

**AGENDA WITH COMMENTARY**

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

**MONDAY  
JUNE 09, 2014  
7:00 P.M.**

**AGENDA:**

- 1. Call to Order**
- 2. Roll Call**
- 3. Establish a Quorum**
- 4. Pledge of Allegiance**
- 5. Comments to the Board by:**
  - A. Citizens registered to speak to the Board**
  - B. Board Members**
- 6. Superintendent's Reports**
- 7. Consent Agenda:.....Pages 9-78**

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

  - A. Minutes of regular meeting held on May 12, 2014 and special meeting held on May 29, 2014**
  - B. Treasurer's Report**
  - C. Activity Fund Fundraisers as per attached list**
  - D. Activity Fund Transfers as per attached list**
  - E. Encumbrances for General Fund #'s 1045-1078, Building Fund #'s 141-153, Child Nutrition Fund #'s 38-42 and Gifts and Endowments Fund #1 and listed change orders and Activity Fund Reports**
  - F. Out-of-State Trip Request:**

**Chris LeGrande – Ignite 15 OASSP National Conference – San Diego, CA  
February 19-22, 2015**

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

**1. Renewal agreement with Oklahoma State School Boards Association for membership dues for 2014-2015**

Commentary:

We have been a member of OSSBA for many years. They provide a great service to the District and to the Board. An explanation of their services is listed in your packet. There is no increase in cost. **Dr. Simpson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**2. Renewal agreement with Willow Creek Health Care, LLC for Intergenerational Pre-K classroom for the 2014-2015 school year**

Commentary:

This will be year 3 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.

**3. Renewal agreement with Frontline Technologies for Time and Attendance System for 2014-2015**

Commentary:

This is the second year for the use of Frontline Technologies' Time and Attendance system called VeriTime. The time clock system is utilized by support employees. There is no increase in cost. **Dee Benson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**4. Renewal agreement with Frontline Technologies for AESOP services for 2014-2015**

Commentary:

This is the software we use that tracks employee leave and assigns substitute teachers. There is an annual increase in cost of \$569.30. This is due to an increase of 11¢ per person (\$2.74) for those individuals requiring a substitute (254) and an increase of 3¢ per person (82¢) for those individuals not requiring a substitute (168). **Chad Wilson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**5. Renewal agreement with Netchemia for School Recruiter Services for 2014-2015**

Commentary:

This is the software we use to accept online applications for employment with

Guthrie Public Schools. There is a 5% increase (\$152.00) over last year's agreement. **Chad Wilson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**6. Agreement with the State of Oklahoma, Department of Rehabilitation Services for Transition School-to-Work for 2014-2015**

Commentary:

The transition school-to-work program is for eligible students with disabilities. The purpose of the agreement is to provide work-readiness training and work experiences for the students. They cannot work more than 18 hours a week. They will receive school credit for participation and will be paid a stipend based on the federal minimum wage. The Department of Rehabilitation will reimburse the District for stipends paid to the students in the school work study program

**Eldona Woodruff will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**7. Contract with Melissa Sells for Deaf Interpreter Services during Extended School Year Services (ESY) in June and July 2014**

Commentary:

We currently have one student with a hearing impairment who requires the services of a deaf interpreter during ESY. The cost of this service is \$21.50 per hour for three hours a day, three days a week for six weeks for a total amount of approximately \$1,161.00. **Eldona Woodruff will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**8. Business Agenda:**

**A. Recommendation, consideration and action upon agreement with TransPar Group for transportation management services for 2014-2015.....Pages 79-92**

Commentary:

The district is seeking to enter into this agreement to provide management of our Transportation Department for 2014-2015 school year. This is similar to the management arrangement our Child Nutrition Department enjoys with Southwest Foodservice Excellence. **Dr. Simpson and Dennis Schulz will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**B. Recommendation, consideration and action upon 2013-2014 Supplemental Appropriations for Child Nutrition Fund for:.....Pages 93-97**

- Form 150
- Form 307

Commentary:

These documents add revenues that have become available in excess of the original estimates made by the auditor to our legal appropriations. This will allow us to make expenditures required to finish the 2013-2014 fiscal year. **Dennis Schulz will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**C. Recommendation, consideration and action upon Temporary Appropriations for 2014-2015 for the General Fund, Building Fund, Child Nutrition Fund, School Age Care Fund, Gifts and Endowments Fund and Insurance/Casualty Fund...Page 98**

Commentary:

Temporary Appropriations allows the school district to function until the final appropriations can be prepared and brought before the Board in the fall. Every public school district in the state must take this action to continue to operate. School Age Care is still included because the transition to the YMCA Program will not be effective until August 01, 2014. **Dennis Schulz will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**D. Recommendation, consideration and action upon renewal with OSIG for property, general liability, fleet vehicle and errors and omissions coverage for 2014-2015  
Pages 99-112**

Commentary:

Mr. Schulz has stated that OSIG has been a good option for our school district. Public schools are not attractive to private companies. Our local agent contacted 7 companies who all declined to submit a quote for coverage. OSIG's membership includes 319 school districts. 2014-2015 premiums show a decrease of \$15,578. **Dennis Schulz will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**E. Recommendation, consideration and action upon renewal with OSAG for workers' compensation insurance coverage for 2014-2015.....Pages 113-117**

Commentary:

Mr. Schulz has recommended that we renew our workers' compensation insurance coverage with OSAG. The renewal premium of \$228,630 reflects an increase of \$1,437. The additional cost is directly related to an increase in total payroll from last year. He gave the following factors in his recommendation to renew with OSAG: 1) There is no year-end audit of the plan which could result in additional premiums 2) Any unused portion of our district's loss fund will be returned to us. Also, we are not subject to assessments due to losses incurred by other member districts and 3) OSAG is an association that serves to benefit school districts in the State of Oklahoma and not to generate profits for shareholders. **Dennis Schulz will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**F. Recommendation, consideration and action upon renewal agreement with Aurora Learning Community Association (ALCA) for 2014-2015.....Pages 118-124**

Commentary:

ALCA provides districts an online test data service known as Comprehend which allows teachers to generate a multitude of test data graph reports in seconds and can show student cohort reports (performance and scores) of progress through multiple years. It now includes interim assessments. There is a decrease in cost of \$377.50. There is a complete explanation on the uses of this program in your packet. **Carmen Walters will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**G. Recommendation, consideration and action upon renewal agreement with Logan County Health Department for nursing services for 2014-2015.....Page 125**

Commentary:

We have contracted with the Health Department for a number of years for nursing services for the District. Staff has always been pleased with the School Nurse assigned to that position. The cost of this service has remained the same for many years.

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

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**H. Recommendation, consideration and action upon:**

- **Elementary Student Handbook for 2014-2015**
  - **Handbook Supplements for Central, Cotteral, Fogarty and GUES for 2014-2015**
- Pages 126-174**

Commentary:

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

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**I. Recommendation, consideration and action upon Jr. High School Student Handbook for 2014-2015.....Pages 175-211**

Commentary:

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

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**J. Recommendation, consideration and action upon Guthrie High School/Faver Alternative School Student Handbook for 2014-2015.....Pages 212-276**

Commentary:

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

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**K. Recommendation, consideration and action upon Guthrie High School Course Description Handbook for 2014-2015.....Pages 277-322**

Commentary:

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

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**L. Recommendation, consideration and action to approve Ms. Patti Bohlman as teacher for 4<sup>th</sup> Grade for 2014 K-8 Remedial Summer School.....Page 323**

Commentary:

Due to an increase in enrollment for the 2014 K-8 Remedial Summer School, an additional teacher is needed for instruction. **Carmen Walters will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**M. Recommendation, consideration and action upon Edgenuity Virtual Classroom Consortium Contract with Meridian Technology Center for 2014-2015...Page 324**

Commentary:

Edgenuity is our online instruction vendor. We purchase this through a consortium of other public schools administered by Meridian Technology Center. There is an annual increase of \$3,000 due to the addition of 5 software licenses. **Chad Wilson will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**N. Recommendation, consideration and action upon awarding of bid to Environmental Action, Inc. for Guthrie High School Asbestos Abatement**  
**Page 325**

Commentary:

This bid is for the asbestos removal from an old storage tank in a small mechanical room in the Boys Basketball dressing room at Guthrie High School.

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**O. Recommendation, consideration and action upon awarding of bid to Carpet Masters, Inc. for Central carpet replacement.....Page 326**

Commentary:

This bid is for replacement of existing carpet in approximately 18 rooms at Central Elementary School.

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**P. Recommendation, consideration and action upon awarding of bid to Performance Surfaces LLC for Guthrie High School Gym Seating.....Page 327**

**Commentary:**

This bid is for replacement of north side retractable bleachers in the main gym at Guthrie High School.

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**Q. Recommendation, consideration and action on the following appointments for 2014-2015:**

- **Dennis Schulz – Purchasing Agent**
- **Vicki Biggs – Encumbrance Clerk**
- **Donna Scheihing – Treasurer**
- **Anita Paul – Assistant Treasurer**
- **Kay Gammill – Clerk of the Board and Minutes Clerk**
- **Jean Watts – Deputy Clerk of the Board and Deputy Minutes Clerk**

Commentary:

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

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**R. Recommendation, consideration and action to approve JCLC Summer Camp as a new Activity Account.....Page 328**

Commentary:

Major Fredrickson has been appointed to coordinate the summer camp for all schools in the region and will use this account to collect fees from attendees to pay registrations, travel and other expenses incurred by participants. **Dennis Schulz will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

**S. Recommendation, consideration and action to approve NJHS State President as a new Activity Account.....Page 329**

Commentary:

The Guthrie National Junior Honor Society will be hosting the state convention and will use this account to collect state dues and fees to be used to pay convention expenses.

**Dennis Schulz will answer any questions.**

**RECOMMENDED ACTION:**

The Superintendent recommends approval.

- 9. **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, employment of temporary contract teachers as listed for 2014-2015, extra-duty assignments as listed for 2014-2015, teacher negotiations for 2014-2015 and discussion of purchase or appraisal of real property, 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, 3 and 7**
  - A. **Vote to go into executive session**
  - B. **Acknowledge Board’s return to open session**
  - C. **Statement of minutes of executive session**
- 10. **Vote on action as set out on the Personnel Reports.....Page 330**
- 11. **Action upon recommendation to employ temporary contract teachers as listed for 2014-2015.....Pages 331-332**
- 12. **Action upon recommendation of extra-duty assignments as listed for 2014-2015....333-339**
- 13. **Recommendation, consideration and action to accept any resignations offered since the posting of the agenda**
- 14. **Discussion and possible action on new business not known about or could not have been reasonably foreseen at the time of the agenda posting**
- 15. **Adjourn**

**Dr. Mike Simpson  
Superintendent**

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

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

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



**GUTHRIE PUBLIC SCHOOLS  
BOARD MINUTES  
REGULAR MEETING  
MAY 12, 2014**

**MINUTES OF THE GUTHRIE PUBLIC SCHOOLS BOARD OF EDUCATION REGULAR MEETING HELD AT 7:00 P.M. IN THE OFFICE OF THE BOARD, 802 EAST VILAS, GUTHRIE, OKLAHOMA ON MAY 12, 2014**

**Board Members Present:** Jennifer Bennett-Johnson, Gail Davis, Tom Holtz, Terry Pennington, Janna Pierson, Sharon Watts and Travis Sallee

**District Level School Officials Present:** Dr. Mike Simpson, Superintendent  
Dennis Schulz, Ass't Superintendent  
Chad Wilson, Executive Director of Personnel/Secondary Ed  
Carmen Walters, Executive Director of Federal Programs/Elementary Ed  
Eldona Woodruff, Director of Special Education  
Jerry Gammill, Director of Maintenance  
Kathy Bertwell, Director of Transportation  
Jean Watts, Deputy Minutes Clerk

1. The meeting was called to order by President Sallee.
2. Members Jennifer Bennett-Johnson, Gail Davis, Tom Holtz, Terry Pennington, Janna Pierson, Sharon Watts and Travis Sallee were present for roll call.
3. A quorum was established.
4. President Sallee asked everyone present to stand and join him in the Pledge of Allegiance.
5. President Sallee called for Student Recognition.

Dr. Simpson introduced Ms. Susan Davison, Guthrie Upper Elementary School Principal, who introduced students from her site's Academic Team. Ms. Davison then introduced the Academic Team Sponsor, Ms. Cheryl Pratt, who spoke of the different awards presented to the students in state competition.

- 6A. President Sallee 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 Sallee called for any comments to the Board by Board members.**

**There were no comments by Board members.**

**7. President Sallee called for the Superintendent's Reports.**

**Superintendent Simpson reported on the following:**

**Spoke of this being a busy week: State Tournaments for golf, baseball and tennis, High School Academic Awards Ceremony, Beauty and the Beast being presented by the Jr. High and High School Vocal Music students, Graduation Ceremonies this Friday at Jelsma Stadium. Also, stated the last day of school would be Friday, May 23<sup>rd</sup>.**

**Congratulated the Vocal Music and Band Departments for the outstanding spring concerts put on by both groups.**

**Spoke of a handout that contained information on Bond Issue pricing and spoke of the need to schedule a work session on May 28<sup>th</sup> or 29<sup>th</sup>. Stated we are working under a deadline of June 11<sup>th</sup> being the last day we have to apply for a Bond Issue if we want to have an election on August 26<sup>th</sup>.**

**Spoke of the recent wildfires and the many families affected. Because of not wanting to cause any more undue hardship on the families, stated he suspended State Mandated Testing for students on that Monday. Testing was resumed on Tuesday with arrangements being made for all students to complete testing.**

**Spoke of the Reading Sufficiency results for third grade. Stated we got our scores on Friday of last week. He introduced Ms. Carmen Walters, Executive Director of Federal Programs and Elementary Education, who gave a short presentation on the results and what the District is going to do to help improve the passing rate. She stated 56 out of 253 students – or 22% - did not pass the Reading test. There are 4 steps which those students will complete that are designed to help in passing the test, one of which is a 4 week Summer Reading Academy scheduled for June 2<sup>nd</sup> through June 26<sup>th</sup> for 3 hours daily offering additional reading instruction.**

**Gave a Legislative Updates on:**

**HB 2625 – Passed the Senate Education Committee on March 31<sup>st</sup> and was heard in the Senate on April 16<sup>th</sup>. A floor substitute was adopted and title was restored before clearing the Senate floor by a vote of 44-0. Superintendent Simpson stated the bill Passed with Emergency today in the House with Senate amendments 89-6 and now goes to the Governor for consideration.**

**HB 2642 – Passed the Senate floor on April 23<sup>rd</sup> by a vote of 43-0. The bill went to conference committee to restore the bill's title and enacting clause. Superintendent Simpson stated the bill was referred to the House Conference Committee on Common Education.**

**HB 3399 – Referred back to Conference Committee on Common Education last week. The Committee is charged with determining what standards will be used in the interim period until Oklahoma Standards can be written.**

**8. President Sallee called for action on the Consent Agenda.**

**A motion was made by Pierson and seconded by Watts to approve the Consent Agenda as presented.**

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

**9A. President Sallee called for recommendation, consideration and action upon amendment to renew agreement with Clearwater Enterprises for the purchase of third party natural gas for 2014-2015.**

**A motion was made by Watts and seconded by Pierson to approve amendment to renew agreement with Clearwater Enterprises for the purchase of third party natural gas for 2014-2015.**

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

**9B. President Sallee called for recommendation, consideration and action to approve teachers and coordinator as listed for 2014 K-8 Remedial Summer School.**

**A motion was made by Holtz and seconded by Davis to approve teachers and coordinator as listed for 2014 K-8 Remedial Summer School.**

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

**9C. President Sallee called for recommendation, consideration and action to approve Class of 2018 as a new Activity Account.**

**A motion was made by Bennett-Johnson and seconded by Watts to approve Class of 2018 as a new Activity Account.**

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

**9D. President Sallee called for recommendation, consideration and action upon agreement with Gallup, Inc. for TeacherInsight for 2014-2015.**

**A motion was made by Davis and seconded by Holtz to approve agreement with Gallup, Inc. for TeacherInsight for 2014-2015.**

**Discussion followed.**

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

**9E. President Sallee called for recommendation, consideration and action upon Group Purchasing Participation Agreement with American Purchasing Consortium for 2014-2015.**

**A motion was made by Watts and seconded by Bennett-Johnson to approve Group Purchasing Participation Agreement with American Purchasing Consortium for 2014-2015.**

**Discussion followed.**

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

- 9F. President Sallee called for recommendation, consideration and action upon agreement with Career Staff Unlimited for Occupational Therapy for 2014-2015.**

**A motion was made by Holtz and seconded by Watts to approve agreement with Career Staff Unlimited for Occupational Therapy for 2014-2015.**

**Discussion followed.**

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

- 9G. President Sallee called for recommendation, consideration and action upon agreement with Teresa Ewing to provide Physical Therapy services for 2014-2015.**

**A motion was made by Pierson and seconded by Bennett-Johnson to approve agreement with Teresa Ewing to provide Physical Therapy services for 2014-2015.**

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

- 9H. President Sallee called for recommendation, consideration and action upon district staff climate survey.**

**A motion was made by Bennett-Johnson and seconded by Watts to approve district staff climate survey.**

**Discussion followed.**

**The motion carried with 5 ayes and 2 nays – Members Davis and Holt voting nay.**

- 9I. President Sallee called for recommendation, consideration and action upon School Improvement Plan for 2014-2015.**

**A motion was made by Watts and seconded by Bennett-Johnson to approve School Improvement Plan for 2014-2015.**

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

- 10. President Sallee called for proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports, rehiring of support personnel as listed for 2014-2015, teacher negotiations for 2014-2015, discussion of extra-duty assignment of Guthrie High School Head 9<sup>th</sup> Grade Girls Track Coach for 2013-2014 and discussion of purchase or appraisal of real property, 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, 3 and 7.

**10A. A motion was made by Watts and seconded by Holtz to go into executive session.**

**The motion carried with 7 ayes and 0 nays. Executive session began at 7:55 p.m.**

**10B. President Sallee acknowledged the Board's return to open session at 9:30 p.m.**

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

**11. President Sallee called for a vote on action as set out on the Personnel Reports.**

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

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

**12. President Sallee called for action upon recommendation to rehire support personnel as listed for 2014-2015.**

**A motion was made by Watts and seconded by Holtz to approve recommendation to rehire support personnel as listed for 2014-2015.**

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

**13. President Sallee called for action upon recommendation of Jonathan Washington as Guthrie High School Head 9<sup>th</sup> Grade Girls Track coach for 2013-2014.**

**A motion was made by Pierson and seconded by Davis to approve recommendation of Jonathan Washington as Guthrie High School Head 9<sup>th</sup> Grade Girls Track coach for 2013-2014.**

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

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

**Superintendent Simpson stated there was 1 resignation received since the posting of the agenda – Ms. Deborah Dean, Pre-K teacher at Cotteral.**

**A motion was made by Pierson and seconded by Watts to accept the resignation of Ms. Deborah Dean.**

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

**15. President Sallee 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. A motion was made by Holtz and seconded by Watts to adjourn the meeting.**

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

**The meeting adjourned at 9:33 p.m.**

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**Kay Gammill, Minutes Clerk**

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**Travis Sallee, Board President**

**GUTHRIE PUBLIC SCHOOLS  
BOARD MINUTES  
SPECIAL MEETING  
MAY 29, 2014**

**MINUTES OF THE GUTHRIE PUBLIC SCHOOLS BOARD OF EDUCATION SPECIAL MEETING HELD AT 6:00 P.M. IN THE OFFICE OF THE BOARD, 802 EAST VILAS, GUTHRIE, OKLAHOMA ON MAY 29, 2014**

**Board Members Present:**

**Jennifer Bennett-Johnson, Gail Davis, Tom Holtz, Terry Pennington, Janna Pierson, Sharon Watts and Travis Sallee**

**District Level School Officials Present:**

**Dr. Mike Simpson, Superintendent  
Dennis Schulz, Ass't Superintendent  
Chad Wilson, Executive Director of  
Personnel/Secondary Ed  
Jerry Gammill, Director of Maintenance  
Dee Benson, Director of Technology**

- 1. The meeting was called to order by President Sallee.**
- 2. Members Jennifer Bennett-Johnson, Gail Davis, Tom Holtz, Terry Pennington, Janna Pierson, Sharon Watts and Travis Sallee were present for roll call.**
- 3. A quorum was established.**
- 4. President Sallee asked everyone to stand and join him in the Pledge of Allegiance.**
- 5. President Sallee called for discussion on Guthrie Public Schools' Long Range Plan.**

**Member Bennett-Johnson gave a presentation on monolithic dome school construction.**

**Discussion followed including the district's Financial Advisor, Jon Wolff of Municipal Finance Services and architect Sean Willis of The Stacy Group.**

- 6. A motion was made by Holtz and seconded by Watts to adjourn the meeting.**

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

**The meeting adjourned at 8:01 p.m.**

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**Kay Gammill, Minutes Clerk**

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**Travis Sallee, Board President**

**TREASURER'S REPORT  
MAY 31, 2014**

**BANK BALANCES**

**FARMERS & MERCHANTS**

General Fund	\$ 6,386,386.88
Building Fund	877,655.81
Sinking Fund	78,923.16
ILR Fund	63,439.56
G&E Fund	73.69
Child Nutrition Fund	349,552.48
Activity Fund	399,582.21
School Age-Care Fund	<u>84,974.75</u>

**TOTAL**                                  \$ 8,240,588.54

**RECEIPTS**

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**GENERAL FUND:**

Logan County	\$ 49,439.47
State of Oklahoma	1,552,754.53
Okla. Tax Comm.	196,744.62
School Land Earn.	42,281.76
R.O.T.C.	6,592.80
Misc. Receipts	10,983.05
General Acct. Int.	<u>3,501.88</u>

**TOTAL**                                  \$ 1,862,298.11

**SINKING FUND:**

Logan County      \$ 1,164.56

**CHILD NUTRITION FUND:**

May                                  \$ 251,393.48

**INS.LOSS RECOVERY FUND**

May                                  \$ 0.00

**SCHOOL AGE CARE FUND**

May                                  \$ 13,961.58

**BUILDING FUND**

Logan County	\$ 3,996.68
Bldg. for Champs	<u>30.00</u>

**TOTAL**                                  \$ 4,026.68



**WARRANTS PAID**

**GENERAL FUND:**

2012-2013 \$ 00.00  
2013-2014 \$ 1,657,895.62

**BUILDING FUND:**

2012-2013 \$ 00.00  
2013-2014 \$ 63,555.58

**CHILD NUTRITION FUND:**

2012-2013 \$ 00.00  
2013-2014 \$ 96,943.87

**GIFTS & ENDOWMENTS FUND:**

2013-2014 \$ 00.00

**INS. LOSS RECOVERY FUND:**

2013-2014 \$ 00.00

**SCHOOL AGE CARE:**

2012-2013 \$ 00.00  
2013-2014 \$ 4,690.87

**SCHOLARSHIPS:**

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**Smithson - BancFirst**

C.D. \$ 744.17

**Keri Fisher – F&M Bank**

Balance \$ 4,955.13

**Paula Bearden – F&M Bank**

Balance \$ 6,262.44

**Randy Biggs - F&M Bank**

Balance \$ 1,036.92

**Original 89ers – F&M Bank**

C.D. \$ 7,083.91

Total Monies in BancFirst \$ 744.17

Total Monies in F&M Bank \$ 8,247,672.45

Pledged \$ 250,000.00 FDIC

Pledged \$ 8,942,000.00

\$ 250,000.00 FDIC

**GUTHRIE PUBLIC SCHOOLS  
ACTIVITY FUND FUNDRAISER REQUEST  
June 9, 2014**

- a. GUES, #812                      Southwest Fundraising Tail Gator brochure
- b. GUES PTO,#815                Legends Carnival % sales donated to GUES
- c. Art Stars, #817                Request to extend previously approved  
fundraiser



**GUTHRIE PUBLIC SCHOOLS  
ACTIVITY FUND  
FUNDRAISER REQUEST**

a.

MAY 22 2014

All fundraiser requests must be **approved** by the Board of Education 45 days prior to the start date of the fundraiser. Requests to the BOE must be received by the Activity Fund Clerk in the Board Office no later than the Tuesday before a regularly scheduled meeting.

Site Name: Guthrie Upper Elementary School      Date of Request: 5/21/2014

Account Name & Number: 812-GUES Activity

Source of Revenue (type of fundraiser); BE SPECIFIC – company name, product, etc.:

Southwest Fundraising Tail Gator brochure and Fun Pasta Fundraising brochure

Purpose of Fundraiser (types of expenditures being funded with proceeds ; BE SPECIFIC):

We will purchasing student chairs, planners, student/teacher incentives, rewards, computers/software/upgrades, supplies, classroom materials, building and ground needs, donations, refunds

Current Unobligated Account Balance (Cash Balance less Open PO's): \$10612.85 <sup>21,047.77</sup>

Location of Sales:    School Facility     Community     Both

Start / End Dates of Fundraiser: 8/25/14-9/9/14

Profit Prediction	a - b = c	a. Estimated INCOME:	35,000.00	Notes:
		b. Less Estimated EXPENSE	23,000.00	
		c. Estimated PROFIT:	\$12,000.00	

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

Sponsor's Signature	Date	Sponsor's Name Printed
	<u>5/21/14</u>	
Principal's Signature	Date	Activity Fund Custodian's Signature

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



**GUTHRIE PUBLIC SCHOOLS  
ACTIVITY FUND  
FUNDRAISER REQUEST**

b.  
MAY 28 2014

All fundraiser requests must be **approved** by the Board of Education 45 days prior to the start date of the fundraiser. Requests to the BOE must be received by the Activity Fund Clerk in the Board Office no later than the Tuesday before a regularly scheduled meeting.

Site Name: Guthrie Upper Elementary School Date of Request: 5/21/2014

Account Name & Number: 815-GUES PTO

Source of Revenue (type of fundraiser); BE SPECIFIC – company name, product, etc.:

Legends Restaurant has offered to host a community carnival for GUES where tickets will be sold for various games and booths, and they will also donate a percentage of sales for that day to GUES.

Purpose of Fundraiser (types of expenditures being funded with proceeds ; BE SPECIFIC):

We will purchasing student chairs, planners, student/teacher incentives, rewards, computers/software/upgrades, supplies, classroom materials, teacher appreciation gifts/luncheons, building and ground needs, donations, refunds

Current Unobligated Account Balance (*Cash Balance* less *Open PO's*): \$6960.22 <sup>9,053.42</sup>

Location of Sales: School Facility  Community  Both

Start / End Dates of Fundraiser: August-September 2014

Profit Prediction	a - b = c	a. Estimated INCOME:	6,000.00	Notes:
		b. Less Estimated EXPENSE	2,000.00	
		c. Estimated PROFIT:	\$4,000.00	

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

Jimmy Adams 5/21/14  
Sponsor's Signature Date

Sponsor's Name Printed \_\_\_\_\_  
Christine Lane  
Activity Fund Custodian's Signature

Susan Dawson 5/21/14  
Principal's Signature Date

Athletic Director's Signature (if applicable)

Board Approval Date

C.

May 23, 2014

Dear Guthrie Board of Education,

GJHS Art Stars have been selling the cookbooks that we have created, but we still have several cookbooks remaining. I am writing to ask permission to extend our fundraiser-- so we can sell throughout the summer. We have met our publishing expenses, but we would also like to make some profit. Thank you for your consideration in this matter.

GJHS Art teacher & sponsor,



Phyllis Creamer

DS

SEP 11 2013



### GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

All fundraiser requests must be approved by the Board of Education 45 days prior to the start date of the fundraiser. Requests to the BOE must be received by the Activity Fund Clerk in the Board Office no later than the Tuesday before a regularly scheduled meeting.

Site Name: GJHS

Date of Request: 9/10/2013

Account Name & Number: GJHS Art Stars #817

Source of Revenue (type of fundraiser); BE SPECIFIC – company name, product, etc.:

Art Stars would like to make a school cookbook with some original Art work by students to sell in school and to the community.

Purpose of Fundraiser (types of expenditures being funded with proceeds ; BE SPECIFIC):

Student experience, funds also to be used for classroom supplies & equipment, contests, computer needs, projects, classroom materials, student incentives, fieldtrips, dues & fees

Current Unobligated Account Balance (Cash Balance less Open PO's): \$948.63 691.<sup>67</sup> as of

Location of Sales: School Facility  Community  Both

Start / End Dates of Fundraiser: 12/2/2013 to 5/23/2014

Profit Prediction	a - b = c	a. Estimated INCOME:	<u>1,000.00</u>	Notes:
		b. Less Estimated EXPENSE	<u>500.00</u>	
		c. Estimated PROFIT:	<u>\$500.00</u>	

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

Phyllis L. Creamer 9/9/2013  
Sponsor's Signature Date

Phyllis L. Creamer  
Sponsor's Name Printed

[Signature] 9-10-13  
(Principal's Signature) Date

[Signature] DS  
Activity Fund-Custodian's Signature

Athletic Director's Signature (if applicable)

**APPROVED**  
Board Approval Date  
OCT 14 2013 YPS

**TRANSFERS FOR BOARD APPROVAL**  
**June 9, 2014**

<b>TO:</b>	<b>FROM:</b>	<b>REASON</b>	<b>\$AMOUNT</b>
Cotteral, #805	Central, #802	Quill order repayment	\$ 13.95
HS Acct, #884	FCCLA, #878	National Qualifier repay	\$4,389.00
FFA Bldg,#911	FFABooster, #876	Donation for improvement	\$1,500.00

MAY 08 2014



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

Amount 13.95 Date Requested 5.7.2014

Transfer to: Cotteral Activity 805  
Account Name & Number

Transfer from: Central Activity 802  
Account Name & Number

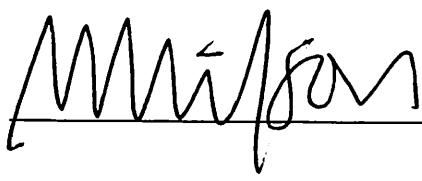
State Reason for Transfer Below

Payment back to Cotteral for shipment and delivery correction on PO 60-1584.  
Quill listed information on packing slip incorrectly.

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

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

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

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

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

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





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

MAY 21 2014

Amount 4,389.00

Date Requested 5/20/14

Transfer to: HS Act #884  
Account Name & Number

Transfer from: FCCLA 878  
Account Name & Number

State Reason for Transfer Below

Mr. Legrande covered the FCCLA National Qualifiers while they earned the money to pay for their Hotel and Oklahoma Packages.

