure in accordance with the provision of 62 O.S. 2001~335.*

The board of education of such district may establish, by board resolution, a general fund refund subaccount within the school activity fund. The balance in the subaccount shall be determined by need, and it shall be provided by refunds and reimbursements received, including, but not limited to, rental income, reimbursements for lost and damaged textbooks, summer school and adult tuition, overpayments, and tax refunds. The subaccount may be expended only for the refund of revenues previously received and deposited either into the subaccount or activity fund be financed by depositing all or part of the applicable collections and that all refunds be make from that account. Any remaining balance in the refund subaccount shall be transferred to the school district general fund on or before June 30 each year.

The board of education of each district may establish a petty cash account to be used only for the purpose making small expenditures, such as postage, freight or express changes, provided no single expenditure from the petty cash account shall be made in excess of Seventy-five Dollars (\$75.00) and the total expenditures during any one fiscal year shall not exceed Two Thousand Five Hundred Dollars (\$2,500.00). The school activity fund custodian shall initiate the petty cash account by filing a purchase order/encumbrance against the general fund of the school district for the authorized amount of the petty cash account which shall not exceed Two hundred Dollars (\$200.00). The general fund warrant issued in payment of said claim shall be deposit in the petty cash account in the school activity fund.

All disbursements from the petty cash account shall be made in the same manner as other disbursements from the school activity fund, except no disbursement shall be made from the petty cash account unless a prenumbered, dated receipt be obtained and signed by the person receiving payment. A school board may designate a petty cash custodian to countersign petty cash checks in place of the school activity fund custodian. The school activity fund custodian shall file claims against the general fund of the school district for reimbursement of the petty cash account whenever the need shall arise. Each reimbursement to the petty cash account shall be coded to the appropriate function/object code as appropriate. Such claims shall be itemized in the same manner as other claims filed against the general fund, and shall have attached thereto the receipts covering each of the expenditures claimed for reimbursement. The total of the petty cash account balance and the receipts on hand awaiting reimbursement should equal at all times the authorized amount of the petty cash account.” (70 O.S. Supp 2001m ~5-129)

A prenumbered receipt shall be obtained when a check is drawn against the petty cash account, and all such prenumbered receipts shall be accounted for at the end of the fiscal year. If a prenumbered receipt is spoiled it should be marked “void” and attached along with others on which reimbursement is being claimed; the copy or stub should also be marked ‘void’ if one is being used.

None of the provisions pertaining to the petty cash account shall be construed to authorize the use of one fiscal year’s funds to pay obligations of another fiscal year. Therefore, any remaining balance in each petty cash account shall be transferred to the general fund on or before June 30 of each year.

The State Board of Education shall adopt appropriate rules and regulations and design standard forms for the proper conduct of the various student activity sub-accounts. (70 O.S. Supp. 2001, ~5-129).

The board of education of each district shall exercise control over all school activity funds except those funds which are collected by organizations chartered by the Oklahoma Congress of Parents and Teacher, Junior Achievement programs, and parent-teacher associations that are incorporated as a nonprofit corporation. Board approval on school activity funds and sub-accounts shall be specific. However, the language for approval for the various methods for raising funds and the purpose for which they are to be expended can be a general nature, the board may delegate authority through a board policy to school administrators to approve specific fund-raising activities during the year to be approved by the board at the next regular board meeting.

Title 70 O.S. Supp. 2001, ~5-129.1 provides: “Those funds which are collected by programs for student achievement and by parent-teacher associations *and organizations that are sanctioned by the school district board of education shall be exempt from the provisions as outlined in Section 5-129 of this title.* Each school district board of education shall adopt policies provisions of this section. The guidelines may include but not be limited to examinations of financial and performance audits performed on each such organization and association.”

The board of education of each district may appoint a school activity fund custodian for each operational site within the district. If a school elects to have operational site school activity fund custodians, each site school activity fund custodian shall be bonded for no less than One Thousand Dollars (1,000.00). Each school activity fund custodian shall give a surety bond as determined by the board of education, but in no case less than One thousand Dollars (1,000.00). Such bond shall be filed with the clerk of the board of education (70 O.S. Supp. 2001, ~ 5-129).

Disbursements from the school activity fund shall be by check, countersigned by the school activity fund custodian and some other person or persons designated by the board of education. Deposits to or transfers from any account may be authorized by the board of education except the refund subaccount and petty cash accounts. The school activity fund custodian shall not use funds in one account for another purpose unless a transfer is granted as provide by law. Accounts may be established by the board of education of each district by whatever name or style it deems best suited to its needs for the revenue collected.

Purchases from activity funds for material or equipment shall not be paid for unless invoices or delivery tickets are furnished. Receipts for collections shall be given by the school activity fund custodian. Pre-numbered tickets should be used for admissions in order to establish internal control. All tickets not sold by the gatekeeper should be accounted for at the end of each event and a written reconciliation made of tickets sold to actual revenues collected. Reconciliation documents should be filed in date order as part of the documentation for the activity fund.

Standard forms are not prescribed. Many good forms are now in use and each board of education shall determine if its forms meet legal requirements. Sample forms are included in this manual as a reference only.

School districts shall report all school activity financial transactions using the Oklahoma cost Accounting System.

Specific procedures for all activity funds are as follows:

1. Pre-numbered school activity fund receipts shall be issued for every account for each fiscal year.
2. The secretary-treasurer of each organization or subaccount shall issue receipts and keep records of credits, debits and balances.
3. The books of each subaccount must reconcile with the records of the school activity fund.

4. Requisition or purchase request is presented to the school activity fund custodian or their designee.
5. Purchase order is then approved by purchasing agent and the order is placed with the vendor.
6. Checks will be issued only when invoice or supporting document and merchandise have been received.
7. All checks will be issued by the school activity fund custodian and countersigned. No check will be issued in excess of subaccount balance.
8. Record of all bad checks shall be kept and charged to proper sub-account.
9. School activity fund (Fund 60) shall be reported to the State Department of Education through curricular subject dimension of OCAS, where applicable. Reports will be transferred by magnetic media.
10. The school activity fund custodian shall furnish a report to the superintendent and board of education monthly this report shall show previous balance in each subaccount and total school activity fund balance.
11. Every teacher in the school system should be informed that all money received is to be turned into the school activity fund custodian.
12. The petty cash account is the only one that can be reimbursed from the general fund.
13. A general fund refund sub-account within the school activity fund may be established by board resolution.

(OAC 210:25-5-13)

GPS BOARD OF EDUCATION POLICY

C-20

ACTIVITY FUNDS

The Guthrie Board of Education shall exercise complete control over all activity funds and shall adopt appropriate rules and regulations for handling, expending, and accounting for all such funds.

At the beginning of each fiscal year and as needed during each fiscal year, the board shall approve all school activity fund subaccounts, all subaccount fund raising activities and all purposes for which the monies collected in each subaccount can be expended.

The superintendent shall cause the activity account to be audited annually by a certified public accountant that will be selected by the board. The audit shall be furnished to the board and the cost of the audit shall be paid from the general fund.

Every teacher and/or sponsor in the school system should be informed that all money received is to be turned in to the school activity fund custodian. Every teacher and/or sponsor shall receive a Guthrie Public School Activity Fund Procedure Handbook.

No expenditures shall be made from activity funds except by check and on the authorization of the sponsor of the group to whom the fund belongs. All such checks are to be issued and countersigned by the custodian of the activity fund and some other person or persons designated by the board of education. No checks will be issued in excess of a subaccount balance.

All activity monies shall be deposited daily with the activity fund custodian. Such funds shall be deposited to the credit of the account maintained for the benefit of the particular activity within the school activity fund. Deposits of funds shall be made daily by the activity fund custodian into an interest bearing checking account.

A record of all bad checks will be kept by the activity fund custodian. If the activity fund custodian is unsuccessful in collecting funds, the bad check will be charged back to the proper subaccount.

The activity fund custodian shall keep complete and accurate accounts of all activity funds, and shall see that monthly reports are made available to the activity fund subaccount sponsors. The activity fund custodian shall furnish a report to the superintendent and board of education each month. This report shall show the previous balance in each subaccount and the total district activity fund balance. The activity fund custodian shall reconcile the report to the superintendent and board of education.

The activity fund custodian, upon approval by the board of education, shall establish a petty cash account for each site to be used only for the purpose of making small cash expenditures, such as postage, freight or express charges. This account shall not exceed two hundred dollars (\$200) at one time, and no expenditure shall exceed seventy-five dollars (\$75). The total expenditures during any one fiscal year will not exceed two thousand five hundred dollars (\$2500) per school building.

The activity fund custodian will be appointed by the board of education. The custodian will provide a surety bond in an amount determined by the board, but not less than one thousand dollars (\$1000).

These provisions shall not apply to funds collected by student achievement programs or parent-teacher associations and organizations that are sanctioned by the board of education. Guidelines adopted by the board for the sanctioning of such organizations and associations may include, but not be limited to, examinations of financial and performance audits performed on each such organization and association.

The superintendent is directed to establish regulations governing activity funds. Such regulation, when approved by the board of education, shall become policy.

REFERENCE: 70 O.S. SECTION 5-129, SECTION 5-129.1

70 O.S. SECTION 5-135 Section C Page 9

GUTHRIE PUBLIC SCHOOLS PROJECT MASTER FILE LISTING

ACTIVITY FUND PROJECTS

<u>PROJECT #</u>	<u>DESCRIPTION</u>
801	CENTRAL FACULTY
802	CENTRAL ACTIVITY
803	CENTRAL PTO
804	COTTERAL PTO
805	COTTERAL ACTIVITY
806	COTTERAL FACULTY
808	FOGARTY PARENT ORG.
809	FOGARTY ACTIVITY
810	FOGARTY FACULTY
811	ELEM SNACK GRANT
812	GUES ACTIVITY
813	GUES FACULTY
814	GUES HONOR CHOIR
815	GUES PARENTS ORG.
816	GHS SPECIAL KIDS
817	ART JUNIOR HIGH

818 JH BUILDERS CLUB
819 ATHLETICS JUNIOR HIGH
820 GOLF JUNIOR HIGH
821 FHA JUNIOR HIGH
822 HONOR SOCIETY JH
823 JR HIGH ACCOUNT
824 JR HIGH FACULTY
825 LIBRARY JR HIGH
826 LEARN 2 LOVE
827 CHEERLEADERS JH
830 STUCO JH
831 T.S.A. JR HIGH
832 YEARBOOK JR HIGH
834 JH ACADEMIC TEAM
840 CHARTER OAK
841 CHARTER OAK PTO
842 CHARTEROAK FACULTY
850 ACADEMIC TEAM HS
851 ART CLUB HS
852 ATHLETICS HS
853 HS CHEER
854 FOOTBALL CAMP
855 TENNIS HS
856 GHS LIBRARY
858 GHS LINK CREW
859 BAND (OPERATING) HS
860 CLASS OF 2021 HS
861 CLASS OF 2023 HS
862 CLASS OF 2027 HS
863 CLASS OF 2019 HS
864 GHS ALUMNI ACCOUNT
865 CLASS OF 2022 HS
866 CLASS OF 2024 HS
867 CLASS OF 2025
868 CLASS OF 2026 HS
869 ENGLISH CLUB
870 HS FACULTY/COURTESY
871 HS STUDENT PANTRY
876 FFA/4H BOOSTER CLUB
877 FFA HS
878 FCCLA (FHA) HS
879 FOREIGNLANGUAGE
880 XC BLUECREW
881 LADY JAY BASKETBALL
882 GHS RUNNING CLUB
883 HERITAGE CLUB HS

884 HIGH SCHOOL ACCOUNT
 885 STUDENT SUPPORT HS
 886 HONOR SOCIETY HS
 889 KEY CLUB HS
 890 SPEECH HS
 891 STEM CLUB
 892 MATH OF FINANCE
 893 MU ALPHA THETA HS
 894 HS PROM ACCOUNT
 895 JROTC HS
 897 SOCCER CLUB HS
 898 SCIENCE CLUB HS
 899 STUDENT COUNCIL HS
 900 SITE BEAUTIFICATION
 902 VOCAL HS
 903 VIP
 904 YEARBOOK HS
 907 HS MEMORIAL FUND
 908 VOCAL TRIP ACCOUNT
 911 FFA BUILDING FUND
 913 DRAMA HS
 922 COURTESY COMMITTEE
 925 GENERALFUND REFUND
 927 HALLOF FAME BANQ.
 929 DIST SPECIAL OLYMPICS
 931 TECH. INSURANCE ACCT
 932 SUMMER SCHOOL HS
 933 FAVER C&C
 934 TRANSPORTATION C&C
 935 VENDINGMACHINE ADM
 937 FAVER ACTIVITY
 938 NATIVE AM PARENTS
 940 ADMINISTRATION MISC
 942 C.N. CLEARING ACCT

PROGRAM LISTING

<u>CODE</u>	<u>DESCRIPTION ATHLETICS PROGRAMS-COMPETITIVE</u>
801	Change/Change Return
802	Baseball
803	Basketball (Boys)
804	Basketball (Girls)

805	Football
806	Girls Golf
807	Boys Soccer
808	Girls Soccer
809	Boys Tennis
810	Boys Track
811	Wrestling
812	Cheerleaders
813	Girls Tennis
814	Girls Track
815	All Sport Passes
816	Boys Golf
817	Girls Cross Country
818	Playoffs
819	Boys Cross Country
820	Cross Country (Boys & Girls)
821	Concessions
822	Misc. Fundraisers
823	Donations
824	Maintenance to Athl. facilities/equip.
825	Vending
826	Advertising
827	Track Girls & Boys
828	All Sports
829	Sports summer camps
830	Basketball Boys & Girls
831	Girls Softball
832	Athletic Mdse sold to students
833	Tennis Girls & Boys
834	Soccer Girls & Boys
835	Sub Reimbursements
836	Programs
837	Entry Fee
838	Sports Clinic
839	Game Security
840	Meals
841	Game Officials

842	Tournament Expenses
843	Gate Workers
844	Coaches Uniforms
845	Equipment
846	Uniforms
847	Single Sport Pass
848	Student Sport Pass
849	Reserved Seat pass
850	Athl. Misc.
851	Concession Worker
852	Dues
853	Try Out Fee
854	Cross Country
855	Travel Reimbursements
856	Scorekeeper/Clock keeper
857	OSSAA Sport Pass
858	Dues/Fees
859	Golf
860	AWARDS
861	VOLLEYBALL
862	SPIRIT WEAR FUNDRAISER
863	FREE THROW A THON

SUMMARY

The goal of this manual is to provide each user of the Guthrie Public Schools Activity Fund a “how-to/hands-on” guide for collecting, depositing, and expending funds gathered for special purposes. The handling of all public funds is a sacred trust and many more audit tracks must be visible than in handling personal funds. The following are reminders to the sub-account sponsor’s for the most crucial procedures to follow:

1. All collections made by sponsors must first be receipted by the sponsor, be turned into the Site Financial Secretary each day and a receipt obtained from the secretary for all such collections.
2. There is no statutory authority for cashing personal checks from available collections, and, as a result, it is not legal to do so. Therefore, all sponsors, student groups and adult organizations who control sub-accounts within the school activity fund must clearly understand that this action is prohibited and do not cash personal checks under any circumstances.

3. Sufficient cash must be on hand to cover all outstanding checks, all unpaid bills, and all new indebtedness before any new debt can be incurred in any sub-account of the Activity Fund. If the sponsor is unsure, they must contact the School Activity Fund Custodian and acquire their net balance in the sub-account before any additional transactions or proposed new debt is incurred.
4. All bills incurred in any given sub-account of the Activity Fund should be promptly paid within one (1) month of the receipt of goods or services.
5. In the event of fund raisers, the Board of Education requires a complete and accurate accounting of all inventory received for sale from the time it is received on site until the last item is either sold or turned back in for credit. These procedures must include a requirement to account for every item or product, by name of student or sponsor, from the point they receive possession to the point they turn in sales collections or unsold product.

The school auditor will scrutinize funds very closely because most of the collections are in cash and most discrepancies that occur in school funds are within the activity fund. Spend a little more time; follow the law and this procedure manual, and fund-raising will be less stressful.

GUTHRIE PUBLIC SCHOOLS			
Receipt			
Received From:	Date	Number	Amount
CHECK WRITER'S NAME NSF CK698	6/25/2010	5039	\$295.00

Year	Fund	Type	Number	Receipt	Program	Project	Unit	Amount
2010	50	AR	1880	5039	845	853	705	\$275.00
2010	50	AR	1690	5039	984	940	705	\$20.00

SAMPLE

***** Notification of payment of returned check. Funds will be redeposited into project account that they were originally deposited.

GUTHRIE PUBLIC SCHOOLS			
Receipt			
Received From:	Date	Number	Amount
CHECK WRITER'S NAME NSF CK598	5/18/2010	5019	(\$178.00)

Year	Fund	Type	Number	Receipt	Program	Project	Unit	Amount
2010	50	AR	1880	5019	845	853	705	(\$178.00)

SAMPLE

***** Notification of a returned check. Funds will be deducted from project account that they were originally deposited.

ACTIVITY FUND FORMS
FOUND ON GPS WEBSITE UNDER BLUEJAY BUNDLE

1. AF PO Request
2. Request to Increase PO
3. Activity Fund Deposit Slip
4. Activity Fund Start Change Request
5. Activity Fund Money & Ticket Report
6. Activity Fund Sponsor Ledger Sheet
7. Activity Fund Request for Transfer of Funds
8. Activity Fund Fundraiser Request
9. Activity Fund After Sale Accountability Form
10. Activity Fund Request for New Account
11. Athletic Department Non-Commercial Vendor Claim
12. Parent/Student Refund Form
13. Request for Activity Fund Cash Advance
14. Request to Close/Void PO
15. Infinite Campus Product Listing Request
16. Non-Commercial Vendor Claim
17. Sponsor Affidavit of Responsibility form
18. Employee Affidavit of Responsibility form

FINANCIAL REPORT FOR SANCTIONED ORGANIZATIONS

(Must cover 12 month period, from July 1 to June 30 or months in existence if new organization)

Organization Name

A. BEGINNING BALANCE as of _____ \$ _____ (A)

B. REVENUES:

Fund Raiser, Merchandise sales, Etc.:

_____ \$ _____

_____ \$ _____

_____ \$ _____

Donations:

_____ \$ _____

_____ \$ _____

_____ \$ _____

Contributions:

_____ \$ _____

_____ \$ _____

_____ \$ _____

Other:

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Revenues \$ _____

(B) \$ _____ (C)

C. TOTAL AVAILABLE (A Plus B) \$ _____

D. EXPENDITURES:

Fundraising Expenses \$ _____

Supplies/Materials \$ _____

Advertising \$ _____

Postage, Mailings, Etc. \$ _____

Equipment \$ _____

Donations/Contributions \$ _____

Other (list): \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Expenditures \$ _____

(C) E. ENDING BALANCE AS OF June 30, (C minus D) \$ _____ (E)

Year-end bank statement and reconciliation **must** accompany report.
A detailed Cash Flow Statement or excel spreadsheet must accompany this report. See Exhibit A.

BANK RECONCILIATION FOR SANTIONED ORGANIZATIONS

Balance per Bank Statement, June 30, 20____ \$ _____
(A)

ADD:

Deposits in Transit \$ _____

\$ _____

\$ _____

Total Deposits in Transit \$ _____

(B)

DEDUCT:

Outstanding Checks \$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

Total Outstanding Checks \$ _____ **(C)**

OTHER ADJUSTMENTS (+/-) \$ _____

\$ _____

Total Adjustments \$ _____ **(D)**

BALANCE per financial records, June 30, 20____ \$ _____
 ===== **(E)**

(A + B - C (+/-) D = E)

EXHIBIT A.

Guthrie Public Schools Booster Club
July 1, 2022 - June 30, 2023

Checking account balance as of July 1, 2022 \$ 65,000.00

Income:

5K Fundraiser	\$ 9,000.00
Christmas Bags	\$ 3,000.00
Concessions	\$ 10,000.00
GPS Madness Event	\$ 200.00
GPS T-shirts	\$ 3,500.00
Miscellaneous Donations	\$ 500.00
Volunteer Grant	\$ 2,500.00

Total Income \$ 28,700.00

Expenses:

5K Run	\$ 8,500.00
Academic Awards Lunch	\$ 5,000.00
Bank Expenses	\$ 500.00
Battle of the Books	\$ 1,000.00
Christmas Bags	\$ 2,800.00
Classified Personnel Door Prizes	\$ 500.00
Clothes Closet	\$ 5,000.00
Concessions	\$ 8,000.00
Day of Caring - United Way	\$ 1,000.00
Geography Bee	\$ 500.00
Math Counts	\$ 500.00
Backpack Donations	\$ 1,000.00
Last Day of School party	\$ 500.00
Sam's Membership	\$ 200.00
Science Fair	\$ 2,000.00
Spelling Bee	\$ 500.00
Tax Preparation Fee	\$ 500.00
Teacher Appreciation Gifts	\$ 1,000.00
Teacher Requests	\$ 2,000.00
Walk to School Day	\$ 500.00
Writing Contest	\$ 500.00
Library	\$ 3,000.00

Total Expenses \$ 45,000.00

Net Income/(Loss) \$ (16,300.00)

Checking account balance as of June 30, 2023 \$ 50,102.00

XXX

Checking account balance as of June 30, 2023 \$ 50,102.00

Beginning Balance + Income - Expenses \$ 48,700.00

Difference \$ 1,402.00

Reconcile: 2 Outstanding checks

12035 Follette books	\$ 1,000.00
12036 YMCA	\$ 402.00
	\$ 1,402.00

Bank Information:

Name of Bank and Account Number*:
Account Name:
Check Authorization requires at least two signatures.
List ALL signers authorized to sign on the account or has debit card use privileges.
Signer 1:
Signer 2:
Signer 3:
Signer 4:
Signer 5:
Signer 6:
* Account should not be interest-bearing unless organization agrees to file applicable tax forms to applicable agency.

1. Does the organization hold a 501(c)3 status with the IRS? Y or N (Circle One)
2. Is the organization sales tax exempt with the Oklahoma Tax Commission? Y or N (Circle One)

Information that must be attached with the itemized Financial Report:

1. Copy of bank statement as outlined on the Financial Report for sanctioned organizations (ending balance must match ending balance on financial statement).
2. Copy of Officers List.
3. PTA Organizations or 501c3 must include a copy of their completed 990 form showing it has been submitted to the IRS.
4. Copies of any 1099s filed with the IRS for calendar year 20XX.



Staking a Claim in Our Students' Future

GUTHRIE UPPER ELEMENTARY SCHOOL

STUDENT HANDBOOK

~~2022-2023~~ **2023-2024**

Jeff Ball ~~Susan Davison~~ - **Principal**

Jay Benson ~~Emily Carpenter~~ - **Assistant Principal**

Laura Boyd ~~Belinda Stone~~ - **Counselor**

ADMINISTRATION
BOARD OF EDUCATION

~~Ron Plagg, President~~ ~~Travis Sallee, President~~
~~Chris Schroder, 1st Vice President~~ ~~Ron Plagg, 1st Vice President~~
~~Tina Smedley, 2nd Vice President~~ ~~Chris Schroder, 2nd Vice President~~
~~Janna Pierson, Board Clerk~~ ~~Tina Smedley, Board Clerk~~
~~Gail Davis, Deputy Board Clerk~~ ~~Janna Pierson, Deputy Board Clerk~~
~~Matt Girard, Member~~ ~~Gail Davis, Member~~
~~Travis Sallee, Member~~ ~~Matt Girard Member~~

District Office

Dr. Mike Simpson, Superintendent of Schools
~~Mr. Doug Ogle, Assistant Superintendent~~
Ms. Carmen Walters, Executive Director Assistant Superintendent
**Mr. John Hancock, Executive Director of Personnel and Secondary
Education**
Dr. Mrs. Michelle Chapple, Chief Financial Officer

TABLE OF CONTENTS

Section	Subject
A	Absence, Attendance, & Tardies
B	Breakfast, Lunch & Snacks
C	Civil Rights Compliance & Assurance Due Process FERPA
D	Classroom Placement Change
E	Curriculum
F	Dangerous Weapons
G	Diabetes Plan
H	Discipline & Behavior
I	Dress Code
J	Enrollment
K	Field Trips
L	Freedom Week Curriculum
M	Grading Guidelines
N	Money & Valuables
O	No School – Delayed Start
P	Parent Involvement
Q	Parents’ Right-To-Know
R	Playground
S	Proficiency-Based Promotion
T	Reading Sufficiency Act
U	Release of Records
V	Retention Policy
W	School Health & Medications
X	School Safety Drills
Y	Sexual Harassment
Z	Special Activities
AA	Standards of Conduct
BB	Student Drop Off & Pick Up
CC	Student Organizations
DD	Student Reports
EE	Student Work, Homework, & Make-Up Work

FF	Telephone
GG	Textbooks & Library Books
HH	Vandalism
II	Visitors
JJ	Website
KK	Wellness Policy
LL	Wireless Communication Devices
MM	Disclaimer Site-Specific Handbook
NN	Asbestos Management Plan

A: ABSENCES, ATTENDANCE, & TARDIES

It is of utmost importance that students attend school every day. Irregular attendance is the most frequent cause of unsatisfactory work and school failures. When a student is unable to attend school, parents should notify the school by calling between 8:30 a.m. and 10:30 a.m. Parents should give the student's name and teacher's name.

If a student is absent 10 consecutive days, the student will be dropped from the school roll. The parent must re-enroll the student upon return to school. It is the policy of the Guthrie Board of Education that a student is required to be in attendance a minimum of 90% of each semester.

MAKE UP WORK

Assignments not completed due to an absence are expected to be made up. Students returning from an absence will have one (1) day for each day missed plus one (1) day to turn in make up work. After the allowed number of days have passed and the student has failed to turn in the missed work, he /she will be given a zero (0) grade for the assignments. When a student is absent from class, work assignments may be gathered by utilizing the lesson plans found in the parent portal of the student information system. If the internet or printer are not available at home, parents may call the school and request to pick up work. It is the responsibility of each student to make arrangements for make up work.

TARDIES

Tardies disrupt the instructional process and the time lost from class is irretrievable, particularly in terms of opportunity for interaction and exchange between students and teachers. Therefore, classroom punctuality is considered to be an integral part of the student's course of study. Six tardies will equal one (1) absence.

EARLY CHECKOUT

Parents are discouraged from picking up students early on a regular basis as this disrupts the educational process and creates a loss of irretrievable instructional time. If a child is to be dismissed early, a written note is desired. Students WILL NOT be allowed to leave with anyone not listed on their enrollment contact list. A state ID will be required when checking out a student. Six (6) early checkouts will equal one (1) absence. Students will not be called to the office until a parent or guardian arrives.

B: BREAKFAST AND LUNCH

Guthrie Public Schools offers a breakfast and lunch program. These programs will be offered to the children without regard to race, color, or national origin. Children may eat in the lunchroom by one of the following methods:

1. He/she will pay full price.
2. He/she will pay a reduced price or no price based on submitted and approved free/reduced meal application. Applications can be picked up at the child nutrition office, front office of the school site and the Guthrie Public Schools website at guthrieeps.net. (The District Child Nutrition

Department shall have the responsibility of approving applicant eligibility in accordance to the federal guidelines for free or reduced lunches.)

3. He/she may bring a sack lunch and may purchase milk.

CHARGING CANNOT BE ALLOWED. Students who have a negative lunch account balance will be served an alternative meal for that day and payment should be made the following day.

USDA regulations state "Schools shall make substitutions in foods listed in this section for students who are considered disabled under 7 CFR Part 15 (b) and whose disability restricts their diet. Schools may also make substitutions for non-disabled students who are unable to consume the regular lunch because of medical or other special dietary needs.

Substitutions shall be made on a case-by-case basis only when supported by a statement of the need for substitutions that includes recommended alternate foods, unless otherwise exempted by USDA Food and Nutrition Service. Such statements shall, in the case of a disabled student, be signed by a physician or, in the case of a non-disabled student, by a recognized medical authority.

School Food Service Responsibilities:

1. Required to make substitutions or accommodations for students with disabilities if meal service is normally available to the general student population and a Section 504 Plan is on file for the student.
2. Must provide additional meal services/food items not normally available for disabled students when required in an IEP, at no extra cost.
3. Must base substitutions/modifications on a prescription written by a licensed physician.
4. Must base substitutions/modifications for non-disabled students on a medical statement by a medical or health professional.
5. Must not revise or change a diet prescription or medical order.
6. May provide food substitutions or accommodations for non-disabled children with medically certified special dietary needs at no extra cost.
7. No substitutions or modifications will be made without a current doctor's prescription or medical statement. All prescriptions or medical statements must be renewed each year, as needs do change from year-to-year as students grow and mature.
8. Prescriptions or medical statements must be dated for the current school year and provided every year to the cafeteria or child nutrition department.

C: CIVIL RIGHTS COMPLIANCE & ASSURANCE

NOTICE OF NON-DISCRIMINATION

Guthrie Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The Guthrie Public School System also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

Name/Title: Superintendent of Guthrie Public Schools Office

Address: 802 E. Vilas, Guthrie, OK 73044

Phone Number (Voice/TDD): (405) 282-8900

Days/Hours Available: M-F 8:00 a.m. - 12:00 p.m. 1:00 p.m. - 4:30 p.m.

For questions regarding this notice, please contact the District Compliance Coordinator.

Procedural Requirements

Title VI, Title IX, Section 504, ADA

July 2000

AVISO DE DECLARACION NO-DESCRIMINATORIA

Escuela Publica de Guthrie no discrimina raza, color, nacionalidad, genero, edad o incapacidad de admision a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningun aspecto de sus operaciones. La Escuela Publica de Guthrie tampoco discrimina en sus contratos o practicas de empleados.

Esta noticia es provista y requerida por el Titulo VI del Acto de Derechos Civiles de 1964,

Seccion 504 del Acto de Rehabilitacion de 1973, Titulo IX de la Enmienda Educativa de 1972, en el Acto de Era de Discriminacion de 1975, y el Acto de los Estadounidenses con Habilidades Diferenciadas de 1990. Preguntas, quejas, o para mas informacion con respecto a estas leyes pueden ser recibidas por el cordinador de quejas.

Nombre/Titulo: Superintendente de las Escuelas Publicas de Guthrie

Direccion de Oficina: 802 E. Vilas, Guthrie, OK 73044

Numero Telefono (correro de voz/TDD): (405) 282-8900

Dias/Horas de trabajo: L-V 8:00 a.m.-12:00 p.m. 1:00 p.m.-4:30 p.m.

DUE PROCESS

Procedural Requirements

Title VI, Title IX, Section 504, ADA July 2000

Students have the right to due process. The due process procedure consists of the following steps:

1. Appeal to the Principal-A written appeal must be mailed within five school days.
2. Appeal to the Superintendent
3. Appeal to the Guthrie Board of Education

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

A parent or eligible student of Guthrie Public School District has a right to:

1. Inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. Request the amendment of the student's education records that the parent believes are inaccurate or misleading. Parents may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent, the District will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.
3. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations in this part authorize disclosure without consent; one exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. File a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office / U.S. Department of Education 600
Independence Avenue, SW / Washington, D.C. 20202-4605

D: CLASSROOM PLACEMENT CHANGE

From time to time parents feel a need to request moving their child to a different classroom. A decision as to whether to change placement will only be made by the principal after every effort has been applied to resolve the problem. Consideration

will not be given until a series of meetings have been held between the parent, teacher, and the principal, and a twenty (20) day action plan has been developed and implemented.

E: CURRICULUM

Guthrie Public Schools curriculum for grades Pre-K through 12 follows the Oklahoma State Department of Education guidelines for curriculum. A copy is available with the principal or teacher for viewing upon request. A copy of the Standards may be obtained online at the Oklahoma State Department of Education website: <http://ok.gov/sde>

F: DANGEROUS WEAPONS

The use, display, threat or possession of a dangerous weapon or any kind of instrument, on campus, parking lots, premises or property of the Guthrie Public Schools or during school sponsored activities, functions or events is prohibited. Students should not bring any type of instrument that is likely to be used as a weapon or tool which could be used to deface or vandalize school property. Violations shall result in immediate administrative action.

The following instruments may be considered weapons:

1. Knives and/or facsimiles
2. Firearms and/or facsimiles (including cap guns, etc.)
3. Explosives and/or facsimiles
4. Metal Objects (chains, brass knuckles, etc.)
5. Clubs
6. Sharp or pointed instruments
7. Stun guns
8. Chemical sprays
9. Firearm shells, bullets or pellets

Students may be suspended for up to one (1) calendar year for violation of this policy.

G: DIABETES PLAN

Guthrie Public Schools provides nursing services that promote students' ability to learn.

Our goals are to:

- Assist students in learning how to take care of their health.
- Ensure a safe school environment.
- Promote good control of a student's health condition so they are ready to learn.

Diabetes can affect a student's ability to learn if it is not under good control. To help us meet these goals, Guthrie Public Schools has a nurse who is trained in diabetes management in schools. The district nurse works with school, personnel, individual students with diabetes and their families, and the student's health care provider.

As a reminder, each year we need to have the following information for your child:
Written diabetes management plan from your healthcare provider.

- Signed authorization by parent/guardian for medication and treatment at school.
- Diabetes Questionnaire filled out by parent/guardian/student. (Available on the district website.)

In addition, adequate supplies, as listed in the student's diabetes management plan, must be provided at school:

- Snacks or glucose tablets to treat low blood sugar • Medications
- Blood glucose meter, strips and supplies
- Ketone testing strips and equipment
- Glucagon

We are looking forward to helping your child with diabetes be successful in school. Please feel free to contact us with any questions or concerns.

H: DISCIPLINE AND BEHAVIOR

It is our goal at GUES to provide an orderly and efficient atmosphere whereby the teaching and learning processes can take place. This can only be done through effective discipline. Discipline is the responsibility of the parents, students, teachers and administrators.

The student is responsible for his/her individual conduct. Because not every problem that may arise can be foreseen, students should use good common sense to govern their behavior. They should treat each other, faculty, staff and property with respect. They should be aware that when their behavior distracts from the basic purpose of school, which is learning, there will be consequences.

It is the responsibility of the parent to instill in their child the value of appropriate behavior, good conduct, and to reinforce the policies and goals of the school. Parents should communicate to school officials any concerns they may have regarding their child's social, as well as academic, performance while at school.

It is the teacher's responsibility to set classroom rules of conduct consistent with the goals of the school. Expectations can be communicated in writing with rules and consequences, as well as, through the general atmosphere created by handling situations that may arise in a consistent manner.

It is the responsibility of the Administrator to take disciplinary action when general school policies have been disregarded or when crimes under Oklahoma Statutes have been committed. The Administrator will also step in, after all other possibilities have been exhausted, to administer more severe consequences to those students who continually disrupt the learning environment of the classroom

HALL EXPECTATIONS

Since everyone uses the halls, there are some basic expectations:

- Walk, do not run.
- Keep to the right.
- Do not block the halls by standing in groups.
- Avoid yelling and horseplay.
- Help keep the halls clean.

Students are not permitted in the halls during class periods unless a teacher accompanies them or they have a hall pass from an authorized staff member. The pass must have your name, date, destination, time, and signature of a staff member on it. Any students in the halls without a pass during class time will be given detention.

STUDENT DISCIPLINE/SUSPENSION

If a student's conduct/behavior is not consistent with the expectations that have been set out, building discipline procedures will be used according to the severity of the rule or rules broken. Procedures **may** include:

- 1st infraction - Conference with student/principal and parents are contacted.
- 2nd infraction - 3 Lunch/Recess detentions
- 3rd infraction - 5 Lunch/Recess detentions
- 4th infraction - 3 day suspension
- 5th infraction - 5 day suspension

Suspension

When other forms of discipline have been used and the student's behavior is not modified, suspension can occur. Anytime a student is physically endangering others or vandalizing school property, immediate suspension will occur. Field trips, special events, and parties are a privilege to attend. Students may lose these privileges if they are exhibiting negative behavior. When a student is suspended from class, work assignments may be gathered by utilizing the lesson plans found in the parent portal of the student information system. If the internet or printer are not available at home, parents may call the school and request to pick up work. It is the responsibility of each student to make arrangements for make up work.

When returning from any suspension, the student will conference with an Administrator before returning to class.

● **Out of School Suspensions**

- 1st Offense - 3 day
- 2nd Offense - 5 day
- 3rd Offense - 10 day

Discipline procedures fighting/assault/bullying/harassment

Fighting will not be tolerated at Guthrie Schools. Fighting is defined as any situation in which mutual participation in an incident involves physical violence. The

administrator will take disciplinary action if either person involved fits the above definition.

Intimidation, threats, or harassment directed toward other students will not be tolerated.

All students are expected to treat others with respect at school.

Infractions may be handled in the following manner for all students involved.

1st offense – 3 days out of school suspension 2nd offense – 5 days out of school suspension 3rd offense – 10 days out of school suspension

Assault is defined as a physical act and/or an act, criminal or tortuous, that threatens physical harm to a person, regardless if actual harm is done. **The Administrator will take disciplinary action if either person involved fits the above definition.**

1st offense – Suspension from school for fifteen (15) days.

2nd offense – Suspension from school for forty-five (45) days.

3rd offense – Suspension from school for the remainder of the semester.

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

****Each infraction will be dealt with on an individual basis. The school Administration is unable to discuss discipline consequences for any child with anyone other than that child's parents.****

Any additional offenses in any of these categories - The Principal will decide the length of suspension on the fourth offense. This may include suspension for the remainder of the semester and the following semester.

Severe Clause

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

- Behavior which threatens personal and /or public safety
- Disruption of students' rights to learn
- Verbal and/or physical abuse of others
- Profanity against a staff member may be treated as a verbal assault
- Damage or theft of personal or school property
- Additional behaviors outlined in Section F-41, Student Behavior and Discipline in the GPS Policy Manual, located on the District Website.
- Bullying will not be tolerated. Please refer to section F-31 Policy Prohibiting Harassment, Intimidation and Bullying and Procedures for Combating These Behaviors in the GPS Policy Manual, located on the District Website.

Any of these violations shall result in a parent or guardian being contacted and/or a student's suspension from school. The length of the suspension will be assigned by the principal depending on the severity of the behavior. Administrators will

conduct a suspension conference with the student and parent or guardians outlining the suspension and informing parents of their rights according to district policy.

The goal of our Schools is to develop student self-discipline in a positive manner. This means giving the student a chance to make choices, and giving him/her a time to discuss his/her problems. Parent communication and support is an important part of discipline.

GANG CODE/NON-SCHOOL SANCTIONED ORGANIZATIONS

The following are prohibited at Guthrie Public Schools during the school day and at all school events (home and away):

1. Possession, wearing, use, disruption or displaying of any sign, symbol, badge, color, or other item that is evidence of affiliation with, or membership in, an organization, or gang that is not sanctioned (approved of), by the school Administration.
2. Wearing of pants below the waistline (sagging and bagging).
3. Wearing of headgear that would associate a student with an organization that is not sanctioned by the school. This includes caps, bandannas, handkerchiefs, shoestrings or any other associated with gang-related behavior.
4. Participating in any act, either verbal or non-verbal, to include gestures, expressions, handshakes, signs, etc., that may indicate an affiliation with, or membership in, an unsponsored, unacknowledged organization.
5. Participating in any act that may further the interest of such an organization, including, but not limited to, membership, writing or inscribing graffiti, messages, symbols or signs on school property.

Violation of this policy will result in disciplinary actions up to and including the suspension for the current semester and the following and filing of criminal charges, depending on the severity of the infraction.

LEWD AND /OR IMMORAL BEHAVIOR

Immoral and/or lewd behavior will not be tolerated. Infractions will result in administrative disciplinary action.

Examples of inappropriate behavior are, but are not limited to:

1. Writings
2. Drawings
3. Pictures
4. Magazines
5. Internet/Computer/System Peripherals
6. Inappropriate behavior or gestures

Since this covers a wide range/degree of offenses, the punishment on the first offense will range from three (3) days suspension to suspension for the remainder of the semester and the following semester.

PROFANITY

Profanity and/or obscene gestures will not be tolerated en route to or from school, while attending school, on or in school premises, or at school sponsored activities. Offenses will result in administrative disciplinary action. **However, if the profanity is directed toward a staff member, it will be treated as a verbal assault.**

RACIAL SLURS

It makes no difference if the racial slurs are in jest or in earnest. “Flag words” are also considered racial slurs.

1st Offense – Three (3) day suspension

2nd Offense – Five (5) day suspension

3rd Offense – Five (5) day to one (1) year suspension.

THREATS

Threats directed toward another person, whether verbal or written, will not be tolerated. A threat will be referred immediately to the building principal and may result in a long- term suspension. Drawing , writing or gestures about the use of weapons or gang-related items or symbols will not be tolerated. This behavior may also result in a suspension.

PROHIBITED ITEMS

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

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

I: DRESS CODE

All students are expected to dress appropriately and modestly at all times during the school day and at school activities. Standards of grooming and dress are provided so clothing and grooming does not distract from the education process. Any clothing that disrupts the learning atmosphere of the school is prohibited. All students are expected to dress appropriately. The dress code is applicable during the school day and at any school activity.

1. Blouses or shirts:

- a. All shirts must be worn in a manner that does not show cleavage. Shirts that are prone to slide down off the shoulder are not allowed.
- b. Shirts that ride up and have to be pulled down to cover the midriff are not allowed. Bare midriffs are not permitted.
- c. Any clothing that relates to violence, gang activity, drugs, alcohol, profanity and/or vulgarity is not allowed. Clothing identifying a student as “security” or “police” are not allowed.
- d. See-through shirts, halter tops, spaghetti straps and tube tops are not allowed.

- e. Tank tops and sleeveless shirts/dresses must have a minimum of a width of a dollar bill and be tight fitting under the arms.
- 2. Pants or slacks:
 - a. Must be non-see-through without any exaggerated openings, slits, tears, or holes above the knee. Any slits, tears, or holes must be below fingertip length with arms fully extended.
 - b. Must have a fitted waist and worn to prevent slippage or sagging.
 - c. Leggings/tights/bicycle shorts/spandex shorts must be covered by a dress, skirt, shorts or shirt that is below fingertip length with arms fully extended. (Posterior must be covered). Leggings/Tights are not considered pants.
- 3. Clothing must always cover all undergarments; including when sitting and /or stretching.
- 4. Shorts, skirts, including jumpers or one-piece dresses must be fingertip length with arms fully extended.
- 5. Pajamas are never appropriate school attire. (Unless part of a school spirit day and meet all requirements of modest dress). Blankets are not acceptable to be worn at school and classrooms.
- 6. Hoods to jackets or hoodies may not be worn in the building. Bandanas, hats and/or beanies are not allowed.
- 7. Shoes:
 - a. House shoes are not allowed. (The only exception is a designated school spirit day.)
 - b. Roller tennis shoes are not allowed.

When a student has worn inappropriate clothing to school, he/she will be sent to the office and parents or guardians may be requested to bring a change of clothing to school. If parents are unavailable, the student may use sweat pants, and /or t-shirt supplied by the school. Time missed in procuring appropriate clothing will count against the student's attendance in accordance with the attendance policy.

FADS

Each year there are a few things, including some "fads", which show up on our school sites. When a fad begins on campus and a "nuisance" develops, we shall immediately eliminate the nuisance.

J: ENROLLMENT

CONTACT/EMERGENCY INFORMATION - Should an emergency occur at school, parents are to have emergency contact information entered when enrolling their child through the online parent portal. Two alternative phone numbers should be given also in case no one is available at the home/work numbers. In the event that it is deemed necessary, 911 will be contacted as well as the parent. **In the event, contact information changes during the school year, a parent/guardian must come to the school to notify the school office of the changes. This must be done in person and identification will be required.**

IMMUNIZATIONS - State law requires that every student who is admitted to public school must have evidence of a successful series of vaccinations for

- Four or Five doses DTP/DTaP (Diphtheria, Tetanus, Whooping Cough)
- Three or Four doses Polio
- Two doses MMR (measles, mumps, rubella/rubeola vaccinations)
- Three doses Hepatitis B (hepatitis B)
- Two doses Hepatitis A (hepatitis A)
- Varicella immunization (Chicken Pox) or a parental history of a child having the disease.

VERIFICATION OF RESIDENCE – All new and currently enrolled students must provide 2 current proofs of residency each year. Any change of address or telephone number should be reported to the School Office.

GUARDIANSHIP - Proof of legal guardianship is required at the time of enrollment if the guardian is not the natural parent of the student.

Court appointed papers (signed by a judge) denoting custody for students not living with both parents listed on the birth certificate are required.

K: FIELD TRIPS

It is a privilege and honor for Guthrie Public School students to attend and represent our school at various activities through the course of the year. Only students with signed parent/guardian permission forms will be allowed to attend field trips approved by the school administration. If a parent or guardian of a student wishes to transport their child to the field trip they must: 1) inform the teacher in writing prior to the field trip 2) sign their child out of school and 3) sign their child in upon arrival at the field trip destination with the teacher or appointed staff member. If the parent wishes to transport their child from the field trip to home or back to school, they must sign out their child with their child's teacher or appointed staff member. Parents are not allowed to transport any other child but their own child. Guthrie Public Schools is not responsible for students transported by a parent to and from a school sponsored field trip. School dress code standards apply to all field trip activities. Inappropriate behavior on these trips may warrant severe disciplinary action. During any trip, any major inappropriate behavior may result in the student:

1. Being sent home at his/her own expense.
2. Suspension from school for an appropriate amount of time.
3. Loss of the privilege to go on any future school trips.
4. No refunds will be made for field trips

Participation in a field trip is a privilege, not a right. Throughout the year, students are expected to follow rules and procedures while being respectful to others. Listening and being able to follow directions is another expectation as we provide a proper learning environment for all students. If these basic requirements are not met on a daily basis your child may not be able to participate in a field trip. When deemed necessary by the building principal, a parent or guardian may also be required to attend with their child.

L: FREEDOM WEEK CURRICULUM

In order to educate students about the sacrifices made for freedom on behalf of this country and the values on which this country was founded, November 11 is designated "Veterans' Day" and the week in which November 11 falls is hereby designated "Celebrate Freedom Week". Appropriate instruction concerning this week will vary at different sites. (70 O.S. 2001, Section 24-152)

M: GRADING GUIDELINES FOR 5th & 6th

Assignments will be due the next day at the beginning of class. Incomplete assignments must be completed within two weeks or the grade will become a Zero (0). (Points may be deducted from the assignment for each day it is late.)

The semester average will be recorded in the permanent record folder as required by state regulations.

In grades 5th & 6th, the percent score and letter grade will be reported for each nine- week period. The semester average will be computed and reported at the end of each semester.

Grading Scale

A – 90 – 100

B – 80 – 89

C – 70 – 79

D – 60 – 69

F – 59 – Below

Parents of students in grades 5th & 6th may access their child's grades and assignments by use of the Online Gradebook. Go to www.guthriepps.net under the parent section and complete the request for Online Gradebook Access form.

N: MONEY & VALUABLES

Students are cautioned against bringing large sums of money to school. GUES and/or the staff are not responsible for lost, damaged or stolen personal property.

O: NO SCHOOL / DELAYED START

In the event school is closed or starting late because of inclement weather, parents are asked to listen to local radio and television stations. When possible, the District's Website and automated phone system will also be updated and utilized to include the newest information.

If weather conditions deteriorate during the school day and it becomes necessary to dismiss school early, the Superintendent will notify the local radio and television stations. When possible, the update will also be included on the District's website and automated phone system. Please remember not to phone the school to ask about closing or dismissal information. This will keep our telephone lines open in case of an emergency.

P: PARENT INVOLVEMENT

Parent involvement is a vital part of any school. In order for us to serve both the community and the school, we must have active parents. Parents are cordially invited to become active members in the learning process for their child. Parents, students, community, and the school must play a team role in order for students to excel in education. Background checks are required for all school volunteers with direct contact with children.

Q: PARENTS' RIGHT-TO-KNOW

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

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

R: PLAYGROUND

The playground is an ideal place for students to develop cooperation, interpersonal relationships, and good social skills. Playground supervision is provided during the school hours. Make sure that your child is appropriately dressed for the weather.

PLAYGROUND EXPECTATIONS

The safety of our students is our priority with students on the playground. Teachers are assigned to be on the playground with students before school and during recess. All students are expected to follow directions/instructions given to them by the duty teacher.

The following are basic expectation to keep everyone safe:

- No contact sports.
- Keep your hands, feet and objects to yourself.
- No throwing rock or other objects that are not intended to be thrown. (This may result in a suspension under our Severe Clause.)
- All students are to demonstrate good sportsmanship and fair play.
- All students must stay within the fence area.
- Avoid the areas directly around classroom windows.
- At the end of recess, students are to line up and enter the building in an orderly, quiet manner.

Duty teachers may suspend any game/activity if it becomes aggressive or there are injuries that occur unnecessarily.

S: PROFICIENCY BASED PROMOTION

All K-12 students are eligible to advance one or more levels in designated curriculum areas if they perform at or above the 90th percentile on assessments designated by the Guthrie Public School District. This type of curriculum advancement is proficiency-based promotion. Upon the request of a student, parent, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum as identified in *70.S & 11-103.6*. Proficiency will be demonstrated by testing with Test of Achievement by Woodcock Johnson IV.

. Core areas are as follows:

- Social Studies
- Language Arts
- Mathematics
- Science

Testing for proficiency-based promotion must be requested in writing by the parent/guardian to the site principal during the first month of the school year and during the month of April. Additional details can be obtained from the District policy on Proficiency Based Promotion or from the site principal.

T: READING SUFFICIENCY ACT

Students' grades Kindergarten – 3rd that do not score proficient on the beginning of the year reading assessment will be placed on an Academic Progress Plan (APP). If your child's reading level does not improve by the end of the school year, he/she may need to attend the Summer Academy Reading Program.

3rd Grade Students:

The RSA law is intended to ensure that students have the necessary reading skills in order to be successful in grade four and beyond, where the rigors of reading in the content areas increase.

To be promoted to fourth grade, state law requires that your child must score above the Unsatisfactory and Limited Knowledge level on the reading comprehension and vocabulary portion of the Oklahoma School Testing Program test. This means your child will need to score Proficient, or Advanced in reading comprehension and vocabulary to meet RSA criteria. If your child scores Unsatisfactory or Limited Knowledge, he/she may still be promoted if one or more of the seven good cause exemptions apply. It is important to note that OSTP results are the initial determinant for promotion decisions, but not the sole determiner. Portfolio reviews, alternative assessments and additional exemptions are available to assist the school district in knowing when a child is reading at or above grade level and ready for a grade promotion.

If a student has not yet satisfied the proficiency requirements prior to the completion of third grade and still has a significant reading deficiency as identified based on assessments administered that meet the acquisition of reading skills, has not accumulated evidence of third-grade proficiency through a student portfolio, is not subject to a good cause exemption, then the student shall not be eligible for automatic promotion to fourth grade.

To be considered for “probationary promotion”, a student may be evaluated by a “Student Reading Proficiency Team” composed of:

- (1) the parent(s) and/or guardian(s) of the student
- (2) current teacher responsible for reading
- (3) future teacher responsible for reading
- (4) a certified reading specialist (if available)

The student shall be promoted to the fourth grade if the team members unanimously recommend “probationary promotion” and the principal and superintendent approve the recommendation of the SRPT.

U: RELEASE OF RECORDS

The school will maintain records on all students. The signature of a parent/guardian must be obtained to request or release records to other school districts.

V: RETENTION POLICY

Recommendation for retention (declining a student the opportunity to advance to the next grade level) is a decision made carefully on an individual basis. This decision will be firmly focused on arriving at what is in the best interest of the student. The retention of a student shall be based upon the total growth of each individual student. Such factors as social, emotional, physical and mental growth, as well as attendance, shall be taken into consideration. Meetings will be held throughout the year with the teacher(s) and administration to stay in direct communication with parents.

Whenever a teacher or teachers recommend that a student be retained at the present grade level or "not passed" in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent may prepare a written statement to be placed in, and become a part of, the permanent record of the student stating the reason(s) for disagreeing with the decision of the Board of Education. *70 O.S. 1991, Section 24-114.1*

W: SCHOOL HEALTH & MEDICATIONS

Oklahoma Statute §70-1210.194 (2014) states that:

- A.** Any child afflicted with a contagious disease or head lice may be prohibited from attending a public, private, or parochial school until such time as he/she is free from the contagious disease or head lice.
- B.** Any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before the child may reenter school, certification from a health professional as defined by Section 2601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Department of Health that the child is no longer afflicted with head lice.

SICKNESS

FEVER: Students with a temperature of 100 degrees or higher may not remain at school. Parents will be contacted to pick up their child. Students may return to school when they have been free from fever for 24 hours without the use fever reducing medicine.

VOMITING/DIARRHEA: Any student who is vomiting or has diarrhea must be excluded from school. Students may return to school when they have been symptom free for a 24-hour period without the use of medicine.

COMMUNICABLE DISEASE: Students with infectious diseases such as chicken pox, impetigo, measles, mumps, conjunctivitis (pink eye), etc. should not return to school until they are no longer contagious. See District website for "Should I keep my child home from school?" for more information.

HEAD LICE

Any student found to have live head lice, nits closer than 1 inch from the scalp, or an abnormal amount of nits will be excluded from school. The parent will be contacted

to pick their child up from school. Parents should contact their pharmacy for a recommendation of a treatment product. For more information on this subject go to <https://www.cdc.gov/parasites/lice/head/index.html>.

Readmission to school requires:

- A. No live lice and minimal nits (eggs) no closer than 1 inch from the scalp.
- B. Certification from a health professional or authorized representative of the State Department of Health declaring the student to be free of lice. The District assures compliance with the Oklahoma Statutes and will follow the recommendations of the Oklahoma State Department of Health.

ACCIDENTS

If your child is injured at school, we will first attempt to make him/her comfortable, and then notify you. If you cannot be reached, we will attempt to contact the emergency number that you have listed on the enrollment form. In an emergency event deemed necessary, 911 will be contacted as well as the parent. **WE MUST HAVE A RELIABLE CONTACT NUMBER FOR EACH CHILD.**

MEDICATIONS GIVEN AT SCHOOL

We request that you adjust your child's schedule to eliminate the need to take medication during the school day. In the event it is necessary for a child to use medication

during the school day, a *parent/guardian* (not the student) is to bring all medication to the office with required documentation. A log of the student's medication will be kept at the school office. Bring no more than 1 month's supply of medication at a time.

Only medication that has been prescribed and approved for a student by a physician will be administered at school. A medication authorization form must be completed for each medication*. Medication must be in the original prescription container with the pharmacy label attached and with directions for administration clearly stated. Non-prescription medication must be in the original container, with the student's name on it, and accompanied by a physician's written request and instructions for administration at school. This includes cough drops, Tylenol, nasal spray, Lactaid, etc. It is the responsibility of the parent/guardian to maintain the supply. Any medication not picked up by parent/guardian on the last day of school will be discarded using the proper procedure. Medications will not be sent home with students. **Medication authorization forms are available on the district website and the school office. A new medication authorization form will need to be completed each school year.*

Self-Administered Medication:

Pursuant to Oklahoma law, students may be allowed to carry and self-administer prescribed asthma, anaphylaxis, and diabetes medications. A statement from the physician treating the student stating that the student is capable of and has been instructed in the proper method of self-administration must be on file in the school office. The parent must provide the school office with an emergency supply of the student's medication to keep in the office along with the one that the student may carry. The district shall not incur any liability as a result of any injury arising from the self-administration of medication by the student.

X: SCHOOL SAFETY DRILLS

All emergency drills will be performed in accordance with State Department of Education accreditation regulations. Below is a list of drills.

1. Two lockout drills referred to as “lockout” per school year. The purpose of the lockout drills is for a possible threat **OUTSIDE** the building.
2. Two lockdown drills per school year. Lockdown drills are conducted for the purpose of a threat **INSIDE** the building. Each lockdown drill shall be conducted within the first fifteen (15) days of each semester.
3. Two fire drills per school year. Each fire drill shall be conducted within the first fifteen (15) days of each semester.
4. Two tornado drills per school year with at least one drill being conducted in the months of September and March.
5. The two remaining drills will be at the discretion of the district.

Y: SEXUAL HARASSMENT

Sexual harassment is any type of verbal/physical abuse of a sexual nature. Suggestive comments, unwanted touching, obscene hand/body gestures, suggestive notes, etc., would be considered sexual harassment. Since this covers such a wide range/degree of offenses, the punishment on the first offense will range from three (3) days suspension to suspension for the remainder of the semester and the following semester.

Z: SPECIAL ACTIVITIES

Each elementary site has three scheduled classroom activities during the year: Fall, Winter, and Valentine's Day. If you do not wish for your child to participate, please inform the classroom teacher in writing and alternate activities will be provided. Parents interested in being involved with these activities should contact the classroom teacher.

AA: STANDARDS OF CONDUCT

Each student is expected to behave in a manner which will add to the educational atmosphere at Guthrie Public Schools, and anything that detracts from the spirit of dignity at our schools will be subject to disciplinary actions. Students have the responsibility to know and respect the rules and regulations of the school.

We desire that all students accept the responsibility of self-discipline. Students are to conduct themselves as young ladies and gentlemen at all times (i.e. halls, cafeteria, classrooms, assemblies, and or playground.) When a student demonstrates that he/she cannot conduct himself/herself in a positive manner and infringes upon the rights of the others to enjoy the freedom of self-discipline, he/she must face the consequences of disciplinary actions.

The responsibility and authority for classroom management rests with the teacher. Any classroom rules, which are fair and enhance the educational process, will be upheld. If problems persist to a degree that the classroom rules are being repeatedly

ignored, a referral may be made to the principal where appropriate action will be taken.

When students are enrolled in school, the following obligations are assumed:

- To be present and on time each school day (attendance is a vital part of academic growth and progress.)
- To be in the properly assigned area BEFORE the last class bell rings.
- To complete each assignment on time.
- To give complete attention in class.
- To participate in all class activities.
- To be respectful and cooperative.
- To bring the necessary equipment to participate.

Defiance of teacher authority will result in appropriate disciplinary action.