Sponsor's Signature: Jody D Webb

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

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

Principal's Signature: Chris Legrande

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

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



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

MAY 29 2014

Amount 1,500.00 Date Requested 5-20-2014

Transfer to: FFA Building Fund 911  
Account Name & Number

Transfer from: FFA/4-H Booster Club 876  
Account Name & Number

State Reason for Transfer Below

To make improvements to the Booster Club Building such as enclosing a room for food supplies and equipment for the pork chop dinner, and to add more insulation to the building

Sponsor's Signature: *Dech Smith*

President / Vice-Pres. Signature: *Gena [Signature]*

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

Principal's Signature: *Chris [Signature]*

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

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

**GUTHRIE PUBLIC SCHOOLS**  
**Purchase Order Register**  
**GEN FUND-FOR OP 2013-2014**

<i>Year</i>	<i>Fund</i>	<i>P.O. Number</i>	<i>Date</i>	<i>To Whom Issued</i>	<i>Description</i>	<i>Amount</i>
2014	11	1045	05/07/2014	SOUTHERN TIRE MART, LLC	TIRES FOR BUSES/TRANSPORTATION	2,000.00
2014	11	1046	05/07/2014	SOUTHERN TIRE MART, LLC	TIRES FOR BUSES/TRANSPORTATION	2,700.00
2014	11	1047	05/07/2014	TERESA EWING	PHYSICAL THERAPY SERVICES	2,000.00
2014	11	1048	05/07/2014	D & M FRIDAY ENTERPRISES	CLEANING OF SHOP PIT/TRANSPORT	250.00
2014	11	1049	05/09/2014	LAMPTON WELDING SUPPLY COMPAI	GAS FOR WELDER/TRANSPORTATION	64.50
2014	11	1050	05/12/2014	CDW DIRECT LLC	COLOR PRINTER/FACS/HS	739.05
2014	11	1051	05/13/2014	MARSHA K TODD	TRAVEL REIMBURSEMENT UVA	300.00
2014	11	1052	05/13/2014	PROSPERTY BANK/AMERICAN AIRLIN	TRAVEL AIRFARE UVA	1,190.00
2014	11	1053	05/13/2014	CARMEN L WALTERS	TRAVEL REIMBURSEMENT UVA	1,550.00
2014	11	1054	05/15/2014	GALLUP	GALLUP CONTRACT FOR 2014-15	10,000.00
2014	11	1055	05/15/2014	MICHAEL LANOY	SECURITY FOR GRADUATION	60.00
2014	11	1056	05/15/2014	DAVID TUCKER	SECURITY FOR GRADUATION	60.00
2014	11	1057	05/15/2014	DANIEL FALCO	SECURITY FOR GRADUATION	60.00
2014	11	1058	05/15/2014	BRYCE DAVID BROWN	SECURITY FOR GRADUATION	60.00
2014	11	1059	05/15/2014	ANDREW ROBERT STEPHENS	SECURITY FOR GRADUATION	60.00
2014	11	1060	05/16/2014	OFFICE DEPOT, INC.	FILE FOLDERS FOR RSA/COTTERAL	61.16
2014	11	1061	05/16/2014	JOHN W MEADOWS	SECURITY FOR GRADUATION	60.00
2014	11	1062	05/16/2014	TRANSPAR GROUP	CONSULTING & ASSESSMENT OF STL	11,000.00
2014	11	1063	05/21/2014	RIVERSIDE PUBLISHING COMPANY	SCORING OF G&T TESTING	1,300.00
2014	11	1064	05/21/2014	WAL MART COMMUNITY	SUPPLIES/FACS/WEBBER/HS	698.19
2014	11	1065	05/22/2014	AMERICAN BOOK CO.	BOOKS FOR SUMMER SCHOOL	688.50
2014	11	1066	05/22/2014	MCGRAW-HILL SCHOOL EDUCATION	BOOKS FOR SUMMER SCHOOL	98.77
2014	11	1067	05/22/2014	APPLE	IPADS FOR BOE	3,790.00
2014	11	1068	05/23/2014	VERNON FLORENCE	REGISTRATION/SCHEIHING/BIGGS	390.00
2014	11	1069	05/28/2014	PROSPERITY BANK	HOVERCAM TECHNOLOGY/HS	607.73
2014	11	1070	05/28/2014	DELL MARKETING L.P.	PRINTERS FOR OFFICE/HS	1,261.84
2014	11	1071	05/29/2014	FENTON OFFICE SUPPLY CO	OFFICE FURNITURE/CENTRAL	0.00
2014	11	1072	05/29/2014	THOMPSON SCHOOL BOOK	TEXTBOOKS/DISTRICT	45,231.87
2014	11	1073	05/29/2014	BLAINE RAY WORKSHOPS, INC	TEXTBOOKS/SPANISH/HS	3,605.00
2014	11	1074	05/29/2014	RAND MCNALLY & CO.	TEXTBOOKS/HISTORY/HS	176.00
2014	11	1075	05/29/2014	GLENCOE/MCGRAW HILL	TEXTBOOKS/CENTRAL	1,297.80
2014	11	1076	05/29/2014	DEVELOPMENTAL STUDIES CENTER	TEXTBOOKS/CENTRAL	581.01
2014	11	1077	05/30/2014	MELISSA M SELLS	DEAF ED INTER SUMMER SCHOOL	1,300.00
2014	11	1078	06/02/2014	STATE COMPLIANCE & SAFETY	3 YEAR COMPLIANCE PROTECT	300.00

**GUTHRIE PUBLIC SCHOOLS**  
**Purchase Order Register**  
**Building 2013-2014**

<i>Year</i>	<i>Fund</i>	<i>P.O. Number</i>	<i>Date</i>	<i>To Whom Issued</i>	<i>Description</i>	<i>Amount</i>
2014	21	141	05/07/2014	QUICK SERVICE STEEL	MATERIAL FOR DOOR/HS	50.80
2014	21	142	05/07/2014	H-I-S PAINT MFG. CO, LLC	SUMMER PAINT SUPPLIES	1,703.46
2014	21	143	05/07/2014	H & H ENTERPRISES INT'L WIGS	DISTRICT FLOOR PRODUCTS	9,554.50
2014	21	144	05/09/2014	MARTIN W BELLOWS	PIANO DOLLIES/JH/HS	700.00
2014	21	145	05/12/2014	HOME DEPOT/GEFC	A/C WINDOW UNITS FOR CENTRAL	1,500.00
2014	21	146	05/13/2014	OPUBCO COMMUNICATIONS GROUP	MULTIPLE BID NOTICES/MAINTENAN	513.70
2014	21	147	05/13/2014	AHP OF OKLAHOMA	MULTIPLE BID NOTICES/MAINTENAN	277.32
2014	21	148	05/21/2014	A & A MECHANICAL, INC.	DISTRICT HVAC REPAIRS	2,500.00
2014	21	149	05/22/2014	SHANE WOMACK	HS- SOIL (FB & SOCCER)	2,100.00
2014	21	150	05/22/2014	BEN CHADD	HS- FERTILIZER (FB & SOCCER)	520.00
2014	21	151	05/22/2014	OKLAHOMA SPORTS TURF COMPANY	HS- FIELD (FB & SOCCER)	900.00
2014	21	152	05/22/2014	HOMETOWN RENTAL & FEED, INC.	HS- RENTAL EQUIP (FB & SOCCIER	241.00
2014	21	153	05/30/2014	FENTON OFFICE SUPPLY CO	OFFICE FURNITURE/WILSON/CENTRA	1,985.81
<b>Report Total :</b>						<b>22,546.59</b>

**GUTHRIE PUBLIC SCHOOLS**  
**Purchase Order Register**  
**CHILD NUTRITION FUND 2013-2014**

<b>Year</b>	<b>Fund</b>	<b>P.O. Number</b>	<b>Date</b>	<b>To Whom Issued</b>	<b>Description</b>	<b>Amount</b>
2014	22	38	05/12/2014	DEANNA KAY LUCKINBILL	REFUND REQUEST	84.25
2014	22	39	06/03/2014	NOEL MICHAELLE YORK	MEAL REFUND	10.20
2014	22	40	06/03/2014	KRISTA REPPOND	MEAL REFUND	20.75
2014	22	41	06/03/2014	TIFFANY HILL-SMITH	MEAL REFUND	33.70
2014	22	42	06/03/2014	GUTHRIE PUBLIC SCHOOLS	REIMB PER LOAN AGREEMENT	118,103.08
<b>Report Total :</b>						<b>118,251.98</b>

**GUTHRIE PUBLIC SCHOOLS  
Purchase Order Register  
GIFTS FUND 2013-2014**

<i>Year</i>	<i>Fund</i>	<i>P.O. Number</i>	<i>Date</i>	<i>To Whom Issued</i>	<i>Description</i>	<i>Amount</i>
2014	81	2	05/29/2014	SEAN HAREVY	NASWAWQ INVESTMENT SCHOLARSH	500.00
<b>Report Total :</b>						<b>500.00</b>

<i>PurOrder</i>	<i>Date</i>	To Whom Issued / Detail Description	Po Description / Classification	
5	07/01/2013	<b>COX COMMUNICATIONS, INC</b>	PHONE SERVICE FOR 2013-14	
		PHONE SERVICE FOR 2013-14	012-2620-530-000-0000-000-050	-2,456.59
			012-2620-530-000-0000-000-050	2,722.12
			012-2620-530-000-0000-000-050	4,500.00
			Total Purchase Order	4,765.53
10	07/01/2013	<b>PITNEY BOWES CREDIT CORP.</b>	POSTAGE METER LEASE/SUPP	
		SUPPLIES FOR 2013-14	029-2511-619-000-0000-000-050	-324.92
			Total Purchase Order	-324.92
16	07/01/2013	<b>LOGAN COUNTY COURIER</b>	SUBSCRIPTION/PUBLICATION/AD	
		PUBLICATIONS FOR 2013-14	041-2560-530-000-0000-000-050	-100.00
		ADS FOR 2013-14	045-2571-540-000-0000-000-050	-100.00
			Total Purchase Order	-200.00
17	07/01/2013	<b>AHP OF OKLAHOMA</b>	SUBSCRIPTION/PUBLICATIONS/ADS	
		PUBLICATIONS FOR 2013-14	041-2560-530-000-0000-000-050	-318.35
			041-2560-530-000-0000-000-050	589.35
		ADS FOR 2013-14	045-2571-540-000-0000-000-050	-271.00
			Total Purchase Order	0.00
27	07/01/2013	<b>OSSBA</b>	MEMBERSHIP/REGISTRATION/ON-LIN	
		REGISTRATION FOR 2013-14	006-2319-860-000-0000-000-050	-550.00
			Total Purchase Order	-550.00
35	07/01/2013	<b>OFFICE DEPOT, INC.</b>	SUPPLIES FOR 2013-14	
		SUPPLIES FOR 2013-14	041-2511-619-000-0000-000-050	-692.69
			041-2511-619-000-0000-000-050	877.95
			Total Purchase Order	185.26
36	07/01/2013	<b>QUILL CORPORATION</b>	SUPPLIES FOR 2013-14	
		SUPPLIES FOR 2013-14	041-2511-619-000-0000-000-050	-12.41
			041-2511-619-000-0000-000-050	99.95
			Total Purchase Order	87.54
121	07/01/2013	<b>MARYLYN STEFFENSEN</b>	MILEAGE REIMB, FOR 2013-14	
		MILEAGE REIMBURSEMENT FOR 2013-14	044-2240-580-239-0000-000-050	-157.11
			044-2240-580-239-0000-000-050	211.33
			Total Purchase Order	54.22
122	07/01/2013	<b>STACY A MCKINNEY</b>	MILEAGE REIMB. FOR 2013-14	
		MILEAGE REIMBURSEMENT FOR 2013-14	044-2240-580-239-0000-000-050	-138.94
			044-2240-580-239-0000-000-050	230.72
			Total Purchase Order	91.78
133	07/01/2013	<b>MERCY CLINIC OKLAHOMA COMMUNITIES</b>	BUS DRIVER PHYSICAL/TRASNPORTA	
		BUS DRIVER PHYSICALS FOR 2013-14	018-2574-336-000-0000-000-050	-275.00
			Total Purchase Order	-275.00
134	07/01/2013	<b>MERCY HOSPITAL LOGAN COUNTY</b>	DRUG TESTING FOR 2013-14	
		NEW HIRE DRUG TESTING	018-2574-336-000-0000-000-050	-400.00
			Total Purchase Order	-400.00
136	07/01/2013	<b>OKLA. ASSOC. FOR PUPIL TRANS.</b>	MEMBERSHIP FOR 2013-14	
		MEMBERSHIP/REGISTRATION FOR 2013-14	018-2573-580-000-0000-000-050	-100.00
			018-2573-810-000-0000-000-050	100.00
			018-2573-860-000-0000-000-050	-340.00
			018-2573-860-000-0000-000-050	500.00
			Total Purchase Order	160.00
137	07/01/2013	<b>OFFICE DEPOT, INC.</b>	OFFICE SUPPLIES FOR 2013-14/TR	
		BLANKET FOR OFFICE SUPPLIES	018-2740-619-000-0000-000-050	-416.85

<i>PurOrder</i>	<i>Date</i>	To Whom Issued / Detail Description	Po Description / Classification	
137	07/01/2013	<b>OFFICE DEPOT, INC.</b>	OFFICE SUPPLIES FOR 2013-14/TR	
			Total Purchase Order	-416.85
138	07/01/2013	<b>G.E. MONEY BANK</b>	OFFICE SUPPLIES FOR 2013-14/TR	
		BLANKET FOR OFFICE SUPPLIES	018-2740-619-000-0000-000-050	-454.44
			018-2740-619-000-0000-000-050	79.28
			Total Purchase Order	-375.16
143	07/01/2013	<b>OKIE VAC, LLC</b>	CLEANING OF PIT/TRANSPORTATION	
		CLEANING OF SHOP PIT	018-2740-420-000-0000-000-050	-500.00
			Total Purchase Order	-500.00
145	07/01/2013	<b>CABLE AUTOMOTIVE EQIPMENT</b>	BLANKET FOR MAINT./TRANSPORTAT	
		BLANKET FOR LIFT MAINT. FOR 2013-14	018-2640-430-000-0000-000-050	-500.00
			018-2640-430-000-0000-000-050	165.20
			Total Purchase Order	-334.80
151	07/01/2013	<b>WIRELESS TECHNOLOGIES, INC.</b>	BLANKET FOR EQIPMENT/TRANSPORT	
		BLANKET FOR RADIO EQUIPMENT	018-2740-612-000-0000-000-050	-1,400.00
			Total Purchase Order	-1,400.00
152	07/01/2013	<b>PROPANE SALES INC.</b>	BLANKET FOR PROPANE/TRANSPORT	
		PROPANE FOR 2013-14	018-2740-621-000-0000-000-050	-507.05
			018-2740-621-000-0000-000-050	167.96
			Total Purchase Order	-339.09
156	07/01/2013	<b>JEFF BLAIR</b>	BLANKET FOR SUPPLIES/TRANSPORT	
		BLANKET FOR SUPPLIES	018-2740-612-000-0000-000-050	-300.00
			Total Purchase Order	-300.00
159	07/01/2013	<b>DESHILDS TRUCK SERVICE, INC.</b>	BLANKET FOR PARTS/TRANSPORTATI	
		BLANKET FOR BUS PARTS	018-2740-612-000-0000-000-050	-1,800.00
			Total Purchase Order	-1,800.00
160	07/01/2013	<b>HYDROTEX PARTNERS LTD.</b>	BLANKET FOR SUPPLIES/TRANSPORT	
		BLANKET FOR LUBRICANTS FOR 2013-14	018-2740-612-000-0000-000-050	-835.88
			Total Purchase Order	-835.88
166	07/01/2013	<b>NATIONWIDE BUS PARTS, INC.</b>	BLANKET FOR PARTS/TRANSPORTATI	
		BLANKET FOR PARTS FOR 2013-14	018-2740-612-000-0000-000-050	-3,000.00
			Total Purchase Order	-3,000.00
168	07/01/2013	<b>PERFECTION EQUIPMENT</b>	BLANKET FOR PARTS/TRANSPORTATI	
		BLANKET FOR PARTS FOR 2013-14	018-2740-612-000-0000-000-050	-2,000.00
			Total Purchase Order	-2,000.00
172	07/01/2013	<b>BERNARD LEE SHORT</b>	BLANKET FOR REPAIRS/TRANSPORTA	
		BLANKET FOR REPAIRS FOR 2013-14	018-2650-612-000-0000-000-050	-1,000.00
			Total Purchase Order	-1,000.00
173	07/01/2013	<b>UNITED ENGINES, INC.</b>	BLANKET FOR PARTS/TRANSPORTATI	
		BLANKET FOR PARTS FOR 2013-14	018-2740-612-000-0000-000-050	-938.69
			Total Purchase Order	-938.69
181	07/02/2013	<b>AMERICAN PLANT PRODUCTS &amp; SERVICE I</b>	BLANKET FOR SUPPLIES/AG/HS	
		BLANKET FOR SUPPLIES	412-1000-681-311-8000-000-705	-811.25
		POTTING SOIL, POTS, CHEMICALS, FERTILIZERS, PLANTS, REPAIRS ETC, FOR GREENHOUSE OPERATIONS AND INSTRUCTION.	412-1000-681-311-8000-000-705	941.05
			Total Purchase Order	129.80



<i>PurOrder</i>	<i>Date</i>	To Whom Issued / Detail Description	Po Description / Classification		
186	07/08/2013	<b>RAILROAD YARD</b>	BLANKET FOR SUPPLIES/TRANSPORT		
		BLANKET FOR SUPPLIES	018-2740-612-000-0000-000-050	-114.31	
				Total Purchase Order	-114.31
194	07/09/2013	<b>LAMPTON WELDING SUPPLY COMPANY, INC</b>	BLANKET FOR SUPPLIES/LEASE/AG/		
		BOTTLE LEASE AND SUPPLIES FOR 2013-14	412-1000-681-311-8000-000-705	-1,034.81	
			412-1000-681-311-8000-000-705	1,197.47	
				Total Purchase Order	162.66
197	07/09/2013	<b>OFFICE DEPOT, INC.</b>	BLANKET FOR SUPPLIES/VO-AG/HS		
		BLANKET FOR SUPPLIES FOR 2013-14	412-1000-619-311-8000-000-705	-1,000.00	
				Total Purchase Order	-1,000.00
198	07/09/2013	<b>OKLAHOMA HOME CENTERS, INC.</b>	BLANKET FOR SUPPLIES/VO-AG/HS		
		BLANKET FOR SUPPLIES FOR 2013-14	412-1000-681-311-8000-000-705	-326.75	
				Total Purchase Order	-326.75
199	07/09/2013	<b>WAL MART COMMUNITY</b>	BLANKET FOR SUPPLIES/VO-AG/HS		
		BLANKET FOR SUPPLIES FOR 2013-14	412-1000-619-311-8000-000-705	-96.39	
				Total Purchase Order	-96.39
200	07/09/2013	<b>J &amp; P PARK ACQUISTIONS, INC</b>	BLANKET FOR SUPPLIES/VO-AG/HS		
		BLANKET FOR SUPPLIES FOR 2013-14	412-1000-681-311-8000-000-705	-1,478.80	
				Total Purchase Order	-1,478.80
232	07/12/2013	<b>PAYNE COUNTY IMPLEMENT COMPANY</b>	PARTS FOR TRACTOR/TRANSPORTION		
		FILTERS FOR KUBOTA TRACTOR	018-2650-612-000-0000-000-050	-77.46	
				Total Purchase Order	-77.46
246	07/16/2013	<b>CITY OF GUTHRIE</b>	SRO OFFICERS FOR 2013-14		
		SRO OFFICERS FOR 2013-14	022-2660-340-000-0000-000-125	-32,000.00	
			022-2660-340-000-0000-000-705	-32,000.00	
			022-2660-340-000-0000-000-705	7,111.00	
				Total Purchase Order	-56,889.00
252	07/16/2013	<b>FINE HEARING CARE</b>	BLANKET FOR AUDIOLOGICAL SERVI		
		AUDIOLOGY SERVICES AND EAR MOLDS	044-2153-336-239-0000-000-050	-500.00	
				Total Purchase Order	-500.00
255	07/18/2013	<b>EUREKA WATER CO.</b>	MACHINE LEASE/WATER FOR 2013-1		
		MACHINE LEASE AND WATER FOR 2013-14	026-2620-440-000-0000-000-050	12.50	
			026-2620-619-000-0000-000-050	25.80	
			136-2620-440-000-0000-000-705	-25.80	
			136-2620-440-000-0000-000-705	-1.95	
			136-2620-440-000-0000-000-705	9.25	
			136-2620-440-000-0000-000-705	9.25	
			136-2620-619-000-0000-000-705	-12.50	
			136-2620-619-000-0000-000-705	-1.80	
			136-2620-619-000-0000-000-705	45.15	
			136-2620-619-000-0000-000-705	25.80	
				Total Purchase Order	85.70
268	07/29/2013	<b>EDUCATIONAL TESTING SERVICES, INC.</b>	PARAPRO EXAMS/SPECIAL ED		
		BLANKET FOR PARAPRO EXAMS	044-2213-810-239-0000-000-050	-70.00	
				Total Purchase Order	-70.00
269	07/29/2013	<b>AHP OF OKLAHOMA</b>	FERPA PUBLICATION		

<b>PurOrder</b>	<b>Date</b>	<b>To Whom Issued / Detail Description</b>	<b>Po Description / Classification</b>	
269	07/29/2013	<b>AHP OF OKLAHOMA</b>	FERPA PUBLICATION	
		FERPA NEWSPAPER PUBLICATION	044-2560-530-239-0000-000-050	-500.00
			044-2560-530-239-0000-000-050	371.55
			Total Purchase Order	-128.45
288	08/02/2013	<b>CAROLYN A BELL</b>	MILEAGE REIMB. FOR 2013-2014	
		MILEAGE REIMBURSEMENT FOR 2013-2014	044-2152-580-239-1050-000-120	-145.52
			044-2152-580-239-1050-000-120	33.00
			Total Purchase Order	-112.52
293	08/02/2013	<b>SUSAN KAY MURRAY</b>	MILEAGE REIMB. FOR 2013-2014	
		MILEAGE REIMBURSEMENT FOR 2013-2014	044-1000-580-239-1050-000-125	-53.07
			044-1000-580-239-1050-000-125	7.84
			Total Purchase Order	-45.23
294	08/02/2013	<b>LISA C WOODS</b>	MILEAGE REIMB. FOR 2013-2014	
		MILEAGE REIMBURSEMENT FOR 2013-2014	044-2573-580-239-0000-000-050	-194.90
			Total Purchase Order	-194.90
354	08/14/2013	<b>HAC, INC.</b>	BLANKET FOR SUPPLIES/FACS/HS	
		BLANKET FOR CONSUMABLES FOR LABS IN FACS	412-1000-619-314-8400-000-705	-1,215.17
			412-1000-619-314-8400-000-705	97.64
			412-1000-619-314-8400-000-705	126.20
			412-1000-619-314-8400-000-705	186.18
			Total Purchase Order	-805.15
435	08/22/2013	<b>WIRELESS TECHNOLOGIES, INC.</b>	BLANKET REPAIRS AND MAINT	
		BLANKET FOR REPAIRS AND RADIO MAINT.	018-2740-430-000-0000-000-050	-1,000.00
			Total Purchase Order	-1,000.00
591	09/20/2013	<b>PATRICK HUGHES</b>	MILEAGE REIMB. FOR 2013-14	
		MILEAGE REIMB. FOR THE REMAINDER OF 2013-2014	031-2740-580-000-0000-000-050	-821.84
			031-2740-580-000-0000-000-050	47.04
			Total Purchase Order	-774.80
600	09/25/2013	<b>CEV</b>	AG CURRICULUM/SMITH/HS	
		DUN44001R ROBERT'S RULES OF ORDER	421-1000-641-331-8000-000-705	-154.00
		DUN44002R PARLIAMENTARY PROCEDURE CLASSROOM PACKAGE	421-1000-613-331-8000-000-705	-249.00
		DUN44031R PARLIAMENTARY PROCEDURE MADE EASY PACKAGE	421-1000-613-331-8000-000-705	-129.00
		DUN44035R DUNBAR'S PARLIAMENTARY PROCEDURE COMPETITIVE EVENT HANDBOOK	421-1000-641-331-8000-000-705	-99.00
		SHIPPING/HANDLING	421-1000-613-331-8000-000-705	-31.05
			Total Purchase Order	-662.05
617	10/02/2013	<b>LOGAN CO. HEALTH DEPT.</b>	HEP B VAC. FOR SP ED STAFF	
		hep b vaccines for special education staff	044-2574-336-239-0000-000-050	-225.00
			Total Purchase Order	-225.00
661	10/22/2013	<b>ID SPECIALISTS</b>	BLANKET FOR BADGE SUPPLIES	
		BLANKET FOR BADGE SUPPLIES	026-2660-613-000-0000-000-050	-869.65
			026-2660-613-000-0000-000-050	665.39
			Total Purchase Order	-204.26
706	11/06/2013	<b>FOLLETT SCHOOL SOLUTIONS, INC</b>	BOOKS/LIBRARY/DAVIS/GUES	
		LIBRARY BOOKS	068-2220-641-000-0000-000-125	-88.99
			Total Purchase Order	-88.99
748	11/18/2013	<b>PROSPERITY BANK</b>	SUPPLIES FOR HORTICULTURE	
		SUPPLIES FOR HORTICULTURE PROJECTS	412-1000-681-311-8000-000-705	-97.72

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748	11/18/2013	<b>PROSPERITY BANK</b>	SUPPLIES FOR HORTICULTURE	
			Total Purchase Order	-97.72
749	11/18/2013	<b>WAL MART COMMUNITY</b>	DISTRICT SPECIAL ED SUPPLIES	
		CLASSROOM SUPPLIES FOR SPECAIL ED	044-1000-619-239-1050-000-125	-64.96
			Total Purchase Order	-64.96
758	11/21/2013	<b>SDE,INC.</b>	REGISTRATION/PROF. DEV.	
		REGISTRATION FOR DEANNA DAVENPORT, SHANA DOWNS, DESIRAE RICE, SHONNA TRINDLE, LESLEY COTTON, JESSICA OWENS, TESSA WALLRAVEN, KRISITIN KNAPP, TAMMY ADAMS AND SHARI YOST (PLUS SCOT GRAHAM, MARANDA WILSON, KAREN WATKINS AND SUSAN DAVISON AT NO COST) TO ATTEND 2013 CONFERENCE ON COMMON CORE STATE STANDARDS FOR GRADES K-5 IN OKCY ,DECEMBER 5-6, 2021	311-2213-860-000-0000-000-125 311-2213-860-000-0000-000-125 367-2213-860-427-0000-000-110 367-2213-860-427-0000-000-110 367-2213-860-427-0000-000-120 367-2213-860-427-0000-000-120 367-2213-860-427-0000-000-130 367-2213-860-427-0000-000-130	-664.00 414.00 -664.00 414.00 -996.00 621.00 -996.00 621.00
			Total Purchase Order	-1,250.00
763	11/21/2013	<b>PATRICIA ELIZABETH CATLIN</b>	MILEAGE HOMEBOUND STUDENT	
		MILEAGE REIMBURSEMENT	044-1000-580-239-1060-000-705	-1,000.00
			Total Purchase Order	-1,000.00
774	12/02/2013	<b>THE AROUND THE CLOCK FREIGHTLINER G</b>	BLANKET FOR BUS PARTS/TRANSPOR	
		BLANKET FOR BUS PARTS	018-2740-612-000-0000-000-050 018-2740-612-000-0000-000-050	-1,093.20 418.40
			Total Purchase Order	-674.80
791	12/11/2013	<b>SOUTHWEST TUBING</b>	BLANKET FOR SUPPLIES/VO-AG/HS	
		BLANKET FOR SUPPLIES	412-1000-681-311-8000-000-705	-3,000.00
			Total Purchase Order	-3,000.00
803	12/16/2013	<b>TAMMY L BLEWETT</b>	MILEAGE REIMBURSEMENT	
		MILEAGE REIMBURSEMENT	044-1000-580-239-0000-000-050 044-1000-580-239-0000-000-050	-41.69 56.22
			Total Purchase Order	14.53
811	01/06/2014	<b>THE AROUND THE CLOCK FREIGHTLINER G</b>	BLANKET FOR BUS PARTS/TRANSP.	
		BLANKET FOR BUS PARTS	018-2740-612-000-0000-000-050	-1,000.00
			Total Purchase Order	-1,000.00
818	01/07/2014	<b>MAKER'S GLASS, INC.</b>	BLANKET FOR GLASS FOR BUSES	
		BLANKET FOR GLASS FOR BUSES	018-2650-430-000-0000-000-050	-1,500.00
			Total Purchase Order	-1,500.00
846	01/22/2014	<b>J &amp; P PARK ACQUISTIONS, INC</b>	BLANKET FOR SUPPLIES/HORT/HS	
		BLANKET FOR SUPPLIES	412-1000-681-311-8000-000-705	-2,500.00
			Total Purchase Order	-2,500.00
849	01/22/2014	<b>RIVERSIDE</b>	RSA ALTERNATIVE GRADE 3 TEST	
		SCORING ANSWER DOCUMENTS FORM E LEVEL 9	367-2240-320-427-0000-000-110	-405.00
			Total Purchase Order	-405.00
909	03/04/2014	<b>SHAWNEE LIGHTING SYSTEMS</b>	HS- LIGHTING PROBLEMS (SB/BA)	
		HS- LIGHTING PROBLEMS @ THE SOFTBALL/BASEBALL FIELD	119-2630-430-802-0000-000-705	-1,200.00
			Total Purchase Order	-1,200.00
912	03/05/2014	<b>MIDWEST BUS SALES</b>	USED BUSES/TRANSPORTATION	
		USED 2014 71 PASSENGER THOMAS FREIGHTLINER	134-2720-760-000-0000-000-070	-396,000.00
		6.7 LITER CUMMINS DIESEL/ALLISON TRANSMISSION BUSES	134-2720-760-000-0000-000-070	447,000.00

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912	03/05/2014	<b>MIDWEST BUS SALES</b>	USED BUSES/TRANSPORTATION	
			Total Purchase Order	51,000.00
915	03/10/2014	<b>THE AROUND THE CLOCK FREIGHTLINER G</b>	PARTS AND REPAIRS/TRANSPORTATI	
BLANKET FOR BUS REPAIR AND BUS PARTS			018-2740-430-000-0000-000-070	-600.00
			018-2740-612-000-0000-000-070	-400.00
			Total Purchase Order	-1,000.00
919	03/11/2014	<b>RIVERSIDE PUBLISHING COMPANY</b>	RSA ITBS TESTING/WALTERS/ADMIN	
SCORING			367-2240-614-427-0000-000-110	-410.00
			Total Purchase Order	-410.00
923	03/11/2014	<b>PROSPERITY BANK</b>	FUEL AND EMERGENCY REPAIRS	
OUT OF TOWN FUEL AND EMERGENCY REPAIRS			412-2650-623-311-8000-000-705	-500.00
			Total Purchase Order	-500.00
925	03/11/2014	<b>REBECCA SMITH</b>	MEAL PER DIEM/OKCY STOCK SHOW	
OYE MARCH 13-21 2014 PER DIEM @ \$30 A DAY			412-1000-580-311-8000-000-705	-240.00
			Total Purchase Order	-240.00
927	03/11/2014	<b>SHELTON PHOTOGRAPHY &amp; DESIGN</b>	BOARD MEMBER PHOTOGRAPH	
BOARD MEMBER PHOTO			006-2319-619-000-0000-000-050	-100.00
			006-2319-619-000-0000-000-050	99.00
			Total Purchase Order	-1.00
930	03/14/2014	<b>HYDROTEX PARTNERS LTD.</b>	BLANKET FOR SUPPLIES/TRANSPORT	
BLANKET FOR BUS FLUIDS			018-2740-612-000-0000-000-070	-2,254.79
			Total Purchase Order	-2,254.79
931	03/14/2014	<b>THE AROUND THE CLOCK FREIGHTLINER G</b>	BLANKET FOR BUS REPAIRS /PARTS	
BLANKET FOR REPAIRS AND PARTS			018-2740-430-000-0000-000-070	-1,000.00
			Total Purchase Order	-1,000.00
933	03/14/2014	<b>CUMMINGS SOUTHERN PLAINS, LTD</b>	BLANKET FOR PARTS AND REPAIRS	
BLANKET FOR PARTS AND REPAIRS			018-2740-430-000-0000-000-070	-805.60
			018-2740-430-000-0000-000-070	26.48
			Total Purchase Order	-779.12
935	03/24/2014	<b>UNIVERSITY OF CENTRAL OKLAHOMA</b>	UCO TEACHER JOB FAIR REGISTRAT	
REGISTRATION FOR UCO JOB FAIR			045-2571-860-000-0000-000-050	-175.00
			045-2571-860-000-0000-000-050	225.00
			Total Purchase Order	50.00
936	03/24/2014	<b>OKLAHOMA CORRECTIONAL INDUSTRIES</b>	BASEBALL EQUIPMENT/HS	
HS- BASEBALL EQUIPMENT- BACK PADDING BEHIND THE HOME PLATE. (SAFETY CONCERN)			119-2630-619-802-0000-000-705	-516.93
			Total Purchase Order	-516.93
939	03/25/2014	<b>ASCD</b>	BOOKS STUDENT INSTRUCTION	
SHIPPING			367-1000-645-427-1130-000-110	3.00
			367-1000-645-427-1130-000-120	3.00
			367-1000-645-427-1130-000-130	3.00
			Total Purchase Order	9.00
957	04/08/2014	<b>QUILL CORPORATION</b>	SUPPLIES/CENTRAL	
ORDER FOR CLASSROOM AND OFFICE SUPPLIES. SEE EMAIL.			056-2410-619-100-1050-000-130	-20.56
LESS PAID BY AF			056-1000-619-100-1050-000-130	20.56
			Total Purchase Order	0.00
959	04/08/2014	<b>LAKESHORE LEARNING MATERIALS</b>	SUPPLIES/ST. MARYS	

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959	04/08/2014	<b>LAKESHORE LEARNING MATERIALS</b>	SUPPLIES/ST. MARYS	
		.ITEM LA803 8 STATION JUNCTION BOX WITHOUT VOLUME	642-5500-619-239-1013-000-050	16.99
		CONTROLS	642-5500-619-239-1023-000-050	-16.90
		SHIPPING	642-5500-619-239-1013-000-050	163.32
			642-5500-619-239-1023-000-050	-87.10
			Total Purchase Order	76.31
960	04/08/2014	<b>MONTESSORI N' SUCH</b>	SUPPLIES/ST. MARYS	
		SHIPPING	642-5500-619-239-1013-000-050	28.00
			642-5500-619-239-1023-000-050	-24.69
			Total Purchase Order	3.31
962	04/08/2014	<b>LABATT INSTITIONAL SUPPLY COMPANY</b>	FOOD/SUPPLY PURCHASES/CN	
		BLANKET FOR FOOD AND SUPPLIES AS PER TRANSFER	033-3120-617-700-0000-000-050	-10,848.80
		FORM CHILD NUTRITION PO #18 IN ACCORDANCE WITH	033-3120-617-700-0000-000-050	2,080.53
		LENDING AGREEMENT APPROVED AT JULY BOARD MEETING	033-3150-630-700-0000-000-050	-3,128.65
			Total Purchase Order	-11,896.92
963	04/08/2014	<b>FAMILY CAREER &amp; COMMUNITY LEADERS</b>	REGISTRATION FEES FOR CONFEREN	
		14- FULL WEEK REGISTRATIONS FOR THE NATIONAL FCCLA	006-1000-860-314-8400-000-705	-4,760.00
		LEADERSHIP CONFERENCE @ \$340	006-1000-860-314-8400-000-705	3,400.00
			Total Purchase Order	-1,360.00
964	04/10/2014	<b>FOLLETT SCHOOL SOLUTIONS, INC</b>	BOOKS FOR LIBRARY/GUES	
		BOOKS AS PER ATTACHED	068-2220-641-000-0000-000-125	-299.74
			068-2220-641-000-0000-000-125	388.73
		TOTAL ORDER \$495.76		
		BALANCE TO BE PAID OF AF PO #60-1856		
			Total Purchase Order	88.99
968	04/14/2014	<b>LOVING GUIDANCE</b>	SUPPLIES/ST. MARY'S	
		SHIPPING	642-5500-619-239-1013-000-050	21.40
			642-5500-619-239-1023-000-050	-23.00
			Total Purchase Order	-1.60
969	04/14/2014	<b>ACADEMIC THERAPY</b>	SUPPLIES/ST. MARY'S	
		ITEM 8464-8 ASSESSING READING : MULTIPLE MEASURES-	625-5500-619-239-0000-000-050	-45.00
		2ND EDITION	625-5500-619-239-0000-000-050	49.50
			Total Purchase Order	4.50
972	04/14/2014	<b>AMAZON/PROSPERERITY BANK</b>	REFERENCE FOR TESTING BOOK/SP	
		DESK REFERENCE TO THE DIANGNOSTIC CRITERIA FROM	621-2140-641-239-0000-000-050	-39.98
		DSM-5	621-2140-641-239-0000-000-050	41.48
		ISBN-10: 089900425566		
			Total Purchase Order	1.50
976	04/14/2014	<b>DELL MARKETING L.P.</b>	TONER FOR PRINTER/MILES/ADMIN	
		1,500 PAGE BLACK TONER CARTRIDGE FOR DELL 1230C	041-2511-613-000-0000-000-050	-61.99
		COLOR LASER PRINTER	041-2511-613-000-0000-000-050	60.79
			Total Purchase Order	-1.20
977	04/14/2014	<b>SUMMIT</b>	BLANKET FOR BUS REPAIRS /PARTS	
		BLANKET FOR BUS PARTS AND REPAIRS	018-2740-430-000-0000-000-070	-5,000.00
			018-2740-430-000-0000-000-070	5,057.03
			Total Purchase Order	57.03
979	04/15/2014	<b>HERTZBERT-NEW METHOD, INC</b>	LIBRARY BOOKS/CREED/JH	
		LIBRARY BOOKS	073-2220-641-000-0000-000-610	-150.14
		3 SETS OF OKLAHOMA SEQUOYAH INTERMEDIATE BOOKS	073-2220-641-000-0000-000-610	76.41
		AWARD, 2015		

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979	04/15/2014	<b>HERTZBERT-NEW METHOD, INC</b>	LIBRARY BOOKS/CREED/JH	
		LESS PAID BY AF	073-2220-641-000-0000-000-610	40.00
			Total Purchase Order	-33.73
988	04/15/2014	<b>ERIC ARMIN INC.</b>	SUPPLIES/FOUND. GRANT/GUES	
		HOT DOTS, PENS, FLASHCARDS, REVIEW CARDS AND BATTERIES	061-1000-681-100-2200-000-125	-3.01
		LESS PAID BY TEACHER	061-1000-641-100-2200-000-125	3.01
			Total Purchase Order	0.00
999	04/18/2014	<b>MIDWEST BUS SALES</b>	BLANKET FOR PARTS/REPARIS/TRAN	
		BLANKET FOR BUS PARTS AND REPAIRS	018-2740-430-000-0000-000-070	-1,000.00
			018-2740-612-000-0000-000-070	-3,000.00
			018-2740-612-000-0000-000-070	0.04
			018-2740-612-000-0000-000-070	1,382.07
			Total Purchase Order	-2,617.89
1000	04/18/2014	<b>MHC KENWORTH</b>	BLANKET FOR PARTS/REPAIRS/TRAN	
		BLANKET FOR BUS PARTS AND REPAIRS	018-2740-430-000-0000-000-070	-200.00
			018-2740-612-000-0000-000-070	-40.15
			018-2740-612-000-0000-000-070	170.66
			Total Purchase Order	-69.49
1002	04/18/2014	<b>STANLEY GRADUATION SERVICE</b>	DIPLOMAS, COVERS, ETC./HS	
		222 DIPLOMAS \$930.70	101-2490-619-000-0000-000-705	-2,726.20
		10 BLANK DIPLOMAS \$31.50	101-2490-619-000-0000-000-705	2,882.20
		222 COVERS \$1920.00		
			Total Purchase Order	156.00
1003	04/22/2014	<b>INSIGHT SYSTEMS EXCHANGE</b>	REPLACEMENT MONITORS	
		SHIPPING	026-2230-653-000-0000-000-050	-210.00
			026-2230-653-000-0000-000-050	134.86
			Total Purchase Order	-75.14
1016	04/24/2014	<b>ATHLON II ENTERPRISES, INC.</b>	TRACK/CROSS COUNTRY UNIFORMS/J	
		UNIFORMS (TRACK/CROSS COUNTRY)	119-1000-657-827-0000-000-610	-1,837.00
			119-1000-657-827-0000-000-610	1,837.90
			Total Purchase Order	0.90
1020	04/24/2014	<b>QUILL CORPORATION</b>	SUPPLIES/INK/OPAT	
		901-14931 SMEAD PRESSBOARD FASTENER FOLDERS 1/3 CUT, LETTER SIZE 1" EXPANSION 2K403-1&3	338-2194-619-000-0000-000-120	-56.99
			338-2194-619-000-0000-000-120	45.59
		901-T098120BLS EPSON T098120-BCS BLACK & COLOR INK 6 PACK	338-2194-619-000-0000-000-120	-187.18
			338-2194-619-000-0000-000-120	157.24
			Total Purchase Order	-41.34
1023	04/24/2014	<b>PAUL PENLEY OIL COMPANY, INC.</b>	FUEL/PER BIDS/TRANSPORTATION	
		1000 GALLONS UNLEADED FUEL @3.1100	019-2740-625-000-0000-000-070	-3,110.00
			019-2740-625-000-0000-000-070	3,103.78
		7000 GALLONS DIESEL FUEL @3.1320	019-2740-623-000-0000-000-070	-21,924.00
			019-2740-623-000-0000-000-070	21,880.15
			Total Purchase Order	-50.07
1030	04/28/2014	<b>OFFICE DEPOT, INC.</b>	SUPPLIES/OGLE/JH	
		SUPPLIES/FURNITURE AS PER ATTACHED	076-2490-619-000-0000-000-610	-75.55
			076-2490-619-000-0000-000-610	83.02
			076-2490-654-000-0000-000-610	-0.20
			Total Purchase Order	7.27
1034	04/28/2014	<b>BOOKS BY THE BUSHEL</b>	BOOKS/OPAT/COTTERAL	38

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1034	04/28/2014	<b>BOOKS BY THE BUSHEL</b>	BOOKS/OPAT/COTTERAL	
		BOOKS AS PER ATTACHED	338-2194-641-000-0000-000-120	-104.25
			338-2194-641-000-0000-000-120	98.70
			Total Purchase Order	-5.55
1035	04/28/2014	<b>WAL MART COMMUNITY</b>	SUPPLIES/OPAT/COTTERAL	
		SUPPLIES AS PER ATTACHED	338-2194-619-000-0000-000-120	-200.00
			338-2194-619-000-0000-000-120	197.88
			338-2194-619-000-0000-000-120	50.17
			Total Purchase Order	48.05
1036	04/28/2014	<b>CDI COMPUTER DEALERS INC.</b>	COMPUTERS/FOGARTY	
		LESS PAID BY AF PO #2145	062-2580-653-000-0000-000-110	-954.76
			Total Purchase Order	-954.76
1038	04/30/2014	<b>QUILL CORPORATION</b>	SUMMER SCHOOL SUPPLIES	
		901-740913YW QUILL BRAND 1/3 CUT LETTER-SIZE FILE	511-1000-619-441-2200-000-125	-26.60
		FOLDERS; YELLOW	511-1000-619-441-2200-000-125	26.06
			Total Purchase Order	-0.54
1042	05/02/2014	<b>EDMOND MUSIC, INC.</b>	BAND SUPPLIES/BLACKBURN/HS	
		BAND SUPPLIES	118-1000-681-100-3000-000-705	-701.54
			118-1000-681-100-3000-000-705	641.54
			Total Purchase Order	-60.00
			Total Fund	-59,107.12

<i>PurOrder</i>	<i>Date</i>	To Whom Issued / Detail Description	Po Description / Classification	
17	07/01/2013	<b>H &amp; H ENTERPRISES INT'L WIGS</b>	BLANKET FOR SUPPLIES	
		BLANKET SUPPLIES	013-2620-618-000-0000-000-050	-1,500.00
			Total Purchase Order	-1,500.00
19	07/01/2013	<b>H-I-S PAINT MFG. CO, LLC</b>	BLANKET FOR PAINT SUPPLIES	
		BLANKET PAINT SUPPLIES	013-2620-618-000-0000-000-050	-383.86
			013-2620-618-000-0000-000-050	378.35
			Total Purchase Order	-5.51
30	07/01/2013	<b>OKLAHOMA DEPARTMENT OF LABOR</b>	DOL INSPECTIONS FOR 2013-14	
		BLANKET DOL INSPECTIONS FOR BOILERS, ELEVATORS, & HOT WATER HEATERS	013-2640-430-000-0000-000-050	-800.00
			013-2640-430-000-0000-000-050	485.00
			Total Purchase Order	-315.00
42	07/01/2013	<b>WATER SERVICES COMPANY, INC.</b>	BOILER TREATMENTS FOR 2013-14	
		QUARTERLY BOILER TREATMENTS	013-2640-430-000-0000-000-050	-307.00
			013-2640-430-000-0000-000-050	380.00
			Total Purchase Order	73.00
100	11/21/2013	<b>SHAWNEE LIGHTING SYSTEMS</b>	REPAIRS TO LIGHTS/SOCCER	
		HS- QUOTE ON LIGHTS AT SOCCER FIELD	119-2630-430-834-0000-000-705	-3,000.00
			119-2630-430-834-0000-000-705	2,751.38
			Total Purchase Order	-248.62
118	02/11/2014	<b>LAMPTON WELDING SUPPLY COMPANY, INC</b>	OXYGEN & ACETYLENE FOR MAINT	
		OXYGEN & ACETYLENE BOTTLES FOR MAINTENANCE SHOP	013-2630-618-000-0000-000-002	-200.00
			013-2630-618-000-0000-000-002	62.70
			Total Purchase Order	-137.30
130	04/10/2014	<b>ROBERT BROOKE &amp; ASSOCIATES</b>	PARTS FOR DISTRICT	
		BLANKET FOR PARTS FOR DISTRICT	013-2620-618-000-0000-000-050	-232.09
			Total Purchase Order	-232.09
135	04/22/2014	<b>BOWMAN'S WRECKER</b>	MOVE PORTABLE BLDG FOR COTT	
		MOVE PORTABLE BUILDINGS FOR COTTERAL	013-2620-430-000-0000-000-120	-500.00
			013-2620-430-000-0000-000-120	350.00
			Total Purchase Order	-150.00
140	05/02/2014	<b>SIGNS TO GO</b>	SIGN FOR COTTERAL	
		BUS LOADING ZONE SIGN FOR COTTERAL	013-2670-618-000-0000-000-120	-60.00
			013-2670-618-000-0000-000-120	65.00
			Total Purchase Order	5.00
			<b>Total Fund</b>	<b>-2,510.52</b>



CHILD NUTRITION FUND 2013-2014  
 Detail Change Order Listing  
 As of 06/03/2014

<i>PurOrder</i>	<i>Date</i>	To Whom Issued / Detail Description	Po Description / Classification	
5	07/03/2013	<b>BUSINESS WORLD</b>	BLANKET FOR COPIER MAINT/SUPPL	
		BLANKET FOR MAINTENANCE AND SUPPLIES	763-3140-430-700-0000-000-050	-72.66
			763-3140-430-700-0000-000-050	48.00
			763-3140-430-700-0000-000-050	48.00
			763-3140-611-700-0000-000-050	-19.31
			Total Purchase Order	4.03
6	07/03/2013	<b>DONOVAN RAY UNDERWOOD</b>	BLANKET FOR REPAIRS/CN	
		BLANKET FOR REPAIRS	763-3190-430-700-0000-000-050	-106.00
			Total Purchase Order	-106.00
7	07/03/2013	<b>OKLAHOMA HOME CENTERS, INC.</b>	BLANKET FOR SUPPLIES/CN	
		BLANKET FOR SUPPLIES	763-3140-617-700-0000-000-050	-670.36
			Total Purchase Order	-670.36
8	07/03/2013	<b>WAL MART COMMUNITY</b>	BLANKET FOR SUPPLIES/CN	
		BLANKET FOR SUPPLIES	763-3140-617-700-0000-000-050	-200.21
			Total Purchase Order	-200.21
9	07/03/2013	<b>KRAUS SERVICE, INC.</b>	BLANKET FOR REPAIRS/CN	
		BLANKET FOR EQUIPMENT REPAIRS	763-3190-430-700-0000-000-050	-2,619.28
			Total Purchase Order	-2,619.28
10	07/03/2013	<b>AUTO-CHLOR SERVICES, LLC</b>	BLANKET FOR LEASE/SUPPLIES/CN	
		BLANKET FOR LEASE, REPAIRS AND SUPPLIES	763-3140-430-700-0000-000-050	-189.45
			763-3140-617-700-0000-000-050	-2,382.55
			763-3140-617-700-0000-000-050	1,212.90
			Total Purchase Order	-1,359.10
11	07/03/2013	<b>BLUE BELL</b>	BLANKET FOR DAIRY/ICE CREAM/CN	
		BLANKET FOR DAIRY AND ICE CREAM	385-3110-630-700-0000-000-050	-1,822.81
			385-3110-630-700-0000-000-050	756.66
			Total Purchase Order	-1,066.15
12	07/03/2013	<b>GREAT PLAINS COCA COLA BOTTLING</b>	BLANKET FOR BEVERAGES/CN	
		BLANKET FOR BEVERAGES	000-3110-630-700-0000-000-050	-2,834.72
			000-3110-630-700-0000-000-050	470.04
			Total Purchase Order	-2,364.68
13	07/03/2013	<b>BIMBO FOODS, INC.</b>	BLANKET FOR BREAD/CN	
		BLANKET FOR BREAD	763-3150-630-700-0000-000-050	-575.30
			Total Purchase Order	-575.30
14	07/03/2013	<b>HILAND DAIRY FOODS COMPANY, LLC</b>	BLANKET FOR MILK & DAIRY/CN	
		BLANKET PO FOR DAIRY PRODUCTS	764-3150-630-700-0000-000-050	-17,520.54
			764-3150-630-700-0000-000-050	10,866.10
			764-3150-630-700-0000-000-050	1,500.00
			Total Purchase Order	-5,154.44
18	07/19/2013	<b>LABATT INSTITIONAL SUPPLY COMPANY</b>	BLANKET FOR FOOD & SUPPLIES	
		BLANKET PO FOR FOOD AND SUPPLIES	763-3120-617-700-0000-000-050	1,386.25
			Total Purchase Order	1,386.25
32	12/04/2013	<b>CHRIS COX</b>	BLANKET FOR FRUITS AND VEGGIES	
		BLANKET FOR FRUITS AND VEGGIES	763-3150-630-700-0000-000-050	-2,297.80
			763-3150-630-700-0000-000-050	375.10
			Total Purchase Order	-1,922.70
35	04/03/2014	<b>FLOWERS BAKING COMPANY OF DENTON</b>	BREAD FOR SCHOOLS	
		BREAD FOR SCHOOL BREAKFAST AND LUNCH	763-3120-634-700-0000-000-050	-1,306.89
			763-3120-634-700-0000-000-050	-2,693.11
			763-3150-634-700-0000-000-050	1,306.89

CHILD NUTRITION FUND 2013-2014  
 Detail Change Order Listing  
 As of 06/03/2014

<i>PurOrder</i>	<i>Date</i>	To Whom Issued / Detail Description	Po Description / Classification	
35	04/03/2014	<b>FLOWERS BAKING COMPANY OF DENTON</b>	BREAD FOR SCHOOLS	
			763-3150-634-700-0000-000-050	1,176.02
			Total Purchase Order	-1,517.09
38	05/12/2014	<b>DEANNA KAY LUCKINBILL</b>	REFUND REQUEST	
		REFUND FOR HEATHER LUCKINBILL	000-8900-930-700-0000-000-705	84.25
			Total Purchase Order	84.25
39	06/03/2014	<b>NOEL MICHAELLE YORK</b>	MEAL REFUND	
		MEAL ACCOUNT REFUND	763-8900-930-700-0000-000-705	10.20
			Total Purchase Order	10.20
40	06/03/2014	<b>KRISTA REPPOND</b>	MEAL REFUND	
		MEAL ACCOUNT REFUND FOR KENNEDY JACOBS	763-8900-930-700-0000-000-110	20.75
			Total Purchase Order	20.75
41	06/03/2014	<b>TIFFANY HILL-SMITH</b>	MEAL REFUND	
		MEAL REFUND FOR TYLER SMITH AT CENTRAL ELEMENTARY	763-8900-930-700-0000-000-130	33.70
			Total Purchase Order	33.70
42	06/03/2014	<b>GUTHRIE PUBLIC SCHOOLS</b>	REIMB PER LOAN AGREEMENT	
		REIMBURSEMENT PER LOAN AGREEMENT	000-5200-930-700-0000-000-050	118,103.08
			Total Purchase Order	118,103.08
			<b>Total Fund</b>	<b>102,086.95</b>

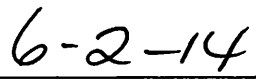
**ACTIVITY FUND – FUND 60**  
**BANK RECONCILIATION – FARMERS & MERCHANTS BANK**  
05/30/2014

<u>GENERAL LEDGER ACCOUNT</u>		<u>BALANCE PER BANK STATEMENT</u>	
Balance (05/01/14)	\$442,693.60	Balance as of (05/30/14)	\$399,582.21
Add Receipts	\$ 85,492.18	Add Deposits in Transit	\$ 3,082.50
Less Checks Written	\$157,026.93	less O/S Checks	\$ 31,195.86
Adjustments	\$	*Adjustments/ Bank correction	\$ \$
Bank Balance per	\$371,468.85	Bank Balance per	\$371,468.85

**Adjustment/Correction explanations:**

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

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

  
 \_\_\_\_\_  
 Date

GUTHRIE PUBLIC SCHOOLS  
Custodians Analysis  
SCHOOL ACTIVITY FNDS

Report Options: As Of Date: 05/2014; Time Frame: For Month; Field Order: Project; Group Totals: ; Page Break: No

	Begin Balance	Receipts	Adjusting Entries	Checks	Cash End Balance	Unpaid Purchase Orders	End Balance
Project 801 CENTRAL FACULTY	\$524.74	\$59.75	\$0.00	\$250.00	\$334.49	\$150.00	\$184.49
Project 802 CENTRAL ACTIVITY	\$6,303.12	\$3,606.34	\$0.00	\$2,970.09	\$6,939.37	\$525.00	\$6,414.37
Project 803 CENTRAL PTO	\$5,857.61	\$486.75	\$0.00	\$376.35	\$5,968.01	\$39.00	\$5,929.01
Project 804 COTTERAL PTO	\$4,127.24	\$202.85	\$0.00	\$1,067.29	\$3,262.80	\$0.00	\$3,262.80
Project 805 COTTERAL ACTIVITY	\$13,220.77	\$3,427.10	\$0.00	\$4,139.70	\$12,508.17	\$277.15	\$12,231.02
Project 806 COTTERAL FACULTY	\$595.26	\$35.25	\$0.00	\$0.00	\$630.51	\$0.00	\$630.51
Project 808 FOGARTY PARENTS ORG.	\$5,206.11	\$1,232.51	\$0.00	\$1,973.03	\$4,465.59	\$637.98	\$3,827.61
Project 809 FOGARTY ACTIVITY	\$25,983.00	\$5,084.04	\$0.00	\$8,504.23	\$22,562.81	\$1,494.40	\$21,068.41
Project 810 FOGARTY FACULTY	\$626.25	\$59.75	\$0.00	\$29.22	\$656.78	\$0.00	\$656.78
Project 812 GUES ACTIVITY	\$27,505.53	\$7,969.37	\$0.00	\$14,077.69	\$21,397.21	\$349.44	\$21,047.77
Project 813 GUES FACULTY	\$1,320.31	\$141.25	\$0.00	\$69.38	\$1,392.18	\$400.00	\$992.18
Project 815 GUES PARENTS ORG.	\$16,687.29	\$183.00	\$0.00	\$7,496.90	\$9,373.39	\$319.97	\$9,053.42
Project 816 GHS SPECIAL KIDS	\$18.05	\$120.00	\$0.00	\$86.40	\$51.65	\$0.00	\$51.65
Project 817 ART JUNIOR HIGH	\$807.68	\$750.00	\$0.00	\$1,306.92	\$250.76	\$0.00	\$250.76
Project 818 JH BUILDERS CLUB	\$531.18	\$0.00	\$0.00	\$103.92	\$427.26	\$0.00	\$427.26
Project 819 ATHLETICS JUNIOR HIGH	\$6,737.57	\$500.00	\$0.00	\$0.00	\$7,237.57	\$700.00	\$6,537.57
Project 820 GOLF JUNIOR HIGH	\$989.95	\$1,098.00	\$0.00	\$400.00	\$1,687.95	\$0.00	\$1,687.95
Project 821 FHA JUNIOR HIGH	\$747.46	\$0.00	\$0.00	\$400.00	\$347.46	\$0.00	\$347.46
Project 822 HONOR SOCIETY JR HIGH	\$2,175.52	\$0.00	\$0.00	\$615.23	\$1,560.29	\$0.00	\$1,560.29
Project 823 JR HIGH ACCOUNT	\$5,048.47	\$351.45	\$0.00	\$3,847.46	\$1,552.46	\$0.00	\$1,552.46
Project 824 JR HIGH FACULTY	\$1,930.56	\$551.80	\$0.00	\$571.38	\$1,910.98	\$260.00	\$1,650.98
Project 825 LIBRARY JR HIGH	\$3,402.25	\$0.00	\$0.00	\$0.00	\$3,402.25	\$120.00	\$3,282.25
Project 827 CHEERLEADERS JR HIGH	\$1,807.64	\$20.00	\$0.00	\$0.00	\$1,827.64	\$0.00	\$1,827.64
Project 830 STUCO JH	\$4,471.71	\$15.00	\$0.00	\$0.00	\$4,486.71	\$0.00	\$4,486.71
Project 831 T.S.A. JR HIGH	\$3,755.09	\$0.00	\$0.00	\$62.41	\$3,692.68	\$0.00	\$3,692.68
Project 832 YEARBOOK JR HIGH	\$4,116.26	\$2,858.03	\$0.00	\$3,787.48	\$3,186.81	\$0.00	\$3,186.81
Project 834 JR HIGH ACADEMIC TEAM	\$559.80	\$0.00	\$0.00	\$0.00	\$559.80	\$0.00	\$559.80
Project 850 ACADEMIC TEAM HS	\$211.70	\$0.00	\$0.00	\$0.00	\$211.70	\$0.00	\$211.70
Project 851 ART CLUB HS	\$5,220.15	\$625.00	\$0.00	\$57.28	\$5,787.87	\$0.00	\$5,787.87
Project 852 ATHLETICS HS	\$69,555.54	\$1,533.06	\$0.00	\$26,842.46	\$44,246.14	\$14,722.49	\$29,523.65
Project 853 HS CHEER	\$1,779.28	\$3,537.75	\$0.00	\$0.00	\$5,317.03	\$8,056.00	(\$2,738.97)
Project 855 TENNIS BOOSTER HS	\$7,504.79	\$1,477.68	\$0.00	\$2,349.90	\$6,632.57	\$44.76	\$6,587.81
Project 856 GHS LIBRARY	\$753.22	\$0.00	\$0.00	\$0.00	\$753.22	\$0.00	\$753.22
Project 857 YOUTH & GOVERNMENT HS	\$1,207.35	\$0.00	\$0.00	\$0.00	\$1,207.35	\$0.00	\$1,207.35
Project 858 GHS Link Crew	\$155.29	\$150.00	\$0.00	\$0.00	\$305.29	\$0.00	\$305.29
Project 859 BAND (OPERATING) HS	\$5,538.71	\$6,281.09	\$0.00	\$2,373.91	\$9,445.89	\$215.01	\$9,230.88
Project 860 CLASS OF 2016 HS	\$1,757.84	\$0.00	\$0.00	\$0.00	\$1,757.84	\$0.00	\$1,757.84
Project 861 CLASS OF 2017 HS	\$1,488.31	\$31.00	\$0.00	\$0.00	\$1,519.31	\$0.00	\$1,519.31
Project 865 CLASS OF 2012 HS	\$1,928.87	\$0.00	\$0.00	\$0.00	\$1,928.87	\$0.00	\$1,928.87
Project 866 CLASS OF 2013 HS	\$1,169.15	\$0.00	\$0.00	\$0.00	\$1,169.15	\$0.00	\$1,169.15
Project 867 CLASS OF 2014 HS	\$9,629.27	\$700.00	\$0.00	\$7,732.30	\$2,596.97	\$1,150.00	\$1,446.97
Project 868 CLASS OF 2015	\$5,548.92	\$135.00	\$0.00	\$67.32	\$5,616.60	\$0.00	\$5,616.60
Project 869 ENGLISH CLUB	\$1,413.36	\$0.00	\$0.00	\$0.00	\$1,413.36	\$0.00	\$1,413.36
Project 870 COURTESY COMMITTEE HS	\$304.42	\$0.00	\$0.00	\$28.95	\$275.47	\$50.00	\$225.47
Project 873 SPEECH HS	\$348.15	\$0.00	\$0.00	\$0.00	\$348.15	\$0.00	\$348.15
Project 874 FACULTY LOUNGE HS	\$940.43	\$0.00	\$0.00	\$96.00	\$844.43	\$0.00	\$844.43
Project 876 FFA 4H BOOSTER CLUB HS	\$29,584.19	\$1,110.55	\$0.00	\$6,600.00	\$24,094.74	\$1,022.00	\$23,072.74
Project 877 FFA HS	\$4,979.44	\$8,819.00	\$200.00	\$2,114.50	\$11,883.94	\$770.71	\$11,113.23
Project 878 FCCLA (FHA) HS	\$6,236.56	\$4,254.91	\$0.00	\$2,605.15	\$7,886.32	\$1,087.10	\$6,799.22
Project 879 FOREIGN LANGUAGE SPAN	\$860.32	\$25.00	\$0.00	\$220.83	\$664.49	\$0.00	\$664.49
Project 881 GHS EXTRA BASE CLUB HS	(\$336.81)	\$0.00	\$0.00	\$0.00	(\$336.81)	\$0.00	(\$336.81)
Project 882 GUTHRIE RUNNING CLUB H	\$2,370.99	\$0.00	\$0.00	\$246.27	\$2,124.72	\$30.22	\$2,094.50
Project 883 HERITAGE CLUB HS	\$573.18	\$0.00	\$0.00	\$264.20	\$308.98	\$0.00	\$308.98
Project 884 HIGH SCHOOL ACCOUNT	\$18,764.51	\$6,176.85	\$0.00	\$9,673.51	\$15,267.85	\$787.25	\$14,480.60
Project 886 HONOR SOCIETY HS	\$2,058.90	\$108.00	(\$200.00)	\$16.40	\$1,950.50	\$0.00	\$1,950.50
Project 888 JOURNALISM HS	\$387.30	\$0.00	\$0.00	\$0.00	\$387.30	\$0.00	\$387.30
Project 889 KEY CLUB HS	\$430.52	\$0.00	\$0.00	\$0.00	\$430.52	\$0.00	\$430.52
Project 893 MU ALPHA THETA HS	\$620.21	\$0.00	\$0.00	\$0.00	\$620.21	\$0.00	\$620.21
Project 895 JROTC HS	\$4,980.19	\$1,910.00	\$0.00	\$195.16	\$6,695.03	\$1,000.00	\$5,695.03
Project 896 S.A.D.D. HS	\$40.02	\$0.00	\$0.00	\$0.00	\$40.02	\$0.00	\$40.02
Project 897 SOCCER BOOSTER CLUB H	\$1,267.34	\$390.00	\$0.00	\$0.00	\$1,657.34	\$820.00	\$837.34
Project 898 SCIENCE CLUB HS	\$3,794.74	\$432.00	\$0.00	\$793.35	\$3,433.39	\$0.00	\$3,433.39
Project 899 STUDENT COUNCIL HS	\$15,019.16	\$14.00	\$0.00	\$501.81	\$14,531.35	\$0.00 <sup>4</sup>	\$14,531.35

**GUTHRIE PUBLIC SCHOOLS**  
**Custodians Analysis**  
**SCHOOL ACTIVITY FNDS**

Report Options: As Of Date: 05/2014; Time Frame: For Month; Field Order: Project; Group Totals: ; Page Break: No

	Begin Balance	Receipts	Adjusting Entries	Checks	Cash End Balance	Unpaid Purchase Orders	End Balance
Project 900 CAMPUS BEAUTIFICATION I	\$9,102.01	\$25.00	\$0.00	\$1,287.45	\$7,839.56	\$414.50	\$7,425.06
Project 902 VOCAL HS	\$2,420.63	\$0.00	\$0.00	\$1,582.25	\$838.38	\$263.95	\$574.43
Project 904 YEARBOOK HS	\$20,408.09	\$8,977.00	\$0.00	\$22,578.63	\$6,806.46	\$0.00	\$6,806.46
Project 907 HS MEMORIAL FUND	\$73.92	\$0.00	\$0.00	\$0.00	\$73.92	\$0.00	\$73.92
Project 908 VOCAL TRIP ACCOUNT HS	\$440.94	\$0.00	\$0.00	\$0.00	\$440.94	\$0.00	\$440.94
Project 911 FFA BUILDING FUND	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
Project 912 GHS BUSINESS PROF OF AI	\$597.44	\$0.00	\$0.00	\$0.00	\$597.44	\$0.00	\$597.44
Project 913 DRAMA HS	\$354.00	\$583.71	\$0.00	\$113.40	\$824.31	\$0.00	\$824.31
Project 921 BANQUET ACCOUNT	\$309.01	\$0.00	\$0.00	\$0.00	\$309.01	\$0.00	\$309.01
Project 922 COURTESY COMMITTEE AD	\$48.87	\$40.00	\$0.00	\$50.00	\$38.87	\$0.00	\$38.87
Project 925 GENERAL FUND REFUND	\$6,191.58	\$1,443.87	\$0.00	\$14.00	\$7,621.45	\$0.00	\$7,621.45
Project 927 HALL OF FAME BANQUET	\$736.17	\$0.00	\$0.00	\$0.00	\$736.17	\$0.00	\$736.17
Project 929 SPECIAL OLYMPICS	\$31,522.11	\$915.00	\$0.00	\$8,150.34	\$24,286.77	\$2,427.00	\$21,859.77
Project 930 DISTRICT ELEM. PTO	\$175.34	\$0.00	\$0.00	\$0.00	\$175.34	\$0.00	\$175.34
Project 932 SUMMER SCHOOL HS	\$5,190.00	\$1,070.00	\$0.00	\$0.00	\$6,260.00	\$0.00	\$6,260.00
Project 933 FAVER C&C	\$372.03	\$14.60	\$0.00	\$0.00	\$386.63	\$0.00	\$386.63
Project 934 TRANSPORTATION C&C	\$2,948.16	\$0.00	\$0.00	\$629.25	\$2,318.91	\$146.44	\$2,172.47
Project 935 VENDING MACHINE ADMIN	\$350.36	\$62.00	\$0.00	\$90.18	\$322.18	\$309.82	\$12.36
Project 936 GUES HONOR CHOIR	\$348.97	\$0.00	\$0.00	\$0.00	\$348.97	\$0.00	\$348.97
Project 937 FAVER ACTIVITY	\$41.00	\$0.00	\$0.00	\$0.00	\$41.00	\$0.00	\$41.00
Project 938 NATIVE AMERICAN PARENT	\$205.72	\$0.00	\$0.00	\$0.00	\$205.72	\$0.00	\$205.72
Project 940 ADMINISTRATION MISC	\$5,601.54	\$152.37	\$0.00	\$2,189.54	\$3,564.37	\$170.46	\$3,393.91
Project 941 SCHOOL AGE CARE	\$578.77	\$0.00	\$0.00	\$0.00	\$578.77	\$0.00	\$578.77
Project 942 C.N. CLEARING ACCT	\$345.01	\$3,608.50	\$0.00	\$3,628.01	\$325.50	\$4,015.54	(\$3,690.04)
Project 943 S.A.C. CLEARING ACCT	\$0.00	\$2,137.00	\$0.00	\$1,799.50	\$337.50	\$850.50	(\$513.00)
<b>Grand Total</b>	<b>\$443,003.60</b>	<b>\$85,492.18</b>	<b>\$0.00</b>	<b>\$157,026.93</b>	<b>\$371,468.85</b>	<b>\$43,626.69</b>	<b>\$327,842.16</b>

# *GUTHRIE HIGH SCHOOL*

200 Crooks Drive  
Guthrie, Oklahoma 73044

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

*"Home of Champions"*

**DR. MIKE SIMPSON**  
SUPERINTENDENT

**CHRIS LEGRANDE**  
PRINCIPAL

**BRET STONE**  
ASSISTANT PRINCIPAL

**DUSTIN THROCKMORTON**  
ASSISTANT PRINCIPAL

**GARY BOXLEY**  
CO-ATHLETIC DIRECTOR

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

**FROM:** Chris LeGrande, High School Principal

**DATE:** June 2, 2014

**SUBJECT:** REQUEST TO PAY IGNITE 15 REGISTRATION FEE

I am currently the President of the Oklahoma Association of Secondary School Principals (OASSP). As part of my responsibilities, I am required to attend our organization's national conference which will be held in San Diego, California, February 19-22, 2015. The state administrator's organization, CCOSA, will pay for my lodging, meals, and transportation to and from the conference. However, our school district must pay the \$495 for my registration fee. If I register by June 30, 2014, I can receive the early bird rate of \$395. Other than registration, the district will not be responsible for any additional expenses.

In addition, the conference will equip me with the skills necessary to implement sustainable school improvement initiatives such as college and career readiness, teacher recruitment and development, and enhancing culture and climate.

Thank you in advance for the opportunity to greatly improve my leadership skills.



# EMPLOYEE TRIP REQUEST

Check if Out of State

Chris LeGrande  
Name of Employee

June 3, 2014  
Date

Employee's Current Assignment High School Principal

Title of Conference or Activity OASSP Ignite 15

Location San Diego, California

Date(s) of Conference February 19-22

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

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

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

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

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

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

The conference will equip me with the skills necessary to implement sustainable school improvement initiatives such as college and career readiness, teacher recruitment and development, and enhancing culture and climate.

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

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

Travel*	\$ _____	(mileage, air, ground, parking & toll) <i>see below</i>
Registration	\$ <u>395.00</u>	
Lodging	\$ _____	
Meals	\$ _____	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)
Substitute	\$ _____	(calculate @ \$65 per day)
<b>Total</b>	<b>\$ <u>395.00</u></b>	

**Professional Development**

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

Principal's Approval Chris LeGrande  
Signature

6-3-14  
Date

Program Director's Approval Cal Wilson  
Signature

6-3-14  
Date

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

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



May 7, 2014

Guthrie Public Schools  
802 East Vilas  
Guthrie, OK 73044

Re: 2014-2015 Oklahoma State School Boards Association Membership

Dear Superintendent and Board President:

The Oklahoma State School Boards Association belongs to its membership. Each and every school district in our state brings its own unique quality to the Association, which means that the OSSBA truly represents Oklahoma public education.

OSSBA is your association. It is the only organization that exists to represent the school board member. Through the OSSBA, your school district's voice can be heard throughout the state and nation. Your association is a vital vehicle for advocacy, service, and information.

As a renewing member:

- You will continue to have access to the association's wide range of valuable programs, services support and legal guidance.
- With four attorneys on staff, free legal information is only a phone call or email away for members.
- Attorneys are also on-call two nights per month to respond to inquiries during board meetings.
- Members will be able to attend the spring and fall district meetings and earn credit hours free of charge.
- A discounted registration fee for The Conference and other OSSBA sponsored workshops throughout the year will be available to renewing members as well.
- You will receive school law updates and columns in the OSSBA Journal.
- You can join OSSBA's unemployment program OPSUCA. OPSUCA helps your district lower their unemployment costs and the program is growing all the time.
- OSSBA endorses the Oklahoma Schools Risk Management Trust (OSRMT). The OSRMT allows its member public schools to come together and jointly self-insure against property and casualty exposures.

Making the most of scarce resources is a top priority for your school district. That is why OSSBA's variety of programs, products and services make a difference to your bottom line. We can help you through these hard hitting times.

Invoice number 150208 for Guthrie Public Schools in the amount of \$3,600.00 has been mailed to your accounting department. Prompt payment insures continued membership. A membership renewal form is also included for your convenience. We look forward to continuing to serve you. If you have any questions, please do not hesitate to call at (405) 528-3571 or toll free at (888) 528-3571.