DRUGS AND ALCOHOL

It is the policy of the Guthrie Public Schools that a student shall not possess, use, transmit, share, provide, sell, conspire to sell or possess or be in the chain of sale or distribution or be under the influence of any prohibited or controlled substance including a narcotic drug, illicit drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substances, alcoholic beverage or non-intoxicating beverage (defined by law, i.e. 3.2 beer). Counterfeit drugs (turkey drugs), drug paraphernalia and chemicals which provide a mood-altering effect are included as controlled substances. Illicit drugs include steroids and prescription and over-the-counter medications being used for an abusive purpose. This prohibition applies to competitions on school transportation, or school premises, at school functions, school-sponsored activities, performances, contests, athletics competitions, during lunch, or while under the supervision of school personnel. This policy is adopted in compliance with the Drug-Free School and Communities Act Amendments of 1989.

It is the responsibility of all school personnel to report suspected violations of this policy to an administrator. The administrator will notify the parents, impose appropriate consequences according to the discipline policy and report the incident to the local authorities. School discipline will be imposed independent of any court action. A confidential drug/alcohol report, completed by the administrator, will be sent to the Superintendent or his/her designee and to the Drug Free Schools office.

Any student violating this policy and his/her parents will be provided a list of resources and encouraged to obtain drug/alcohol education, counseling, and/or chemical dependence treatment as appropriate and at the parent's expense.

CONSEQUENCES FOR STUDENT VIOLATION OF DRUG/ALCOHOL POLICY

- A. Conspiracy/Chain/Sale/Distribution/Delivery of Drugs or Alcohol (for personal gain, monetary privilege or gain): Student may be suspended out of school for the remainder of the current semester and all of the succeeding semester.
- B. Possession/Use/Sharing/Being under the influence of Drug or Alcohol:

1. First Offense:

90 school days out of school suspension (equivalent to 1 semester).

- a. A reduction to a 30 school days (6 weeks) out of school suspension may be granted if the student and the parent/guardians agree to the following:
 - i. To meet with the District Counseling Service representative
 - ii. To obtain, from a licensed practitioner, an alcohol/drug use assessment which may recommend counseling, education, treatment, and/or drug testing. The cost of any assessment or recommended counseling, education, treatment, etc. will be the sole responsibility of the student's parent or guardian.
- b. Nothing in this policy is intended to limit or restrict the ability of the school district to take other disciplinary action against a student in a particular case in accordance with other policies governing student discipline. A school principal or the principal's designee may devise an appropriate disciplinary plan for an individual student relating to the substance abuse in question and may submit that plan to the superintendent, superintendent's designee, or principal for approval.
- c. If such a disciplinary plan is approved by the superintendent, superintendent's designee, or principal it may be implemented for the student in question.

2. Second Offense:

Suspension out of school for the remainder of the current semester and all of the succeeding semester.

NOTE: Procedural Due Process Rights are for ALL out-of-school suspensions. The Due Process steps are outlined in the GPS Policy Manual and this handbook will govern administrative procedures to be followed in the enforcement of this policy.

The judgment of the Administrator will take precedence on each infraction.

TOBACCO

In compliance with State Laws of Oklahoma, it shall be the policy of the Guthrie Board of Education that the use of, or possession of, tobacco products (including smokeless tobacco) in any form by students while attending school, on school premises, or at school sponsored activities, is prohibited. Any student in violation of said policy will face

immediate disciplinary action:

- 1st Offense: Parent conference/phone contact and suspension from school for five (5) days.

2nd Offense: Parent conference/phone contact and suspension from school for ten (10) days.

3rd Offense: Suspension from school for fifteen (15) days.

DISCIPLINARY SANCTIONS: Disciplinary sanctions (consistent with local, state, and federal law), up to and including expulsion and referral for prosecution, shall be imposed on students who violate the standards of conduct.

The judgment of the Administrator will take precedence on each infraction.

BB : STUDENT DROP OFF and PICK UP

Drop Off: There will be teacher Supervision starting at 7:30 a.m.

Pick Up : Children need to be picked up by 3:30 p.m. There is No Supervision after 3:40 p.m. We know there are emergencies that may happen, please contact the school before 2:30 p.m. to make arrangements for your child's pick up. GUES administration will reach out to parents/guardians who are consistently dropping students off before 7:30 am and/or picking up after 3:40 pm. If a solution is not found, the school will report to appropriate authorities to include Guthrie Police Department, Logan County Sheriff's Office and/or the Department of Human Services (DHS), for the welfare of the child.

CC: STUDENT ORGANIZATIONS

Guthrie Public Schools believes school sponsored student organizations can advance educational goals. A list of school sponsored clubs and organizations are on the District website and in each site handbook. If you wish to withhold permission for your student to join or participate in one or more of the clubs or organizations that are necessary for a required course of instruction, you must notify the building principal in writing and retrieve your student from such participation. 70 §24-105 via H.B. 1826 (2009)

DD: STUDENT REPORTS

Report cards are distributed at the end of each nine weeks. In addition to report cards, progress reports will be given to parents throughout the year communicating their child's progress. Parents are to take advantage of opportunities to communicate with their child's teacher through notes, email, calls, visits, or meetings at a mutually convenient time. Notes, calls, visits, and meetings will be kept in a teacher log.

Parent/Teacher Conferences are also very important for parents to attend to receive additional information about their child's progress and have one on one time with the teacher(s) for questions. Parents are encouraged to sign up and monitor their child's grades and progress through the Online Gradebook. Go to www.guthrie.net under the Parent section and complete the request for Online Gradebook Access form.

Elementary Parent/Teacher Conferences are held at the end of the first nine weeks and after the end of the second nine weeks in the second semester period. In addition to communicating with the teacher, parents communicate an important message to their children about their interest in the child's progress and the importance of school.

Our best partners in providing an outstanding educational program are our parents.

EE: STUDENT WORK

HOMEWORK

It is recommended that parents set aside a certain time each evening for the student to do his/her homework. When a child has an appointed time for homework, it helps him/her to remember to get it done. Homework should be done in a quiet setting away from television and other distractions.

MAKE UP WORK & WORK SUBMITTED LATE

Students, upon returning from an absence, will have one (1) day for each day missed plus one (1) day to turn in makeup work. After the allowed number of days have passed and the student has failed to turn in the missed work, he/she will be given a 0 grade for the assignments.

FF: TELEPHONE

The office telephone is a business phone and is not to be used by students, except in an emergency. Students are not allowed to use the telephone to make personal arrangements (such as requesting permission to go to another student's home after school.) Parents calling to leave messages should do so by 2:30 p.m.

GG: TEXTBOOKS & LIBRARY BOOKS

Textbooks are loaned by the Guthrie Board of Education without charge. Teachers will distribute textbooks during the first few days of school. At the end of the year, all textbooks will be returned to the teachers. Replacement costs will be assessed for lost textbooks and/or library books and for damage

through negligence or vandalism to books or other school property. If a student accidentally causes damage, they should report it to their teacher immediately so that the damage is not misconstrued as vandalism. If fines have been paid on books that are later found during the current school year, the money will be refunded to the student. (See Refund Policy)

REFUND POLICY

For auditing purposes, refunds must be approved and a check issued from the Board Office. Parents should receive a check within two weeks of the request. Cut-off date for all refunds is May 15.

HH: VANDALISM

Vandalism and defacing of property are prohibited. Any student committing an act of vandalism is subject to suspension.

II: VISITORS

Guthrie Public Schools welcomes and encourages parents to visit our schools. All visitors, parents, and guests need to report to the main office upon arrival to the school. A state issued ID will be required to obtain a visitor's badge before leaving the office.

JJ: WEBSITE

Guthrie Public Schools has created a website for students, parents, teachers and community members to access. The web address is www.guthrieeps.net. The website contains district information, school calendar, lunch menus, publications, school news, and teacher web pages.

KK: WELLNESS POLICY

Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well-being. All students enrolled in Guthrie Public Schools shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices. All playground and physical education equipment will meet the recommended safety standards for design, installation and maintenance. Classroom teachers and administrators will be encouraged not to use candy, sweets or gum as a reward. Guthrie Public Schools respectfully requests that parents and teachers who wish to provide snacks for students provide healthy choices. A recommended list of healthy snack options may be accessed on the Guthrie Public Schools website.

LL: WIRELESS COMMUNICATION DEVICES

Students may possess a cellular telephone or other electronic communication devices while on school premises or in transit under the authority of the school provided the device is turned off and out of sight during class time and during all school or school related activities. Students found to be using any electronic device for any illegal purpose, in a manner which violates privacy, or to in any way send or receive personal messages, data, or information that would constitute cheating on tests, or to harass or intimidate students or staff members shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. School personnel have the authority to detain and search or authorize the search of any student upon suspicion that the student is in violation of district policy. If a student violates district policy they may lose the privilege to possess a wireless communication device, or be suspended from school for a period not to exceed the current school semester and the succeeding semester.

MM: DISCLAIMER

All of the preceding discipline steps within this handbook are meant as a guide only. In severe or unusual cases, the judgment of the Administrator will take precedence. The Guthrie Public School Policy Manual will also be used in regard to school-student relationships.

NN: ASBESTOS MANAGEMENT PLAN

In accordance with Federal law, Guthrie Public Schools has been inspected and approved for asbestos management.

Asbestos plans are available for viewing during regular school hours, Monday thru Friday, by contacting the Director of Operations at the Maintenance Department located at 200 Crooks Drive, Bldg. #4, Guthrie, OK.



Staking a Claim in our Students' Future

GUTHRIE JUNIOR HIGH SCHOOL STUDENT

HANDBOOK

~~2022-2023~~ 2023-2024

ADMINISTRATION
BOARD OF EDUCATION

~~Ron Plagg, President~~ ~~Travis Sallee, President~~
~~Chris Schroder, 1st Vice President~~ ~~Ron Plagg, 1st Vice President~~
~~Tina Smedley, 2nd Vice President~~ ~~Chris Schroder, 2nd Vice President~~
~~Janna Pierson, Board Clerk~~ ~~Tina Smedley, Board Clerk~~
~~Gail Davis, Deputy Board Clerk~~ ~~Janna Pierson, Deputy Board Clerk~~
~~Matt Girard, Member~~ ~~Gail Davis, Member~~
~~Travis Sallee, Member~~ ~~Matt Girard, Member~~

DISTRICT OFFICE: 282-8900

~~Dr. Mike Simpson, Superintendent of Schools~~
~~Ms. Carmen Walters~~ ~~Mr. Doug Ogle, Assistant Superintendent~~
~~Mr. John Hancock Executive Director of Personnel and Secondary Education~~
~~Dr. Mrs. Michelle Chapple, Chief Financial Officer~~

JUNIOR HIGH SCHOOL

Todd Bramwell, Principal	282-5936
Shane Robinson, Assistant Principal	282-5936
Susan Whitehead, Counselor	282-5936
Steve Carroll, Counselor	282-5936
JH Cafeteria	260-6327

TABLE OF CONTENTS

SCHOOL CALENDAR	4
SCHOOL TITLE 1 SCHOOL-PARENT COMPACT TO THE STUDENT	5
MISSION STATEMENT / EXIT OUTCOMES	6
BELL SCHEDULE	7
ABSENCES	7
ASSIGNMENTS WHEN ABSENT	7
ATTENDANCE	7
ACTIVITIES	8
CHANGE OF ADDRESS	9
CHEATING AND/OR FRAUD	9
CHECKING OUT PROCEDURE	9
NOTICE OF NON-DISCRIMINATION	9
CLASSROOM BEHAVIOR	10
CLOSED CAMPUS	10
DETENTIONS	11
DISCIPLINE / BEHAVIOR & CONDUCT	11
DISCIPLINARY ACTIONS	11
DRESS CODE	12
DRUGS AND ALCOHOL	13
CONSEQUENCES FOR STUDENT VIOLATION OF DRUG	14
DUE PROCESS	15
ELIGIBILITY	16
ENROLLMENT REGULATIONS	18
FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT	18
INCENTIVE TRIPS	19
FIGHTING	20
FINANCIAL OBLIGATIONS	20
FIRE, TORNADO AND EMERGENCY	20
FIREWORKS	20
FOOD AND BEVERAGES	20
GANG CODE / NON SCHOOL SANCTIONED ACT.	20
GRADING SYSTEM	21
GUIDANCE COUNSELING	21
HALL CONDUCT	21
HALL PASSES	22
HEALTH & MEDICATION	22
HOMEBOUND POLICY	22
IMMUNIZATION	23
INSURANCE	23
INTIMIDATION / HARASSMENT	23
LEWD AND/OR IMMORAL BEHAVIOR	24
LOCKERS	24
LOST AND FOUND	24
LUNCH ROOM OFFENSES	24
MAKE UP WORK	25
NATIONAL JUNIOR HONOR SOCIETY	25
OKLAHOMA STATE HONOR SOCIETY	25
OKLAHOMA STATUTES	25
PLANBOOK.COM	26
PLEDGE OF ALLEGIANCE / NATIONAL ANTHEM	26

HONORS COURSES	26
PROFANITY	26
PROFICIENCY BASED PROMOTION	26
PUBLIC DISPLAY OF AFFECTION	27
RACIAL SLURS	27
RESTRICTED AREAS	27
PROCEDURES & RESPONSIBILITIES FOR STUDENTS	27
SATURDAY / WEDNESDAY SCHOOL	29
SCHOOL ACTIVITIES	29
SEXUAL HARASSMENT	29
SOLICITING	29
STUDENT CONDUCT	29
STUDENT SEARCH	30
STUDENT WELFARE / CHILD ABUSE	30
SUBSTITUTE POLICY	30
SUSPENSIONS	31
TARDIES	31
TELEPHONE USAGE	32
TEXTBOOKS	32
THEFT	32
THROWING OBJECTS	32
TITLE IX STATEMENT	32
TOBACCO	33
TRANSPORTATION	33
TRUANCY	34
TRUANCY LAW	34
UNWRITTEN REGULATIONS	34
VANDALISM AND OTHER OFFENSES	34
VENDING MACHINES	34
VISITORS	34
WEAPONS	34
WEATHER	35
WIRELESS TELECOMMUNICATION DEVICES	35
WITHDRAWAL FROM SCHOOL	36
ASBESTOS MANAGEMENT PLAN	36
DISCLAIMER	36

Guthrie Public Schools

School Calendar 2023-2024

AUGUST

11, 14, & 15 Teacher In-Service
16 - First Day of Classes

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER

4 - Labor Day
15 - Homecoming (2:10 PM Dismissal)
18 - Teacher In-Service

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER

13 - End of First Quarter
17- P/T Conf (All Sites)
19 and 20 Fall Break
26 - P/T Conf (All Sites)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER

20 - 24 Thanksgiving Break

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

DECEMBER

15 - End of 2nd Quarter
Dec 18 - Jan. 2 Winter Break

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY

3 - Classes Resume
15 - Martin Luther King Day

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY

19 - Teacher In-Service

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MARCH

12 and 14 - P/T Conf (All Sites)
15 - End of 3rd Quarter
18-22 Spring Break

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

APRIL

4 - Distance Learning (HS Only) Jr. ACT

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

19 - Snow Make-Up Day 2*

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MAY

24 - Last Day of Classes
27 - Memorial Day

Administration - 282-8900
High School - 282-5906

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1st Quarter **41+4**
2nd Quarter **39**
3rd Quarter **52+1**
4th Quarter **43**

175 Days Taught
5 Professional Days
180 Days Total

*School will be dismissed
if not used for bad weather

Junior High - 282-5936
Upper Elementary - 282-5924
Fogarty Elementary - 282-5932
Charter Oak Elementary - 282-5964
Cotteral Elementary - 282-5928
Central Elementary - 282-0352
Child Nutrition - 282-5952
Maintenance - 282-5944
Technology - 282-5959
Transportation - 282-5919

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

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

Title 1 School-Parent Compact

Guthrie Junior High School encourages parental involvement in the educational process and development of its students. The teachers and administrators of Guthrie Junior High School feel that the total educational experience is enhanced by a team effort with parents and school personnel working together to provide the best learning environment for each and every student. Guthrie Junior High School and the parents of students participating in activities, services, and programs funded by Title I agree that this compact outlines how the entire school staff, the parents, and the student share in the educational process. Each party involved will hold stock in the responsibility of improved student academic achievement. Furthermore, this compact will build and develop a school-parent partnership to help all students achieve the state's high academic standards.

Responsibilities of GJHS will include but not be limited to:

- *Provide high-quality curriculum and instruction in an appropriate learning environment that enables each student to achieve the state's high standards.*
- *Hold scheduled parent-teacher conferences during which your child's individual academic achievement will be discussed.*
- *Provide parents with frequent progress reports.*
- *Provide reasonable availability to parents for consultation with school staff.*
- *Provide opportunities for parents to volunteer, participate, and/or observe their child's classroom activities.*

Responsibilities of the parent/guardian will include but not be limited to:

- *See that my child attends school regularly and on time.*
- *Provide a home environment that encourages and is conducive to learning.*
- *See that my child's homework is completed.*
- *Monitor the amount of television my child watches at home.*
- *Promote positive use of my child's extracurricular time.*
- *Stay informed about my child's education and be aware of what my child is learning.*
- *Communicate regularly with the school staff about my child's educational experience at open house, conferences, or any other available time.*

Responsibilities of the student will include but not be limited to:

- *Attend school regularly and on time.*
- *Do my homework every day.*
- *Read at least 30 minutes every day outside of school time.*
- *Always give the appropriate effort to perform at exemplary standards in work and behavior.*
- *Respect other students as well as myself.*
- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school.*

TO THE STUDENT:

The faculty/staff of Guthrie Junior High School welcomes you! We look forward to another exciting and challenging school year. We feel that the importance of each individual student is our primary concern. We have designed a program of studies and activities which we believe will meet these individual needs, and help prepare you for the future. As junior high students, we encourage you to be active learners and active participants in all that we do. We want the years you spend with us to be the very best in your school career. The following pages in this handbook explain what you will need to know to make these years a success. Take time to go over these pages with your parents. Working with you as a team as you prepare for your future is an opportunity that is important to all of us.

GUTHRIE PUBLIC SCHOOLS MISSION STATEMENT

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

EXIT OUTCOMES (Our Vision for a Well-Educated Student)

Our student's will-

- have a positive self-esteem
- have a strong knowledge base
- show concern for the welfare of others
- be self-directed, life-long learners
- be productive members of society
- be effective communicators
- be creative and complex thinkers
- be problem solvers
- be cooperative learners and workers

GJHS SCHOOL SCHEDULE

Students are not allowed in the building before 8:00 a.m. If a **student** desires to enter before this time, he/she must have a hall pass signed by a teacher, sponsor, or administrator. Students who enter the building before 8:00 a.m. or remain in the building after 3:30 p.m. must be participating in a supervised activity. If the student is going to eat breakfast, or enter the building before 8:00 a.m., he/she may enter only at the east door on the "A" floor. In the event of inclement weather, gentlemen should report to the gym and ladies to the auditorium.

Bell Schedule

8:00	First Bell/Transition Time
8:15-8:55	Homeroom/1 st Hour
8:59-9:44	2 nd Hour
9:48-10:33	3 rd Hour
10:37-11:22	4 th Hour
11:22-11:52	8 th Grade Lunch
11:26-12:11	5 th Hour for 7 th Grade
11:57-12:42	5 th Hour for 8 th Grade
12:11-12:42	7 th Grade Lunch
12:47-1:32	6 th Hour
1:36-2:21	7 th Hour
2:25-3:10	8 th Hour

Each class period is 45 minutes in length. GJH requires that the middle 25 minutes be utilized for non-interrupted instruction unless of an emergency. If a student needs to be picked up for an appointment, we ask parents to plan accordingly.

ABSENCES

Any student who is absent and does not have a parent call the school on the day of the absence will be assigned an unexcused absence (AU). Upon verification from a parent, the student's absence will be changed to an excused absence (AB for personal business, AM for undocumented illness, AD for documented absence).

An absence is recorded when the student has missed 10 or more minutes of a class. If a student is late for class 10 minutes or more, or is checked out during a class with 10 minutes or more remaining before the bell, the student will be counted as absent.

ASSIGNMENTS WHEN ABSENT

When a student is absent from class, work assignments may be gathered by utilizing the lesson plans on teacher webpages. If internet or a printer is not available at home, parents are encouraged to contact the GJHS office.

ATTENDANCE

School is preparation for future life, and it is important that habits of regular attendance be developed. Parents are asked to telephone the attendance secretary at 282-5936 by 9:30 a.m. the morning of the absence to avoid the absence being recorded as truancy.

Students of Guthrie Junior High School are expected to maintain excellent attendance. The following criteria for attendance have been established by the Board:

1. A student must attend a minimum of 90% to receive credit for any course. Any Guthrie Junior High School student taking courses for high school credit **must** abide by the Guthrie High School attendance policy to receive credit.
2. A student is absent whenever he/she misses any 10 minutes of a class period.
3. School activities or documented absences are not included among the 9 absences allowed per semester.
4. A student will be given "no credit" in a class where the student has been absent 10 or more days.
5. Documented Absences
 - a. **Legal Documented** illness, injury, or death in the immediate family should be documented by physician, dentist, attorney, etc.
 - b. **Legal Documented** court appearance or medical appointments should be documented by physician, dentist, attorney, etc.: A letter signed by a doctor is the best form of documentation. Example: hospitalization for surgery or a chronic

illness. Computer generated documentation from a doctor or dentist's office is preferred. Examples include payment receipts and patient procedure history reports. **Handwritten appointment cards will not be accepted as documentation.**

- c. Doctor's notes will only be accepted up to five days after student's absence. Anything after five days will be considered undocumented absence.

ACTIVITIES

Numerous extra-curricular activities are offered at Guthrie Junior High School. Some of these activities are as follows:

<i>Sports Activities</i>	<i>Clubs & Organizations</i>
Baseball	Academic Team
Basketball	Builders Club
Cheerleading	FCCLA
Cross Country Track	Honor Society
Football	Student Council
Golf	Technology Student Assoc
Softball	Yearbook
Tennis	
Track	
Wrestling	

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

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes the student from the classroom shall be ten (10) for any one class period of each school year. Excluded from this number are state and national levels of school sponsored contests. State and national contests are those for which a student must earn the right to compete. *Students participating in school activities will not be allowed to participate in these activities after missing class or a portion of a class during the day of the activity. If activities are completed prior to the end of the school day, students are required to return to school and complete the school day unless otherwise excused by the school principal.*

CHANGE OF ADDRESS

Any change of address or telephone number should be reported to the office.

CHEATING AND/OR FRAUD

Cheating will be considered the act or intent of gaining or giving knowledge for an assignment or to answer by fraudulent means. The penalty will be a zero for the assignment or test. Forged documents will result in administrative action. Plagiarism will fall under this category.

CHECKING OUT PROCEDURE

If it is necessary for a student to leave school during the day, someone from the student's contact list must sign them out. Students **WILL NOT** be allowed to leave with anyone not listed on their contact list. The student must then report to the "B" floor office to check out before leaving campus. Upon returning to school, the student is required to check in through the same office. *Failure to comply with this procedure will result in disciplinary action.*

NOTICE OF NON-DISCRIMINATION

Guthrie Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The Guthrie Public School System also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

Name/Title: Superintendent of Guthrie Public Schools

Office Address: 802 E. Vilas, Guthrie, OK 73044

Phone Number (Voice/TDD): (405) 282-8900

Days/Hours Available: M-F 8:00 a.m. - 12:00 p.m. 1:00 p.m. - 4:30 p.m.

For questions regarding this notice, please contact the District Compliance Coordinator.

Procedural Requirements
Title VI, Title IX, Section 504, ADA
July 2000

AVISO DE DECLARACION NO-DESCRIMINATORIA

Escuela Publica de Guthrie no discrimina raza, color, nacionalidad, genero, edad o incapacidad de admision a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningun aspecto de sus operaciones. La Escuela Publica de Guthrie tampoco discrimina en sus contratos o practicas de empleados.

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

Nombre/Titulo: Superintendente de las Escuelas Publicas de Guthrie
Direccion de Oficina: 802 E. Vilas, Guthrie, OK 73044
Numero Telefono (correro de voz/TDD): (405) 282-8900
Dias/Horas de trabajo: L-V 8:00 a.m.-12:00 p.m. 1:00 p.m.-4:30 p.m.

Procedural Requirements
Title VI, Title IX, Section 504, ADA
July 2000

CLASSROOM BEHAVIOR

The responsibility and authority for classroom management rest solely with the teacher. Any rules which are fair and enhance the educational process will be upheld. If problems persist to a degree that the classroom rules are being repeatedly ignored, then a referral may be made to the appropriate administrator where appropriate action will be taken.

The failure to abide by school rules may result in the following CONSEQUENCES: detentions, written assignments, loss of privileges, and in-school or out-of-school suspension. The consequence will be dependent upon the severity of the problem and the decision of the administrator.

CLOSED CAMPUS

We operate a closed campus. Students will not be allowed to leave campus after arrival in the morning or during lunch time. Leaving campus will be a violation of this policy. Any violation will result in disciplinary action.

DETENTIONS

Detentions given by a teacher for classroom misbehavior will be served with that teacher before school, during lunch, or after school.

Lunch detentions given for misbehavior in the hallways or outside will be served with the lunch detention teacher. Students serving noon detentions will bring lunch from home or obtain lunch from school cafeteria.

Failure to show for detention will result in two (2) days lunch detention.

DISCIPLINE
BEHAVIOR AND CONDUCT
RESPONSIBILITIES

One of the most important lessons education should teach is discipline. It is a part of every class, and it's the training which develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration of other people.

It is our goal at Guthrie Junior High School to provide an orderly and efficient atmosphere whereby the teaching and learning processes can take place. This can only be done through effective discipline. Discipline is the responsibility of parents, students, teachers, and administrators.

The student is responsible for his/her individual conduct. Because not every problem that may arise can be foreseen, students should use good common sense to govern their behavior. They should treat each other, faculty, staff and property with respect. They should be aware that when their behavior distracts from the basic purpose of school, which is learning, there will be consequences to face.

It is the responsibility of the parent to instill in their child the value of appropriate behavior, good conduct, and to reinforce the policies and goals of the school. Parents should communicate to school officials any concerns they may have regarding their child's social, as well as academic, performance while at school.

It is the teacher's responsibility to set classroom rules of conduct consistent with the goals of the school. Expectations can be communicated in writing with rules and consequences, as well as through the general atmosphere created by handling situations that may arise in a consistent manner.

It is the responsibility of the administrator to take disciplinary action when general school policies have been disregarded or when crimes under Oklahoma Statutes have been committed. The administrators will also step in, after all other possibilities have been exhausted, to administer more severe consequences to those students who continually disrupt the learning environment of the classroom.

DISCIPLINARY ACTIONS

Disciplinary actions which may be taken by a classroom teacher may include but may not be limited to: written assignments, detaining a student after class, conferencing with the student and/or parent, loss of privileges, or detentions assigned before school, after school, or at lunch.

Disciplinary action, which may be taken by an administrator, may include but may not be limited to: conferencing with student and parent, and/or suspension. Disciplinary actions will follow a cumulative process. Regardless of offense, each disciplinary step will be visited only once before moving to the next step.

The administrator will take into consideration the severity and frequency of infractions when taking disciplinary action.

Disciplinary action to be taken:

- Conference with student and parent contact
- 1st serious infraction – 3 Lunch Detentions and meeting with counselor
- 2nd serious infraction – 5 Lunch Detentions and meeting with counselor
- 3rd serious infraction – Home Suspension - 3 days
- 4th serious infraction – Home Suspension – 5 days
- 5th serious infraction and every one thereafter – Home Suspension - 10 or more days

The proceeding discipline steps are meant as a guide only. In severe or unusual cases, the judgment of the administrator will take precedence.

DRESS CODE

***Note to Parent(s)/Guardian(s):** The main purpose of school is to give your student the best education possible. Trends and fashions have no bearing on this issue.*

All students are expected to dress appropriately and modestly at all times during the school day and at school activities. Appropriate school clothes are conducive to better behavior in the classroom, in the halls, on campus, or any time students are actively representing the school. The dress code is applicable during the school day and at any school activity, home and away.

Examples of inappropriate attire are, ***but are not limited to:***

1. Headwear worn in the building including, but not limited to: hats, bandanas, sweatbands, scarves, earmuffs, hair picks. Hats and caps are only to be worn outside the building.
2. Any clothing that exposes the midriff. Shirts need to be long enough so that they can be tucked in or drop two (2) inches below the waistline without tugging on or stretching the shirt.
3. Clothing that allows undergarments to be visible. (See #19.)
4. Clothing that has obscene, profane, or suggestive language.
5. Sunglasses (including when worn as headwear.)
6. Garments that display alcohol, drug or tobacco logos or paraphernalia.
7. Mesh jersey or fishnet type clothing.
8. Earbuds or headphones.
9. All sleeveless shirts, blouses, and dresses whose straps are not at least one dollar bill's width and not fitted under the arm.
10. Scooped neck and / or low cut front and back necklines that are not modest.
11. Pants below the waistline (sagging and bagging).
12. Shorts that are not closer to the knee than the mid-thigh (Bermuda short length). Boxer shorts should not be worn, other than in the appropriate athletic classes. Shorts must be hemmed.
13. Skirts/dresses that are not long enough so that the hem touches the knee (Bermuda short length). Skirts/dresses must be hemmed.
14. Bicycle pants/spandex shorts.
15. Clothing that is not worn in accordance with the design (such as both straps being worn on overalls or legs on pants being worn at their full length.)
16. Chains or "spikes" on clothing, with wallets, or worn as a necklace or bracelet.
17. Shoes must be worn at all times for health reasons. "House shoes" are not an acceptable alternative. Shoes with wheels imbedded in them are not acceptable as they are safety hazards.
18. Apparel identifying a student as "security" or "police" is not to be worn.
19. Showing of underwear (thongs/etc.) or posterior being exposed while sitting.
20. No Pajamas (i.e. fleece/thin, lounge pants/etc.)

21. Blankets.
22. Leggings or jeggings worn under shorts or skirts that don't meet dress code. (If leggings/jeggings are worn as the primary attire, shirts must be long enough to fully cover all areas appropriately).

Any clothing that disrupts the learning atmosphere of the school is prohibited. Clothing with possible implied meanings, such as exist with the rebel flag, intended or not, may be offensive and will fall under this policy.

When a student has worn inappropriate clothing to school, the parents of the students will be contacted. The students will be sent home to change clothing, or parents may be requested to bring appropriate clothing to school. If parents are unavailable, the student may use sweat pants and/or a t-shirt supplied by the school. Time missed in procuring appropriate clothing will count against the student's attendance in accordance with the attendance policy.

DRUGS AND ALCOHOL

It is the policy of the Guthrie Public Schools that no student shall possess, use, transmit, share, provide, sell, conspire to sell or possess or be in the chain of sale or distribution or be under the influence of any prohibited or controlled substance including as narcotic drug, illicit drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substances, alcoholic beverage or non-intoxicating beverage (defined by law, i.e. 3.2 beer). Counterfeit drugs (turkey drugs), drug paraphernalia and chemicals which provide a mood-altering effect are included as controlled substances. Illicit drugs include steroids and prescription and over-the-counter medications being used for an abusive purpose. This prohibition applies to competitions on school transportation, on school premises, at school functions, school-sponsored activities, performances, contests, athletics competitions, during lunch, or while under the supervision of school personnel. This policy is adopted in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

It is the responsibility of all school personnel to report suspected violations of this policy to an administrator. The administrator will notify the parents, impose appropriate consequences according to the discipline policy and report the incident to the local authorities. School discipline will be imposed independent of any court action. A confidential drug/alcohol report, completed by the administrator, will be sent to the Superintendent or his/her designee and to the Drug Free Schools office.

Any student violating this policy and his/her parents will be provided a list of resources and encouraged to obtain drug/alcohol education, counseling, and/or chemical dependence treatment as appropriate and at the parents expense.

Copies of this Policy shall be provided to all students and their parents at the beginning of each school year.

CONSEQUENCES FOR STUDENT VIOLATION OF DRUG/ALCOHOL POLICY

A. Conspiracy/Chain/Sale/Distribution/Delivery of Drugs or Alcohol (for personal gain, monetary privilege or gain): Student will be suspended out of school for the remainder of the current semester and all of the succeeding semester.

B. Possession/Use/Sharing/Being under the influence of Drug or Alcohol.

1. **First Offense:** 90 school days out of school suspension (equivalent to 1 semester).

a. A reduction to a 30 school days (6 weeks) out of school suspension may be granted if the student and the parent/guardians agree to the following:

i. To meet with the District Counseling Service representative

ii. To obtain, from a licensed practitioner, an alcohol/drug use assessment which may recommend counseling, education, treatment, and /or drug testing. The cost of any assessment or recommended counseling, education, treatment, etc. will be the sole responsibility of the student's parent or guardian.

b. Nothing in this policy is intended to limit or restrict the ability of the school district to take other disciplinary action against a student in a particular case in accordance with other policies governing student discipline. A school principal or the principal's designee may devise an appropriate disciplinary plan for an individual student relating to the substance abuse in question and may submit that planned of the superintendent, superintendent's designee, or principal for approval. If such disciplinary plan is approved by the superintendent, superintendent's designee, or principal it may be implemented for the student in question.

2. **Second Offense:** Suspension out of school for the remainder of the current semester and all of this is succeeding semester.

NOTE: Procedural Due Process Rights: For ALL out-of-school suspensions, the due process steps outlined in the GPS Policy Manual and this handbook will govern administrative procedures to be followed in the enforcement of this policy.

REPORTING STUDENT SUBSTANCE ABUSE

A. The Board recognizes the complexity of problems which may be associated with student substance abuse. The concern is for the well-being and best interests of students at all times. Therefore, the following procedure will be utilized by teachers and administrators in reporting students who appear to be under the influence, as defined by law, of: low-point beer, alcoholic beverages, or controlled dangerous substances. This policy is adopted in compliance with Oklahoma Statue Title 70§24-138.

B. When it appears to a teacher or administrator that a student may be under the influence of low-point beer, alcoholic beverages, or controlled dangers substances (drugs), the teacher

or administrator will report the matter in writing to the school principal or his/her designee. Whenever possible, the teacher or administrator should attempt to obtain a corroborative observation from another teacher or administrator.

- C. The report of the teacher or administrator will state the date, time, and place of the incident. It will also describe the actions of the student or other circumstances from which the teacher or administrator concluded that the student appeared to be under the influence of low-point beer, alcoholic beverages, or controlled dangerous substances.

DUE PROCESS

A. SUSPENSION OF TEN DAYS OR LESS

1. An appeal to the building level Appeals Committee can be requested, by letter, to the school principal within five (5) calendar days after the principal's out-of-school suspension decision is received by the student and/or his or her parent. The out-of-school decision becomes final and non-appealable if a request for appeal is not received within the time frame described above.
2. Upon receipt of the appeal request, the principal shall confirm that the student's out-of-school suspension falls within the category out-of-school suspensions for which an appeal to the Appeals Committee is authorized to hear. If for any reason the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to the long-term out-of-school suspension must be followed.
3. The Appeals Committee will conduct an investigation, in an informal manner, and make a decision (by majority vote) as to the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. **The Appeals Committee reserves the right to amend, rescind, or alter the length of suspension based on its findings.**
4. The decision of the Appeals Committee shall be final and non-appealable.

B. SUSPENSION IN EXCESS OF TEN DAYS:

1. A parent or student may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools.
2. An appeal must be submitted to the Superintendent of Schools at 802 East Vilas, Guthrie, OK.
3. If no appeal is received within five (5) calendar days by the parent or student, the principal's decision will be final.
4. The superintendent reserves the right to amend, rescind, or alter the length of suspension based on the findings of the investigation.

ELIGIBILITY

When co-curricular and/or interscholastic programs are scheduled during the school day, a student must be eligible according to the following guidelines of the Oklahoma Secondary Schools Activity Association:

A. ATTENDANCE REGULATIONS

1. School Activity: These are extra-curricular activities, whether sponsored by the school or outside agency, which removed the student from class for more than half a class period.
2. The total number of student activity absences allowed for one class period per student shall be ten.
3. Once a student has had ten student activity absences from any one class period, the student must be reported to the principal's office for consideration for further absences for student activities.
4. A student is expected to attend classes 90% of the time in order to participate in school sponsored activities.

B. SCHOLASTIC ELIGIBILITY

(Information from OSSAA RULES AND REGULATIONS)

Section 1: Semester Grades

- a. A student must have received a passing grade in all five subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. This requirement would be classified as five school credits for the 7th and 8th grade students.
- b. If a student does not meet minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next semester he/she attends.
- c. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
- d. Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

Section 2: Student Eligibility During a Semester

- a. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
- b. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of his/her probationary one-week period, he/she will be ineligible to participate

during the next one-week period. The eligibility periods will begin Monday and end on Sunday.

- c. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).
- d. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

Section 3. Special Provisions

- a. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three (3) weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three (3) week period.
- b. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision Rule 3, Section 3-c, if the incomplete grade was caused by an unavoidable hardship. (Example of such hardships would be illness, injury, death in family and natural disaster). (Board policy allows a maximum of two (2) weeks to apply this exception).
- c. Schools may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

Section 4. Special Education Students

Special students who are enrolled in special education class, have an Individual Educational Plan and have been certified by the principal as doing a quality of work which may, with the approval of the Board of Directors, be accepted as eligible under this rule.

ENROLLMENT REGULATIONS

All students must be enrolled in seven hours per day. The only exception to this rule is a student on an IEP or those enrolled through the counselors' office in concurrent enrollment.

A **transfer student** is one who has a legal residence in a school district other than Guthrie and wishes to go to school in Guthrie. A transfer student **MUST PROVIDE:**

1. Proof of guardianship.
2. Signed transfer request originated in *sending* district and including signatures of the sending *and* receiving superintendents.
3. Complete immunization records.
4. Proof of legal withdrawal from sending district.
5. Transcripts from all schools in which student has attended.
6. Copy of Social Security card.

A **new resident student** is one that has established a legal residence within the school district.

New resident students **MUST PROVIDE:**

1. Proof of residence (utility bill, renter's agreement, real estate contract, etc.) & signed Enrollment Verification.
2. Proof of guardianship (legal document).
3. Complete immunization records.
4. Proof of legal withdrawal from sending district.
5. Transcripts from all schools which student has attended.
6. Copy of Social Security card.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

They are:

1. The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents of eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education record that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education

600 Independence Avenue SW
Washington, D.C. 20202-4605

INCENTIVE TRIPS

It is a privilege and honor for Guthrie Public School students to attend and represent our school at various activities through the course of the year. Students must be academically eligible to participate in any school activity. School dress code standards apply to all incentive trip activities. Inappropriate behavior on these trips may warrant severe disciplinary action. Students must ride the school bus to and from the activity.

During any trip, any major inappropriate behavior (such as curfew being broken) may result in the student:

1. Being sent home at their own expense.
2. Suspension from school for an appropriate amount of time.
3. Loss of the privilege to go on any future school trips.

FIGHTING/ASSAULT

Fighting will not be tolerated at Guthrie Schools due to a chance of injury and/or property damage. Fighting is defined as any situation in which mutual participation in an incident involving physical violence. Assault is defined as a physical act and/or an act, criminal or tortious, that threatens physical harm to a person, whether or not actual harm is done.” Disciplinary action will be taken by the administrator if either persons involved fit the above definitions. Infractions may be handled in the following manner for all students involved (Administrator Reserves The Right To Modify Any Discipline Consequences). Parents of a student that has been suspended out of school must attend a conference with the principal before the student is allowed to return to his/her regular classes. If a student participates and/or is responsible for inciting, instigating, or encouraging a fight, the following may apply:

FIGHTING

- 1st Offense - Suspension from school for five (5) days.
- 2nd Offense - Suspension from school for ten (10) days.
- 3rd Offense - Suspension from school for the remainder of the semester.

ASSAULT

- 1st Offense - Suspension from school for fifteen (15) days.
- 2nd Offense - Suspension from school for forty-five (45) days.
- 3rd Offense - Suspension from school for the remainder of the year.

Students who film fights at school and promote the video online may be disciplined under both policies as the Administrator deems appropriate.

FINANCIAL OBLIGATIONS

It is the policy of the Guthrie Public Schools to not charge fees for classes. However, students may be expected to pay for special projects, materials, and activities (i.e. Art, Science, AP English, elective classes, etc.)

FIRE, TORNADO, INTRUDER & LOCKDOWN DRILLS

All drills will be conducted in accordance with state law and reported to the appropriate reporting agency on a yearly basis.

FIREWORKS

Fireworks are not permitted while attending school, on school premises, or at school sponsored activities. Any student in violation of said policy will face immediate disciplinary actions.

FOOD AND BEVERAGES

No food or beverages, except sack lunches in sacks or lunch boxes, will be allowed in the building except in the cafeteria. No glass containers, please.

GANG CODE / NON-SCHOOL SANCTIONED ORGANIZATIONS

The following are prohibited at Guthrie Public Schools during the school day and at all school events (home and away):

1. Possession, wearing, use, distribution or displaying of any sign, symbol, badge, color, or other item that is evidence of affiliation with, or membership in, an organization that is not sanctioned (approved of) by the school administration or a gang.
2. Wearing pants below the waistline (sagging and bagging).
3. Wearing of headgear that would associate a student with an organization that is not sanctioned by the school. This includes caps, bandannas, handkerchiefs, shoestrings or any other associated with gang-related behavior.
4. Participating in any act, either verbal or non-verbal, to include gestures, expressions, handshakes, signs, etc., that may indicate an affiliation with, or membership in, an unsponsored, unacknowledged organization.
5. Participating in any act that may further the interest of such an organization, including, but not limited to, membership, writing or inscribing graffiti, messages, symbols or signs on school property.

Violation of this policy will result in disciplinary actions up to and including the suspension for the current semester and the following semester and filing of criminal charges, depending on the severity of the infraction.

GRADING SYSTEM

Report cards will be given to the students the week following each nine weeks period. The final report card in May will be mailed home. The report cards contain an academic grade, attendance record, and teacher comments. Please check each area carefully to determine progress.

100-90	A
89-80	B
79-70	C
69-60	D
59 or below	F

Incomplete grades must be made up within two (2) weeks or convert to an F.

GUIDANCE COUNSELING

The Junior High counselors will perform classroom guidance to 7th & 8th grade students throughout the year on these topics: (1) Planning for High School and Beyond, (2) Alcohol and Choices, (3) Responsibility, (4) Sexually Transmitted Diseases, and (5) HIV/AIDS. The counselors will be teaching the students the importance of remaining abstinent and will be using the KEEP Program curriculum that is Federal and State approved. The counselors will separate students by gender when conducting these classroom guidance discussions. The curriculum is available for your review in the counselor's office during regular school hours. Parents will be given information to opt out their students at enrollment and also mailed an opt out letter two weeks after the start of the school year. All opt out forms must be returned to the Junior High by September 9. Alternative arrangements can be made for your student if you wish them not to participate. You may call the counselors at 282-5936 with any questions or concerns you might have.

HALL CONDUCT

Since everyone uses the halls, there are some basic rules to be observed:

- Walk, do not run.
- Keep to the right.
- Do not block the halls by standing in groups.
- Avoid yelling and horseplay.
- Do not slam or kick lockers.
- Help keep the halls clean.

HALL PASSES

Students are not permitted in the halls during class periods unless a teacher accompanies them or have a hall pass from an authorized staff member. The pass must have your name, date, destination, time, and signature of a staff member on it. Any student in the halls without a pass during class time will be given detention.

HEALTH & MEDICATION

If a student is injured or becomes ill at school, he/she should report to the “B” Floor Office, and a parent/ guardian will be notified.

It is the policy of the Guthrie Public Schools that NO drugs or medication of any kind (including aspirin and similar products), except those prescribed by a physician, will be given to a pupil by school employees.

ILLNESS AND MEDICATION - We request that you adjust your child’s schedule to eliminate the need to take medication during the school day. In the event it is necessary for a child to use medication during the school day, the following procedure will be followed:

All medication is to be brought to the school secretary upon arrival and appropriately labeled by the pharmacy or physician as to the name of the medication, dosage instructions, doctor’s name and prescription date. A note, dated and signed by the parent, must accompany the medication, giving the child’s name, dosage amounts, specific dosage times, and other instructions if necessary. The Medication Authorization form is available on the District’s website in the Parent Backpack or at the school’s office.

Confirmed asthmatic patients with a note from the physician may keep their inhalers with them.

If you do not wish to send a large bottle of expensive medication to school, we suggest that you ask your pharmacist to label an additional container for use at school.

NON-PRESCRIPTION MEDICATION (for example, aspirin, stomach remedies, ointment, cold tablets or similar drugs) is not given without prior written permission of the physician.

Medication must be in the original bottle (with the identification of the medication and dosage instructions) and a note signed and dated by the parent giving the child’s name, medication, dosage instructions, and other necessary instructions must accompany the medication.

A log of the student’s medication will be kept at the school office.

HOMEBOUND POLICY

Teachers are responsible for assigning adequate homework for their respective subjects. It is the student's responsibility to acquire the assignment and make up any work that is missed.

IMMUNIZATION

Oklahoma State Health Department requires all students to be immunized. The Guthrie Public Schools, in accordance with these laws, requires every student enrolling have proof of immunization.

State requirements are as follows:

Five (5) DPT/DTaP/Td/Tdap	Two (2) MMR
One (1) Tdap Booster	Two (2) Hepatitis A
Four (4) Polio	One (1) Varicella
Three (3) Hepatitis B	

Students will not be allowed to enroll without necessary immunizations. Should the Oklahoma State Department of Health change these requirements, their guidelines will supersede this list.

Free Clinics

Many insurance companies will pay for the required immunizations. If not covered by your insurance, there are free clinics available:

<u>Site</u>	<u>Hours</u>
Logan County Health Department 215 Fairgrounds Road Guthrie, OK 73044 405-282-3485	Daily-----Monday thru Friday 8:00 a.m. – 11:00 a.m. and 1:00 p.m. – 4:00 p.m.

IN-SCHOOL SUSPENSION

If a student is placed in ISS and breaks the rules, he/she will be suspended pending review of the offense. Students will not be able to participate in, or attend, any school activities while they are assigned to ISS.

INSURANCE

Insurance is required for all student athletes, agricultural education students, industrial arts students, and vocational carpentry students before they take part in any practice, scheduled contest, or class. Students already covered by a family insurance policy may have a parent sign a waiver to this requirement. **THE SCHOOL ASSUMES NO RESPONSIBILITY FOR THE SETTLEMENT OF CLAIMS.** *The school must have proof of insurance by the start of the eighth day of class or the student will be dropped from that class and assigned another class/subject. NO EXCEPTIONS!*

INTIMIDATION / HARASSMENT (No-Bully Law)

Intimidation or harassment directed toward other students will not be tolerated. All students are expected to treat others with respect at school, school activities, and other extra-curricular activities.

- 1st Offense: Parent conference/phone contact and suspension from school for three (3) days.
- 2nd Offense: Parent conference/phone contact and suspension from school for five (5) days.
- 3rd Offense: Suspension for the remainder of the semester and the following semester.

Bullying will not be tolerated. Please refer to Section F-31 Policy Prohibiting Harassment, Intimidation and Bullying Procedures For Combating These Behaviors located in the GPS Policy Manual.

LEWD AND/OR IMMORAL BEHAVIOR

Immoral and/or lewd behavior will not be tolerated. Infractions will result in administrative disciplinary action.

Examples of inappropriate behavior are, but are not limited to:

1. Writings
2. Drawings
3. Pictures
4. Magazine
5. Internet / Computer / System Peripherals

LOCKERS

Lockers will be assigned upon student request. **STUDENTS, DO NOT GIVE YOUR LOCKER COMBINATION TO ANOTHER STUDENT.** Each student is responsible for keeping his/her locker clean and neat. Any vandalism, including stickers or writing on lockers, is prohibited.

Violations will result in paying replacement costs and administrative disciplinary action.

LOST AND FOUND

Check in the “A” floor office for lost articles before and after school. Please!!!! Remember to label all your personal items.

LUNCH ROOM OFFENSES

Cutting in line, leaving a tray or dirty table, not following instructions of a staff member, and other minor offenses during lunch will result in lunch detentions per offense. Major infractions will be handled as outlined elsewhere in this handbook.

MAKE UP WORK

Students, upon returning from an absence, will have one day for each day missed to make up work. Major assignments that were assigned earlier in the semester will be due on the designated day whether the student is in attendance or not. **IT IS THE RESPONSIBILITY OF EACH STUDENT TO MAKE ARRANGEMENTS FOR MAKE UP WORK.**

NATIONAL HONOR SOCIETY / NATIONAL JUNIOR HONOR SOCIETY

To be a member of National Honor Society, a student's grade point average must be 3.5 or higher on a 4.0 scale. For High School NHS, averages are based on all grades received including those during the freshman year. High School eligibility begins the sophomore year (as per National Honor Society guidelines). Junior High eligibility is based upon grades beginning the first

semester of Junior High. All students are expected to meet other criteria, such as leadership, service, and character.

OKLAHOMA STATE HONOR SOCIETY

The top ten percent of the High School student body is eligible for membership in the Oklahoma State Honor Society. Averages are based on all grades received; eligibility begins with the freshman year. Junior High membership is based on the State Regents Test scores.

OKLAHOMA STATUTES

Action(s) defined as crimes under OKLAHOMA STATUTES will result in suspension if the student commits the acts while in attendance at school, enroute to/from school, on school premises, or at school sponsored activities. Students may also be suspended with said suspension for the remainder of the semester and for the following semester on the first offense for the following:

1. Assault and battery of a school official.
2. Possession of a dangerous weapon or facsimile (with or without intent to do bodily harm).

For example:

- a. Knives
 - b. Firearms and/or facsimiles (i.e. including cap guns)
 - c. Explosives
 - d. Metal objects (chains, brass knuckles, etc.)
 - e. Clubs
 - f. Sharp or pointed instruments
3. Participation in an illegal demonstration on school property.

Students will be suspended for three (3) to five (5) days for the first offense and may be suspended from school for the remainder of the semester and for the following semester on the second offense for the following:

1. Verbal assault of a school official.
2. Defying a school official.
3. Inciting a fight.
4. Failure to identify oneself
5. Failure to comply with the request of a school official.

PLANBOOK.COM

Planbook.com is used by each teacher to enter lesson plans on a weekly basis. Students and parents have access to the lesson plans via www.planbook.com and selecting the “Student View” tab located next to the login button. Teacher email and student key (used for login) will be produced by each individual teacher and given to each student in class. Access is also obtained through teacher webpages.

PLEDGE OF ALLEGIANCE / NATIONAL ANTHEM

The Pledge of Allegiance and the National Anthem of the United States of America will be given at various times during the school year. It is the student's right not to participate, but the student **MUST** remain quiet, attentive, and respectful to the rights of others during the ceremony.

HONORS COURSES

Honors courses are offered in the subject areas of Math. This course has been designed to meet the needs of the advanced student who wishes to pursue college level studies. Completion of the course contract is required for enrollment.

PROFANITY

Profanity and/or obscene gestures will not be tolerated enroute to or from school, while attending school, on or in school premises, or at school sponsored activities. Offenses will result in administrative disciplinary action. However, if the profanity is directed toward a staff member, it will be treated as a verbal assault.

PROFICIENCY BASED PROMOTION

All K-12 students are eligible to advance one or more levels in designated curriculum areas if they perform at 90% or higher on assessments designated by the Guthrie Public School District. This type of curriculum advancement is proficiency-based promotion.

Upon request of a student, parent or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum as identified in 70.S 11-103.6.

Proficiency will be demonstrated by testing with the Oklahoma Proficiency Tests by Riverside or with district approved, teacher-made criterion-referenced tests. In addition, a performance demonstration will be required in language arts, foreign language, and the arts. Lab sciences at the high school will require performance of relevant laboratory techniques.

Core areas are as follows:

- Social Studies
- Language Arts
- Mathematics
- Science
- Languages
- The Arts

More details can be obtained from the district policy on Proficiency-Based Promotion or from the site principal.

PUBLIC DISPLAY OF AFFECTION

It is assumed that all students have sufficient personal pride and respect. The school halls and campus are public places; therefore, it is expected that students will use discretion in relationships. (This discretion will be limited to hand holding.) Students who persist in other

practices will be referred to the counselor, and if necessary, the parents will be called for a conference or other disciplinary action will be taken.

RACIAL SLURS

It makes no difference if the racial slurs are in jest or in earnest. "Flag words" are also considered racial slurs.

- | | |
|--------------|--|
| 1st Offense: | Three (3) day suspension |
| 2nd Offense: | Five (5) day suspension |
| 3rd Offense: | Five (5) day to one (1) year suspension. |

RESTRICTED AREAS

A.M.

- Upon arrival to school, students are to remain outside, in front of the building. Students are to remain behind the blue lines on the front sidewalk and between the buildings and the trees. Students must stay away from the curb line for safety reasons.
- Students may play basketball or four squares in the morning. Please do not stand and talk on the basketball court while others are playing.
- Students are not permitted to be in the alley (behind the school) at any time during the school day.
- Students are not permitted to stand between the main building and the gym at the "A" floor level at any time during the school day.

Lunch

- After eating lunch, the students will move outside. All students must remain between the basketball court and the front of the gym steps.
- Students may play basketball or four squares during lunch. Please do not stand and talk on the basketball court while others are playing.

P.M.

- Students are to board the buses immediately after school. The buses leave the Junior High every day at 3:20 p.m.
- Students walking home need to leave the campus immediately after school. All students must be off campus by 3:30 p.m. No loitering on campus after school.

PROCEDURES AND RESPONSIBILITIES FOR STUDENTS IN SPECIAL AREAS

In order for students to function cooperatively, some basic procedures are needed in particular areas such as: in the cafeteria, at the lockers, in the media center, in the use of school facilities, materials, and restricted areas.

Bicycles & Skateboards

- Bikes should be parked in the bike area when school begins each day, and they should remain parked until school is dismissed. We recommend you buy a lock. We cannot assume responsibility for bicycles.
- Bike riding is appropriate for the street but not for the sidewalks surrounding the school.
- Please walk your bike so others will not be injured as they use the walks.
- Students should not congregate around the bike area. Bike riders only should use the parking space. After a bike is parked and secured, go directly to the appropriate area.
- Skateboards are not allowed at school or on school property at any time. These items will be confiscated and returned at the end of the school year unless a parent comes to the school to pick up the item during regular school hours. Repeat offenses of this policy will result in suspension and other disciplinary actions.

Library Resource Center LRC

The librarian is available to all students and will assist students as they make use of the many books that are available for studying and for recreational use. The following guidelines are important for each student to know and to follow:

- Hours: 8:10 a.m. to 3:30 p.m.
- Books circulate for two-weeks unless they are needed for a special class assignment. Some materials will be put on reserve and checked out overnight only.
- All materials have the due date stamped on them. It is the student's responsibility to return borrowed materials on the date due.
- All book fines must be cleared in order to receive your report cards.
- You assume responsibility for books or any library materials when you check them from the media center. Books or materials that may be lost, stolen, or damaged will be your responsibility since you are given the privilege of borrowing materials.
- The media center is a place to study, read, and do research, so appropriate behavior is necessary. It should be semi-quiet and should not be used as a place of visitation.

Cafeteria and Lunch

- Students may choose to purchase a lunch or bring a lunch from home.
- The cafeteria offers two (2) choices: fast food line and plate lunch. A student is expected to eat in the cafeteria. Milk may be purchased in the cafeteria. Neither food nor drinks are to be taken from the cafeteria.
- Free or reduced rate lunches are available for those who qualify. If you would like to apply, please come by the office for an application.
- The following procedures will assist students in making lunch a more pleasant experience for all concerned.

- Eating areas should be left as clean as possible. Nothing should be left on the tables. All refuse, paper, etc. should be placed in the trash as you empty and return your tray and eating utensils.
- All lunches are to be eaten in the cafeteria and nothing is to be taken from the cafeteria to be eaten later. Milk may be purchased if you bring your lunch from home.
- Saving seats is not appropriate. The first person who arrives should have the seat.
- Do not break into the lunch line. Take your turn and do not save places in line. This is unfair to those behind you.
- Please practice your good manners and be considerate of others.

SATURDAY / WEDNESDAY SCHOOL

Saturday /Wednesday School, if available, will be used as an alternative consequence for students who are in violation of school policy. Failure to serve Saturday/Wednesday School assignment will result in out of school suspension.

Wednesday School will occur for one hour immediately following the school day (3:20-4:20).

SCHOOL ACTIVITIES

Students who misbehave (i.e., run, roam, harass, fail to cooperate with school officials) at school activities will be dismissed from the activity without a refund and can face additional administrative action.

SEXUAL HARASSMENT

Sexual harassment is any type of verbal/physical abuse of a sexual nature. Suggestive comments, unwanted touching, obscene hand/body gestures, suggestive notes, etc., would be considered sexual harassment. Since this covers a wide range/degree of offenses, the punishment on the first offense will range from three (3) days suspension to suspension for the remainder of the semester and the following semester.

SOLICITING

No soliciting or selling may be done in the school without approval of the building principal. Only fundraising activities approved by the Board of Education are allowed.

STUDENT CONDUCT

Each student is expected to behave in a manner which will add to the educational atmosphere at Guthrie Public Schools, and anything that detracts from the spirit of dignity at our school will be subject to disciplinary action. Students have the responsibility to know and respect the rules and regulations of the school.

We desire that all students accept the responsibility of self-discipline. Students are to conduct themselves as young ladies and gentlemen at all times (i.e. halls, cafeteria, classrooms, assemblies, and extra-curricular activities). When a student demonstrates that he/she cannot conduct themselves in a positive manner and infringes upon the rights of others to enjoy the freedom of self-discipline, he/she must face the consequences of disciplinary action.

The responsibility and authority for classroom management rests solely with the teacher. Any classroom rules, which are fair and enhance the educational process, will be upheld. If problems persist to a degree that the classroom rules are being repeatedly ignored, a referral may be made to the discipline principal where appropriate action will be taken.

When students enroll in classes, the following obligations are assumed:

- To be present and on time each school day. (Attendance is a vital part of academic progress.)
- To be in the properly assigned area BEFORE the last class bell rings.
- To complete each assignment on time.
- To give complete attention in class.
- To participate in all class activities.
- To be respectful and cooperative.
- To bring the necessary equipment to participate.

Defiance of teacher authority will result in appropriate disciplinary action.

STUDENT SEARCH

School personnel have the authority to detain and search or authorize the search of any student upon suspicion that the student is in violation of district policy.

STUDENT WELFARE / CHILD ABUSE

Employees of the Guthrie Public Schools are required by law to report suspected child abuse victims to the Department of Human Services. In suspected cases of physical and sexual abuse, local authorities may question the victim at the school site without the principal obtaining permission from the victim's parent/guardian.