Sincerely,

Shawn Hime  
Executive Director

OKLAHOMA STATE SCHOOL BOARDS ASSOCIATION  
2801 N. Lincoln Blvd., Suite 125  
Oklahoma City, OK 73105  
405.528.3571 • 888.528.3571  
405.528.5695 fax • [www.ossba.org](http://www.ossba.org)





# Oklahoma State School Boards Association

2801 N. Lincoln Blvd, Suite 125  
Oklahoma City, OK 73105  
405.528.3571 or 888.528.3571  
Fax 405.609.3091  
EIN 73-6636480

INVOICE	
Invoice Date	7/15/2014
Invoice ID	150208
Amount Due: \$ 3,600.00	Page 1

CUSTOMER

SHIP TO

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

----- Please detach and return this portion with your remittance -----

Customer ID	Customer PO No.	Order Date	Shipped Via	FOB
216		7/15/2014		
Terms	Due Date	If Paid By	Deduct	Sold By
30	9/30/2014		\$ 0.00	

Item No.	Description	Qty	Unit	Unit Price	Discount	Extended Price
47184	School Membership Dues 2014-2015 The membership fee covers the provision of various services by the Oklahoma State School Boards Association to boards of education. Such services include legal information, publications, in-office consultations, answers to telephone and letter inquiries from school officials and school patrons, monitoring of state and federal education legislation, and other services designed to improve the quality of management of public education in Oklahoma. Member boards of education also receive reduced rates for workshop registrations, subscriptions and fee service programs	1.00	Each	\$3,600.00		\$3,600.00

Subtotal	\$3,600.00
Sales Tax	\$0.00
Total	\$3,600.00
Total Due	49 \$3,600.00



# Membership Renewal

## Fax

Attention: Membership 2014 - 2015

Fax Number: (405) 609-3091

School/Company: \_\_\_\_\_

Sent By: \_\_\_\_\_

Date: \_\_\_\_\_ Pages (with cover): \_\_\_\_\_

Comments:

Please continue \_\_\_\_\_  
(School Name)

Public Schools membership in OSSBA for 2014-2015.

Purchase Order # \_\_\_\_\_

School board voted to join OSSBA on \_\_\_\_\_ 2014.

\_\_\_\_\_  
Board Clerk Signature (*board clerk's signature is also a grant of permission to receive faxes from OSSBA*)

If your board membership has changed since the February election, please provide an updated list with this fax.

### Upcoming Events

**OSSBA/CCOSA Golf Tournament**  
Thursday, August 21  
Lake Hefner Golf Club  
Oklahoma City

**OSSBA/CCOSA Annual Conference**  
Friday – Sunday, August 22 – 24  
Cox Convention Center  
Oklahoma City

**Delegate Assembly**  
Saturday, August 23  
Cox Convention Center  
Oklahoma City

For more information visit our website at [www.ossba.org](http://www.ossba.org)

## AGREEMENT

**THIS AGREEMENT**, effective July 1, 2014, 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 2014-2015 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 2014-2015 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, 2015, 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.

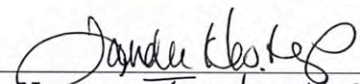
8. **Student Safety.** The District and Willow Creek agree that student safety is a top priority. In an effort to protect students' safety, Willow Creek agrees that it will not employ or place any person, whether an employee, volunteer or otherwise in a position where they will have contact with students 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 \_\_\_\_\_, 2014.

**WILLOW CREEK HEALTH CARE, LLC**

By:   
Name: Tandie 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”**



397 Eagleview Blvd. Exton, PA 19341

# VeriTime Customer Agreement

PRPUS2494421

05/13/2014

P: 610-722-9745 | F: 888-492-0337

## Customer:

Guthrie Public Schools  
802 E. Vilas  
Guthrie OK 73044

**Contact: Dee Benson**  
**Title: Director of Technology**  
**Phone:**  
**Email: dee.benson@guthrieops.net**

## Agreement Details:

**Pricing Expiration:** 08/11/2014  
**Account Manager:** Seth Gurs

**Initial Term:** July 1, 2014 - June 30, 2015  
**Subscription Billing Terms:** Annually  
**One-Time Startup Cost Billing Terms:** One-Time, Invoiced after signing  
**Cancellation Terms:** 30 Days Written Notice

## Pricing Overview:

Year 1: Annual Subscription and One-Time Startup Costs **\$5,000.00**

Itemized Description	Unit Price	Quantity	Total
VeriTime Subscription - Users (End Users: 200)	\$5,000.00	1	\$5,000.00

**Amount Due at Signing (One-Time Setup Cost) \$0.00**

BY SIGNING BELOW, CUSTOMER CERTIFIES THAT IT HAS READ AND AGREES WITH THE ADDITIONAL TERMS ATTACHED HERETO AND INCORPORATED HEREIN AND SHALL BE BOUND BY THE SAME. Customer also agrees that the terms and conditions of this Agreement and the Additional Terms are confidential information of Frontline Technologies Group, LLC. ("Frontline") and are not to be shared with any third party without the prior written consent of Frontline.

### Customer: Guthrie Public Schools

Name:

Signature:

Title:

Date:

### Frontline Technologies Group, LLC

Name:

Signature:

Title:

Date:

**Special Instructions and Additional Terms:** None

ADDITIONAL TERMS:

1. Subscription. Customer is purchasing a non-exclusive, non-transferable, non-assignable, terminable subscription ("Subscription") for use of Frontline's time and attendance system ("VeriTime™") by Customer and those employees Customer registers on VeriTime™ as "Designated Employees."
2. Term. The Subscription shall begin upon the execution of this Agreement and continue through the Initial Term, set forth on the first page of this Agreement. If neither party has given the other at least thirty (30) days written notice of its intent not to renew prior to the end of the Initial Term or any Renewal Term, the Subscription shall automatically renew for the next year (each, a "Renewal Term").
3. Payment.
  1. The Implementation and System(s) Integration Setup fees set forth on the first page of this Agreement will be invoiced to Customer by Frontline upon execution of this Agreement; but if Customer terminates this Agreement before completion of the implementation process, Frontline will refund the Implementation and System(s) Integration Setup fees on a pro-rata basis, based on a eight(8) week setup schedule. If for any reason Frontline's personnel travel to Customer's facility, Customer shall be responsible for the reasonable costs of transportation, lodging, meals and the like for Frontline's personnel.
  2. The Onsite Consultation Fee set forth on the first page of this Agreement will be invoiced to Customer by Frontline upon execution of this Agreement; but if Customer terminates this Agreement before Onsite Consultation takes place, Frontline will refund the Onsite Consultation Fee, less any out-of-pocket travel expenses related thereto incurred by Frontline prior to the termination. Frontline's implementation personnel will conduct Onsite Consultation at Customer's facility. Customer shall be responsible for the reasonable costs of transportation, lodging, meals and the like for Frontline's personnel.
  3. The Annual Subscription amounts set forth on the first page of the Agreement are merely illustrative and are based on Customer's Users and Substitutes counts. At the end of thirty (30) days after implementation is completed, VeriTime™ will be considered fully functional, and Frontline will then render an invoice showing the actual number of Customer's Users and Substitutes entered into VeriTime™, which will determine the annual subscription fee (the "Actual Annual Subscription"). Should the number of Users or Substitutes on VeriTime™ change significantly during the school year, Frontline will recalculate the Actual Annual Subscription and render an invoice for the difference.
  4. The System(s) Integration Subscription set forth on the first page of this Agreement will be invoiced to Customer by Frontline, at the end of the month that the System(s) Integration is fully functional for Customer.
  5. Before the start of the school year, Frontline will render an invoice based on the actual User and Substitute counts entered into VeriTime™ plus any System(s) Integration Subscriptions based on the applicable Rate, as amended from time to time. Should the number of Users or Substitutes on VeriTime™ change significantly during any school year, Frontline will recalculate the Actual Annual Subscription and render an invoice, or present a refund, for the difference.
  6. Frontline reserves the right to increase any of the fees after the Initial Term, by providing at least thirty (30) days prior written notice of same to Customer.
4. VeriTime™ Assistance. Frontline shall provide Customer with commercially reasonable: (a) assistance in the initial installation and setup of VeriTime™, and (b) ongoing telephone assistance regarding the use of VeriTime™ during the Initial Term and any Renewal Term during normal EST business hours Monday through Friday; but: (i) all telephone assistance rendered by Frontline shall only be to Customer's VeriTime™ Administrator; and (ii) Frontline shall not be required to provide "help desk" support for any questions or assistance that is not directly related to VeriTime™.
5. VeriTime™ Operation. Customer acknowledges and agrees that it must properly enter data and information onto VeriTime™ in order for VeriTime™ to operate properly. Customer shall be responsible to verify the accuracy of any of Customer's data entered on VeriTime™.
6. VeriTime™ Administrator. At all times, Customer must have an employee who has obtained VeriTime™ administrator certification training from Frontline and who is certified by Frontline as an VeriTime™ administrator ("VeriTime™ Administrator"). If the VeriTime™ Administrator ceases to serve as such, Customer shall promptly and at its expense have a new employee obtain Frontline VeriTime™ administrator certification and be designated as an VeriTime™ Administrator.
7. Subscription Restrictions.
  1. Customer shall not assign, transfer, pledge, sub-license or otherwise encumber or dispose of any of Customer's rights or obligations under this Agreement.
  2. The Subscription does not extend to any individual or entity not a party to this Agreement, any employees of Customer who are not either the Designated Employees or the VeriTime™ Administrator, or any business, school or operation acquired by Customer by merger, consolidation, purchase, operation of law or otherwise, unless Frontline agrees in writing to the extension or assignment of the Subscription. No right is granted for the use or access of VeriTime™ by any third party. A transfer of control or ownership of Customer shall be considered a prohibited transfer of Customer's Subscription.
  3. Frontline may assign this Agreement to any third party acquiring all or substantially all of Frontline's assets or stock.
  4. Information regarding Customer's employees acquired by Frontline shall be confidential. Aggregated data not relating to individual employees of Customer acquired by Frontline in the course of performing this Agreement will be the sole property of Frontline.
8. Integration. In the event Customer purchases setup and/or subscription to Frontline's integration services, Customer understands and agrees: (a) that Frontline is authorized to provide Customer data to a specified third party or permit such third party to have access to Customer's data, as required to accomplish the integration services; and (b) Frontline is not responsible for, does not warrant, support, or make any representations regarding: (i) third-party products or services, (ii) Customer's data in the possession of third parties, including, without limitation, a third party's storage, use or misuse of Customer data, or (iii) Customer's uninterrupted access to a third party's services due to circumstances outside of the control of Frontline.
9. Limitation of Liability.
  1. **THE MAXIMUM LIABILITY OF FRONTLINE, ITS EMPLOYEES, AGENTS, REPRESENTATIVES, ATTORNEYS, OFFICERS AND DIRECTORS, FOR ALL DAMAGES, CLAIMS OR LOSSES WHATSOEVER, INCLUDING THOSE RELATING TO ANY ERROR, FAILURE, MALFUNCTION, OR DEFECT OF VeriTime™, ANY BREACH OF THIS AGREEMENT AND ANY NEGLIGENCE OR OTHER MALFEASANCE BY FRONTLINE SHALL NOT EXCEED THE AMOUNT OF FEES ACTUALLY PAID BY CUSTOMER TO FRONTLINE DURING THE PAST TWELVE (12) MONTH PERIOD.**
  2. Upon termination of this Agreement for any reason, the provisions of this Section shall survive termination and continue in full force and effect.
10. Termination.
  1. Customer may terminate this Agreement at any time, for any reason or no reason, on thirty (30) days prior written notice to Frontline. In the event Customer terminates this Agreement pursuant to this Section, Frontline shall be entitled to retain all monies received from Customer pursuant to this Agreement, to be paid for fees due up to the termination; and shall be relieved of further obligations to Customer. Frontline shall promptly return to Customer any data, confidential information, materials, records and other information furnished to Frontline by Customer. Frontline shall return to Customer, on a pro-rata basis, any fees paid in advance by Customer that were not earned as of the date of termination.
  2. Frontline may terminate this Agreement for any breach by Customer.
11. Public Disclosure. Customer grants to Frontline the right to publicly disclose the fact that Customer is using VeriTime™, for Frontline's advertising and other promotional purposes.
12. Copyright and Trademarks. All intellectual property pertaining to VeriTime™, including trademarks and copyrights, is and shall remain the sole property of Frontline and its affiliated companies.
13. Entire Agreement. This Agreement states the entire understanding reached between the parties hereto with respect to the subject matter contained herein and supersedes all prior or contemporaneous agreements, understandings, representations and warranties between the parties, and may not be amended except by written instrument executed by the parties hereto.





397 Eagleview Blvd. Exton, PA 19341

## Aesop Customer Agreement

PRPUS2494420

05/13/2014

P: 610-722-9745 | F: 888-492-0337

### Customer:

Guthrie Public Schools  
802 E. Vilas  
Guthrie OK 73044

**Contact: Dee Benson**  
**Title: Director of Technology**  
**Phone: 405.282.5959**  
**Email: dee.benson@guthrie.net**

### Agreement Details:

**Pricing Expiration:** 08/11/2014  
**Account Manager:** Seth Gurs

Renewal Term: July 1, 2014 - June 30, 2015  
**Subscription Billing Terms:** Annually, based on 10 Months  
**Cancellation Terms:** 30 Days Written Notice

### Pricing Overview:

Year 1: Annual Subscription and One-Time Startup Costs **\$8,337.20**

Itemized Description	Unit Price	Qty	Mths	Total
Aesop Subscription - Employees needing replacement	\$2.74	254	10	\$6,959.60
Aesop Subscription - Employees not needing replacement	\$0.82	168	10	\$1,377.60

**Amount Due at Signing (One-Time Setup Cost) \$0.00**

BY SIGNING BELOW, CUSTOMER CERTIFIES THAT IT HAS READ AND AGREES WITH THE ADDITIONAL TERMS ATTACHED HERETO AND INCORPORATED HEREIN AND SHALL BE BOUND BY THE SAME. Customer also agrees that the terms and conditions of this Agreement and the Additional Terms are confidential information of Frontline Technologies Group, LLC. ("Frontline") and are not to be shared with any third party without the prior written consent of Frontline.

#### Customer: Guthrie Public Schools

Name:

Signature:

Title:

Date:

#### Frontline Technologies Group, LLC

Name:

Signature:

Title:

Date:

**Special Instructions and Additional Terms:** None

## ADDITIONAL TERMS:

1. Subscription. Customer is purchasing a non-exclusive, non-transferable, non-assignable, terminable subscription ("Subscription") for use of Frontline's employee replacement system ("Aesop®") by Customer and those employees Customer registers on Aesop® as "Designated Employees."
2. Term. The Subscription shall begin upon the execution of this Agreement and continue through the Initial Term, set forth on the first page of this Agreement. If neither party has given the other at least thirty (30) days written notice of its intent not to renew prior to the end of the Initial Term or any Renewal Term, the Subscription shall automatically renew for the next year (each, a "Renewal Term").
3. Payment.
  1. The Implementation and System(s) Integration Setup fees set forth on the first page of this Agreement will be invoiced to Customer by Frontline upon execution of this Agreement; but if Customer terminates this Agreement before completion of the implementation process, Frontline will refund the Implementation and System(s) Integration Setup fees on a pro-rata basis, based on a six (6) week setup schedule. If for any reason Frontline's personnel travel to Customer's facility, Customer shall be responsible for the reasonable costs of transportation, lodging, meals and the like for Frontline's personnel.
  2. The Estimated Annual Subscription and the Estimated Monthly Investment set forth on the first page of this Agreement are merely illustrative and are based on Customer's usage estimates. At the end of the month that Aesop® is fully functional for Customer, Frontline will render a detailed invoice, showing the number of Customer employees entered into Aesop®, multiplied by the applicable Employees Requiring a Substitute Rate and Employees Not Requiring a Substitute Rate (collectively, the "Employee Rates") as set forth on the first page of this Agreement, to yield the actual monthly investment (the "Actual Monthly Investment"). This will be multiplied by the number of months remaining in Customer's school year, prorating any partial months, to yield the actual annual subscription (the "Actual Annual Subscription"). There will be no charge for summer usage. Should the number of employees on Aesop® change significantly during the school year, Frontline will recalculate the Actual Annual Subscription and render an invoice, or present a refund, for the difference.
  3. The System(s) Integration Subscription set forth on the first page of this Agreement will be invoiced to Customer by Frontline, at the end of the month that the System(s) Integration is fully functional for Customer.
  4. Before the start of the school year, Frontline will calculate the Actual Monthly Investment by multiplying the actual employees entered into Aesop® by the applicable Employee Rates, as amended from time to time, to yield the Actual Monthly Investment. This will be multiplied by the ten (10) month school year to yield the Actual Annual Subscription plus any System(s) Integration Subscription. Should the number of employees on Aesop® change significantly during any school year, Frontline will recalculate the Actual Annual Subscription and render an invoice, or present a refund, for the difference.
  5. Frontline reserves the right to increase any of the fees after the Initial Term, by providing at least thirty (30) days prior written notice of same to Customer.
4. Aesop® Assistance. Frontline shall provide Customer with commercially reasonable: (a) assistance in the initial installation and setup of Aesop®, and (b) ongoing telephone assistance regarding the use of Aesop® during the Initial Term and any Renewal Term during normal EST business hours Monday through Friday; but: (i) all telephone assistance rendered by Frontline shall only be to Customer's Aesop® Administrator; and (ii) Frontline shall not be required to provide "help desk" support for any questions or assistance that is not directly related to Aesop®.
5. Aesop® Operation. Customer acknowledges and agrees that it must properly enter data and information onto Aesop® in order for Aesop® to operate properly. Customer shall be responsible to verify the accuracy of any of Customer's data entered on Aesop®. Frontline makes no representation or warranty of any kind as to the availability, promptness, or reliability of any substitute employee actually contacted by Aesop®.
6. Aesop® Administrator. At all times, Customer must have an employee who has obtained Aesop® administrator certification training from Frontline and who is certified by Frontline as an Aesop® administrator ("Aesop® Administrator"). If the Aesop® Administrator ceases to serve as such, Customer shall promptly and at its expense have a new employee obtain Frontline Aesop® administrator certification and be designated as an Aesop® Administrator.
7. Vacancies. Customer may use Aesop® to obtain temporary employee when there is no absent employee (a "Vacancy"). Filling a Vacancy is treated by Aesop® as if it was a regular replacement for an absent employee and is billed at the Employee Rates.
8. Subscription Restrictions.
  1. Customer shall not assign, transfer, pledge, sub-license or otherwise encumber or dispose of any of Customer's rights or obligations under this Agreement.
  2. The Subscription does not extend to any individual or entity not a party to this Agreement, any employees of Customer who are not either the Designated Employees or the Aesop® Administrator, or any business, school or operation acquired by Customer by merger, consolidation, purchase, operation of law or otherwise, unless Frontline agrees in writing to the extension or assignment of the Subscription. No right is granted for the use or access of Aesop® by any third party. A transfer of control or ownership of Customer shall be considered a prohibited transfer of Customer's Subscription.
  3. Frontline may assign this Agreement to any third party acquiring all or substantially all of Frontline's assets or stock.
  4. Information regarding Customer's employees acquired by Frontline shall be confidential. Aggregated data not relating to individual employees of Customer acquired by Frontline in the course of performing this Agreement will be the sole property of Frontline.
9. Integration. In the event Customer purchases setup and/or subscription to Frontline's integration services, Customer understands and agrees: (a) that Frontline is authorized to provide Customer data to a specified third party or permit such third party to have access to Customer's data, as required to accomplish the integration services; and (b) Frontline is not responsible for, does not warrant, support, or make any representations regarding: (i) third-party products or services, (ii) Customer's data in the possession of third parties, including, without limitation, a third party's storage, use or misuse of Customer data, or (iii) Customer's uninterrupted access to a third party's services due to circumstances outside of the control of Frontline.
10. Limitation of Liability.
  1. **THE MAXIMUM LIABILITY OF FRONTLINE, ITS EMPLOYEES, AGENTS, REPRESENTATIVES, ATTORNEYS, OFFICERS AND DIRECTORS, FOR ALL DAMAGES, CLAIMS OR LOSSES WHATSOEVER, INCLUDING THOSE RELATING TO ANY ERROR, FAILURE, MALFUNCTION, OR DEFECT OF Aesop®, ANY BREACH OF THIS AGREEMENT AND ANY NEGLIGENCE OR OTHER MALFEASANCE BY FRONTLINE SHALL NOT EXCEED THE AMOUNT OF FEES ACTUALLY PAID BY CUSTOMER TO FRONTLINE DURING THE PAST TWELVE (12) MONTH PERIOD.**
  2. Upon termination of this Agreement for any reason, the provisions of this Section shall survive termination and continue in full force and effect.
11. Termination.
  1. Customer may terminate this Agreement at any time, for any reason or no reason, on thirty (30) days prior written notice to Frontline. In the event Customer terminates this Agreement pursuant to this Section, Frontline shall be entitled to retain all monies received from Customer pursuant to this Agreement, to be paid for fees due up to the termination; and shall be relieved of further obligations to Customer. Frontline shall promptly return to Customer any data, confidential information, materials, records and other information furnished to Frontline by Customer. Frontline shall return to Customer, on a pro-rata basis, any fees paid in advance by Customer that were not earned as of the date of termination.
  2. Frontline may terminate this Agreement for any breach by Customer.
12. Public Disclosure. Customer grants to Frontline the right to publicly disclose the fact that Customer is using Aesop®, for Frontline's advertising and other promotional purposes.
13. Copyright and Trademarks. All intellectual property pertaining to Aesop®, including trademarks and copyrights, is and shall remain the sole property of Frontline and its affiliated companies.
14. Entire Agreement. This Agreement states the entire understanding reached between the parties hereto with respect to the subject matter contained herein and supersedes all prior or contemporaneous agreements, understandings, representations and warranties between the parties, and may not be amended except by written instrument executed by the parties hereto.

# INVOICE



Please remit payment to:

**Netchemia, LLC**

3520 W. 75<sup>th</sup> St., Ste 300  
Prairie Village, KS 66208

913-789-0996 X1000

Sarah.meehan@netchemia.com

Invoice Date: 05/22/2014

Invoice #: INV00000959

Payment Terms: Due Upon Receipt

Purchase Order #:

Sales Person: Katy Hagmeier

Account Number: 167-00

Account Information: Guthrie Public Schools

802 E Vilas

Guthrie, Oklahoma 73044-5228

CHARGE SUMMARY		
Description	Service Period	TOTAL
<i>TalentEd Recruit &amp; Hire Professional Annual Fee</i>	07/01/2014-06/30/2015	\$3,197.00

## INVOICE TOTALS

Your renewal includes 5% increase in your subscription price to help us enhance our products.	<b>Subtotal:</b>	<b>\$3,197.00</b>
	<b>Tax:</b>	<b>\$0.00</b>
	<b>Total:</b>	<b>\$3,197.00</b>
	<b>Invoice Balance:</b>	<b>\$3,197.00</b>

**MEMORANDUM:**

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

**FROM:** Eldona Woodruff, Director of Special Education

**SUBJECT:** Transition School-to-Work Agreement with the State of Oklahoma  
Department of Rehabilitation Services

**DATE:** May 28, 2014

Attached is an agreement with the State of Oklahoma Department of Rehabilitation Services to continue the transition school-to-work program for eligible students with disabilities during the 2014-2015 school year. The purpose of this agreement is to provide work-readiness training and work experiences for students with disabilities. Through this agreement, students with disabilities may be employed by the school or a private employer not more than 18 hours a week. The student will receive school credit for participation in the school work study program. The school district will pay the student a stipend for their work based on the federal minimum wage. The Department of Rehabilitation will reimbursement the school district for stipends of students in the school work study program. Also, The Department of Rehabilitation will participate in IEP meetings, confer with teachers and parents, and complete vocational evaluations.

Thank you.

**STATE OF OKLAHOMA  
DEPARTMENT OF REHABILITATION SERVICES  
TRANSITION SCHOOL-TO-WORK: WORK STUDY**

This agreement, consisting of thirteen (13) pages (the "Contract"), is hereby made between the Oklahoma Department of Rehabilitation Services ("DRS") and

**Guthrie Public Schools  
802 E. Vilas  
Guthrie, Oklahoma 73044-5228**

("Contractor"), and constitutes the entire agreement between the DRS and the Contractor, and no other representations are given or should be implied from written or oral agreements or negotiations that preceded the Contract.

**RECITALS**

**WHEREAS**, the Oklahoma Department of Rehabilitation Services is authorized to make and enter into all contracts necessary or incidental to the performance of its duties, and may purchase or lease equipment, furniture, materials and supplies, and incur such other expenses as may be necessary to maintain and operate the Department, 74 O.S. § 166.1.C; and

**WHEREAS**, the Individuals with Disabilities Education Act (IDEA) and the Rehabilitation Act both provide for transition services for children with disabilities to facilitate the child's movement from school to post-school activities including employment, 20 U.S.C. § 1401(34) and 29 U.S.C. § 721(a)(11)(D); and

**WHEREAS**, the Oklahoma Department of Rehabilitation Services is authorized by rules promulgated by the Oklahoma Commission for Rehabilitation Services, O.A.C. 612: 10-7-244 – 249, and by the State Plan for Vocational Rehabilitation Services to implement the Transition from School-to-Work Program; and

**WHEREAS**, in the School-to-Work program, there are many services needed. Some of these services are provided by the school under the IEP and some are provided by the Oklahoma Department of Rehabilitation Services under the IPE. Other services may be provided by the parents, Career Tech, and others. A major component of the Transition School-to-Work program is work-readiness training and work experience. The work experience can be provided through Work Adjustment Training or the three types of Work Study Programs.

**NOW THEREFORE**, the parties agree as follows:

**I. Contract Period**

The Contract is effective from the latest date of signature of both parties, or July 1, 2014, whichever is the latter, through June 30, 2015. The Contract may be renewed for two additional one-year periods upon written agreement of the DRS and the Contractor.

**II. Contract Services**

**A. Work Study Program:** There are three types of Work Study:

1. School Work Study allows students with disabilities to work on the school campus. The students are supervised or closely monitored by school personnel, and the school pays the students a wage with the DRS making reimbursement to the school for that payment. The school maintains liability for the students while working on campus.

2. Work Site Learning allows students with disabilities to work in the community. The students are supervised or closely monitored by school personnel, and the school pays the students a wage with the DRS making reimbursement to the school for that payment. The school maintains liability for the students while working off campus.

3. Employer Work Study allows students with disabilities employment experience in part-time jobs in the community with the employers paying the wages/salary(ies). In this instance, the students are employees of the community employers, and the DRS does not reimburse the employers for the wages/salary(ies).

Participating students may work up to 10 hours per week during the school year (i.e., during the day, evenings, weekends, or holidays). In each of the cases described above, the students must be given school credit for their participation, and the school staff and the DRS counselor will provide important guidance and instructional help around the work experience. The school will provide staff to work with the DRS counselor in the area of transition. The school will have at least one person designated to serve as the "Teacher/Transition Coordinator". Paraprofessionals could serve as Transition Coordinator or could also be assigned to help with the process. The Contractor agrees to provide designated staff time for performing the needed duties related to transition. The Contractor agrees to fully inform the staff responsible for carrying out the duties set forth in the Contract. This includes providing all necessary staff with a copy of the Contract.

**Students eligible to participate include those DRS transition students:**

- Determined eligible for DRS services;
- With an approved case;
- With an individualized employment plan (IPE) in place;
- With SWS as a line of service on the IPE;
- Who are at least 16 years of age; and
- Who are attending high school.

DRS clients preauthorized to participate in Work Study may do so for up to 24 total months, as approved on an individual basis by the DRS counselor. The months do not need to be consecutive. Based on individual needs and barriers due to disability, there may be exceptions where the client requires more time to make additional progress. In that instance, the DRS counselor may authorize additional time. Summer months spent in Work Study count in the total 24 months. Transportation, scheduling, administrative or family convenience, or family/individual income needs are not acceptable reasons to extend Work Study beyond 24 months,

Students wishing to continue working 10 hours per week through the summer as part of Transition School-To-Work: Work Study may do so under the current contract through June 30, 2015 as part of the Contract. Beginning July 1, 2015, the student could continue working if a new contract for the 2015-2016 fiscal year has been processed and approved. The DRS will reimburse 50% of wages for hours worked during the summer through this partnership. If students intend on working more than the specified 10 hours per week in the summer, any hours over the 10 and up to 20 per week must be preapproved by the DRS Counselor. All Child Labor Laws apply and must be adhered to. **The school is required to continue supervising, monitoring, and reporting on students working in the school or in the community during the summer.**

Paid work positions must reflect real work/jobs and include tasks that would normally be a function of that position. The students must be learning skills that will transfer to competitive, integrated employment in the community. Classroom instructional time does not count as work. The Contractor must ensure that students have access to a wide variety of work/job types and must also ensure the Contractor has enough work to cover the number of students intended to participate in the program. Examples of work/jobs within the school include, but are not limited to, the following.

- *Custodial/bus barn:* learning simple maintenance of school vehicles, detailing school vehicles.
- *Manager of sports teams:* scheduling, scorekeeping, ordering, inventory maintenance, hauling, moving.
- *Teacher's Aid/Assistant:* reading to groups of or individual children, cleaning, organizing, grading, designing bulletin boards.
- *Office Assistant:* Making ID badges, taking photos for badges, using a camera, laminating, answering phones, taking phone messages, greeting visitors and directing to locations, data entry, filing.
- *Information Technology Assistant:* use compressed air to clean computers and keyboards, replace batteries, replace mice, clean monitors, conduct virus scans, clean out old hard drives, organizing, inventory maintenance, stocking, ordering.

The same guidelines should be adhered to when selecting community placements for paid work experiences.

The final 9 months of their Work Study must be outside the school/district and in the community (unless approved by the DRS counselor in special circumstances).

Students may not work in their family owned business unless approved by the DRS Transition Coordinator, Kimberly Osmani. This includes farms and other businesses.

**B. Contractor's Obligations** The designated Teacher/Transition Coordinator(s) will:

1. Be knowledgeable about the contents and requirements of the Contract;
2. Obtain written preauthorization from the DRS counselor before initiating services for students;
3. Complete the DRS Student Case Sheet for each client prior to participation in DRS services;
4. Maintain an updated copy of the DRS Student Case Sheet in each client's folder;
5. Serve as a member of the transition team;
6. Provide information regarding the program to school personnel, students, and parents;
7. Provide job readiness instruction and assistance to the students in the program (e.g., helping them prepare for interviewing for the potential position);
8. Assist with job placement and regular follow-up on the students' progress;
9. Work with the DRS Counselor to maintain a list of all authorized participating students, the place of employment, job title, and tasks learned or practiced, at least one time per semester or updated as new students join or jobs/job duties change;
10. Assist with the coordination of the individualized education program (IEP) and the individualized plan for employment (IPE);
11. Submit by the 15<sup>th</sup> of the following month, at the same time, monthly time sheets, progress reports, and proof of payment to students for reimbursement of the wages paid for students participating in School Work Study or Work Site Learning; and

If claiming mileage reimbursement for teacher coordinator travel to/from job sites of DRS clients, submit monthly itineraries and travel claims which are each signed and verified by the school district superintendent.

**C. DRS's Obligations** The DRS Counselor will:

1. Provide Teacher/Transition Coordinators blank copies of the DRS Student Case Sheet;
2. Provide Teacher/Transition Coordinators updated information (as available) for the DRS Student Case Sheet;
3. Provide Teacher/Transition Coordinators written preauthorization prior to initiation of services;
4. Serve as a member of the transition team;
5. Organize his or her work schedule in order to be available to confer with the school personnel, the students in the program, parents, employers and other partners in the process;
6. Accept referrals, process applications, and assist with the coordination of the IEP and the IPE;
7. Arrange and provide services as needed, including vocational evaluations, and counseling and guidance;



8. Assist with job placement and regular follow-up on the students' progress;
9. Work with the school staff/teachers to maintain a list of all authorized participating students, the place of employment, job title, and tasks learned or practiced, at least one time per semester or updated as new students join or jobs/job duties change;
10. Regularly monitor students at job sites;
11. Ensure the school/district is submitting monthly time sheets, and progress reports;
12. Provide reimbursement for the wages of students participating in School Work Study and Work Site Learning; and
13. Provide mileage reimbursement at the state rate for teacher coordinator travel to/from job sites of DRS clients participating in School Work Study and Work Site Learning.

#### **D. Student Wage**

1. The DRS and the Contractor agree that students who are employed by a school as part of a training program are not independent contractors, but employees of the school. **The Contractor agrees to deduct state and federal income tax from wages paid to the student.** The Contractor is responsible for costs incurred for workman's compensation or other expenses not included in the minimum wage reimbursed by the DRS, as part of its contribution toward providing coordinated transition services outlined in the Individuals with Disabilities Education Act (IDEA).

2. The DRS and the Contractor further agree that **IRS regulations provide that services performed by a student, who is employed by the school in which the student is enrolled, are not considered "employment" for purposes of FICA (Federal Insurance Contribution Act—Social Security and Medicare) and FUTA (Federal Unemployment Tax Act—employment tax) payroll deductions.** 26 C.F.R. § 31.3121(b)(10)-2(a)(1) and § 31.3306(c)(10)-2(b). The rules provide that the services performed by the student must be incident to and for the purposes of pursuing a course of study at the school. Section 31.3121(b)(10)-2(c). **The DRS and the Contractor agree that students who are employed by a school as part of a training program are not subject to FICA or FUTA.** The employee/student must be enrolled and regularly attending classes at the school at which the employee is employed to have the status of a student within the meaning of the regulations. This exemption does not apply if the student is working for a private employer through Employer Work Study, rather than the school, as part of an internship program. *The student must be employed by the school in order for the exception to apply.* The Oklahoma Employment Security Act provides that employment as part of a work-training program is exempt from the definition of "employment" and, therefore, not subject to the Act and, therefore, should not be documented as wages paid in quarterly submissions to the OESC. 40 O.S. §1-210 (15)(l). **At the end of the calendar year, students are to be provided with a W-2, Wage and Tax Statement, and not a 1099-Misc Form for Independent Contractors.**

3. For the school to be reimbursed for the student's wage, the student must have a trial work plan and/or an Individualized Plan of Employment (IPE) with the Oklahoma Department of Rehabilitation Services, and be participating in School Work Study or Work Site Learning. **Additionally, the school must have received in writing preauthorization for students to begin working before payments will be issued.**

4. The maximum number of hours of training per student reimbursable by the DRS cannot exceed 10 hours per week during the school year. The number of hours worked may exceed 10 for summer work only, when pre-approved by the DRS counselor; however, the DRS will reimburse only 50% of the wages for up to 20 hours per week for wages paid by the school. Students may begin working up to 20 hours per week beginning with the first day of summer break; however, upon the first day back to school, the students must go back to working only up to 10 hours per week.