SUBSTITUTE POLICY

Since our school is judged by the way we act in class, substitutes can either take a positive or negative impression of our school with them when they leave. You are expected to conduct yourself as a host to these substitute teachers and show them the same respect expected of your regular teachers. Failure to comply with school rules while under the direct supervision of a substitute will result in immediate administrative disciplinary action.

SUSPENSIONS

It is the philosophy of the Guthrie Public Schools that no student be permanently suspended from school unless every means has been exhausted in trying to teach the student respect for policies and guidelines of the school.

However, when it is evident that a student has no interest in education, is a behavior problem, or is a chronic truant, the Administration must take action in suspending said student in the best interest of the school as a whole.

Any student who has accumulated in excess of three (3) suspensions for attendance or disciplinary action may be suspended for the remainder of the semester, for the following semester, or longer if allowed by law in extreme cases.

While serving a suspension, a student will not be allowed on campus or to attend or participate in any school sponsored activity. If this policy is violated, a suspension of three days, the remainder of the current semester and/or the following semester will be added to the current suspension. While suspended, a student may not attend or take part in any school activity, including extracurricular practices.

A student will not be allowed to participate in any school activity during the time of a suspension and until the day following the last day of the suspension.

TARDIES

Punctuality is an important part of maturity and reflects an attitude of courtesy toward others (oversleeping and missing the bus are examples of unacceptable reasons for being tardy to school). A student will be considered tardy if he or she is not in his or her properly assigned area when the class bell rings.

Tardiness to classes is not acceptable; however, there are times when it will occur. After ten (10) minutes the tardy will be counted as an absence.

Each teacher will keep a log for each semester of student tardies per class period. After the first tardy, the teacher will email administration and amount of tardies for student. The teachers will discuss in their daily team meeting which students on their team have a tardiness problem. Administration will contact parents and follow discipline plan.

At that time, the following disciplinary actions will be taken:

- First offense: Warning by teacher
- Second offense: 1 Day Lunch Detention
- Third Offense: 3 Days Lunch Detention
- Fourth Offense: 1 Week Lunch Detention

If a student continues to be tardy after 4 tardies, out of school suspension will occur.

THREE tardies equals one unexcused absence.

TELEPHONE

The telephone is available for “EMERGENCY USE ONLY.” Students should not rely on using the school phone for making plans that can be arranged before or after school.

Basic phone procedures are:

- Student phone calls should be made in the “B” floor office.
- Students will be required to sign a daily log sheet when making telephone calls at school.

- You must have permission from your teacher and a hall pass to use the phone during school hours.
- DO NOT PLAN to make your personal after-school arrangements on the phone at school. Make pre-arrangements for after-school activities when transportation or other considerations will be necessary. Students should communicate with friends at home and only unusual situations should require “last minute” planning by phone.
- Calls are to be limited to two (2) minutes.
- If someone should call for you at school, you will not be brought from class to answer the phone. The person may leave a message, and the message will be delivered to you.

TEXTBOOKS

Textbooks will be issued through the teacher in your different classes. Textbooks are provided to the school through state funding, which means books must be utilized by the school for multiple years; therefore, it is your responsibility to treat books with care. Once you have been given books to use, you will be responsible for the books assigned specifically to you until you complete the school term or until you withdraw from school. A textbook which may be lost or damaged will be your responsibility. You must take care of replacement or damage costs before you receive your final grades. The school may hold grades and records if fines or replacement costs are not resolved.

THEFT

Theft will not be tolerated. Replacement and/or reimbursement will result as well as Administrative disciplinary action.

- 1st Offense: Parent conference and suspension from school for three (3) days.
- 2nd Offense: Parent conference and suspension from school for five (5) days.
- 3rd Offense: Suspension for the remainder of the semester and for the following semester.

THROWING OBJECTS

Due to the obvious danger, throwing of any objects will not be tolerated. If an item is thrown that could cause damage or injury, the penalty will be the same as fighting (the exception is if a serious injury is caused then the student may be suspended for the remainder of the semester and/or for the following semester.)

TITLE IX

The Guthrie Public School system hereby agrees that it will comply with Title IX of the Educational Amendments of 1972 which states that no person in the United States shall, on the basis of sex, be excluded from participation in, denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. The School District is an equal opportunity employer.

It is, therefore, the policy of the Guthrie Independent School District No. I-1, Logan County, to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning

application of this policy may be referred to the Title IX Coordinator, Guthrie Public School Administration Building, 802 East Vilas, Guthrie, Oklahoma, 73044; telephone (405) 282-8900.

TOBACCO

In compliance with State Laws of Oklahoma, it shall be the policy of the Guthrie Board of Education that the use of, or possession of, tobacco products (including smokeless tobacco), including paraphernalia, in any form, by students while attending school, in/on school premises, and at school sponsored activities is prohibited. Any student in violation of said policy will face immediate disciplinary action:

- 1st Offense: Parent conference/phone contact and suspension from school for five (5) days.
- 2nd Offense: Parent conference/phone contact and suspension from school for ten (10) days.
- 3rd Offense: Suspension for the remainder of the semester, or suspension for the remainder of the school year.

TRANSPORTATION

Registration of Riders

Each student must be registered as a bus rider before they can ride the school bus. The GPS Transportation Department Student Bus Rider Registration Form is available at the Transportation Office and on the school website (<http://www.guthrieps.net>). Proof of residency is required, see the “Parent’s Backpack” on the website for more information. Parents must complete this form and return it to the transportation office. Once the form is entered the students will be issued a bus rider pass. They will need the bus pass to board the bus.

Transportation Transfers and Students Not Riding

In order to provide the safest possible care for your students while they ride the bus, and to control the number of students riding any given bus, *students will ride only their assigned bus*. Students who live in town are in the “no ride zone” and are not assigned to any bus; therefore in-town students may not ride a school bus to another person’s address. Students will also get on and off the bus only at their assigned stop. Students are not permitted to ride home to a friend or other students home.

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

TRUANCY

Any student is considered truant when absent from the school grounds without approval of the school and the permission of the parent or guardian. A student who fails to report to class or check out when leaving school anytime during the school day is subject to discipline for truancy.

TRUANCY LAW

Parents can be fined if they allow students to remain absent from school. Under the State Truancy Law, the district must report truancy to the District Attorney. Penalties may be assessed by the Logan County District Court.

UNWRITTEN REGULATIONS

Each year, there are a few things including some "fads" that appear on our campus. We are not listing any of these, nor are we making a regulation to cover all of the problems that may arise. When a fad begins on the campus and a "nuisance" develops, we shall immediately eliminate the nuisance.

VANDALISM AND OTHER OFFENSES

Any student committing an act of vandalism, theft, gambling or forgery is subject to suspension. Damaged or stolen school property must be paid for or replaced by the offending student. The use or possession of stink bombs and/or any other object that would be detrimental to the educational process or that might disrupt any event, class, etc., will also be considered vandalism. Offenses of the above may result in more severe penalties of suspension. Suspensions may range from ten (10) days to the remainder of the semester and the following semester, and/or appropriate Civil Action.

VISITORS (All visitors must report to the office)

We cannot accommodate student visitors during the school day. Parents are always welcome to visit the school but are asked to check in at the "B" floor office first. Parents, if you need to talk with your child, stop by the "B" floor office for a visitor's pass.

WEAPONS

Students should not bring any type of instrument to school that is likely to be used as a weapon or tool which could be used to deface or vandalize school property. The following instruments may be considered weapons:

1. Knives
2. Firearms and/or facsimiles (including cap guns, etc.)
3. Explosives and/or facsimiles
4. Metal Objects (chains, brass knuckles, etc.)
5. Clubs
6. Sharp or pointed instruments
7. Stun guns
8. Chemical sprays

Violations of this policy will result in administrative action. See Oklahoma Statutes section. Students may be suspended for up to one (1) calendar year for violation of this policy.

WEATHER

In the event school is closed or starting late because of inclement weather, parents are asked to listen to local radio and television stations. When possible, the District's website will also be updated to include the newest information.

If weather conditions deteriorate during the school day and it becomes necessary to dismiss school early, the Superintendent will notify the local radio and television stations. When possible, the update will also be included on the District's website. Please remember not to phone the school to ask about closing or dismissal information. This will keep our telephone lines open in case of an emergency.

WIRELESS COMMUNICATION & ELECTRONIC DEVICES

Students may possess a cellular telephone while on school premises and while in transit under the authority of the school. The term "cell phone" includes but is not limited to cellular phones, mobile phones, VoIP, iPhone, smart phones, internet phones or similar devices. Students will keep cellular telephones turned off and out of sight during class time and during all school or school related activities. During these times students shall be restricted from text or picture messaging, calling electronic mailing, instant messaging, uploading, downloading, gaming, web-surfing, accessing social networking sites, or using any features or applications installed on communication devices. Students may only use cellular telephones before and after school and at lunch or during break periods. Likewise, students may have pagers and cellular telephones while attending a function sponsored or authorized by the school, subject to the same restrictions applicable to instructional periods.

Telecommunication devices shall be turned off and out-of-sight in locations deemed "private areas." "Private areas" include but are not limited to restrooms, changing rooms, and locker rooms or similar areas. The use of audio/video recording and camera features is strictly prohibited in these areas. A student who witnesses a cell phone or other telecommunication device out in a "private area" shall immediately report this behavior to a teacher or administrator.

The district has adopted policies regarding appropriate contact between staff and students via telecommunication devices and social networking sites. These policies are found at *Wireless Telecommunication Devices (Employees)*. Students shall only engage in approved and authorized contact with school employees and shall report any inappropriate contact immediately.

Students found to be using any electronic communications device for any illegal purpose, in a manner volatile of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations, or to harass or intimidate students or staff members shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Using a phone for harassment purposes includes using a phone's features such as text or picture messaging, internet uploading and downloading, camera, and/or audio/visual recording features. Acts such as

“upskirting” or “downblousing” are prohibited and are considered harassment of an individual. Students violating this policy will not be allowed to carry any personal communication device following the incident unless a genuine health emergency exists, and may also be subject to other disciplinary action.

WARNING:

The taking, dissemination, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic communication) may constitute a CRIME under state and/or federal law. Any person taking, dissemination, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registries.

WITHDRAWAL FROM SCHOOL

When a student must withdraw from Guthrie Public Schools during the term, he/she must report to the registrar in the morning of the day he/she leaves to begin formal withdrawal from school. Students will not be withdrawn until the parent or guardian has made contact.

WHEN WITHDRAWING FROM SCHOOL, PLEASE ADHERE TO THE FOLLOWING PROCEDURE TO LEAVE GUTHRIE PUBLIC SCHOOLS WITH A CLEAR RECORD:

1. Arrange a conference with the counselor to explain the reason for withdrawal, leave a forwarding address, and secure a permit to withdraw from the appropriate office.
2. Secure teacher signatures on the withdrawal permit and return textbooks to those teachers. The locker should also be cleaned out.
3. Leave the signed withdrawal form in the office with the registrar showing a clear record.
4. A transcript of the student's work will be forwarded, upon request, to the new school.

ASBESTOS MANAGEMENT PLAN

In Accordance with Federal law, Guthrie Public Schools has been inspected and approved for asbestos management.

Asbestos plans are available for viewing during regular school hours Monday-Friday by contacting Jerry Gammill at the Maintenance Department located at 200 Crooks Drive, Bldg. #4, Guthrie, OK 73044.

DISCLAIMER

The preceding discipline steps are meant as a guide only. In severe or unusual cases, the judgment of the Administrator will take precedence. The Guthrie Public School Policy Manual will also be used in regard to school-student relationships. A copy of this policy can be viewed at Guthrie High School, Guthrie Junior High, or the Guthrie Public Schools Administration Building.

**GUTHRIE JUNIOR HIGH SCHOOL
PARENT AND STUDENT HANDBOOK**

Dear Student:

This handbook has been prepared for your information, and to assist you with the expectations, responsibilities, guidelines, and procedures necessary in becoming the best junior high student you can be. We hope you will use the book and become familiar with its contents. If each of our students will accept the responsibility of developing to their fullest potential, our school, our students, the parents and our community will have much of which to be proud.

Respectfully,
Todd Bramwell
Principal

PLEASE SIGN AND RETURN THIS TO YOUR FIRST HOUR TEACHER.

I have read my Guthrie Junior High School Handbook for the current school year. I understand the rules and will make every effort to abide by them.

Student Signature

Parent/Guardian Signature

Dear Parents and Guardians:

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

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

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

Sincerely,

Mike Simpson, Ed. D.
Superintendent of Schools



FAVER ALTERNATIVE SCHOOL
1002 EAST PERKINS

2023-2024 ~~2022-2023~~ Parent - Student Handbook

ADMINISTRATION
BOARD OF EDUCATION

Ron Plagg, President ~~Travis Sallee, President~~
Chris Schroder, 1st Vice President ~~Ron Plagg, 1st Vice President~~
Tina Smedley, 2nd Vice President ~~Chris Schroder, 2nd Vice President~~
Janna Pierson, Board Clerk ~~Tina Smedley, Board Clerk~~
Gail Davis, Deputy Board Clerk ~~Janna Pierson, Deputy Board Clerk~~
Matt Girard, Member ~~Gail Davis, Member~~
Travis Sallee, Member ~~Matt Girard, Member~~

DISTRICT OFFICE: 282-8900

Dr. Mike Simpson, Superintendent of Schools
Ms. Carmen Walters ~~Mr. Doug Ogle~~, Assistant Superintendent
Mr. John Hancock, Executive Director of Personnel and Secondary Education
Dr. Mrs. Michelle Chapple, Chief Financial Officer

FAVER SCHOOL OFFICE

Main Office – Juana Benson, Director of Alternative Education 282-5941

HIGH SCHOOL OFFICES

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

GUTHRIE PUBLIC SCHOOLS' MISSION STATEMENT

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

EXIT OUTCOMES

Our Vision of a Well-Educated Student:

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

GUTHRIE HIGH SCHOOL / FAVER SCHOOL PARENT-STUDENT-TEACHER COMPACT

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

AS A STUDENT I AGREE TO:

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

AS A PARENT I AGREE TO:

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

AS A TEACHER I AGREE TO:

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

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

Guthrie Public Schools

School Calendar 2023-2024

August

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October

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1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1st Quarter **41+4**
 2nd Quarter **39**
 3rd Quarter **52+1**
 4th Quarter **43**
 175 Days Taught
 5 Professional Days
 180 Days Total
 *School will be dismissed
 if not used for bad weather

AUGUST
 11,14, & 15 Teacher In-Service
 16 - First Day of Classes

SEPTEMBER
 4 - Labor Day
 15 - Homecoming (2:10 PM Dismissal)
 18 - Teacher In-Service

OCTOBER
 13 - End of First Quarter
 17- P/T Conf (All Sites)
 19 and 20 Fall Break
 26 - P/T Conf (All Sites)

NOVEMBER
 20 - 24 Thanksgiving Break

DECEMBER
 15- End of 2nd Quarter
 Dec 18 - Jan. 2 Winter Break

JANUARY
 3 - Classes Resume
 15 - Martin Luther King Day

FEBRUARY
 19 - Teacher In-Service

MARCH
 12 and 14 - P/T Conf (All Sites)
 15 - End of 3rd Quarter
 18-22 Spring Break

April
 4 - Distance Learning (HS Only) Jr. ACT
 5 - Snow Make-Up Day 1*
 19 - Snow Make-Up Day 2*

MAY
 24 - Last Day of Classes
 27 - Memorial Day

Administration - 282-8900
 High School - 282-5906
 Faver Alternative - 282-5941
 Junior High - 282-5936
 Upper Elementary - 282-5924
 Fogarty Elementary - 282-5932
 Charter Oak Elementary - 282-5964
 Cotteral Elementary - 282-5928
 Central Elementary - 282-0352
 Child Nutrition - 282-5952
 Maintenance - 282-5944
 Technology - 282-5959
 Transportation - 282-5919

January

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February

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					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	

March

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24	25	26	27	28	29	30
31						

April

S	M	T	W	T	F	S
					1	2
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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

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

Board Approved 1/9/2023

Dear Parents and Guardians:

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

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

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

Sincerely,

Mike Simpson, Ed. D.
Superintendent of Schools

ACTIVITIES / SPORTS

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

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

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

ATTENDANCE

There is a close relationship between academic success and school attendance. Good attendance habits learned and developed in school will be carried over into the world of work. The rewards for good attendance at GHS & Faver are increased learning and an increased probability that students will be successful. Of equal importance is the development and practice of dependability and punctuality (two essential skills in the world of work.) Most important is the need to attend in order to learn from both teacher and classmates. To our knowledge, no student who had perfect attendance has ever failed in learning.

Definition of an absence:

An absence is defined as any time a student misses more than 10% of a Faver school day. Continuing absences & tardies will require time to be made up after Faver's regular school day is complete.

Notification of an absence by parents:

By state statute, it is the duty of the parent or guardian of a student to notify the school concerning the cause of any absence. This should be done as early as possible on the day the student misses school. School personnel will make every reasonable effort to notify the parent or guardian via an automatic calling system of an absence for any part of the school day unless the parent or guardian notifies the school of such absence. It is important for a student to accept responsibility for his/her behavior.

Unauthorized Absence:

A student who fails to check out when leaving school anytime during the school day, leaves class without permission, or does not report to a specific location is subject to disciplinary action.

Examples of but not limited to:

- Leaving campus and not checking out and receiving an early dismissal slip;
- Presenting an unacceptable verification or note for an excused absence; (see Excused Absence) • Failing to have parent/guardian authorization;
- Oversleeping;
- Missing the bus or having car trouble.

Any unexcused absence becomes an Unexcused Truancy if it is not cleared within 48 hours by parent or documentation.

Absences for Extracurricular Activity:

An absence for a student who has to miss school for a Guthrie High School activity will be counted as an activity absence. This absence will not count toward administrative failure. Students should pay close attention to the state's ten-day activity absence policy.

College Visits:

Guthrie High School seniors are given two days per year to visit a college of their choice, which could include residual ACT dates or college enrollment. This absence does not count against the ten-day rule, administrative failure, or semester test exemptions. Documentation from the school visited may be required upon the student's return. **Parent-**

Verified Absence:

- A parent must notify the Attendance office.
- A parent notifying the office does not make the absence a documented absence (see below).

Documented Absence

A documented absence can be defined as:

- a doctor's note (document must be original; faxes must be received directly from the doctor's office);
- a court document;
- funeral information (immediate family).

The Attendance Office must have this documentation; if not, the absence will count as an unexcused absence, which counts towards administrative failure.

- Documentation must be turned in within five days of the absence or it will not count as a documented absence. The principal will make the determination if circumstances prevented the absence from being cleared within the time limit.
- The principal will make the final determination as to whether or not an absence is excused or unexcused and the acceptability of documentation.

Attendance Reports:

High School students may request an attendance report from the Office. A parent may come in and pick up an attendance report at any time in the Office.

Attendance Codes:

The following is a list of attendance codes as they pertain to student absences.

AB – personal business. If appropriate documentation is submitted, this will be changed to an AD. AC – college day. Seniors may use two college days per year.

AD – documented absence. This does not count against the student's nine (9) allowable absences.

AM – medical. If appropriate documentation is submitted, this will be changed to an AD.

AR – vo-tech absence. Attendance taken at vo-tech is turned in to GHS for attendance recording.

AU – unaccounted for. Student is absent and was not called in by a parent.

EG – testing. This is not counted as an absence.

EI – in school suspension. This is not counted as an absence.

TU – tardy.

EC, ED, EE, EF, EL, EN, EO, ES, EX – these codes are on- or off-campus student activities and are not counted as an absence.

BEFORE AND AFTER SCHOOL

Building hours will be posted outside the Office. No student will be in the building before or after these hours unless requested by a teacher or participating in a supervised activity.

CAFETERIA

Students are expected to behave in an appropriate manner regard to meal area & distributions. Students are responsible for maintaining their school, table, the area around their table, and for disposing all trays, plates, and trash in the designated cans. Meal Area / Distribution Guidelines:

- Students will be required to present ID numbers to purchase meals.
- There will be no charging of meals in the cafeteria.
- Students may deposit additional money to their account balance when the serving line is open.
- Checks will be accepted for the full amount only. No change can be given.
- Payment can be made anytime online via the PaySchools link on the Guthrie Public Schools' website.
- Free or reduced accounts cannot be used more than once per day and can only be used by the appropriate owner.
- Ala Carte and extra items are CASH only.
- Cashiers are not allowed to make change without a purchase.
- Federal and state laws govern reimbursable meals to the following:
 - Breakfast must be 3 or 4 items; Lunch must be 3 to 5 items.
- Infractions of cafeteria rules (i.e., leaving your tray/plate on the table, leaving your table dirty, throwing objects, taking the food of others, etc.) will result in the appropriate disciplinary action.
- No food deliveries will be allowed on campus during the school day with the exception of parents delivering food to the office for their own student at the beginning of the lunch period.

CELL PHONES / STUDENT POSSESSION OF WIRELESS COMMUNICATION DEVICES

Students may possess a cellular telephone while on school premises and while in transit under the authority of the school. The term "cell phone" includes but is not limited to cellular phones, mobile phones, VoiP, iPhones, smart phones, smart watches, internet phones, or similar devices.

Students will keep cellular telephones turned off and out of sight during scheduled class time and during all school or school-related activities. During these times, students shall be restricted from text or picture messaging, calling, electronic mailing, instant messaging, uploading, downloading, gaming, web surfing, accessing social networking sites, or using any features or applications installed on communication devices.

Students may only use cellular telephones before and after school and at break. Likewise, students may use cellular telephones while attending a function sponsored or authorized by the school, subject to the same restrictions applicable to instructional periods.

Due to safety concerns, the use or display of earbuds or headphones while on campus, with the exception of use during online coursework, is prohibited. The use of earbuds or headphones during extra-curricular activities is up to the discretion of the activity sponsor.

Disciplinary Actions:

- 1st Offense: phone or ear device is confiscated. The phone will be returned at the END of the session.
- Subsequent Offenses: device confiscated and the Office will administer additional discipline ranging from community service to out-of-school suspension.

Failure to surrender a device upon request will result in a three (3) day out-of-school suspension.

CHANGE OF ADDRESS

Any change of address or telephone number should be reported to the Office. Any phone number changes for the School Messenger / Remind system should be turned in immediately to the Office.

CHEATING / PLAGIARISM

Cheating will be considered the act or intent of giving or gaining knowledge for an assignment or test or to answer by fraudulent means.

Consequences:

The penalty for cheating will be a zero for the assignment or test. Frequent acts of cheating will require further consequences as per teacher / administrator discretion.

Plagiarism is the intention or accidental use of another's ideas, words, or writing as one's own without appropriate documentation or relying too heavily on outside resources for the completion of an assignment.

Faver Disciplinary Action:

- 1st Offense: parents will be notified and a grade of "0" for the assignment or test will be given.
- 2nd Offense: above consequences apply plus a 1-day suspension
- 3rd Offense: grade of "0" for assignment or test plus a 3-day suspension • 4th Offense: loss of credit in the respective class for the semester.

CHECKING OUT PROCEDURE

If it is necessary for a student to leave school, notification to the Office by the parent/guardian is required before the student will be allowed to check out. Students must sign out in the Office before leaving campus. Upon returning to school, the student is required to check back in at the Office. Failure to comply with this procedure may result in disciplinary actions.

Faver Alternative School operates under a closed campus policy. Leaving campus without permission will result in disciplinary action from the Office

CONCURRENT ENROLLMENT

A junior or senior enrolled at Guthrie High School is eligible to participate in enrollment at high school and college simultaneously. Permission must be obtained by the principal and is subject to current Oklahoma State Department of Education regulations. See the Course Selection Handbook for complete information.

DANCES

Dances will be held periodically during the school year under the direction of various Guthrie High School organizations. Only those students enrolled at Guthrie High School are eligible to attend; junior high school age students will not be allowed to attend. All students wanting to attend prom who do not attend Guthrie Schools must be pre-approved by the principal.

Any student attending a school-sponsored dance, including the Junior-Senior Prom, may be subject to a BAC (Breath Alcohol Content) Test.

Students are not allowed to gather in the parking lot or cars or drive around the parking lot during a dance. Once students leave the dance, they are to leave the school grounds / dance site. No readmission is allowed once students leave the dance site.

DRESS CODE AND APPEARANCE

The educational process includes preparing students to deal with rules and laws outside the school setting. By recognizing that appropriate dress is an issue which is addressed in the "real world" by workplace requirements or professional standards and expectations, students have an opportunity to learn that what is acceptable and appropriate in one situation is not acceptable in other situations. Clothing that may be fun or appropriate on the weekend may not be appropriate for school. Standards of dress are provided so clothing does not distract from the educational process. It is

hoped that a minimum amount of time and effort is spent on enforcement; however, it is the responsibility of the student and parent to adhere to these guidelines.

APPEARANCE:

- All students are required to wear shoes. House shoes, house slippers, cleated shoes, or wheeled shoes are not permissible in the school building.
- Skirts, dresses, and shorts should be no shorter than the longest fingertip when held at sides. The length of these items must be the appropriate length all the way around the body.
- Leggings and other stretchy clothing are allowed but should be covered by an outer garment that reaches the longest fingertip when held at sides. The length of these items must be the appropriate length all the way around the body.
- Headwear is not to be worn in the building. This includes, but is not limited to, hats, bandanas, earmuffs, and hair picks.
- The principal may make exceptions for spirit days or special activities.

Examples of inappropriate attire are, but are not limited to:

1. Clothing that inappropriately exposes the body.
 - a. Clothing that allows undergarments to be visible.
 - b. Pants with holes/rips/tears above the longest fingertip point of the thigh.
 - c. Clothing that exposes the midriff.
 - d. Shirts not long enough to be tucked in or to drop two (2) inches below the waistline without tugging or stretching the shirt.
 - e. Sleeveless shirts, blouses, and dresses whose straps are not at least one dollar bill's width.
 - f. Sleeveless shirts, blouses, and dresses not fitted under the arm.
 - g. Shirts not worn on both shoulders.
 - h. Mesh jersey or fishnet type clothing unless a t-shirt or other appropriate lining is underneath.
 - i. Pants below the waistline. Pants, sweats, skirts, or shorts rolled at the waist.
2. Sunglasses (including when worn as headwear.)
3. Bandanas.
4. Gang related attire or paraphernalia.
5. Clothing, badges, jewelry, or other items advertising drugs, alcohol, tobacco products or practices. Clothing, badges, jewelry, or other items reflecting messages of a suggestive, immoral, derogatory, hateful, or vulgar nature.
6. Apparel identifying a student as "security," "staff," "police," or comparable position.
7. Onesie pajamas.
8. Blankets used as coats.
9. Chains or "spikes" on clothing, attached to wallets, or worn as a necklace or bracelet.
10. Clothing not worn in accordance with the design (such as both straps being worn on overalls, or legs on pants being worn at their full length.)
11. Clothing that is excessively baggy or long, including trench coats.

Any clothing that disrupts the learning atmosphere of the school is prohibited. Clothing with possible implied meanings, intended or not, may be offensive and will fall under this policy.

DRESS CODE POLICY:

When a student has worn inappropriate clothing to school, the parent(s) of the student will be contacted. The student will be sent home to change clothing, or parents may be requested to bring appropriate clothing to school. If parent(s) are unavailable, the student will be assigned to in-school supervision. Time missed in procuring appropriate clothing will count as an unexcused tardy or absence in accordance with the attendance policy.

DRUGS AND ALCOHOL

It is the policy of the Guthrie Public Schools that no student shall possess, use, transmit, share, provide, sell, conspire to sell or possess, be in the chain of sale or distribution or be under the influence of any prohibited or controlled substance including a/an narcotic drug, illicit drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any CBD that has any percentage of THC, or any other controlled substances, alcoholic beverage or non-intoxicating beverage (defined by law, i.e. 3.2 beer). Counterfeit drugs (turkey drugs), drug paraphernalia and chemicals which provide a moodaltering effect are included as controlled substances. Illicit drugs include steroids, and prescription and over-the-counter medications being used for an abusive purpose. This prohibition applies to competitions, on school transportation, on school premises, at school functions, school-sponsored activities, performances, contests, athletics competitions, during lunch, or while under the supervision of school personnel. This policy is adopted in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

It is the responsibility of all school personnel to report suspected violations of this policy to an administrator. The administrator will notify the parents, impose appropriate consequences according to the discipline policy, and report the incident to the local authorities. School discipline will be imposed independent of any court action. A confidential drug/alcohol report, completed by the administrator, will be sent to the Superintendent or his/her designee and to the Drug Free Schools office.

Any student violating this policy and his/her parents will be provided a list of resources and encouraged to obtain drug/alcohol education, counseling, and/or chemical dependence treatment as appropriate and at the parent's expense. Copies of this Policy shall be provided to all students and their parents at the beginning of each school year.

CONSEQUENCES FOR STUDENT VIOLATION OF DRUG/ALCOHOL POLICY

A. Conspiracy/Chain/Sale/Distribution/Delivery of Drugs or Alcohol (for personal gain, monetary privilege or gain): Student will be suspended out of school for the remainder of the current semester and all of the succeeding semester. B. Possession/Use/Sharing/Being Under the Influence of Drugs or Alcohol:

Students suspected of being under the influence may be subject to a field sobriety test conducted by a member of law enforcement. Failure to comply will result in first offense disciplinary action.

1. **First Offense:** Ninety (90) day out-of-school suspension (1 semester equivalency)

A. A thirty (30)-day suspension may be granted if the student and the parents/guardians agree to the following:

- (a) to meet with the District Counseling Service representative;
- (b) to obtain, from a licensed practitioner, an alcohol/drug use assessment which may recommend counseling, education, treatment, and/or drug testing. The cost of any assessment or recommended counseling, education, treatment, etc. will be the sole responsibility of the student's parent or guardian.

2. **Second Offense:** Suspension out-of-school for the remainder of the current semester and all of the succeeding semester.

Nothing in this policy is intended to limit or restrict the ability of the School District to take other disciplinary action against a student in a particular case in accordance with other policies governing student discipline. A school principal or the principal's designees may devise an appropriate disciplinary plan for an individual student relating to the substance abuse in question and may submit that plan to the Superintendent, Superintendent's designee, or principal for approval. If such disciplinary plan is approved by the Superintendent, Superintendent's designee, or Principal it may be implemented for the student in question.

NOTE: Procedural Due Process Rights: For ALL out-of-school suspensions, the due process steps outlined in the GPS Policy Manual and this handbook will govern administrative procedures to be followed in the enforcement of this policy.

REPORTING STUDENT SUBSTANCE ABUSE

A. The Board recognizes the complexity of problems which may be associated with student substance abuse. The concern is for the well-being and best interests of students at all times. Therefore, the following procedure will be utilized by teachers and administrators in reporting students who appear to be under the influence, as defined by law, of: low-point beer, alcoholic beverages, or controlled dangerous substances. This policy is adopted in compliance with Oklahoma Statue tit. 70§24-138.

B. When it appears to a teacher or administrator that a student may be under the influence of low-point beer, alcoholic beverages, or controlled substances (drugs), the teacher or administrator will report the matter in writing to the school principal or his/her designee. Whenever possible, the teacher or administrator should attempt to obtain a corroborative observation from another teacher or administrator.

C. The report of the teacher or administrator will state the date, time, and place of the incident. It will also describe the actions of the student or other circumstances from which the teacher or administrator concluded that the student appeared to be under the influence of low-point beer, alcoholic beverages, or controlled substances.

DUE PROCESS

A. SUSPENSION OF TEN DAYS OR LESS

1. An appeal to the building level Appeals Committee can be requested, by letter, to the school principal within five (5) calendar days after the principal's out-of-school suspension decision is received by the student and/or his or her parent.

The out-of-school decision becomes final and non-appealable if a request for appeal is not received within the time frame described above.

2. Upon receipt of the appeal request, the principal shall confirm that the student's out-of-school suspension falls within the category out-of-school suspensions for which an appeal to the Appeals Committee is authorized to hear. If for any reason the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to the long-term out-of-school suspension must be followed.
3. The Appeals Committee will conduct an investigation, in an informal manner, and make a decision (by majority vote) as to the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. **The Appeals Committee reserves the right to amend, rescind, or alter the length of suspension based on its findings.**
4. The decision of the Appeals Committee shall be final and non-appealable.

B. SUSPENSION IN EXCESS OF TEN DAYS:

1. A parent or student may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools.
2. An appeal must be submitted to the Superintendent of Schools, or designee, at 802 East Vilas, Guthrie, OK.
3. If no appeal is received within five (5) calendar days from the parent or student, the principal's decision will be final.
4. The Superintendent reserves the right to amend, rescind, or alter the length of suspension based on the findings of the investigation.

EARLY GRADUATION

Students enrolled through Guthrie Public Schools are afforded the opportunity to graduate early via online coursework, the BlueJay Academy, or Faver Alternative School. If the required coursework is completed prior to commencement exercises in May, diplomas will be issued in early June with the other members of the current academic year's graduating class.

FIELD TRIPS

It is a privilege and honor for Guthrie Public School students to attend and represent our school at various activities through the course of the year.

Students must be academically eligible to participate in any school activity. School dress code standards apply to all field trip activities.

Inappropriate behavior on these trips may warrant severe disciplinary action. Students must ride the school bus to and from the activity. During any trip, major inappropriate behavior (such as curfew being broken) may result in the student: • Being sent home at his/her own expense.

- Suspension from school for an appropriate amount of time.
- Loss of the privilege to go on any future school trips.

FIGHTING / ASSAULT

Fighting will not be tolerated at Guthrie Public Schools due to a chance of injury and/or property damage. Fighting is defined as any situation in which there is participation in an incident involving physical violence. Assault is defined as a physical act and/or an act, criminal or tortious, that threatens physical harm to a person, whether or not actual harm is done. Disciplinary action will be taken by the administrator if either person involved fit the above definition. Parents of a student that has been suspended out of school must attend a conference with the principal before the student is allowed to return to his/her regular classes. If a student participates in a fight, the following may apply, and Administration reserves the right to modify any discipline consequences.

FIGHTING / ASSAULT

Fighting will not be tolerated at Guthrie Public Schools due to a chance of injury and/or property damage. Fighting is defined as any situation in which there is participation in an incident involving physical violence. Assault is defined as a physical act and/or an act, criminal or tortious, that threatens physical harm to a person, whether or not actual harm is done. Disciplinary action will be taken by the administrator if either person involved fit the above definition. A student that has been suspended out of school may be required to attend a conference with the principal before the individual is allowed to return to his/her regular classes. If a student participates in a fight, the following may apply, and Administration reserves the right to modify any discipline consequences.

Disciplinary Action

FIGHTING

- 1st Offense: suspension from school for five (5) consecutive days. (See Suspension Policy.)
- 2nd Offense: suspension from school for ten (10)

consecutive days. (See Suspension Policy.) ● 3rd Offense: suspension from school for the remainder of the semester.

ASSAULT

- 1st Offense: suspension from school for fifteen (15) days. (See Suspension Policy.)
- 2nd Offense: suspension from school for forty-five (45) days. (See Suspension Policy.)
- 3rd Offense: suspension from school for the remainder of the year. (See Suspension Policy.)

Students who film a fight at school and promote the video online or on Social Media may be disciplined under both policies as the administrator deems appropriate.

Any student who engages in a fight may be subject to review and/or fine by a local law enforcement official.

FINANCIAL OBLIGATION

It is the policy of the Guthrie Public Schools to not charge fees for classes. However, students may be expected to pay for special projects, materials, and activities (i.e., art, science lab fees, elective classes, etc.)

FIREWORKS

Fireworks are not permitted while students are attending school, on school premises, or at school-sponsored activities. Any student in violation of said policy will face immediate disciplinary actions.

FOOD AND DRINK

No glass bottles are allowed in the building at any time. Only sealable bottles are allowed in the classrooms.

GAMBLING

No gambling in any form will be allowed at Faver School at any time. Infractions may result in administrative disciplinary action.

GANG CODE / NON-SCHOOL SANCTIONED ORGANIZATIONS

The following are prohibited at Guthrie High School during the school day and at all school events (home and away):

- Possession, wearing, use, distribution or displaying of any sign, symbol, badge, color, or other item that is evidence of affiliation with, or membership in, an organization that is a gang or an organization that is not sanctioned (approved of) by the school administration. ● Students will not be permitted to wear pants below the waistline (sagging and bagging.)
- The wearing of headgear that would associate a student with an organization that is not sanctioned by the school. This includes caps, bandanas, handkerchiefs, shoestrings, or any other item associated with gang-related behavior.
- Participation in any act, either verbal or non-verbal, to include gestures, expressions, handshakes, signs, etc., that may indicate an affiliation with, or membership in, an unsponsored, unacknowledged organization.
- Participation in any act that may further the interest of such an organization, including but not limited to, membership, writing or inscribing graffiti, messages, symbols or signs on school property.

Violation of this policy will result in disciplinary actions up to and including the suspension for the current semester and the following semester and filing of criminal charges, depending on the severity of the infraction.

GRADE CLASSIFICATION

Students who are enrolled as regular high school students are classified as follows:

Freshmen: have completed less than 4 units/credits

Sophomores: must have successfully completed four (4) units/credits

Juniors: must have successfully completed eleven (11) units

Seniors: must have successfully completed seventeen (17) units and have attended high school for six semesters.

GRADING SYSTEM

Progress can be checked at any time through the Edgenuity Family Portal.

A: 90-100

B: 80-89

C: 70-79

D: 60-69

F: 59 or Below

NC – No Credit (attendance non-compliance)

Pre AP, AP, and College Concurrent courses will be weighted on a 5.0 scale.

Mid-term and semester finals will not count for more than 20% of a student's grade.

GUIDANCE SERVICES

Guidance services will be available for all students. The principals, counselors, and teachers are ready to provide personal, educational, and vocational counseling and guidance whenever it is needed. The counselors are available to help with problems.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. The pass must contain the student's name, the date, destination, time, and staff member's signature.

HEALTH & MEDICATION

If a student is injured or becomes ill at school, he/she should report to the Office and a parent/guardian will be notified. It is the policy of the Guthrie Public Schools that NO drugs or medication of any kind (including aspirin and similar products) except those prescribed by a physician, will be given to a student by school employees.

ILLNESS AND MEDICATION

We request you adjust your student's schedule to eliminate the need to take medication during the school day. In the event it is necessary for a student to use medication during the school day, the following procedure will be followed:

- All medication, appropriately labeled by the pharmacy or physician as to the name of the medication, dosage instructions, doctor's name, and prescription date, is to be brought to the Main Office secretary upon arrival at school.
- A Medication Authorization form dated and signed by the parent/guardian, must accompany the medication giving the student's name, dosage amounts, specific dosage times, and other instructions if necessary. This form is available on the district's website under Departments, Health Information and Forms, Medications at School or at the school's office. This form must be signed by a physician before medication can be administered by school staff.
- Confirmed asthmatic patients with a note from the physician may keep their inhalers with them.
- If you do not wish to send a large bottle of medication to school, we suggest you ask your pharmacist to label an additional, smaller container for use at school.
- A log of the student's medication will be kept at the school office.

NON-PRESCRIPTION MEDICATION is NOT allowed at school unless a Medication Authorization Form is completed and on file in the office. Students are not to keep medications with them unless medication is an inhaler per the above guidelines.

HOMEBOUND POLICY

Teachers are responsible for assigning adequate work for their respective subjects. It is the student's responsibility to acquire the assignment and make up any work that is missed. Work being sent will be contingent upon work being returned weekly. A variety of learning platforms will be available to assist with individual needs.

HONOR ROLLS

Each semester those students making a 4.0 (+) will be placed on the Superintendent's Honor Roll. Those students having no grade(s) below a "C" and with a 3.5 – 3.99 average or better will be placed on the Principal's Honor Roll. Students must receive credit in all classes enrolled in to be eligible for an Honor Roll. Honor rolls are based on semester unweighted grade point averages.

INTERSCHOLASTIC SPORTS

Guthrie High School participates in a wide variety of varsity sports for both men and women as a Class 5A school. Students who wish to participate on a varsity team must make the squad and comply with the requirements set by the Oklahoma Secondary School Activities Association. Varsity sports include baseball, basketball, cheerleading, cross country, eSports, golf, football, soccer, fast-pitch and slow-pitch softball, tennis, track, and wrestling. Physicals and insurance or insurance waivers are required.

INTIMIDATION / HARASSMENT (No-Bully Law)

Intimidation, threats, or harassment directed toward other students will not be tolerated. All students are expected to treat others with respect at school, at school activities, and at other extracurricular activities.

Bullying will not be tolerated.

Please refer to the GPS Policy Manual Section F-31: Policy Prohibiting Harassment, Intimidation and Bullying Procedures for Combating These Behaviors.

Disciplinary Action:

- 1st Offense: parent conference/phone contact and suspension from school for three (3) consecutive days. (See Suspension Policy.)
- 2nd Offense: parent conference/phone contact and suspension from school for five (5) consecutive days. (See Suspension Policy.)
- 3rd Offense: Suspension for the remainder of the semester and the following semester. (See Suspension Policy.)

LEWD AND/OR IMMORAL BEHAVIOR

Immoral and/or lewd behavior will not be tolerated. Infractions will result in administrative disciplinary action. Examples of inappropriate behavior are, but are not limited to:

- Writings
- Drawings
- Pictures
- Magazines
- Images in electronic format

MERIDIAN TECHNOLOGY CENTER

Juniors and seniors (and sophomores for qualifying programs) may enroll at Meridian Technology Center. Students enrolled at Meridian Tech will receive a maximum of four (4) units of credit through Guthrie High School for that work. Four (4) hour blocks accomplish this in the a.m. and p.m. classes. Students who drop classes at Meridian Tech will lose those credits.

High School students attending Meridian Technology Center are provided transportation. Students will not be allowed to drive private vehicles to and from Meridian Technology Center. If students must drive to Meridian due to an extenuating circumstance, approval must be granted by the (high school) principal.

NATIONAL HONOR SOCIETY

To be a member of the National Honor Society, a student's grade point average must be 3.5 or higher on a 4.0, unweighted, scale. For the high school NHS, averages are based on all grades received, including those during the freshman year. High school eligibility begins the second semester of the sophomore year (as per National Honor Society guidelines) and with a teacher recommendation required for prospective members. All students are expected to meet other criteria, including leadership, service, and character.

OFF LIMITS AREAS

Off limits areas will be outlined during a student's first day of class. Infractions will be dealt with in the Office.

OKLAHOMA STATUTES

Action(s) defined as crimes under OKLAHOMA STATUTES may result in suspension if the student commits the acts while in attendance at school, en route to / from school, on school premises, or at school-sponsored activities. Students may also be suspended with said suspension for the remainder of the semester and for the following semester on the first offense for the following:

1. Assault and battery of a school official.
2. Possession of a dangerous weapon or facsimile (with or without intent to do bodily harm.) For example: a. Knives
b. Firearms and/or facsimiles (including cap guns)
c. Explosives
d. Metal objects (chains, brass knuckles, etc.)
e. Clubs
f. Sharp or pointed instruments
3. Participation in an illegal demonstration on school property.

Students will be suspended for three (3) to five (5) days for the first offense and may be suspended from school for the remainder of the semester and for the following semester on the second offense for the following:

- Verbal assault directed toward a school official.
- Defying, or failure to comply with, a school official.
- Inciting a fight.
- Failure to identify oneself.

PARENT MEETINGS WITH TEACHERS

Parent Conferences are arranged through a teacher, counselor, or administrator. Parents should phone or email to avoid conflicting appointments.

PLEDGE OF ALLEGIANCE / NATIONAL ANTHEM

The Pledge of Allegiance and the National Anthem of the United States of America will be given at various times during the school year. It is the student's right not to participate, but the student **MUST** remain quiet, attentive, and respectful to the rights of others during the ceremony.

PROFANITY

Profanity and/or obscene gestures will not be tolerated while attending school, on school premises, or at school-sponsored activities. Disciplinary Action:

- 1st Offense: before or after school community service
- 2nd & Subsequent Offenses: parent contact and possible student suspension

Profanity used while in conversation with a staff member will result in community service assignment.

If the profanity is directed toward a staff member, it will be classified as a verbal assault. (See Oklahoma Statutes in Policy Section.)

PROFICIENCY-BASED PROMOTION

All K-12 students are eligible to advance one or more levels in designated curriculum areas if they perform at 90% or higher on assessments designated by the Guthrie Public School District. This type of curriculum advancement is proficiency-based promotion.

Upon request of a student, parent, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum as identified in Title 70 O.S. §11-103.6

Core areas are as follows:

Social Studies, Language Arts, Mathematics, Science, Languages, and the Arts.

Proficiency will be demonstrated by testing with the Oklahoma Proficiency Tests by Riverside, Edgenuity online final exams, or with district approved, teacher-created criterion referenced tests. In addition, a performance demonstration will be required in language arts, foreign language, and the arts. Lab sciences at the high school will require performance of relevant laboratory techniques.

More details can be obtained from the district policy on Proficiency-Based Promotion E-22A found on the district's website or from the site principal.

PUBLIC / PERSONAL DISPLAY OF AFFECTION

Personal Displays of Affection will not be tolerated. Infractions may result in disciplinary action and counseling.

RACIAL SLURS

It makes no difference if the racial slurs are in jest or in earnest. "Flag words" are also considered racial slurs.

Disciplinary Action:

- 1st Offense: Three (3) consecutive days suspension. (See Suspension Section.)
- 2nd Offense: Five (5) consecutive days suspension. (See Suspension Section.)
- 3rd Offense: Five (5) consecutive days to one (1) year suspension. (See Suspension Section.)

RESTROOM BEHAVIOR

Because a restroom stall is designed for personal and privacy care, no more than one student will be allowed in any one stall at any given time.

Disciplinary Action:

- 1st Offense: Parent/Guardian Contact
- 2nd Offense: One day suspension
- 3rd Offense: Referral to School Resource Officer

SCHOOL ACTIVITIES

Students who misbehave (i.e., run, roam, harass, fail to cooperate with school officials) at school activities will be dismissed from the activity without a refund and can face additional administrative action.

SECURITY

While every attempt will be made to protect property, all cars should be locked and valuables left at home.

SEXUAL HARASSMENT

Sexual harassment is any type of verbal / physical abuse of a sexual nature. Suggestive comments, unwanted touching, obscene hand / body gestures, suggestive notes, etc., would be considered sexual harassment. Since this covers a wide degree of offenses, the punishment on the first offense will range from three (3) days suspension to suspension for the remainder of the semester and the following semester. Also see Unwanted Touching section.

SIGNS

All signs posted in Faver School must be approved by the Administration. Any signs posted improperly will be removed.

SOLICITING

No soliciting or selling may be done in the school without approval of the building principal. Only fundraising activities approved by the Board of Education are allowed.

STUDENT ID BADGES

Student ID badges will be issued upon request. If a student loses his/her badge, a replacement cost of \$5 will be incurred, and the student will be responsible for making arrangements through the Office to have a replacement badge made.

STUDENT SEARCH

School personnel have the authority to detain and search, or authorize the search of, any student upon suspicion the student is in violation of District policy. Pursuant to Title 70 O.S. 1987 §24-102, students have no reasonable expectation for privacy rights from school officials in regard to school lockers, desks, or other school property.

STUDENT WELFARE / CHILD ABUSE

Employees of the Guthrie Public Schools are required by law to report suspected child abuse victims to the Department of Human Services. In suspected cases of physical and sexual abuse, local authorities may question the victim at the school site without the principal obtaining permission from the victim's parent/guardian.

SUBSTITUTE TEACHER POLICY

Failure to comply with school rules while under the direct supervision of a substitute will result in immediate administrative disciplinary action.

SUSPENSIONS

It is the philosophy of the Guthrie Public Schools that no student be permanently suspended from school unless every means has been exhausted in trying to teach the student respect for policies and guidelines of the school.

However, when it is evident a student has no interest in an education, is a behavior problem, or is a chronic truant, the Administration must take action suspending said student in the best interest of the school as a whole.

Out-of-school suspensions shall be served on consecutive school days until completed.

A student will not be allowed to participate in any school activity during the time of the suspension and until the day following the last day of the suspension.

Any student who has accumulated in excess of three (3) suspensions for attendance or disciplinary action may be suspended for the remainder of the semester, for the following semester, or longer if allowed by law in extreme cases.

While serving a suspension, a student will not be allowed on campus or allowed to attend or participate in any school-sponsored activity. If this policy is violated, a suspension of three (3) days, the remainder of the current semester, and/or the following semester may be added to the current suspension.

While suspended or in "In-School Supervision" (ISS) a student may not take part in any school activity including extracurricular practices.

TARDIES

Any time missed from class is to be made up. A tardy is defined as not being in the classroom when class begins.

TELEPHONE USAGE

Classroom phones are not to be used by students. Messages will be delivered to students as necessary.

TESTING FOR INITIAL PLACEMENT OF HOME SCHOOLED / NON-STATE ACCREDITED SCHOOL STUDENTS

When a student transfers in from home or non-state accredited schools, they will be placed at the last level reached in an accredited high school. If proof is presented that home or non-state accredited private courses have been taken, testing will be given to that level.

The following rules apply:

- Testing is by appointment only.
- Passing scores on the test(s) will be 90%. If the test(s) is (are) passed by at least that score, credit will be given on the high school transcript. ● If the test(s) is (are) not passed, the student will be placed at the level last attained in a state accredited school.
- Placement testing is given only once per subject.
- If no testing is requested, the student will be placed at the ninth-grade entry level or at the level indicated by their last state accredited school transcript.
- Testing will be scheduled through a guidance counselor.

TESTING OUT OF CLASSES

Upon the request of the student, parent, guardian, or educator, a student will be given opportunity to demonstrate proficiency in one or more areas of the core curriculum.

1. Tests will be by appointment only. The contact point for testing will be in the Guidance Counselor's Office.
2. Qualifying students are those who are legally enrolled in Guthrie High School.
3. The passing scores will be 90% with no retest during the same testing period.
4. Tests will cover:
 - a. the entire course content;
 - b. Oklahoma Academic Standards;
 - c. the subject matter taught at Guthrie High School.
5. No one will be allowed to test out of any class for which they have already taken a more advanced class in the same subject area.
6. A passing grade will result in the course being put on the transcript for credit but with no letter grade. Credit for graduation will be given as a class passed.
7. Failure to demonstrate proficiency will not be noted on the transcript.

THROWING OBJECTS

Due to obvious danger, throwing of any objects (including snowballs and ice balls) will not be tolerated. If an item is thrown that could cause damage or injury, the penalty will be the same as fighting; the exception is if a serious injury is caused then the student may be suspended for the remainder of the semester and/or for the following semester.

TOBACCO

In compliance with State Laws of Oklahoma, it shall be the policy of the Guthrie Board of Education that the use of, or possession of, tobacco products (including smokeless tobacco), including paraphernalia, synthetic cigarettes (Vapes, electronic) in any form, by students while attending school, in/on school premises, and at school-sponsored activities is prohibited.

Any student in violation of said policy will face immediate disciplinary action and a possible citation from the Oklahoma ABLE Commission.

- 1st Offense: Parent conference / phone contact and suspension from school for five (5) consecutive days. (See Suspension Policy.)
- 2nd Offense: Parent conference / phone contact and suspension from school for ten (10) consecutive days. (See Suspension Policy.)
- 3rd Offense: Suspension for the remainder of the semester, or suspension for the remainder of the school year. (See Suspension Policy.)

TRANSCRIPTS

Transcripts will be provided free of charge to transferring students and up to one year after your graduation date. Please allow twenty-four (24) hours working time to process. Transcripts will reflect all classes attempted. If a class is repeated, both grades will be represented on the transcript. Final transcripts will be available beginning June 15.

TRANSPORTATION

All bus-riding students must complete a Bus Rider Registration form and adhere to the Bus Rider Guidelines as set forth by the Guthrie Public Schools Transportation Department. Since the bus driver is fully responsible for matters of safety, he/she is given full authority over all students on his/her bus. Students are to ride only the bus assigned to them. The Transportation Department must approve any changes. Misbehavior endangers the safety of the riders and the driver.

Since school transportation is a PRIVILEGE, a student may be required to walk or provide their own transportation.

TEN-DAY DROP:

After the 10th consecutive day of unauthorized absence, students will be dropped from attendance rolls.

TRUANCY LAW:

Parents can be fined if they allow students to remain absent from school. Under the State Truancy Law, the district must report truancy to the appropriate authorities. Penalties may be assessed by a truancy officer.

UNAUTHORIZED ABSENCE:

A student who fails to check out when leaving school anytime during the school day, leaves class without permission, or does not report to a specific location is subject to disciplinary action.

UNWANTED TOUCHING

Any situation in which one student makes aggressive contact in any manner on another student.

- 1st Offense: three (3) day suspension
- 2nd Offense: five (5) day suspension
- 3rd Offense: ten (10) day suspension Also see Sexual Harassment Section.

UNWRITTEN REGULATIONS

Each year, there are a few things including some “fads” that appear on our campus. We are not listing these, nor are we making a regulation to cover all of the problems that may arise. When a fad begins on the campus and a “nuisance” develops, we shall immediately eliminate the nuisance.

VALEDICTORIAN AND RANK IN CLASS

A valedictorian is defined as a student who has achieved the highest degree of academic excellence in school. To be considered for valedictorian status, students must be enrolled at Guthrie High School at the beginning of their senior year.

Candidates for valedictorian may not have a grade below an A in any non-weighted class and must not have a grade below a B in any Advanced Placement (AP) or college concurrent course.

Candidates for Valedictorian must be students of good character. Therefore, they must not have had any disciplinary record of suspension and must not have earned any NC's (No Credit) on their transcript.

8th grade courses transcribed for high school credit shall be calculated in overall GPA.

In order to be considered for Valedictorian, students must have taken at least one AP or college concurrent enrollment course, or the highest-level core class for which they are eligible, from each of the four core subject areas (English, Math, Science, and Social Studies.) Coursework to be considered must be transcribed before second semester of a student's senior year, unless exception has been granted in advance by the high school principal.

PreAP, AP, and approved college concurrent enrollment courses will be scored on a 5.0 grading scale. Students maintaining a 4.0 GPA will be recognized as a valedictorian for scholarship purposes. The students with the highest and second highest GPAs in the graduating class will speak at commencement exercises.

If any of the aforementioned regulations are compromised between May 1st and the date of graduation, the Valedictorian candidate may forfeit his/her recognition of said academic distinction.

VANDALISM, THEFT, AND OTHER OFFENSES

Any student committing an act of vandalism, theft, or forgery is subject to suspension. Damaged or stolen school property must be paid for or replaced by the offending student. The use or possession of stink bombs and/or any other object that would be detrimental to the educational process or that might disrupt any event, class, etc., will also be considered vandalism. Offenses listed above may result in more severe penalties of suspension. Suspensions may range from three (3) days, to ten (10) days, to the remainder of the semester and the following semester, and/or appropriate civil action.

VEHICLES – FAVER SCHOOL CAMPUS SPEED LIMIT IS 5 M.P.H.

Every vehicle must be parked inside the designated area and not be moved or used from arrival until departure at the end of the school day. The school will accept no responsibility for theft or vandalism of vehicles; all cars should be locked and valuables removed upon arrival at school. All student drivers must have a valid driver's license. No one is to be parked in any fire lane. A vehicle registration form with a copy of driver's license is to be completed and filed with the school office.

Parking will be on a first come, first serve basis, and students must park in the lot west of the main building. Failure to comply may result in disciplinary action.

Vehicles may be towed if drivers do not abide by the parking regulations, and/or loss of parking/driving privileges may result.

Students leaving their cars in the parking lot when going on a field trip, school-sponsored event, or overnight will follow parking regulations. However, the school will not assume or accept any responsibility for the vehicle.

If a student drives on a dirt/grassed area, parks somewhere other than the student parking lot, parks in a fire lane (marked by a red line), or parks in an area that is not marked as a parking spot, he/she may be subject disciplinary measures.

Students are not allowed in the parking lot or in parked cars during the school day.

Each vehicle is to be registered with the Faver Office by the student. Students must hold a current driver's license.

Any towing fee will be at the car owner's expense.

VENDING MACHINES

Vending machines are provided for your convenience. They are to be used only at the appropriate times and not during class time. All vending machines are "use at your own risk."

VISITORS

All visitors must report to the Office, sign in with a valid ID through the SchoolSafeID kiosk and receive a visitor badge while in the building. We cannot accommodate student visitors during the school day. Parents, if you need to talk with your student, report to the Office for assistance. Visitors with infants must remain in the Office.

WEAPONS

Students should not bring any type of instrument to school that can be used as a weapon or tool which could be used to deface or vandalize school property.

The following instruments may be considered weapons:

- Knives
- Firearms and/or facsimiles including cap guns, etc.
- Explosives and/or facsimiles
- Metal Objects (chains, brass knuckles, etc.)
- Clubs
- Sharp or pointed instruments
- Stun guns
- Chemical sprays

Violations of this policy will result in administrative action. See the Oklahoma State Statutes section. Students may be suspended for up to one (1) calendar year for violation of this policy.

WEATHER

In the event school is closed due to inclement weather, parents are asked to tune in to local media outlets or local television stations. When possible, the District's website will also be updated to include the latest information.

If weather conditions deteriorate during the school day please do not phone the school to inquire about closing or dismissal information.

WITHDRAWAL FROM SCHOOL

When a student must withdraw from Guthrie Public Schools during the term, he/she must report to the Faver Office then the GHS Registrar on the morning of the day he/she leaves to begin formal withdrawal from school. There will be a 24-hour turnaround time to receive grades and clearance from teachers. Students will not be cleared for withdrawal until a parent or guardian has contacted the registrar and all textbooks and school property have been returned. Once records have been received with grades and clearance from each teacher, the library, and the cafeteria the student will be cleared for withdrawal. A transcript of the student's work will be forwarded, upon request, to the new school.