5. Students who are completing high school at the end of the school year and who are participating in services through the Contract must cease work upon their last day of school/graduation. They may not continue to work through School Work Study or Work Site Learning beyond their last day of high school.

### **III. Compensation**

#### **A. Contract Amount**

The DRS shall reimburse the Contractor an amount equal to the current federal minimum wage for the wage paid by the school to students under the Transition Work Study Program. For students working through the school in the summer, the DRS will also reimburse for FICA and FUTA paid by the school district as summer work is not exempt since students are not enrolled at least half-time in school. Payment will be made upon receipt of properly completed and approved invoices, time sheets and progress reports documenting the provision of services, and/or a proper claim for reimbursement of Contractor-paid travel expenses pursuant to the contract for services. By law the DRS cannot pay in advance. Neither the Contractor nor any other parties may rely upon any amount set by the DRS in the Contract, or otherwise, as a guaranty, warranty, or any other promise of receipt or payment of that amount, except for those goods and/or services provided and accepted by the DRS pursuant to the Contract.

The DRS will cancel the Contract if procedures are not followed (e.g., putting students to work before authorized, inappropriate job placements, delayed billing, not submitting proper documentation as outlined in the contract). If a settlement agreement must be reached between the Contractor and the DRS, the Contractor will receive only 50% of the funds for which it is seeking reimbursement.

The Oklahoma State Constitution, Article 10, Section 23 states, "Balanced Budget - Procedures. The state shall never create or authorize the creation of any debt or obligation, or fund or pay any deficit, against the state, or any department, institution or agency thereof, regardless of its form or the source of money from which it is to be paid, except as may be provided in this section and in Sections 24 and 25 of Article X of the Constitution of the State of Oklahoma."

An express or written contract is a document evidencing, among other things, the mutual consent of the contracting parties. The written document becomes effective when the parties have signified their mutual consent by the act of signing it. The act of signing occurs when it occurs and applies only to events in the future.

To ensure you stay within the law and that you receive full compensation for services provided, please wait for official written documentation from your DRS counselors as to when a service may actually begin for an approved DRS client. The DRS CAN NOT backdate in order to pay for services for any youth with disabilities.

According to Oklahoma Senate Bill 2199, school districts must conduct national criminal record background searches and fingerprinting on prospective employees. Therefore, the DRS will reimburse the school district up to \$45.00 per client who:

- \* Is going to participate in School Work Study or Work Site Learning;
- \* Is at least 18 years of age; and
- \* Who has not previously had a criminal background check completed by the school district or any other school district in Oklahoma.

This reimbursement will occur upon request and submission of properly completed documentation to the DRS counselor. If the Contractor chooses to request the expedited background check (\$58.00) from the Oklahoma State Department of Education, the Contractor will be responsible for any additional fees beyond the \$45.00.

## **B. Payment**

The State of Oklahoma has forty-five (45) days from receipt of a proper invoice, timesheets and progress reports documenting the provision of services, and/or a proper claim for reimbursement of Contractor-paid travel expenses pursuant to the contract for services to make payment to the Contractor. Invoices, time sheets and progress reports shall be sent to the DRS counselor who authorized services for each DRS client.

The DRS counselor's name, address, and telephone number are shown on each DRS client's Authorization for Purchase. If the State of Oklahoma fails to make payment within the forty-five (45) days, the Contractor is eligible to receive interest on the unpaid balance due per State of Oklahoma Statutes. The Contractor is responsible for claiming the interest.

All students who are placed in the Transition Work Study program must be active VR/VS clients and have a trial work plan and/or an IPE in place in order for the school/district to be reimbursed for wages paid through School Work Study or Work Site Learning, or for the student to participate in Employer Work Study.

### **C. Lapse Of Invoices/Claims**

Proper invoices documenting the provision of services, and/or proper claims for reimbursement of Contractor-paid travel expenses pursuant to the contract for services shall be submitted within ninety (90) calendar days of the provision of those services, and/or incurrence of those travel expenses. Supporting encumbrances may be cancelled upon a lapse of six (6) months from the actual provision of services, and/or incurrence of travel expenses pursuant to the contract for services, unless specified otherwise in the Contract.

## **IV. Special Terms and Assurances**

### **A. Grievance**

The Contractor shall operate a system for resolution of grievances by recipients of the services provided under the Contract, regarding the substance or application of any written or unwritten policy or rule of the Contractor, or any decision, behavior, or action by the Contractor, its agents or employees. The grievance system used by the Contractor shall be subject to approval by the DRS.

### **B. Insurance**

The Contractor is hereby required to carry liability insurance adequate to compensate persons for injury to their person or property occasioned by an act of negligence by the Contractor, its agents or employees. Said policy must provide that the carrier may not cancel or transfer the policy without giving the DRS thirty (30) days written notice prior to the cancellation or transfer. The Contractor shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract, and provide the DRS with evidence of such insurance and renewals upon request.

### **C. Punitive Actions**

The Contractor understands that payment for services to DRS clients pursuant to the Contract shall be made by the DRS. Accordingly, the Contractor shall not restrict or refuse services under the Contract to DRS clients based on nonpayment by the DRS. No actions shall be taken against the DRS client, including collection actions for any service covered under the Contract, or for any late payment for which the DRS has responsibility. In addition, the Contractor agrees that no punitive actions will be taken against any client of the DRS for late payment of any tuition, fees, books, supplies, etc. for which the DRS has responsibility. This includes, but is not limited to, withholding grades, Pell or other financial aids, or delaying enrollment.

#### **D. Prior DRS Employment**

The Contractor hereby certifies that at the start of the contract period neither he/she, or if applicable, no member of its board or officers are former DRS employees who were employed by the DRS during the prior twelve (12) months.

#### **E. Travel**

The travel expenses to be incurred by the Contractor pursuant to the Contract shall be included in the total amount of the contract award. The DRS will only pay travel expenses (including per diem) specified in and charged against the total amount of the contract award. In addition, the DRS will not reimburse travel expenses in excess of the rate established by the Oklahoma State Travel Reimbursement Act, 74 O.S. § 500.1-37. The Contractor shall be responsible for all travel arrangements, and provide supporting documentation for reimbursement.

#### **F. Legal Employment Status Verification System**

The Contractor certifies that it and all proposed subcontractors, whether known or unknown at the time the Contract is executed or awarded, are in compliance with 25 O.S. §1313, and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312, and includes, but is not limited to, the free Employee Verification Program (E-Verify) available at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

#### **V. Standard Terms and Assurances**

##### **A. Equal Opportunity/Non-Discrimination**

The Contractor shall at all times comply with all federal laws relating to nondiscrimination, including, but not limited to, Presidential Executive Order 11246, as amended, and the Civil Rights Act of 1964, 42 U.S.C. §2000 *et seq.*; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §701 *et seq.*; the Americans With Disabilities Act of 1990, 42 U.S.C. §12101 *et seq.*; Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 *et seq.*; the Age Discrimination in Employment Act, 42 U.S.C. §6101 *et seq.*; and all amendments to these acts, and all requirements imposed by the regulations issued pursuant to these acts, including, but not limited to, providing equal opportunity, both to those seeking employment and those seeking services, without regard to race, color, religion, sex, national origin, age, or handicap.

## **B. Lobbying Activities**

The Contractor certifies the following:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, renewal, amendment, or modification of any federal grant or cooperative agreement;

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

## **C. Debarment, Suspension, And Other Responsibility Matters**

In accordance with Presidential Executive Order 12549, the Contractor certifies that neither it nor its principals are presently debarred, suspended or otherwise ineligible for participation in federal assistance programs.

## **D. Drug-Free Workplace**

The Contractor certifies compliance in providing or continuing to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part § 85.600 *et seq.*

## **E. Modification**

The Contract may only be modified by mutual consent of the parties in writing.

## **F. Cancellation**

1. With Cause: In the event the Contractor fails to meet the terms and conditions of the Contract, or fails to provide services in accordance with the provisions of the Contract, the DRS may, upon written notice of default transmitted via Certified Mail to the Contractor, cancel the Contract effective upon receipt of notice or at 5:00 PM on the fifth calendar day from the date the DRS mailed the notice, whichever occurs first. Such cancellation shall not be an exclusive remedy, but shall be in addition to any other rights and remedies provided for by law. In the event a Notice of Cancellation is issued, the Contractor shall have the right to request a review of such a decision, as provided by the rules and regulations promulgated by the State of Oklahoma, Department of Central Services, Central Purchasing Division.

2. Without Cause: It is further agreed that the Contract may be canceled by either party by providing thirty (30) days prior written notice.

## **G. Access To And Retention Of Records**

The Contractor shall maintain adequate and separate accounting and fiscal records, and account for all funds provided by any source to pay the cost of the Contract. Authorized personnel of the U.S. Department of Education or other pertinent federal agencies, and authorized personnel of the Oklahoma Department of Rehabilitation Services, State Auditor and Inspector, and other appropriate state entities shall have the right of access to any books, documents, papers, or other records of contract which are pertinent to the performance or payment of the Contract, in order to audit, examine, make excerpts and/or transcripts. The Contractor shall be required to maintain all records for three (3) years after the DRS makes final payment, and all other pending matters are closed.

## **H. Subcontracting**

The services to be performed under the Contract shall not be subcontracted, in whole or in part, to any other person or entity without written approval by the DRS. The terms of the Contract, and such additional terms as the DRS may require, shall be included in any subcontract. Approval of the subcontract shall not relieve the Contractor of any responsibility for performing the Contract.

## **I. Compliance With State & Federal Laws**

The Contractor shall comply with all applicable state and federal laws, rules and regulations relevant to the performance of the Contract. Compliance shall be the responsibility of the Contractor, without reliance on or direction by the DRS.

## **J. Client Confidentiality**

The Contractor assures compliance with DRS requirements pertaining to the protection, use, and release of personal information. The Contractor will hold confidential all personal information regarding individuals, including lists of names, addresses, photographs, records of evaluation, and all other records of the DRS client. This information may not be disclosed, directly or indirectly, unless consent is obtained in writing or as otherwise required by law.

## **K. Unallowable Costs**

In the event any audit, audit resolution, review, monitoring, or other oversight results in the determination that the Contractor has expended DRS funds on unallowable costs on this or any previous contract, the Contractor shall reimburse the DRS in full for all such costs on demand. The DRS may, at its sole discretion, deduct and withhold such amounts from subsequent payments to be made to the Contractor under this or other contracts.

## **L. Audit**

### **1. Federal Funds**

Organizations that expend five hundred thousand dollars (\$500,000.00) or more in a year in federal funds from all sources shall have a certified independent audit conducted in accordance with OMB Circular A-133, (June 26, 2003 Revision), "Audits of States, Local Governments and Non-Profit Organizations," pursuant to the Single Audit Act of 1984 31 U.S.C. 7501 *et seq.*, and subsequent amendments thereto.

### **2. State Funds**

Corporations both for-profit and non-profit, and governmental entities that receive fifty thousand dollars (\$50,000.00) or more in a year in state funds from the DRS shall have a certified independent audit of its operations conducted in accordance with Government Auditing Standards. The financial statements shall be prepared in accordance with Generally Accepted Accounting Principles, and the report shall include a supplementary schedule of awards listing all state and federal funds by funding source.

### **3. Auditor Approval And Audit Distribution**

The audit shall be performed by a certified public accountant, or a public accountant who has a valid and current permit to practice public accountancy in the State of Oklahoma, and who is approved by the Oklahoma Accountancy Board to perform audits according to Government Auditing Standards. The Contractor's fiscal managers and appropriate oversight bodies shall review the auditor's latest external quality control review report prior to the audit being conducted. The DRS retains the right to examine the workpapers of said auditor.

The Contractor shall submit two copies of the annual audit report to the Oklahoma Department of Rehabilitation Services - Contracts Unit, 3535 N.W. 58<sup>th</sup> Street, Suite 300, Oklahoma City, Oklahoma 73112, plus a copy of the management letter, if applicable, corrective action plan to all audit findings, and the auditor's latest external quality control review report within one hundred twenty (120) days of the Contractor's fiscal year end. In the event the Contractor is unable to provide the audit report within the time specified, the Contractor shall submit a written request for an extension to the address listed above, citing the reason for delay. The DRS reserves the right to suspend payment to the Contractor for costs owed pursuant to the Contract, if the DRS has not received the prior year audit.

## **M. Energy Efficiency**

The Contractor agrees to meet mandatory standards and policies relating to energy efficiency in compliance with the Energy Policy and Conservation Act [P.L. 94-163]. codified at 42 USC 6201 *et seq.*



#### **N. Environmental Protection**

If the payments pursuant to the Contract are expected to exceed one hundred thousand dollars (\$100,000.00), the Contractor must comply with Section 306 of the Clear Air Act [42 U.S.C. 1857 {h}], Section 508 of the Clean Water Act [33 U.S.C. 1368], Executive Order 11738, and Environmental Protection Agency Regulations [40 C.F.R. Part 15], which prohibit the use under nonexempt federal contracts, grants, or loans of facilities included on the EPA List of Violating Facilities.

#### **O. Employment Relationship**

The Contract does not create an employment relationship. Individuals performing services required by the Contract are not considered employees of the State of Oklahoma or the DRS for any purpose, and as such shall not be eligible for benefits accruing to state employees. The Contractor shall comply with all applicable laws regarding workers' compensation insurance.

#### **P. Contract Jurisdiction**

The Contract will be governed in all respects by the laws of the State of Oklahoma. The State of Oklahoma, District Court of Oklahoma County will be the venue in the event any legal action is filed by the DRS or the Contractor to enforce or to interpret provisions of the Contract.

#### **Q. Severability**

If any provision under the Contract, or its application to any person or circumstance, is held invalid by any court of competent jurisdiction, such invalidity does not affect any other provision of the Contract or its application that can be given effect without the invalid provision or application.



OKLAHOMA DEPARTMENT OF REHABILITATION SERVICES  
VENDOR INFORMATION FORM

Please complete all blanks below.

Vendor Name \_\_\_\_\_ EIN# \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State \_\_\_\_\_

9-Digit Zip Code \_\_\_\_\_ - Look up 9-digit zip code at: <http://zip4.usps.com/zip4/welcome.jsp>.

Payment Address  
(If different from mailing address) \_\_\_\_\_

City/State \_\_\_\_\_

9-Digit Zip Code \_\_\_\_\_ - Look up 9-digit zip code at: <http://zip4.usps.com/zip4/welcome.jsp>.

Telephone: ( ) - Fax: ( ) - Email Address: \_\_\_\_\_  
*Email address will only be used for sending contract documents to you, and to communicate with you about information regarding your contract.*

Name of Contact Person: \_\_\_\_\_

Telephone: ( ) - Email Address: \_\_\_\_\_  
*Email address will only be used for sending contract documents to you, and to communicate with you about information regarding your contract.*

\_\_\_\_\_  
Signature and Date

**MEMORANDUM:**

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

**FROM:** Eldona Woodruff, Director of Special Education

**SUBJECT:** Agreement with Melissa Sells for Deaf Interpreter Services

**DATE:** May 28, 2014

Attached in an agreement with Melissa Sells to provide Interpreter Services for the deaf during Extended School Year Services (ESY) in June and July 2014. Currently, we have one student with a hearing impairment who requires the services of a deaf interpreter during ESY. Ms. Sells has agreed to provide this service for \$21.50 per hour for three hours a day, three days a week for six week for a total amount of approximately \$1,161.

Thank you.





**State of Oklahoma  
Interpreter Certification and  
Resource Center**

**Melissa Sells  
QAST ID: 1661**

**QA Interpreting: | Expires: 5/2016  
QA Transliterating: | Expires: 5/2016**

**Card valid until February 28, 2015.  
Interpreter complies to Ethical Standards and Level of Limitations.**

## **TRANSPORTATION MANAGEMENT SERVICES AGREEMENT**

This TRANSPORTATION MANAGEMENT SERVICES AGREEMENT (the "Agreement") made effective as of the first day of July, 2014, by and between Independent School District No. 1 of Logan County, Oklahoma, a/k/a the Guthrie Public Schools, a body politic ("District"), and TransPar Group, Inc. a Kansas Corporation with its principal place of business at Suite 200, 18 SW 3<sup>rd</sup> St., Lee's Summit, Missouri 64063 ("Manager").

### **RECITALS**

The District has a student transportation system and desires that Manager, a qualified transportation consulting and management company, render certain management services with respect to the design, structure and operation of such system, as more particularly described herein.

NOW, THEREFORE, in consideration of the foregoing, and the mutual promises, covenants and undertakings set forth herein, the parties hereby agree as follows:

**1. Incorporation of Recitals.**

The matters recited above are hereby incorporated into and made a part of this Agreement.

**2. Engagement and Scope of Services.**

**2.1. Engagement.** The District hereby engages Manager as an independent contractor to manage, supervise and operate the District's Department of Transportation (the "System"), and Manager hereby accepts such engagement, upon the terms and conditions set forth herein.

**2.2. Services.** Manager agrees to provide the professional management services and assume the responsibilities set forth herein and on Exhibit "A" including the deliverables set forth herein (hereinafter, collectively, "Services") in accordance with the terms and conditions of this Agreement.

**2.3. Authority/Final Authority.** The District has ultimate responsibility for and authority over the System. Subject to the District's responsibility and authority and the District's policies, ordinances, guidelines, rules, service agreements, and decisions, Manager shall take all actions necessary and appropriate to manage operation of the System and performance of the Services in the safest, most timely and cost efficient manner possible. In connection therewith, Manager's responsibilities shall include: a.) assigning responsibilities to and monitoring the performance of all transportation related staff b.) dealing directly with vendors; and making recommendations to the District regarding the following: i. bidding contracts under the System, engaging new vendors; ii. terminating vendor contracts; iii. preparing budgets and financial control criteria; and policies, procedures and guidelines and rules for the System, any bus contractors and school officials; and c.) implementing, as directed by the District or its designee, all District approved ordinances, policies, guidelines, rules or decisions concerning the System. See Exhibits A, C, D.

**2.4. Changes.** The District may, from time to time, request changes in the scope of Services. Any such changes, including any agreed upon increase or

decrease in Manager's fees, shall be documented by amendment as set forth in this Agreement.

2.5. Communications. All reports, communications to the District and/or recommendations shall be directed to the Assistant Superintendent unless Manager is instructed otherwise by the Business Manager.

### **3. Personnel.**

3.1. Key Personnel. Key Personnel shall be employed by Manager (or Manager's affiliates) and all costs associated with Key Personnel shall be borne by and be the responsibility of Manager. Key Personnel are identified on Exhibit B.

3.2. Additional Manager Personnel. In addition to furnishing the Key Personnel, Manager shall furnish to the System, at Manager's expense, a sufficient number of trained personnel (the "Additional Manager Personnel") to perform the work designated as Services in this Agreement and specified as Services on Exhibit A and otherwise described in Section 2.3 of this Agreement. Manager shall pay all costs associated with the Additional Manager Personnel, including but not limited to wages, payroll taxes, benefits, travel, food and lodging. Additional Manager Personnel shall initially include one (1) Director of Transportation, see Exhibit B.

3.3. Removal of Additional Manager Personnel. Manager agrees to remove any Additional Manager Personnel from a particular job function in which such additional manager personnel is employed, upon written direction from the Assistant Superintendent and shall bear any costs associated with removal of Additional Manager Personnel if such removal is for cause.

3.4. Reassignment or Replacement of Key or Additional Manager Personnel. Manager agrees not to reassign or replace any Key or Additional Manager Personnel without prior written consent from the Assistant Superintendent, which consent shall not be unreasonably withheld or delayed. Replacement of

3.5 Hiring of Personnel. During the term, any renewal term and for a period of one (1) year following termination or expiration of this Agreement, District and Manager agree that they shall not, without the prior written consent of the other, be permitted to hire an employee of the other.

### **4. Standards of Performance.**

4.1. Standards. Manager agrees for itself and to cause all Key Personnel, Additional Manager Personnel and other staff under its direction and control to devote such time, attention, skill, knowledge and professional ability as is necessary to perform Services effectively and efficiently consistent with the best interests of the District. This includes assuring that sufficient personnel are on site at the District to perform Services through the entire workday each school day.

4.2 Staff. Manager shall retain and utilize sufficient Key Personnel, Additional Manager Personnel, and other staff under its direction and control to assure the effective and efficient performance of Services. It is understood that the level of assigned staff within the transportation department shall remain consistent with that which exists at the time of signing this Agreement. It is further understood that all staff (drivers, mechanics, aides, clerical, dispatcher, etc.) currently functioning in this department are to remain employees of the District but shall be



assigned to the system and shall be under the direct supervision and control of Manager. Manager shall have direct control over such personnel by directing, assigning, managing their tasks, and providing performance evaluations. District agrees to cooperate with the Manager in the replacement, transfer or discipline of staff in accordance with the District's collective bargaining agreement, if applicable, and with the District's policies and procedures.

It is further agreed that these positions shall be reviewed at least annually to determine whether they should remain as District positions or convert to Manager provided positions. If, based on this review or as staff vacate these positions, it is determined to be in the best interest of both parties to convert from District to Manager positions the cost of doing so shall be negotiated at the time of the conversion. Such costs shall be calculated and added to the then current rate of compensation.

4.3. Relationship. Manager and District agree to cooperate with each other in performing Services and each acknowledges that in order to achieve the desired objectives each must cooperate with the other.

4.4. District Satisfaction. Manager shall perform all Services to the reasonable satisfaction of the Assistant Superintendent and the District.

**5. Deliverables.**

A description of all deliverables, including all required submittals, documents, plans, reports and other materials to be provided to the District in connection with Services performed and the expected completion date(s), are set forth on Exhibit "C" ("Deliverables").

**6. Term and Termination.**

6.1 Initial Term. This Agreement consists of an initial term commencing July 1, 2014 and continuing through June 30, 2015 (the "Term"), unless terminated sooner as provided herein.

6.2 Option to Renew. The District shall have options to renew this Agreement for two (2) one (1) year renewal terms (each a "Renewal Term"). Notice of the District's exercise of its renewal option shall be given to the Manager within ten (10) days following the July meeting of the District's Board of Education with renewal, if approved, effective as of July 1 of the Renewal Term. Further in the event the Assistant Superintendent or other District official plans to recommend to the Board of Education that a Renewal Term option not be exercised, then the Assistant Superintendent shall give to Manager sixty (60) days written notice of the proposed recommendation not to exercise a renewal option. Failure to provide such notice shall not, however, result in renewal of the Agreement or give rise to an action for breach of the Agreement.

6.3. Default and Remedies. In the event Manager defaults as defined in section 6.4 of this Agreement and such default is not cured within thirty (30) calendar days after written notice is given by the District, any or all of the following actions may be taken by the District at its option:

6.3.a. Only if said default is due to the insolvency or bankruptcy of Manager, the District may terminate this Agreement immediately upon written notice to Manager without regard to the thirty (30) day cure period;

6.3.b. Manager may be declared to be in default under any other agreement Manager may have with the District;

6.3.c. Terminate this Agreement and pursue all other remedies available at law or equity.

**6.4. Events of Default.** The following shall constitute events of default:

6.4.a. Any material misrepresentation by Manager in the inducement of this Agreement or the performance of Services;

6.4.b. Breach of any agreement, representation or warranty made by Manager in this Agreement.

6.4.c. Failure of Manager to perform in accordance with or comply with the terms and conditions of this Agreement;

6.4.d. Any uncured Default by Manager under any other agreement Manager may have with the District; and

6.4.e. Assignment by Manager for the benefit of creditors or consent by Manager to the appointment of a trustee or receiver or the filing by or against Manager of any petition or proceeding under any bankruptcy, insolvency or similar law. However, the parties agree that assignment by Manager of any sums due and owing Manager under this Agreement shall not constitute a default of the Agreement. Further, Manager may, without consent of District (i) assign and/or create a security interest in all such rights to or for the benefit of any lenders to Manager and (ii) assign all rights under this Agreement and such obligations to a wholly-owned subsidiary or subsidiaries of Manager or to a successor to the business of Manager which shall assume all obligations and liabilities hereunder.

6.5 **Termination without cause/Termination payment.** District or Manager shall have the right to terminate this Agreement, without cause, upon 90 days written notice to the other. After the effective date of termination neither party shall be under further obligations under this Agreement other than obligations existing on the date of termination, except as otherwise provided in this Agreement. If either party terminates this Agreement pursuant to this Section 6.5, the party terminating the Agreement shall pay the other party a termination payment equal to two months of management fees as set forth in Section 7.1 of this Agreement.

## **7. Compensation/Reimbursements/Payment/etc.**

7.1. **Compensation.** The District shall pay to Manager a one time sum of \$4,000 as an initialization fee at signing of this Agreement. The District shall pay to Manager, during the Initial Term on account of provision of Services, the sum of \$11,620 monthly for the Initial Term; \$11,852 monthly for the first Renewal Term, if approved by the Board of Education; and the sum of \$12,089 monthly for the second Renewal Term, if approved by the Board of Education. This Compensation is cash compensation for Services and is separate from and in addition to District's obligation to provide to Manager facilities and equipment provided to Manager pursuant to Section 7.4 of this Agreement. The services provided are more readily defined within Exhibit A.

7.2. **Basis of Compensation.** Compensation for Services shall be based on actual Services performed during the Term of this Agreement and the District shall not be obligated to pay for any Services not in compliance with this Agreement.

7.2.a. In the event of early termination of this Agreement, the District shall be obligated to pay the Compensation provided hereunder and approved

reimbursable costs incurred up to the date of termination.

7.2.b. District is not liable for any costs incurred or Services performed after the effective date of termination, except as herein provided. However, if a cost or Service was authorized, prior to the effective date of termination, but incurred after the effective date of termination, District shall pay for such cost or service. If a cost or Service was authorized after the effective date of termination, such cost or Service must be the subject of a separate agreement between District and Manager.

7.3. Payment. Manager shall submit invoices to the District and District shall pay Manager's invoices within ten (10) days of receipt of the invoice.

7.4. Facilities, Equipment, etc. During the Initial Term and any renewal, the District shall provide and make available to Manager the facilities, services, equipment, supplies, etc. currently provided by the District to the Department of Transportation in accordance with the Department of Transportation budget, including but not limited to office space, office furniture and fixtures, telephone and fax, computers, software and all peripherals necessary to operate the System and to access any data processing or management information system necessary to operate the System and office supplies, utilities, office equipment and service agreements covering such equipment. District shall endeavor to maintain and/or upgrade equipment so as to not impede Manager's ability to utilize necessary hardware/software for the fulfillment of its obligations under this Agreement. Manager agrees to assist the District, if required, with these upgrades by initially purchasing required items and arranging for District to reimburse Manager within a reasonable period of time. Further, if at any time during the term of this Agreement or any renewal thereof District or its designee determines that any office or office space provided to Manager shall be moved to a new location, District shall pay all costs incident to the relocation of the office and all facilities and equipment that it is providing to Manager under this Section of this Agreement.

7.5. Non-Appropriation. Expenditures not appropriated in the current fiscal year budget are deemed to be contingent liabilities only and are subject to appropriation in subsequent fiscal year budgets. In the event sufficient funds are not appropriated in a subsequent fiscal year by the District for performance under this Agreement, the District shall notify Manager and this Agreement shall terminate on the last day of the fiscal period for which funds were appropriated.

7.6. Revenue. All revenue derived from the operation of the System whether from passengers or from other sources shall be and remain the sole property of the District. The handling and treatment of all such revenue, including the receipts, collection, deposit and accounting therefor, shall be directed by the District.

## **8. Confidentiality and Ownership of Documents.**

8.1. Confidential Information. In the performance of Services, Manager may have access to certain information that is not generally known to others including but not limited to information and/or documentation obtained from the District's student records, administration, personnel/finance department, etc. ("Confidential Information").

8.2. Confidentiality Obligations. Manager agrees not to use or disclose to any third party, except as required in the performance of Services, any Confidential

Information or any records, reports or documents or Deliverables prepared or generated as a result of this Agreement without the prior written consent of the District. This provision shall survive the expiration or termination of this Agreement.

8.3. Dissemination of Information. As to performance of Services under this Agreement, Manager shall not issue news releases or grant press interviews or disseminate any information regarding Services except as may be required by law, during or after the performance of Services without the prior consent of the Assistant Superintendent. However, Manager may issue news releases or publicity regarding the execution of this Agreement and may advise other potential purchasers of its services as to the nature of Services provided to District. In the event Manager is presented with an Oklahoma Open Records Act request, a request for documents by any administrative agency or with a subpoena duces tecum regarding any records, data, other documents or Deliverables which may be in Manager's possession by reason of this Agreement and/or the Services being performed, Manager shall, within two business days, give notice to the District and its attorney with the understanding that the District shall have the opportunity to contest such process by any means available to it before such records, data, other documents, or Deliverables are submitted to a court or other third party; provided however, that Manager shall not be obligated to withhold such delivery beyond the time ordered by the court or administrative agency, unless the subpoena or request is quashed or the time to produce is otherwise extended.

8.4. Staff . Manager agrees to cause Key Personnel, Additional Manager Personnel, and other staff under its direction and control if any, to undertake the same obligations of confidentiality agreed to by Manager under this Agreement.

8.5. Ownership. All records, reports, documents, Deliverables and other materials prepared by Manager in performing Services as well as all records, reports, documents, Deliverables and other materials containing Confidential Information prepared or generated as a result of this Agreement shall at all times be and remain the property of the District. However, to the extent that such records, reports or documents are financial records of Manager or are either working drafts of deliverables or final deliverables that have been made public records pursuant to state law, then such records, reports or documents are also property of Manager. All software and other systems delivered to the District that is owned or developed by the Manager for use in delivering services shall remain the property of the Manager unless District arranges to purchase/lease same from Manager.

8.5.a. In the event any of the above items are lost or damaged while in Manager's possession, such items shall be restored or replaced at Manager's expense.

## **9. Representations and Warranties of Manager.**

Manager represents and warrants that the following shall be true and correct as of the effective date of this Agreement and shall continue to be true and correct during the Initial Term and any Renewal Term of this Agreement.

9.1. Compliance with Laws. Manager is and shall remain in compliance with all local, state and federal laws, ordinances, regulations and statutes relating to this Agreement and the performance of Manager's Services, including but not limited to smoke-free and drug-free workplace laws, and those laws referenced in

Sections 14.1 and 14.2 of this Agreement relating to non-discrimination. Further, Manager is and shall remain in compliance with all District policies and regulations and agrees, upon reasonable request, to cause all Key Personnel, Additional Manager Personnel and other staff under its direction and control to submit to the standard criminal background checks required of all District personnel at Manager's expense.

9.2. Gratuities. No payment, gratuity or offer of employment was made to Manager or to any subcontractors, if any, to the best of Manager's knowledge in relation to this Agreement or as an inducement for award of this Agreement. Manager is and shall remain in compliance with all applicable anti-kickback laws and regulations.

9.3. Ethics. No officer, agent or employee of the District is or will be employed by Manager or has or will have a financial interest, directly or indirectly, in this Agreement or the compensation to be paid hereunder except as may be permitted under this Agreement or in writing by the District's ethics policies, if any.

9.4. Good Standing. Manager and each of its subcontractors, if any, are entities in good standing under the applicable laws of the state where such entity is domiciled.

9.5. Authorization. Manager has taken all action necessary for the approval and execution of this Agreement, and execution by the person signing on behalf of Manager is duly authorized by Manager and has been made with complete and full authority to commit Manager to all terms and conditions of this Agreement which shall constitute valid, binding obligations of Manager.

## **10. Independent Contractor.**

It is understood and agreed that the relationship of Manager to the District is and shall continue to be that of an independent contractor and nothing contained in this Agreement shall be construed to create an agency, partnership, employer/employee relationship or fiduciary relationship between the District and Manager or between any party and any officer or employee of the other party. Neither Manager nor any of Manager's agents, employees or subcontractors shall be entitled to receive District employee benefits. It is further understood and agreed that the District shall not be responsible for, nor incur any liability for, any state or federal withholding or other taxes or for FICA or state unemployment insurance for Manager, its agents, employees or subcontractors and the payment of any such taxes incurred or due by Manager shall be the sole responsibility of Manager. Manager agrees that neither Manager nor its Key Personnel, Additional Manager Personnel or staff shall represent themselves as employees of the District. Manager shall provide the District with a valid taxpayer identification number as defined by the United States Internal Revenue Code, including but not limited to a social security number and/or federal employer identification number.

## **11. Indemnification and Defense of Litigation**

11.1 Indemnity Manager shall hold District, its officers and employees harmless and does hereby indemnify District, its officers and employees from and against every claim or demand which may be made by any person, firm, corporation, or other entity arising from or caused by any act, neglect, default or

omission of Manager in the performance of this Agreement, except to the extent that such claim or demand arises from or is caused by the negligence or willful misconduct of District, its agents or employees.

11.2 Cooperation. In the event that third parties assert claims for damages against either Manager or District or both as the result of alleged harm caused to the third party in the operation of the student transportation system, Manager and District agree to use their best efforts to cooperate with each other in the defense of such claims. Manager and District recognize that as to tort claims, the District's liability is limited by the Oklahoma Governmental Tort Claims Act.

11.3 Survival. The provisions of this Section 11 shall survive the expiration or termination of this Agreement.

## **12. Insurance.**

12.1. Insurance. Manager shall procure and keep in force during the entire term of this Agreement, professional liability and property damage liability insurance. Manager shall provide limits of liability of not less than One Million Dollars (\$1,000,000) Combined Single Limit with a Three Million Dollar (\$3,000,000) Umbrella for negligence. Manager shall provide the District with a certificate of insurance evidencing such coverage. The insurance policy shall provide that coverage cannot be cancelled except after thirty (30) days written notice to the District.

## **13. Dispute Resolution.**

Any dispute or controversy between Manager and District arising out of or relating to this Agreement, including, but not limited to, a dispute relating to the construction of any provision or the validity or enforceability of any term or condition (including this paragraph) of the entire Agreement, or any claim that all or any part of this Agreement (including this provision) is void or voidable, shall be submitted to arbitration pursuant to the procedures outlined below and Rules of the American Arbitration Association (AAA). The parties shall agree upon a single arbitrator to arbitrate the dispute from a panel of arbitrators with experience in such matters. If the parties cannot agree upon an arbitrator within thirty days after the request for arbitration has been made, then the AAA shall appoint an arbitrator. Each party shall bear its own costs. In all disputes the Manager and District agree to submit the dispute to non-binding mediation. Mediation must be completed prior to any arbitration hearing. Mediation may occur before or after notice of intent to arbitrate has been filed with the arbitration service. The parties agree that no arbitration hearing may proceed until a mediation has occurred. Mediation and arbitration shall take place in Oklahoma.