DISTRICT, STATE, & FEDERAL POLICIES AIDS PREVENTION EDUCATION

- A. Acquired Immune Deficiency Syndrome (AIDS) prevention education shall be taught in the public schools of this state. AIDS prevention education shall be limited to the discussion of the disease AIDS and its spread and prevention. Students shall receive such education at the option of the local school district:
1. a minimum of once during the period from grade five through grade six;
 2. a minimum of once during the period from grade seven through grade nine; and
 3. a minimum of once during the period from grade ten through grade twelve.
- B. The State Department of Education shall develop curriculum and materials for AIDS prevention education in conjunction with the State Department of Health. A school district may also develop its own AIDS prevention education curriculum and materials. Any curriculum and materials developed for use in the public schools shall be approved for medical accuracy by the State Department of Health. A school district may use any curriculum and material which have been developed and approved pursuant to this subsection.
- C. School districts shall make the curriculum and materials that will be used to teach AIDS prevention available for inspection by the parents and guardians of the students that will be involved with the curriculum and materials. Furthermore, the curriculum must be limited in time frame to deal only with the factual medical information for AIDS prevention. The school districts, at least one (1) month prior to teaching AIDS prevention education in any classroom, shall conduct for the parents and guardians of the students involved during weekend and evening hours at least one presentation concerning the curriculum and materials that will be used for such education. No student shall be required to participate in AIDS prevention education if a parent or guardian of the student objects in writing to such participation.
- D. AIDS prevention education shall specifically teach students that:
1. engaging in homosexual activity, promiscuous sexual activity, intravenous drug use, or contact with contaminated blood products is now known to be primarily responsible for contact with the AIDS virus;
 2. avoiding the activities specified in paragraph 1 of this subsection is the only method of preventing the spread of the virus;
 3. sexual intercourse, with or without condoms, with any person testing positive for human immunodeficiency virus (HIV) antibodies, or any other person infected with HIV, places that individual in a high-risk category for developing AIDS.
- E. The program of AIDS prevention education shall teach that abstinence from sexual activity is the only certain means for the prevention of the spread or contraction of the AIDS virus through sexual contact. It shall also teach that artificial means of birth control are not a certain means of preventing the spread of the AIDS virus and reliance on such methods puts a person at risk for exposure to the disease.
- F. The State Department of Health and the State Department of Education shall update AIDS education curriculum material as newly discovered medical facts make it necessary.

ASBESTOS MANAGEMENT PLAN

In accordance with federal law, Guthrie Public Schools has been inspected and approved for asbestos management. Asbestos plans are available for viewing during regular school hours, Monday through Friday, by contacting the Director of Operations at the Maintenance Department, located at 200 Crooks Drive, Bldg #4, Guthrie, OK.

CELEBRATE FREEDOM WEEK

Act 682 of 2003 created "Celebrate Freedom week" in public schools the week in which November 11 falls. This law was created to educate students about the sacrifices made for freedom in the founding of this country and the values on which this country was founded. During "Celebrate Freedom Week" all social studies classes shall include instruction to help students focus on the freedoms offered in the United States of America. Suggested topics of study are included in the text of Act 682 of 2003, but the instruction is left up to the individual school district. In an effort to assist educators and curriculum coordinators with program and lesson plans for Celebrate Freedom Week, ADE has compiled the following ideas. These are only suggestions, and school are encouraged to select their own creative ideas for "Celebrate Freedom Week." To view the wording of the law, please refer teachers in your district to: <http://arkedu.state.ar.us/commemos/customer.cig>.

CIVIL RIGHTS COMPLIANCE AND ASSURANCES NOTICE OF NON-DISCRIMINATION

Guthrie Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or disability in its program and activities and provides equal access to the Boy Scouts and other designated youth groups. The Guthrie Public School System also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator. Procedural Requirements
Title VI, Title IX, Section 504, ADA July 2000.

AVISO DE DECLARACION NO-DESCRIMINATORIA

Escuela Pública de Guthrie no discrimina raza, color, nacionalidad, genero, edad o incapacidad de admision a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningun aspecto de sus operaciones. El Escuela Publica de Guthrie tampoco discrimina en sus contrators o practicas de empleados.

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

Nombre / Titulo: Superintendente de las Escuelas
Publicas de Guthrie
Direccion de Oficina: 802 E. Vilas, Guthrie, OK
73044 Numero Telefono (correo (405) 282-
8900 de voz / TDD
M-F 8:00 – 12:00 & 1:00 – 4:30
Procedural Requirements
Title VI, Title IX, Section 504, ADA July 2000

COMPUTER AND INTERNET ACCEPTABLE USE POLICY

1. Internet-related systems (including but not limited to: computer equipment, software, operating systems, network accounts providing electronic mail, World Wide Web browsing software, File Transfer Protocol, network and intranet systems, etc.) are the property of Guthrie Public Schools. They are to be used for educational purposes, which service the interests of the school district, our students, and patrons during the course of normal operations.
2. Communications on these systems are not private. While the school administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the District system remains the property of the District. Despite security precautions, there is no absolutely fail-safe way to prevent an unauthorized user from accessing stored files.
3. Monitoring: the district reserves the right to monitor all employee and student use to ensure proper working order, appropriate use by students and employees, the security of school data, and the retrieval of the contents of any user communications on these systems. Management may access user files, including archived material of present and former users, without the user's consent, for any purpose related to maintaining the integrity of the network, or the rights of the District or other users, or for any other reasonable purpose.
4. Personal use: personal use of the systems is authorized within reasonable limits as long as it does not interfere with or conflict with educational purposes. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. School equipment may not be used for commercial purposes.
5. E-mail is the property of the school district. There should be no expectations of privacy where e-mail is concerned. E-mail is subject to disclosure under the Open Records Act, subpoena, or court order.
6. Users are responsible for backing up data on a daily basis. This is an important function designed to maintain records of communications and activity which replaced (or supplements) maintaining files containing memoranda, correspondence, etc.
7. Any attempt to violate the guidelines, terms and conditions for use of technology, the network, or the internet may result in revocation of user privileges, other disciplinary actions consistent with Board of Education Policy and existing practice regarding inappropriate language or behavior including suspension, expulsion, dismissal, or appropriate legal action.
8. No student or employee of the district may maintain a web presence on behalf of the school or related to the school other than that authorized by the school district. Any employee who wishes to publish a web page on behalf of the school or a school organization must attend the web page training provided by the district.
9. School equipment may not be used to access or post to any material that is illegal, offensive, abusive, or slanderous, either in text or graphic format.

10. All software installed on school equipment must be properly licensed to the school district. Software that is not properly licensed may not be installed on district-owned equipment.
11. District software may not be copied for personal use except where explicitly provided for by the manufacturer's license agreements.
12. Users may not access or tamper with another users account.
13. The network may not be used for political activities.
14. The use of chain letters, "spam" or "letter bombs" is prohibited.
15. All copyright laws must be observed at all times.
16. Every user of the network must have a signed Acceptable Use Policy document on file in the principal's office of their respective school.
17. The District makes no warranties of any kind, neither expressed nor implied, for the internet access it is providing. The District will not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service, for the accuracy, nature or quality of information stored on District diskettes, hard drives or servers, nor for the accuracy, nature or quality of information gathered through district-provided internet access.
18. The District will not be responsible for unauthorized financial obligations resulting from district provided access to the internet.
19. Access is a privilege, not a right. All users of the district's network and other technological resources are responsible for respecting and adhering to local, state, federal and international laws and guidelines governing use of information and the available technologies.
20. Personal computers are the responsibility of the owner.
21. Any item being purchased with District funds must be approved by the Director of Technology. This includes hardware, software, and Professional Development training.

DIABETES MANAGEMENT

Guthrie Public Schools provides nursing services that promote a student's ability to learn.

Our goals are to: • assist students in learning how to take care of their health.

- ensure a safe school environment.
- promote good control of a student's health condition so they are ready to learn.

Diabetes can affect a student's ability to learn if it is not under good control. To help us meet these goals, Guthrie Public Schools has a nurse who is a certified diabetes educator. She works with school, personnel, individual students with diabetes and their families, and the student's health care provider.

As a reminder, each year we need to have the following information for your child:

- **written diabetes management plan from your health care provider.**
- **signed authorization by parent/guardian for medication and treatment at school.**
- **completed Diabetes Questionnaire filled out by parent/guardian/student.**

In addition, adequate supplies, as listed in the student's diabetes management plan, must be provided at school: • snacks or glucose tablets to treat low blood sugar

- medications
- blood glucose meter, strips, and supplies
- ketone testing strips and equipment
- Glucagon

We are looking forward to helping your child with diabetes be successful in school. Please feel free to contact us with any questions or concerns.

ELIGIBILITY

When co-curricular and/or interscholastic programs are scheduled during the school day, a student must be eligible according to the following guidelines of the Oklahoma Secondary Schools Activities Association:

A. ATTENDANCE REGULATIONS

1. School Activity: These are extracurricular activities, whether sponsored by the school or outside agency, which remove the student from class for more than half a class period.
2. The total number of student activity absences allowed for one class period per student shall be ten (10).
3. Once a student has had ten student activity absences (per school year) from any one class period, the student must be reported to the principal's office for consideration for further absences for student activities.
4. A student is expected to attend classes 90% of the time in order to participate in school-sponsored activities.

B. SCHOLASTIC ELIGIBILITY

(Information taken from OSSAA RULES AND REGULATIONS)

Section 1: Semester Grades

- a) A student must have received a passing grade in all subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. If a student does not meet minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next semester he/she attends.
- b) A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
- c) Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

Section 2: Student Eligibility during a Semester

- a) Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
- b) A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of his/her probationary one-week period, he/she will be ineligible to participate during the next one-week period. The eligibility periods will begin Monday and end on Sunday.
- c) A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).
- d) "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

Section 3. Special Provisions

- a) An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three (3) weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three (3) week period.
- b) Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision Rule 3, Section 3-c, if the incomplete grade was caused by an unavoidable hardship. (Example of such hardships would be illness, injury, death in family, and natural disaster.) (Board policy allows a maximum of two (2) weeks to apply this exception.)
- c) Schools may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

Section 4. Special Education Students

- a) Students who are enrolled in special education class, have an Individual Educational Plan, and have been certified by the principal as doing a quality of work which may, with the approval of the Board of Directors, be accepted as eligible under this rule.

ENROLLMENT REGULATIONS

All students must be enrolled in seven hours per day. The only exception to this rule is a student on an IEP or those enrolled through the counselors' office in concurrent enrollment.

All students **MUST PROVIDE** two Proofs of Residence. These can be in the form of a copy of a current utility bill, renter's agreement, or real estate contract.

A **new resident student** is one that has established a legal residence within the school district and is living with custodial parent or court-appointed guardian. New resident students **MUST PROVIDE:**

1. Two Proofs of Residence
 - a) A copy of a current utility bill, renter's agreement, real estate contract, etc.
 - b) An Enrollment Declaration form certified by the Guthrie Public Schools' Transportation Department.
2. Immunizations Records
3. Copy of Birth Certificate
4. The name, address, phone and fax number of the previous school attended
5. CDIB (Certified Degree of Indian Blood), if applicable
6. Official withdrawal form from previous school if enrolling after the start of school
7. Transcripts from previous school attended (high school students only)
8. Social Security Number, if available

9. Special Education Records or Gifted/Talented Records, if applicable, are helpful in ensuring the proper placement of student.

Other information that may be required:

Proof of custody / guardianship – court appointed papers (signed by a judge) denoting custody for students not living with both parents listed on the birth certificate.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents of eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangement for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education record that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U.S. Department of Education
600 Independence Avenue SW
Washington, D.C. 20202-4605

FIRE, TORNADO, AND EMERGENCY SITUATIONS

All emergency drills will be performed in accordance with the State Department of Education accreditation regulations. FIRE --- The alert for fire will be the fire alarm.

TORNADO--The alert for a tornado will be an announcement via intercom.

EARTHQUAKE – The alert for earthquake will be an announcement via intercom.

LOCK DOWN-- The alert for Lock Down will be announcement via intercom..

LOCK OUT– The alert for Lock Out will be an announcement via the intercom.

TRAIN DERAILMENT – The alert for Train Derailment will be an announcement via the intercom.

Periodic drills will be held to familiarize the students with emergency procedures. All students are to remain with their teacher for roll to be taken once safely away from, or in secure area of, the building.

GRADUATION POLICY

Guthrie High School recognizes that graduation ceremonies are important events for our students, parents, guests, and the community. *Note:*

Twenty-four units (credits) are required to participate in graduation exercises.

To ensure that graduation exercises are enjoyable and dignified for all participants and spectators, the Board of Education has approved the following requirements:

1. A student shall be a graduate of Guthrie High School and entitled to a high school diploma whenever that student has:
 - a. Successfully completed the minimum number of credits established by the District for graduation; and
 - b. if the student elects to participate in graduation ceremonies, completes such exercises in accordance with this policy.

2. Any student who elects to participate in graduation exercises will still be considered a student of this District until such ceremonies have been completed. The graduation process is “completed” after the graduation program and the last student has exited the premises.
3. Any student who elects to participate in graduation and other related senior activities will be required to be in good disciplinary standing with Guthrie Public Schools, Meridian Technology Center, and any other concurrent enrollment institution.
4. All students participating in graduation ceremonies will be required to abide by school relations as outlined in the Student-Parent Handbook. In addition, students shall not engage in the following conduct during graduation exercises:
 - a. throwing objects into the air;
 - b. engaging in any disruptive activity which substantially interferes with the graduation process or the rights of other individuals;
 - c. using or possessing air horns and similar items;
 - d. wearing decorated mortar boards or clothing outside of academic recognition.
 Please refer to the Graduation Compliance Letter issued in May for graduation dress code specifics.
5. The administration shall have the power to impose discipline on any student who commits any act referred to above. It is recommended the administration take necessary steps to impose discipline as soon as it is convenient after completion of graduation exercises.
6. Students who are found, after an informal hearing process conducted by the administration, to have committed any of the acts described above shall be subject to discipline. Such discipline may include, but is not limited to, suspension from school for the remainder of the semester if the graduation ceremony is held prior to the end of school.

GRADUATION: STATE, LOCAL, and NCAA REQUIREMENTS

This section is for general information only. Each individual is responsible for working with his/her counselor in progressing towards meeting the requirements set forth by the State Board of Education and Guthrie Public Schools.

NCAA requirements change yearly, and students should meet with the athletic director’s office or senior counselor to receive information concerning athletic eligibility through the NCAA Clearinghouse. This should begin during the student’s freshman year and should be checked yearly for changes.

To receive senior status, a student must have successfully completed seventeen (17) units/credits and a have a reasonable expectation of completing the twenty-five (25) units/credits required for graduation by the end of the summer term immediately following the current school year.

The Guthrie Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is policy of the Board of Education that a minimum of twenty-five (25) units of credit be earned in the subject areas listed below to be eligible for graduation. Twenty-one (21) of the twenty-five (25) credits must be earned in the 10th, 11th, and 12th grades.

- Seniors are required to be enrolled in a full schedule, although this may include a combination of college and local hours if local requirements are met.
- A student may not be enrolled in more than two English classes in a semester.
- At least three of the last five units completed must be in attendance at Guthrie High School.
- Correspondence courses may be applied toward graduation in compliance with Oklahoma State Law and must be completed by April 15 to be eligible for graduation exercises.
- Students who need more than one credit unit for graduation SHALL NOT be permitted to participate in graduation exercises as per Oklahoma State Law.
- Concurrent college enrollment will be available for Guthrie High School students as per state regulations.
- Students may not enroll in more than two like electives in any one semester without permission of all teachers involved and the principal’s approval. (Example: two art classes, two drama classes, two ag classes, etc.)

See College / Work Ready & Core Curriculum Requirements on next page.

Beginning with the Class of 2019
Oklahoma College Prep/ Work Ready
<i>See the Course Selection Handbook for complete information.</i>
CLASS
English (4 credits required)
English 1 (required)
English 2 (required)
English 3 (required)
English 4 (required)
Math (3 credits in HS)
Algebra 1 (required)
Geometry (required)
Science (3 credits) *see domains listed in Course Selection Handbook
Biology 1 (required)
Social Studies (3 credits)
OK History .5 cr (required)
Government .5 cr (required)
World History (required)
US History (required)
Foreign Language - 2 years of <i>same</i> FL <i>or</i> 2 years of Computer Technologies (KB does not qualify.)
Additional 1 Credit from Above Categories
Personal Financial Literacy .5 credit required
Fine Arts (1 credit required-can be mixed)
Electives (8 credits)
25 credits required for graduation, with the above areas satisfied.

Beginning with the Class of 2019
Core Curriculum *Requires Parent Approval *NOT Accepted for OK Promise or NCAA
<i>See the Course Selection Handbook for complete information.</i>
CLASS
English (4 credits required)
English 1 (required)
English 2 (required)
English 3 (required)
English 4 (required)
Math (3 credits in HS)
Algebra 1 (required)
Geometry (required)
Science (3 credits) *see domains listed in Course Selection Handbook
Biology 1 (required)
Social Studies (3 credits)
OK History .5 cr (required)
Government .5 cr (required)
World History (required)
US History (required)
Fine Arts (1 credit required)
Computer Technologies (1 credit required)
Personal Financial Literacy .5 credit required
Electives (10 credits)
25 credits required for graduation, with the above areas satisfied.

IMMUNIZATION

Oklahoma State Health Department requires all students to be immunized. Guthrie Public Schools, in accordance with these laws, requires every student enrolling to have proof of immunization. Students will not be allowed to enroll without necessary immunizations. Parents or students may check the school website for immunization guidelines.

Free Clinics

Many insurance companies will pay for the required immunizations. If not covered by your insurance, there are free clinics available.

<u>Site</u>	<u>Hours</u>
Logan County Health Dept. Fairgrounds Road 73044 405-282-3485	Daily Monday thru Friday 215 & Guthrie, OK 8:00 a.m. – 11:00 a.m. & 1:00 p.m. – 4:00 p.m.

INSURANCE

Insurance is required for all students participating in extracurricular activities before they take part in any practice, scheduled contest, or class.

Students already covered by a family insurance policy may have a parent sign a waiver to this requirement. THE SCHOOL ASSUMES NO RESPONSIBILITY FOR THE SETTLEMENT OF CLAIMS. *The school must have proof of insurance by the start of the eighth day of class or the student will be dropped from that class and assigned another class/subject. NO EXCEPTIONS!*


TITLE IX

The Guthrie Public School system hereby agrees that it will comply with Title IX of the Educational Amendments of 1972 which states that no person in the United States shall, on the basis of sex, be excluded from participation in, denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. The School District is an equal opportunity employer.

It is, therefore, the policy of the Guthrie Independent School District No. I-1, Logan County, to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to the Title IX Coordinator, Guthrie Public Schools Administration Building, 802 East Vilas, Guthrie, OK, 73044; telephone (405) 282-8900.

DISCLAIMER

The preceding discipline steps are meant as a guide only. In severe or unusual cases, the judgment of the Administrator will take precedence. The Guthrie Public School Policy Manual will also be used in regard to school-student relationships. A copy of this policy can be viewed on the Guthrie Public Schools website at www.guthrieips.net.

 <p>GUTHRIE PUBLIC SCHOOLS BOARD OF EDUCATION POLICY</p>	<p><i>Students</i></p> <p>Adopted: X</p>
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ASVAB TESTING AND STUDENT ACCESS TO MILITARY RECRUITERS

It is the policy of the board of education to take part in testing programs with the aim of providing all students with information designed to help them recognize their talents and to assist them in planning their education and career paths. Therefore, the district will provide students in grades ten through twelve (10–12) an opportunity to take the Armed Services Vocational Aptitude Battery test (ASVAB), or an alternative assessment as provided below, and to consult with a military recruiter.

The ASVAB or alternative assessment will be scheduled during normal school day hours and at a time that limits conflicts with extracurricular activities. The district will provide to students and their

parents or legal guardians in grades ten through twelve (10–12) the date, time, and location of the scheduled administration of the ASVAB or alternative assessment.

At the discretion of the board of education, the district may administer an alternative assessment in lieu of the ASVAB, provided the alternative assessment meets the following criteria:

1. it assesses a student's aptitude for success in a career field other than a career field that requires postsecondary education;
2. is free to administer;
3. requires minimal training and support of school faculty and staff to administer the test; and
4. provides each student with a professional interpretation of the test results that allows the student to explore occupations that are consistent with each student's interests and skills and to develop strategies to attain career goals.

Regardless of whether the district offers the ASVAB or an alternative assessment, the district will permit each student taking the assessment with an opportunity to consult with a military recruiter. Individual student meetings with recruiters will be permitted on dates and times approved by the building principal or the principal's designee, which will be advertised to students and their parents and legal guardians.

Reference: OKLA. STAT. tit. 70, § 1210.508-5.



Staking a Claim in our Students' Future

GUTHRIE HIGH SCHOOL

PARENT/STUDENT HANDBOOK

2023-2024

ADMINISTRATION

BOARD OF EDUCATION

~~Ron Plagg, President~~ ~~Travis Sallee, President~~
~~Chris Schroder, 1st Vice President~~ ~~Ron Plagg, 1st Vice President~~
~~Tina Smedley, 2nd Vice President~~ ~~Chris Schroder, 2nd Vice President~~
~~Janna Pierson, Board Clerk~~ ~~Tina Smedley, Board Clerk~~
~~Gail Davis, Deputy Board Clerk~~ ~~Janna Pierson, Deputy Board Clerk~~
~~Matt Girard, Member~~ ~~Gail Davis, Member~~
~~Travis Sallee, Member~~ ~~Matt Girard, Member~~

DISTRICT OFFICE: 282-8900

~~Dr. Mike Simpson, Superintendent of Schools~~
~~Ms. Carmen Walters~~ ~~Mr. Doug Ogle, -Assistant Superintendent~~
~~Mr. John Hancock, Executive Director of Personnel and Secondary Education~~
~~Dr- Mrs- Michelle -Chapple, Chief Financial Officer~~

HIGH SCHOOL OFFICES

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

GUTHRIE PUBLIC SCHOOLS' MISSION STATEMENT

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

2023-2024 Student-Parent Handbook

EXIT OUTCOMES

Our Vision of a Well-Educated Student:

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

ALPHABETICAL LISTING OF CONTENTS

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

Oh G.H.S.

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

The image shows a musical score for the song "Oh G.H.S." in 2/4 time, featuring a treble clef and a key signature of two flats. The lyrics are written below the notes, with some words hyphenated across lines. The score consists of seven staves of music.

SCHOOL INFORMATION

CLASS: 5A

CONFERENCE: Suburban

NICKNAME: Bluejays

COLORS: Royal Blue & White

LOCATION: 200 Crooks Drive
Guthrie, OK 73044

WEBSITE: www.guthrieeps.net

PHONE NUMBERS

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

Bell Schedule – Standard

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

Bell Schedule - Assembly

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

HIGH SCHOOL PARENT-TEACHER CONFERENCES

OCTOBER ~~17 & 26~~ 20 & 25 4 p.m. – 7 p.m.

MARCH ~~12 & 14~~ 7 & 9 4 p.m. – 7 p.m.

Guthrie Public Schools

School Calendar 2023-2024

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1st Quarter **41+4**

2nd Quarter **39**

3rd Quarter **52+1**

4th Quarter **43**

175 Days Taught

5 Professional Days

180 Days Total

*School will be dismissed if not used for bad weather

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

Board Approved 1/9/2023

GUTHRIE HIGH SCHOOL PARENT-STUDENT-TEACHER COMPACT

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

AS A STUDENT I AGREE TO:

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

AS A PARENT I AGREE TO:

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

AS A TEACHER I AGREE TO:

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

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

Dear Parents and Guardians:

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

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

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

Sincerely,

Mike Simpson, Ed. D.
Superintendent of Schools

ACTIVITIES / SPORTS

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

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

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

ANNOUNCEMENTS

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

ASSIGNMENTS WHEN ABSENT

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

ATTENDANCE

There is a close relationship between academic success and school attendance. Good attendance habits learned and developed in school will be carried over into the world of work. The rewards for good attendance at GHS are increased learning and an increased probability that students will be successful. Of equal importance is the development and practice of dependability and punctuality (two essential skills in the world of work.) Most important is the need to attend in order to learn from both teacher and classmates. To our knowledge, no student who had perfect attendance has ever failed in learning.

Parents can monitor a student's attendance through the District's online gradebook portal.

Definition of an absence:

An absence is defined as any time a student misses more than 10% of a class period during the school day.

Notification of an absence by parents:

By state statute, it is the duty of the parent or guardian of a student to notify the school concerning the cause of any absence. This should be done as early as possible on the day the student misses school. School personnel will make every reasonable effort to notify the parent or guardian via an automatic calling system of an absence for any part of the school day unless the parent or guardian notifies the school of such absence. It is important for a student to accept responsibility for his/her behavior. Accordingly, if a student is out of school without his/her parent's permission, he/she may receive a zero for all work missed. An absence of this nature is known as an UNEXCUSED absence.

Unexcused absence:

Examples of but not limited to:

- Leaving campus and not checking out and receiving an early dismissal slip;
- Presenting an unacceptable verification or note for an excused absence; (see Excused Absence)
- Failing to have parent/guardian authorization;
- Oversleeping;
- Missing the bus or having car trouble.

Any unexcused absence becomes an Unexcused Truancy if it is not cleared within 48 hours by parent or documentation.

Absences for Extracurricular Activity:

An absence for a student who has to miss school for a Guthrie High School activity will be counted as an activity absence. This absence will not count toward administrative failure. Students should pay close attention to the state's ten-day activity absence policy.

College Visits:

Guthrie High School seniors are given two days per year to visit a college of their choice, which could include residual ACT dates or college enrollment. This absence does not count against the ten-day rule, administrative failure, or semester test exemptions. Documentation from the school visited may be required upon the student's return.

Parent-Verified Absence:

- A parent must notify the Attendance office.
- A parent notifying the office does not make the absence a documented absence (see below).

Documented Absence:

A documented absence is necessary to keep the student out of administrative failure. A documented absence can be defined as:

- a doctor's note (document must be original; faxes must be received directly from the doctor's office);
- a court document;
- funeral information (immediate family).

The Attendance Office must have this documentation; if not, the absence may count as an unexcused absence, which counts towards administrative failure.

- Documentation must be turned in within five days of the absence or it may not count as a documented absence. The principal will make the determination if circumstances prevented the absence from being cleared within the time limit.
- The principal will make the final determination as to whether or not an absence is excused or unexcused and the acceptability of documentation.

Administrative Failure:

To implement the school policy of administrative failure and encourage attendance in school, the following procedures and guidelines shall be used:

- No student shall be absent more than nine (9) times in any one semester without proper documentation (see Documented Absence.)
- Any student who has more than nine (9) absences (without proper documentation) may not receive a passing grade in the appropriate subjects or grade level for that semester.
- If a student has an unexcused absence, the student may receive a zero for all work missed. The student is still expected to make up the work. Also, the student should expect disciplinary action.
- In the event a student has exceeded the allowable number of absences, the following is the appeal process that will be utilized: a written request must be made by the parent/guardian within 10 days of receipt of the appeal letter. An appeal committee will consider extenuating circumstances on an individual basis.

Periodic attendance letters may be mailed throughout each semester. Students who accumulate more than nine (9) undocumented absences for the semester will be in danger of receiving No Credit for the classes in which excessive absences occur.

Ten Day Drop:

After the 10th consecutive day of unauthorized absence, students will be dropped from attendance rolls.

Truancy Law:

Parents can be fined if they allow students to remain absent from school. Under the State Truancy Law, the district must report truancy to the appropriate authorities. Penalties may be assessed by a truancy officer.

Unauthorized Absence:

A student who fails to check out when leaving school anytime during the school day, leaves class without permission, or does not report to a specific location is subject to disciplinary action.

Disciplinary action will include, but not be limited to:

- 1st Offense: one (1) Saturday School
- 2nd Offense: two (2) days ISS
- 3rd Offense: three (3) days ISS
- 4th Offense: three (3) day suspension
- 5th Offense: five (5) day suspension

Any further offenses may result in suspension for the remainder of the semester and possibly the following semester.

Attendance Reports:

High School students may request an attendance report from the Attendance Office. A parent may come in and pick up an attendance report at any time in the Attendance Office.

Attendance Codes:

The following is a list of attendance codes as they pertain to student absences.

AB – personal business. If appropriate documentation is submitted, this will be changed to an AD.

AC – college day. Seniors may use two college days per year.

AD – documented absence. This does not count against the student's nine (9) allowable absences.

AM – medical. If appropriate documentation is submitted, this will be changed to an AD.

AR – vo-tech absence. Attendance taken at vo-tech is turned in to GHS for attendance recording.

AU – unaccounted for. Student is absent and was not called in by a parent.

EG – testing. This is not counted as an absence.

EI – in school suspension. This is not counted as an absence.

TU – tardy.

EC, ED, EE, EF, EL, EN, EO, ES, EX – these codes are on- or off-campus student activities and are not counted as an absence.

BEFORE AND AFTER SCHOOL

No student will be in the building before 7:00 a.m. or after 3:45 p.m. unless requested by a teacher or participating in a supervised activity.

CAFETERIA

Students are expected to behave in an appropriate manner while in the cafeteria. Students are responsible for maintaining their table, the area around their table, and for disposing all trays, plates, and trash in the designated cans.

Cafeteria Guidelines:

- Students will be required to present ID numbers to purchase meals.
- There will be no charging of meals in the cafeteria.
- Students may deposit additional money to their account balance when the serving line is open.
- Checks will be accepted for the full amount only. No change can be given.
- Payment can be made anytime online via the PaySchools link on the Guthrie Public Schools' website.
- Free or reduced accounts cannot be used more than once per meal and can only be used by the appropriate owner.
- Ala Carte is CASH only.
- Extra items are CASH only.
- Cashiers are not allowed to make change without a purchase.
- Federal and state laws govern reimbursable meals to the following:
 - Breakfast must be 3 or 4 items.
 - Lunch must be 3 to 5 items.

Cafeteria Offenses:

Cutting in line, leaving a tray or dirty table, not following instruction of a staff member, and other minor offenses during lunch may result in three (3) lunch detentions per offense. Major infractions will be handled as outlined elsewhere in this handbook.

CELL PHONES / STUDENT POSSESSION OF WIRELESS COMMUNICATION DEVICES

Students may possess a cellular telephone while on school premises and while in transit under the authority of the school. The term "cell phone" includes but is not limited to cellular phones, mobile phones, VoIP, iPhones, smart phones, smart watches, internet phones, or similar devices.

Students will keep cellular telephones turned off and out of sight during scheduled class time. During these times, students shall be restricted from text or picture messaging, calling, electronic mailing, instant messaging, uploading, downloading, gaming, web surfing, accessing social networking sites, or using any features or applications installed on communication devices.

Students may only use cellular telephones before and after school and at lunch or during break periods. Likewise, students may use cellular telephones while attending a function sponsored or authorized by the school, subject to the same restrictions applicable to instructional periods.

Due to safety concerns, the use or display of earbuds or headphones while on campus, with the exception of use during online coursework, is prohibited. The use of earbuds or headphones during extra-curricular activities is up to the discretion of the activity sponsor.

Disciplinary Actions:

- 1st Offense: phone or ear device is confiscated AND Saturday School. The phone will be returned at the END of the day.
 - Subsequent Offenses: device confiscated AND two days ISS.
- Failure to surrender a device upon request will result in a three (3) day out-of-school suspension.*

CHANGE OF ADDRESS

Any change of address or telephone number should be reported to the Office. Any phone number changes for the School Messenger system should be turned in immediately to the Office.

CHEATING / PLAGIARISM

Cheating will be considered the act or intent of giving or gaining knowledge for an assignment or test or to answer by fraudulent means.

Consequences:

The penalty for cheating will be a zero for the assignment or test. Frequent acts of cheating will require further consequences as per teacher / administrator discretion.

Plagiarism is the intention or accidental use of another's ideas, words, or writing as one's own without appropriate documentation.

Disciplinary Action:

- 1st Offense: parents will be notified and a grade of "0" for the assignment or test will be given.
- 2nd Offense: above consequences apply plus a Saturday School will be assigned.
- 3rd Offense: 3-day suspension
- 4th Offense: loss of credit in the respective class for the semester.

CHECKING OUT PROCEDURE

If it is necessary for a student to leave school, notification to the Attendance Office by the parent/guardian is required before the student will be allowed to check out. Students must sign out in the Attendance Office before leaving campus. Upon returning to school, the student is required to check back in at the Attendance Office. Failure to comply with this procedure may result in disciplinary actions. Students are only allowed to use the office telephone in case of illness or emergency.

Guthrie High School operates under a closed campus policy. Leaving campus without permission during lunch may result in disciplinary action from the Attendance Office. A student cannot check out during the lunch period UNLESS:

1. A parent guardian comes to the Office and checks the student out.
or
2. The student is leaving for the remainder of the day.

CLASS OFFICERS AND QUEENS

It is the policy of the Guthrie Public Schools for every student to have an opportunity for leadership. With this in mind, no student can be elected or appointed to more than three (3) offices during the school year and may be president of only one (1) organization or class per year. This rule applies to the editor(s) of the yearbook and the editor(s) of the school newspaper.

During the course of the school year, a girl may be elected queen of one (1) team or organization and attendant of any two (2) organizations. No girl may be queen twice in one year.

This rule will be enforced through the mutual cooperation of faculty and students. If any student is elected to too many offices, he/she will be allowed to make a choice as to which office to keep. Any problems concerning the enforcement of this rule will be reported to the building principal for action.

Candidates for any office (including queens or attendants) must meet the following qualifications:

- Meet the eligibility requirements of the OSSAA.
- Be in regular attendance.
- Be free of recent disciplinary reports of a serious or chronic nature.
- Not be president of any other organization or activity.
- Not be president and queen of the same organization.

CONCURRENT ENROLLMENT

A junior or senior enrolled at Guthrie High School is eligible to participate in enrollment at high school and college simultaneously. Permission must be obtained by the principal and is subject to current Oklahoma State Department of Education regulations. See the Course Selection Handbook for complete information.

DANCES

Dances will be held periodically during the school year under the direction of various Guthrie High School organizations. Only those students enrolled at Guthrie High School are eligible to attend; junior high school age students will not be allowed to attend. All students wanting to attend prom who do not attend Guthrie Schools must be pre-approved by the principal.

Any student attending a school-sponsored dance, including the Junior-Senior Prom, may be subject to a BAC (Breath Alcohol Content) Test.

Students are not allowed to gather in the parking lot or cars or drive around the parking lot during a dance. Once students leave the dance, they are to leave the school grounds / dance site. No readmission is allowed once students leave the dance site.

DETENTION

Students assigned detention by an administrator are to report to the assigned detention area. The following rules apply to all administrator assigned detentions.

Failure to show for detention will result in the following disciplinary action: **two (2) days of ISS.**

Detentions assigned by a teacher will be served with that teacher. Failure to serve such detentions will result in the following actions:

- Detentions will double when given to the Discipline Office.
- Failure to serve detentions assigned by the office will result in two days of ISS.

DRESS CODE AND APPEARANCE

The educational process includes preparing students to deal with rules and laws outside the school setting. By recognizing that appropriate dress is an issue which is addressed in the "real world" by workplace requirements or professional standards and expectations, students have an opportunity to learn that what is acceptable and appropriate in one situation is not acceptable in other situations. Clothing that may be fun or appropriate on the weekend may not be appropriate for school. Standards of dress are provided so clothing does not distract from the educational process. It is hoped that a minimum amount of time and effort is spent on enforcement; however, it is the responsibility of the student and parent to adhere to these guidelines.

APPEARANCE:

- All students are required to wear shoes. House shoes, house slippers, cleated shoes, or wheeled shoes are not permissible in the school building.
- Skirts, dresses, and shorts should be no shorter than the longest fingertip when held at sides. The length of these items must be the appropriate length all the way around the body.
- Leggings and other stretchy clothing are allowed but should be covered by an outer garment that reaches the longest fingertip when held at sides. The length of these items must be the appropriate length all the way around the body.
- Headwear is not to be worn in the building. This includes, but is not limited to, hats, bandanas, earmuffs, and hair picks.
- The principal may make exceptions for spirit days or special activities.

Examples of inappropriate attire are, but are not limited to:

1. Clothing that inappropriately exposes the body.
 - a. Clothing that allows undergarments to be visible.
 - b. Pants with holes/rips/tears above the longest fingertip point of the thigh.
 - c. Clothing that exposes the midriff.
 - d. Shirts not long enough to be tucked in or to drop two (2) inches below the waistline without tugging or stretching the shirt.
 - e. Sleeveless shirts, blouses, and dresses whose straps are not at least one-dollar bill's width.
 - f. Sleeveless shirts, blouses, and dresses not fitted under the arm.
 - g. Shirts not worn on both shoulders.
 - h. Mesh jersey or fishnet type clothing unless a t-shirt or other appropriate lining is underneath.
 - i. Pants below the waistline. Pants, sweats, skirts, or shorts rolled at the waist.
2. Sunglasses (including when worn as headwear.)
3. Bandanas.
4. Gang related attire or paraphernalia.
5. Clothing, badges, jewelry, or other items advertising drugs, alcohol, tobacco products or practices. Clothing, badges, jewelry, or other items reflecting messages of a suggestive, immoral, derogatory, hateful, or vulgar nature.
6. Apparel identifying a student as "security," "staff," "police," or comparable position.
7. Onesie pajamas.
8. Blankets used as coats.
9. Chains or "spikes" on clothing, attached to wallets, or worn as a necklace or bracelet.

10. Clothing not worn in accordance with the design (such as both straps being worn on overalls, or legs on pants being worn at their full length.)
11. Clothing that is excessively baggy or long, including trench coats.

Any clothing that disrupts the learning atmosphere of the school is prohibited. Clothing with possible implied meanings, intended or not, may be offensive and will fall under this policy.

DRESS CODE POLICY:

When a student has worn inappropriate clothing to school, the parent(s) of the student may be contacted. The student may be sent home to change clothing, or parents may be requested to bring appropriate clothing to school. If parent(s) are unavailable, the student will be assigned to in-school supervision. Time missed in procuring appropriate clothing will count as an unexcused tardy or absence in accordance with the attendance policy.

DRUGS AND ALCOHOL

It is the policy of the Guthrie Public Schools that no student shall possess, use, transmit, share, provide, sell, conspire to sell or possess, be in the chain of sale or distribution or be under the influence of any prohibited or controlled substance including a/an narcotic drug, illicit drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any CBD that has any percentage of THC, or any other controlled substances, alcoholic beverage or non-intoxicating beverage (defined by law, i.e. 3.2 beer). Counterfeit drugs (turkey drugs), drug paraphernalia and chemicals which provide a mood-altering effect are included as controlled substances. Illicit drugs include steroids, and prescription and over-the-counter medications being used for an abusive purpose. This prohibition applies to competitions, on school transportation, on school premises, at school functions, school-sponsored activities, performances, contests, athletics competitions, during lunch, or while under the supervision of school personnel. This policy is adopted in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

It is the responsibility of all school personnel to report suspected violations of this policy to an administrator. The administrator will notify the parents, impose appropriate consequences according to the discipline policy, and report the incident to the local authorities. School discipline will be imposed independent of any court action. A confidential drug/alcohol report, completed by the administrator, will be sent to the Superintendent or his/her designee and to the Drug Free Schools office.

Any student violating this policy and his/her parents will be provided a list of resources and encouraged to obtain drug/alcohol education, counseling, and/or chemical dependence treatment as appropriate and at the parent's expense.

Copies of this Policy shall be provided to all students and their parents at the beginning of each school year.

CONSEQUENCES FOR STUDENT VIOLATION OF DRUG/ALCOHOL POLICY

- A. Conspiracy/Chain/Sale/Distribution/Delivery of Drugs or Alcohol (for personal gain, monetary privilege or gain): Student will be suspended out of school for the remainder of the current semester and all of the succeeding semester.
- B. Possession/Use/Sharing/Being Under the Influence of Drugs or Alcohol:
 - Students suspected of being under the influence may be subject to a field sobriety test conducted by a member of law enforcement.
 - Failure to comply will result in first offense disciplinary action.
 1. **First Offense:** Ninety (90) day out-of-school suspension (1 semester equivalency)
 - A. A thirty (30)-day suspension may be granted if the student and the parents/guardians agree to the following:
 - (1) to meet with the District Counseling Service representative;
 - (2) to obtain, from a licensed practitioner, an alcohol/drug use assessment which may recommend counseling, education, treatment, and/or drug testing. The cost of any assessment or recommended counseling, education, treatment, etc. will be the sole responsibility of the student's parent or guardian.
 2. **Second Offense:** Suspension out-of-school for the remainder of the current semester and all of the succeeding semester.

Nothing in this policy is intended to limit or restrict the ability of the School District to take other disciplinary action against a student in a particular case in accordance with other policies governing student discipline. A school principal or the principal's designees may devise an appropriate disciplinary plan for an individual student relating to the substance abuse in question and may submit that plan to the Superintendent, Superintendent's designee, or principal for approval. If such disciplinary plan is approved by the Superintendent, Superintendent's designee, or Principal it may be implemented for the student in question.

NOTE: Procedural Due Process Rights: For ALL out-of-school suspensions, the due process steps outlined in the GPS Policy Manual and this handbook will govern administrative procedures to be followed in the enforcement of this policy.

REPORTING STUDENT SUBSTANCE ABUSE

- A. The Board recognizes the complexity of problems which may be associated with student substance abuse. The concern is for the wellbeing and best interests of students at all times. Therefore, the following procedure will be utilized by teachers and administrators in reporting students who appear to be under the influence, as defined by law, of: low-point beer, alcoholic beverages, or controlled dangerous substances. This policy is adopted in compliance with Oklahoma Statue tit. 70§24-138.
- B. When it appears to a teacher or administrator that a student may be under the influence of low-point beer, alcoholic beverages, or controlled substances (drugs), the teacher or administrator will report the matter in writing to the school principal or his/her designee. Whenever possible, the teacher or administrator should attempt to obtain a corroborative observation from another teacher or administrator.
- C. The report of the teacher or administrator will state the date, time, and place of the incident. It will also describe the actions of the student or other circumstances from which the teacher or administrator concluded that the student appeared to be under the influence of low-point beer, alcoholic beverages, or controlled substances.

DUE PROCESS

A. SUSPENSION OF TEN DAYS OR LESS

1. An appeal to the building level Appeals Committee can be requested, by letter, to the school principal within five (5) calendar days after the principal's out-of-school suspension decision is received by the student and/or his or her parent. The out-of-school decision becomes final and non-appealable if a request for appeal is not received within the time frame described above.
2. Upon receipt of the appeal request, the principal shall confirm that the student's out-of-school suspension falls within the category out of-school suspensions for which an appeal to the Appeals Committee is authorized to hear. If for any reason the short-term out of school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to the long-term out-of-school suspension must be followed.
3. The Appeals Committee will conduct an investigation, in an informal manner, and make a decision (by majority vote) as to the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. **The Appeals Committee reserves the right to amend, rescind, or alter the length of suspension based on its findings.**
4. The decision of the Appeals Committee shall be final and non-appealable.

B. SUSPENSION IN EXCESS OF TEN DAYS:

1. A parent or student may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools.
2. An appeal must be submitted to the Superintendent of Schools, or designee, at 802 East Vilas, Guthrie, OK.
3. If no appeal is received within five (5) calendar days from the parent or student, the principal's decision will be final.
4. The Superintendent reserves the right to amend, rescind, or alter the length of suspension based on the findings of the investigation.

EARLY GRADUATION

Students enrolled through Guthrie Public Schools are afforded the opportunity to graduate early via online coursework, the Bluejay Academy, or Faver Alternative School. If the required coursework is completed prior to commencement exercises in May, diplomas will be issued in early June with the other members of the current academic year's graduating class.

ELECTIONS

There will be a number of elections at Guthrie High School. Before an election is held, sponsors must submit qualifications, rules, and dates to the principal for approval. A copy of the written rules shall be posted on the student or class bulletin board for at least one week before students file for office or before they are nominated.

Written Ballots must be prepared for all elections, and all ballots for any elections will be counted in the office of the Principal/Activities Coordinator where they will be tabulated and results will be determined. The sponsor and representatives of the organizations are responsible for this tabulation. No student can be elected president of two school organizations during the same year. Candidates for any office (including queens or attendants) must meet the following qualifications:

- Meet the eligibility requirements of the OSSAA.
- Be in regular attendance.
- Be free of recent disciplinary reports of a serious or chronic nature.
- Not be president of any other organization or activity.
- Not be president and queen of the same organization.

FIELD TRIPS

It is a privilege and honor for Guthrie Public School students to attend and represent our school at various activities through the course of the year. Students must be academically eligible to participate in any school activity. School dress code standards apply to all field trip activities.

Inappropriate behavior on these trips may warrant severe disciplinary action. Students must ride the school bus to and from the activity. During any trip, major inappropriate behavior (such as curfew being broken) may result in the student:

- Being sent home at his/her own expense.
- Suspension from school for an appropriate amount of time.
- Loss of the privilege to go on any future school trips.

FIGHTING / ASSAULT

Fighting will not be tolerated at Guthrie Public Schools due to a chance of injury and/or property damage. Fighting is defined as any situation in which there is participation in an incident involving physical violence. Assault is defined as a physical act and/or an act, criminal or tortuous, that threatens physical harm to a person, whether or not actual harm is done. Disciplinary action will be taken by the administrator if either person involved fit the above definition. A student that has been suspended out of school may be required to attend a conference with the principal before the individual is allowed to return to his/her regular classes. If a student participates in a fight, the following may apply, and Administration reserves the right to modify any discipline consequences.

Disciplinary Action FIGHTING

- 1st Offense: suspension from school for five (5) consecutive days. (See Suspension Policy.)
- 2nd Offense: suspension from school for ten (10) consecutive days. (See Suspension Policy.)
- 3rd Offense: suspension from school for the remainder of the semester.

ASSAULT

- 1st Offense: suspension from school for fifteen (15) days. (See Suspension Policy.)
- 2nd Offense: suspension from school for forty-five (45) days. (See Suspension Policy.)
- 3rd Offense: suspension from school for the remainder of the year. (See Suspension Policy.)

Students who film a fight at school and promote the video online or on Social Media may be disciplined under both policies as the administrator deems appropriate.

Any student who engages in a fight may be subject to review and/or fine by a local law enforcement official.

FINANCIAL OBLIGATION

It is the policy of the Guthrie Public Schools to not charge fees for classes. However, students may be expected to pay for special projects, materials, and activities (i.e., art, science lab fees, elective classes, etc.)

FIREWORKS

Fireworks are not permitted while students are attending school, on school premises, or at school-sponsored activities. Any student in violation of said policy will face immediate disciplinary actions.

FOOD AND DRINK

No glass bottles are allowed in the building at any time. Only water bottles are allowed in the library and library computer lab. No food or drink is allowed at or near any computer station.

GAMBLING

No gambling in any form will be allowed at Guthrie High School at any time. Infractions may result in administrative disciplinary action.

GANG CODE / NON-SCHOOL SANCTIONED ORGANIZATIONS

The following are prohibited at Guthrie High School during the school day and at all school events (home and away):

- Possession, wearing, use, distribution or displaying of any sign, symbol, badge, color, or other item that is evidence of affiliation with, or membership in, an organization that is a gang or an organization that is not sanctioned (approved of) by the school administration.
- Students will not be permitted to wear pants below the waistline (sagging and bagging.)
- The wearing of headgear that would associate a student with an organization that is not sanctioned by the school. This includes caps, bandanas, handkerchiefs, shoestrings, or any other item associated with gang-related behavior.
- Participation in any act, either verbal or non-verbal, to include gestures, expressions, handshakes, signs, etc., that may indicate an affiliation with, or membership in, an unsponsored, unacknowledged organization.
- Participation in any act that may further the interest of such an organization, including but not limited to, membership, writing or inscribing graffiti, messages, symbols or signs on school property.

Violation of this policy will result in disciplinary actions up to and including the suspension for the current semester and the following semester and filing of criminal charges, depending on the severity of the infraction.

GRADE CLASSIFICATION

Students who are enrolled as regular high school students are classified as follows:

Freshmen: have completed less than 4 units/credits

Sophomores: must have successfully completed four (4) units/credits

Juniors: must have successfully completed eleven (11) units

Seniors: must have successfully completed seventeen (17) units and have attended high school for six semesters.

GRADING SYSTEM

Parents and students are encouraged to frequently monitor grades through the District's online gradebook system. Final report cards may be picked up at the high school beginning June 15. .

A: 90-100

B: 80-89

C: 70-79

D: 60-69

F: 59 or Below

NC – No Credit (attendance non-compliance)

Pre AP, AP, and College Concurrent courses will be weighted on a 5.0 scale.

Mid-term and semester finals will not count for more than 20% of a student's grade.

GUIDANCE SERVICES

Guidance services will be available for all students. The principals, counselors, and teachers are ready to provide personal, educational, and vocational counseling and guidance whenever it is needed. The counselors are available to help with problems. Students are assigned to the following counselors:

Mrs. Annie Chadd - Senior Class and Junior Class A - L

Mrs. Kristi Blakemore – Sophomores Class and Junior Class M - Z

Mr. Steve Carroll – Freshman Class

While every effort will be made to keep parents and students informed of progress, programs, scholarships, units of credit, or records of attendance and academics, it is the responsibility of the student to acquire this information.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have hall pass from an authorized staff member. The pass must contain the student's name, the date, destination, time, and staff member's signature.

HEALTH & MEDICATION

If a student is injured or becomes ill at school, he/she should report to the Office and a parent/guardian will be notified.

It is the policy of the Guthrie Public Schools that NO drugs or medication of any kind (including aspirin and similar products) except those prescribed by a physician, will be given to a student by school employees.

ILLNESS AND MEDICATION

We request you adjust your student's schedule to eliminate the need to take medication during the school day. In the event it is necessary for a student to use medication during the school day, the following procedure will be followed:

- All medication, appropriately labeled by the pharmacy or physician as to the name of the medication, dosage instructions, doctor's name, and prescription date, is to be brought to the Main Office secretary upon arrival at school.
- A Medication Authorization form dated and signed by the parent/guardian, must accompany the medication giving the student's name, dosage amounts, specific dosage times, and other instructions if necessary. This form is available on the district's website under Departments, Health Information and Forms, Medications at School or at the school's office. This form must be signed by a physician before medication can be administered by school staff.
- Confirmed asthmatic patients with a note from the physician may keep their inhalers with them.
- If you do not wish to send a large bottle of medication to school, we suggest you ask your pharmacist to label an additional, smaller container for use at school.
- A log of the student's medication will be kept at the school office.

NON-PRESCRIPTION MEDICATION is NOT allowed at school. If a student needs to take a non-prescription medication, a parent/guardian must come to the Main Office to administer the medication.

HOMEBOUND POLICY

Teachers are responsible for assigning adequate work for their respective subjects. It is the student's responsibility to acquire the assignment and make up any work that is missed. Work being sent will be contingent upon work being returned weekly. A variety of learning platforms will be available to assist with individual needs.

HONOR ROLLS

Each semester those students making a 4.0 (+) will be placed on the Superintendent's Honor Roll. Those students having no grade(s) below a "C" and with a 3.5 – 3.99 average or better will be placed on the Principal's Honor Roll. Students must receive credit in all classes enrolled in to be eligible for an Honor Roll. Honor rolls are based on semester unweighted grade point averages.

IN-SCHOOL SUPERVISION (ISS)

In-School Supervision (ISS), if offered, will not apply to the following offenses:

- Fighting
- Crimes under Oklahoma Statutes
- Drug Offenses
- Weapon Violations
- Theft
- Sexual Harassment
- Tobacco / Vaping

If a student is placed in ISS and breaks the rules, he/she will be suspended pending review of the offense. When the suspended student returns, he/she will complete the original ISS placement. Students assigned to ISS will participate in mandatory community service at the high school. Students will not be able to participate in, or attend, any school activities while they are assigned to ISS.

All ISS assignments must be completed in a satisfactory manner and cleared by the ISS instructor before the student will be allowed to return to the regular classroom.

INTERSCHOLASTIC SPORTS

Guthrie High School participates in a wide variety of varsity sports for both men and women as a Class 5A school. Students who wish to participate on a varsity team must make the squad and comply with the requirements set by the Oklahoma Secondary School Activities Association. Varsity sports include baseball, basketball, cheerleading, cross country, eSports, golf, football, soccer, fast-pitch and slow-pitch softball, tennis, track, and wrestling. Physicals and insurance or insurance waivers are required.

INTIMIDATION / HARASSMENT (No-Bully Law)

Intimidation, threats, or harassment directed toward other students will not be tolerated. All students are expected to treat others with respect at school, at school activities, and at other extracurricular activities.

Bullying will not be tolerated.

Please refer to the GPS Policy Manual Section F-31: Policy Prohibiting Harassment, Intimidation and Bullying Procedures for Combating These Behaviors.

Disciplinary Action:

- 1st Offense: parent conference/phone contact and suspension from school for three (3) consecutive days. (See Suspension Policy.)
- 2nd Offense: parent conference/phone contact and suspension from school for five (5) consecutive days. (See Suspension Policy.)
- 3rd Offense: Suspension for the remainder of the semester and the following semester. (See Suspension Policy.)

LEWD AND/OR IMMORAL BEHAVIOR

Immoral and/or lewd behavior will not be tolerated. Infractions will result in administrative disciplinary action. Examples of inappropriate behavior are, but are not limited to:

- Writings
 - Drawings
 - Pictures • Magazines
- Images in electronic format

LOCKERS

Lockers will be assigned upon student request. **STUDENTS, DO NOT GIVE YOUR LOCKER COMBINATION TO ANOTHER STUDENT.**

Each student is responsible for keeping his/her locker clean and neat. Any vandalism, including stickers or writing on lockers, is prohibited. Violations will result in paying replacement costs and administrative disciplinary action.

Pursuant to Title 70 O.S. 1987 §24-102, students have no reasonable expectation for privacy rights from school officials in regard to school lockers, desks, or other school property.

LUNCH

We operate a CLOSED CAMPUS. Students must stay in a supervised location from the time they arrive until dismissed. The cafeteria offers many choices. Snacks (i.e. chips and drinks) are available at the vending machines.

Leaving campus without permission during lunch will result in disciplinary action from the Attendance Office. A student cannot check out during the lunch period unless:

- A parent/guardian comes to the Office and checks the student out
- The student is leaving for the remainder of the day.

MAKE UP WORK

Students, upon returning from an absence (excluding an unauthorized absence), will have the total number of days missed plus one additional day to make up work. Major assignments that were assigned earlier in the semester will be due on the designated day whether the student is in attendance or not. IT IS THE RESPONSIBILITY OF EACH STUDENT TO MAKE ARRANGEMENTS FOR MAKE UP WORK.

MEDIA CENTER

The school has a well-equipped media center with a full-time librarian. Instruction in media usage is given to all students. Students are encouraged to use the media center regularly. The media center will be open for students before and after school. Teachers may issue hall passes for students to visit the media center during class. *Prior authorization from the librarian is required before students are allowed to work in the library computer lab.*

MERIDIAN TECHNOLOGY CENTER

Juniors and seniors (and sophomores for qualifying programs) may enroll at Meridian Technology Center. Students enrolled at Meridian Tech will receive a maximum of four (4) units of credit through Guthrie High School for that work. Four (4) hour blocks accomplish this in the a.m. and p.m. classes. Students who drop classes at Meridian Tech will lose those credits.

High School students attending Meridian Technology Center are provided transportation. Students will **not** be allowed to drive private vehicles to and from Meridian Technology Center. If students must drive to Meridian due to an extenuating circumstance, approval must be granted by the principal.

NATIONAL HONOR SOCIETY

To be a member of the National Honor Society, a student's grade point average must be 3.5 or higher on a 4.0, unweighted, scale. For the high school NHS, averages are based on all grades received, including those during the freshman year. High school eligibility begins the second semester of the sophomore year (as per National Honor Society guidelines) and with a teacher recommendation required for prospective members. All students are expected to meet other criteria, including leadership, service, and character.

OFF LIMITS AREAS

The following areas are off limits during the school day, including before school, during the lunch hour, and during passing periods. ● Crooks Drive (south of the building).

- The tennis courts and greenhouse area.
- The parking lot except to load and unload before and after school. NO LOITERING IN CARS.
- The area east of the annex (outback) buildings.
- The area west of the vocal room including pond and outdoor classroom, unless under teacher supervision.
- The area north of the school and behind the gym.
- The sidewalk running from the South Annex to the Vo-Ag Building.
- The area between the Vo-Ag Building and the nearest sidewalk. ● The sidewalk between the Vo-Ag Building and the main building. Infractions will be dealt with in the Attendance Office.

OKLAHOMA STATUTES

Action(s) defined as crimes under OKLAHOMA STATUTES may result in suspension if the student commits the acts while in attendance at school, en route to / from school, on school premises, or at school-sponsored activities. Students may also be suspended with said suspension for the remainder of the semester and for the following semester on the first offense for the following:

1. Assault and battery of a school official.

2. Possession of a dangerous weapon or facsimile (with or without intent to do bodily harm.) For example:
 - a. Knives
 - b. Firearms and/or facsimiles (including cap guns)
 - c. Explosives
 - d. Metal objects (chains, brass knuckles, etc.)
 - e. Clubs
 - f. Sharp or pointed instruments

3. Participation in an illegal demonstration on school property.

Students will be suspended for three (3) to five (5) days for the first offense and may be suspended from school for the remainder of the semester and for the following semester on the second offense for the following:

- Verbal assault directed toward a school official.
- Defying, or failure to comply with, a school official.
- Inciting a fight.
- Failure to identify oneself.

ORGANIZATIONS

The following organizations are sponsored by Guthrie High School: Academic Team, Art Club, BPA, Cheerleading, Drama Club, English Club, FCCLA, FFA, Foreign Language Club, Heritage Club, Humanities, Key Club, LINK Crew, Mu Alpha Theta, National Honor Society, JROTC Teams, Science/Environmental Club, Student Council, Vocal, Yearbook, and Youth in Government.

Sponsors must approve all club and class meetings. The president should contact the sponsor to obtain permission for a meeting. The sponsor is responsible for obtaining final approval from the Principal/Activities Coordinator for a calendar date, etc., and to place the activity on the official school calendar. Sponsors must attend all functions of their group.

No students will be allowed to drive themselves to any school-sponsored activity held out of town.

PARENT MEETINGS WITH TEACHERS

Parent-Teacher meetings are arranged through a teacher, counselor or administrator. Parents should phone or email to avoid conflicting appointments.

PLEDGE OF ALLEGIANCE / NATIONAL ANTHEM

The Pledge of Allegiance and the National Anthem of the United States of America will be given at various times during the school year. It is the student's right not to participate, but the student **MUST** remain quiet, attentive, and respectful to the rights of others during the ceremony.