## **14 Non Discrimination.**

14.1 Unlawful Employment Practices. It shall be an unlawful employment practice for Manager or subcontractors to fail or refuse to hire or to discharge any individual or otherwise to discriminate against any individual with respect to compensation, or the terms, conditions or privileges of employment, because of such individual's race, color, religion, sex, age, handicap or national origin; or to limit, segregate, or classify employees or applicants for employment from equal employment opportunities or otherwise adversely affect an individual's status as an employee because of such individual's race, color, religion, sex, age, handicap

or national origin.

14.2 Compliance. Manager shall comply with the Civil Rights Act of 1964 as amended, 42 U.S.C.A. Sec. 2000, et seq.; The Age Discrimination in Employment Act., 29 U.S.C.A. §621, et. seq.; Section 504 of the Rehabilitation Act, 20 U.S.C.A. §701, et. seq.; as amended; the Equal Opportunities for Individuals With Disabilities Act, 42 U.S.C.A. §12101, et. seq.; and all applicable Oklahoma law.

**15. Notices.**

All notices required under this Agreement shall be in writing and sent to the address set forth below:

Notices to District shall be addressed to:

Guthrie Public Schools  
802 E. Vilas  
Guthrie, OK 73044  
Attention: Dennis Schulz, Assistant Superintendent  
Copies to: Dr. Mike Simpson, Superintendent

Notices to Manager shall be addressed to:

Ruth A. Newby, President  
TransPar Group, Inc.  
Suite 200, 18 SW 3<sup>rd</sup> Street  
Lee's summit, Missouri 64063

**16. Assignment:**

This Agreement shall be binding on the parties and their respective successors and assigns, provided however, that neither party may assign this Agreement or any obligations imposed hereunder without the prior written consent of the other party. However, the parties agree that assignment by Manager of any sums due and owing Manager under this Agreement shall not constitute an assignment of the Agreement. Further, Manager may, without consent of District (i) assign and/or create a security interest in all such rights to or for the benefit of any lenders to Manager and (ii) assign all rights under this agreement and such obligations to a wholly-owned subsidiary or subsidiaries of Manager. With consent of the District, which consent will not be unreasonably withheld, Manager may assign all rights under this Agreement to a successor to the business of Manager which shall assume all obligations hereunder.

**17. Entire Agreement: Amendment.**

This Agreement, including all exhibits and referenced documents, constitutes the entire agreement of the parties with respect to the matters contained herein. No modification of or amendment to the Agreement shall be effective unless such modification or amendment is in writing and signed by both parties hereto. Any prior agreements or representations, either written or oral, relating to the subject matter of this Agreement not expressly set forth herein are of no force or effect.

**18. Governing Law.**

This Agreement shall be governed by and construed in accordance with the laws of the State of Oklahoma without regard to any conflict of law or choice of law principles.

**19. Waiver.**

No delay or omission by the District to exercise any right hereunder shall be construed as a waiver of any such right and the District reserves the right to exercise any such right from time to time as often and as may be deemed expedient.

**20. Conflict of Interest.**

20.1 The Manager covenants that Manager presently has no interest and shall not acquire any interest, direct or indirect, in the System to which this Agreement pertains which would conflict in any manner or degree with the performance of its Services hereunder without prior written notice to and approval of the District. The Manager further covenants that in its performance of the Services no person having any such interest shall be employed by it.

20.2 During the Initial Term, any Renewal Term and for a period of one (1) year following termination or expiration of this Agreement, neither Manager nor any of Manager's affiliates shall be permitted to function as a bus vendor/contractor for the System.

**21 Investigations**

Each party to this Agreement hereby acknowledges that District has the authority to conduct certain investigations and that the District shall have access to all information and personnel necessary to conduct those investigations.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representatives as of the date first above written.

**DISTRICT**  
Guthrie Public Schools

**MANAGER**  
TransPar Group, Inc.

By: \_\_\_\_\_  
Title: Superintendent of Schools

By: \_\_\_\_\_  
Title: \_\_\_\_\_



## **Schedule of Exhibits**

A -- Services

B -- Key Personnel

C -- Deliverables

**EXHIBIT A**  
**SCOPE OF SERVICES**

Manager shall conduct all of its activities subject to the ordinances, decisions, rules, guidelines, policies and procedures of District and pursuant to such ordinances, decisions, rules, guidelines, policies and procedures (hereinafter, collectively, "District Policies") Manager shall carry out the following functions and responsibilities of the Department of Transportation:

Oversee, manage, and supervise all aspects of the day to day operations of the transportation system.

Recommend to the District short-term and long-term plans, processes and procedures that will improve student transportation services and upon the District's approval and adoption of such policies and procedures, implement same.

Assign students, schools, stops and busses to bus routes. In making bus route assignments make maximum use of the time and capacity available for each bus in the System.

Evaluate the performance of each transportation system staff member and recommend as required.

Provide System users information regarding the System to make the system more effective and responsive.

Recommend to the District procedures for communication and problem solving between schools, bus Managers, parents, advisory agencies, and community members and if adopted by the District, develop and maintain such procedures.

Evaluate the effectiveness of the System and where appropriate recommend to the District, District Policies to improve the effectiveness of the System.

As requested, assist the Assistant Superintendent and other District departments with transportation issues.

To the extent required by the Assistant Superintendent and the District participate in the process to develop any required vendor specifications and bids.

As appointed by the District or Assistant Superintendent, serve on District or other special committees concerning student transportation.

Recruit and maintain Department of Transportation Staff as allowable within District policy.

Develop and monitor the student transportation budget.

With approval of the District institute a refined bus routing system.

Assist with other required reports as needed.

**EXHIBIT B**

**KEY PERSONNEL**


<u>Name</u>	<u>Title</u>	<u>Responsibility</u>
Ruth Newby	President	CEO
Kyle Martin	Vice-President	Corporate Support
Scott Allen	VP-Operations	Project Manager
Jeff McHenry	Finance	Budgeting/Analysis
Don Bergeron	Planner	Routing
John Tucker	Manager	Start-up

**ADDITIONAL MANAGER PERSONNEL**

TBD	Director	Daily Operations
-----	----------	------------------

## EXHIBIT C

### DELIVERABLES

 <b>TRANSPARGROUP</b>		<b>Management Services Deliverables</b> Prepared for: Guthrie Public Schools				Jun-14
		Jul / Aug / Sep	Oct / Nov / Dec	Jan / Feb / Mar	Apr / May / Jun	
<b>Performance</b>	<b>Ongoing Services</b>					
		Weekly Conference Calls to Measure Progress and Adherence to TEAMS Management Principles				
		Monitor On-Time Performance, Monitor Driver Recruiting Plan Progress, Provide Monthly "Directors" Report				
		Receive, Process & Respond to Requests for Information, <b>TransFinder Software</b>				
		Provide Daily / Weekly / Monthly Support for District Transportation Manager & Team				
		Accident/Safety Progress Review	Accident/Safety Progress Review	Accident/Safety Progress Review	Accident/Safety Progress Review	Accident/Safety Progress Review
		Financials vs Budget Review	Financials vs Budget Review	Financials vs Budget Review	Financials vs Budget Review	Financials vs Budget Review
		<b>Scheduled Services</b>				
		UP	Co-Author Annual Progress Report		Conduct Principal's Service Survey	
			Perform TransPar's RouteYield			Review Fleet Maintenance Controls
<b>Planning</b>	<b>Scheduled Services</b>					
		START	Identify Cost Reduction Targets		Assess Bell Time Schedule	
			Manager Training in NAPT Conf.		Budget Preparation & Support	
			On-Site Visit & Program Review	On-Site Visit & Program Review	On-Site Visit & Program Review	On-Site Visit & Program Review
			Confirm Bus Replacement Plan			Develop Driver Recruiting Plan
			On-Site Visit & Program Review			
<b>Preparation</b>	<b>Scheduled Services</b>					
		SCHOOL	School Startup Planning & Goals		Review Labor Agreement (optional)	
			Convert TransFinder to the 'cloud'		Determine Costs of Trans Programs	
			Perform Safety Climate Analysis			Review Rider Eligibility Rules
						Assess Routing Practices & Rules
<b>Misc</b>	<b>Other As-Needed Support Services</b>					
		General Q&A, Attendance Boundary Analysis, Crisis Communication, Routing Software Issues, School Board Presentation Content Note: Services not addressed may be negotiated and performed in a mutually agreed to timeframe and rate.				

SUPPLEMENTAL ESTIMATE

FOR

I-001, Guthrie

(County City Town or Board of Education)

of Logan COUNTY, OKLAHOMA

With Exhibits showing the Financial Condition of the 2013-2014 Child Nutrition FUND at the close of the month ending May 31, 2014

And a Statement of Additional Needs for the remainder of the Fiscal Year ending June 30, 2014

To the County Excise Board

County of Logan, State of Oklahoma

Greetings:

Pursuant to the requirements of 68 Okla.St. Ann. § 3021, we herewith submit for your consideration the within Statement of the Fiscal Condition of the Nutrition Fund of the I-001, Guthrie, County of Logan, State of Oklahoma, for that portion of the current fiscal year beginning July 1, 2013, and ending with the close of business on the last day of the month of May, 2014, together with an itemized statement of balances in appropriations now considered unnecessary or dispensable in view of greater needs, and an itemized statement of additional needs considered essential in the proper conduct of said municipality for the remainder of the current fiscal year ending June 30, 2014. As to the Counties and Cities, find attached hereto certificate of publication as required by said Section 3021. We further certify that the estimate of income from sources other than Ad Valorem Tax for the remainder of the current fiscal year is reasonably probable of collection before June 30th next, and that such estimate is based on the estimated income other than ad valorem tax as fixed by the excise board for the current fiscal year, after excluding any estimate of such income to be received from prior or back ad valorem tax as to which the date of sale for delinquency has elapsed.

We further certify that the aggregate amount of said proposed additional and supplemental appropriations, when added to the original appropriations for the fiscal year, is not in excess of the income and revenue provided and accumulated for this current fiscal year, that Officers in charge of Departments affected by proposed cancellations have been notified of such proposals, and that no part of the revenue of this or a previous year against which there are any outstanding claims, contracts or warrants has been included in this Supplemental Estimate.

Dated at Guthrie, Oklahoma, this 9th day of June, 2014

(Member)

(Chairman, President or Mayor)

Attest:

(Clerk) (Member)

CERTIFICATE OF TRUE STATEMENT OF FINANCIAL CONDITION AND CASH ON HAND

We, the undersigned, do hereby solemnly swear or affirm that the within Exhibits "D," "F," "M" and "Y" reflect a true and correct statement of the condition of the Nutrition FUND for each of the stated Fiscal Accounts of the I-001, Guthrie (municipality), of Logan County, Oklahoma, at the close of business on May 31, 2014, that we have no knowledge or record of any claims or contracts pending against the Balances of Appropriations proposed for cancellation; and that all of said statements are in accordance with and as shown by the records of our respective officers, each, so help me God.

Treasurer's signature: (Treasurer) Clerk's signature: (Clerk)

Subscribed and sworn to before me this the day of 20, 20

(County Clerk or Notary Public)

(County Clerk or Notary Public)

(UNLESS BOTH CLERK AND TREASURER SWEAR TO THIS CERTIFICATE, IT SHALL NOT BE APPROVED)

Filed this the day of 20, County Clerk

NOTE:--The same officers shall sign this application as law required to sign the Financial Statement and Estimate of Needs for a county or any subdivision thereto when the same is filed in July with the County Excise Board.



Exhibit "M" Appropriation Summary		1 FOR WARRANTS		2 FOR INTEREST		3 TOTAL	
1	Original Estimate "Made and Approved" as filed with State Auditor	1450373	09			1450373	09
2	Increase due to Supplemental Appropriation dated 20						
3	Increase due to Supplemental Appropriation dated 20						
4							
5	Total Appropriations Approved	1450373	09			1450373	09
6	Cancellations and Reserves						
7	Reserved for Pending Appropriation Protest on Items not included in 68 Old St. Ann., § 3032						
8	Canceled by Court Order						
9	Canceled by Excise Board under authority of 68 Old St. Ann., § 3023						
10							
11	Total Cancellation and Reserves	-0-				-0-	
12	Net Approved Appropriations	1450373	09			1450373	09
Exhibit "Y" Method of Financing Appropriations		1 DETAIL		2 TOTAL		3 EXTENSION	
1	Equalized Certified Mills Assessed Valuation \$ _____ and Extended _____ Levy Certified						
2	Gross Proceeds of Levy Certified in State Auditor						
3	Deduct: 1. Gross Proceeds of _____ Mills Canceled by Excise Board 68 Old St. Ann., § 3023						
4	and 2. Gross Proceeds of _____ Mills Canceled by Court Order						
5	and 3. Gross Proceeds of _____ Mills for Levy Protests still pending						
6	Balance Gross Proceeds of Levy free of Protests						
7	Deduct: Reserve at _____ % for Delinquencies (1/1 1 if at 10%)						
8	Net Tax Available to Finance Appropriations						
9	Surplus Cash of Prior Year on hand July 1 (Examine Tax Court J. E. for adjustments)			202684	92		
10	Protest Tax Refund Unclaimed fully released Jul 1 (Examine Tax Court J. E. for adjustments)						
11	Estimate of all Misc. Incomes other than Current Tax (Exhibit "F", Column 1, Line 19)			1247688	17		
12	Surplus Collections added by Supplement dated 20						
13	Surplus Collections added by Supplement dated 20						
14	Total Finance free of Protests to Cover Exhibit "M", Line 11, Column 3					1450373	09
15	Note any deficiency in Plan of Finance (Any Excess of M-11-3 over Y-13) (See F-28)					-0-	
Exhibit "D" Current Cash		1 DETAIL		2 TOTAL		3 EXTENSION	
1	Receipts, Disbursements and Balance Sheet Condition						
2	Cash Surplus of Prior Year Actually on Hand July 1 (Y-8)	202684	92				
3	Released Unclaimed Protest Tax Refund on Hand July 1 (Note 2) (Y-9)						
4	Current Tax Apportioned						
5	Miscellaneous Income Other Than Current Tax Apportioned (F-19, Column 2)	1333255	47				
6							
7	Total Balance and Receipts			1535940	39		
8	Current Warrants Paid	1161361	08				
9	Interest Paid Thereon						
10							
11	Total Disbursements			1161361	08		
12	(Publish) BALANCE SHEET Current Assets						
13	Balance Cash on Hand on date shown in caption above			374579	31		
14	Net Current Tax Available Free of all Protests and Reserves (Y-7)						
15	Deduct Current tax Apportioned (D-4)						
16	Net Balance Current Tax in Process of Collection (To Column 3)						
17	Balance of Original Estimate of Miscellaneous Income (F-19, Column 3)			6791	80		
18	Total Assets					381371	11
19	Current Liabilities and Reserves						
20	Appropriations Available for Warrant Issues (M-11, Column 1)	1450373	09				
21	Deduct Warrants Issued to Date in Caption	1196007	30				
22	Balance Appropriations Available (To Column 3)					254365	79
23	Current Warrants Outstanding on Date in Caption (D-19 Less D-8)					34646	22
24	Provision Made for Interest on Current Warrants (M-1 1, Column 2)						
25	Deduct Interest Provision Used to Date (D-9)						
26	Residue of Interest Provision (If More is Needed, Enter in Schedule 2)						
27							
28	Total Liabilities and Reserves					289012	01
29	Deficit						
30	Surplus --- (If Correctly Prepared Will Agree With F-3 1)					92359	10

1. Publish all Items Below Line 11 of Exhibit "D" in Counties and Cities  
 2. Include No Unclaimed Protest Tax Refunds on Which the 6-Months Expired After July 1

**PROOF OF PUBLICATION  
AFFIDAVIT**

STATE OF OKLAHOMA, COUNTY OF \_\_\_\_\_, ss  
 Personally appeared before me, the undersigned Notary Public, \_\_\_\_\_  
 Clerk of \_\_\_\_\_ of the County and State aforesaid, who being first duly sworn according to law, deposes  
 and says--That he complied with the law by having Exhibits "D" Balance Sheet, and Schedules 1 and 2, of the within Financial Statement  
 and Estimate published as required by law in at least one issue of the \_\_\_\_\_  
 a weekly-daily newspaper published in the City-Town of \_\_\_\_\_, a copy of which published  
 statement and estimate, together with proof of publication thereof, is hereto attached marked Exhibit "A," and made a part hereof. In  
 evidence whereof the Affiant has subscribed hereto under oath. \_\_\_\_\_ Clerk  
 Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
 My commission expires \_\_\_\_\_, 20\_\_\_\_, Notary Public

**CERTIFICATE OF EXCISE BOARD**

STATE OF OKLAHOMA, County of Logan, ss:  
 We, the undersigned, Members of the Excise Board of said County and State, do hereby certify that we have examined and  
 carefully considered the application and proposal of the Governing Board of \_\_\_\_\_  
 I-001, Guthrie

of the same County and State aforesaid, for additional and supplemental appropriations for certain current expense purposes for the  
 remainder of the fiscal year ending June 30, 20\_\_\_\_, the financial statement submitted therewith as of the month ending \_\_\_\_\_  
 31, 20\_\_\_\_, and the list of appropriations and parts thereof proposed for cancellation, after hearing any protests against  
 such proposed cancellations.

We rely on the sworn statements of the Clerk and of the Treasurer and of the Governing Board of the with-in-named municipality  
 that the revenues already received have been properly credited to the several Fiscal Year Accounts, that all warrant issues have been  
 properly charged thereto or paid therefrom, and that no unpaid claims or contracts are pending against the balances of Appropriations  
 submitted for cancellation.

We find, on analysis of the within Financial Statements, that the available surplus revenue already accrued and which is subject  
 to supplementary appropriations under title 28 Okla.St. Ann. § 3021, is as follows:

Canceled Current Appropriation Balances, as per Schedule 1, column 3 .....	\$ _____
Current Revenues Actually Collected in excess of previous Appropriated Estimates, Exhibit "D," line 29, ...	\$ 92359.10
Total Surplus Approved and Appropriated to Current Child Nutrition Fund use, Schedule 2 .....	\$ 92359.10

Wherefore, we have and do order cancellation of Appropriation Items as shown in last column of Schedule 1, and we hereby  
 appropriate the Current Revenues released thereby, together with Current Surplus Assets disclosed to Current Purposes, and we have  
 and do hereby approve and make additional and supplemental Appropriations as listed in column 3 of Schedule 2 in the total sum of  
 \$ 92359.10 which is within the total amount of surplus Revenue accrued as scheduled. The Secretary of the County Excise Board is  
 hereby ordered to certify the same to the Clerk of the within-named municipality or subdivision of the State of Oklahoma, who is hereby  
 authorized to enter the same upon his records, to notify his Treasurer of this action, and to make said funds available to his Governing  
 Board.

Dated at \_\_\_\_\_, Oklahoma, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Attest: \_\_\_\_\_ Signed \_\_\_\_\_  
 Secretary of County Excise Board Chairman of County Excise Board  
 \_\_\_\_\_  
 Member of County Excise Board  
 \_\_\_\_\_  
 Member of County Excise Board



**REQUEST FOR APPROVAL OF STATE AID AND/OR FEDERAL FUNDS FOR SCHOOLS**

2013-2014 Child Nutrition FUND

**S.A.&I.307(2006)**

School District No. I-001

To the County Clerk of Logan County, State of Oklahoma:

We, the undersigned, duly qualified and acting officers of the Governing Board of aforementioned school district of said County and State hereby certify that the notice of approval of the following State and/or Federal Funds has been received and is currently on file in the school's business office:

1.	<u>Federal Lunch and Breakfast Reimbursement</u>	<u>\$ 92,045.95</u>
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
Total		<u>\$ 92,045.95</u>

We, further certify that these funds are in addition to and in excess of the State and/or Federal Funds previously appropriated for the school district. We, therefore, request that the school's appropriations be increased by the following amounts:

PURPOSE OF ITEM OF APPROPRIATIONS	Prior Approved Appropriations	Requested Application of Funds	Current Approved Appropriations	Added By County Clerk
1. Current Expense	1,542,732.19	92,045.95	1,634,778.14	92,045.95
2. Interest Reserve				
3. Grand Total	1,542,732.19	92,045.95	1,634,778.14	92,045.95

Submitted, by order of the Board, this 9<sup>th</sup> day of June 2014.

\_\_\_\_\_  
President of the Board

\_\_\_\_\_  
Clerk

**CERTIFICATE OF COUNTY CLERK**

STATE OF OKLAHOMA, COUNTY OF Logan, SS:

I, the duly qualified and acting County Clerk in and for the said County and State, do hereby certify that I have added the requested amounts to the appropriations of the school district in the manner requested by the School's Board of Education.

Done at \_\_\_\_\_ Oklahoma, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

(SEAL)

By \_\_\_\_\_ Deputy

**APPLICATION FOR APPROVAL  
OF TEMPORARY APPROPRIATIONS  
FOR THE FISCAL YEAR OF 2014-15**

BE IT RESOLVED: that, in accordance with the provisions of 68 O.S., Section 3020, the County Excise Board is respectfully requested to approve the temporary appropriations listed below for the funds of the hereinafter named school district. It is certified that the amounts so requested do not exceed 100% of the School's Estimate of Needs for 2014-15:

General Fund	
Current Expense	<u>\$ 20,500,000</u>
Building Fund	
Erecting, remodeling or repairing school buildings and purchase of furniture	<u>\$ 1,100,000</u>
Child Nutrition Fund	
Current Expense	<u>\$ 1,000,000</u>
School Age Care Fund	
Current Expense	<u>\$ 125,000</u>
Gifts & Endowments Fund	
Current Expense	<u>\$ 15,000</u>
Insurance/Casualty Fund	
Current Expense	<u>\$ 45,000</u>

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

BOARD OF EDUCATION OF GUTHRIE,  
#I-1, LOGAN COUNTY, OKLAHOMA

ATTEST:

\_\_\_\_\_  
CLERK

\_\_\_\_\_  
PRESIDENT

COUNTY EXCISE BOARD

APPROVED BY THE \_\_\_\_\_ COUNTY EXCISE BOARD

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014.

ATTEST:

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
MEMBER

\_\_\_\_\_  
SECRETARY OF COUNTY  
EXCISE BOARD

\_\_\_\_\_  
MEMBER



May 29, 2014

**Board of Directors**

Lloyd Snow,  
Chairman  
Superintendent:  
Sand Springs Schools

Terry Davidson,  
Vice Chairman  
Superintendent:  
Comanche Schools

Dr Kent  
Shellenberger,  
Secretary  
Superintendent:  
Bethany Schools

Dr Penny Haynes,  
Treasurer  
Superintendent:  
Allen Bowden  
Schools

Dusty Ricks,  
Member  
Superintendent:  
Mid America  
Technology Center

Brad Overton,  
Member  
Superintendent:  
Cordell Schools

Shawn Hime,  
Member  
Superintendent: Enid  
Schools

**Executive Director**

David Martin

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

RE: Membership Proposal Effective 7/1/2014

Dear Dr. Mike Simpson:

We are very pleased to provide you with the attached proposal for property and casualty insurance coverages with Oklahoma Schools Insurance Group (OSIG). We are also pleased to announce a rate reduction to the members for 2014-2015.

OSIG is not a conventional insurance program. We are a public entity in the state of Oklahoma formed by an Interlocal Agreement and made up of member public school districts. Our organization is non-profit, member owned, and controlled by a board of your peers. Our sole mission is to serve our member schools. Our promise is to provide quality insurance coverage and superior service at stable pricing. OSIG continues to deliver on our promises. The financial success of the program provides opportunities for distributions to be made to return surplus funds to member schools or to help offset rate increases when they occur. We are pleased that 319 school districts are members of OSIG. Our membership is strong and committed.

**Included in this proposal is information on OSIG's financial condition and summaries of enhanced coverages that only OSIG provides.**

OSIG's financial position is excellent. No other Oklahoma school insurance program can provide you with this security. Our organization is constantly growing, improving and looking for new ways to serve Oklahoma schools. The group purchasing power of OSIG and a non-profit structure provides competitive insurance rates even in tough financial times and in today's insurance market.

Loss control, risk management services, and specialized insurance coverages included in OSIG program are:

- Enhanced Property and Liability Coverage
- Cyber Liability, School Violent Act, and Disaster Management Coverages
- Online Training in many different areas for your school employees
- Loss Control Site Surveys / Safety Inspections
- Member Only Risk Management Library at [www.osig.org](http://www.osig.org)

If you have any questions about the insurance procurement process or this proposal, please contact your local agent or any member of the OSIG administration team. Contact names and phone numbers are included in the proposal.

Sincerely,

OSIG Program Administration  
Cc: Martin Insurance

P. O. Box 3068  
Tulsa, OK 74101-3068  
Phone 918-764-1686 • Toll Free 866-444-0061



Guthrie Public Schools  
 802 East Vilas  
 Guthrie, OK 73044

**This is not an invoice.**

**Breakdown of Insurance Cost**

**Premium Breakdown**

Property:	\$129,245
Boiler & Machinery:	\$1,265
Auto Physical Dmg:	\$4,484
General Liability:	\$20,935
Auto Liability:	\$27,914
Educators Legal:	\$20,936
Umbrella:	\$0
<b>Total Annual:</b>	<b>\$204,779</b>

A 25% minimum earned premium applies.

Your losses are considered in the calculation of the cost of your insurance. Your dedication to maintaining your property and providing safe campuses for your students and community will result in savings in the cost of your insurance.

Your billed premiums, total insured values and loss information is shown in the chart below.

Year	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014 Pro Rata Paid
Total Values	\$63,035,172	\$63,386,670	\$63,366,935	\$63,574,231	\$67,727,017	\$71,302,340
Premium	\$166,612	\$166,875	\$145,856	\$174,378	\$210,751	\$220,357
Dividend Received	\$12,199	\$8,344	\$0	\$0	\$0	\$0
Net Insurance Cost	\$154,413	\$158,531	\$145,856	\$174,378	\$210,751	\$220,357

Number of Claims:	Insurance Cost Paid to OSIG (incl Endts):	Incurred Claims: (2008-2014)	5.5 Yr Loss Ratio:
76	\$1,084,829	\$853,245	78.65%

**We appreciate your business.  
 Thank you!**

P. O. Box 3068  
 Tulsa, OK 74101-3068  
 Phone 918-764-1686 • Toll Free 866-444-0061

## Coverages

OSIG provides a full range of property and liability coverages with the exception of workers compensation. Crime, Violent Malicious Acts Protection and Cyber Liability coverages are included in pool limits.

### Property

- Full Replacement Cost
- No Coinsurance Clause
- Real And Personal Property- Limit Per Occurrence
- Blanket Coverage - subject to school statement of values \$1,000,000,000  
including:
  - Electronic Data Processing Equipment, and Media
  - Accounts Receivable
  - Valuable Papers
  - Fine Arts
  - Miscellaneous Property
  - Miscellaneous Unnamed / Undescribed Property
  - Builder's Risk  
\*Note All Builder's Risk projects must be reported to OSIG - Frame projects are subject to approval
  - Outdoor Property - covered all perils
  - Extra Expense
  - Business Income including Rental Income and Tuition Income
  - Ordinance or Law Including Increased Cost of Construction and Demolition
  - Contractor's Equipment Coverage
  - Debris Removal Coverage
  - Covered Property In Transit
  - Personal Property of Others/Officers/Employees
  - Off Premises Services Interruption including Extra Expense
  - Vehicle Damage
  - Terrorism
- Newly Acquired Property Coverage - 90 days \$25,000,000
- Earthquake, Volcanic Eruption- Aggregate Any One Policy Year \$25,000,000
- Flood- Aggregate Any One Policy Year \$25,000,000  
\*Note Flood Zones A and V are excluded - Except for Automobiles
- Boiler And Machinery Coverage- Any One Occurrence \$100,000,000
- includes Limited Pollution Liability Coverage

Please refer to the attached property and automobile schedules for your school district's limits of insurance for Building, Contents, Extra Expense, Miscellaneous Property, EDP, Earthquake, Flood and Automobile Physical Damage coverage.

### Deductibles Optional increased deductible quotations are available upon request.

- \$2,500 Property Deductible Per Occurrence
- \$10,000 Property Deductible Per Occurrence- Windstorm / Hail
- \$1,000 Boiler / Machinery Deductible per Occurrence
- \$50,000 Flood, Earthquake and Pollution

### **General Liability**

- \$1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Bodily Injury, Property Damage And Personal / Advertising Injury
- Premises / Operations And Products / Completed Operations
- Employee Benefit Liability- Claims Made Form
- Miscellaneous Medical Professional to Include School Nurses, Student Nurses, Counselors and Allied Health Programs
- Insureds Include District, Board Members, Employees, Student Teachers, And Volunteers
- No Exclusions for Corporal Punishment or Sexual Misconduct
- No Deductible
- PTA/PTO's included for coverage if funds flow through school's books.

### **School Board Legal Liability**

- Claims-Made Form
- \$1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Errors And Omissions Liability including Educational Errors And Omissions
- Employment Practices Liability
- Insureds Include District, Board Members, Employees, Student Teachers, and Volunteers
- \*Unlimited Prior Acts / No retroactive date
- \$25,000 legal costs for IEP administrative hearings
- \$5,000 Deductible
- \*Any incidents or potential claims that have been reported to the superintendent, any associate superintendent, principal, assistant principal, personnel directors, dean or school attorney should be reported to your current carrier immediately.

### **Automobile Liability**

- \$1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Bodily Injury And Property Damage
- Fleet Automatic Coverage
  - No charge for vehicles added/deleted during the policy term. Vehicle changes must be reported to OSIG.
- Includes Hired and Non-Owned Exposures
- Includes Uninsured and Underinsured Motorists (Oklahoma Minimum Limits)
- Insureds Include District, Board Members, Employees, Student Teachers, and Volunteers
- Coverage included for garage liability and garage keepers legal liability.

### **Automobile Physical Damage**

- Actual Cash Value
- \$1,000 Deductible
- Vehicle additions / deletions / changes must be reported to OSIG
  - No charge for vehicles added/deleted during the policy term.
- Please refer to the attached schedule of vehicles.

### **Crime**

- \$10,000 Limit Per Occurrence / Per District
- Employee Dishonesty
- Premises Money And Securities
- Transit Money And Securities
- \$1,000 Deductible

### **Cyber Liability**

- Claims-Made Form
- Retro date - first effective date with OSIG
- Third Party Liability
  - \$2,000,000 Annual Aggregate Limit for Information Security and Privacy Liability
  - \$500,000 Annual Policy Aggregate Privacy Notification costs
  - \$2,000,000 Annual Aggregate Penalties for Regulatory Defense and Penalties
  - \$100,000 PCI Fines and Penalties
  - \$2,000,000 Annual Aggregate Website Media Content
- First Party
  - \$2,000,000 Policy Aggregate Sublimit Cyber Extortion Loss
  - \$2,000,000 Policy Aggregate Sublimit Data Protection Loss and Business Interruption Loss
  - First Party Business Interruption Sublimits
    - \$50,000 Hourly Sublimit and Forensic Expense Sublimit
    - \$150,000 Dependent Business Interruption Sublimit
- \$50,000 Deductible

### **Violent Malicious Acts Coverage**

- \$1,000,000 Limit Each Occurrence
- \$1,000,000 Annual Aggregate
- \$7,500 Deductible
- Insures the necessary extra expense you incur to continue the normal conduct of the school district's operations following a violent malicious act
- Coverage compensates the school if the school board determines that it will permanently cease use of the affected location as a direct result of the VMA and relocate elsewhere
- Coverage trigger is bodily injury

### **Disaster Management**

- \$1,000,000 Limit Each Occurrence - per member
- \$1,000,000 Annual Aggregate - per member
- \$5,000,000 Pool Annual Aggregate
- Coverage will respond in the event of a sudden unforeseen natural disaster or manmade catastrophe which affects five (5) or more lives
- All services provided to be coordinated by DMI
  - Onsite management of the incident
  - Incident coordination at the school's principal location
  - Family assistance

Note: Per Occurrence Limits are shared limits except as otherwise indicated.

# Property Schedule

Report Printed: 05/29/2014 02:29 pm

## Guthrie Public Schools

Location	Occupied As	Bldg Value	Contents Val
1/10 mi. N. & 1/4 mi	Vo-Ag/Hog Building (5) & Fence	\$12,852	\$1,285
1006 N. Wentz	Parking Lot (Liability Only)	\$0	\$0
1021 E. Perkins	Faver Gym	\$367,200	\$36,720
1021 E. Perkins	Faver Portable Class (2)	\$100,000	\$13,317
1021 E. Perkins	Faver School - Office	\$1,516,444	\$151,644
115 E. Harrison	Jelsma Stadium Goal Posts	\$7,140	\$0
115 E. Harrison	Jelsma Stadium Lights/Poles	\$153,000	\$0
115 E. Harrison	Jelsma Stadium PA System	\$35,700	\$0
115 E. Harrison	Jelsma Stadium Scoreboard	\$25,500	\$0
115 E. Harrison	Stadium Bleachers/Pressbox/Restrooms/Concessions/Ticketbooths/Storage	\$3,085,500	\$35,700
200 Crooks Dr.	*High School Outdoor Gazebo (No Contents)	\$3,000	\$0
200 Crooks Dr.	*Softball Storage Building	\$3,250	\$1,000
200 Crooks Dr.	Building for Champions and Weight Room	\$791,775	\$79,178
200 Crooks Dr.	Child Nutrition/Information Technology Building	\$293,760	\$76,500
200 Crooks Dr.	High School & Gym	\$15,600,000	\$2,040,000
200 Crooks Dr.	High School Canopy & Walk-In Freezer	\$25,000	\$5,000
200 Crooks Dr.	High School Classroom SE	\$330,480	\$33,048
200 Crooks Dr.	High School Fence	\$20,400	\$0
200 Crooks Dr.	High School Greenhouse	\$85,680	\$8,566
200 Crooks Dr.	High School Industrial Arts	\$1,377,000	\$137,700
200 Crooks Dr.	High School Potting Shed	\$31,416	\$3,142
200 Crooks Dr.	High School Storage Building	\$4,284	\$428
200 Crooks Dr.	High School Vo-Ag	\$650,250	\$102,000
200 Crooks Dr.	HS Pole Vault Pit	\$15,300	\$0
200 Crooks Dr.	HS Scoreboard (2) Gym	\$8,670	\$0
200 Crooks Dr.	HS Track & Fence	\$204,000	\$0
200 Crooks Dr.	HS Track Concession/Restroom	\$20,400	\$2,040
200 Crooks Dr.	HS Track Storage Containers (2)	\$8,976	\$898
200 Crooks Dr.	Letters on HS & GUES	\$2,550	\$0
200 Crooks Dr.	New Maintenance Building	\$204,000	\$51,000
200 Crooks Dr.	Soccer Stadium Goal Posts	\$5,100	\$0
200 Crooks Dr.	Soccer Stadium Lights	\$51,000	\$0
200 Crooks Dr.	Soccer Stadium PA System	\$15,300	\$0
200 Crooks Dr.	Soccer Stadium Scoreboard	\$25,500	\$0
200 Crooks Dr.	Softball Batting Cage	\$7,140	\$0
200 Crooks Dr.	Softball Concession & Fence	\$25,500	\$2,550
200 Crooks Dr.	Softball Dressing Room Portable	\$69,972	\$8,160
200 Crooks Dr.	Softball Dugouts	\$5,100	\$0
200 Crooks Dr.	Softball Lights	\$45,900	\$0
200 Crooks Dr.	Softball Nets	\$1,736	\$0
200 Crooks Dr.	Softball Scoreboard	\$4,590	\$0
200 Crooks Dr.	Softball Storage Building	\$3,570	\$357
200 Crooks Dr.	Tennis Court Playing Surface	\$25,500	\$0
200 Crooks Dr.	Tennis Courts Light Poles (8)/Wind Screen/Fence	\$51,000	\$0
200 Crooks Dr.	Tennis Storage Building	\$5,712	\$571
200 Crooks Dr.	Vo-Ag Storage	\$42,840	\$7,650
200 E. Springer	25 Sec. Clock (2)	\$2,652	\$0
200 E. Springer	Athletic Building/Dressing Room	\$248,916	\$24,892
200 E. Springer	Baseball Dugouts	\$12,240	\$0
200 E. Springer	Baseball Grandstands/Press	\$178,500	\$17,850
200 E. Springer	Baseball Portable Building	\$4,284	\$428
200 E. Springer	Squires Field Lights/Poles	\$127,500	\$0
2001 W. Noble	Cotteral East Classroom	\$348,432	\$37,021
2001 W. Noble	Cotteral Portables (#3&4)	\$102,000	\$10,200
2001 W. Noble	Cotteral Portico - Kitchen	\$6,630	\$0
2001 W. Noble	Cotteral Portico - Playground	\$1,734	\$0



# Guthrie Public Schools

Location	Occupied As	Bldg Value	Contents Val
2001 W. Noble	Cotteral School Building	\$3,522,458	\$352,246
2001 W. Noble	Cotteral South Classroom	\$137,060	\$15,433
2001 W. Noble	Cotteral South Classroom	\$137,060	\$15,433
2001 W. Noble	Cotteral Southwest Classroom	\$137,060	\$15,433
2001 W. Noble	Cotteral Southwest Playground	\$20,400	\$0
2001 W. Noble	Cotteral Storage Building	\$2,856	\$286
2001 W. Noble	Fence	\$3,264	\$0
317 E. Grant	Indoor Baseball	\$212,058	\$21,206
321 E. Noble	Central Elem.-Playground Equip.	\$20,400	\$0
321 E. Noble	Central Elementary	\$2,675,985	\$267,599
321 E. Noble	Fence	\$18,258	\$0
520 Crooks Dr.	Bus Barn	\$178,500	\$30,600
520 Crooks Dr.	Bus Barn Annex Portable	\$27,489	\$2,749
520 Crooks Dr.	Fuel Pumps (3), Storage Tanks (2)	\$35,700	\$0
520 Crooks Dr.	Transportation Storage Building	\$58,905	\$5,890
702 Crooks Dr.	GUES Portable Classrooms (1)	\$51,000	\$5,100
702 Crooks Dr.	Guthrie Upper Elem. Playground	\$20,400	\$0
702 Crooks Dr.	Guthrie Upper Elementary	\$10,700,000	\$1,700,000
702 Crooks Dr.	Portico Canopy GUES	\$15,300	\$0
702 Crooks Dr.	Walk In Freezer	\$20,000	\$5,000
705 E. Oklahoma	Junior High - Gym	\$1,406,560	\$140,656
705 E. Oklahoma	Junior High Main Building	\$6,526,429	\$714,000
705 E. Oklahoma	Portable Building	\$97,104	\$9,710
722 E. Harrison	Junior High Annex	\$113,602	\$11,361
802 E. Oklahoma	Maintenance Building	\$308,999	\$61,200
802 E. Vilas	Administration	\$1,266,473	\$153,000
802 E. Vilas	Fence	\$9,690	\$0
902 N. Wentz	Fence	\$18,605	\$0
902 N. Wentz	Fogarty Annex	\$328,950	\$32,895
902 N. Wentz	Fogarty Building	\$4,423,842	\$460,836
902 N. Wentz	Fogarty Playground	\$20,400	\$0
902 N. Wentz	Fogarty Portable Classroom	\$76,500	\$7,650
902 N. Wentz	Fogarty Portable Classroom	\$76,500	\$7,650
902 N. Wentz	Fogarty Portico	\$2,244	\$0
929 E. Perkins	Headstart	\$306,768	\$34,541

\$59,378,694      \$6,959,321

Construction Legend	
F: FRAME	MFR: MOD FIR RES
FR: FIR RES	MNC: MAS-NC
JM: JOIST MAS	NC: NON-COMB

Floaters Limit	<u>\$150,000</u>	Auto Values:	<u>\$2,157,598</u>
EDP Limit	<u>\$1,500,000</u>	Total Values:	<u>\$70,645,613</u>
Extra Expense Limit	<u>\$500,000</u>		

# Auto Schedule

Report Printed: 05/29/2014 02:29 pm

## Guthrie Public Schools

Vehicle No	Year	Make	Model	Capacity	VIN	New ACV	Actual Value
1	2002	International	Bus	71	4DRBRABP32B947101		\$25,000
2	2002	International	Bus	71	4DRBRABPX2B947094		\$25,000
3	2002	International	Bus	71	4DRBRABP12B947095		\$25,000
4	2002	International	Bus	71	4DRBRABP42B947110		\$25,000
5	2002	International	Bus	71	4DRBRABP52B947116		\$25,000
6	2002	International	Bus	71	4DRBRABP62B947108		\$25,000
7	2002	International	Bus	71	4DRBRABP12B947100		\$25,000
8	2002	International	Bus	71	4DRBRABP02B947105		\$25,000
9	2002	International	Bus	71	4DRBRABP52B947097		\$25,000
10	2002	International	Bus	71	4DRBRABP32B947096		\$25,000
11	2002	International	Bus	71	4DRBRABP12B947114		\$25,000
12	2002	International	Bus	71	4DRBRABP22B947106		\$25,000
13	2002	International	Bus	71	4DRBRABP72B947117		\$25,000
14	2002	International	Bus	71	4DRBRABP02B947119		\$25,000
15	2002	International	Bus	71	4DRBRABP72B947120		\$25,000
16	2002	International	Bus	71	4DRBRABP52B947102		\$25,000
17	2002	International	Bus	71	4DRBRABP72B947103		\$25,000
18	2002	International	Bus	71	4DRBRABP62B947111		\$25,000
19	2002	International	Bus	71	4DRBRABP32B947115		\$25,000
20	2002	International	Bus	71	4DRBRABP92B947099		\$25,000
21	2002	International	Bus	71	4DRBRABP92B947118		\$25,000
22	2002	International	Bus	71	4DRBRABP82B947109		\$25,000
23	2002	International (A)	Bus	71	4DRBRABP92B947121		\$25,000
24	2002	International (A)	Bus	71	4DRBRABP02B947122		\$25,000
25	2002	International	Bus	48	4DRBRABM52B947123		\$25,000
26	2002	International	Bus	48	4DRBRABM72B947124		\$25,000
27	2000	Freightliner	Bus w/Lift	48	4UZ6CJAC8YCGO1259		\$25,000
28	2002	International w/	Bus	48	4DRBRABP12B947125		\$25,000
29	1999	Chevrolet	Pickup	3	1GCCS1446XK206349		\$12,495
30	2005	Ford	F350 Pickup	6	1FDWF38545EA59541		\$27,500
31	1999	Chevrolet	Pickup	3	1GCCS1442XK205117		\$12,995
32	1997	Chevrolet	Pickup	3	1GCHC33F2VF055873		\$28,176
33	1999	Ford	F350 Pickup	6	1FTWW32F1XEE86603		\$32,680
34	2005	Ford	F350 Pickup	6	1FTWW32P15EA61579		\$40,500
35	1996	Ford	Van	8	1FMEE11H5THB10979		\$15,000
36	2005	Ford	E150 Van	8	1FMRE11L25HA23243		\$41,200
37	1997	Ford	Van	5	1FMEE1129VHB96103		\$17,000
38	1999	Ford	F150 Pickup	3	1FTZF1721XKA97842		\$17,355
39	1997	Ford	Escort	5	1FALP13P7VW407606		\$12,000
40	1995	Ford	F-700	3	1FDNF70J7SVA9643		\$27,383
41	1973	Bullmobile	Trailer		13819		\$4,000
42	1980	Shopmade	Trailer		1001GFFA		\$4,000
43	1988	Van	Trailer		1WC200E1XJ2011732		\$2,000
44	1991	Barrett	Trailer		1B9P20205M1014201		\$15,688
45	1990	WW	Trailer		11WHS1628RW19		\$3,000
46	1998	Flatbed	Trailer		4P5SH1621W101		\$1,000
47	2004	Chevrolet	Malibu	5	1G1ND52F04M570533		\$10,616
48	2006	Freightliner	Bus	16	4UZAAXDCX6CV23480		\$75,000
49	2006	Dodge	Caravan	7	1D4GP24R46B723011		\$18,382
50	2006	Dodge	Caravan	7	1D4GP24R66B723012		\$18,382
51	2002	Dodge	Pickup	3	1D7HA16N12J218895		\$15,400
52	2008	Ford	F350	3	1FTWW32Y18EA78508		\$36,510
53	1985	16'	Trailer				\$800
54	1990	Lawn Utility	Trailer				\$800
55	2006	Bleacher	Trailer				\$30,000
56	2006	Bleacher	Trailer				\$30,000

# Guthrie Public Schools

Vehicle No	Year	Make	Model	Capacity	VIN	New ACV	Actual Value
57	1967	AMG	Cargo Truck	3	NK00RC-7225547		\$0
58	2005	Ford	F350 Pickup	3	1FDWF36585EA31502		\$29,500
59	2010	Freightliner	Bus	23	4UZABPDT2ACAR5820		\$65,000
60	2011	Freightliner	Bus	71	4UZABRDT1BCAR8320		\$65,000
61	2011	Freightliner	Bus	71	4UZABRDT3BCAR8321		\$65,000
62	2011	Freightliner	Bus	71	4UZABRDT5BCAR8322		\$65,000
63	2011	Freightliner	Bus	71	4UZABRDT7BCAR8323		\$65,000
64	2011	Freightliner	Bus	71	4UZABRDT9BCAR8324		\$65,000
65	2011	Freightliner	Bus	71	4UZABRDT0BCAR8325		\$65,000
66	2011	Freightliner	Bus	71	4UZABRDT2BCAR8326		\$65,000
67	2008	Freightliner	Bus	20	4UZABRDT08CZ54311		\$65,000
68	1975	Chevy	Pickup w/Toolbox	2	CC22235J150972		\$0
69	2012	Thomas	Bus		4UZABPDT2CCBM8891		\$88,565
70	2008	Haulmark	Box Trailer		16HGB20238A029320		\$5,076
71	2012	Ford	F350 Crewcab Pickup		1FT8W3CT1CEC95643		\$34,265
72	2013	Ford	Expedition		1FMJK1F58DEF33757		\$29,414
73	2013	Ford	Expedition		1FMJK1F5XDEF33758		\$29,614
74	2012	Dodge	Ram		3C7WDSAT6CG213234		\$27,992
75	2013	Cimarron	Livestock Trailer		5PASG2422DC008280		\$29,980
76	2013	Ford	Expedition XL		1FMJK1F5XDEF60149		\$29,814
77	2013	Ford	Cargo Van		1FTNE1EW8DDB18029		\$18,536
78		Gooseneck	Trailer		TBD		\$0

Total Value of All Autos for Guthrie Public Schools: \$2,157,598

## Overview

### Background

The Oklahoma Schools Insurance Group (OSIG) is a public entity of the State of Oklahoma, formed as an Interlocal Agreement in accordance with 74 O.S. 1004(f), for the purpose of joining together a group of Oklahoma public school districts. OSIG will allow member districts to more efficiently and more economically obtain and manage their insurance programs.

OSIG obtained approval to operate from the Oklahoma Attorney General on June 28, 2001. Effective July 1, 2002, OSIG began full operation by providing its member districts with broad insurance coverage through "A" rated insurance carriers and professional risk management services. Over the past 12 years, OSIG's membership has grown to 319 and the program insures more than \$7.2 Billion in school property across Oklahoma.

### Structure

OSIG is a non-profit, member-owned, public entity program whose management is completely controlled by a Board of your peers. Our singular mission is to provide quality insurance coverage and service to our members. OSIG's mission statement is

*"The mission of Oklahoma Schools Insurance Group (OSIG) is to provide quality, cost effective risk management products and services to member schools".*

The group purchases insurance and reinsurance from "A" rated carriers. OSIG's insurance providers are long term partners and committed to OSIG and Oklahoma schools.

OSIG has contracted with Arthur J. Gallagher & Company in Tulsa to administer the program. Gallagher is one of the largest insurance brokers in the world and manages programs similar to OSIG across the country.

It is important to know that the insurance coverage provided by OSIG was specifically tailored to meet the needs of Oklahoma schools. The coverage is what you need to protect your schools' property, your students, and patrons.

The strength of the liability portion of OSIG's offering is also important during these tough times. The program is backed by the foremost specialist in school liability insurance in the country. United Educators Insurance Company is second to none.

Losses are a part of life. Only OSIG has the collective strength and staying power to provide the protections you need. By sticking together as a group, we will be able to continue to provide you with the quality, fair-priced insurance and risk management services you need to protect your schools' assets, your board, your staff and most importantly your children.

## Financial Strength

OSIG is financially solid and we have the funds (cash) we need to pay your claims. OSIG has returned more than \$6.5 million to our members over the years as dividends. Surplus at year ended 6/30/13 was more than \$7.4 million and our assets were more than \$16 million.

We believe in complete transparency. We submit to an annual financial audit each year end and share the operating results at our annual members meeting held each October.

The financial condition of an insurance group should be of utmost importance to you when choosing an insurance partner for your district. If your insurer can't pay their claims, then the policy is a worthless stack of paper.

<i>Statement of Net Assets</i>	
<i>As of 6/30/13</i>	
Cash	\$ 14,397,008
Other Assets	\$ 2,454,132
<b>Total Assets</b>	<b>\$ 16,851,140</b>
Notes Payable	\$ 0
Other Liabilities	\$ 9,431,274
<b>Total Liabilities</b>	<b>\$ 9,431,274</b>
<b>Total Net Assets/Surplus</b>	<b>\$ 7,419,866</b>

We urge you to obtain and review audited financial statements from every insurance provider that may offer your school district a quote. Your school's auditor can help in analyzing the statements.



## **Important Plan Information**

It is important to understand that OSIG is not an insurance company, but rather a non-profit, cooperative risk management program owned and directed by Oklahoma Schools. Its mission is to reduce insurance costs and stabilize rates by aggregating purchasing power with an intense focus on controlling member losses. When losses are controlled, OSIG's member schools retain the underwriting profit and investment income thereby increasing fund reserves for future years. OSIG purchases per occurrence and liability aggregate protection for its member schools. The per occurrence insurance protects member schools up to \$1,000,000,000 for property losses and \$1,000,000 for liability claims in each and every occurrence. The aggregate insurance protection is purchased in the unlikely event that sum total of all OSIG losses are significantly more than actuarially projected.

This proposal is an outline of the coverages proposed by insurers based on the information provided by your school district. It does not include all the terms, coverages, exclusions, limitations, and conditions of the actual contract language. Please refer to the plan document for the details.

## **Actuarial Review**

An independent actuary has been retained by OSIG to make projections as to anticipated claims and losses the program should expect on an annual basis. The OSIG actuary has relied on the historical loss experience and exposures provided to OSIG by the member school districts to make projections of OSIG's expected losses. OSIG adequately funds to, or in excess of, the expected loss projections through member contributions (insurance cost) and our own surplus.

Membership fees or contributions are used to buy insurance, pay administrative expenses, and fund for members' claims. Similar successful programs throughout the country for schools and municipalities are protected using the same insurance structure as OSIG has deployed. As with any insurance mechanism, OSIG does not guarantee full funding in the event unimaginable losses would materialize that are many times greater than what is indicated by past history. The OSIG board is charged with developing a plan to address under funding in this unlikely event.

## Procedure to Become A New Member

Prepare a letter on District letterhead stating the date on which you wish to become a member and send to the OSIG Executive Director, David Martin, before the desired date. Please also designate your school's member representative (i.e. superintendent). An Oklahoma Schools Insurance Group Membership Agreement will be forwarded to you for signature upon receipt of your request to become a member.

## Procedure to Renew Coverage

Notify your agent of your acceptance of this insurance renewal proposal. Your agent will advise the OSIG administrative staff in writing that you wish to renew the insurance coverage.

## Payment Terms

Payment of the membership fee is due the effective date of your coverage. A three (3) payment plan option is available.

Installment #1	1/3 of total	due 7/1/14
Installment #2	1/3 of total	due 8/1/14
Installment #3	1/3 of total	due 9/1/14

A 25% minimum earned premium applies.

## Risk Management And Loss Control Tools

- Loss Control Site Consultation
- Infrared Surveys of your buildings
- Risk Management focused website [www.osig.org](http://www.osig.org)
- Examples of Online training:
  - Free of charge to all members of OSIG
  - Online 24/7 access to training
  - Training modules include:
    - Promoting Child Safe Environments - two training platforms  
(Fulfills legislative mandate for child abuse awareness training)
    - Preventing Workplace Harassment
    - Short Term International Programs
    - Student Threat Assessment Teams
    - Teaching Science Safely
    - Contracting Fundamentals

## Contacts For Questions

### Coverage Questions

Your Local Agent or:

Michelle Pruitt or Jennifer McKenzie  
Arthur J. Gallagher Risk Management Services Inc. - Tulsa  
1300 South Main  
Tulsa, OK 74119  
Phone: 918-764-1686  
Toll-Free: 866-444-0061  
Fax: 866-420-0695  
Email: michelle\_pruitt@ajg.com or jennifer\_mckenzie@ajg.com

#### Eastern Oklahoma Schools (East of I-35)

Guy Griggs  
Keystone Insurance  
11 East Broadway  
Sand Springs, OK 74063  
Phone: 918-245-2558  
Fax: 918-245-8553  
Email: guy.griggs@INSURICA.com

### General Program Questions

David Martin  
Executive Director  
P O Box 3068  
Tulsa, OK 74101  
Phone: 918-688-1056  
Fax: 866-420-0695

### OSIG Board Members

Lloyd Snow - Chairman	Sand Springs Schools	(918) 246-1400
Terry Davidson - Vice Chairman	Comanche Schools	(580) 439-2900
Dr Kent Shellenberger - Treasurer	Bethany Schools	(405) 789-3801
Dusty Ricks - Secretary	Mid America Technology Center	(405) 449-3391
Brad Overton - Member	Cordell Schools	(580) 832-3220
Jim Martin - Member	Robin Hill Schools	(405) 321-4186



Dr. Mike Simpson  
Guthrie School District  
802 East Vilas Avenue  
Guthrie, OK 73044

May 27, 2014

**Re: 2014/2015 Workers' Compensation**

Dear Dr. Simpson:

We appreciate the opportunity to present your workers' compensation insurance quote for 2014/2015. The Beckman Company has access to many different markets, which allows us to provide the most competitive premiums available.


The Beckman Company, which began in 1960, is recognized as one of Oklahoma's largest privately owned insurance agencies. We represent some 60+ insurance carriers. The majority of our staff are C.I.C.'s or hold other professional status (this is probably unsurpassed for an agency our size in the country). On the public side we currently write some 500+ public entities from school districts, counties, cities, as well as colleges and major universities throughout the state of Oklahoma.

On a personal note we give as references the current and former governors living in our state as well as, Mike Turpen, Robert Henry, and H.E. Rainbolt. Martin and Tom Beckman are both Certified Insurance Counselors. Will Beckman, a MGA, is past chairman of the Oklahoma Development Finance Authority, Oklahoma's largest finance authority. The Principals have over 100 years of insurance experience and the Beckman Company has been recognized as one of America's top brokers on a multitude of lines of coverage.

Enclosed please find your 2014/2015 quote through the Oklahoma School Assurance Group. Because of your districts strong efforts to maintain good loss control, your district has a history with the Oklahoma School Assurance Group, a preferred group specially for Oklahoma school districts with good loss records. The Beckman Company will serve the best interest of your school district's needs with workers' compensation now and in the future.

If you should have any questions or concerns, please feel free to call.

Appreciate this opportunity,

  
The Beckman Company  
Bill, Will, Martin & Tom Beckman

enclosure



## Oklahoma School Assurance Group

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May 27, 2014

Guthrie School District  
Dr. Mike Simpson  
802 East Vilas Avenue  
Guthrie, OK 73044

Dear Dr. Simpson and District Board of Education:

Please find enclosed the Workers' Compensation proposal for your district's 2014/2015 school year from the Oklahoma School Assurance Group.

You will also find a Workers' Compensation General Information flyer along with an *Affidavit for Filing with Competitive Bid*.

**To ensure safety and coverage effective July 1, 2014, as a current member you will be automatically renewed unless we receive written notification by June 13, 2014.**

If you have any questions, please feel free to call our office at *1-800-699-5905* anytime.

Sincerely,

Tina J. Wamsley, Secretary  
Oklahoma School Assurance Group

TJW/vml

enclosure

P.O. Box 18858, Oklahoma City, Oklahoma 73154  
Telephone 405-879-0213 / 800-699-5905 Facsimile 405-842-0051  
[www.okschoollassurancegroup.org](http://www.okschoollassurancegroup.org)



## Oklahoma School Assurance Group

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Guthrie School District  
Attn: Dr. Mike Simpson  
802 East Vilas Avenue  
Guthrie, OK 73044

May 27, 2014

Re: Workers' Compensation Insurance

Dear Dr. Simpson,

Workers' Compensation Insurance represents a major expenditure of resources for school revenue for instructional purposes.

The Oklahoma School Assurance Group (OSAG) was founded as a way to assist schools in saving moneys in accordance with the Interlocal Cooperation Act and approved by the Attorney General in 1994. OSAG is a member owned non-accessible group benefiting it's member districts.

This is solely a non-profit entity for the purpose of developing and providing economical and efficient workers' compensation for schools in Oklahoma. Since 1994, OSAG has continued to grow to over 495+ school districts participating. The OSAG quote includes all cost associated with your insurance coverage including your loss fund, administrative expense, insurance commission, and insurance cost.

The advantages of the OSAG PLAN are:

1. All loss control and claim service will be administrated by Consolidated Benefits Resources who services both the city and school participants. We encourage you to check out the handling of the city and public school participants.
2. With a good loss history, you will receive a return of your unused loss fund, which will reduce your cost in the future. Each school will have a separate loss fund, therefore each school's experience determincs individual net cost. There is no Joint and Several agreement or future assessment. Each school stands on its own safety record from year to year. Good safety returns great dividends!
3. All interest income on funds invested will be applied to the further benefit of the group.
4. Non auditable for current policy year.

**Your total premium for the 2014/2015 Workers' Compensation is \$228,630.00  
Which includes the Loss Fund amount of \$18,590**

P.O. Box 18858, Oklahoma City, Oklahoma 73154  
Telephone 405-879-0213 / 800-699-5905 Facsimile 405-842-0051  
[www.okschoolassurancegroup.org](http://www.okschoolassurancegroup.org)

AFFIDAVIT FOR FILING WITH COMPETITIVE BID

STATE OF OKLAHOMA )  
 ) SS  
COUNTY OF OKLAHOMA )

Tom Beckman, of lawful age, being first duly sworn, an oath says, that he is the agent authorized by the bidder to submit the attached bid. Affidavit further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any county official or employee as to quantity, quality, or price in the prospective contract, or any other terms of said prospective contract; or in any discussions between bidders and any county official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

  
\_\_\_\_\_  
Tom Beckman

Subscribed and sworn to before me this 9th day of May, 2014.



  
\_\_\_\_\_  
Notary Public

My commission expires: June 29, 2015  
My commission number: 11005899

NOTE:  
Each competitive bid submitted to a county, school district or municipality must be accompanied with the above Affidavit as required by 74 O.S. 1976 85.25. Any bids received without an attached affidavit cannot be received as a valid bid per O.S.

## **GENERAL INFORMATION** **ON WORKERS' COMPENSATION**

- 1) Workers' Compensation coverage and benefits are provided under The Workers' Compensation Act (Act), O.S. Title 85. This state statute specifies who is covered, what injuries and diseases are covered and gives the benefits to be paid to employees with injuries and diseases that are compensable under the Workers' Compensation Act.
- 2) The Act requires the employer to pay for the cost of medical treatment plus a percentage of the employee's wages if he/she is unable to return to work due to doctor's orders. It is the company's procedure to call all injured employees to review and discuss their claim and explain the benefits they will receive under the Act.
- 3) The Act states that a workers' compensation claim must be filed when an employee has an on-the-job accident which requires medical attention away from the work site or for which the employee will be missing time from work under doctor's orders. (When something happens and you are in doubt, call *The Oklahoma School Assurance Group* and ask if a claim needs to be filed.)
- 4) The Act defines who is covered in the definition of an "employee". Generally, all paid employees are covered (it does not matter if they are full-time or part-time).

An "employee" must be injured during the "course and scope of their employment". Any unusual circumstances should be reported to the company so they can investigate and determine whether that situation comes within the scope of the Act.

***Oklahoma School Assurance Group***  
***PO Box 18858***  
***Oklahoma City, OK 73154***  
***(800) 699-5905***  
***(405) 842-0051 facsimile***



Guthrie Public Schools

**Memo**

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

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

**Date:** May 14, 2014

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

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Attached is a copy of the 2014-2015 agreement between Guthrie Public Schools and Aurora Learning Community Association (ALCA). Aurora Learning Community Association (ALCA) provides districts an online test data service known as Comprehend. Teachers can generate a multitude of test data graph reports (each in seconds) which: disaggregate their OCCT test data for any subgroup, down to objectives for the standards, determine objectives in which an individual student or the group as a whole are strong or weak, show student cohort reports (performance and scores) of progress through multiple years, provide standard and objective trend analysis of multiple years and allow for student tracking/inventories using other data sets such as NWEA (MAP) and interim assessments.

The cost for the 2014-2015 ALCA web based program is \$23,232.00. General funds will be utilized to cover the cost of the program.

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



# Estimate

ALCA  
1001 East Elm Street  
Fairview, OK 73737

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

DETAILS
May 15, 2014 Guthrie Renewal 14-15

TOTAL DUE
<b>\$23,232.00</b>

Attn: Carmen Walters      Comprehend/Planning/Student Membership 2014-15

Item	Quantity	Price	Subtotal
Data - OCCT Sites 13-14 <i>School sites using Comprehend OCCT data 13-14</i>	4	\$250.00	\$1,000.00
Data - OCCT Site ADM 13-14 <i>Students in Tested School Sites (Site ADM) 14-15</i>	2810	\$1.50	\$4,215.00
Data Membership — 2014-15 <i>Access to Comprehend Data 14-15</i>	260	\$5.00	\$1,300.00
Planning Membership — 2014-15 (Gr. 3-11) <i>Professional Member access to Planner and Assessments</i>	104	\$45.00	\$4,680.00
Planning Membership — 2014-15 (Gr. Pre K-2 Formative Assessment Pilot - Free - \$1600 value) <i>Professional Member access to Planner and Assessments</i>	32	\$45.00	\$0.00
Student Membership — 2014-15 (Gr. 3-11) <i>Allows teachers to access learning through planned tests and student artifacts using Rubrics and other Strategies</i>	2329	\$3.00	\$6,987.00
Student Membership — 2014-15 (Gr. Pre K-2 Formative Assessment Pilot - Free- \$1425 value) <i>Allows teachers to access learning through planned tests and student artifacts using Rubrics and other Strategies</i>	475	\$3.00	\$0.00
Data - NWEA District 14-15 <i>Setup / Importing of NWEA 14-15 Data Set</i>	1	\$250.00	\$250.00
Data - NWEA Students 14-15 <i>Students taking NWEA 14-15</i>	3300	\$1.00	\$3,300.00
PD ALCA Professional Development <i>This Professional Development cost covers 6 hours of training on a single day by a single trainer. ALCA offers a variety of Professional Development opportunities addressing over 100 topics within the eight educational domains. These domains include Data, Standards, Mapping, Planning, Curriculum, Assessments, Strategies, and PLCs. Most topics support administrators and teachers in addressing TLE A-F Report Cards, Common Core and C3 standards, and/or PLC growth.</i>	1	\$1,500.00	\$1,500.00
<b>Total:</b>			<b>\$23,232.00</b>

# Aurora Learning Community Association

## ALCA Arch Licensing Agreement

This Arch License Agreement (“Agreement”) is by and between the Aurora Learning Community Association, 1000 East Elm, Fairview, Oklahoma 73737 (“ALCA”) and Customer (as defined in subsection 1.3 of this Agreement).

1. **DEFINITIONS.** For purposes of this Agreement, the following terms shall mean the following:

1.1 **Arch Platform** is a combination of many individual and integrated software components working together to provide an on-line platform through Arch which provides a means for allowing users to establish and maintain on-line learning communities over the internet. The Software provides a complete system of service components, which include but are not limited to, the following components: Comprehend, Web Site Development, Course Planning and Delivery, Content Creation and Management, Collaboration Service, Project Management Service and Standards Management Service.

1.2 **Comprehend** is software allowing Qualified Subscribers (as defined in subsection 1.7 of this Agreement) to manage, manipulate, filter, analyze and report data.

1.3 **Customer** means an individual, school, school district, career tech, college, university or other educational entity using the Software as designated on page 5 of this Agreement or anyone affiliated with the preceding (i.e. teachers, students, staff, evaluators, etc.), and each individual’s employer for those individuals using the Software within the scope of his or her employment, if any.

1.4 **FERPA** means Family Educational Rights and Privacy Act codified at 20 U.S.C. §1231g et seq. and related regulations as amended.

1.5 **GammaStream** means GammaStream Technologies, Inc., an Oklahoma corporation.

1.6 **License** means a restricted, limited, non-exclusive, nontransferrable right to use the Software granted hereunder, but only pursuant to the terms and conditions of this Agreement, without any ownership in or to the Software.

1.7 **Qualified Subscriber** is an individual, school, school district, career tech, college, university or other non-profit entity organized exclusively for educational purposes and exempt from Federal taxation under the Internal Revenue Code of the United States who will be using the Software for his, her or its own personal, household, recreational, educational or non-commercial use. If Customer is an employer, Customer must be a non-profit entity which is organized exclusively for religious, educational or charitable purposes; operating exclusively for religious, educational or charitable purposes; and exempt from Federal taxation under the Internal Revenue Code of the United States of America; or a for-profit entity satisfactorily providing educational content as determined by ALCA in its sole discretion.

1.8 **Software** means Arch and all computer software used in Arch Platform, including but not limited to Comprehend, and all computer software programs provided with this Agreement

together with all accompanying documentation, utilities, any and all other interface software, and all upgrades provided by ALCA. Some third party materials included in the Software may be subject to other terms and conditions, which are typically found in a “Read Me” file located near such materials.

1.9 **Third Party(ies)** means any and all persons, partnerships, corporations, limited liability companies, limited liability partnerships, companies or any other associations or organizations except for ALCA and Customer.

## 2. LICENSE GRANT.

2.1 **Use Certification.** Customer hereby agrees and acknowledges an express condition to ALCA granting Customer a License to use the Software if that Customer is currently and will always continue to be a Qualified Subscriber during the term of the License. Customer hereby represents, warrants and certifies to ALCA that Customer is a Qualified Subscriber. If Customer is not a Qualified Subscriber, then Customer has no rights to use the Software under this Agreement, and further represents, warrants and certifies not to use the Software and to discontinue any existing use of the Software.

2.2. **Grant.** In consideration of payment of all fees due under this Agreement, Customer complying with this Agreement and Customer performing hereunder, ALCA grants Customer a restricted, limited, non-exclusive, non-transferrable right to use the Software, but only according to the terms and conditions of this Agreement. The specific use rights granted to Customer regarding the Software are as follows depending on the type of License Customer has acquired:

2.2.1 **Individual License.** The Individual License is a License issued to Customer as an individual person allowing Customer to use the Software for Customer’s own personal, household, recreational, educational, and non-commercial use only. The Software shall be maintained on the Arch Platform. Customer is strictly prohibited from using the Software for any other purpose or for the benefit or on behalf of any Third Party. If Customer fails at any time to use the Software accordingly, Customer’s rights to use the Software under this Agreement are immediately terminated and Customer further represents, warrants, and certifies Customer will not use the Software and will discontinue any existing use of the Software.

2.2.2 **Non-Profit Entity License.** The Non-Profit Entity License is a License issued to Customer as a non-profit entity such as a public or private school district, church, charity, etc. allowing Customer to use the Software for religious, educational, or charitable purposes only. The Software shall be maintained on the Arch Platform. Customer is strictly prohibited from using the Software for any other purpose or for the benefit or on behalf of any Third Party. If Customer or anyone affiliated with Customer (i.e. teachers, students, staff, evaluators, etc.) fails at any time to use the Software accordingly, Customer’s rights to use the Software under this Agreement are immediately terminated and Customer further represents, warrants, and certifies that Customer



# Aurora Learning Community Association

## ALCA Arch Licensing Agreement

will not use the Software and will discontinue any existing use of the Software. Customer shall ensure all individuals affiliated with Customer (i.e. teachers, students, staff, evaluators, etc.) comply with the terms and conditions of this Agreement.