PROFANITY

Profanity and/or obscene gestures will not be tolerated while attending school, on school premises, or at school-sponsored activities.

Disciplinary Action:

- 1st Offense: One (1) Saturday School
- 2nd & Subsequent Offenses: Two (2) days ISS

Profanity used while in conversation with a staff member will result in two days of ISS.

PROFICIENCY-BASED PROMOTION

All K-12 students are eligible to advance one or more levels in designated curriculum areas if they perform at 90% or higher on assessments designated by the Guthrie Public School District. This type of curriculum advancement is proficiency-based promotion.

Upon request of a student, parent, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum as identified in Title 70 O.S. §11-103.6

Core areas are as follows:

Social Studies, Language Arts, Mathematics, Science, Languages, and the Arts.

Proficiency will be demonstrated by testing with the Oklahoma Proficiency Tests by Riverside, Edgenuity online final exams, or with district approved, teacher-created criterion referenced tests. In addition, a performance demonstration will be required in

language arts, foreign language, and the arts. Lab sciences at the high school will require performance of relevant laboratory techniques.

More details can be obtained from the district policy on Proficiency-Based Promotion E-22A found on the district's website or from the site principal.

PROGRESS REPORTS

Progress reports can be requested through the office, a counselor, or an administrator. Parents are encouraged to regularly monitor student progress via the online grading portal.

PUBLIC / PERSONAL DISPLAY OF AFFECTION

Personal Displays of Affection will not be tolerated. Infractions may result in disciplinary action and counseling.

RACIAL SLURS

It makes no difference if the racial slurs are in jest or in earnest. "Flag words" are also considered racial slurs.

Disciplinary Action:

- 1st Offense: Three (3) consecutive days suspension. (See Suspension Section.)
- 2nd Offense: Five (5) consecutive days suspension. (See Suspension Section.)
- 3rd Offense: Five (5) consecutive days to one (1) year suspension. (See Suspension Section.)

RESTROOM BEHAVIOR

Because a restroom stall is designed for personal and privacy care, no more than one student will be allowed in any one stall at any given time.

Disciplinary Action:

- 1st Offense: Saturday School
- 2nd Offense: Two (2) days of ISS
- 3rd and Subsequent Offenses: Three (3) day suspension

SATURDAY SCHOOL

Saturday School will be held from 8:00 to 11:30 a.m. A Saturday School placement will take precedence over any other extracurricular activity.

Failure to arrive by 8 a.m. will result in the student not being admitted to Saturday School. Students should bring enough classroom assignments or reading materials to fill the entire time frame. No electronic devices are allowed. No food or drinks are allowed, though a 10minute break for the vending machines is given.

Failure to attend Saturday School will result in the following disciplinary action:

- 1st Offense: Two (2) days ISS
- 2nd and Subsequent Offenses: One (1) day suspension

SCHEDULE CHANGES

Students are expected to honor their enrollment schedule.

Class changes or any type of schedule change will be made by the counselor only after thorough counseling, a very good reason established, and parent notification.

All AP schedule changes must have principal approval.

Schedule changes may only be made for the following reasons:

- The course has been completed in a virtual setting.
- The course level is incorrect or an enrollment error is evident.
- The student wishes to attempt, under a different teacher, a course previously failed.
- A particular course is required to graduate.

Any other changes must be with administrative approval based upon sound educational evaluation and in compliance with the 90% attendance policy. Students will not be allowed to make schedule changes to change instructors unless an extenuating circumstance gains administrative approval. ALL STUDENT CLASS CHANGES MUST BE WITHIN THE FIRST FIVE DAYS OF EACH SEMESTER TO RECEIVE CREDIT.

SCHOOL ACTIVITIES

Students who misbehave (i.e., run, roam, harass, fail to cooperate with school officials) at school activities may be dismissed from the activity without a refund and can face additional administrative action.

SEMESTER TEST EXEMPTIONS

Students may be exempt from semester exams if they have at least a "C" in the course at the time of the test, have no more than three absences, and no tardies. School-related absences do not count against the three absence total.

SEXUAL HARASSMENT

Sexual harassment is any type of verbal / physical abuse of a sexual nature. Suggestive comments, unwanted touching, obscene hand / body gestures, suggestive notes, etc., would be considered sexual harassment. Since this covers a wide degree of offenses, the punishment on the first offense will range from three (3) days suspension to suspension for the remainder of the semester and the following semester. Also see Unwanted Touching section.

SIGNS

All signs posted in Guthrie High School must be approved by the Administration. Any signs posted improperly will be removed.

SOLICITING

No soliciting or selling may be done in the school without approval of the building principal. Only fundraising activities approved by the Board of Education are allowed.

STUDENT ID BADGES

Student ID badges will be issued upon request. If a student loses his/her badge, a replacement cost of \$5 will be incurred, and the student will be responsible for making arrangements through the Main Office to have a replacement badge made.

STUDENT SEARCH

School personnel have the authority to detain and search, or authorize the search of, any student upon suspicion the student is in violation of District policy.

STUDENT WELFARE / CHILD ABUSE

Employees of the Guthrie Public Schools are required by law to report suspected child abuse victims to the Department of Human Services. In suspected cases of physical and sexual abuse, local authorities may question the victim at the school site without the principal obtaining permission from the victim's parent/guardian.

SUBSTITUTE TEACHER POLICY

Failure to comply with school rules while under the direct supervision of a substitute will result in immediate administrative disciplinary action.

SUSPENSIONS

It is the philosophy of the Guthrie Public Schools that no student be permanently suspended from school unless every means has been exhausted in trying to teach the student respect for policies and guidelines of the school.

However, when it is evident a student has no interest in an education, is a behavior problem, or is a chronic truant, the Administration must take action suspending said student in the best interest of the school as a whole.

Out-of-school suspensions shall be served on consecutive school days until completed.

A student will not be allowed to participate in any school activity during the time of the suspension and until the day following the last day of the suspension.

Any student who has accumulated in excess of three (3) suspensions for attendance or disciplinary action may be suspended for the remainder of the semester, for the following semester, or longer if allowed by law in extreme cases.

While serving a suspension, a student will not be allowed on campus or allowed to attend or participate in any school-sponsored activity. If this policy is violated, a suspension of three (3) days, the remainder of the current semester, and/or the following semester may be added to the current suspension.

While suspended or in "In-School Supervision" (ISS) a student may not take part in any school activity including extracurricular practices.

TARDIES

Criteria for tardies:

- A tardy is defined as not being in the classroom when the tardy bell rings. ● The counting of tardies for attendance purposes will be by individual class period. *Disciplinary Action:*
- 12 tardies in a class: One Saturday School
- 18 tardies in a class: Two days ISS
- 24 tardies in a class: Three days ISS

TELEPHONE USAGE

Classroom phones are not to be used by students. Messages will be delivered to students as necessary.

TESTING FOR INITIAL PLACEMENT OF HOME SCHOOLED / NON-STATE ACCREDITED SCHOOL STUDENTS

When a student transfers in from home or non-state accredited schools, they will be placed at the last level reached in an accredited high school. If proof is presented that home or non-state accredited private courses have been taken, testing will be given to that level.

The following rules apply:

- Testing is by appointment only.
- Passing scores on the test(s) will be 90%. If the test(s) is (are) passed by at least that score, credit will be given on the high school transcript.
- If the test(s) is (are) not passed, the student will be placed at the level last attained in a state accredited school.
- Placement testing is given only once per subject.
- If no testing is requested, the student will be placed at the ninth grade entry level or at the level indicated by their last state accredited school transcript.
- Testing will be scheduled through a guidance counselor.

TESTING OUT OF CLASSES

Upon the request of the student, parent, guardian, or educator, a student will be given opportunity to demonstrate proficiency in one or more areas of the core curriculum.

1. Tests will be by appointment only. The contact point for testing will be in the Guidance Counselor's Office.
2. Qualifying students are those who are legally enrolled in Guthrie High School.
3. The passing scores will be 90% with no retest during the same testing period.
4. Tests will cover:
 - a. the entire course content.
 - b. Oklahoma Academic Standards
 - c. the subject matter taught at Guthrie High School.
5. No one will be allowed to test out of any class for which they have already taken a more advanced class in the same subject area.
6. A passing grade will result in the course being put on the transcript for credit but with no letter grade. Credit for graduation will be given as a class passed.
7. Failure to demonstrate proficiency will not be noted on the transcript.

TEXTBOOKS

Textbooks will be issued through the teacher in your classes. Textbooks are provided to the school through state funding, which means books must be utilized by the school for multiple years. Therefore, it is your responsibility to treat books with care. Once you have been given books to use, you will be responsible for the books assigned specifically to you until you complete the school term or until you withdraw from school. A textbook which is lost or damaged will be your responsibility. You must take care of replacement or damage costs before a diploma is issued or a class schedule is released for the upcoming school year. The school may hold grades and records if fines or replacement costs are not resolved.

THROWING OBJECTS

Due to obvious danger, throwing of any objects (including snowballs and ice balls) will not be tolerated. If an item is thrown that could cause damage or injury, the penalty will be the same as fighting; the exception is if a serious injury is caused then the student may be suspended for the remainder of the semester and/or for the following semester.

TOBACCO

In compliance with State Laws of Oklahoma, it shall be the policy of the Guthrie Board of Education that the use of, or possession of, tobacco products (including smokeless tobacco), including paraphernalia, synthetic cigarettes (Vapes, electronic) in any form, by students while attending school, in/on school premises, and at school-sponsored activities is prohibited.

Any student in violation of said policy will face immediate disciplinary action and a possible citation from the Oklahoma ABLE Commission.

- 1st Offense: Parent conference / phone contact and suspension from school for five (5) consecutive days. (See Suspension Policy.)
- 2nd Offense: Parent conference / phone contact and suspension from school for ten (10) consecutive days. (See Suspension Policy.)
- 3rd Offense: Suspension for the remainder of the semester, or suspension for the remainder of the school year. (See Suspension Policy.)

TRANSCRIPTS

Transcripts will be provided free of charge to transferring students and up to one year after your graduation date. Please allow twenty-four (24) hours working time to process. Transcripts will reflect all classes attempted. If a class is repeated, both grades will be represented on the transcript. Final transcripts will be available beginning June 15.

TRANSPORTATION

All bus-riding students must complete a Bus Rider Registration form and adhere to the Bus Rider Guidelines as set forth by the Guthrie Public Schools Transportation Department. Since the bus driver is fully responsible for matters of safety, he/she is given full authority over all students on his/her bus. Students are to ride only the bus assigned to them. The Transportation Department must approve any changes. Misbehavior endangers the safety of the riders and the driver.

Since school transportation is a PRIVILEGE, a student may be required to walk or provide their own transportation.

UNWANTED TOUCHING

Any situation in which one student makes aggressive contact in any manner on another student.

- 1st Offense: three (3) day suspension
- 2nd Offense: five (5) day suspension
- 3rd Offense: ten (10) day suspension Also see Sexual Harassment Section.

UNWRITTEN REGULATIONS

Each year, there are a few things including some “fads” that appear on our campus. We are not listing these, nor are we making a regulation to cover all of the problems that may arise. When a fad begins on the campus and a “nuisance” develops, we shall immediately eliminate the nuisance.

VALEDICTORIAN AND RANK IN CLASS

A valedictorian is defined as a student who has achieved the highest degree of academic excellence in school. To be considered for valedictorian status, students must be enrolled at Guthrie High School at the beginning of their senior year.

Candidates for valedictorian may not have a grade below an A in any non-weighted class and must not have a grade below a B in any Advanced Placement (AP) or college concurrent course.

Candidates for Valedictorian must be students of good character. Therefore, they must not have had any disciplinary record of suspension and must not have earned any NC's (No Credit) on their transcript.

8th grade courses transcribed for high school credit shall be calculated in overall GPA.

In order to be considered for Valedictorian, students must have taken at least one AP or college concurrent enrollment course, or the highest level core class for which they are eligible, from each of the four core subject areas (English, Math, Science, and Social Studies.) Coursework to be considered must be transcribed before second semester of a student's senior year, unless exception has been granted in advance by the high school principal.

PreAP, AP, and approved college concurrent enrollment courses will be scored on a 5.0 grading scale. Students maintaining a 4.0 GPA will be recognized as a valedictorian for scholarship purposes. The students with the highest and second highest GPAs in the graduating class will speak at commencement exercises.

If any of the aforementioned regulations are compromised between May 1st and the date of graduation, the Valedictorian candidate may forfeit his/her recognition of said academic distinction.

THEFT/VANDALISM AND OTHER OFFENSES

Any student committing an act of vandalism, theft, or forgery is subject to suspension. Damaged or stolen school property must be paid for or replaced by the offending student. The use or possession of stink bombs and/or any other object that would be detrimental to the educational process or that might disrupt any event, class, etc., will also be considered vandalism. Offenses listed above may result in more severe penalties of suspension. Suspensions may range from three (3) days to the remainder of the semester and the following semester, and/or appropriate civil action.

VEHICLES

CAMPUS SPEED LIMIT IS 15 M.P.H.

Every vehicle must be parked inside the designated area and not be moved or used from arrival until departure at the end of the school day. The school will accept no responsibility for theft or vandalism of vehicles; all cars should be locked and valuables removed upon arrival at school. All student drivers must have a valid driver's license. No one is to be parked in any fire lane.

The first row (both sides) of the parking lot nearest the school is reserved for the staff or for other vehicles as marked. The parking places next to the building are reserved for adult visitors and handicapped individuals. Parking will be on a first come, first serve basis, and students must park in the lot west of the main building. Failure to comply may result in disciplinary action.

Students should not block traffic by double parking on the end of the rows; these are emergency exits for fire and police vehicles. Vehicles may be towed if drivers do not abide by the parking regulations, and/or loss of parking/driving privileges may result.

Students leaving their cars in the parking lot when going on a field trip, school-sponsored event, or overnight will follow parking regulations. However, the school will not assume or accept any responsibility for the vehicle.

If a student drives on a dirt/grassed area, parks somewhere other than the student area in the front parking lot, parks in a fire lane (marked by a red line), or parks in an area that is not marked as a parking spot, he/she may be subject to the following discipline:

- 1st Offense: Saturday School
- 2nd Offense: Two (2) days ISS
- 3rd Offense: Three (3) days ISS

Students are not allowed in the parking lot or in parked cars during the school day.

Each vehicle is to be registered with the Main Office by the student and obtain a parking permit at enrollment. Parking permits may be purchased for \$25. Students who do not get their license until second semester may purchase a permit for \$15 if purchased within 30 days of the issue date of their license. Failure to acquire a decal, improper parking, or any driving infraction may result in your vehicle being towed at the owner's expense. **Any towing fee will be at the car owner's expense.**

VENDING MACHINES

Vending machines are provided for your convenience. They are to be used only at the appropriate times and not during class time. All vending machines are "use at your own risk."

VISITORS

All visitors must report to the Main Office to sign in at the School ID Kiosk and receive a visitor badge to wear while in the building. We cannot accommodate student visitors during the school day. Parents, if you need to talk with your student, report to the Main Office for assistance. Visitors with infants must remain in the Main Office.

WEAPONS

Students should not bring any type of instrument to school that can be used as a weapon or tool which could be used to deface or vandalize school property.

The following instruments may be considered weapons:

- Knives
- Firearms and/or facsimiles including cap guns, etc.
- Explosives and/or facsimiles
- Metal Objects (chains, brass knuckles, etc.)
- Clubs
- Sharp or pointed instruments
- Stun guns
- Chemical sprays

Violations of this policy will result in administrative action. See the Oklahoma State Statutes section. Students may be suspended for up to one (1) calendar year for violation of this policy.

WEATHER

In the event school is closed due to inclement weather, parents are asked to tune in to Guthrie News Page or local television stations. When possible, the District's website will also be updated to include the latest information.

If weather conditions deteriorate during the school day please do not phone the school to inquire about closing or dismissal information.

WITHDRAWAL FROM SCHOOL

When a student must withdraw from Guthrie Public Schools during the term, he/she must report to the registrar on the morning of the day he/she leaves to begin formal withdrawal from school. There will be a 24-hour turnaround time to receive grades and clearance from teachers. Students will not be cleared for withdrawal until a parent or guardian has contacted the registrar and all textbooks and school property have been returned. Once records have been received with grades and clearance from each teacher, the library, and the cafeteria the student will be cleared for withdrawal. A transcript of the student's work will be forwarded, upon request, to the new school.

DISTRICT, STATE, & FEDERAL POLICIES

AIDS PREVENTION EDUCATION

- A. Acquired Immune Deficiency Syndrome (AIDS) prevention education shall be taught in the public schools of this state. AIDS prevention education shall be limited to the discussion of the disease AIDS and its spread and prevention. Students shall receive such education at the option of the local school district:
1. a minimum of once during the period from grade five through grade six; 2. a minimum of once during the period from grade seven through grade nine; and
 3. a minimum of once during the period from grade ten through grade twelve.
- B. The State Department of Education shall develop curriculum and materials for AIDS prevention education in conjunction with the State Department of Health. A school district may also develop its own AIDS prevention education curriculum and materials. Any curriculum and materials developed for use in the public schools shall be approved for medical accuracy by the State Department of Health. A school district may use any curriculum and material which have been developed and approved pursuant to this subsection.
- C. School districts shall make the curriculum and materials that will be used to teach AIDS prevention available for inspection by the parents and guardians of the students that will be involved with the curriculum and materials. Furthermore, the curriculum must be limited in time frame to deal only with the factual medical information for AIDS prevention. The school districts, at least one (1) month prior to teaching AIDS prevention education in any classroom, shall conduct for the parents and guardians of the students involved during weekend and evening hours at least one presentation concerning the curriculum and materials that will be used for such education. No student shall be required to participate in AIDS prevention education if a parent or guardian of the student objects in writing to such participation.
- D. AIDS prevention education shall specifically teach students that:
1. engaging in homosexual activity, promiscuous sexual activity, intravenous drug use, or contact with contaminated blood products is now known to be primarily responsible for contact with the AIDS virus;
 2. avoiding the activities specified in paragraph 1 of this subsection is the only method of preventing the spread of the virus;
 3. sexual intercourse, with or without condoms, with any person testing positive for human immunodeficiency virus (HIV) antibodies, or any other person infected with HIV, places that individual in a high-risk category for developing AIDS.
- E. The program of AIDS prevention education shall teach that abstinence from sexual activity is the only certain means for the prevention of the spread or contraction of the AIDS virus through sexual contact. It shall also teach that artificial means of birth control are not a certain means of preventing the spread of the AIDS virus and reliance on such methods puts a person at risk for exposure to the disease.
- F. The State Department of Health and the State Department of Education shall update AIDS education curriculum material as newly discovered medical facts make it necessary.

ASBESTOS MANAGEMENT PLAN

In accordance with federal law, Guthrie Public Schools has been inspected and approved for asbestos management. Asbestos plans are available for viewing during regular school hours, Monday through Friday, by contacting the Director of Operations at the Maintenance Department, located at 200 Crooks Drive, Bldg #4, Guthrie, OK.

CELEBRATE FREEDOM WEEK

Act 682 of 2003 created "Celebrate Freedom week" in public schools the week in which November 11 falls. This law was created to educate students about the sacrifices made for freedom in the founding of this country and the values on which this country was founded. During "Celebrate Freedom Week" all social studies classes shall include instruction to help students focus on the freedoms offered in the United States of America. Suggested topics of study are included in the text of Act 682 of 2003, but the instruction is left up to the individual school district. In an effort to assist educators and curriculum coordinators with program and lesson plans for Celebrate Freedom Week, ADE has compiled the following ideas. These are only suggestions, and school are

encouraged to select their own creative ideas for “Celebrate Freedom Week.” To view the wording of the law, please refer teachers in your district to: <http://arkedu.state.ar.us/commemos/customer.cig>.

CIVIL RIGHTS COMPLIANCE AND ASSURANCES NOTICE OF NON-DISCRIMINATION

Guthrie Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or disability in its program and activities and provides equal access to the Boy Scouts and other designated youth groups. The Guthrie Public School System also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator. Procedural Requirements
Title VI, Title IX, Section 504, ADA July 2000.

AVISO DE DECLARACION NO-DESCRIMINATORIA

Escuela Pública de Guthrie no discrimina raza, color, nacionalidad, genero, edad o incapacidad de admision a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningun aspecto de sus operaciones. El Escuela Publica de Guthrie tampoco discrimina en sus contrators o practicas de empleados.

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

Nombre / Titulo: Superintendente de las
Escuelas Publicas de Guthrie
Direccion de Oficina: 802 E. Vilas, Guthrie, OK
73044
Numero Telefono (405) 282-8900
(correro de voz / TDD M-F 8:00 – 12:00 & 1:00 – 4:30

Procedural Requirements
Title VI, Title IX, Section 504, ADA July 2000

COMPUTER AND INTERNET ACCEPTABLE USE POLICY

1. Internet-related systems (including but not limited to: computer equipment, software, operating systems, network accounts providing electronic mail, World Wide Web browsing software, File Transfer Protocol, network and intranet systems, etc.) are the property of Guthrie Public Schools. They are to be used for educational purposes, which service the interests of the school district, our students, and patrons during the course of normal operations.
2. Communications on these systems are not private. While the school administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the District system remains the property of the District. Despite security precautions, there is no absolutely fail-safe way to prevent an unauthorized user from accessing stored files.
3. Monitoring: the district reserves the right to monitor all employee and student use to ensure proper working order, appropriate use by students and employees, the security of school data, and the retrieval of the contents of any user communications on these systems. Management may access user files, including archived material of present and former users, without the user’s consent, for any purpose related to maintaining the integrity of the network, or the rights of the District or other users, or for any other reasonable purpose.
4. Personal use: personal use of the systems is authorized within reasonable limits as long as it does not interfere with or conflict with educational purposes. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. School equipment may not be used for commercial purposes.
5. E-mail is the property of the school district. There should be no expectations of privacy where e-mail is concerned. E-mail is subject to disclosure under the Open Records Act, subpoena, or court order.
6. Users are responsible for backing up data on a daily basis. This is an important function designed to maintain records of communications and activity which replaced (or supplements) maintaining files containing memoranda, correspondence, etc.
7. Any attempt to violate the guidelines, terms and conditions for use of technology, the network, or the internet may result in revocation of user privileges, other disciplinary actions consistent with Board of Education Policy and existing practice regarding inappropriate language or behavior including suspension, expulsion, dismissal, or appropriate legal action.
8. No student or employee of the district may maintain a web presence on behalf of the school or related to the school other than that authorized by the school district. Any employee who wishes to publish a web page on behalf of the school or a school organization must attend the web page training provided by the district.

9. School equipment may not be used to access or post to any material that is illegal, offensive, abusive, or slanderous, either in text or graphic format.
10. All software installed on school equipment must be properly licensed to the school district. Software that is not properly licensed may not be installed on district-owned equipment.
11. District software may not be copied for personal use except where explicitly provided for by the manufacturer's license agreements.
12. Users may not access or tamper with another users account.
13. The network may not be used for political activities.
14. The use of chain letters, "spam" or "letter bombs" is prohibited.
15. All copyright laws must be observed at all times.
16. Every user of the network must have a signed Acceptable Use Policy document on file in the principal's office of their respective school.
17. The District makes no warranties of any kind, neither expressed nor implied, for the internet access it is providing. The District will not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service, for the accuracy, nature or quality of information stored on District diskettes, hard drives or servers, nor for the accuracy, nature or quality of information gathered through district-provided internet access.
18. The District will not be responsible for unauthorized financial obligations resulting from district provided access to the internet.
19. Access is a privilege, not a right. All users of the district's network and other technological resources are responsible for respecting and adhering to local, state, federal and international laws and guidelines governing use of information and the available technologies.
20. Personal computers are the responsibility of the owner.
21. Any item being purchased with District funds must be approved by the Director of Technology. This includes hardware, software, and Professional Development training.

DIABETES MANAGEMENT

Guthrie Public Schools provides nursing services that promote a student's ability to learn. Our goals are to:

- assist students in learning how to take care of their health.
- ensure a safe school environment.
- promote good control of a student's health condition so they are ready to learn.

Diabetes can affect a student's ability to learn if it is not under good control. To help us meet these goals, Guthrie Public Schools has a nurse who is a certified diabetes educator. She works with school, personnel, individual students with diabetes and their families, and the student's health care provider.

As a reminder, each year we need to have the following information for your child:

- **written diabetes management plan from your health care provider.**
- **signed authorization by parent/guardian for medication and treatment at school.**
- **completed Diabetes Questionnaire filled out by parent/guardian/student.**

In addition, adequate supplies, as listed in the student's diabetes management plan, must be provided at school:

- snacks or glucose tablets to treat low blood sugar
- medications
- blood glucose meter, strips, and supplies
- ketone testing strips and equipment
- Glucagon

We are looking forward to helping your child with diabetes be successful in school. Please feel free to contact us with any questions or concerns.

ELIGIBILITY

When co-curricular and/or interscholastic programs are scheduled during the school day, a student must be eligible according to the following guidelines of the Oklahoma Secondary Schools Activities Association:

A. ATTENDANCE REGULATIONS

1. School Activity: These are extracurricular activities, whether sponsored by the school or outside agency, which remove the student from class for more than half a class period.
2. The total number of student activity absences allowed for one class period per student shall be ten (10).

3. Once a student has had ten student activity absences (per school year) from any one class period, the student must be reported to the principal's office for consideration for further absences for student activities.
4. A student is expected to attend classes 90% of the time in order to participate in school-sponsored activities.

B. SCHOLASTIC ELIGIBILITY

(Information taken from OSSAA RULES AND REGULATIONS)

Section 1: Semester Grades

- a) A student must have received a passing grade in all subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. If a student does not meet minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next semester he/she attends.
- b) A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
- c) Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

Section 2: Student Eligibility during a Semester

- a) Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
- b) A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of his/her probationary one-week period, he/she will be ineligible to participate during the next one-week period. The eligibility periods will begin Monday and end on Sunday.
- c) A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).
- d) "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

Section 3. Special Provisions

- a) An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three (3) weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three (3) week period.
- b) Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision Rule 3, Section 3-c, if the incomplete grade was caused by an unavoidable hardship. (Example of such hardships would be illness, injury, death in family, and natural disaster.) (Board policy allows a maximum of two (2) weeks to apply this exception.)
- c) Schools may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

Section 4. Special Education Students

- a) Students who are enrolled in special education class, have an Individual Educational Plan, and have been certified by the principal as doing a quality of work which may, with the approval of the Board of Directors, be accepted as eligible under this rule.

ENROLLMENT REGULATIONS

All students must be enrolled in seven hours per day. The only exception to this rule is a student on an IEP or those enrolled through the counselors' office in concurrent enrollment.

All students **MUST PROVIDE** two Proofs of Residence. These can be in the form of a copy of a current utility bill, renter's agreement, or real estate contract.

A **new resident student** is one that has established a legal residence within the school district and is living with custodial parent or court appointed guardian. New resident students **MUST PROVIDE**:

1. Two Proofs of Residence
 - a) A copy of a current utility bill, renter's agreement, real estate contract, etc.
 - b) An Enrollment Declaration form certified by the Guthrie Public Schools' Transportation Department.
2. Immunizations Records
3. Copy of Birth Certificate
4. The name, address, phone and fax number of the previous school attended
5. CDIB (Certified Degree of Indian Blood), if applicable
6. Official withdrawal form from previous school if enrolling after the start of school

7. Transcripts from previous school attended (high school students only) 8. Social Security Number, if available

9. Special Education Records or Gifted/Talented Records, if applicable, are helpful in ensuring the proper placement of student.

Other information that may be required:

Proof of custody / guardianship – court appointed papers (signed by a judge) denoting custody for students not living with both parents listed on the birth certificate.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents of eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education record that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, D.C. 20202-4605

FIRE, TORNADO, AND EMERGENCY SITUATIONS

All emergency drills will be performed in accordance with the State Department of Education accreditation regulations.

FIRE --- The alert for fire will be the fire alarm.

TORNADO--The alert for a tornado will be a continuous long ringing of the bells.

EARTHQUAKE – The alert for earthquake will be an announcement via intercom.

LOCK DOWN-- The alert for Lock Down will be a series of long, short, long, short ringing of the bells.

LOCK OUT– The alert for Lock Out will be an announcement via the intercom.

TRAIN DERAILMENT – The alert for Train Derailment will be an announcement via the intercom.

Periodic drills will be held to familiarize the students with emergency procedures. All students are to remain with their teacher for roll to be taken once safely away from, or in secure area of, the building.

GRADUATION POLICY

Guthrie High School recognizes that graduation ceremonies are important events for our students, parents, guests, and the community.

Note: Twenty-four units (credits) are required to participate in graduation exercises.

To ensure that graduation exercises are enjoyable and dignified for all participants and spectators, the Board of Education has approved the following requirements:

1. A student shall be a graduate of Guthrie High School and entitled to a high school diploma whenever that student has:
 - a. Successfully completed the minimum number of credits established by the District for graduation; and
 - b. if the student elects to participate in graduation ceremonies, completes such exercises in accordance with this policy.

2. Any student who elects to participate in graduation exercises will still be considered a student of this District until such ceremonies have been completed. The graduation process is “completed” after the graduation program and the last student has exited the premises.
3. Any student who elects to participate in graduation and other related senior activities will be required to be in good disciplinary standing with Guthrie Public Schools, Meridian Technology Center, and any other concurrent enrollment institution.
4. All students participating in graduation ceremonies will be required to abide by school relations as outlined in the Student-Parent Handbook.
In addition, students shall not engage in the following conduct during graduation exercises:
 - a. throwing objects into the air;
 - b. engaging in any disruptive activity which substantially interferes with the graduation process or the rights of other individuals;
 - c. using or possessing air horns and similar items;
 - d. wearing decorated mortar boards or clothing outside of academic recognition.
 Please refer to the Graduation Compliance Letter issued in May for graduation dress code specifics.
5. The administration shall have the power to impose discipline on any student who commits any act referred to above. It is recommended the administration take necessary steps to impose discipline as soon as it is convenient after completion of graduation exercises.
6. Students who are found, after an informal hearing process conducted by the administration, to have committed any of the acts described above shall be subject to discipline. Such discipline may include, but is not limited to, suspension from school for the remainder of the semester if the graduation ceremony is held prior to the end of school.

GRADUATION: STATE, LOCAL, and NCAA REQUIREMENTS

This section is for general information only. Each individual is responsible for working with his/her counselor in progressing towards meeting the requirements set forth by the State Board of Education and Guthrie Public Schools.

NCAA requirements change yearly, and students should meet with the athletic director's office or senior counselor to receive information concerning athletic eligibility through the NCAA Clearinghouse. This should begin during the student's freshman year and should be checked yearly for changes.

To receive senior status, a student must have successfully completed seventeen (17) units/credits and have a reasonable expectation of completing the twenty-five (25) units/credits required for graduation by the end of the summer term immediately following the current school year.

The Guthrie Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is policy of the Board of Education that a minimum of twenty-five (25) units of credit be earned in the subject areas listed below to be eligible for graduation. Twenty-one (21) of the twenty-five (25) credits must be earned in the 10th, 11th, and 12th grades. Seniors are required to be enrolled in a full schedule, although this may include a combination of college and local hours if local requirements are met.

- A student may not be enrolled in more than two English classes in a semester.
- At least three of the last five units completed must be in attendance at Guthrie High School.
- Correspondence courses may be applied toward graduation in compliance with Oklahoma State Law and must be completed by April 15 to be eligible for graduation exercises.
- Students who need more than one credit unit for graduation SHALL NOT be permitted to participate in graduation exercises as per Oklahoma State Law.
- Concurrent college enrollment will be available for Guthrie High School students as per state regulations.
- Students may not enroll in more than two like electives in any one semester without permission of all teachers involved and the principal's approval. (Example: two art classes, two drama classes, two ag classes, etc.)

IMMUNIZATION

Oklahoma State Health Department requires all students to be immunized. Guthrie Public Schools, in accordance with these laws, requires every student enrolling to have proof of immunization. Students will not be allowed to enroll without necessary immunizations. Parents or students may check the school website for immunization guidelines.

Free Clinics

Many insurance companies will pay for the required immunizations. If not covered by your insurance, there are free clinics available.

Site	Hours
Logan County Health Dept.	Daily Monday thru Friday
215 Fairgrounds Road	8:00 a.m. – 11:00 a.m. &
Guthrie, OK 73044	1:00 p.m. – 4:00 p.m.
405-282-3485	

INSURANCE

Insurance is required for all students participating in extracurricular activities before they take part in any practice, scheduled contest, or class.

Students already covered by a family insurance policy may have a parent sign a waiver to this requirement. **THE SCHOOL ASSUMES NO RESPONSIBILITY FOR THE SETTLEMENT OF CLAIMS.** *The school must have proof of insurance by the start of the eighth day of class or the student will be dropped from that class and assigned another class/subject.* **NO EXCEPTIONS!**

TITLE IX

The Guthrie Public School system hereby agrees that it will comply with Title IX of the Educational Amendments of 1972 which states that no person in the United States shall, on the basis of sex, be excluded from participation in, denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. The School District is an equal opportunity employer.

It is, therefore, the policy of the Guthrie Independent School District No. I-1, Logan County, to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to the Title IX Coordinator, Guthrie Public Schools Administration Building, 802 East Vilas, Guthrie, OK, 73044; telephone (405) 282-8900.

DISCLAIMER

The preceding discipline steps are meant as a guide only. In severe or unusual cases, the judgment of the Administrator will take precedence. The Guthrie Public School Policy Manual will also be used in regard to school-student relationships. A copy of this policy can be viewed on the Guthrie Public Schools website at www.guthrieeps.net.

ASVAB TESTING AND STUDENT ACCESS TO MILITARY RECRUITERS

It is the policy of the board of education to take part in testing programs with the aim of providing all students with information designed to help them recognize their talents and to assist them in planning their education and career paths. Therefore, the district will provide students in grades ten through twelve (10–12) an opportunity to take the Armed Services Vocational Aptitude Battery test (ASVAB), or an alternative assessment as provided below, and to consult with a military recruiter.

The ASVAB or alternative assessment will be scheduled during normal school day hours and at a time that limits conflicts with extracurricular activities. The district will provide to students and their parents or legal guardians in grades ten through twelve (10–12) the date, time, and location of the scheduled administration of the ASVAB or alternative assessment.

At the discretion of the board of education, the district may administer an alternative assessment in lieu of the ASVAB, provided the alternative assessment meets the following criteria:

1. it assesses a student's aptitude for success in a career field other than a career field that requires postsecondary education; 2. is free to administer;
3. requires minimal training and support of school faculty and staff to administer the test; and
4. provides each student with a professional interpretation of the test results that allows the student to explore occupations that are consistent with each student's interests and skills and to develop strategies to attain career goals.

Regardless of whether the district offers the ASVAB or an alternative assessment, the district will permit each student taking the assessment with an opportunity to consult with a military recruiter. Individual student meetings with recruiters will be permitted on dates and times approved by the building principal or the principal's designee, which will be advertised to students and their parents and legal guardians.

GUTHRIE HIGH SCHOOL

COURSE CATALOG

~~2022-2023~~

2023-2024



200 Crooks Drive

405-282-5906 Main Office

405-282-5913 North / Counseling Office

www.guthrieps.net

GUTHRIE PUBLIC SCHOOL DISTRICT MISSION STATEMENT

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

OUR BELIEFS

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

Learning:

All people can learn, given appropriate opportunity and support. Prevention is preferable to remediation.

Teaching:

*High expectations produce high achievers.
The teaching-learning process is the primary function of this district.*

Learning Environment:

*Everyone is entitled to a safe, caring educational environment.
Education is a partnership with student, home, school, and community. Mutual trust will exist within the school environment.*

EXIT OUTCOMES

Our Vision of a Well-Educated Student

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

LEGAL NOTICE

The Guthrie School District hereby agrees that it will comply with Title IX of the Education Amendments of 1972, which states that no person in the United States shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. The school district is an equal opportunity employer. It is, therefore, the policy of the Guthrie Independent School District No. 1-1 to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to Title IX Coordinator, Guthrie Public Schools, 802 East Vilas, Guthrie, Oklahoma 73044; Telephone 405-282-8900.

INTRODUCTION

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

REGISTRATION

The Oklahoma State Health Department requires all students to be immunized. The Guthrie Public

Schools, in accordance with these laws, requires that every student enrolling have proof of immunization. Immunization requirements can be found on the Guthrie Public Schools website or at the local health department.

Students are required to be legal residents of Guthrie School District I-1 or have on file in the

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

GUIDANCE

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

Mrs. Annie Chadd

Mrs. Kristi Blakemore

Mr. Steve Carroll

annie.chadd@guthrieps.net kristi.blakemore@guthrieps.net steve.carroll@guthrieps.net

Juniors A-L & All Seniors

Juniors M-Z & All Sophomores

Freshmen & JH At-

Risk **SCHEDULE CHANGES**

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

STATE AND LOCAL REQUIREMENTS FOR GRADUATION

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

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

1. All students must be enrolled in no less than the number of hours offered per day. Concurrent enrollment students *must* meet this same requirement.
2. Students eligible for honors courses must have met the criteria set forth in the Guthrie Public School District Gifted and Talented Policy. AP enrollment will be open.

3. At least three units of the last five units completed must be in attendance in Guthrie High School.
4. Request for **early graduation** will be directed to the building principal. Applications can be picked up in the Main Office. Application deadline is October 1. All criteria must be met to be considered.
5. Students who need more than one unit (credit) for graduation WILL NOT be permitted to participate in graduation exercises as per Oklahoma State Law.
6. A student's transcript will reflect the actual grade of all classes taken during the student's ninth through twelfth grades. Courses taken in Junior High for High School credit will also be listed and factored in to final GPA calculations.
7. Concurrent enrollment will be available for Guthrie High School students as per state regulations.
8. Students may not enroll in more than 2 like electives in any one semester without permission of all teachers involved and the principal's approval. (Ex: two art classes, two drama classes, two agricultural classes, etc.).

GRADE CLASSIFICATION

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

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

GRADES

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

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

AMERICAN COLLEGE TESTING PROGRAM (ACT)

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

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

NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST (PSAT/NMSQT)

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

CAREER EXPLORATION TESTING

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

OKLAHOMA SCHOOL TESTING PROGRAM

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

Testing Requirements

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

PRE-ACT

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

COLLEGE ENTRANCE REQUIREMENTS

College entrance requirements exceed the minimum high school graduation requirements.

COLLEGE BOUND STUDENTS NEED TO PLAN ACCORDINGLY.

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

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

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

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

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

FOUR-YEAR PLAN OF STUDY

OKLAHOMA COLLEGE PREPARATORY / WORK READY REQUIREMENTS

Subject Area	Description
English 4 credits	English I English II English III English IV
Math 3 credits in HS	Algebra I Geometry One additional mathematics class, unless Algebra I is taken in JH. Then two additional mathematics classes are required.

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

OKLAHOMA CORE CURRICULUM REQUIREMENTS
(Effective with the Class of 2019)

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

Subject Area	Description
English 4 credits	English I English II English III English IV
Math 3 credits in HS	Algebra I Geometry One additional mathematics class, unless Algebra I is taken in JH. Then two additional mathematics classes are required. Math of Finance is an option.
Science 3 credits	Biology I Two additional science classes per the OK SDE Science Domain Requirements listed after this section.
Social Studies 3 credits	OK History (.5 credit) World History US History Government (.5 credit)
Computer Technologies or World Language 1 credit	Computer Applications I or similar course or World Language / nonEnglish Language (Keyboarding does not satisfy this requirement.)
Personal Financial Literacy .5 credit	Personal Financial Literacy
Fine Arts 1 credit, can be mixed	Choose from Ag Communications, Art classes, Bible in History & Lit, Choir classes, Creative Writing, Drama classes, Film as Lit, Humanities, Instrumental Music classes, Journalism courses, Mythology, Newspaper, Reading for Pleasure, Speech, Student Leaders, and additional courses as approved.
Electives	Enough electives to total 25 credits (units).

OKLAHOMA'S PROMISE CORE CURRICULUM

www.okhighered.org/okpromise/

Units	Courses
4	English (grammar, composition, literature; courses should include an integrated writing component)
3	Mathematics (Algebra I, Algebra II, geometry, trigonometry, math analysis, pre-calculus statistics and probability [must have completed geometry and Algebra II], calculus, AP statistics)
3	Lab science (biology, chemistry, physics or any lab science certified by the school district; general science with or without a lab may not be used to meet this requirement)
3	History and citizenship skills (including one unit of American history and two additional units from the subjects of history, economics, geography, government, non-Western culture)
2	Foreign or non-English language (two years of same language) or Computer technology (two units in programming, hardware and business computer applications such as word processing, databases, spreadsheets and graphics, will qualify; keyboarding or typing classes do not qualify) 1 foreign language and 1 computer course will not meet this requirement.
1	Additional unit of subjects listed above
1	Fine arts OR Speech or a combination
17	Total Units (Credits)

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

Oklahoma Promise Program Requirements

- Students must apply for Oklahoma Promise during 8th, 9th, or 10th grade.
- Go to www.okpromise.org to apply.

- Students' parents' federal adjusted gross income must not exceed \$55K per year at the time of application. Prior to receiving any program benefit in college, the parents' AGI may not exceed \$100K.
- Students must strictly follow the courses listed in the College Prep Curriculum table.
- Students must have at least a 2.5 cumulative GPA for **all** course work attempted in grades 9 through 12. • Students must also complete the above 17-unit core curriculum and achieve at least a 2.5 cumulative GPA for the 17-unit core curriculum.
- Students must meet conduct requirements in high school.

For more information call the Oklahoma State Regents for Higher Education's student information hotline at 800858-1840 (225-9152 in the Metro area), e-mail okpromise@osrhe.edu, or write Oklahoma's Promise, Oklahoma State Regents for Higher Education, PO Box 108850, Oklahoma City, OK 73101-8850. www.okhighered.org/okpromise .

GUTHRIE HIGH SCHOOL SUGGESTED SCHEDULES

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

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

OK History (1 semester course)	OK History (1 semester course)
Computer Applications I or World Language (required)	Computer Applications I or Foreign Language I (required)
Elective	Elective**
Elective	Elective**

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

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

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

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

Science Course Requirements / Domains beginning with the Class of 2019

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

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

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

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

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

ADVANCED PLACEMENT (AP) COURSE OFFERINGS

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

Students take AP courses and exams for a variety of reasons: the challenge, the sense of accomplishment, the strengthening of their college applications, and the time and money saved. Even if students decide not to take the AP examinations, they should be

more than prepared to pass a CLEP exam that covers similar material at their chosen college.

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

CONCURRENT CREDIT OFFERINGS

According to the Oklahoma State Department of Education, a high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. A student may enroll in a maximum of nine semester-credit-hours during a summer session or term at a college or university of the State System without the necessity of being concurrently enrolled in high school classes during the summer term. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester-credit-hours of college work. Students wishing to exceed these limits may petition the selected higher education institution. The appropriate institutional officials will evaluate the student’s academic performance and potential for success in determining the student’s load, which may not exceed the number of semester-credit-hours 50 percent greater than the number of weeks in the applicable semester/term. The college should provide appropriate academic advising prior to and continuing throughout the student’s enrollment.

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

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

COURSE DESCRIPTIONS				
Course Name	Page		Course Name	Page
Language Arts	13		U.S. Army JROTC	34
Science	19		Special Education	36
Foreign Languages	22		Leadership	37
Mathematics	23		Agriculture Education	37
Social Studies	25		Family and Consumer Sciences	40

Technologies, Careers & PFL	28		Student Assistants	42
Music	27		Concurrent College Enrollment	42
Art	31		Meridian Technology Center	45
Physical Education	32		Sample Graduation Worksheets	46

LANGUAGE ARTS

ENGLISH I

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 9

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

Composition and grammar proficiency will be stressed.

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

Pre-AP ENGLISH I

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 9

Prerequisite: Open enrollment

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

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

Conversely, students may be encouraged to transfer from an on-level class to the more difficult Pre-AP course. Because Pre-AP coursework is more challenging, this class will be weighted on a 5.0 GPA scale. Note: Students may be asked to complete a summer assignment before classes begin in August.

ENGLISH II

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 10

Prerequisite: None

Synopsis: Objectives and instruction are based on the Oklahoma Standards. The focus and skills are based upon reading multicultural literature for the elements of literature

and writing to develop analytical skills in composition. Basic literacy skills, vocabulary development, research skills, and reference material usage are also taught. Requirements: All students may be required to read a minimum of two additional novels, plays, do book reports, and complete a minimum of four major writing assignments appropriate to this level

Pre-AP ENGLISH II

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 10

Prerequisite: Open enrollment

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

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

Note: Students may be asked to complete a summer assignment before classes begin in August. Requirements: All students will be required to read numerous texts outside of class time, work in groups, complete projects, do book reports, and write in a variety of modalities throughout the year.

ENGLISH III

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 11

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

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

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

Grade Level: 11

Prerequisite: Open enrollment

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

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

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

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

ENGLISH IV

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 12

Synopsis: Objectives and activities are based on the Oklahoma Standards. This class serves as a bridge connecting the academic requirements of high school learning with college classes. The focus and skills will be on refining and honing skills that students have already learned but may not yet have mastered. Requirements: All students may be required to read an additional three novels, plays, do book reports, and complete a minimum of four major writing assignments appropriate to this level. A minimum of one research paper is also required.

AP ENGLISH IV – AP LITERATURE AND COMPOSITION

Program Eligibility: Oklahoma's Promise,

NCAA Grade Level: 12

Prerequisite: Open enrollment

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

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

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

exception will be if a parent/teacher/student conference is held, and the teacher feels that it is appropriate for the student to remain in the class. Students may also be encouraged to transfer from an on-level class to the more difficult AP Literature course. Because AP coursework is more challenging, this class will be weighted on a 5.0 GPA scale.

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

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

ACE READING

Program Eligibility: None

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

ACT PREP

Program Eligibility: None

(One semester course)

Grade Level: 10, 11, 12

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

CREATIVE WRITING

Program Eligibility: NCAA

(One semester course) (Fine Arts course)

Grade Level: 10, 11, 12

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

CREATIVE WRITING II

Program Eligibility: NCAA

(One semester course) (Fine Arts course)

Grade Level: 11, 12

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

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

DRAMA / ACTING I, II, III, IV*Program Eligibility: Oklahoma's Promise*

(One semester course) (Fine Arts course)

Grade Level: 9, 10, 11, 12

Companion Course: Drama/Improvisation

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

DRAMA / IMPROVISATION I, II, III, IV*Program Eligibility: Oklahoma's Promise*

(One semester course) (Fine Arts course)

Grade Level: 9, 10, 11, 12

Companion Course: Drama/Acting

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

DRAMA PERFORMANCE I, II, III, IV*Program Eligibility: Oklahoma's Promise*

(One semester course) (Fine Arts course)

Grade Level: 9, 10, 11, 12

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

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

FILM AS LITERATURE*Program Eligibility: Oklahoma's Promise*

(One semester course) (Fine Arts course)

Grade Level: 10, 11, 12

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

INTRODUCTION TO JOURNALISM

Program Eligibility: Oklahoma's Promise, NCAA

(One semester course) (Fine Arts course)

Grade Level: 9, 10, 11, 12

Prerequisite: Keyboarding skills strongly suggested

Synopsis: This course is created around the goal of media literacy, which is the ability to interpret and understand the media's messages. Students learn to read news articles to find information, conduct a successful interview, write news articles, take quality photos, and create effective publication layouts.

Students will be introduced to Adobe® Photoshop® and InDesign® software. This course also covers legal and ethical issues in journalism. Students interested in joining the yearbook or newspaper staff should take this course.

INTRODUCTION TO JOURNALISM II

Program Eligibility: Oklahoma's Promise

(One semester course) (Fine Arts course)

Grade Level: 9, 10, 11, 12

Prerequisite: Introduction to Journalism/Instructor permission

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

MYTHOLOGY I: GREEK AND ROMAN MYTHOLOGY

*Program Eligibility: Oklahoma's
(Fall Semester Only)*

(One semester course) (Fine Arts course)

Promise, NCAA

Grade Level: 9, 10, 11, 12

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

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

MYTHOLOGY II: WORLD MYTHOLOGY

*Program Eligibility: Oklahoma's
(Spring Semester Only)*

(One semester course) (Fine Arts course)

Promise, NCAA

Grade Level: 9, 10, 11, 12

Prerequisite: MYTHOLOGY I: GREEK AND ROMAN MYTHOLOGY

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

NEWSPAPER I, II, III

Program Eligibility: Oklahoma's Promise

(Fine Arts course)

Grade Level: 10, 11, 12

Prerequisite: Keyboarding, Introduction to Journalism, Instructor Permission

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

SHAKESPEARE AND HIS PLAYS

Program Eligibility: Oklahoma's Promise, NCAA

(One semester course) (Fine Arts course)

Grade Level: 10, 11, 12

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

SPEECH I

Program Eligibility: Oklahoma's Promise, NCAA

(One semester course) (Fine Arts course)

Grade Level: 9, 10, 11, 12

Prerequisite: None

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

YEARBOOK I, II, III

Program Eligibility: Oklahoma's Promise

(Fine Arts course)

Grade Level: 10, 11, 12

Prerequisite: Instructor Permission

Synopsis: Students in this course produce Guthrie High School's student yearbook, the Kynewisbok.

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

SCIENCE

BIOLOGY I

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 9, 10

Synopsis: Biology is the study of life. All living things, both animal and plant, are considered. The course is planned to develop appreciation and concepts of scientific procedure as applied to the biological structure and function of animals and plants.

Emphasis is placed on the methodology in problem solving, through laboratory work, as the important factor that leads to understanding.

PRE-AP BIOLOGY I

Program Eligibility: Oklahoma's Promise

Grade Level: 9,10

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

Lab Fee: \$20

Teacher recommendation accompanied by signature of the science teacher.

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

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

Emphasis is on use of the scientific method, problem solving, investigation, inquiry and group discussions. An interest in an intellectually challenging atmosphere is a necessary qualification for this course. Because Pre-AP coursework is more challenging, this class will be weighted on a 5.0 GPA scale.

AP BIOLOGY

Program Eligibility: Oklahoma's Promise, NCAA

(This class requires two class periods)

Grade Level: 11, 12

Prerequisite: Biology I and Chemistry I

Lab Fee: \$40

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

BIOLOGY II

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 10, 11, 12

Prerequisite: Biology

Lab Fee: \$20

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

BIOTECHNOLOGY

Program Eligibility: NCAA

(One Semester)

Grade Level: 11, 12

Prerequisite: Grade of “C” or better in Biology I, “C” or better in Chemistry, and a “C” or better in Algebra II **Lab Fee: \$20**

Synopsis: This is a semester class. It is geared to upper level students with a deep interest in science. Topics include Biotechnology foundations, Bioinformatics, DNA, Genetics, Gel electrophoresis, and human chemistry.

CHEMISTRY I (Physical)

Program Eligibility: Oklahoma’s Promise, NCAA

Grade Level: 10, 11, 12

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

Lab Fee: \$20

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

CHEMISTRY II (Physical)

Program Eligibility: Oklahoma’s Promise, NCAA

Grade Level: 11,12

Prerequisite: Chemistry I and Algebra II with a grade of “C” or better both semesters. **Lab Fee: \$20**

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

EARTH SCIENCE

Program Eligibility: Oklahoma’s Promise, NCAA

Grade Level: 11, 12

Lab Fee: \$20

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

ENVIRONMENTAL SCIENCE

Program Eligibility: Oklahoma’s Promise, NCAA

Grade Level: 9, 10, 11, 12

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

AP ENVIRONMENTAL SCIENCE

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 11, 12

Lab Fee: \$20

Synopsis: This course provides students with the scientific principles, concepts, and methodologies required to understand the interrelationships of the natural world, to identify and analyze environmental problems both natural and human-made, to evaluate the relative risks associated with these problems, and to examine alternative solutions for resolving or preventing them. At the completion of the course, the student will be given the opportunity to take the advanced placement exam for college credit.

**Approximate cost of the exam is \$95.00. Because AP coursework is more challenging, this class will be weighted on a 5.0 GPA scale.*

FORENSIC SCIENCE

Program Eligibility: Oklahoma's Promise, NCAA

(One Semester)

Grade Level: 11, 12

Prerequisite: Biology I

Lab Fee: \$20

Synopsis: In lab exercises students draw upon previous scientific knowledge and forensic techniques employed by scientists such as fingerprinting, criminal profiling, and hair, fiber and handwriting analysis. Students also explore the practices of blood typing, DNA analysis, and toxicology. Through the study of notorious criminal cases, students become familiar with the development of criminal investigations and forensic science.

HUMAN ANATOMY/PHYSIOLOGY

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 11, 12

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

Lab Fee: \$20

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

PHYSICAL SCIENCE

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 9, 10, 11, 12

Lab Fee: \$20

Synopsis: Students investigate physical science concepts through an inquiry-based approach. Students will apply what they learn to everyday situations. Embedded standards for Inquiry, Technology, and Mathematics are taught in the context of the content standards for Motion, Energy, Forces, Matter and Interactions of Matter.

PHYSICS

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 11, 12

Prerequisite: Algebra I and Geometry with a grade of "B" or better, both semesters.

Math teacher signature required for student enrollment.

Lab Fee: \$20

Synopsis: Physics is the most fundamental science. It describes, often at the mathematical level, the behavior of the physical world. This course covers Newtonian physics through the modern view of light, nuclear physics, and quantum mechanics. Problem solving, laboratory discovery, and an enrichment project are employed as methods of instructions.

PRE-ENGINEERING AND ROBOTICS *Program Eligibility: None (A STEM Education Class)*

Grade Level: 10, 11, 12

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

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

ZOOLOGY

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 11, 12

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

Lab Fee: \$20

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

FOREIGN LANGUAGES

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

GERMAN I

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 9, 10, 11, 12

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

GERMAN II

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 10, 11, 12

Prerequisite: German I

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

SPANISH I

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 9, 10, 11, 12

Prerequisite: Grade of "C" or better in English

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

SPANISH II

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 10, 11, 12

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

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

Pre-AP SPANISH (Level III)

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 11, 12

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

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

MATHEMATICS

ALGEBRA I

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 9, 10, 11, 12

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

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

ALGEBRA I SUPPORT

Program Eligibility: None

Grade Level: 9

Synopsis: Students who fail to obtain a satisfactory score on the 9th grade Curriculum Reference Test

(CRT) will be enrolled in Algebra I Support in conjunction with Algebra I. Algebra I Support reinforces PreAlgebra skills and provides small group/individualized instruction with Algebra I concepts.

INTERMEDIATE ALGEBRA

Program Eligibility: None

Grade Level: 10, 11, 12

Prerequisite: Algebra I (Instructor Approval)

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

ALGEBRA II

Program Eligibility: Oklahoma’s Promise, NCAA

Grade Level: 10, 11, 12

Prerequisite: Algebra I

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

ALGEBRA III

Program Eligibility: Oklahoma’s Promise, NCAA

Grade Level: 11, 12

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

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

MATH OF FINANCE

Program Eligibility: None

Grade Level: 9, 10, 11, 12

Synopsis: Students will use the basic concepts of arithmetic, algebra, and geometry as they apply to a broad spectrum of real-life problem situations. Students will obtain

knowledge in personal banking, investments, credit, taxes, purchases, and vacation planning. Students will also receive information on how math is used in a variety of occupations.

PLANE GEOMETRY

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 9, 10, 11, 12

Prerequisite: Algebra I

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

Pre-AP Geometry with Statistics

Program Eligibility: Oklahoma's

Promise, NCAA Grade Level 9,10

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

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

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

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

PRE-AP CALCULUS

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 11, 12

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

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

AP CALCULUS AB

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 11, 12

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

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

SOCIAL STUDIES

ECONOMICS

Program Eligibility: Oklahoma's Promise, NCAA

(One semester course)

Grade Level: 11, 12

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

GEOGRAPHY

Program Eligibility: Oklahoma's Promise, NCAA

(One semester course)

Grade Level: 10, 11, 12

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

AP GOVERNMENT

Program Eligibility: Oklahoma's Promise, NCAA

(Full year course)

Grade Level: 12

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

GOVERNMENT

Program Eligibility: Oklahoma's Promise, NCAA

(One semester course)

Grade Level: 12

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

THE HISTORICAL SIGNIFICANCE OF THE BIBLE Program Eligibility: Oklahoma's Promise

(One semester course) (Fine Arts course)

Grade Level: 11, 12

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

OKLAHOMA HISTORY

Program Eligibility: Oklahoma's Promise, NCAA

(One semester course)

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

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

PROBLEMS OF DEMOCRACY

Program Eligibility: NCAA

(One semester course)

Grade Level: 11, 12

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

PSYCHOLOGY

Program Eligibility: NCAA

(One semester course)

Grade Level: 11, 12

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

SOCIOLOGY

Program Eligibility: Oklahoma's Promise, NCAA

(One semester course)

Grade Level: 11, 12

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

UNITED STATES HISTORY

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 11, 12 (recommended junior year)

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

AP UNITED STATES HISTORY

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 11, 12 (recommended junior year)

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

WORLD HISTORY

Program Eligibility: Oklahoma's Promise, NCAA

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

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

TECHNOLOGIES, CAREERS & PFL

ACCOUNTING I

Program Eligibility: None

Grade level: 11, 12

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

CAREER CHOICES

Program Eligibility: None

(One semester course)

Grade level: 9

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

COMPUTER APPLICATIONS I

Program Eligibility: Oklahoma's Promise

Grade Level: 9, 10, 11, 12

Prerequisite: Keyboarding

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

COMPUTER APPLICATIONS II

Program Eligibility: Oklahoma's Promise

Grade Level: 9, 10, 11, 12

Prerequisite: Computer Applications I

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

INDIVIDUAL CAREER ACADEMIC PLAN (ICAP)

Program Eligibility: None

Grade Level: 9,10,11,12

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

JOB SHADOWING

Program Eligibility: None

(One semester course)

Grade Level: 12

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

Synopsis: This course will allow students to have an early release both 6th & 7th period to shadow a potential career path employee of interest or work with a local place of business in order to promote entrepreneurship, work readiness and financial literacy.

Students will participate in the Junior Achievement Curriculum and cannot be paid for work completed during the school day.

KEYBOARDING

Program Eligibility: None

(One semester course)

Grade Level: 9, 10, 11, 12

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

PERSONAL FINANCIAL LITERACY

Program Eligibility: None

(One semester course)

Grade Level: 12

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

WEB PAGE DESIGN

Program Eligibility: Oklahoma's Promise

Grade Level: 10, 11, 12

Prerequisite: Computer Applications I

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

MUSIC

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

APPLIED MUSIC I, II, III, IV

Program Eligibility: Oklahoma's Promise

(One semester course)

Grade Level: 9, 10, 11, 12

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

Program Eligibility: Oklahoma's Promise

CHORALE

Grade Level: 9, 10, 11, 12

Prerequisite: Approval of Director

Lab Fee: \$50

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

CONCERT CHOIR

Program Eligibility: Oklahoma's Promise

Grade Level: 9, 10, 11, 12

Prerequisite: Audition and Approval of Director

Lab Fee: \$50

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

INSTRUMENTAL MUSIC I, II, III, IV

Program Eligibility: Oklahoma's Promise

Grade Level: 9, 10, 11, 12

Prerequisite: Successful completion of a performing class

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

INSTRUMENTAL MUSIC THEORY

Program Eligibility: Oklahoma's Promise

Grade Level: 10, 11, 12

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

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

JAZZ CHOIR / VOICE CLASS (Rhythm & Blues)

Program Eligibility: Oklahoma's Promise

Promise

Grade Level: 10, 11, 12

Synopsis: Focuses on voice development and All-State music and show music with the intent of performing multiple concerts.

Program Eligibility: Oklahoma's Promise
Program Eligibility: Oklahoma's Promise

MUSICAL PRODUCTIONS

Grade Level: 9, 10, 11, 12

Synopsis: This class returns to teach the technical side of theatre including sound, lights, costume props, set building and other production necessities. Requirement will include working backstage at the JH and HS musicals and cabarets.

MUSIC THEORY (Vocal)

Grade Level: 10, 11, 12

Prerequisite: Approval of Director

Synopsis: This course is designed to prepare the student for college theory through music analysis and the teaching of the rudiments of song and part writing.

PIED PIPERS

Program Eligibility: Oklahoma's Promise

Grade Level: 9, 10, 11, 12

Prerequisite: Audition and Approval of Director

Lab Fee: \$75

*Synopsis: **A Children's Improvisational Musical Drama troupe.** The Pipers will be improvisational, with every performance being a different and delightful blend of familiar fairy and folk tales, nursery rhymes, poems, games and songs. Every performance is designed for the age and number of children. The exposure to the world of children's literature ranges from Mother Goose to Shel Silverstein, Aesop to Sendak. Emphasis will be placed on performance and memorization and the ability to interact with kids and each other in a positive atmosphere. **This course is by audition only in the spring.***

GHS SHOW CHOIR (To Be Named)

Program Eligibility: Oklahoma's Promise

Grade Level: 10, 11, 12

Prerequisite: Approval of Director

Synopsis: A musical ensemble incorporating singing and dancing with entertaining music. Students should be able to move rhythmically while maintaining a part in a choral song. Designed primarily for grades 10-12. There will be a cost for costumes.

ART

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

3D ART SCULPTURE

Program Eligibility: Oklahoma's Promise

Grade Level: 10, 11, 12

Lab Fee: \$25

Prerequisite: Must have Art 1 or Intro to Art

Program Eligibility: Oklahoma's Promise

Synopsis: This class will be focused on 3D Art. We will do projects with clay, wire, plaster, paper mache, assemblage, etc. There will be group projects, as well as individual projects

ADVANCED DRAWING/PAINTING

Program Eligibility: Oklahoma's Promise

Grade Level: 10, 11, 12

Lab Fee: \$25

Prerequisite: Must have had Art 1 or Intro to Art

Synopsis: This is an advanced class with emphasis on 2D art. We will have units of study on watercolor and acrylic painting, as well as drawing techniques with colored pencils, graphite, ink, and chalk. We will touch on art history with studies of famous artists. This class will also compete in several art contests including but not limited to, The Oklahoma Keep our Land Grand Trash Poster contest, Vans Shoe contest, Dr. Pepper Zoo contest, and the Oklahoma Conservation Poster contest

AP ADVANCED ART/DRAWING

Grade Level: 11, 12

Lab Fee: \$25

Prerequisite: Must have Intro to Art and Advanced Drawing plus teacher approval.

Synopsis: This class will be taught according to the AP studio art guidelines, which states that they will complete 24 art pieces throughout the year. This is a Studio class and the students must be self-motivated and enjoy art. This class will also compete in several art contests including but not limited to: The Oklahoma Keep our Land Grand Trash Poster contest, Vans Shoe contest, Dr. Pepper Zoo contest, and the Oklahoma Conservation Poster contest

INTRO TO ART

Program Eligibility: Oklahoma's Promise

Grade Level: 9, 10, 11, 12

Lab Fee: \$25

Synopsis: First semester will cover the elements of art, LINE, SHAPE, COLOR, TEXTURE, FORM, and VALUE. We will have a project based on each of these elements. Second semester will be advanced studies, with an emphasis on media; we will cover watercolor, colored pencils, oil pastels, and graphite, as well as touch on art history with studies on famous artists. This class will also compete in several art contests including but not limited to, The Oklahoma Keep our Land Grand Trash Poster contest, Vans Shoe contest, Dr. Pepper Zoo contest and the Oklahoma Conservation Poster contest.

PHYSICAL EDUCATION

ADVENTURE SPORTS

Program Eligibility: None

Program Eligibility: Oklahoma's Promise

Grade: 11 and 12

Synopsis: Adventure Sports is a class designed to expose students to a variety of outdoor activities that help promote a healthy lifestyle and respect for the outdoors. Portions of this class may require students to be physically active and participate in fitness-related assessments. An introduction to a variety of state and nationally recognized programs will be utilized, including but not limited to: explore bow-hunting, explore bow-fishing, Oklahoma Fishing in the Schools Program, Oklahoma Hunter Education, Oklahoma National Archery in the Schools Program.

CARE AND PREVENTION OF ATHLETIC INJURIES FOR HS TRAINERS *Program Eligibility: None*

Grade Level: 9, 10, 11, 12

Prerequisite: Instructor Permission – designed for athletic trainers

Synopsis: The class of Care and Prevention will develop a scientific background in introductory sections of anatomy, physiology, and kinesiology appropriately developed to provide students with a common background for understanding the various relationships of structure to function. Care and Prevention coursework will assist the athletic trainer in developing an integrated approach in terms of prevention, evaluation, and treatment of athletic injuries.

COMPETITIVE ATHLETICS *Program Eligibility: None*

Grade Level: 9, 10, 11, 12

Prerequisite: Coaches' recommendation

Synopsis: Students will participate in competitive interscholastic athletics. Participation is relative to OSSAA and local school board policies concerning eligibility and residency requirements. Continued participation in competitive athletics is contingent on acceptable levels of competition as evaluated by the coaching staff.

SPORT	GRADE LEVEL	SESSION
Baseball	9-12	Spring
Basketball-Boys	9-12	2 semesters
Basketball-Girls	9-12	2 semesters
Cross Country-Boys	9-12	Fall
Cross Country-Girls	9-12	Fall
Fastpitch Softball	9-12	Fall
Football	9-12	Fall
Golf-Boys	9-12	Spring
Golf-Girls	9-12	Spring
Off-season weights	9-12	Spring
Soccer-Boys	9-12	Spring
Soccer-Girls	9-12	Spring
Slowpitch Softball	9-12	Spring
Tennis-Boys	9-12	Spring
Tennis-Girls	9-12	Spring
Track-Boys	9-12	Spring
Track-Girls	9-12	Spring
Wrestling	9-12	2 semesters

DRIVER'S EDUCATION

(Summer semester only)

Grade Level: 9, 10, 11, 12

Prerequisite: Students who enroll in Driver's Education must be 15 years old by the first day of class. Placement is determined by descending chronological age with an application deadline during preenrollment.

Synopsis: Driver's education instructs the student regarding correct perception and decision-making techniques required for accident-free driving, plus attitudes essential for good citizenship on streets and highways. (A fee for summer school driver education will be assessed.)

HEALTH & WELLNESS

Program Eligibility: None

(One semester course)

Grade Level: 9, 10, 11, 12

Synopsis: A healthy life is where the components of health – physical, emotional, social, mental, spiritual, and environmental – are in balance. The Health curriculum will focus on the life skills necessary for a healthy life, and students will obtain tools for building a healthy life. Those tools include health assessments, effective communication practices, goal setting exercises, utilization of community resources, and practicing wellness.

INDIVIDUAL FITNESS AND INDIVIDUAL TEAM SPORTS (GIRLS)

Program

Eligibility: None

Grade Level: 9, 10, 11, 12

Prerequisite: Students who are not involved in any seventh hour varsity sport unless they are a senior. Students are required to dress out if needed for the activity, participate each day, and furnish their own rubber-soled shoes (no black soles).

Synopsis: A physical education class that develops and maintains strength, endurance, coordination, and efficiency in all body systems. Our goal is to develop the desire and knowledge to maintain physical fitness throughout life. Students will also gain an appreciation for lifetime recreational activities (bowling, tennis, walking program, etc.). Students will also learn how to weight train on certain days of the week along with gaining sports knowledge, nutrition and health on the other days of the week.

PE / WEIGHT TRAINING (BOYS)

Program Eligibility: None

Grade Level: 9, 10, 11, 12

Prerequisite: Cannot be enrolled in any varsity sports

Synopsis: Physical training will be emphasized during the first quarter with three days per week devoted to physical development. Two days a week will be devoted to understanding the concepts for the training schedule. Recreational activities will be added as the school term progresses. The student will gain an awareness of his physical needs, learn the value of physical conditioning, see the relationship that exists between health and physique, be able to work in groups toward a common goal, gain an appreciation for lifetime recreational activities, and learn the value of safety during physical activity. The class will be graded on participation and the amount of improvement as each student progresses. Participation on a daily basis is required.

PHYSICAL EDUCATION

Program Eligibility: None

Grade Level: 9, 10, 11, 12

Synopsis: Physical training will be emphasized three days of the week. Skill games will be played two days a week. Recreation activities will be added during the year. The students must participate in the physical activities to receive a grade. This class will be graded on participation. The student will also take a definition test at the end of every week to show understanding of the activities for the week. The student will gain in awareness of his physical needs; learn the value of an active lifestyle, and a healthy lifestyle. They will also gain knowledge of a variety of physical activities.

SPORTS OFFICIATING

Program Eligibility: None

(One semester course)

Grade Level: 11, 12

Prerequisite: Instructor Permission

Synopsis: This course is designed to introduce young people to sports officiating. There is a constant need for new officials in all sports at all levels. This course will educate young people on the many benefits of sports officiating, including but not limited to lifetime health and wellness, financial gain, self-esteem and a feeling of

accomplishment. This course will also enable students to develop long-term relationships in this area.

U.S. ARMY JROTC

The Junior Reserve Officers' Training Corps (JROTC) is the largest youth program, with an accredited curriculum, in high school. It serves as a character and leadership development program for our nation's high school students. The program's focus is reflected in its mission statement "to instill in Students the Values of Citizenship, Service to the Nation, Personal Responsibility and a Sense of Accomplishment." It prepares high school students for responsible leadership roles while making them aware of their rights, responsibilities, and privileges as American citizens. The program is a stimulus for promoting graduation from high school, and it provides instruction and rewarding opportunities that will benefit the student, community, and nation. This program's design focuses on the development of better citizens by building skills in leadership, personal growth and behaviors, citizenship, decision making, health and fitness, first aid, team building, service learning, and, geography; all within a student-centered learning environment.

The JROTC program is a cooperative effort between the Army and the host school.

JROTC DRILL/COLOR GUARD COMPETITION TEAM

Program Eligibility: None

Grade Level: 9, 10, 11, 12

Prerequisite: Currently enrolled in JROTC and receive instructor approval

Synopsis: This course prepares JROTC cadets for future competitions within the realm of JROTC. Students learn and practice methods of instruction for both drill and color guard teams, preparing these teams based upon a specific sequence for a minimum of four competitions per year; knowing and understanding the manual of arms using the M1903 facsimile rifle; as well as knowing the manual of arms for Gideon. Class size is limited to 30 cadets and all cadets must receive instructor approval to enroll in this class. Students are required to maintain academic eligibility in order to compete. This class is two semesters and cadets receive .5 credits per semester as an elective.

JROTC MARKSMANSHIP COMPETITION TEAM

Program Eligibility: None

Grade Level: 9, 10, 11, 12

Prerequisite: Currently enrolled in JROTC and receive instructor approval

Synopsis: Cadets must be selected to the pellet rifle marksmanship team. These Cadets learn and practice proper shooting techniques, practice safety procedures and conduct maintenance on equipment and shooting range as required. Cadets fire the Crossman or Walther pellet rifle during this class. Cadets compete in both JROTC and Civilian Marksmanship Program events. Class size is limited to 15 and all cadets must receive instructor approval to enroll in this class. Students are required to maintain academic eligibility in order to compete. This class is two semesters and cadets receive .5 credits per semester as an elective.

JROTC TECHNOLOGY

Program Eligibility: None

Grade Level: 9, 10, 11, 12

Prerequisite: Currently enrolled in JROTC

Synopsis: Robotics is a lab-based course that uses a hands-on approach to introduce the basic concepts of robotics, focusing on the construction and programming of autonomous mobile robots. Students will have the opportunity to complete challenges involving research, while using creativity and problem-solving techniques, work in a team environment, while developing leadership and communications skills. This class is two semesters and cadets receive .5 credits per semester as an elective.

JROTC I

Program Eligibility: None

Grade Level: 9, 10

This is the first of four core courses in the Army Junior Reserve Officers' Training Corps (JROTC) high school program. This course supports multiple lessons designed for first-year Cadets. Because the central focus of the JROTC program is to help develop strong leaders and model citizens, first year Cadets are introduced to content that will help the inner leader begin to emerge. Knowledge, skills, and abilities acquired include JROTC Foundations, Personal Growth and Behaviors, Team Building, Decision Making, Health and Fitness, and Community Service.

Students are required to wear the JROTC uniform once a week or when designated by the Senior Army Instructor. Students will purchase a JROTC T-Shirt for PT and other activities.

Students who successfully complete this course may be eligible to participate in a summer leadership camp. This course is two semesters, one credit. Synopsis: The Emerging Leader (LET 1 first-year cadets)

JROTC II

Program Eligibility: None

Grade Level: 10, 11, 12

Prerequisite: JROTC I

Developing Leader builds upon the mastery of LET 1 skills and abilities, providing Cadets with new and more challenging opportunities in leadership development.

Knowledge, skills, and abilities acquired include elements of Leadership, Personal Growth and Behaviors, Team Building, First-Aid, Decision Making, Health and Fitness, Community Service, Citizenship and Government

Students are required to wear the JROTC uniform once a week or when designated by the Senior Army Instructor.

Students will purchase a JROTC T-Shirt for PT and other activities. Students who successfully complete this course may be eligible to participate in a summer leadership camp. This course is two semesters, one credit.

Synopsis: The Developing Leader (LET 2 second-year cadets)

JROTC III

Program Eligibility: None

Grade Level: 11, 12

Prerequisite: JROTC I, II

Supervising Leader builds upon the mastery of LET 1 and 2 skills and abilities, providing Cadets with new and more challenging opportunities as a leader by overseeing planning, project implementation, and team personnel. Cadets at this level can acquire battalion staff positions and responsibilities and help integrate improvements in the local JROTC program and community. Knowledge, skills and abilities acquired include Leadership in Command & Staff roles, Personal Growth & Behaviors, Team Building, Decision Making, Health and Fitness, Service Learning, Citizenship and Government. Students are required to wear the JROTC uniform once a week or when designated by the Senior Army Instructor. Students will purchase a JROTC T-Shirt for PT and other activities.

Students who successfully complete this course may be eligible to participate in a summer leadership camp. This course is two semesters, one credit.

Synopsis: The Supervising Leader (LET 3 third-year cadets)

JROTC IV

Program Eligibility: None

Grade Level: 11, 12

Prerequisite: JROTC I, II, III

Managing Leader provides Cadets multiple opportunities to manage and lead in the battalion, in the school, and their respective communities. The LET 4 Cadet is ready to assume responsibilities and manage him or herself and others whom they work with or oversee as a Cadet manager. Knowledge, skills and abilities acquired include Leadership, Mentorship, Personal Growth & Behaviors, Team Building, Decision Making, Health and Fitness, Service Learning, Citizenship and Government.

Students are required to wear the JROTC uniform once a week or when designated by the Senior Army Instructor.

Students will purchase a JROTC T-Shirt for PT and other activities. This course is two semesters, one credit.

Synopsis: The Managing Leader (LET 4 fourth-year cadets)

SPECIAL EDUCATION

Guthrie High School offers special education programs to ensure that all children with disabilities have access to a free and appropriate education. This includes special education and related services to meet their unique needs as required by the Oklahoma State Plan for Special Education and the Individuals with Disabilities Act. All programs require referral, testing, placement, an Individualized Education Program in the least restrictive environment, and transitional services. For further information consult the appropriate high school counselor or the Special Education Director at the Guthrie Public School Administration Building at 802 East Vilas.

LEADERSHIP

STUDENT LEADERS - STUCO

Program Eligibility: None

(Fine Arts course)

Grade Level: 10, 11, 12

Prerequisite: Instructor Permission

Synopsis: The purpose of the leadership class is to develop good citizenship through experience in government and leadership and to promote and encourage activities for the best interest of the school, to create a spirit of cooperation between students and the faculty, and to coordinate and regulate student activities, and to promote excellence for the school by upholding high standards of personal conduct.

AGRICULTURE EDUCATION

The Guthrie AgEd program consists of three elements:

- 1. Organized instruction carried out in the shop, greenhouse, school farm, extended classroom, or on field trips.*
- 2. Supervised agricultural experience is individual student application of knowledge and skills acquired through the classroom instruction and put to practical use outside the classroom and under the supervision of the agricultural education teacher.*
- 3. FFA activities require a combination of classroom instruction, laboratory activities, and supervised agricultural experience.*

Agriculture Education courses do not count as a science credit.

AGRISCIENCE I

Program Eligibility: None

Grade Level: 9th grade (some substitutions can be made for sophomore depending on teacher approval) A basic introductory course designed to introduce beginning students to Agricultural Education. This course includes agricultural career development, leadership, communications, general animal knowledge, horticulture, and agriculture mechanics. FFA and supervised experience will be required as well.

AGRISCIENCE II

Program Eligibility: None

Prerequisite: AgriScience I

Grade Level: 10, 11, 12

Synopsis: Students will receive instruction in leadership abilities, financial competency, plant and soil science, animal science, and agricultural mechanics. AgriScience II will continue the foundation of knowledge and skills begun in AgriScience I, a foundation students will need for assuming roles of leadership. FFA and supervised experience will be required as well.

AGRICULTURE COMMUNICATIONS

Program Eligibility: None

Prerequisite: Ag I (unless an exception has been granted by the teacher) Grade

Level: 10, 11, 12

Synopsis: This course introduces the broad field of agricultural communications and provides for the development of knowledge and skill in specific areas related to communications theory and practice. Content will include the meaning and process of communication, the role and history of print and electronic media, news and feature writing, news photography, layout and design, and ethics in agricultural communications. Content may also include web design and broadcast journalism in agriculture. FFA and supervised experience will be required as well.

INTRO TO AGRICULTURE POWER & TECHNOLOGY

Program Eligibility: None

Prerequisite: Ag I - due to the equipment used in this class, instructor approval is required. Grade

Level: 10, 11, 12

Synopsis: Intro to Agriculture Power & Technology is a course that introduces students to agricultural mechanics with emphasis on theory and technical skill development. Topics and skill areas include safety, tool identification, carpentry, electricity, plumbing, masonry, fencing, painting, and hot and cold metal skills as it relates to the welding process. FFA and supervised experience will be required as well.

AGRICULTURE POWER, DESIGN, & FABRICATION

Program Eligibility: None

Prerequisite: Ag I & Intro to Agriculture Power & Technology- due to the equipment used in this class, instructor approval is required.

Grade Level: 11, 12

Synopsis: In Agriculture Power, Design, and Fabrication, students will acquire knowledge and skills related to the design and fabrication of agricultural equipment. To prepare for careers in mechanized agriculture and technical systems, students must attain knowledge and skills related to agricultural equipment design and fabrication. To prepare for success, students reinforce, apply, and transfer their academic knowledge and technical skills in a variety of settings. FFA and supervised experience will be required as well.

AGRICULTURE STRUCTURES

Program Eligibility: None

Prerequisite: Ag I & Intro to Agriculture Power & Technology- due to the equipment used in this class, instructor approval is required

Grade Level: 11, 12

Synopsis: Agricultural Structures is designed to give students supervised practical application of knowledge and skills in agricultural mechanics as it relates to safety and skills in tool operation, electrical wiring, plumbing, carpentry, fencing, concrete, and metalworking techniques. To prepare for careers in agricultural power, structural, and technical systems, students will enhance their technical knowledge and skills related to power, structural, and technical agricultural systems and the industry; and develop

knowledge and skills regarding career opportunities, entry requirements, industry certifications, and industry expectations. FFA and supervised experience will be required as well.

AGRICULTURE LEADERSHIP

Program Eligibility: None

Prerequisite: Agriscience I and Agriculture Communications (unless an exception has been granted by the teacher) Grade Level: 11, 12

Synopsis: This course will focus on the agribusiness aspect of the AgEd program. Students will receive instruction in job responsibilities, human relationships, personal development, leadership, and parliamentary procedure. Students wishing to participate in public speaking and parliamentary procedures are encouraged to take this class. FFA and supervised experience will be required as well.

ANIMAL SCIENCE I

Program Eligibility: None

Prerequisite: Agriscience I (unless an exception has been granted by the teacher)

Grade Level: 10, 11, 12

Synopsis: The student will be involved in the areas of production agriculture. Topics covered are animal care and management, artificial insemination and embryo transfer, feeds and feeding, marketing, and basic skills related to animal production. FFA and supervised experience will be required as well.

ANIMAL SCIENCE II

Program Eligibility: None

Grade Level: 11, 12

This course will focus on the agribusiness aspect of the AgEd program. Students will receive instruction in job responsibilities, human relationships, personal development, leadership, and parliamentary procedure. Students wishing to participate in public speaking and parliamentary procedure are encouraged to take this class.

ENVIRONMENTAL SCIENCE AND NATURAL RESOURCES

Program Eligibility: None

Grade Level: 10, 11, 12

Prerequisite: Ag I (unless an exception has been granted by the teacher)

Synopsis: Curriculum emphasizes the principles and processes in conserving and/or improving natural resources such as air, water, land, wildlife, habitat, forestry, and energy for economic and recreational purposes. FFA and supervised experience will be required as well.

HORTICULTURE I

Program Eligibility: None

Grade Level: 10, 11, 12

Prerequisite: Ag I - due to the equipment used in this class, instructor approval is required. Synopsis: Students are introduced to the broad field of horticulture. Areas to be covered include beginning a career in horticulture, introduction to safety, growing facilities, greenhouse watering, floral design, deciduous plants, plant growth media, fertilizers, plant propagation, transplanting, and fruits and vegetables. Basic knowledge and skills will be presented in the classroom and practical knowledge will be put to use in the greenhouses. FFA and supervised agricultural experience activities are an integral part of the course. FFA and supervised experience will be required as well.

HORTICULTURE II

Program Eligibility: None

Grade Level: 11, 12

Prerequisite: Ag 1 & Horticulture I (unless an exception has been granted by the teacher) Synopsis: Instruction focuses on ornamental horticulture, landscape design, interior plant-scapes, greenhouse management, floral design, and chemical safety. Other areas to be covered include evergreens, pruning, fertilizers, garden and plant judging will be studied with the aid of the greenhouses. Individual projects will be carried out in the greenhouses. FFA activities are an integral part of this course. FFA and supervised experience will be required as well.

HORTICULTURE III

Program Eligibility: None

Grade Level: 11, 12

Prerequisite: Ag 1, Horticulture I & II (unless an exception has been granted by the teacher)

Synopsis: This class will provide students with practical knowledge about greenhouses that will make them better equipped to be successful in the workplace. It is designed for the more serious horticulture student. FFA and supervised experience will be required as well.

LIVESTOCK PRODUCTION

Program Eligibility: None

Grade Level: 10, 11, 12

Prerequisite: Agriscience 1

Synopsis: Students will assess the importance of U.S. livestock production on the world commodity markets as they study livestock breeding and nutrition, commodity prices and costs, and business operations. They will learn to track performance data; describe common veterinary procedures and skills; practice animal restraint techniques; and explain the anatomy and physiology related to nutrition, reproduction, health, and management. Species to be addressed may include, but are not limited to, beef cattle, dairy cattle, swine, sheep, goats, and poultry.

SOIL, PLANT AND CROP SCIENCE

Program Eligibility: None

Prerequisite: Ag I (unless an exception has been granted by the teacher)

Grade Level: 10, 11, 12

Synopsis: This course will cover areas such as soils, fertilizers, soil conservation practices, land uses, legal descriptions, seed growth and reproduction, pest control, native and tame pastures, and price trends. FFA and supervised experience will be required as well.

FAMILY AND CONSUMER SCIENCES

CHEMISTRY OF FOOD

Program Eligibility: None

Grade Level: 10, 11, 12

Synopsis: The focus of the course is chemistry as it relates to foods. Emphasis is on lab activities that focus on chemistry principles and scientific method. Topics include safety in the lab, basic principles of chemistry, properties of water, acids and bases, enzymes and food preparations, additives and preservation, nutrition and the body, healthy food choices, handling and storing food, baking principles, using recipes,

proteins, milk and dairy products, fruits and vegetables, grains and legumes, lipids, public health issues including bio-terrorism and exploration of food science careers.

FAMILY AND CONSUMER SCIENCE I

Program Eligibility: None

Grade Level: 9

Synopsis: This course is designed to provide students with basic information and skills needed to function effectively within the family and within a changing, complex society. Emphasis is given to the development of competencies related to: health and safety procedures related to child care; family and individual health; nutrition and food selection; meal planning, preparation, and service; and career skills. Upon completion of this course, the student should have developed basic life skills that promote a positive influence on the quality of life. Student leadership through Family, Career and Community Leaders of America (FCCLA), is an integral part of this course.

FOOD PREPARATION AND NUTRITION

Program Eligibility: None

(One semester course)

Grade Level: 10, 11, 12

Prerequisite: FACS I

Synopsis: Topics will include more complex concepts in foods and nutrition including a study of international and cultural foods; meal planning and preparation for specific economic, psychological and nutritional needs; advanced impacts of science and technology on food; specific food preparations including baking; and exploring food concerns as well as the “green” impact of the food industry. Laboratory experiences will be a major component of the course.

HOUSING AND HOME FURNISHINGS

Program Eligibility: None

(One semester course)

Grade Level: 10, 11, 12

Prerequisite: FACS I

Synopsis: The focus of the Housing and Home Furnishings class is to increase knowledge and develop skills in living space and its design, home selection and home finance, housing exteriors and interiors, selection and purchase of furnishings, and employment opportunities in the area of housing and home furnishings.

MARRIAGE AND FAMILY LIFE

Program Eligibility: None

(One semester course)

Grade Level: 10, 11, 12

Prerequisite: FACS I

Synopsis: This course is designed to provide knowledge of family life and factors that influence lifestyles and decisions. Attention is focused on marriage and family skills, life choices, and parenthood and family changes. Marriage and Family Life is intended as the basic course from which students gain the knowledge to develop relationships effectively and deal with the many relationships that are a part of everyday life.

NUTRITION, FOOD AND WELLNESS

Program Eligibility: None

Grade Level: 10, 11, 12

Synopsis:—Topics will include more complex concepts in foods including the impact of daily nutrition choices on long-term health and wellness; the physical, social and physiological aspects of a healthy diet; the science behind the roles of carbohydrates, protein, and fat; the diversity of foods around the world; the importance of vitamins and minerals; and career exploration in the food industries. Laboratory experiences will be a major component of the course.

If a student were to take both Food Preparation and Nutrition as well as Nutrition, Food and Wellness they will cover the entire textbook and be more prepared for careers in the food industry, Meridian Tech’s Culinary Arts program, and the food related issues related in everyday adult living.

PARENTING AND CHILD DEVELOPMENT

Program Eligibility: None

(One semester course)

Grade Level: 10, 11, 12

Prerequisite: FACS I

Synopsis: This course is designed to provide basic knowledge of child development and to develop skills necessary to care for children and promote children's development. Students also examine theorists, child health, first aid and nutrition. Students should have opportunities to guide children's behavior and meet the needs of special age groups. Careers in early childhood care and education are explored.

OVERVIEW OF THE FASHION INDUSTRY

Program Eligibility: None

(One semester course)

Grade Level: 10, 11, 12

Prerequisite: FACS I

Synopsis: This is a total clothing management course that develops planning, buying, and practical construction skills. Attention is focused on wardrobe planning, time- and money-saving techniques to stretch the clothing dollar, and clothing care and maintenance. This course is designed to encourage student creativity and develop practical skills through project construction.

SUCCESSFUL ADULTHOOD: SURVIVING AND THRIVING

Program Eligibility: None

(One semester course)

Grade Level: 10, 11, 12

Synopsis: Surviving and Thriving is a one-semester course designed to provide students with information and skills in making decisions as they transition from high school to college, job, and or career. Emphasis is on communication skills, understanding self, leisure activities, etiquette, personal safety, understanding grief and loss, making healthy food choices, and food preparation. Student leadership through Family, Career and Community Leaders of America (FCCLA), is an integral part of this course.

STUDENT ASSISTANT COURSES

OFFICE PROCEDURES

Program Eligibility: None

(One or two semester course)

Grade Level: 12

Synopsis: this course helps students understand the role of the modern office in today's business world. Students learn school-to-work transition on how to communicate and interact effectively with co-workers, employers, and the public. Class is pass/fail.

LIBRARY SCIENCE

Program Eligibility: None

(One or two semester course)

Grade Level: 12

Synopsis: the purpose of this course is to teach students the basic skills adaptable to all types of libraries and to encourage students to use libraries for continuing self-education. Students circulate, shelve, maintain, and process the book collection. They may operate and process audio-visual and computer equipment. Class if pass/fail.

LAB / CLASS ASSISTANT

Program Eligibility: None

(One or two semester course)

Grade Level: 12

Synopsis: students are expected to work in cooperation with all teachers in the area. Duties include lab preparation, post lab cleanup, equipment checkout and maintenance, and other duties as directed. Class is pass/fail.

ADAPTIVE SKILLS ASSISTANT

Program Eligibility: None

(One or two semester course)

Grade Level: 12

Synopsis: this course is for students interested in working with students with disabilities. Students work directly with a special education teacher. Class is pass/fail.

COLLEGE CONCURRENT ENROLLMENT

Concurrent Enrollment permits qualified juniors and seniors to take, at the college level, courses which may be applied to a college-degree program.

Establishing Concurrent Enrollment

1. Take the ACT examination prior to concurrent enrollment.
2. For community colleges such as Rose State College, Juniors and Seniors must score a minimum composite of 19 on the ACT, or have an unweighted GPA of 3.0. Students must also have an ACT subscore of at least 19 in the specific subject area. A Pre-ACT subscore of 19 also qualifies. For regional universities such as UCO and Langston, Juniors and Seniors must score a minimum composite of 20 on the ACT, or have an unweighted GPA of 3.0 and rank in the top 50 percent of the class. Students must also have an ACT subscore of at least 20 in the specific subject area.
3. Complete the college enrollment packet fully in a timely manner.

Students are responsible for payment of all fees, books, and/or tuition. Students are also responsible for providing Guthrie High School with documentation of such

enrollment and a transcript upon completion. Concurrent enrollment will be transcribed for credit for core classes and elective classes.

If a student intends to take advantage of concurrent enrollment for dual credit, but fails to complete the class or fails to take care of necessary expenses with the college, a student will receive an “NC” on their transcript and will need to take a credit recovery course at GHS to obtain credit for graduation.

If a student intends to take advantage of concurrent enrollment for dual credit, but fails the class, the student will receive an “F” on their transcript and will need to take a credit recovery course at GHS to obtain credit for graduation.

If a student withdraws from a college course by the “Withdraw Without Grade” (or equivalent) deadline, or does not attend the course, the student will receive an NC on their transcript and will be enrolled immediately in a class at GHS.

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

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

Credit Weights for Transcription of Concurrent Credit at Guthrie High School

College Course	High School Credit	Dual Credit Options
English Comp 1/ Eng 1113	.5 cr Weighted	Replaces AP Eng 4 Sem 1
English Comp 2/Eng 1213	.5 cr Weighted	Replaces AP Eng 4 Sem 2
College Algebra/Math 1513	1 cr Weighted	Replaces Algebra III / Highest Math
Intro to Psychology/Psych 1113	1 cr Weighted	Substitutes for AP Psych
Am. Fed. Government/ POLS 1113	1 cr Weighted	Replaces AP Government.

History /HIST 1483 – US History to 1877	.5 cr Weighted	Replaces AP History Sem 1
History / HIST 1493 – US History Since 1877	.5 cr Weighted	Replaces AP History Sem 2
Biology w Lab – BIOL 1114/1124 / NB 1114	1 cr Weighted	Replaces AP BIOL
Personal Finance / ECON 2013	.5 cr Weighted	Replaces HS PFL
Speech / Speech 1113	.5 cr Weighted	Replaces HS Speech
Humanities	.5 cr Weighted	Recorded as a Fine Art credit.
Any additional courses will be reviewed by the Administrative-Faculty committee, and credit will be determined accordingly. If in question, seek clarification in advance of obtaining coursework for dual or concurrent credit.		

MERIDIAN TECHNOLOGY CENTER

Sophomores, juniors, and seniors may enroll in Meridian Technology Center (MTC) courses. Students enrolled in the Technology Center will receive 4 units of credit (maximum) through Guthrie High School for each am/pm block. Students who drop MTC after the second week of school will lose those credits and will not be able to enroll in classes at Guthrie High School for credit until the beginning of the next semester.

Through cooperative alliance agreements, Meridian Technology Center students are eligible to earn college credit by successfully completing certain coursework within selected training programs.

Meridian Technology Career Tech Center Course Offerings

- Advanced Pharmacy Technology
- Air Conditioning and Refrigeration
- Automotive Technology
- Biomedical-STEM
- Business Technology
- Collision Repair Technology
- Computed Aided Drafting

Cosmetology
Culinary Arts
Digital Media
Facilities Maintenance
Health Careers
Information Technology
Masonry
Precision Metal Fabrication
Pre-Engineering Academy STEM
Product Development and Machining
Residential & Commercial Construction
Welding Technology

Pre-AP and AP courses are available in Biomedical Sciences and Pre-Engineering programs at Career Tech.

- Health Careers first-year students will receive one Anatomy credit.
- Biomedical students will receive one science credit and one math credit each year.
- Pre-Engineering students will receive one math credit and one science credit each year.
- 3D Animator, 3D Animation, Digital Movie Production, Digital Video Product, Graphic Design Specialist, Web Designer students will receive Computer Science credit.
- Cyber Security Professional, Network PC Support Specialist, Network Systems Engineer, PC Support Technician, Cyber Crime Specialist, students will receive Computer Science credit.
- Accounts Payable/Receivable Clerk, Administrative Assistant, Entrepreneur, Financial Customer Service, CAD Design Architectural Specialist, CAD Design Mechanical Specialist, CAD Technical Architectural, CAD Technician Mechanical students will receive Computer Science credit.

%Sample Graduation Check Worksheets

Beginning with the Class of 2019

Oklahoma College Prep/ Work Ready		
1 semester = .5 credit (unit)		
CLASS	S1	S2
English (4 credits required)		
English 1 (required)		
English 2 (required)		
English 3 (required)		
English 4 (required)		
Other		
Math (3 credits in HS)		
Algebra 1 (required)		
Geometry (required)		
Algebra 2		
Pre-Calculus		
Calculus		
Other		
Science (3 credits)*see domains		
Biology 1 (required)		
Biology 2		
Chemistry		
Earth Science		
Environmental Science		
Human Physiology		
Physical Science		
Other		
Other		
Social Studies (3 credits)		
OK History .5 cr (required)		
World History (required)		
US History (required)		
Government .5 cr (required)		
Economics		
Other		
Foreign Language - 2 years of same FL OR 2 years of Computer Technologies See Note to right. (KB does not qualify.)		
Additional 1 Credit from Above Options		
Personal Financial Literacy		
PFL .5 cr (required)		
Fine Arts (1 credit required-can be mixed)		
Electives (8 credits)		

Science Domains		
<i>One Credit must be Life Science (Biology);</i>		
<i>One Credit must be Physical Science/Chemistry or Physics;</i>		
<i>One Credit must be from the three domains with content and rigor above Bio 1 or Physical Science</i>		
Physical Sciences	Life Sciences	Earth/Space Sciences
5010 Aeronautics	5021 Biology 1A	5020 Astronomy
5051 Chem 1	5022 Biology 1B	5061 Earth Sc
5052 Chem 2	5031 Biology 1	5140 Geology
5055 AP Chem	5032 Biology 2	5335 Meteorology
5160 Phys Sci	5035 AP Bio	
5211 Physics 1	5040 Botany	
5212 Physics 2	5115 Life Science	
5213 AP Physics1	5120 Enviro	
5214 AP Physics2	5121 AP Enviro	
5215 AP PhysicsB	5220 Physiology	
5216 AP PhysicsC	5240 Zoology	
5217 AP PhysicsC	5305 IB Science	
	5333 Anatomy	
	5334 Forensic Sci	
	5336 Microbiology	
	5350 Ecology	

Fine Arts Options		
(& add'l courses as approved)		
Ag Communications	Creative Writing	Mythology
Art	Drama	Newspaper
Band	Film as Lit	Reading for Pleasure
Bible in Hist. & Lit.	Humanities	Speech
Choir	Journalism	Student Leaders
Fine Arts can be mixed to make the total credits required.		
Fine Arts: Some of these options are not accepted for NCAA Requirements.		

It is strongly recommended that students take two years of Computer Technology AND two years of Foreign Language. Two years in both subject areas will often remove college requirements in each area.

Certain classes in Computers & Health Sciences from vo-tech will provide subject matter (Science or Math or Computer Technologies) credit for GHS.

See information on Concurrent College course substitution options on page 40-41 of the Handbook.

25 credits required for graduation, with the above areas satisfied.

Virtual Education (Bluejay Academy)

Program *Eligibility*: None

Grade Level: 9,10,11,12

Prerequisite: Application Process

Synopsis: Guthrie Public Schools is committed to offering a variety of blended learning opportunities. Students who apply and are accepted will take up to 100 % of their courses online. Students will also have the option to take one elective course and be able to compete in extracurricular activities.

All students accepted into Bluejay Academy will be required to take four rigorous core courses and three elective classes per semester. Students will be required to meet with a certified GPS instructor weekly to check and monitor progress.

Bluejay Academy is designed for students who are highly motivated, have strong parental support and are self-initiated learners.



~~2022 – 2023~~ **2023-2024**

PARENT & STUDENT

***School Bus Rider Safety &
Disciplinary Handbook
with Rules and Guidelines***

Board Approved on ~~7-11-2022~~

School Bus Rider Guidelines



PARENT/GUARDIAN: Please keep these SAFETY guidelines for future reference.

The Guthrie Board of Education realizes that school bus transportation is an integral part of the modern-day educational process. At the same time, the State of Oklahoma has determined that school bus transportation is to be considered a **privilege** and **not a right** of the students attending the state's public schools (70 OS 9101). Because of these two facts, and because the Board has decided to extend transportation privileges to those who are eligible, the following procedures have been established to facilitate safe transportation of the district's students.

These **safety** procedures are not in place to create a hardship on parents or guardians. They are in place to provide for the **safety** of all students that are transported by bus. They will not supersede, but are in addition to all Board adopted policies, and building level student handbooks as **the bus is an extension of the classroom**. We carry the most precious cargo in the world: our children. We ask that you appreciate the efforts being put forth to care for your children and to cooperate with school administrators in their pursuit of **safe** transportation.

ELEMENTARY and SECONDARY ROUTE BUS TRANSPORTATION

- Each student rider will be assigned a bus to the school associated with their **primary residence ONLY**. It **MUST match with the address verified by the site school**.
- There will be new bus stop locations throughout the district and school boundaries for ALL route bus riders
- Walk ~~zone~~ **RADIUS** to each school is **1.5** miles from your residence.
- **Walk distance to each stop is up to 1/2 mile from the bus stop to your residence**
- We will no longer provide transportation by shuttling students from school to school
- **Parents/Guardians or other student's representative WILL NOT BE ALLOWED TO APPROCH OR BREACH THE BUS for ANY reason**. If they have any questions, requests, objections, or concerns should contact the GPS Transportation Office at (405) 282-5919.

Application for Student Rider(s)

~~Each student must be registered as a bus route rider before they can ride a school bus. Proof of residency is required, see the "Parent's Backpack" on the website for more information. IF residency is not verified, students may lose rider privileges.~~

~~The GPS Transportation Department has several ways to submit a student's application.~~

~~1. ONLINE : We encourage each household to register their student(s) online at **TBD** <http://guthrie.ezrouting.com>, with this option you can make any necessary changes (like phone numbers, address, etc.) that might happen during the school year without having to come into our office. You will also be required to change the information with the school site before changes can be revised in our system.~~

~~* With this option we can have your student(s) assigned to a bus in approximately 3 days.~~

~~* We suggest you use the same email/ID and password you used to enroll your student(s).~~

~~2. WEBSITE : www.guthrieps.net click on Departments and drop down to Transportation. There you will find a link to the Parent Portal.~~

~~* We suggest you use the same email/ID and password you used to enroll your student(s).~~

~~* There will be a helpful HOW -TO also located on the tab.~~

Parents must complete this application process and submit ~~and/or return~~ it to the transportation office at least **5 days before** the student wishes to start riding the bus.

Once the student's application has been **approved and entered** in our routing program; you will be notified of the route number, approximate morning pickup time, and stop location via email and/or text message. **IF** the application is **denied** you will be notified via email and/or text with a brief reason as to why. **If there are any changes to the information provided it MUST be done at the school site before we can make the changes in our routing program. This may affect your student(s) getting on the correct route and at the correct location.**

Special transportation requests must be made through the Director of Special Education.

Because you requested transportation, you and your student(s) are agreeing to follow the Bus Rider **Safety & Disciplinary** Handbook approved by the GPS Board of Education.

Route Students

Students will ride only their assigned bus. Students will only get on and off the bus at their assigned stop. If a route student does not ride for ~~two (2)~~ **three (3)** consecutive mornings **or afternoons** without notifying transportation the bus will not return or stop until you notify the Transportation Office (405-282-5919) that the student(s) will again be riding.

Students must arrive at the bus stop ten (10) minutes prior to designated bus pick-up time and wait in a **safe** and orderly manner out of the roadway and off private property. Students must not approach the bus until it has come to a complete stop and are signaled by the driver (**walking fingers**) to board the bus. **If a student misses their bus, either in the morning or afternoon, it is the responsibility of the parents to arrange another means of transportation.**

~~Driver will wait two (2) minutes at residential stops & one (1) minute for group stops before pulling away from the stop.~~ **If a student misses their bus, either in the morning or afternoon, it is the responsibility of the parents to arrange another means of transportation. There will be no going back.**

However, the **morning** bus can be met at the next approved stop location. **With notification to the transportation office. In the afternoons a school administrator can request a return to their site.**

Please wait at least ten ~~(10)~~ **(15)** minutes after the regular pick up time before calling transportation about the bus being late.

RIDING A DIFFERENT BUS

Notes to the driver or monitor are not acceptable.

ANY Students who wish to ride another bus other than their assigned bus (i.e. coming from or going to a friend or relative's house, childcare, etc.) will provide their own transportation. **This means parents are responsible for providing this type of transportation.**

Rider Waiver: In special unforeseen circumstances (i.e. medical emergency), it **MAY** be possible for a student to obtain permission to ride another bus or get off at another stop. However, the waiver will be subject to space available, and on a case by case basis. These waivers are for **ONE RIDE ONLY**. Then other arrangements need to be made.

BUS SAFETY & DISCIPLINE

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

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

BUSTER SAYS

**SEAT TO SEAT – BACK TO
BACK – FEET ON THE
FLOOR – STAY SEATED--
ARMS AROUND BACKPACK!**

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

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

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

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

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

The safety and disciplinary violation process are cumulative throughout the school year.

Students are held responsible to be good bus citizens over the entire course of the school year.

Students are expected to:

- a. Behave **safely** while on the bus
- b. Board and exit the bus quietly and orderly
- c. Take their assigned seats if applicable
- d. Remain seated correctly
- e. Converse quietly with their nearest neighbor.
- f. Behave similar to the classroom

THE BUS DRIVER IS IN CHARGE OF THEIR BUS

(Just like the teacher in a classroom)

Student behavior is expected to be similar to that in the classroom. The bus driver may ~~or can~~ assign seats by name, ~~and/or~~ grade, **or both**.

Any disrespect, defiant conduct, obscene language and/or gestures, verbal and/or physical assault, or any other serious infraction directed toward a driver, monitor, or other transportation representative by a student, his or her parent/guardian, or other representative will result in IMMEDIATE termination of riding privileges for a **minimum of 5 school days** up to the rest of the school year.

The SAFETY & Disciplinary Rules

These rules are in place to provide the **safest** ride to and from school and/or school activities. Violation of safety procedures endangers everyone on the bus.

Any infraction of the following rules will place the student into the bus **safety/disciplinary** process.

1. Cell phones and some other electronic devices for music, and other appropriate uses are allowed only if headphones / earbuds are used and it does not create a disturbance on the bus. Students are to leave one ear uncovered; should the driver or monitor need to give instruction.

NO Cameras and any other device that may disturb or distract the driver or other students are not to be used on the bus.

Taking pictures and/or selfies with others, videos, or making voice recordings of another person on the bus is prohibited. **This is a violation of the FERPA Law (Family Educational Rights and Privacy Act)** and the device may be confiscated.

2. Disrespect, defiant conduct, vulgar or obscene language, or gestures directed toward other students either inside or outside the bus may result in the student's suspension or expulsion from the bus.
3. A student will sit where he/she is asked to sit either permanently or temporarily at the driver's and/or monitor's discretion.

Our route buses are rated to transport 71 passengers.

The student may be assigned to sit 3 to a seat.

4. **Students shall ride only their assigned bus.** Students will only be allowed to get on or off at their assigned stop location.

5. When requested by a transportation official, students must immediately and correctly identify themselves. Failure to do so will result in an automatic 3-day suspension from ALL buses.
6. Students must enter and leave the bus in a **safe** an orderly manner in view of the driver. Using the handrails is necessary for the **safety** of your student. If they must cross the road, they must do so in front of the bus (never behind it) and wait for the driver to signal the student when it is **safe** to cross.
7. Students are to remain properly seated (seat to seat: back to back) facing the front of the bus at all times. No standing, no moving from seat to seat, no facing backward, no sitting on your knees, no sitting on your back pack or other personal items. Feet belong on the floor at all times.
8. No student shall at any time extend head, hands, arms, or any body part out of the windows whether the school bus is in motion or standing still.
9. Students will reimburse the school district for damages **and/or vandalism** to district fleet resulting from student misconduct and may be subject to loss of riding privileges and suspension or expulsion from school.
10. Students will refrain from excessive noise, shouting, boisterous behavior.
11. Fighting, horseplay, or other physical altercations will not be tolerated. Students must keep all body parts to themselves. *Fighting is considered severe and may result in a level 2 or 3 suspension unless deemed otherwise.
12. No Public Display of Affection (PDA). No racial or sexual harassment, sexual misconduct of any nature according to district policy. No bullying – either physical, verbal, or cyber.
13. Students must not have anything in their possession that might cause injury to another; **no weapons of any kind**, including but not limited to knives, guns, fighting gear, etc. toy or facsimile.
14. No smoking, vaping, chewing, or spitting of tobacco or use of any type of flame or sparking devices.
15. Illegal substances or alcoholic materials or their paraphernalia are not allowed on school buses. Violation of this rule will result in an automatic 10-day suspension from the bus.
16. Eating or drinking other than bottled water on a school bus is not permissible: no gum, no candy, no pop, no pastries, no other types of food or confectionaries. Exceptions to this rule only apply to documented medical needs. Students must maintain clean bus interiors by keeping trash off the floor. Students may **not** throw anything out of the windows.
17. Aisles must be kept clear for emergency and safety visual checks. Personal

belongings, books, instruments, projects, etc. must be held on a student's lap.

18. Large items which cannot be held in the student's lap **will not** be transported on the school bus without prior approval from the transportation department. This includes large Band instruments, Sports equipment, Fundraisers, Food Backpacks, etc.

19. No hats, no hoodies or other garments that makes it difficult to identify the student is allowed to be worn on the bus.

20. No wearing gang colors, displaying gang tags, or making gang symbols. Per district policy.

21. ~~No personal hygiene items such as body spray, cologne, perfume, flowers, or items that may affect allergies.~~ **No items that may affect allergies such as flowers, plants, and personal hygiene items (sprays, cologne, perfume, etc.) among other irritants.**

22. No animals, reptiles, fish, or fowl are permitted on the bus.

23. Improperly clothed - changing or removing clothes. Classroom dress code must be observed at all times and on all buses.

When applicable facial masks will be included in this rule.

24. No **Large items** or balloons for **safety** reasons. They can block the view of the driver ~~out windows.~~ **and Balloons** make a loud POP noise causing a distraction.

25. If student leaves school property for any reason other than for a verified school related activity, they will not be allowed to ride the bus to their residence

26. ANY threat verbal or physical will result in suspension of rider privileges until the threat can be reported to, and fully investigated by administration.

27. Skates, skateboards, or similar items will not be transported.

Safety Violation & Disciplinary Steps & Procedures

For any offense, the driver or monitor may choose to re-assign the student to a specific seat, confer with the student, or call the parent. If several verbal warnings fail to improve the student's behavior, the offense will be documented following the steps and procedures outlined.

Any of the above steps or procedures may be skipped dependent upon the severity of the offense. Punishments may be designed to coordinate with the districts school building

policies. Some incidents have an automatic suspension from the bus and/or school.

The safety and disciplinary violations are cumulative throughout the school year.

ALL SUSPENSIONS ARE SUBJECT TO SCHOOL DAYS

1st through 3rd Bus Citations

A copy of each **Bus Citation** will be sent to the parent or guardian by the Transportation Department via email and/or U.S. Postal Service.

REMOVE BELOW GRAPHIC

Bus Safety & Discipline Citation – Parent Notification		Date _____	Bus # _____
_____	Student Name _____	Citation # _____	
Your student has been given this citation for not following the safety guidelines rules of the bus. Should your student be given 3 of these in a short period of time, a Bus Incident Report will be given to the transportation office for further official action.			
_____	not seated properly	_____ horseplay	_____ throwing objects
_____	_____ disturbing others	_____ unacceptable language	_____ loud noises/voices
_____	_____ distracting driver	_____ disrespectful to driver	_____ not obeying driver
Other _____			

If three citations (3) are acquired in a short period of time, the next measure is a Bus Incident Report.

1st Bus Incident Report – Level one (1) Suspension Up to 5-day Suspension, unless deemed severe

2nd Bus Incident Report – Level two (2) Suspension Up to 10-day Suspension, unless deemed severe

3rd Bus Incident Report – Level three (3) Up to 15-day Suspension, unless deemed severe

4th Bus Incident Report – Level four (4) Up to the remainder of the 9 weeks, semester, school year, or possibly extend into the next school year.

Each Bus Incident Report will be reviewed by transportation, then forwarded to a site administrator.

A conference with the student by the school principal, assistant principal, or their designee.

An administrator will call the parent or guardian notifying them of the mandatory suspension length and dates.

A copy of the incident report will be sent to the parent or guardian by the school office via email and/or the U.S. Postal Service.

A copy or notification will also be returned to the transportation office and attached to the student's EZRouting record.

The school office will also be attaching the incident report to the student's official school record under discipline.

Examples of Improper Conduct

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

2. Yelling, or screaming once on the bus
3. Putting your feet or other items in the aisle
4. Rude, disrespectful to anyone on the bus
5. Using bad words, cursing or profanity of any kind
6. Throwing things on the bus
7. Shouting or yelling out of the window.
8. Obscene gestures to other passengers or outside the bus.
9. Taking pictures or videos or making voice recordings on the bus of another person (device may be confiscated).
10. Wearing a hat, a hoodie, or other garment if it makes it difficult to identify the student.
11. Touching or putting hands on another student in an aggressive or harassing manner.
12. Any instance of 'horseplay'
13. Arguing with or showing disrespect to the driver
14. Not sitting in their assigned seat
15. Failure to immediately correctly identify themselves, to the driver.
16. Smoking, chewing, or possession of drugs or tobacco products
17. Vandalizing or damaging bus property is prohibited and students who do so may be responsible for payment to cover the cost of damages.
18. Tampering with bus emergency or safety equipment, video cameras or DVRs.
19. Physical assault of another person.
20. Inappropriate displays of affection.
21. Improperly clothed. NO sports bras, spaghetti straps, short athletic shorts, men's tank-tops, shirtless etc.
22. Picking on other students
23. Getting on or off the bus at an incorrect location.
24. Any instance of major fighting (Taking part in a violent struggle involving the exchange of physical blows where punches were either thrown or landed or weapons were used).
25. Sexual misconduct as defined by district policy

,

There is no excuse for any offense

When a severe violation is believed to have occurred, bus riding privileges can be revoked immediately and indefinitely for safety purposes.

A parent or guardian and the appropriate school principal will be notified by Transportation.

The future disposition of the student's riding status will be determined after a thorough investigation is completed by the Transportation Department, School Administration, and/or School Resource Officer.

Guthrie Public Schools

Transportation

Department

Employee Policy & Procedure Handbook

~~2022-2023~~ **2023-2024**

BOE approved ~~7-11-2022~~

Table of Contents	1-24
Applicability	4
Requirements for Guthrie Public Schools School Bus Driver	4
Aim	4
Expected Conduct for Transportation Employees	5
Use of Cellular Phones	6
Child Check Procedure	6
Parking	6
Bus Assignments	6
Route Assignments	7
Route Openings	7
Substitute & Trip Drivers	7
Registration of Riders	7
Student Rider Sheets	7
Evaluations & Bus Observations	8
Driving Regular Bus Routes	8
General Information and Requirements	8
Traffic Violations	9
Pre-Trip & Post-Trip	10
Daily Trip Sheets & Work Orders	10
Use of Two-Way Radios	10
Accidents	11
Mechanical Breakdown	12
Drug Testing	12
Addendum A	13

Philosophy	13
Addendum B	14
Beyond Driving	14
Addendum C	15
State Department of Education Requirements for School Bus Drivers in Oklahoma	15
School Bus Driver Certification Standard Certificate	15
Certification Requirements (Excerpts from OAC 210:30-5-1)	15
Addendum D	15
PURPOSE OF THE POSITION	15
Scope	16
KNOWLEDGE, SKILLS AND ABILITIES	16
Routine Responsibilities of the Bus Driver	16
Addendum E	17
Prohibited Items and Activities on the Bus	17
Addendum F	18
Transportation for Special Needs, IEP's, and Other Student Cares	19
Responsibilities of the Monitor	19
Addendum G	20
Pre-Trip Inspection Form	21
Field Trip Pre-Trip and Post Trip Inspection	21
Addendum H	22
Post-Trip inspections	22
Post Trip Inspection (A.M. & P.M.)	22
Addendum I	22
Activity Trips	22-24

Guthrie Public School District is a Totally Tobacco Free Environment —Smoking, Dipping, Chewing or Other Use of Tobacco or Tobacco Products is Strictly Prohibited in or Around Any School Building, School, Grounds, or School Vehicles.

THIS INCLUDES VAPOR PRODUCED BY AN ELECTRONIC CIGARETTE OR SIMILAR DEVICE

Aim

To transport students safely and efficiently to and from schools and activities.

Applicability

The contents of this manual apply to all employees of the Guthrie Public School system, regardless of position or title, who drive a Guthrie Public School bus **or school activity vehicle.**

Requirements for Guthrie Public Schools School Bus Driver

1. Hold a valid Oklahoma CDL with appropriate endorsements.
2. Demonstrate to the Director of Operations or Route Supervisor, or someone he/she appoints, the ability to operate a school bus to the Director's satisfaction.
3. Be a responsible driver.
4. Must maintain an Oklahoma School Bus Drivers Certificate from the State Department of Education.

Expectations for Transportation Employees

1. Have an acceptable moral character.
2. Be courteous to parents and students, and cooperate with all transportation staff, principals, teachers, and other school officials.
3. Must comply with all laws, policies, rules, and regulations set forth by the legislature, State Board of Education, local Board of Education, local administration, and Transportation Department.
4. Be willing to accept necessary modifications to assigned routes.
5. Attend meetings called by the Director of Operations or Route Supervisor.
6. Show proper care and respect for equipment at all times.
7. All drivers and/or monitors are required to maintain their bus in excellent condition including cleanliness (inside and out), pre-trip & post trip inspections, proper fluid and fuel levels at all times and submit work orders for any shop work when needed.
8. All drivers and monitors are required to fully clean their bus (per Directors instructions) at the end of school year and submit it for inspection approval.
9. *IF necessary employees will be paid up to 4 hours extra for cleaning their assigned bus at the end of the school year after approval of inspection is obtained.

10. Show proper respect for the students.
11. Carry a watch or timepiece of some kind at all times while on duty and keep its time correct.
12. Fill out all applicable forms completely, accurately, and in a timely manner.
13. DRESS ATTIRE must be neat in appearance.
 - a. Vulgar or suggestive language, pictures, or symbols shall not appear on any clothing worn. Maintain acceptable dress code standards for drivers.
 - b. Must wear shoes while on a school bus. All shoes must be secured to the feet at the heel and have a closed toe. No open toe shoes for either drivers or monitors are allowed.
 - c. Every driver must wear a shirt. No tank top or sleeveless undershirt on school property. Clothing that reveals undergarments or clothing of a similar nature is unacceptable.
 - d. If shorts are worn, they must be of Bermuda or walking short length (not more than 3 inches above the knee). No ripped jeans, shorts or cut offs, unless hemmed, are allowed.
 - e. Tight fitting pants or clothing so tight as to be considered "revealing" is unacceptable.
 - f. No halter-tops or tube tops.
 - g. No pajama pants
- 14. Be on time for work.**
15. Employees are expected to register their time only for themselves at the transportation terminal or as the Director of Operations approves. **YOU MAY NOT CLOCK ANYONE ELSE IN OR OUT.**
16. Full Time Drivers and Monitors Clock In –
 - a. 45 minutes before your route starts. Otherwise you may be considered late and your duties could possibly be covered by a substitute.
17. Full Time Drivers and Monitors Clock-Out
 - a. Within 5 mins of a 6-hour day **or 7.5-hour day. Depending on contract hours.**
18. Hourly Drivers and Monitors Clock In
 - a. 45 minutes before your assigned route starts
19. Hourly Drivers and Monitors Clock Out
 - a. 20 minutes after your assigned route ends
20. Other Employees Clock In - are to adhere to their designated work hours.
21. Other Employees Clock Out - are to adhere to their designated work hours.

NOTES:

The use of remote clock in/out will not be allowed or accepted. Times may vary IF unexpected delays occur during drive times (mechanical issues, accidents, etc.). There will be NO comp-time without approval first. ALL comp-time should be paid out each pay period for 9-month employees. Time may vary as specified by the Director of Operations, Supervisor or their designee.

22. A minimum of two (2) hours notification to a Supervisor is required for any absence. If less than two (2) hours is provided, you may be considered a "no-show" unless the absence is considered an approved emergency as determined by the Director of Operations.
23. When an emergency arises, contact a Supervisor as soon as possible. Emergency absence approval is at the discretion of the Director. Drivers are placed in their honor to not abuse this accommodation. Absences for personal convenience or excessive absences could result in corrective action up to and including termination
24. The Transportation Office and Maintenance Shop are business areas. Please do not carry on unnecessary conversation with the office personnel and the mechanics.
25. NO SMOKING OR TOBACCO USE IS ALLOWED ON SCHOOL PROPERTY. THIS INCLUDES VAPOR PRODUCED BY AN ELECTRONIC CIGARETTE OR SIMILAR DEVICE.
26. Profane, vulgar, or suggestive language is not permitted on the bus, during or around any school activity or on school property. This includes the transportation complex.
27. No drivers or monitors are allowed beyond the yellow line in the garage. This is a safety violation and could result in a fine from OSHA. Employees are not permitted to congregate in the garage. The transportation lounge is provided for your use prior to, and after running, ~~their~~ bus routes.
28. Report all school related injuries that happen either to yourself or a student, immediately to a supervisor. An accident/incident form is available in the Transportation office.

Use of Cellular Phones

Most drivers carry cellular phones; however, they are not to be used while the bus **or** district vehicle is in motion. They are to be used only for an emergency situation that may arise during the time the route is being driven. If a cellular phone must be used, pull over at a safe location, secure the bus, **or district vehicle.** ~~and~~ **Then** make the call or text (H.B. 1965 & S.B.183) Driver headsets and/or Bluetooth items are not permitted on a bus.

Most monitors carry cell phones. They may be used to contact parents/guardians in reference to student care and contacting dispatch.

Child Check Procedure

Before exiting the bus, the driver and /or monitor will make a walk-through of the bus to inspect for sleeping students, lost or forgotten items, vandalism, or other damage to the interior of the bus. LEAVING A CHILD ON A BUS ALONE COULD RESULT IN CORRECTIVE ACTION UP TO AND INCLUDING TERMINATION.

Parking — Buses and Personal Vehicles

All school buses are to be parked in the designated spaces only. No buses are to be left unattended in and around the office and garage area. This area can become quite congested which increases the possibility of an accident.

Personal vehicles are to be parked in the lot on the west side of the **practice** football field, **or** the area west of the bus lot between the pavement and the maintenance dumpster, or the upper parking lot to the east of the garage area (**GUES**). Personal vehicles may be parked temporarily in the office parking area while signing in or out in the dispatch office. **Vehicles may not be left in this parking area otherwise.** This area is reserved for office personnel and visitors. No double parking. Please park in the designated areas only.

Bus Assignments

Buses are assigned to routes by the Director of Operation, Route Supervisor and Route Coordinator and are subject to change at any time.

Proper care and/or lifespan of any bus are key factors when assigning or changing buses.

Route Assignments

Routes are assigned to drivers and monitors by the Director of Operations, Route Supervisor and Route Coordinator and are subject to change at any time. Drivers and monitors may be consulted as a part of the change process, but must be willing to gracefully accept any required change in their route assignment.

Route Openings

The following procedures are the method by which the Transportation Department will attempt to fill open routes. It should be noted, however, that this procedure is subject to change when deemed necessary. Openings will be posted for three days. At the end of three days, at 5:00pm, the posting will be closed.

1. Drivers desiring an open route will apply for the Open Route posting.
2. Selection will be based on attendance history, driving skills, accident record, adherence to District policies, professionalism, legitimate complaints received and student management, though not weighted in that order.
3. The Director of Operations or designee will make the final selection after review.

Substitutes, Coaches, & Trip Drivers

Substitutes, Coaches, and Trip drivers carry the same responsibilities and expectations as a regular driver and are subject to the same rules and regulations.

~~There are three categories of substitutes:~~

1. Full time substitutes - 6-hour AM & PM drivers **or monitors** who report to the dispatch office at a specific time each day. They will drive **or monitor** any route assigned to them by the dispatch office. **Check with the office to determine the AM & PM time to arrive.**
2. ~~Part Time substitutes—3 hour drivers who report to transportation at a specific time each day. They can either drive or monitor any route assigned to them by dispatch.~~
3. **2.** On call substitutes - drivers **or monitors** who are used on an "as needed" basis, **driving for** a specific route as assigned by the dispatch office.

Evaluations & Bus Observations & Discipline

All employees will undergo a written evaluation of their performance annually. The Director of Operations, or another supervisor will conduct this written evaluation. Employees who are found deficient in any area will be put on a plan of improvement. Bus observations may be conducted by the Director, a Supervisor or their assigns **designee**. ~~anytime and are used as part of the evaluation process.~~

Discipline procedures will follow a progressive pattern as follows:

- a. 1st Offense, Verbal Warning is issued and documented in Personnel File
- b. 2nd Offense, Written warning is issued with possible suspension without pay
- c. 3rd Offense, Written warning, corrective action up to and including termination.

Driving Regular Bus Routes

Regular bus route, as used in this handbook, refers to any regularly scheduled trip a bus makes for which there is a printed schedule. All bus routes have a printed schedule with designated stops, a list of students riding by stop, and a corresponding map. Keeping these documents current is the responsibility of the driver and a supervisor.

Dry runs, (practicing assigned routes on a bus) is mandatory within three (3) days prior to the first day of school. Check directions, timing and stops listed on your route sheet to ensure on time performance and route information integrity. If edits are required, please see a supervisor immediately to set an appointment for revisions needed.

General Information and Requirements

Drivers will follow the designated route exactly as printed and will make no changes. Exceptions to this are roadwork/construction areas, accidents, weather factors or an emergency as determined by a Supervisor. When this happens, the Transportation Office will be notified immediately and an alternate route may be formulated. When the exception is cleared, the designated route will again be followed.

1. Drivers will make their first stop exactly at the time printed on the route sheet and subsequent stops as printed or a couple of minutes later but never early. Update routes often with a supervisor.

2. No driver will arrive at the first school before **7:20 a.m.** and will not unload students until an office radio all-call is made to release students at **7:30 a.m.**
3. **Idle time is a max. of 10 minutes! Turn the key to accessory position and listen for radio traffic.**
4. In the afternoon, NO DRIVERS will be at their first school before **3:00 p.m. Except those traveling to Charter Oak ES.**
5. No driver will leave any school before **3:17 p.m.** after an office radio all-call is made authorizing departure for all buses unless prior approval is obtained from a supervisor.
6. Stop for students to get on or off the bus only at the location designated by the route sheet.
7. The Transportation Office must approve any exception in advance. Once departed, Drivers will not go back to schools or stops (AM & PM) without prior approval from a Supervisor.
CALL DISPATCH FOR PERMISSION
8. Drivers will never pass a waiting bus without prior approval from a Supervisor. CALL DISPATCH FOR PERMISSION
9. Seat assignments are **mandatory**, either by ~~name or grade~~, **name, grade or both**, on all regular route buses. A seating chart must be provided to the Transportation office, kept on file and up to date as seating charts change. (This is required information when an incident and/or accident occurs)
10. Drivers must wear their seat belts when driving a bus. Cited violations are the driver's responsibility.
11. All students must be seated before moving the bus.
12. Let no student on or off of the bus except at designated stops. The Transportation Office must approve any exception in advance. Should a student insist on disembarking at a stop that is not his own, do not physically try to stop the student. Follow district disciplinary procedures upon returning to the office.
13. Drivers/monitors should make every effort to control the students on their bus. Enforcement of the bus rules should be consistent and reported in a timely manner.
14. Students are never allowed to sit in the driver's seat or operate any of the bus equipment.
15. Drivers/monitors do not have the authority to remove a student from the bus or deny them riding privileges if they are properly registered on that route. The district discipline policy will be followed to remove a student from the bus.
16. **All drivers/monitors must use extreme caution about touching students. Unless it is absolutely necessary and for safety purposes only.**
 - a. Document all counseling done with students.
17. Never swing, point, or throw any object at a student, or threaten to strike a student.
18. Observe all traffic laws.
19. If you exit the bus for any reason, turn the ignition off and take the key with you.
20. Backing a school bus requires prior approval from a Supervisor, except when it is a necessary turn around on route or backing into the bus lot. CALL DISPATCH FOR PERMISSION
21. Drivers are expected to abide by the same rules as the students in regard to eating and drinking on the bus. Drivers may only take bottled water on the route with them. Exceptions for students and drivers are for documented medical reasons only that may require food.

Traffic Violations

In addition to the regulations in effect under the State Department of Education and the State Department of Public Safety (which enforces the federal Commercial Driver's License — CDL regulations), the following policies will be in effect as well:

1. Drivers who receive citations or failure to devote full time and attention to driving while in the execution of their duties are subject to suspension or dismissal upon a plea of guilty, a forfeiture of bond, or conviction. Verified, formal complaints of the same will merit the same treatment.
2. Drivers who lose their CDL through Department of Public Safety action will immediately be suspended, pending investigation, and are subject to dismissal.
3. All other traffic violations not mentioned above will be addressed on a case-by-case basis, using these policies as guidelines.
4. Drivers must report any citation received, either on or off duty, immediately to their Supervisor. Failure to do so could result in corrective action up to and including termination.

Pre-Trip & Post-Trip ... Also see Addendums H & G

Before starting out, the driver must be satisfied that the motor vehicle is in safe operating condition. If the last vehicle inspection report notes any deficiencies, the driver should review and sign, noting that necessary repairs have been completed.

Safety is the most important reason you inspect your vehicle. Safety for yourself and for other road users.

Federal and state laws require that drivers inspect their vehicles prior to each trip. (FMCSR Part 396 Inspection and Repair) Failure to inspect your vehicle, as required by law, could result in corrective action up to and including termination. Federal and state inspectors may also inspect your vehicles. If they judge the vehicle to be unsafe, they will put it "out of service" until it is fixed.

Daily Trip Sheets & Work Orders

1. Fill out a Daily Trip Sheet for your regular routes each day. Complete it fully and place it in the basket located on the dispatcher's counter.
2. If you discover something on your bus that needs immediate attention, write the problem on the daily trip sheet. IF the mechanic has a question they will come to you.
3. Drivers you will be using our FMX Work Order System and will be putting in your own work orders.
4. **NO WORK ORDER = NO REPAIR**

Proper Use of Two-Way Radios

Radios are to be used for school business only; personal use is not only against policy, it is also illegal. Always identify yourself when beginning and ending your conversation, i.e., "Bus 29 to Base" and "Bus 29 Clear".

1. Adjust the volume on your radio and leave them at that setting.
2. Leave the microphone in its hanger unless you are using it.
3. Do not say anything over the radio that would compromise our position as a school district or that could impact anyone in a negative way. Do not make jokes or wise cracks. Always be professional.

Two-way radios are to be used for the following:

1. To report heavy traffic congestion.
2. To report vehicle accidents.
3. To report severe discipline problems on and off the bus.
4. To report breakdowns.
5. To report difficult or hazardous road conditions.
6. To ask for directions.
7. To report or receive rider information.
8. To report or receive weather conditions.
9. To report an angry patron approaching or attempting to board the bus.
10. To report bus loading zone problems.
11. To report or receive field trip information or problems.
12. To report vandalism.
13. To report medical problems.
14. To report questionable behavior on the part of a patron.
15. To report or receive route information.

**These reasons are not all inclusive but should provide parameters
by which the driver can properly use the system.**

Driver Accident Procedures

Drivers are required to know and follow district accident procedures.

The accident procedures, a driver checklist, and a seating assignment chart, should be included in a clipboard or expanding file and carried on each bus or school district vehicle at all times during use.

ANY time a bus or another district vehicle is damaged in ANY way, it is considered an accident.

If and when a driver is involved in an accident, these steps are required:

1. Stop and secure the vehicle - Be sure to properly place reflective triangles. Do not let your vehicle become involved in another accident or be the cause of another accident.
2. ASK IF THERE ARE ANY INJURIES, ETC.
3. Radio/Call into dispatch with location and a brief description of the accident. (fender bender with another vehicle etc.)
4. Make sure the students stay where they are seated.
5. Render aid - first to your students and then to any other injured people.
6. Fill out the Seating Assignments report with the full name of student & grade. *AGAIN, ask each student individually if they are injured.
7. Do not leave the students unattended.
8. Follow all instructions from law-enforcement.
9. Do not release students to leave the bus or school vehicle until released by law enforcement. If transferring to another bus or school vehicle take precautions for a safe transfer. If released to their parents (you must have positive identification and approval of the Director or Route Supervisor).
10. Make statements only to law-enforcement, school personnel, or our insurance company. **DO NOT make any assumptions.**
11. A report must be made, in writing, on all accidents no matter how minor the damage.
12. Failure to report an accident will be grounds for dismissal.

Mechanical Breakdown

1. Secure the bus or district vehicle in a safe location, if possible.
~~Let the students know you are having mechanical problems.~~
Place the reflective triangles according to state law. CALL DISPATCH. Try to have some idea of the problem and relay that information.
2. Do not allow anyone to attempt any mechanical repair except school personnel or their designees.
3. If the bus is stuck do not allow anyone to attempt to pull it out except school personnel or their designees.
4. Under no circumstance should you leave the location until transportation personnel have arrived.
5. Let the students know you are having mechanical problems.
6. Do not release students to anyone except their parents or guardians (you must have positive identification and approval of the Director or Route Supervisor).
7. Do not allow students to walk home.
8. Take special care in the transferring of the students from your bus to the replacement.

Drug Testing GPS Policy Manual - Section D-9 , D-9:A&B

In compliance with the Omnibus Transportation Employee Testing Act of 1991, the Guthrie Public Schools has implemented Drug and Alcohol Testing as of January 1, 1995. Compliance will consist of the following:

1. Pre-employment drug and alcohol testing - every applicant who is offered employment with the district as a school bus driver will be tested for the presence of alcohol and drugs, as defined by the Testing Act. A positive result will be grounds for the withdrawal of the offer of employment.
2. Random testing - all district drivers who hold an Oklahoma Commercial Driver's License will be put into a pool from which the random selections will be made. Selections are computer generated. Once the selection for that particular test is made, those names will go back into the pool; this means that it is possible that a driver could be tested two times in a row.
3. Note: Testing will be conducted without prior notice. As a rule, testing will be conducted at the Maintenance Office.
4. Post-accident - under certain conditions, post-accident drug and alcohol testing is required when an accident is involved. Contact the Transportation Office immediately after every accident for further instructions.
5. Reasonable suspicion - Supervisors have received intensive training to recognize symptoms of drug and alcohol abuse. Drivers who exhibit unusual behavior will be subject to drug and alcohol testing.

For further information regarding the policies and procedures, ask for a copy of the district drug and alcohol testing policy.

The Following Offenses could result in corrective action up to and including termination.

1. Excessive Absenteeism
2. Using a cell phone while driving a bus, includes headsets, Bluetooth and other distracting technology devices.
3. Using tobacco, alcohol or drugs while on school property, whether students are present or not.
4. Giving students cigarettes or tobacco in any form.
5. Knowingly allowing students to use tobacco, alcohol, drugs on school property at any time.
6. Giving students alcohol or drugs in any form.
7. Leaving school sites before the scheduled departure time in the afternoon.
8. Altering bus routes without prior approval, unless the roads are impassable.
9. Excessive accidents.
10. Knowingly letting a student off of or on the bus at any place except their assigned bus stop.
11. Failing to perform driver pre- and post-trip inspections and fluid level checks.
12. Any other offense as addressed by District policy.
13. Failure to report an accident in which the driver is involved.
14. Failure to report any traffic violation, on and off duty, or driver's license suspension.
15. Careless or reckless driving of a school bus.
16. Insubordination

Addendum A

Philosophy

Guthrie Public Schools buses are operated as a service to transport students to and from school, and other Board approved functions safely and efficiently. Were it not for this, there would be no need for buses, drivers, or a Transportation Department.

Driving a bus should not be an interruption in our day, and it is our intent that the experience students have with the Transportation Department is a pleasant one.

We will attempt, within our capabilities and resources, to treat everyone equally. Any service provided for one student, school, or patron will be provided for all others under similar circumstances.

The school district intends for all employees to be treated fairly. Every effort will be made to make the bus employee's job as pleasant as possible. A cooperative effort on the part of the employee, site principals, and Central Office personnel should result in a smooth operation of the Transportation Department.

All the rules and regulations concerning school bus operations were made for a reason. Some are required by law and others by the school board. None are made without serious thought, and ALL must be adhered to strictly both for the safety of the riders and the functionality of the equipment.

Today, it costs over \$80,000 to purchase one bus. Therefore, we are all responsible for carrying out our jobs in performing the inspections and maintenance of buses, being careful and safe drivers, and controlling our students so that our buses enjoy a long and safe life.

Addendum B

Beyond Driving

Few people realize that ALL employees and the Transportation Department as a whole are most vital to the education of students and also to the school system's public relations program. Transportation is so vital that schools will be dismissed if the buses cannot run their routes. Since approximately eighty percent (80%) of Guthrie School students are transported, school bus drivers and monitors have a great opportunity to enhance public relations with the district's patrons. Also, those taxpayers who have no children riding the bus come in contact almost daily with school buses on the streets. Because of this, the Transportation Department, as much or more than any other single department, affects public opinion toward our schools.

School bus drivers should be aware at all times that they are very conspicuous when driving a big, yellow vehicle. Everyone connected with the schools represents the school system. Often, public attitude

toward the system is determined by the actions of a single representative, and because school buses have district identification on the sides of them, public opinion may be swayed

by the action of one bus. Drivers who are especially courteous create a good image for their school district. Please think before you act. Common sense, courtesy and good judgment will prevent or solve most problems before they develop into a crisis.

The bus driver is the first school representative a student meets each morning. If it is a pleasant meeting and a pleasant ride to school, the student has a much greater opportunity for a successful learning experience that day. If the bus ride is unpleasant, the student often begins the day with a negative or hostile attitude toward school.

Likewise, since the last school representative a bus rider sees in the afternoon is the driver, we can send him or her home with a pleasant feeling toward school by making the trip home a positive experience. It is advantageous for all transportation personnel to make every effort to see that a student's time on the bus is as pleasant as possible.

This handbook is intended to provide Guthrie Public Schools transportation employees with the basic information, rules and regulations necessary to effectively operate and maintain the department. The information contained in this book is to be used in conjunction with the District Support Personnel

Handbook, Parent/Student Bus Rider Handbook, the School Bus Driver Manual published by the State Department of Education and the Oklahoma Commercial Driver's Manual published by the Oklahoma Department of Public Safety.

Addendum C

State Department of Education Requirements for School Bus Drivers in Oklahoma

School Bus Driver Certification Standard Certificate

Qualifications of a School Bus Driver

Certification Requirements (Excerpts from OAC 210:30-5-1)

The employing school's Chief Administrative Officer or designee shall certify to the Oklahoma State Department of Education (OSDE) that each applicant submitted for a Standard Five-year Certification

- Is at least 18 years of age.
- Has successfully completed a school bus driver certification course approved by the Oklahoma State Department of Education.
- Holds a valid Commercial Driver License (CDL) appropriate for the type of vehicle driven with P and S endorsements required by the Department of Public Safety.
- Has not been convicted, plead guilty or no contest to a felony during the last ten(10) years.
- Has passed a driving record check, and no certificate shall be issued to a person who within the preceding three (3) years:
- Has had a license suspended or revoked, canceled, or withdrawn pursuant to the Implied Consent Laws at 47 O.S. S 751 et seq.
- Has a conviction for a violation of 47 O.S. S 11-902 which includes driving, operating or being in actual physical control of a vehicle while under the influence of alcohol or any intoxicating drug.

- Has been convicted or plead guilty to a violation of 47 O.S. S 761, operating a motor vehicle while impaired by the consumption of alcohol.
- Has been convicted of any municipal violation of driving under the influence of alcohol or drugs, or operating a motor vehicle while impaired, or being in actual physical control of a motor vehicle while impaired.
- Has had four (4) or more traffic violations (excluding parking tickets).

Addendum D

Purpose of the Position

The School Bus Driver is responsible for safely operating the school bus on a regular daily schedule.

Scope

The School Bus Driver is responsible for safely operating the school bus according to a set daily schedule. He/she must ensure that the school bus is in good operating condition at all times, pick up and drop off students as per the schedule, maintain order and security on the bus and obey all laws, regulations and rules of conduct.

The School Bus Driver must also deal with district patrons, parents, and other members of the public in a courteous and respectful manner. This includes receiving complaints about schedules and levels and quality of service. The School Bus Driver must make note of and report on any such complaints and respond in a courteous and respectful manner.

It is critical for School Bus Drivers to operate the School Bus in a safe manner.

Failure to ensure the safe passage of students to and from school may result in serious liabilities for the District. Operating in an unsafe manner may result in injury or even the loss of life, which would have tragic consequences for the community as a whole.

Knowledge, Skills & Abilities

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge - The school bus driver must have proficient knowledge in the following areas:

- knowledge of highway and school bus regulation
 - knowledge of how to deal with children
 - knowledge of how to deal with children with special needs
 - knowledge of scheduling system and procedures
 - knowledge of record keeping system
 - knowledge of equipment inspection standards and procedures
- Skills - The school bus driver must demonstrate the following skills:
- ability to operate school bus in a safe and responsible manner
 - patron and student service and public interaction skills
 - team building

- analytical and problem-solving skills
- decision making skills
- effective verbal and listening communications skills
- ability to read and write to record pickups and maintain daily records
- stress management skills
- time management skills

Personal Attributes - The school employees must demonstrate the following personal attributes:

- be honest and trustworthy
- be respectful
- possess cultural awareness and sensitivity
- be flexible
- demonstrate sound work ethics
- deal with the public in a positive, courteous and respectful manner

Routine Responsibilities of the Bus Driver

1. Operate the school bus in a safe and effective manner in order to minimize the risk of injury, property damage or loss of life
2. Perform and record your pre- and post-trip inspections. If any of the following conditions are found during the pre-trip inspection, notify the Transportation Office, and the bus will be taken out of service until repairs are made:
Fluid leaks; cracked or broken glass; service door and/or emergency exits not functioning properly; flat tire; separated tread or cords showing; head light, stop light, or turn signal light burned out; load lights not working.
3. When you fuel your bus, stay with it. When the tank is full, replace the fuel cap, hang up the hose, and move your bus. Please be very careful that the information put into the computer at the pumps is correct. Never put the tenths of a mile shown on your odometer into the computer.
4. **YOU MUST SUBMIT A WORK ORDER FOR ALL MAINTENANCE NEEDS**
5. Maintain the accuracy of your route sheets, student rider list, route map and seat assignments.
6. Follow your route and schedule as printed. When you are unable to do so, report the reason you cannot so that proper adjustment(s) can be made. Be sure you do not leave your first stop early. It is much better to run one or two minutes late than to run even one minute early.
7. If a child does not know where to disembark from the bus, notify the office as soon as you have made your discovery and you will be instructed as to what you should do.
8. While students should know how to operate the emergency door, no student is to enter or exit through this door except during emergency drills or in the event of a real emergency.
9. No one other than your normal route students will be allowed on your bus.
10. No buses are to be parked in the office area, including in front of the garage, except when fueling. Park your bus at the end of each run and after trips in its assigned parking area only.
11. Close all windows, doors, and top vents, and lock the emergency door and the loading door at the end of each run and after returning from field trips.

12. Before you move your bus, look around to be sure you can begin to move without hitting something. Stay away from canopies at drive-in restaurants and service stations. Pay attention to what you are doing at all times.
13. Follow the prescribed 15-step loading/unloading procedure as per state law 47 OS 15-109:
 - Start amber warning lights 300-100 feet before the bus stop. 2) Turn on the right directional signal.
 - Pull completely off the road or as far to the right as possible and stop.
 - Set the parking brake and shift to neutral gear.
 - Turn off the right directional signal.
 - Visual search.
 - On older buses crack door, start red loading lights, on newer buses flip the appropriate toggle switch to start the red loading lights.
 - Visual search.
 - Open door.
 - Visual search (direct students).
 - Close the door.
 - Select gear and release the parking brake.
 - Visual search.
 - Turn on left directional signal.
 - Visual search, then proceed.
14. Check the interior of your bus after every run to make certain there are no sleeping children, or forgotten items, and to make sure that the bus is clean.
15. Place a box or suitable container for trash in the right front corner of the bus under the glove box. Keep this trash can empty and clean after each trip.
16. Every bus is to be swept a minimum of once each day. If two people drive the same bus, the bus should be swept after every trip. Trash is not to be swept onto the lot or the ground. Put it in a trash can!
17. If it is not necessary for you to fuel your bus each day, please fuel it when it reads 1/2 full. Do not park a bus with less than 1/2 tank of fuel in it. There is no excuse for running out of fuel on your route.
18. Make certain your bus has a fire extinguisher, first-aid kit, clean up kit, and reflective triangles every time your bus leaves the bus lot. These items should be properly secured.
19. Inspect the fire extinguisher at least once a month to determine that it is still fully charged, if it is initially the tag. If the fire extinguisher is not charged notify a mechanic.
20. Never leave the ignition key in your bus while it is parked. If you must leave the bus unattended, even for a very short period of time, take the key with you.
21. If you are using a spare key return the key to the box after each trip. The only reason to take a spare key with you is if you have an after- hours trip. Regular drivers will have a key to their route bus issued to them, they are responsible for bringing and keeping the bus key.
22. The speed limit around the bus complex is 5 MPH.
23. Be sure your bus is parked in its proper place, the windows are closed, all lights are turned off, and all doors are locked.

Addendum F

Transportation for Special Needs, IEP's, and Other Student Concerns

Responsibilities of the driver and/or monitor

An orientation for transporting students with special needs, IEP's and other student concerns will be scheduled at the beginning of each school year. The transportation orientation will include student information pertinent to the school bus driver and monitor regarding the student's physical, mental, and emotional needs to assure a successful bus ride for their assigned students.

The district's special needs staff should be aware of the individual concerns of those students riding a school bus and should share such information with the bus drivers. Some common concerns are listed below, but it is not an all-inclusive list.

1. A communication system must be clearly defined so that information can be shared quickly and efficiently, even on a day-to-day basis if necessary, between drivers and personnel responsible for the educational program of students with special needs and other concerns.
2. Prior to the first bus run, drivers should be told of students with any type of disability who may require a monitor's assistance to get on/off the bus due to braces, prosthesis, vision, hearing, etc.
3. The parent (or their designee) is responsible for "door-to-curb," "curb-to-door," and "street crossing" of the child to the loading and unloading point, and should be advised to use extreme caution.
4. The bus driver and monitor needs to be told of their passengers with autism, allergies, behavior concerns, epilepsy, diabetes, cerebral palsy, etc. Specific procedures for pupils with such conditions should be clearly outlined and understood by the driver and monitor in case of a medical emergency on the bus.
5. Bus drivers and monitors should be trained in the proper way of lifting students with orthopedic braces, etc., and the techniques for strapping such students in the bus seat to assure a safe ride in consideration of their specific needs.
6. If there is a student riding a school bus who needs social support or emotional support (for any reason), their district's teachers should communicate the student's needs with the bus driver and monitor and develop techniques to ensure the daily commute to and from school is safe and successful
7. Socialization is necessary for all children. Bus drivers and monitors should share in the responsibility of assisting children and youth with disabilities to remain as "normalized" as possible with other students by developing a posture of expectation, kindness, and understanding of each individual's need while under their responsibility to and from school or other school related activities.
8. CPI Training — before you are allowed to touch or restrain a student.
9. Bus monitors are responsible for assisting children with getting on and off of the bus safely. They must also make sure that children are in their assigned seats. They must make sure that children get off of the bus at the correct stops and that they are being released to the correct guardians.

Additional Responsibilities of the Monitor

The duties of a bus monitor include making sure that children remain safely seated while the bus is in motion, maintaining order on the bus, understanding and following written and oral instructions, following basic principles of childhood development and establishing good relationships with the children, the bus driver, the parents and other staff.

Monitors must also make sure that there aren't any children left behind after the bus route is completed and pick up any trash left behind on the buses

Need to be aware of the route pattern and its stops in case you have a substitute driver.

Need to be familiar with all the equipment on the bus and be able to do the pre-trip and start the bus. You must know how to operate the lift on the wheelchair buses.

Skills needed to be a Bus Monitor

The skills required to become a bus monitor consist of active listening skills, instructing skills, speaking skills, and oral expression skills. Bus monitors should be able to give full attention to what children, parents or other staff are saying. They should be able to teach children how to do things, like put their seat belts on or sit back and follow procedures. Speaking skills come into play when communicating with children, the bus driver, parents or other staff. Bus monitors have to be able to convey information effectively. Bus monitors should also be able to communicate information that others understand which will be easier with oral expression skills. Bus monitors should also possess social perceptiveness, problem sensitivity, speech clarity and inductive reasoning skills. They need to be able to speak clearly, tell when something is wrong, be aware of others' reactions and understanding why they react the way that they do. Being able to combine pieces of information to form general rules or conclusions is of utmost important when caring for children.

Knowledge needed to be a Bus Monitor

Bus monitors should have knowledge of the English language, public safety and security policies and procedures, psychology, and personal service. Assessing the needs of children and others around them is important for a bus monitor. Having knowledge of human behavior and performance is imperative in dealing with children and their parents, as well as other staff. Being able to safely and securely carry out safety procedures when it comes to children is the most important thing to consider as a bus monitor. They should have knowledge of relevant equipment, policies, procedures and strategies.

Working Conditions

Bus monitors have hours and a work schedule that are determined on an annual basis. They may have to deal with loud and unruly children and harsh weather conditions when helping children on and off the bus. Bus monitors usually work full-time (6 hours) and sometimes on a

seasonal basis, as they only work when school is in session. They usually are off on the holidays.

Addendum G new weekly report sheet

Pre-Trip Inspection

Oklahoma SDE Pre-Trip and Post Trip School Bus Inspection Report

This report is required each time students are transported in a school bus for any reason. Keep on file for at least ninety (90) days. OAC 210:30-5-1

These 14-steps are taken from the SDE Oklahoma School Bus Driver Manual. If any bus defect is found: (1) Document details on the back of this form; (2) Report defects to the school district's designated supervisor; (3) Keep documentation of completed bus repairs.

A checkmark in each box below to indicate the step has been completed. In the right column, indicate with an "X" if a repair is needed. PRE-TRIP Indicate with an "0" when repair is completed.

1. Raise the bus hood and check all fluid levels, each belt, and each hose. REPAIR NEEDED
2. Examine each tire for proper inflation, adequate tread, and any wheel or tire damage. REPAIR NEEDED
3. Check the exhaust system for leaks, fumes or defects. The exhaust pipe should be flush with the back bumper, or if it is located behind the rear wheel, flush with the side of the bus. REPAIR NEEDED___
4. Inside Bus: emergency reflectors, fire extinguishers, first-aid kit, bodily fluids clean-up kit (not expired) REPAIR NEEDED
5. Check that each bus seat and cushion is secure and has no tears or protruding metal. REPAIR NEEDED
6. Check that the bus's Emergency Exits open easily and the warning buzzers are operable. REPAIR NEEDED
7. Turn on all bus lights. Use an assistant as needed to verify all are operable: (a) loading lights (b) directional signals (c) head-lights (d) tail-lights (e) clearance lights (f) reverse lights. REPAIR NEEDED___
8. From the driver seat, check that these items are operable: (a) windshield wipers (b) washer fluid (c) horn (d) parking brake (e) foot brake/air brakes (f) heater (g) defroster (h) steering/steering wheel (i) gauges REPAIR NEEDED
9. Check each mirror for damage and assure each is properly adjusted. Check the driver's seat belt. REPAIR NEEDED

SPECIAL EQUIPMENT (when applicable): Check the operation of the bus's wheelchair lift, adaptive equipment and straps. Verify that a "strap/belt cutter" is located within reach of the bus driver. REPAIR NEED

PRE - TRIP INSPECTION FORM USED BY DRIVERS

SDE Pre-Trip form OAC 210:30-5-6
6/2016

Chapter 2 of the Oklahoma School Bus Driver's Manual has thorough Pre-Trip instructions

District Guthrie Public Schools

Dates _____ Bus _____

Starting Mileage _____

Ending Mileage _____

Driver _____

✓ - satisfactory condition

X - repair needed

○ - Repair completed

Exterior Cross through days for weekend trips

	mo	tu	we	th	fr
Lights, Lenses and Reflective material					
Windshield					
Windows					
Wipers					
Service Door					
Mirrors					
Bumpers					
Fuel Cap/Door					
Drive Shaft					
Exhaust					
Frame					
Suspension					
Brakes					
Stop Arm					
Battery Box					
Optional equipment					

Engine Compartment

Fluids					
Belts and Hoses					
Fuses					
Wiring					
Air compressor					
Alternator					
Water pump					
Steering assembly					
Suspension					
Wheels					
Tires (CTI)					
Rims/Lugs					
Hubs					

Inside

Step well					
Emergency Equipment					
Driver's Seat					
Mirrors					
Windshield					
Wipers					
Switches and gauges					
Lights (dome)					
Exits					
Seats					
Aisles					

Air Brake Test

Pressure Retention					
Low pressure warning					
Spring brake test					
Pressure build					
Parking brake hold					
5mph test					

Hydraulic Brake Test

Brake hold test (Emergency/Parking)					
Pedal pressure test					
Reserve system test (if equipped)					

Other Items (If equipped)

Lift					
Securement Equipment					
Crossing Gates					
A/C					

Comments on defects

Repairs complete by _____

Date _____

POST TRIP Child Check					
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Post-Trip inspections

A post trip inspection should be conducted at the end of each trip, day. This inspection will help your mechanics determine the need for any repairs. Drivers are required to prepare a daily written post trip inspection report at the end of each driving day.

POST TRIP

1. Inside: The driver must walk the bus aisle front-to-back and look in each seat for a child left onboard (possibly asleep).
2. Inside: Check each seat cushion for tears, cuts, or protruding metal. REPAIR NEEDED
3. Inside: Check each bus window, and the windshield, for any defects and for cleanliness. REPAIR NEEDED

Outside: Examine each tire for proper inflation and for defects/damage to wheels.
REPAIR NEEDED

1. Secure the bus according to district policy. Leaving the keys in the bus is strongly discouraged. REPAIR NEEDED

Post Trip Inspection (A.M. & P.M.)

- 1 . Turn off all lights and accessories before stopping the engine (allow it to run 2-3 minutes before shutting it off.)
- 2 . Make sure all defects are written down on the daily report sheet.
- 3 . Submit a Work Order for all maintenance needs.
- 4 . Check seats for vandalism and any students left on the bus.
- 5 . Close windows, vents, and lock doors.
- 6 . Return the ignition key (after each trip) to the box. (Drop key in the door slot after hours.)

Field Trip Pre-Trip and Post Trip Inspection

Each driver is required by law to perform a pre-trip inspection on his or her vehicle before leaving on a field trip. The procedures for field trip pre and post trip inspections are exactly the same as for a route bus.

Addendum I

Activity Trips

1. Activity trips are part of your job responsibilities, and as such, are not subject to the same parameters. Trips will be dealt with as much fairness as possible while making sure that the trips are covered in the best way possible.
2. ALL activity trip drivers are required by law to conduct a pre-trip and post-trip inspection for every trip, including filling out the inspection sheet. Make sure you have all of the required emergency equipment on your bus.

3. Drivers taking a trip after normal working hours should take all the steps necessary to be prepared to drive, i.e., taking keys, fueling bus, checking fluid levels, getting directions, checking out a credit card, etc.
4. Teachers, coaches, and sponsors are responsible for the discipline of the students on the trips and for the cleanliness of the bus when the trip is over. Make sure your sponsor understands what kind of conduct is expected.
5. It is the driver's responsibility to know the pickup times and directions to get to the destination; if the sponsor has a particular route they desire to go, have a cooperative attitude.
6. Each driver is required to carry a cell with them at ALL times. Make sure you and your sponsor(s) exchange cell numbers.

If on a class activity trip during school hours. Make sure your sponsor(s) know that you must be back at the school site no later than 2pm.

If you experience a breakdown, try to contact the Transportation Office or one of its designees. Emergency numbers are located in the first aid box.

Note: No charges are to be made to the school district except those on a district credit card.

Do not expect reimbursement for any other expenditure.

7. No activity trip is to be made unless there is an adult sponsor on the bus. The site Principal and Route Supervisor may approve certain exceptions.
 - a. Drivers will take the group only to the destination(s) indicated on the trip sheet. If a sponsor asks to be taken to additional destinations, please inform transportation of the request.
 - b. Drivers will drive their own buses unless assigned another bus.
 - c. Close all windows, doors, and top vents after the bus is parked.
 - d. When more than one bus is assigned to a group, the buses will travel in a caravan.
 - e. Each bus should stay within sight of the others however; state law requires that you remain at least 300 feet behind the bus in front of you. DO NOT TAILGATE In event of a breakdown or other problem, help is readily available.
 - f. Avoid parking your bus where you may hit something when you drive out. Walk around your bus before you get in it to drive so that you can be sure of where everything is located.
 - g. Permit no one to sit on the hood or the roof of the bus, or swing or hang from the service or emergency door.
 - h. Do not back your bus without a spotter.
8. Your time belongs to your sponsor. You are there to help as much as possible.
9. While the driver is not to "babysit" the bus and its contents, he/she will be expected to be reasonably accommodating.
10. Let your sponsor know where you will be and be available if needed in an emergency.
11. You are not to leave the venue to which you have traveled, certain exemptions may apply; However, you need to get approval from the transportation office and trip sponsor.

12. Overnight trips:

- a. Mileage will continue until the bus returns to the Transportation Office. Time will run until the bus returns to the Transportation Office, less eight hours for sleep. Room and board are to be provided by the sponsoring group.
- b. Multiple-night trips - Time and mileage will begin at the normal place and time. Mileage
- c. will continue until the bus returns to the Transportation Office. Time will begin at the
- d. normal time and end that night when the group is settled in at their hotel and no longer
- e. require your services. On the day you are to return, time will start when they require
- f. your services and end upon your arrival at the Transportation Office. The sponsoring
- g. group is responsible for your room and board.
- h. The sponsoring group will provide private quarters for the drivers. Two drivers of the same gender may be asked to share a room with each other.



**Board of Education Personnel Reports
July 10, 2023**

Employment Request

<u>Classification Certified</u> Name	Site	Teaching Assignment	First Work Day	Hrs. Per Day	Replacing
Braly, Hunter	Fogarty	3 rd Grade	08-11-23	6	Pam Ming
Hamm, Cori	Fogarty	1 st Grade	08-11-23	6	Amanda Shults
Heintzman, Rachel	JH	8 th Gr. Reading	08-11-23	6	Blake Burroughs
Key, Michael	Fogarty	PE	08-11-23	6	Chancie Helton
Lowder, Crystal	CO	Librarian	08-11-23	6	Genie Myers
McKinley, Stacey	CO	SpEd Mild/Mod	08-11-23	6	Patricia Kliewer
Murray, Julie	JH	SpEd – Co-taught	08-11-23	6	Kristin Hooper
Salgado, Gregory	HS	Spanish I	08-11-23	6	Paul Carpenter

<u>Classification Support</u> Name	Site	Assignment	First Work Day	Pay Grade	Hrs. Per Day	Replacing
Hippard, Crystal	CO	Pre-K para	08-11-23	6	7.5	Stacey McKinley
Jones, Erin	Trans.	Rte. Driver	08-11-23	13	6	John Thompson

FMLA Requests

Certified:

Support:

Transfer of Position Report

<u>Classification Certified</u> Name	Transferred From	Transferred To	Replacing
Helton, Chancie	Fogarty – PE	Fogarty – 3 rd Grade	NP
Horn, Christy	CO – 3 rd Grade	CO – 2 nd Grade	NP

<u>Classification Classified</u> Name	Transferred From	Transferred To	Replacing
Turner, Melissa	GUES – Para for Ind. St.	GUES – Para/Autism Rm.	Cori Hamm



**Board of Education Personnel Reports
July 10, 2023**

Separation of Employment

<u>Classification Certified</u>		Teaching	Reason for	
Name	Site	Assignment	Separation	Effective Date

Burns, Jonas	JH	8 th Gr. US Hist.	resignation	05-26-23
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<u>Classification Classified</u>			Reason for	
Name	Site	Position	Separation	Effective Date



SUPPORT PERSONNEL HANDBOOK

FOR THE SCHOOL YEAR

~~2022-2023~~ 2023-2024

ALSO AVAILABLE AT
www.guthrie.net
PUBLICATIONS

TABLE OF CONTENTS

SECTION A *BOARD OF EDUCATION*

SECTION	POLICY
SA-1	POLICIES AND PROCEDURES

SECTION B PERSONNEL

SB-1	APPLICATIONS
SB-2	NON-DISCRIMINATION
SB-3	SEXUAL HARASSMENT
SB-4	CONTRACTS
SB-5	PAYROLL
SB-6	USE OF TELEPHONE
SB-7	COMMISSIONS
SB-8	PROFESSIONAL CONDUCT OF PERSONNEL
SB-9	DRESS/APPEARANCE
SB-10	FINANCIAL OBLIGATIONS
SB-11	CLOSING OF SCHOOL DUE TO INCLEMENT WEATHER
SB-12	CHILD ABUSE AND NEGLECT
SB-13	ADMINISTRATIVE CENTER WORK SCHEDULE
SB-14	SUPERVISION OF FAMILY MEMBERS
SB-15	STAFF USE OF TOBACCO PRODUCTS
SB-16	WORKER'S COMPENSATION

SECTION	POLICY
SB-17	WORK SCHEDULES, PAY GRADES & SALARY SCHEDULES
SB-18	EVALUATION
SB-19	PROFESSIONAL LEAVE
SB-20	JURY DUTY
SB-21	MATERNITY LEAVE
SB-22	PERSONAL LEAVE
SB-23	BEREAVEMENT LEAVE
SB-24	SICK LEAVE
SB-25	SUPPORT EMPLOYEE VACATIONS
SB-26	EPIDEMIC LEAVE
SB 27	FAMILY ACTIVITY LEAVE
SB-28	SUSPENSION, DEMOTION OR TERMINATION
SB-29	REDUCTION IN FORCE

SECTION C
MISCELLANEOUS POLICIES

SC-1	DISTRICT EMPLOYEE PURCHASES
SC-2	HYGIENE AND SANITATION (BLOODBORNE PATHOGENS)
SC-3	STAFF SAFETY
SC-4	USE OF DRUGS AND CONTROLLED SUBSTANCES BY EMPLOYEES DRUG-FREE WORKPLACE
SC-5	DISPOSAL OF SURPLUS PROPERTY
SC-6	FOOD SERVICES
SC-7	MAINTENANCE AND OPERATION OF THE PLANT

SECTION	POLICY
SC-8	INSURANCE
SC-9	HAZARDOUS MATERIALS COMMUNICATION
SC-10	SMOKE FREE ENVIRONMENT
SC-11	MAINTENANCE
SC-12	USE OF SCHOOL VEHICLE
SC-13	COORDINATION OF TRANSPORTATION SERVICES
SC-14	ACCIDENTS AND ACCIDENT REPORTING
SC-15	OUT-OF-STATE TRAVEL
SC-16	BUS DRIVERS
SC-17	COMMERCIAL DRIVER'S LICENSE REIMBURSEMENT
SC-18	FAIR LABOR STANDARDS ACT
	SUPPORT PERSONNEL EVALUATION INSTRUMENT

SECTION A BOARD OF EDUCATION

SA-1

POLICIES AND PROCEDURES

The Guthrie Public School Board of Education recognizes the need and necessity for all personnel to be informed and have access to all school policies and procedures. Therefore the Board of Education has adopted the Support Personnel Handbook for distribution to all support employees.

A complete copy of the Guthrie Public Schools Policy Book will be kept in each building library and main administrative office. These copies are for employee use and reference.

SECTION B PERSONNEL

SB-1

APPLICATIONS

Applications for positions or promotions with Guthrie Public Schools shall be in the approved format provided by the district.

All applications submitted for employment or promotion becomes the sole property of Guthrie Public Schools. The application, references and other information are confidential and will be reviewed only by the appropriate authorized supervisory personnel.

An applicant's name or other information will not be given to any private business, agency, or institution.

SB-2

NON-DISCRIMINATION

The Guthrie Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the board does business.

The School District has adopted Grievance Procedures for Filing, Processing and Resolving Alleged Discrimination Complaints to address discrimination based on sex (including sexual harassment), race, color, national origin, religion, age or qualified disability. Students and their parents can obtain a free copy of the Grievance Procedures from their school principal or the superintendent. Employees may obtain a copy from their building principal, supervisor, or the director in charge of personnel.

SB-3

SEXUAL HARASSMENT

The following are the rules and regulations to be followed by all employees of the Guthrie Public Schools:

1. "Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by one employee towards another employee which (a) is made an explicit or implicit term or condition of a worker's employment, or (b) is used as a basis for employment decisions affecting that worker or (c) has the purpose or effect of unreasonably interfering with a person's work performance, or creating an intimidating, hostile or offensive working environment.
2. All employees are strictly prohibited from engaging in any form of sexual harassment of any other employee or applicant for employment. Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits and termination. Such penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.
3. Any employee who is or has been subjected to sexual harassment or knows of any employee who is or has been subjected to sexual harassment shall report all such incidents to the director of personnel or the office of the superintendent. All such reports should be made in person or in writing signed by the reporting party. However, in order to encourage full and complete reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of the director of personnel or the office of the superintendent. All such reports should state the name of the employee or applicants involved, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter.
4. Any employee who is subjected to job-related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Antidiscrimination Act and may report such incidents to the Equal Employment Opportunity Commission or the Oklahoma Human Rights Commission.

SB-4 CONTRACTS

Support employees will be offered one of the following contracts: regular, duration of need, or part-time.

- A. Regular contracts are issued to employees working a complete contract year.
- B. Duration of need contracts are provided for by state law and are issued for a stated period of time as distinguished from regular contracts. These contracts are temporary agreements, written for a stated period of time, and no expectancy of future employment is implied. The circumstances under which duration of need contracts may be used are within the discretion of the Board of Education. Such circumstances include, but are not limited to the following:
 - 1. Personnel employed for less than a full contract year are to be considered on a “Duration of Need Contract” only.
 - 2. Personnel employed to fill a temporary leave vacancy
 - 3. Other circumstances deemed appropriate by the Superintendent of Schools

SB-5 PAYROLL

- A. Pay day shall be on the 25th day of each month. When that day falls on a weekend or holiday, checks will be issued on the last workday preceding that date. Summer checks will be available on the corresponding day in June.
- B. Guthrie Public Schools provides for electronic deposit of payroll checks to the financial institution of the employee’s choice. Guthrie Public Schools schedules an open enrollment period each year, which will coincide with existing Section 125 deadlines, and allow one additional change per year, per employee except in extenuating legal circumstances. The Business Office will provide employee authorization forms for electronic deposit.

NOTICE: Except as otherwise provided by law, the business office requires that new insurance companies applying for payroll deduction slots have a minimum of ten (10) policies in force and receive approval from the Superintendent of Schools or his designee.

The deadline for initiating Section 125 employee payroll deductions is September 1st each year. New employees are required to designate payroll deductions within thirty (30) days of employment.

SB-6 USE OF TELEPHONE

Employees are not to use the telephone for long distance school calls where the charge would be made to the school telephone without permission of the principal/supervisor.

SB-7 COMMISSIONS

School law prohibits an employee from receiving gratuities or commissions to influence the purchase of material or supplies.

SB-8 PROFESSIONAL CONDUCT OF PERSONNEL

The Board of Education makes no rules and regulations concerning the conduct of employees when not on duty. The Board assumes that each employee's training and good judgment is such that the employee knows what proper conduct is and will govern himself/herself accordingly.

SB-9

DRESS/APPEARANCE

All employees are expected to dress appropriately and to conduct themselves responsibly. The image they portray as a Guthrie Public Schools' employee through the day-to-day contact with the public and with colleagues has a direct bearing on how they judge the effectiveness of our school system. It is important that a positive image be portrayed. Cleanliness and personal grooming are important and expected.

SB-10

FINANCIAL OBLIGATIONS

The board of education expects employees of Guthrie Public Schools to pay all financial obligations promptly.

SB-11

CLOSING OF SCHOOL DUE TO INCLEMENT WEATHER

Should it be necessary to close school because of inclement weather, the three major network stations will announce the closing. Whenever possible, the stations will be informed of any closing in time to announce it on the 10:00 p.m. newscasts. Support personnel on a twelve (12) month contract will report to work at the discretion of the Superintendent.

SB-12

CHILD ABUSE AND NEGLECT

School district employees having reason to believe that a student under the age of 18 years has had physical injury inflicted upon the student by other than accidental means and the injury appears to have been caused as the result of physical abuse or neglect shall immediately report the matter to the principal of the student's school.

“Physical abuse and neglect” means harm or threatened harm to a child's health or welfare by the child's parent or guardian, or other person with whom the child resides, including non-accidental physical injury, sexual abuse, or negligent treatment or maltreatment including the failure to provide adequate food, clothing, shelter, or medical care.

The school principal, the reporting employee and any other employees whom the school principal believes may have had opportunity to observe the student shall review the available information and indications of abuse. The school principal shall report the suspected abuse to the county office of the Department of Human Services for the county where the student resides if the school principal determines that there is reason to believe the student has been abused. The school principal shall advise the other employees and the superintendent of the decision.

If any employee involved in the review believes a report should have been made when it was not, or at any point believes that the student is in imminent physical danger, the employee should report the situation to the appropriate office of the Department of Human Services, with or without the concurrence of the other employees involved. The employee making the report shall notify the school principal and the superintendent.

If the Department of Human Services office is notified by telephone of suspected abuse, the oral report shall be followed by a written report from the school principal or other employee making the telephone report. The written report should contain the names and addresses of the child, the parents, and any other responsible persons, the child's age, the nature and extent of injuries, any previous incidents, and any other helpful information.

All information or documents generated by the school district in regard to the matter are confidential; shall not be disclosed except to investigators of the Department of Human Services, the school district's attorneys, or the District Attorney's office or other state or federal officials in connection with the performance of their official duties; and shall be maintained by the school district in a file separate from the student's general file.

At the request of appropriately identified investigators of the Department of Human Services or the district attorney's office, the school principal may permit the investigators access to a student whose suspected abuse has been reported by a school employee. The principal, or a designated counselor or teacher, must be present but shall not participate in the investigators' interview with the students.

Oklahoma law provides that any school employee who in good faith and exercising due care makes a report to the Department of Human Services, or allows access to a child by persons authorized to investigate a report concerning the child, shall not be liable in damages to any person in the event the report is inaccurate.

SB-13

ADMINISTRATIVE CENTER WORK SCHEDULE

The Administrative Center will be open Monday through Friday from 7:45 a.m. until 4:45 p.m. Personnel will alternate schedules, including lunch schedules, to assure that the office is continuously open all day. On days when school is officially closed it will be at the discretion of the Superintendent to determine if 12-month employees will report to work.

SB-14

SUPERVISION OF FAMILY MEMBERS

Employees will not be assigned to serve under the direct supervision of a member of their own family. Any employee presently under the supervision of a family member at the time of the adoption of this policy will be permitted to remain in that specific position.

SB-15

STAFF USE OF TOBACCO PRODUCTS

In order to reinforce the policy, which prohibits the use of tobacco products by students, school employees who are on duty and in the presence of students are prohibited from using tobacco products.

SB-16

WORKER'S COMPENSATION

As required by the law, the Guthrie School District carries Worker's Compensation Insurance. Should any employee who is covered by such insurance be injured while at work, the employee is entitled to the benefits provided by the Worker's Compensation Law. No employee will be awarded both sick leave and Worker's Compensation payments.

SB-17

WORK SCHEDULE, PAY GRADES & SALARY SCHEDULE

The following are guidelines for scheduling and payment purposes. The Superintendent or his/her designee may alter the work schedule in favor of the employee at the Superintendent's discretion.

12-MONTH EMPLOYEES

Included are Central Office Staff, Building Level Secretaries (H.S. only), Maintenance Personnel, Custodial Personnel, Child Nutrition Secretary and Transportation Personnel/Secretary
Contracted days -Minimum of 160 days (which includes holidays)
Holidays include - Independence Day, Labor Day, Fall Break, Thanksgiving Break, Christmas Break, Martin Luther King Day, Spring Break, Memorial Day
Starting date - July 1
Ending date June 30

10-MONTH EMPLOYEES

Included are Building Level Secretaries
Contracted days - Minimum of 160 days
Starting date - 10 days before teachers report to start the school year
Ending date - 10 days after the last day teachers work

9-MONTH EMPLOYEES

Route Drivers and Cafeteria Workers

Contracted days - Minimum of 160 days

Included are all Teacher Assistants, Library Assistants and Handicap Bus Drivers

Contracted days - Minimum of 160 days

Starting date - First day teachers report

Ending date - Last day teachers work

Guthrie Public Schools Position Pay Grade Schedule

Position	Pay Grade
Clerical	
Secretary to Superintendent	12
Payroll / Appropriated Funds/ Personnel Clerk	11
Activity Fund Clerk	9
Secretary to Assistant Superintendent	9
Treasurer/ School Food Authority (SFA)	9
Secretary to Executive Director	9
Secretary to Director of Special Education	9
High School Financial Secretary	7
Central Office Receptionist	9
High School Registrar	7
Maintenance Clerk	6
Junior High Financial Secretary	4
Site Secretary / Receptionist	4
Technology	
Systems Analyst	13
Software System Analyst	11
Computer Support Tech I	10
Data Management Specialist	7
Assistants	
Paraprofessional	3
Paraprofessional with Certifications	6
Maintenance	
Lead Maintenance	13
Full-Time Maintenance	8
Grounds Superintendent	8
Grounds Maintenance	3
Certified HVAC / Electrical Technician - Journeyman	\$23 Hourly
Certified HVAC / Electrical Technician - Contractor	\$26 Hourly
Custodial	
Head Custodian – High School	6
Head Custodian – Junior High / GUES	5
Head Custodian – Athletics/ Cotteral / Charter Oak / Central / Fogarty	4
Custodian	3
Transportation	
Lead Mechanic	12
Mechanic	10
Full Time Special Needs Driver	13
Route Supervisor	13
Route Driver	13
Dispatch Supervisor	6
Monitor	2
Child Nutrition	
Cafeteria Manager/Warehouse Manager	6
Secretary to Child Nutrition Director	4
Cafeteria Worker	2

Full-time Employees that work a minimum of four (4) hours daily will receive the district paid teacher retirement benefit.
 Full-time Employees that work a minimum of six (6) hours daily will qualify to receive all fringe benefits available through the district support employee benefit program.
 Up to 5 years credit may be granted for Military Service on the Support Personnel Salary Schedule.



GUTHRIE PUBLIC SCHOOLS
 SUPPORT SALARY SCALE - FULL TIME EMPLOYEES
 FY 2023 - 2024

	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>
<u>Experience</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>
0	8.50	8.80	9.30	9.80	10.30	10.80	11.30	11.80	12.30	12.80	13.30	13.80	14.50
1	8.50	8.95	9.45	9.95	10.45	10.95	11.45	11.95	12.45	12.95	13.45	13.95	14.65
2	8.50	9.10	9.60	10.10	10.60	11.10	11.60	12.10	12.60	13.10	13.60	14.10	15.18
3	8.50	9.25	9.75	10.25	10.75	11.25	11.75	12.25	12.75	13.25	13.75	14.25	15.46
4	8.50	9.40	9.90	10.40	10.90	11.40	11.90	12.40	12.90	13.40	13.90	14.40	15.62
5	8.50	9.55	10.05	10.55	11.05	11.55	12.05	12.55	13.05	13.55	14.05	14.55	15.77
6	8.50	9.70	10.20	10.70	11.20	11.70	12.20	12.70	13.20	13.70	14.20	14.70	15.93
7	8.50	9.85	10.35	10.85	11.35	11.85	12.35	12.85	13.35	13.85	14.35	14.85	16.08
8	8.50	10.00	10.50	11.00	11.50	12.00	12.50	13.00	13.50	14.00	14.50	15.00	16.24
9	8.50	10.15	10.65	11.15	11.65	12.15	12.65	13.15	13.65	14.15	14.65	15.15	16.39
10	8.50	10.30	10.80	11.30	11.80	12.30	12.80	13.30	13.80	14.30	14.80	15.30	16.55
11	8.50	10.45	10.95	11.45	11.95	12.45	12.95	13.45	13.95	14.45	14.95	15.45	16.70
12	8.50	10.60	11.10	11.60	12.10	12.60	13.10	13.60	14.10	14.60	15.10	15.60	16.86
13	8.50	10.75	11.25	11.75	12.25	12.75	13.25	13.75	14.25	14.75	15.25	15.75	17.01
14	8.50	10.90	11.40	11.90	12.40	12.90	13.40	13.90	14.40	14.90	15.40	15.90	17.17
15	8.50	11.05	11.55	12.05	12.55	13.05	13.55	14.05	14.55	15.05	15.55	16.05	17.32
16	8.50	11.20	11.70	12.20	12.70	13.20	13.70	14.20	14.70	15.20	15.70	16.20	17.48
17	8.50	11.35	11.85	12.35	12.85	13.35	13.85	14.35	14.85	15.35	15.85	16.35	17.63
18	8.50	11.50	12.00	12.50	13.00	13.50	14.00	14.50	15.00	15.50	16.00	16.50	17.79
19	8.50	11.65	12.15	12.65	13.15	13.65	14.15	14.65	15.15	15.65	16.15	16.65	17.94
20	8.50	11.80	12.30	12.80	13.30	13.80	14.30	14.80	15.30	15.80	16.30	16.80	18.10
21	8.50	11.95	12.45	12.95	13.45	13.95	14.45	14.95	15.45	15.95	16.45	16.95	18.25
22	8.50	12.10	12.60	13.10	13.60	14.10	14.60	15.10	15.60	16.10	16.60	17.10	18.41
23	8.50	12.25	12.75	13.25	13.75	14.25	14.75	15.25	15.75	16.25	16.75	17.25	18.56
24	8.50	12.40	12.90	13.40	13.90	14.40	14.90	15.40	15.90	16.40	16.90	17.40	18.72
25	8.50	12.55	13.05	13.55	14.05	14.55	15.05	15.55	16.05	16.55	17.05	17.55	18.87
26	8.50	12.80	13.30	13.80	14.30	14.80	15.30	15.80	16.30	16.80	17.30	17.80	19.03
27	8.50	13.05	13.55	14.05	14.55	15.05	15.55	16.05	16.55	17.05	17.55	18.05	19.18
28	8.50	13.30	13.80	14.30	14.80	15.30	15.80	16.30	16.80	17.30	17.80	18.30	19.34
29	8.50	13.55	14.05	14.55	15.05	15.55	16.05	16.55	17.05	17.55	18.05	18.55	19.49
30	8.50	13.80	14.30	14.80	15.30	15.80	16.30	16.80	17.30	17.80	18.30	18.80	19.64
31	8.50	14.05	14.55	15.05	15.55	16.05	16.55	17.05	17.55	18.05	18.55	19.05	19.79
32	8.50	14.30	14.80	15.30	15.80	16.30	16.80	17.30	17.80	18.30	18.80	19.30	20.04

***In accordance with 70 O.S. § 6-101.40 - HB1026XX, effective July 1, 2018, all full-time support staff will receive a \$1,250 pay increase for the 2022-2023 school year. This additional amount will be reflected on your pay stub spread over a 12-month period.

SB-18 EVALUATION

It is the policy of the Guthrie Board of Education that all Support Employees be evaluated at least once each year prior to May 1. The Support Employee evaluation assignments are as follows:

EMPLOYEE	EVALUATOR
Secretaries	Building Principal
Teacher Assistants	Building Principal - Teacher
Special Ed Teacher Assistants	Building Principal - Teacher - Sp. Ed. Director
Custodians	Building Principal
Maintenance Personnel	Director of Operations
Cafeteria Personnel	Director of Food Services
Transportation Personnel	Director of Operations
Central Office Personnel	Superintendent - Asst. Supt.

ONE OR ALL OF THE DESIGNATED EVALUATORS MAY DO EVALUATIONS AS DEEMED NECESSARY.

Where the Building Principal is designated as the evaluator, an Assistant Principal if so assigned may assume the responsibility.

A copy of the evaluation instrument to be used is included at the back of this handbook.

SB-19 PROFESSIONAL LEAVE

Professional leave may be provided upon request and approval of appropriate administration. Such leaves shall be used for attendance at professional conferences, meetings, workshops, observations of other schools' programs or other meetings.

SB-20 JURY DUTY

Support employees shall be granted leave to serve on a jury or as a subpoenaed witness. An employee serving as a juror or subpoenaed witness shall be paid the full contract salary less any compensation received for such service, exclusive of parking or mileage reimbursement.

SB-21 MATERNITY LEAVE

A Support Employee who is pregnant may continue her duties until, in the opinion of the employee's physician and the employee, she is no longer able to perform her duties. The employee shall give written notice at least fourteen (14) days prior to the time she intends to cease her duties, except in case of an emergency.

The notice shall also state whether or not she intends to return to the district after the child is born and when she intends to return. An employee who gives notice she desires to return to the district must reaffirm that intent by giving written notice to the Board within sixty (60) days of the child's birth. At the time of her return, the employee shall be assigned to the same position or an equivalent position for which she is qualified, provided she returns the same school year. Up to thirty, (30) days of sick leave with pay can be used for maternity leave. Days requested beyond thirty, (30) must be documented by a physician.

SB-22

PERSONAL LEAVE

Each Support Employee shall have three (3) days to be used as personal or emergency leave with the following restrictions:

1. Such leave shall be granted upon request to the employee's building principal or director at least forty-eight (48) hours in advance of the requested leave. The time limit shall be waived in case of emergency.
2. Cost of a substitute, if needed, shall be paid by the school system.
3. These days are not cumulative.
4. Any days taken over the allowed three (3) days will result in loss of a full day's pay for each day.
5. The day immediately preceding and following a school holiday will not be allowed for personal leave, except as approved by the building principal.
6. No personal leave days will be granted the first or last weeks of class, except in case of emergency and approved by the principal.
7. Unused personal leave days shall accumulate as sick leave for the following year. Those employees who have one hundred ten (110) unused sick leave days accumulated at the end of the school year may make a written request to receive \$50.00 per day for each unused personal leave day, maximum of three (3) days. Eligible staff must request payment in writing to the office of the superintendent by June 1 each year to receive reimbursement. Reimbursement for unused personal leave days is not cumulative.

SB-23

BEREAVEMENT LEAVE

Non-cumulative bereavement leave of up to five (5) days per occurrence shall be granted to an employee in the event of a death in the immediate family. Immediate family shall include: spouse, parent, stepparent, child, stepchild, foster-child, brother-in-law, sister-in-law, son-in-law, daughter-in-law, sibling, grandparent, grandchild, parent-in-law, aunt or uncle, and aunt or uncle-in-law. (Bereavement leave need not be taken on consecutive days but must be initiated within 15 days and completed within 30 days of the qualifying event.)

SB-24

SICK LEAVE

One day per contract month of sick leave shall be granted annually for personal illness, accidental injury, pregnancy or temporary disability to the employee or accidental injury or illness the immediate family. (Immediate family shall include: spouse, parent, step-parent, child, step-child, foster child, brother-in-law, sister-in-law, son-in-law, daughter-in-law, sibling, grandparent, grandchild, or parent-in-law.)

Support Employees who legally retire and are vested in the Oklahoma Teacher's Retirement System shall be paid for accrued sick leave upon written request at the rate of \$50.00 per day. Those employees who have resigned and have been employed by the Guthrie Public School System for a minimum of ten (10) years shall also be paid for accrued sick leave at the rate of \$50.00 per day. All sick leave days paid upon separation of employment through retirement must have been accrued in the service of Guthrie Public Schools. Sick leave days transferred from other employment will not be considered for reimbursement. Written request by the employee prior to the effective date of resignation (but not later than June 15th) shall be required. This can only be done once. (Requests for accumulated sick leave reimbursement received after the close of the fiscal year on June 30th will not be paid.)

Unused sick leave days shall accumulate to a maximum of 120 days per employee. Personnel who have accumulated one hundred twenty (120) days sick leave prior to the commencement of the school year earn additional days when the new school year begins which will be credited to their individual retirement reserve account. Official records of all days accumulated above 120 shall be maintained by the school district for the purpose of teacher retirement.

SB-25

VACATION

All personnel assigned to twelve-month positions will accrue vacation time and be entitled to take vacation leave when approved by their immediate supervisor.

Rate of Accrual

Twelve-month personnel shall accrue a maximum of 12 days of vacation per fiscal year at the rate of 1 day per month.

Special Accrual

Current employees who have previously worked less than 12-month contracts and are changed to 12-month positions will accrue vacation days, on the last day of the first month of 12-month employment and each month thereafter, for the remainder of the fiscal year.

When a 12-month employee transfers to a less-than 12-month position, the employee will be paid for all vacation days.

New Employees

Personnel who are employed later than the first month of the fiscal year will accrue, beginning on the last day of the first month of employment, vacation days at the rate of 1 day per month for each month remaining in the fiscal year.

Month of Accrual

Personnel must have reported to work prior to the tenth (10th) of the month or have worked through the tenth (10th) of the month to receive credit toward vacation for that month.

With regard to computation of earned vacation time, absences of an employee on sick leave or vacation are considered as time served.

Vacation days will not be accrued after the expiration of sick leave or for absences not covered by sick leave or vacation time.

Accumulation

Twelve-month employees who accumulate vacation days as a part of their employment contract may accumulate up to a maximum of thirty-five (35) vacation days. An employee that has in excess of thirty-five (35) vacation days at the end of any month will lose the accrual for that month with no compensation for the day lost.

Payment of Unused Vacation Upon Termination of Employment

Upon retirement or termination of employment, personnel having unused vacation leave will be reimbursed at their daily rate.

SB-26

Epidemic Leave

Support employees who are full-time employees of the District, as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee, and who are also employed a minimum of one hundred seventy-two (172) days, shall be entitled to pay for any time lost when school is closed on account of epidemics or otherwise when an order for such closing has been issued by a health officer authorized by law to issue the order.

SB-27

Family Activity Leave

Support Staff may request up to three (3) days of Family Activity Leave per school year to attend activities in which their children/spouse are participating with the following restrictions:

1. Such leave must be requested by the Support Staff to the building administrator/director at least forty-eight (48) hours in advance of the requested leave, except in special circumstances, which will be considered on a case-by-case basis.
2. The Support Staff must have used all three (3) district provided Personal Days in advance of the request to use Family Activity Leave.
3. Family Activity Leave cannot be used during the first five (5) or the last five (5) days of instruction.
4. The workday immediately preceding and following a school holiday will not be allowed for Family Activity Leave, except as approved by the building principal/director.
5. The cost of a substitute teacher will be deducted from the support staff salary for each day used. Family Activity Leave Days do not accumulate for the following year and do not roll into sick leave days.

SB-28

SUPPORT PERSONNEL SUSPENSION, DEMOTION OR TERMINATION

1) Definitions:

- a) "Support Employee" shall mean an employee of the School District who provides those services, not performed by professional educators or licensed teachers, which are necessary for the efficient and satisfactory functioning of the School District.
- b) "Full-time Support Employee" shall mean a support employee who regularly works the standard period of labor which is generally understood to constitute full-time employment for the type of services performed by the employee and who is employed by the School District for a minimum of 172 days per year.
- c) "Suspension without pay" shall mean the temporary denial of a support employee's right to work and receive any pay and other benefits during the term of the suspension. "Suspension without pay" may be as a disciplinary measure as provided in paragraph 4.B (1), below, or as a suspension pending investigation as provided in paragraph 4.B(2), below. If a final decision is made under the procedures stated below that a suspension without pay was improper, the support employee shall receive full pay and other benefits for the period of suspension.
- d) "Suspension with pay" may occur in those situations in which the superintendent or his designee, or a supervisor of the support employee perceives a significant hazard in keeping the support employee on the job, in which event the support employee may be asked to immediately leave the School District's premises and the support employee is temporarily relieved of his duties pending a hearing under paragraph 4, below.
- e) "Demotion" shall mean a reduction in pay during the term of the support employee's contract. "Demotion" shall not mean a change in job description or work assignment or duties.
- f) "Termination" shall mean the discharge of the support employee from his/her employment with the School District during the term of his/her contract and does not include the cessation of employment upon expiration of the support employee's contract.
- g) "Nonreemployment" shall mean the failure to offer a support employee a new contract for the next successive school year after the contract under which the support employee is presently employed has expired.

2) Policy on Suspension, Demotion, Termination or Nonreemployment of Full-Time Support Employees.

A full time support employee who has been employed by the School District for more than one year shall be suspended, demoted, terminated or nonreemployed during the term of his/her contract only for cause as provided in this policy. In addition to the definition of cause stated in section 3 of this Policy, "cause" shall also specifically include lack of funds or lack of work. Any support employee who has been employed by the School District for less than one year (12 months) is not entitled to invoke the procedures of this policy and such employee's contract can be terminated at any time without cause.

3) Cause for Suspension, Demotion, Termination or Nonreemployment.

- a) A support employee may be suspended, demoted, terminated or nonreemployed during the term of his/her contract for any of the following:
 - i) Violation of any rule, regulation or requirement issued by the Office of the Superintendent or Board of Education of the School District; or
 - ii) Conduct not otherwise specified in the above rules, regulations or requirements which constitutes insubordination, neglect of duty, incompetency in job performance, dishonesty, or causing or allowing damage, destruction or theft of school property.

- b) The rules, regulations and requirements referred to above shall be posted in a prominent place at each work location or otherwise communicated in writing to all support employees. The rules, regulations and requirements, which may be revised from time to time, shall state that violation of the rules, regulations and requirements may result in suspension, demotion, termination or nonreemployment during the term of his/her contract.

4) Procedures For Suspensions Without Pay, Terminations and Demotions.

- a) Any full-time support employee is subject to disciplinary action in the form of a suspension without pay, demotion or termination. Prior to instituting any such disciplinary action, the full-time support employee shall receive the following hearing rights:
 - i) The superintendent of schools or his designee shall orally advise the support employee of the cause or basis for the proposed disciplinary action;
 - ii) The superintendent of schools or his designee shall explain to the support employee the evidence against the support employee;
 - iii) The superintendent of schools or his designee shall allow the support employee an opportunity to present his side of the matter.
- b) After the support employee is afforded the above hearing rights, the superintendent of schools or his designee may take any of the following actions:
 - i) Suspension without pay for ten (10) working days or less as a disciplinary measure;
 - ii) Suspension without pay pending investigation as to whether cause exists for the termination of the support employee;
 - iii) Demotion of the support employee;
 - iv) Termination of the support employee;
 - v) Conclude that no disciplinary action is appropriate.
- c) If a support employee is suspended without pay pending an investigation as to whether termination is appropriate, then, within five (5) working days after the effective date of the suspension without pay, such investigation must be completed and the superintendent or his duly authorized designee shall afford the support employee a second hearing with the same hearing rights as set forth in paragraph 4.A., above. After the second hearing, the support employee shall either be reinstated, with back pay and other benefits, suspended without pay further as a disciplinary measure (not to exceed a total of 10 working days including the initial days of suspension without pay), demoted or terminated.
- d) The support employee shall have the right to appeal to the Board of Education a suspension without pay as a disciplinary measure, a demotion or a termination as set forth in the Procedures for Appeal to the Board of Education in section 6 below.

5) Procedures for Nonreemployment.

Prior to being nonreemployed, a full-time support employee who has been employed by the School District for more than one (1) year shall be entitled to the following hearing rights:

- a) The board of education or the superintendent of schools or his designee shall advise the support employee, in writing, of the board's intention to consider and act on the nonreemployment of the support employee for the subsequent fiscal year;
- b) The written notification shall set out the cause(s) for such action;

- c) The support employee shall have the right to contest his nonreemployment before the Board of Education as set forth in the Procedures for Appeal to the Board of Education in section 6 below.

6) Procedures for Appeal to the Board of Education.

- a) After any suspension without pay as a disciplinary measure, or prior to the effective date of any demotion, termination during the term of his/her contract or nonreemployment, the support employee shall receive notice of his/her right to a hearing before the Board of Education as herein provided.
- b) All notices shall be sent to the support employee by certified mail at the address of the support employee shown on the school records. If the support employee refuses to accept the notice or fails or refuses to pick up the notice after being notified by the post office to do so, then the support employee shall be deemed to have received the notice on the date that the notice was postmarked. The notice shall contain the information provided in the form attached hereto. The postmark shall be used to determine the timeliness of the notice.
- c) A support employee who has been notified in writing of his/her suspension without pay as a disciplinary measure, demotion or termination during the term of his/her contract or nonreemployment may notify the Clerk of the Board of Education of the School District within ten (10) working days of the postmark on the notice if the support employee desires a hearing before the Board of Education. If the support employee fails to notify the Clerk of the Board of Education of the School District in writing within ten (10) working days of the postmark on the notice that the support employee requests a hearing, the support employee shall be deemed to have waived the right to a hearing and the suspension without pay as a disciplinary measure, demotion or termination action shall be final and, in the case of a nonreemployment, the board may take final action to nonreemploy the employee without further notice or hearing rights.
- d) Hearing before Board of Education:
 - i) Upon timely notice as set forth above, the support employee shall be entitled to a hearing before the Board of Education. The hearing shall be conducted at the next, or next succeeding, regularly scheduled meeting of the Board of Education if the request for the hearing was received at least ten (10) days prior to the next, or next succeeding, regularly scheduled Board of Education meeting. At the request of the support employee or at the discretion of the Board of Education, the Board of Education shall call a special meeting to conduct the requested hearing, which special meeting shall be held no earlier than ten (10) days nor later than thirty (30) days after receipt of the support employee's request.
 - ii) At the hearing before the Board of Education, the support employee shall be entitled to be represented by counsel, to cross-examine witnesses presented by the School District, to present witnesses on his/her behalf and to present any relevant evidence or statement which the support employee desires to offer. The hearing shall be conducted in "open" session. The hearing shall commence with a statement to the support employee of his rights at the hearing. Following this statement, the school administration shall present facts showing the cause for the support employee's suspension without pay as a disciplinary measure, demotion, termination or nonreemployment. The burden of proof shall be upon the school administration. The support employee shall then have the right to present his/her side of the matter. After both the school administration and the support employee have fully presented their respective positions, the Board of Education shall deliberate on the evidence in executive session. The Board of Education shall announce its findings and decision immediately in open session by individual voice vote. The decision shall be made by a majority of the Board of Education members present at the meeting.
 - iii) As to suspension as a disciplinary measure, demotion or termination, the Board of Education may affirm, modify or reverse the action taken against the support employee, including increasing or decreasing the severity of the original action. As to nonreemployment, the board may reemploy or nonreemploy the employee for the subsequent fiscal year.
 - iv) The decision of the Board of Education at the hearing shall be final and non-appealable.

7) Miscellaneous.

This policy shall be effective immediately upon adoption by the Board of Education and shall supersede all previous policies regarding the subject matter contained herein. The Board of Education reserves the right to modify or amend this policy from time to time in any manner consistent with applicable law.

Nothing contained in this policy shall prevent the board of education from acting on its own volition in matters pertaining to suspension, demotion, dismissal or nonrenewal of support employees.

SB-29

SUPPORT PERSONNEL REDUCTION IN FORCE

Procedures for Elimination of Support Personnel Positions:

Guthrie Public Schools may lay off an employee whenever it is necessary because of a shortage of funds or work, or because of a material change in the function of the school.

If normal attrition does not accomplish the necessary staff reduction, the Superintendent will recommend the names of the employees to be in laid off based upon all the following criteria:

1. Type of job (skills involved in performance).
2. Length of service to Guthrie Public Schools.
3. Work performance and efficiency.

Each employee to be involved in a lay-off as a result of a Reduction In Force shall be notified in writing by the Superintendent at least two (2) weeks before the effective date.

An employee under RIF shall have the right of re-employment to any vacant position that the school district intends to fill provided such employee meets the qualifications of the position. This right expires one (1) year after the effective date of the RIF. The employee shall be considered in reverse order (i.e., the last dismissed will be the first considered) and shall resume his/her place on the salary schedule as qualified. The employee shall be responsible to keep an up to date address and phone number at the office of the superintendent.

GUTHRIE PUBLIC SCHOOLS

SUPPORT EMPLOYEE RULES AND REGULATIONS

A support employee may be suspended, demoted, terminated or nonreemployed for violation of any of the following Rules and Regulations:

- (1) Falsification of personnel or other records.
- (2) Unexcused failure to be at work station at starting time.
- (3) Leaving work station without authorization prior to lunch periods, or end of work day.
- (4) Excessive unexcused absenteeism.
- (5) Chronic absenteeism for any reason.
- (6) Chronic tardiness.
- (7) Wasting time or loitering during working hours.
- (8) Leaving work area during work hours, without permission, for any reason.
- (9) Possession of weapons on school premises or in school district vehicles or while on duty.
- (10) Removing school district property or records from school district premises without proper authority.
- (11) Willful abuse, misuse, defacing, or destruction of school district property, including tools, equipment, or property of other employees.
- (12) Theft or misappropriation of property of employees, students or of the school district.
- (13) Sabotage.
- (14) Distracting the attention of others.
- (15) Refusal to follow instructions of supervisor.
- (16) Refusal or failure to do work assignment.
- (17) Unauthorized operation of machines, tools, or equipment.
- (18) Threatening, intimidating, coercing or interfering with employees or supervisors.
- (19) The making or publishing of false, vicious, or malicious statements concerning any employee or supervisor.
- (20) Creating a disturbance on school premises including but not limited to engaging in quarrelsome behavior and fighting.
- (21) Creating or contributing to unsanitary conditions.
- (22) Practical jokes injurious to other employees or school district property.
- (23) Possession, consumption, or reporting to work under the influence of beer, alcoholic beverages (including wine), non-prescribed drugs, or controlled dangerous substances.
- (24) Disregard of known safety rules or common safety practices.
- (25) Unsafe operation of motor driven vehicles.

- (26) Operating machines or equipment without using the safety devices provided.
- (27) Gambling, lottery, or any other game of chance on school district property.
- (28) Unauthorized distribution of literature, written or printed matter of any description on school district property.
- (29) Posting or removing notices, signs, or writing in any form on bulletin boards of school district property at any time without specific authority of the administration.
- (30) Poor workmanship.
- (31) Immoral conduct or indecency including abusive and/or foul language.
- (32) Excessive personal calls during working hours, except for emergencies. This includes in-coming and out-going calls.
- (33) Walking off job.
- (34) Clocking in or out another employee's time card or time sheet.
- (35) Use of Tobacco on school property.
- (36) Refusal of job transfer, if the transfer does not result in a demotion.
- (37) Abuse of "breaks" (rest periods) or meal period policies.
- (38) Insubordination of any kind.
- (39) Sexual harassment of an employee, a student or a third party such as a patron.
- (40) Misuse or abuse of any school district leave policy or guidelines.
- (41) When it is in the best interest of the school district, any support personnel may be suspended, demoted, terminated or nonreemployed.
- (42) Because of the difficulty of retaining competent support employees on a temporary basis over an extended period of time, a support employee shall be subject to termination or nonreemployment for physical inability to perform the essential job requirements if the employee is unable due to illness or accidental injury to return to work for his or her regularly scheduled hours and to perform all of the essential duties of the position within 12 work weeks or the number of work days equal to the employee's total accumulated sick leave days, whichever is longer, measured from the date of the first absence due to the illness or injury.

SECTION C

MISCELLANEOUS POLICIES

SC-1

DISTRICT EMPLOYEE PURCHASES

The Guthrie Public School District will no longer accept responsibility for purchases by district employees unless those purchases meet one of the following criteria:

1. Purchase order delivered by employee, purchase order received by mail, or purchase order confirmed verbally via telephone by Purchasing Department.
2. Authorization form for emergency purchases signed by the purchasing manager or designee (this is not a purchase order). This form is for a “one-time” purchase only.

District employees are not authorized to charge purchases in the name of the district. It is the responsibility of the vendor to make sure that no business transaction is negotiated with an employee of the school district unless that transaction meets one of the two criteria mentioned above.

NOTE TO SCHOOL EMPLOYEES: Business transactions conducted during any fiscal year period (July 1-June 30) must have a purchase order typed prior to the end of that period (June 30). State law does not permit the issuance of purchase orders after the end of the fiscal year for expenditures of the prior year. Also, invoices of the prior fiscal year cannot be paid from current year funds. If you submit either of these after the close of the fiscal year, you are liable for the payment.

It is the responsibility of the employee and that of the school or department to see that invoices and requisitions needed for this payment be in the Purchasing Department no later than May 18 of each year.

SC-2

HYGIENE AND SANITATION (BLOODBORNE PATHOGENS)

The Guthrie Board of Education recognizes that body fluids of any person may contain infectious or contagious bacteria or viruses, and that such bacteria or viruses may be spread from one person to another by accidental or careless handling of body fluids during sanitation or custodial work or the administration of emergency first aid.

The superintendent is directed to prepare regulations establishing proper procedures for handling body fluids during normal housekeeping. Such procedures shall include methods for the handling disposal of body fluids in school buildings and on school equipment and material. The district will make personal protective equipment available to employees for use in handling and disposing of body fluids.

The superintendent will also direct the identification of employees who could be reasonably anticipated as the result of their job duties to face contact with blood or other potentially infectious materials. Any employees so identified will be offered Hepatitis B vaccinations at district cost. Such vaccinations will be provided at a reasonable time and recommendations of the U.S. Public Health Service.

School district employees who have had an exposure incident to body fluids will participate in a follow-up confidential medical evaluation documenting the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee’s blood if the employee consents, post-exposure prophylaxis, counseling and evaluation of reported illnesses. Health care professionals must be provided specified information to facilitate the evaluation and their written opinion on the need for Hepatitis B vaccine must be supplied to the employer. All diagnoses must remain confidential.

SC-3

STAFF SAFETY

All employees of this school district will be covered by Workers' Compensation Insurance for any accident occurring while on official duty on or off school property. Employees will report any accident, however slight in which they are involved to the employee's immediate supervisor as soon as possible. The report will include a brief description of the accident, the persons involved, and injuries sustained.

The supervisor will forward the report to the Assistant Superintendent's office as soon as possible. The Assistant Superintendent will submit an Employee's Report of Industrial Injury to the State Compensation Office.

Employees who have filed for Worker's Compensation may be required by the superintendent or designee to submit to medical tests or examinations as determined by a licensed physician appointed or hired by the board.

SC-4

USE OF DRUGS AND CONTROLLED SUBSTANCES BY EMPLOYEES

DRUG-FREE WORKPLACE

In recognition of the clear danger resulting from drug abuse, and in good faith effort to promote the health, safety, and welfare to employees, students and the community, it is the policy of this school district to provide a drug-free workplace in compliance with the Drug-Free Schools and Communities Act Amendment of 1989.

With the intent that all employees have notice and knowledge of the ramifications concerning illegal chemical substance use, possession, purchase, sale, or distribution when the employee is on duty or on school property, the Guthrie Board of Education has adopted the following policy and regulations on testing of employees and applicants for employment with regard to use of illegal chemical substances.

Statement of Purpose and Intent

1. The safety of students and employees of the school district is of paramount concern to the school board.
2. Employees who are under the influence of an illegal chemical substance when on duty or on school property pose serious safety risks to students and other employees.
3. The use of illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of work of all employees and the safety of all students.
4. Recent scientific studies demonstrate that the use of illegal chemical substances reduces an employee's ability to perform the job beyond the time period of immediate consumption or use.
5. The board recognizes that all employees have certain personal rights guaranteed by the Constitution of the United States of America and by the Constitution of the State of Oklahoma. This policy will not infringe on those rights.
6. Employees who have been identified, as chemically dependent will be referred, on a confidential basis, to a treatment facility or agency.
7. Due to the devastating impact that the use of illegal chemical substances can have on the safety of students and employees and their adverse affect on an employee's ability to perform the employee's job, the board will not tolerate employees who use, possess, distribute, purchase, sell or are under the influence of illegal chemical substances when on duty or while on school property.
8. This policy will apply to all employees of the school district regardless of position, title or seniority. Violations of this policy will subject the employee to disciplinary action, including termination.
9. The use of intoxicating or non-intoxicating beverages as defined by Oklahoma law (alcohol) is specifically addressed in this policy because alcohol is a legal drug. However, possession or use of alcohol when the employee is on duty or on school property is prohibited. Any employee who is found to be under the influence of alcohol when the employee is on duty or on school property or any employee who possesses or consumes alcohol when the employee is on duty or on school property or while attending a school event will be subject to disciplinary action, including termination.

Employee Drug Use Tests

Employees will be required to submit to drug use testing in the following instances:

1. A drug use test will be a required part of an annual physical examination to determine physical fitness for all new school bus drivers, new school vehicle mechanics, and all other new employees who are required to take an annual physical examination and whose jobs have a direct bearing on the safety of students or other employees. Returning employees will be randomly selected as required by Oklahoma State Law. Each employee who is to be tested for illegal chemical substances as a part of an annual physical examination will be given at least 30 calendar days notice of the date of the physical examination and attendant drug use test.
2. Any employee whose behavior while on duty creates a reasonable individualized suspicion that the employee is under the influence of an illegal chemical substance will be required to take a drug use test.
3. Any employee who is involved in an otherwise unexplained accident involving school property will be required to take a drug use test. Any employee who refuses to take a drug use test when so required under the provisions of this policy will be deemed to have committed an act of insubordination or willful neglect of duty, which will be the basis for disciplinary action, including termination.

Applicants for Employment Drug Use Tests

Applicants for employment will be required to submit to drug use testing as follows:

Drug use tests will be included as a part of physical examinations for that class of employees for whom physical examinations are required and only following a conditional offer of employment. If the prospective employee refuses to take the examination, or if the examination discloses drug use, the employment offer will be withdrawn. Applicants for employment will be notified that drug use testing will be a part of the physical examination if a physical examination is required.

Persons Authorized to Order Drug Testing

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

1. The superintendent of schools;
2. Any employee designated for such purposes by the superintendent or by the school board.

Circulation of Policy

This policy and the accompanying regulations shall be given broad circulation to all employees of the school district, which shall include prominent posting at various places in the district. Each employee and applicant for employment shall be entitled to receive, upon request, a free copy of this policy and the accompanying regulations.

Regulations:

In accordance with the policy of the board of education, the following regulation implements and supports the Use of Illegal Chemical Substances by Employees policy:

Definitions

1. "Illegal chemical substance" means any substance, which an individual may not sell, possess, use, distribute or purchase under either federal or Oklahoma law. Illegal chemical substance includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all pre-prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose.
2. "Under the influence" means any employee of the school district or applicant for employment with the school district who has any illegal chemical substance or the metabolites thereof present in the person's body in any amount which is considered to be "positive" for such drug or drug metabolites using any scientifically substantiated drug use screen test and drug use confirm test.
3. "Positive", when referring to a drug use test administered under this policy, means a toxicological test result, which is considered to demonstrate the presence of an illegal chemical substance of the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.
4. "School property" means any property owned, leased or rented by the school district, including but not limited to school buildings, parking lots and motor vehicles.
5. "Drug use test" means a scientifically substantiated method to test for the presence of illegal chemical substances in a person's urine.

6. "On duty" means any time during which an employee is acting in an official capacity for the school district or performing tasks within the employee's job description, including the taking of an annual physical examination.
7. "Reasonable suspicion" means a suspicion based on specific personal observations concerning the appearance, speech or behavior of an individual, and reasonable inferences drawn from those observations in the light of experience.

Determination of Applicants for Employment and Employees Being Under the Influence of an Illegal Chemical Substance

1. Any drug use test administered under the terms of this policy will be administered by or at the direction of a professional laboratory using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimen, proper laboratory control and scientific testing. All aspects of the drug use-testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of applicants and employees to the maximum degree possible. The test specimen shall be obtained in a manner, which minimizes its intrusiveness. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall; the test monitor shall not observe any employee or applicant while the specimen is being produced, but the test monitor may be present outside the stall to listen for normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the specimen. If at any time during the testing procedure, the test monitor has reason to believe or suspect that an employee/applicant is tampering with the specimen, the test monitor may stop the procedure and inform the test coordinator who will then determine if direct observation is required. The test monitor shall give each employee or applicant a form on which the employee or applicant may, but shall not be required to list any medication he/she has taken or any other legitimate reasons for having been in contact with potentially illegal chemical substances in the preceding 30 days.
2. If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography mass spectrometry technique. An applicant for employment will not be denied employment or an employee will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof.
3. If the second test is positive for the presence of illegal chemical substances or the metabolites thereof, the applicant for employment or the employee will be furnished with a copy of the test results.
4. Any applicant for employment or employee who is subject to disciplinary action as a result of being under the influence of an illegal chemical substance will be given a reasonable opportunity to rebut the drug use tests results. If the applicant or employee asserts that the positive test results are caused by other than consumption of an illegal chemical substance by the applicant or employee, then the applicant or employee will be given an opportunity to present evidence that the positive test result was produced by other than consumption of an illegal chemical substance. The school district will rely on the opinion of the laboratory, which performed the tests in determining whether the positive test result was produced by other than consumption of an illegal chemical substance. The employee or applicant will have a right to have a second gas chromatography/mass spectrometry test performed on the same test specimen at the expense of the employee or applicant if the request for the second test is made within 30 days after the date the first test positive result is communicated to the employee or applicant and subject to the approval by the school district's consulting laboratory of (a) the laboratory selected by the applicant for the second test and (b) the testing methodology used by the laboratory selected by the employee or applicant. A proper chain of custody shall be maintained at all times in transmitting the specimen to and from a second laboratory.
5. The laboratory reports and results of drug use testing will be maintained on a confidential basis except as otherwise required by law; provided however, the results and reports of drug use testing may be given to law enforcement authorities if the drug use test is administered as a result of an employee's involvement in an accident resulting in injury to persons or property. The laboratory performing drug use tests for the school district will not report on or disclose to the school district any physical or psychological condition affecting an employee or employment applicant which may be discovered in the examination of a specimen other than the presence of illegal chemical substances or the metabolites thereof. The use of specimens to test for any other substances will not be permitted.

Employee Use, Sale, Possession, Distribution, Purchase or Being Under the Influence of an Illegal Chemical Substance

An employee who possesses, uses, distributes, purchases sells or is confirmed by drug use tests to be under the influence of an illegal chemical substance while on duty, while on school property or as a result of drug use tests conducted as part of an annual physical examination will be subject to disciplinary action, including termination.

Applicants Under the Influence of an Illegal Chemical Substance

Any applicant who is confirmed by drug use test to be under the influence of an illegal chemical substance will not be hired.

SC-5

DISPOSAL OF SURPLUS PROPERTY

Obsolete, surplus, worn-out, or unusable school property shall be traded in or exchanged in the acquisition of other property whenever feasible. Otherwise, such property shall be sold at competitive bidding or at public auction, unless, some other disposition of real property or of personal property has been designated by the board. All such sales or other dispositions shall be recorded and reported to the board.

SC-6

FOOD SERVICES

Food services shall participate in the National School Lunch Program on a basis as nearly self-supporting as feasible, while maintaining charges per pupil at the most reasonable rates possible.

The Guthrie Public Schools Foods Service Department cooperates with the National School Lunch Program. Children from families whose income is at or below the levels set by law are eligible for free or reduced-price meals.

Application forms are available at the principal's office in each school. The information provided on the application is confidential and will be used only for the purpose of determining eligibility. Applications may be submitted at any time during the year.

In certain cases foster children are also eligible for these benefits. If a family has foster children living with them and wishes to apply for such meals for them, they should contact the school.

In operation of child feeding programs, no child will be discriminated against because of race, sex, color, or national origin.

SC-7

MAINTENANCE AND OPERATION OF THE PLANT

The operation and maintenance of the school plant and physical facilities shall be carried out in an efficient and economical manner. The main goal shall be to keep facilities, buildings, and equipment attractive and in good repair.

Hazard Communication Standard

The school district shall be in compliance with OSHA hazard Communication Standard "Right-to-Know Laws", and regulations regarding the use and storage of chemicals in the workplaces and classrooms. (Occupational Safety and Health Act, 1985 (OSHA) Hazard Communications Law, 1986)

SC-8

INSURANCE

The school district shall carry the most economical adequate insurance available on buildings against loss from fire, wind, and other perils. The insurance program and its cost shall be continually studied by the administration and periodically reviewed by the board. Insurance programs shall include the following:

- A. The school district shall carry Worker's Compensation Insurance
- B. The school district shall make available the opportunity to participate in a group health insurance policy.
- C. The school district shall furnish a limited loss of time insurance policy.
- D. Student accident insurance may be made available to all students.
- E. As a political subdivision of the state of Oklahoma, the district shall be liable for loss resulting from its torts or the torts of its employees acting within the scope of their employment of duties subject to the limitations specified in State Law. The school district shall carry liability insurance on all employees. Employees involved in on-the-job activities, which could result in legal proceedings, should inform their supervisor as soon as possible. It should be noted that this liability insurance is not valid in cases of criminal negligence.

SC-9

HAZARDOUS MATERIALS COMMUNICATION

Guthrie Public Schools will comply with federal, state and local regulations pertaining to the use and storage of hazardous materials within the school district, including the workers' right-to-know. In an effort to maintain such regulations, Guthrie Public Schools will utilize the following procedures:

- A. Maintain and make available to its employees such chemical hazard information as required
- B. Maintain and make available to its employees such accident and safety reports as required
- C. Report any health or safety information pertaining to hazardous materials as required to the appropriate governing agency upon request
- D. Work with the local fire authority to identify hazards and placard as required
- E. Maintain proper labeling and storage of containers of hazardous materials
- F. Provide all necessary personal protective equipment for employee safety when dealing with hazardous materials
- G. Conduct such training as needed to familiarize each employee with hazards of that employee's position
- H. Provide such training at least annually and as needed for specific situations

NOTICE ASBESTOS MANAGEMENT PLAN

A copy of the Asbestos Management Plan for Guthrie Public Schools may be viewed in each site Principal's office. A master copy is available for public inspection at the Guthrie Public Schools' Maintenance Department located at 200 Crooks Drive, Building #4.

SC-10 SMOKE FREE ENVIRONMENT

Smoking, chewing or any other use of tobacco by staff, students, and members of the public is prohibited on, in or upon any school property. It is the intent of this policy to prohibit tobacco use of any kind by anyone on school property 24 hours per day, seven days per week, 365 days per year. This policy applies to all school sponsored events held on or off campus even during non-school hours and days. This policy applies to all public school functions and any outside agency using the District's facilities, including stadium, and sports complex.

SC-11 MAINTENANCE

Guthrie Public School District I-1 employs a maintenance staff that functions under the Director of Maintenance. Minor equipment and facility repairs are the chief duties of the maintenance staff. All repair and/or work requests shall be submitted on a work order form signed by the building administrator to the Office of the Director of Maintenance. In case of an emergency, report the event by telephone to the Office of the Director of Maintenance. For emergencies, a work order will be completed at the director's office. All work orders will be forwarded to the appropriate maintenance person. No private repair firms should be called without the approval of the director of maintenance.

Major facility alterations and additions are generally scheduled for summer or during extended non-school periods.

SC-12 USE OF SCHOOL VEHICLE

Only district vehicles, which are currently under warranty, will be allowed to be taken on out-of-state trips. The Vo-Ag truck and the newer buses are the only district vehicles that would be allowed to take out-of-state trips under such a policy.

SC-13

COORDINATION OF TRANSPORTATION SERVICES

Information regarding bus routes, bus schedules, and bus assignments or any changes will be prepared in writing by the Transportation Office, and copies will be provided to principals of all schools. The Transportation Director must approve schedules and changes. In the event a bus or buses may be late arriving at a school, the Transportation Office will notify the school affected. The Principal should report unusual delays at a school to the Transportation Office. Principals should notify the Transportation Office if a bus continually arrives at school too early or too late or if potential transportation difficulties are detected at a campus as the result of driver action.

SC-14

ACCIDENTS AND ACCIDENT REPORTING

The following steps should be taken for all accidents:

- A. The bus driver should stop and render aid. The Transportation Office should be called or contacted via the radio immediately. The dispatcher will notify the police.
- B. The bus should not be moved unless the driver is instructed to do so by the police or the Transportation Director.
- C. The bus driver should inquire about personal injury. No student should be let off the bus unless there is a threat of fire. If there are injuries, the driver should make a list of those injured and submit the list along with an Accident Report to the Transportation Office. The Transportation Office should notify the principal of the school where those students attend.
- D. The driver should exchange complete information with the other driver involved.

SC-15

OUT-OF-STATE TRAVEL

Oklahoma school buses may not be used for transporting students out-of-state without permission from the State Department of Education. Principals needing this transportation should make a written request, listing reason(s) for this request, to the Administrative Assistant in charge of pupil transportation for the Guthrie Public Schools. This request must be made at least three (3) weeks prior to the activity. The Administrative Assistant, after reviewing the request, may ask that the State Department approve the use of school buses for the activity.

SC-16

BUS DRIVERS

All drivers for the school system must be at least 18 years of age, have a current Chauffeur or Commercial Chauffeur's license, and must be certified by the State Department of Education. Drivers are required to carry their certification card with them when they are driving a bus. New drivers hired after the initial School for Certification is given shall make arrangements to attend a school as soon as one is given in the area. Failure to do so will result in termination. All drivers are required to maintain an acceptable driving record of no more than two (2) moving traffic violations in the last three (3) years, provided no more than one (1) violation occurred in the last two (2) years. Each year a driver must secure and have on file a Motor Vehicle Report in the Transportation Office. A driver can have no DUI or drug-related traffic violations or reckless or careless driving offenses on a Motor Vehicle Report and drive a school bus for the Guthrie Public Schools.

SC-17

COMMERCIAL DRIVER'S LICENSE REIMBURSEMENT

The Guthrie School District will reimburse an employee for his/her initial cost to acquire a Commercial Driver's License (CDL), provided the employee uses a school vehicle in his/her employment. This reimbursement will occur after the third month of employment, upon receipt of the appropriate form submitted by the employee. An employee who has been reimbursed for the cost of the CDL by the district will have that amount charged against his/her last paycheck with the district, if he/she leaves the district before the end of the school year.

**SC-18
FAIR LABOR STANDARDS ACT**

REVISED 10-11-2004

**GUTHRIE SCHOOL DISTRICT POLICY FOR CLASSIFICATION OF EMPLOYEES
AND RIGHTS AND RESPONSIBILITIES INVOLVING NONEXEMPT EMPLOYEES**

It is the policy of Guthrie School District to ensure compliance with the Fair Labor Standards Act (FLSA) provisions concerning the payment of overtime at the established rate to eligible employees. Consistent with that obligation this policy discusses the proper classification of employees as exempt or nonexempt employees and also addresses the rights and responsibilities of the District and nonexempt employees in areas related to the authorization necessary for overtime work, and related recordkeeping requirements. The purpose of the policy is to ensure that the District correctly identifies those individuals entitled to overtime and ensures that nonexempt employees required to work overtime as a condition of their employment receive either monetary compensation or compensatory time for approved overtime. The District's construction and interpretation of this policy shall be consistent with FLSA's mandatory provisions.

District's Overtime Obligations

The FLSA does not limit the number of hours that an employee may work, either daily or weekly. It requires that overtime compensation be paid or time accrued at a rate of not less than one and one-half times the nonexempt employee's regular rate of pay for each hour worked in a workweek in excess of the maximum hours applicable to the type of employment in which the employee is engaged. For school district employees this means overtime for hours in excess of 40 per week for non-exempt employees.

While overtime must be calculated on a workweek basis, there is no requirement in the FLSA that the overtime compensation be paid weekly. As a general rule, overtime earned in a particular workweek should be paid where possible on the regular payday for the period in which such workweek ends. When the correct amount of overtime compensation cannot be determined until later, the district will pay it as soon after the regular pay period as practicable. Payment shall not be delayed beyond the next payday. In those cases where an employee elects or District enforces compensatory time, the use of accrued time is controlled by the District's Compensatory Time for Overtime Policy.

I. Employee Classification for Purposes of FLSA

It is the District's intent to adhere to the requirements of FLSA with regard to the classification of employees and with respect to the payment of overtime wages to eligible employees.

II. Non-Covered Employees

FLSA provides that certain employees are not covered by the Act. Non-covered employees include volunteers, independent contractors, legal advisors, and certain trainees. Non-covered employees are basically treated the same as exempt employees, for purposes of FLSA.

III. Exempt Employees

In accordance with the FLSA, exempt employees do not receive overtime. Exempt employees include executive, administrative, and/or professional personnel.

The District employs a variety of employees. The determination of an employee's proper classification requires evaluation of specific duties, authority and compensation; however, the following provides guidance regarding how employees are generally classified for purposes of overtime compensation.

IV. Nonexempt Employees

Nonexempt employees are entitled to overtime for all hours worked in excess of 40 in a workweek. Overtime compensation is paid at a rate of not less than one and one-half times the nonexempt employee's regular rate of pay for each hour worked in a workweek in excess of 40 hours per week.

V. Examples of Employee Classifications

Nonexempt employees include:

- Bus drivers
- Cafeteria workers
- Dietitians
- Custodial workers
- Day-care workers
- Keypunch operators for school records
- Hall or lunchroom monitors
- Secretarial or clerical support
- Security personnel
- Maintenance workers

Exempt executives include:

- Superintendent
- Assistant Superintendents
- Principals and Assistant Principals
- Directors of Computer Programming

Exempt professionals include:

- Guidance counselors
- Certified public accountants in budget office
- Non-RN school nurse
- School attorneys
- School psychologists
- School registered nurse
- School librarian
- Teachers

Noncovered positions include:

- Appointed members of the board of education
- Elected member of the board of education
- Homeroom mothers/fathers and other volunteers

VI. Authorization Required for Overtime

Employees are not permitted to work overtime without the prior written authorization of the employee's supervisor or the superintendent. An employee who works overtime, without authorization, will be subject to discipline up to and including the possibility of termination. If for any reason the employee is unable to obtain approval of overtime prior to working overtime, he/she is required to immediately bring overtime work to the attention of his/her supervisor.

Supervisors are required to strictly enforce the district's prohibition of unauthorized overtime. To this end, a supervisor must not allow an employee to work overtime if the supervisor knows or reasonably suspects that the employee is working in excess of hours authorized. **A supervisor who fails to take reasonable action to enforce the district's policy will be subject to discipline up to and including possible termination of employment.**

VII. Use of Time Clocks or Other Time Records

Employees will be assigned a method for keeping track of work hours. Each employee is responsible for the complete and accurate reporting of his/her time and must verify that the time reported is truthful to the best of the employee's knowledge and experience.

Employees assigned a time clock must not clock in more than seven (7) minutes prior to the beginning of the employee's work schedule, or more than seven (7) minutes after the end of the schedule. An employee who does not have prior written permission and who is found to have clocked in more than seven (7) minutes before his/her schedule, or clocked out more than seven (7) minutes after his/her schedule, will be in violation of the provisions of this policy. Time accumulated on the time clock before or following the employee's scheduled work hours will not be considered as time worked. An employee who has questions regarding whether the employee should be on the time clock, should immediately contact a supervisor for clarification.

An employee utilizing an alternate method of time keeping is, likewise, required to ensure that the times listed by the employee are complete and accurate and recorded to the best of the employee's knowledge and experience and is subject to the same requirements and penalties as an employee utilizing a time clock.

An employee who identifies an erroneous entry on his or her time card or record should immediately bring the error or mistaken entry to the attention of his/her supervisor and both should insert and initial the correct entry or information on the time record.

Employees who clock in more than eight (8) minutes late will be docked ¼ hour. Employees who are eight (8) minutes early will be paid overtime only if the early report to work is approved by the employee's supervisor. **Voluntary overtime is strictly prohibited because it creates monetary liability for the district, even though that result is unintended.**

VIII. Notice of Policy to Employees

Each employee will be furnished with a copy of the District's FLSA policy and required to sign an acknowledgement confirming that the employee received the policy and that he/she understands the rights and responsibilities that it includes.

Questions concerning any part of the policy should be directed to the employee's supervisor or the superintendent.

If at any time an employee believes that he/she is incorrectly classified for purposes of FLSA or is entitled to additional compensation under federal or state law, he/she should promptly notify the superintendent in writing, setting out the basis for the employee's complaint of misclassification or incorrect compensation.

**GUTHRIE SCHOOL DISTRICT
POLICY REGARDING MULTIPLE EMPLOYMENT ASSIGNMENTS**

The School District may have opportunities for its employees to assume more than one type of employment position. The District will closely monitor the assignment of more than one position to any employee to ensure that the assignment does not result in the employee working more hours than is advisable or hours which will create overtime or unacceptable overtime liability for the School District.

Accordingly, the District will closely monitor all multiple assignments made to employees to determine whether the positions assigned are exempt from overtime or will require the payment of overtime. Employees must strictly adhere to instructions regarding the hours of work authorized.

I. Exemption from Overtime

Exemptions from the overtime provisions of the FLSA are provided under federal regulations. School administrators are exempt as administrative employees and teachers are exempt from overtime under the professional exemption. Other employees may be exempt based on the duties performed and whether they meet the tests approved by FLSA for executive, administrative or professional positions.

II. Multiple Position Employment Prohibition of Exempt Employees

Teachers and administrative employees of the board who are exempt from overtime provisions of the Act under regulations promulgated by the Wage and Hour Division of the United States Department of Labor may not be employed in multiple positions with the board if such employment would jeopardize the exempt status of the employee's teaching or administrative position.

III. Employment Contract Supplements

Pursuant to employment contracts approved by the board, teachers and other *exempt* personnel may earn a salary supplement for performing assigned duties, such as coaching athletic teams, serving as cheerleading sponsors, and other extra responsibilities incidental to their position as teachers or school administrators.

IV. Multiple Position Employment of Non-Exempt Employees

Non-exempt employees of the District and board may be employed in multiple positions only if the time to be worked by the employee in those positions will not normally exceed forty hours during the employee's workweek. Additional position assignments to employees in this category will be subject to the following conditions:

1. *Authorized* overtime will be paid to non-exempt employees who work more than forty hours in a workweek, whether the work is performed in one or more than one job.
2. Supervisors may only permit overtime under unusual or extraordinary circumstances and overtime must be approved in advance, in writing, before overtime hours are worked.
3. An employee working overtime, which is not properly authorized, in advance in writing by the employee's supervisor, is considered to be in violation of this policy and the violation may result in disciplinary action, up to and including possible termination.

V. Overtime Rates of Pay

Non-exempt employees working more than one position, in which the rate of pay is different for each position, must agree in writing, in advance of performance of the work and as part of the overtime authorization, as to the rate of pay. At the time any overtime hours are approved, the employee's supervisor will determine for which job and rate the overtime hours are to be worked. If overtime hours are properly authorized and worked, they will be paid at the rate established for the work being performed during the overtime hours.

VI. Benefit Entitlements According to Primary Position

Employees who work in more than one position for the District will be entitled to benefits in only the primary position unless otherwise provided by law. The primary position is defined as the position in which the person was initially employed by the District and will generally be the position which is regularly assigned the most hours of work.

GUTHRIE SCHOOL DISTRICT COMPENSATORY TIME FOR OVERTIME POLICY

The Fair Labor Standards Act (FLSA) extends flexibility to school districts in adopting arrangements that provide compensatory time off in lieu of monetary overtime compensation. Accordingly, Guthrie School District will provide, within reasonable limits, compensatory time off. The calculation used to determine the amount of compensatory time available to a nonexempt employee is one and one-half hours of compensatory time for each hour of overtime worked. Compensatory time received by an eligible employee extinguishes the employee's entitlement to monetary overtime compensation. Compensatory time off is subject to all of the conditions provided in this policy and the District's other policies concerning FLSA. The District's administration shall, at all times, retain the authority to make the decision to permit an employee to accumulate and use compensatory time or to pay the employee for overtime worked; however, the standard of time and one-half for overtime hours worked shall apply in either instance. The District's policy and applicable procedures concerning compensatory time are more fully detailed below.

I. Prior Approval of Overtime Required

Overtime will not be allowed to any non-exempt employee unless prior approval has been given, in writing, by the employee's supervisor or his/her designee. Non-exempt employees working in excess of forty (40) hours per workweek without prior written approval may be subject to appropriate disciplinary action, up to and including possible termination.

II. Calculation of Compensatory Time

If a non-exempt employee is properly assigned to work more than forty (40) hours in a workweek, the District may provide compensatory time ("comp time") off in lieu of monetary overtime compensation at a rate of not less than one and one-half (1 1/2) hours of compensatory time for each hour of overtime worked. It shall be the responsibility of the employee and the employee's supervisor to maintain accurate records of all comp time accrued. All overtime recorded to be accrued as comp time must be initialed by the employee and the immediate supervisor or his/her designee by the end of the week following the week in which the overtime is worked.

III. Scheduling Use of Compensatory Time

Any non-exempt employee who has accrued comp time and who requests the use of the comp time shall be permitted to use the comp time within a reasonable period, after making the request, as long as the use of the comp time does not unduly disrupt the operation of the District. Supervisors are encouraged to limit the accumulation of comp time to eight (8) hours per pay period, but special circumstances may justify a greater accumulation. All requests to use comp time must be in writing. If the request is denied, then the employee and supervisor are to arrange an alternate date for the comp time to be used. If no agreement can be reached, then a meeting will be conducted with the superintendent of schools or superintendent's designee to schedule a date for the comp time to be taken. The School District requires that comp time earned during one pay period must be used during that period or during the next pay period.

IV. Maximum Accrual of Time

Employees may accrue up to 120 hours of comp time. (Because comp time is accumulated at time and one-half, this is 80 hours of actual overtime work.) Employees who work in a public safety activity, emergency response activity or seasonal activity may accumulate up to 240 hours of comp time.

V. When Hours are Not Considered Work Hours

Time periods in excess of twenty (20) minutes during which the employee is not actually performing job duties will not be included as "hours worked" if the time can effectively be used for the employee's own purpose.

VI. Volunteer Work

Non-exempt employees are not allowed to do “volunteer” work for the District. Although the District appreciates the occasional willingness of nonexempt personnel to volunteer their time, FLSA regulations create an unacceptable risk of overtime liability when nonexempt personnel volunteer to perform services for the school district or volunteer to work longer hours without compensation. An exception to the volunteer prohibition is an employee of the School District, who is a parent, grandparent, or guardian who volunteers in connection with school activities involving the individual’s child or grandchild and the activity is one for which parents or others customarily volunteer. In addition, the volunteer’s activities or services must be unrelated to the employee’s compensated duties with the school.

VII. Payment for Comp Time Upon End of Employment

Any non-exempt employee whose employment with the District terminates and who has accrued but not used comp time shall be paid at his/her regular hourly or salary rate in effect at the time the employee receives the payment. The District reserves the right, at any time, to substitute a cash payment, in whole or in part, for comp time.

VIII. Notice of Policy to Nonexempt Employees

A copy of this policy will be provided all of the district’s nonexempt employees along with a compensatory time agreement which employees will sign and which the employee’s supervisor will sign. The agreement, unless withdrawn by the district, will remain in effect while the employee works for the District. This compensatory time off policy shall be considered as a condition of employment for all non-exempt employees of the District.

GUTHRIE SCHOOL DISTRICT
COMPENSATORY TIME OFF AGREEMENT

In accordance with the Fair Labor Standards Act, the Guthrie School District has a policy of granting employees compensatory time off in lieu of compensation for hours worked in excess of 40 hours a week, or, in the District's discretion, providing the employee monetary overtime compensation. A copy of this policy has been provided to me. I understand that the compensatory time will be granted at time and one-half for all hours worked in excess of 40 hours per week. I further understand that the compensatory time may be limited, preserved, used or cashed out consistent with the provisions of that policy and applicable law and regulations of the U.S. Department of Labor.

I knowingly agree to this provision of time off as compensation for overtime work as a condition of my employment and consent to the use of compensatory time in accordance with the District's policy. I further understand that in the event any portion of the policy is interpreted to conflict with the FLSA or its regulations, that the conflicting portion shall be struck and the remainder of the policy shall continue in full force and effect.

Employee Signature

Date

Supervisor Signature

Date

GUTHRIE PUBLIC SCHOOLS
 PERFORMANCE EVALUATION FOR SUPPORT EMPLOYEES

Employee _____ Social Security Number _____

Building/Department _____ Job Title _____

Annual Evaluation _____ 90 Day Evaluation _____ Special Evaluation _____

The Support Personnel Performance Evaluation Program is designed to improve the quality of work in all areas of the support staff by improving the individual on-the-job performance of each employee. It is a cooperative effort between the supervisor and the employee to identify strengths and weaknesses and to prescribe steps for improvement whenever necessary.

CIRCLE THE PROPER RATING FOR EACH PERFORMANCE CRITERION OBSERVED.

Definition of Evaluation Code

- PC- Professionally Competent: Performance is satisfactory
- NI- Needs Improvement: Performance is not as effective as desired
- U - Unsatisfactory: Performance is unacceptable
- NA- Not applicable for this employee

PERFORMANCE EVALUATION FACTORS

<i>PERSONAL CHARACTERISTICS</i>	PERFORMANCE ASSESSMENT		
	PC	NI	U
Maintains acceptable attendance record, excluding earned vacation and other leave benefits to which employee is entitled.	PC	NI	U
Arrives on time and maintains reasonably uniform signing or clocking in on time.	PC	NI	U
Maintains a positive outlook, which enhances employee's morale.	PC	NI	U
Uses tact in dealing with the public as well as with other employees.	PC	NI	U
Accepts constructive criticism and suggestions for improvement without resentment.	PC	NI	U
Demonstrates genuine interest in and satisfaction with job assignment.	PC	NI	U
Observes employee dress code, is neat and well groomed in keeping with job assignment	PC	NI	U

PERFORMANCE EVALUATION FACTORS

PERFORMANCE ASSESSMENT

WORK PERFORMANCE

	PC	NI	U
Understands all phases of the job	PC	NI	U
Seeks assistance and/or clarification as needed without hesitation	PC	NI	U
Produces neat, accurate work product which meets acceptable Standards	PC	NI	U
Plans and organizes work in acceptable manner for maximum Efficiency	PC	NI	U
Works well independently without inordinate amount of direct supervision required	PC	NI	U

PROFESSIONAL DEVELOPMENT

	PC	NI	U	NA
Strives to improve in skills required for present job assignment	PC	NI	U	NA
Makes decisions and forms opinions based on sound judgment	PC	NI	U	NA
Uses authority objectively and wisely without favoritism	PC	NI	U	NA
Indicates desire to advance in responsibility and reveals leadership Potential	PC	NI	U	NA

IF NEEDS IMPROVEMENT or UNSATISFACTORY is checked for any area, a PLAN FOR IMPROVEMENT should be developed with the employee, identifying specific steps to be taken to improve performance to a level of competency. THE PLAN FOR IMPROVEMENT should include setting of a specific date at which time a Special Evaluation will be conducted to check progress or completion of the plan. A PLAN FOR IMPROVEMENT should be developed for each area needing improvement. Both the employee and the supervisor should sign the plan at its inception and should initial and date the plan at the time of the special evaluation to check progress.

Supervisor's Comments: _____

Signatures affixed here do not indicate necessarily concurrence with the evaluation, but that the employee and the supervisor have discussed the contents and recommendations.

Employee's Comments: _____

EMPLOYEE'S SIGNATURE _____ DATE _____

SUPERVISOR'S SIGNATURE _____ DATE _____

Building Site