**2.2.3 Shared Non-Profit Entity License.** The Shared Non-Profit Entity License is the same as a Non-Profit Entity License but it is shared among a number, to be determined by ALCA in its sole discretion, of small non-profit entities, such as public or private school districts, churches, charities, etc. It allows each of the non-profit entities to use the Software for religious, educational, or charitable purposes only, just as if each of the non-profit entities purchased its own Non-Profit Entity License. The Software shall be maintained on the Arch Platform. Each Customer is strictly prohibited from using the Software for any other purpose or for the benefit or on behalf of any Third Party other than the non-profit entities sharing the License. All of the small non-profit entities in a group sharing a Shared Non-Profit Entity License must have subscribed for the License within six months of the first invoice date of those small non-profit entities included in the group. If the group fails to attain the number of small non-profit entities required for the Shared Non-Profit Entity License, as determined by ALCA in its sole discretion, then the subscribing non-profit entities of the group may convert their Shared Non-Profit Entity License to a Non-Profit Entity License paying any additional fees required by ALCA, or may terminate their Shared Non-Profit Entity License without receiving any refund of amounts already paid for the License. If any Customer fails at any time to use the Software accordingly, each Customer's rights to use the Software under this Agreement are immediately terminated and each Customer further represents, warrants, and certifies that each Customer will not use the Software and will discontinue any existing use of the Software.

**2.3 Use Limitations.** Subject to the terms and provisions of this Agreement, including but not limited to section 3 of this Agreement, this Agreement and the License granted hereunder, only gives Customer the right to use the Software as directed by ALCA.

**2.4 Term.** The term of the License shall begin on the invoice date for all amounts due under this Agreement and terminate one year after the invoice date unless sooner terminated according to section 13 of this Agreement.

**2.5 Revocable.** The License granted hereunder is revocable at any time, with or without cause, in the sole discretion of ALCA by ALCA sending written notice of the revocation to Customer.

**2.6 Non-Exclusive.** Customer's License to use the Software shall be non-exclusive. ALCA, in ALCA's sole discretion, may license or provide the Software to any and all Third Parties, or use the Software for the benefit of Third Parties.

**2.7 Non-Transferrable.** Customer's License to use the Software shall be non-transferrable without the prior, written consent of ALCA which ALCA may withhold in its sole discretion. Any attempted sublicense, assignment or transfer by Customer in violation of this Agreement shall be void.

**3. USE RESTRICTIONS.** Without the prior written consent of ALCA, Customer may not, at any time, either directly or indirectly, and Customer may not assist or enable any Third Party, either directly or indirectly, to:

3.1 Reverse engineer, decompile, disassemble, or alter in any way the Software; 3.2 Sublicense, sell, lease, rent, dispose of, assign, or otherwise transfer the License or Software to any Third Party;

3.3 Distribute in whole or in part, modify, or create derivatives of the Software or applications created with the Software; or

3.4 Share the Software or the use of the Software with any Third Party or provide access to any Third Party in any way, including but not limited to non-ALCA certified trainers, although ALCA certified trainers may have access to the software in ALCA approved training sessions for Customer.

**4. TITLE TO SOFTWARE; COPYRIGHT.** Customer hereby acknowledges and agrees the Software is proprietary to GammaStream and remains the property of GammaStream protected by trade secret and/or copyright law. The License only gives Customer the right to use the Software according to the terms and provisions of this Agreement. This Agreement does not confer any ownership in the Software to Customer. GammaStream owns all title and intellectual property rights in and to the Software, the accompanying printed materials, and any copies of the Software. Customer hereby further acknowledges and agrees to be bound as a third party beneficiary by all of the terms and conditions of the Software License Agreement between GammaStream and ALCA dated June 25, 2003 and future amendments thereto, of which ALCA shall provide a copy within 30 days after Customer's written request for a copy.

**5. PAYMENT.** Upon execution of this Agreement and on the same day of each year thereafter, Customer shall pay ALCA an annual total sum in accordance with its standard fee schedule in effect at the time ALCA invoices Customer for all amounts due which are reflected on the Addendum attached hereto and made a part hereof. Any support services provided by ALCA or GammaStream shall be billed to Customer according to the standard fee schedule in effect at the time services are provided.

**6. TAXES.** In addition to all other amounts payable under this Agreement, Customer shall promptly pay to ALCA any and all sales and other taxes, federal, state or otherwise, which are levied or imposed because of the License or the transactions contemplated by this Agreement.

**7. SUPPORT SERVICES.** GammaStream shall provide technical consulting and support services as requested by Customer at GammaStream's standard fee schedule in effect at the time services are provided.

**8. CONTENT.** The Software is designed to allow Customer and Third Parties having a License to use the Software, to publish and share educational information, materials and content with each other so there may be a free exchange of educational information

# Aurora Learning Community Association

## ALCA Arch Licensing Agreement

and resources among those having a License to use the Software. As a result, Customer hereby understands and agrees as follows:

8.1 ALCA shall have the sole discretion in determining which information, materials and other content gets published and shared using the Software, and Customer hereby grants ALCA the right to determine if the information, materials and other content provided by Customer gets published or shared using the Software and to censor the information, materials and other content Customer provides. ALCA may in its sole discretion, either with or without cause and at any time, restrict Customer from publishing or sharing information, materials or other content through the Software, or require Customer to discontinue publishing or sharing information, materials or other content through the Software.

8.2 ALCA has no obligation to review, censor or police any information, material or other content, at any time, either before it is published or shared through the Software, whether by Customer or other Third Parties, or after it is published or shared through the Software, whether by Customer or other Third Parties, although ALCA, in ALCA's sole discretion, may choose to do so.

8.3 If ALCA reviews, censors or polices any information, material or content either before or after it has been published or shared using the Software, ALCA is not obligated to further review, censor or police any other information, material or content either published or shared through the Software, or proposed to be published or shared through the Software.

8.4 ALCA, GammaStream, and the Third Party providing the information, materials or content published or shared through the Software do not certify the contents or accuracy, or make any representations or warranties regarding the information, materials, or content provided through the Software. Customer hereby releases ALCA, GammaStream, and the Third Party providing the information, material or content, from any and all liability associated with Customer relying upon, disseminating, or in any way using the information, materials, or content provided through the Software.

8.5 Any and all information, materials, or content provided by Customer by using the Software shall be for educational or informational purposes only, as determined by ALCA in ALCA's sole discretion. Customer further consents and agrees that any and all Third Parties having a License to use the Software may use all information, materials, or content provided by Customer through the Software, for educational or informational purposes only, without any further restriction.

8.6 ALCA reserves the right to terminate Customer's License at any time, with or without cause, in ALCA's sole discretion and for no reason or for any reason, including but not limited to Customer's use of the Software not complying with the terms and provisions of this Agreement, including but not limited to, the terms and provisions of this section 8.

## 9. DATA MANAGEMENT.

9.1 **Data Source and Results.** ALCA will only import data provided by Customer into the Software in order for the Software

to provide Customer with information, reports and analysis of Customer's data. ALCA will not create, load or generate any data to be used by the Software, except ALCA will upload data into the Software for customer as long as Customer provides its data to ALCA in the format required by ALCA. ALCA shall not have any obligation to review or verify the accuracy of Customer's data. ALCA does not hereby certify the contents or accuracy of the data imported into the Software. Furthermore, ALCA does not hereby certify the contents or accuracy of the information, reports and analysis computed by the Software, or make any representations or warranties regarding the information, reports or analysis provided by the Software. In addition to other releases contained herein and not in limitation thereof, Customer hereby releases ALCA and GammaStream from any and all liability resulting from erroneous or inaccurate information, reports or analysis computed by the Software for Customer or Third Parties.

9.2 **FERPA Compliance.** Customer hereby represents, warrants and covenants to ALCA and GammaStream that Customer will ensure Customer and any of Customer's agents and representatives, ALCA and any of its agents and representatives, GammaStream and any of its agents and representatives, and any Third Parties and any of their agents and representatives to whom Customer discloses data have complied and will remain in compliance with any and all state and federal regulations governing the transactions contemplated by this Agreement, including but not limited to FERPA and the public disclosures required thereunder. In addition to other releases contained herein and not in limitation thereof, Customer hereby releases ALCA and GammaStream from any and all liability resulting from violation of state of federal rules or regulations hereunder.

9.3 **Confidentiality.** During the term of this Agreement, ALCA will have access to proprietary and confidential information, documents and instruments containing student data. All information ALCA has access to during the term of this Agreement, including but not limited to individual student data, is proprietary and confidential information belonging to Customer. All documents and instruments and any copies thereof ALCA has access to during the term of this Agreement is property belonging to Customer, and ALCA will hold them in express trust for Customer and on Customer's behalf. Without Customer's prior written consent or direction or authorization, during the term of this Agreement and any time thereafter, ALCA will not disclose any of Customer's information, documents or instruments to any Third Party; will not use any of Customer's information, documents or instruments for the use or benefit of any Third Party; and will not use any of Customer's information, documents or instruments for ALCA's own use or benefit. In addition to other releases contained herein and not in limitation thereof, if Customer authorizes or directs disclosure of confidential information, documents or instruments to a Third Party, Customer hereby releases ALCA and GammaStream from any and all liability resulting from said disclosure.

# Aurora Learning Community Association

## ALCA Arch Licensing Agreement

10. **NO WARRANTIES.** THE SOFTWARE IS PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND, AND NO OTHER WARRANTIES, EITHER EXPRESS OR IMPLIED ARE MADE WITH RESPECT TO THE SOFTWARE, INCLUDING BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE OR NON-INFRINGEMENT, OR ANY OTHER WARRANTIES THAT MAY ARISE. ALCA AND GAMMASTREAM DO NOT WARRANT, GUARANTEE, OR MAKE ANY REPRESENTATIONS REGARDING THE USE OF OR THE RESULTS OF THE USE OF THE SOFTWARE IN TERMS OF CORRECTNESS, ACCURACY, RELIABILITY, OR OTHERWISE AND DO NOT WARRANT THAT THE OPERATION OF THE SOFTWARE WILL BE UNINTERRUPTED OR ERROR FREE. BOTH ALCA AND GAMMASTREAM EXPRESSLY DISCLAIM ANY AND ALL WARRANTIES. ALTHOUGH ALCA AND GAMMASTREAM, TO THE BEST OF THEIR KNOWLEDGE AND BELIEF, DO NOT BELIEVE THEY HAVE INFRINGED ON ANY THIRD PARTIES' PROPERTY RIGHTS, COPYRIGHTS OR PATENTS, BOTH ALCA AND GAMMASTREAM DO NOT WARRANT, GUARANTEE OR MAKE ANY REPRESENTATIONS AS TO THEIR RIGHTS IN THE SOFTWARE AND EXPRESSLY DISCLAIM ANY AND ALL LIABILITY ASSOCIATED WITH ANY POSSIBLE PROPERTY RIGHT, COPYRIGHT OR PATENT INFRINGEMENT CLAIMED BY THIRD PARTIES. FURTHERMORE, BOTH ALCA AND GAMMASTREAM EXPRESSLY DISCLAIM ANY AND ALL LIABILITY FOR THE CONTENT CONTAINED IN THE SOFTWARE.

### 11. RELEASE AND HOLD HARMLESS.

11.1 Customer hereby releases and holds ALCA and its successors and assigns harmless from any and all liability resulting from any claims, actions, causes of actions, suits, debts, sums of money or any other proceedings, or actions, whether legal or equitable, resulting from this Agreement, the grant of the License hereunder, or Customer's use of the Software.

11.2 Customer hereby agree and acknowledge that ALCA, GammaStream, any of their employees or agents, or any Third Party affiliated with them have not provided Customer with any legal advice regarding this Agreement, the Software or the contents therein.

12. **INDEMNIFICATION.** Customer shall indemnify ALCA and its successors and assigns, from any liability from any claims, actions, causes of actions, suits, debts, sums of money or any other proceedings or actions, whether legal or equitable, resulting from this Agreement, the grant of the License hereunder, or Customer's use of the Software, including, but not limited to attorney fees, accountant fees, or court costs expended by ALCA in defending any such actions. Customer shall reimburse ALCA on demand for any payment made by ALCA at any time after the date of this Agreement, based upon the judgment of any court of competent jurisdiction or pursuant to a bona fide compromise or settlement of

claims, demands or actions, in respect of any damages to which the foregoing indemnity relates.

### 13. TERMINATION AND REMEDIES.

13.1 **Termination.** ALCA has the absolute and unconditional right to terminate this Agreement and the License granted hereunder at any time in ALCA's sole discretion either with or without cause, upon sending written notice of the termination to Customer. Unless specifically waived in writing by ALCA, this Agreement and the License granted hereunder shall automatically and immediately terminate upon the occurrence of any of the following:

13.1.1 Customer failing to comply with or to perform when due any term, obligation, covenant, or condition contained in this Agreement;

13.1.2 Any covenant, representation or warranty contained herein being materially false;

13.1.3 Any suit, action or other proceeding being filed before any court or governmental agency against Customer;

13.1.4 Customer's dissolution, either voluntarily or involuntarily;

13.1.5 The appointment of a receiver for any part of Customer's property; or

13.1.6 Any proceeding being commenced by or against Customer under any bankruptcy or insolvency laws.

13.2 **Remedies.** In the event Customer breaches this Agreement in any way, or in the event ALCA has a good faith belief Customer is about to breach this Agreement, ALCA shall have the right to pursue any and all remedies existing at law or in equity and to collect any and all expenses of collection and enforcement of ALCA's rights and Customer's obligations hereunder, including reasonable attorney's fees and costs. ALCA's remedies under this Agreement shall not be exclusive but shall be cumulative and in addition to all other remedies provided by law and equity. No delay or omission in the exercise of any remedy of ALCA shall impair or affect its right to exercise the same. Customer's breach of this Agreement could result in irreparable injury to ALCA. Accordingly, ALCA shall have the right to secure equitable relief against any actual or threatened breach of any provision of this Agreement without proving actual damages.

13.3 **Effect of Termination or Expiration.** In the event of any partial or complete termination or expiration of this Agreement, Customer's representations, warranties and covenants shall survive termination or expiration. Customer shall remain bound by the representations, warranties and covenants contained in this Agreement and shall not be relieved of any obligation.

### 14. GENERAL.

14.1 **Notices.** All notices required or permitted herein must be in writing and shall be deemed to have been duly given on the date of service if served personally or by telecopier, telex, e-mail or other

# Aurora Learning Community Association

## ALCA Arch Licensing Agreement

similar communication to the party or parties to whom notice is to be given or on the third business day after mailing if mailed to the party or parties to whom notice is to be given by registered or certified mail, return receipt requested, postage prepaid, to Customer at Customer's last known numbers and address; or to ALCA at the numbers and address set forth below:

Mr. Gary Sacket, President  
Aurora Learning Community Association  
1000 East Elm Fairview, Oklahoma 73737  
Phone: (580) 227-1007  
Fax: (580) 227-2642  
Mail: sacketg@alcaweb.org

or to such other numbers or addresses as either party hereto may designate to the other from time to time for this purpose. Any communication which is mailed shall be confirmed immediately by telecopier, but failure to so confirm shall not affect the effectiveness of such notice from and after the date on which such notice is actually received.

**14.2 Integrated Agreement.** This instrument contains and constitutes the entire agreement between the parties herein and supersedes all prior agreements and understandings between the parties hereto relating to the subject matter hereof. There are no agreements, understandings, restrictions, warranties, or representations among the parties relating to the subject matter hereof other than those set forth herein. All other instruments or documents delivered pursuant to this Agreement are hereby incorporated herein and made a part of this Agreement.

**14.3 Construction.** This Agreement shall be construed, enforced, and governed in accordance with the laws of the State of Oklahoma. All pronouns and any variations thereof shall be deemed to refer to the masculine, feminine, or neuter gender thereof or to the plurals of each, as the identity of the person or persons or the context may require. The descriptive headings contained in this Agreement are for reference purposes only and are not intended to describe, interpret, define, or limit the scope, extent, or intent of this Agreement or any provision contained herein. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises, there shall be no presumption or

burden of proof which arises favoring or disfavoring any party by virtue of the authorship or any of the provisions of this Agreement.

**14.4 Jurisdiction and Venue.** The District Court of Major County, State of Oklahoma shall have the exclusive jurisdiction and venue over all disputes, controversies or litigation regarding this Agreement and the enforcement thereof.

**14.5 Invalidity.** If any provision contained in this Agreement shall for any reason be held to be invalid, illegal, void or unenforceable in any respect, such provision shall be deemed modified so as to constitute a provision conforming as nearly as possible to such invalid, illegal, void or unenforceable provision while still remaining valid and enforceable, and the remaining terms or provisions contained herein shall not be affected thereby.

**14.6 Binding Effect.** This Agreement shall be binding upon, inure to the benefit of and be enforceable by the parties hereto and their respective successors and assigns. This Agreement shall be in full force and effect upon Customer downloading the Software, Customer clicking the applicable button to complete the installation process, or Customer reviewing any of the accompanying documentation.

**14.7 Litigation Expense.** In any action brought by a party hereto to enforce the obligations of any other party hereto, the prevailing party shall be entitled to collect from the other party to such action such party's reasonable attorneys' fees, court costs and other expenses incidental to such litigation.

**14.8 Amendment and Waiver.** This Agreement may be amended at any time, but only by an instrument in writing executed by both parties hereto. A party hereto may waive any requirement to be performed by the other party, provided that such waiver shall be in writing, and executed by the party waiving the requirement.

**14.9 Assignment.** Customer shall not transfer or assign its rights and obligations under this Agreement without the prior written consent of ALCA although may freely transfer or assign its rights and obligations under this Agreement at any time.

**14.10 Time of Essence.** Time shall be of the essence with respect to the performance by the parties hereto of their respective obligations hereunder.

BY SIGNING BELOW, CUSTOMER ACKNOWLEDGES AND AGREES TO BE LEGALLY BOUND BY THE TERMS AND CONDITIONS OF THIS AGREEMENT.

AURORA LEARNING COMMUNITY ASSOCIATION

By: Gary Sacket

Name: Gary Sacket

Title: President, ALCA

Date: May 09, 2014

CUSTOMER

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

**MEMORANDUM OF AGREEMENT**

The Guthrie Public Schools have need for Nursing Services for seven schools – four (4) elementary schools, one (1) junior high school, one (1) high school and one (1) alternative school.

The Logan County Health Department can provide these services to the Guthrie Public Schools.

The Logan County Health Department will provide Nursing Services for:

1. Health Education for both faculty and students (Immunizations, venereal disease, Adolescent Physiology, reproductive physiology, personal hygiene, etc.)
2. Assist families and children with medical, social or emotional problems.
3. Direct the control of communicable disease. Provide verbal and written suggestions for care.
4. Instruct school employees and volunteers on appropriate immunization records. Assist with annual audit, if needed.
5. Conduct and/or coordinate screening programs in the schools (hearing, vision, scoliosis, head lice).
6. Make regularly scheduled visits to all schools for nurse-teacher and nurse-student conferences.
7. Serve as resource person for environmental problems.
8. Instruct school officials on first-aid procedures.

Other Nursing services needed by the schools will be provided, if possible, within the policies of the Logan County Health Department.

The above services will be provided by a registered Nurse with medical backup. The Logan County Health Department will provide supervision and assignment of responsibilities. A minimum of twenty-four (24) hours of nursing service each week will be provided. Holidays and summer months are excluded.

The Guthrie Public Schools will coordinate the nursing schedule between the school sites.

The registered nurse serving the Guthrie Public Schools will be required to keep necessary records for Medicaid reimbursement to the Guthrie Public Schools.

The Guthrie Public Schools will reimburse the Logan County Health Department \$10,000.00 for these services. The Reimbursement will be quarterly upon receipt of an invoice in September, November, February and April.

Either party may cancel this agreement with 30 days written notice.

This agreement is in effect from August 1, 2014 to June 30, 2015.

\_\_\_\_\_  
Dr. Mike Simpson  
Superintendent of Schools

\_\_\_\_\_  
J. W. Smith, Administrator  
Logan County Health Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



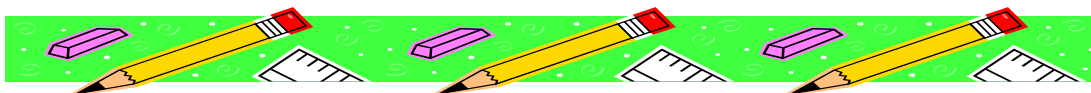
**Staking a Claim in Our Students' Future**

**GUTHRIE ELEMENTARY SCHOOLS**

**STUDENT HANDBOOK**

~~**2013 - 2014**~~

**2014 - 2015**



*Dear Parents and Students,*

*We want to take this opportunity to welcome you to our school. We look forward to working with each of you so that together we can provide the very best educational experience possible for your child.*

*Our success as educators depends greatly upon your support and cooperation. We ask that you read through and discuss the handbook policies and procedures with your child so that he/she will understand the expectations that have been established for them.*

*We encourage you to be actively involved in every aspect of your child's education. Each school year is full of potential for many successes which can only be realized with the united effort of school and home.*

***THANK YOU FOR SHARING YOUR CHILD WITH US!***

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

It is of utmost importance that students attend school every day. Irregular attendance is the most frequent cause of unsatisfactory work and school failures. When a student is unable to attend school, parents should notify the school by calling between 8:30 a.m. and 10:30 a.m. Parents should give the student's name and teacher's name. Assignments not completed due to an absence are expected to be made up. If a student is absent 10 consecutive days, the student will be dropped from the school roll. The parent must re-enroll the student upon return to school. It is the policy of the Guthrie Board of Education that a student is required to be in attendance a minimum of 90% of each semester. After the fifth and seventh unexcused absence during a semester a letter from the principal will be sent home. After the tenth unexcused absence the parent or guardian will be reported to the District Attorney for violation of truancy laws.

### **TARDIES**

Tardies disrupt the instructional process and the time lost from class is irretrievable, particularly in terms of opportunity for interaction and exchange between students and teachers. Therefore, classroom punctuality is considered to be an integral part of the student's course of study. Six (6) tardies will equal one (1) absence.

### **EARLY CHECKOUT**

Parents are discouraged from picking up students early on a regular basis as this disrupts the educational process and creates a loss of irretrievable instructional time. If a child is to be dismissed early, a written note is desired. A student must be signed out by a parent or guardian through the office. Six (6) early checkouts will equal one (1) absence.

## **B: BICYCLES**

There are bicycle racks available for children to park and secure their bicycles. Each child should provide his/her own chain and lock for security reasons. Guthrie Public Schools cannot be responsible for lost, stolen, or damaged bicycles. Bicycle racks are available for grades 2-6 only.

## **C: 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 provided parents have made a written request and completed the necessary forms. (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 a period of 3 days.

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 statement shall, in the case of a disabled student, be signed by a physician or, in the case of a non-disabled student, by a recognized medical authority.

#### School Food Service Responsibilities:

1. Required to make substitutions or accommodations for students with disabilities if meal service is normally available to general student population and a Section 504 Plan is on file for the student.
2. Must provide additional meal services/food items not normally available for disabled students when required in an IEP, at no extra cost.
3. Must base substitutions/modifications on a prescription written by a licensed physician.
4. Must base substitutions/modifications for non-disabled students on a medical statement by a medical or health professional.
5. Must not revise or change a diet prescription or medical order.
6. May provide food substitutions or accommodations for non-disabled children with medically certified special dietary needs at no extra cost.
7. All prescriptions or medical statements must be renewed each year, as needs do change from year to year as students grow and mature.

## **D: 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 admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. 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. El Escuela Publica de Guthrie tampoco discrimina en sus contratos o practicas de empleados.

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

Nombre/Titulo: Superintendente de las Escuelas Publicas de Guthrie  
Direccion de Oficina: 802 E. Vilas, Guthrie, OK 73044  
Numero Telefono (correro 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

**DUE PROCESS**

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

## **E: CLASSROOM REQUEST AND PLACEMENT CHANGE**

### **CLASSROOM REQUEST**

Each year during the second semester Guthrie Public Schools allows parents of students currently enrolled in PK – 5 the opportunity to request a teacher for the next school year. Parents are to submit their request utilizing the ~~2013-2014~~2014-2015 Teacher Request Form which may be obtained from the office of your child's school for the upcoming school year. This form requires parents/guardians to choose a minimum of four (4) teachers you prefer to have as your child's teacher. A list of teachers to choose from is located on the Teacher Request Form. Should you request a teacher who has transferred to another grade or is no longer an employee of the district, that teacher's replacement will be considered for your child. Your request will not be recognized if your number your preferences or choose less than four (4) choices.

### **CLASSROOM PLACEMENT CHANGE**

From time to time parents feel a need to request moving their child to a different classroom. A decision as 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.

## **F: CURRICULUM**

Guthrie Public Schools curriculum for grades Pre-K through 6 ~~12 are based on the Common Core Standards~~ 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 ~~Common Core~~ Standards may be obtained online at the Oklahoma State Department of Education website: <http://ok.gov/sde/oklahoma-e3-priority-academic-student-skills>

## **G: DANGEROUS WEAPONS**

The use, display or possession of any kind of instrument, on campus, parking lots, premises or property of the Guthrie Public Schools or during school sponsored activities, functions or events that is likely to be used as a weapon or tool which could be used to deface or vandalize school property shall result in immediate administrative action.

The following instruments may be considered weapons:

1. Knives and/or facsimiles
2. Firearms and/or facsimiles (including cap guns, etc.)
3. Explosives and/or facsimiles
4. Metal Objects (chains, brass knuckles, etc.)
5. Clubs
6. Sharp or pointed instruments
7. Stun guns
8. Chemical sprays

Violations of this policy will result in administrative action. Students may be suspended for up to one (1) calendar year for violation of this policy.

## **H: 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 a certified diabetes educator. She works with school, personnel, individual students with diabetes and their families, and the student's health care provider.

As a reminder, each year we need to have the following information for your child:

- Written diabetes management plan from your health care provider.
- Signed authorization by parent/guardian for medication and treatment at school.
- Diabetes Questionnaire filled out by parent/guardian/student.

In addition, adequate supplies, as listed in the student's diabetes management plan, must be provided at school:

- Snacks or glucose tablets to treat low blood sugar
- Medications
- Blood glucose meter, strips and supplies
- Ketone testing strips and equipment
- Glucagon

We are looking forward to helping your child with diabetes be successful in school. Please feel free to contact us with any questions or concerns.

## **I: DISCIPLINE AND BEHAVIOR**

- Control and discipline in our school depends upon the responsibility taken by the student, the parents, the teacher, the principal, and the combined school personnel. While under the supervision of the school, the teacher has the same authority as the parent in restraining, correcting, and controlling the child. (*State Law-Sections 125 and 670*).
- Each teacher will have their own individual classroom discipline procedures. These procedures will be discussed with you and your child and a list of these procedures will be sent home with your child at the beginning of the school year. Building discipline procedures will be applied according to the severity of the rules broken. Procedures may include:
  - Conference with teacher and student
  - Conference with teacher, student and principal
  - Conference with teacher, student, principal and parent
  - Conference with all the above and possible disciplinary actions

### **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
- Damage or theft of personal or school property
- Any additional behaviors outlined in section F-41 of the Guthrie Public Schools Policy Manual.

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.

### **ALTERNATIVE CLASSROOM**

Students who exhibit continually disruptive behavior may be placed in an alternative classroom setting at the discretion of the building principal without parent permission. Disruptive behavior infringes upon the rights of other students and will not be tolerated.

### **THREATS**

Threats directed toward another person, whether verbal or written, will not be tolerated. A threat will be referred immediately to the building principal and may result in a long-term suspension. Drawing or writing about the use of weapons or gang-related items or symbols will not be tolerated. This behavior may also result in a suspension.

### **LASER PENS AND LIGHTS**

Laser pens or lights are not allowed. If discovered, they will be confiscated.

## **J: DRESS CODE**

All students are expected to dress appropriately and modestly at all times during the school day and at school activities. Appropriate school clothes are conducive to better behavior in the classroom, in the halls, on campus, or any time students are actively representing the school. The dress code is applicable during the school day and at any school activity, home or away.

Examples of inappropriate attire are, **but are not limited to:**

1. Headwear worn in the building including, but not limited to: hats, bandanas, sweatbands and hoods of sweatshirts.
2. Clothing that inappropriately exposes the body. Any clothing that exposes the midriff. Shirts need to be long enough so that they can be tucked in or drop two (2) inches below

- the waistline without tugging on or stretching the shirt.
3. Clothing that allows undergarments to be visible.
  4. Under no circumstance is a student to wear clothing that is frayed or has holes above the knees.
  5. Clothing that has obscene, profane, or suggestive language.
  6. Sunglasses (including when worn as headwear.)
  7. Garments that display alcohol, drug or tobacco logos or paraphernalia.
  8. Mesh jersey or fishnet type clothing.
  9. All sleeveless shirts, blouses, and dresses whose straps are not at least 3 fingers wide and not fitted under the arm.
  10. Scooped neck and / or low cut front and back necklines that are not modest.
  11. Pants below the waistline (sagging and bagging).
  12. Shorts, dresses, and skirts shorter than fingertip length.
  13. Bicycle pants/spandex shorts.
  14. Clothing that is not worn in accordance with the design (such as both straps being worn on overalls or legs on pants being worn at their full length.)
  15. Chains or "spikes" on clothing, with wallets, or worn as a necklace or bracelet.
- Shoes must be worn at all times for health reasons. "House shoes" are not an acceptable alternative. Shoes with wheels imbedded in them are not acceptable as they are safety hazards.

When a student has worn inappropriate clothing to school, he/she will be sent to the office and parents or guardians may be requested to bring a change of clothing to school.

### **FADS**

Each year there are a few things, including some "fads", which show up on our school sites. When a fad begins on campus and a "nuisance" develops, we shall immediately eliminate the nuisance.

## **K: ENROLLMENT**

**EMERGENCY INFORMATION** - Should an emergency occur at school, parents are to have emergency contact information on the enrollment cards. 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.

**ENROLLMENT CARDS** - Please be sure to inform the school of any changes needed on a child's enrollment card during the school year. One of the most important uses of this card is to contact a parent when a child is injured or ill at school. If a parent changes employment, telephone numbers, doctor or emergency contacts, the school should be informed. The medical information on the enrollment card must be filled out.

**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.

## **L: 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.

## **M: 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)

## **N: GRADING GUIDELINES FOR Pre-K – 6th**

All homeroom teachers' names are to be written on the permanent folders alongside the school year.

The semester average will be recorded in the permanent record folder as required by state regulations.

In grades **Pre-K** – 2nd, primary importance will be placed upon the teaching of reading, writing, language arts, and the development of math skills. All subject areas will be graded with a score of

- ~~+ / Mastered~~                      ~~P / Progressing~~                      ~~- / Having Difficulties~~  
4 – Exceeds Expectations  
3 – Meets Expectations  
2 – Progressing Toward Expectations  
1 – Does Not Meet Expectations

In grades 3rd-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

In grades 3rd-6th, grades in physical education, music, art and handwriting will be reported accordingly:

- S - Satisfactory                      N - Needs Improvement                      U - Unsatisfactory

Parents of students in grades **Pre-K**- 6th may access their child's grades by use of the Online Gradebook. Go to [www.guthrie.k12.ok.us](http://www.guthrie.k12.ok.us) under the parent section and complete the request for Online Gradebook Access form.

#### **O: MONEY & VALUABLES**

Students are cautioned against bringing large sums of money to school. Radios, tape players, electronic devices and games, etc., belong at home. Toys of any kind also belong at home. School personnel will not be held responsible for toys, electronic equipment, or money lost or stolen when brought to school without teacher's request.

#### **P: 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 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 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.

## **Q: 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.

## **R: PARENTS RIGHT TO KNOW**

Parents of students enrolled in Guthrie Public Schools have a right to request information on the professional qualifications of their child's teacher(s).

### Highly Qualified

No Child Left Behind (NCLB) Act of 2001 adds a "Parent Right to Know" provision requiring districts to annually notify parents of their right to request information on the professional qualifications of their child's teachers. NCLB requires principals to attest in writing that their schools are in compliance with the requirements for teacher and paraprofessional quality. All teachers in Guthrie Public Schools are "highly qualified" according to state qualifications at this time. All paraprofessionals in Title I schools whose duties include instructional support must become "highly qualified" by June 30, 2006. Notification is sent home to the parents of those children taught for 4 or more consecutive weeks by a teacher who does not meet the highly qualified requirements.

*(Spanish)*

### Derechos Que Los Padres Deben Saber

Los parientes de los estudiantes matriculados en las Escuelas Publicas de Guthrie, tienen el derecho de requerir informacdn sobre las qualificacidnes professidnales de los maestros que ensenan sus ninos.

### Altamente Quallficado

El Acto del 2001 "Ningun Nino se Queda Atras" (No Child Left Behind) N.C.L.B. agrega una provision "Derechos Que Los Padres Deben Saber" (Parents Right to Know) que exige a los distritos que notifiquen a los padres de su derechos para pedir la informacdn sobre la qualificacionls profesionales de los maestros de sus nifios anualmente. N.C.L.B. (Ningun Nino se Queda Atras) les exige a los principalis de las Escuelas Publicas de Guthrie que atesten por escrito que sus escelas esten con formes con

los requisitos de calidad de sus maestros y paraprofessionals en las escuelas. Todos los maestros en la Escuelas Publicas de Guthrie estan altamente qualificados segun las calificaciones estatales en este tiempo. Todos los paraprofessionals en los programas de estudios Titulo I quales sus deberes incluyen el apoyo instruccidnal, deben estar "altamente qualificados" antes de el dia 30 de julio 2006. Notificacidnes seran enviados a los hogares de los padres do esos ninos que han sido enseftados por mas de 4 semanas consecutivas por maestros que no reune las altas qualificaciones requeridas.

## **Parents Right to Review Teacher Qualifications**

As a parent/guardian of a student enrolled in Guthrie Public Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether Oklahoma State Department of Education has a licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether Oklahoma State Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call the Board of Education office at (405) 282-8900.

## **Derecho de los Padres para revisar calificaciones de maestros**

Como padre / tutor de un estudiante matriculado en las Escuelas Públicas de Guthrie, usted tiene el derecho de conocer sus títulos profesionales de los maestros que enseñan a su hijo. La ley federal le permite pedir cierta información acerca de los maestros de su hijo y exige que le demos esta información de una manera oportuna si usted lo solicita. Específicamente, usted tiene el derecho de pedir la siguiente información acerca de cada uno de los maestros de su hijo:

- Si el departamento de educación del estado de Oklahoma ha otorgado una licencia o si está calificado el maestro para los grados y materias que enseña.
- Si el departamento de educación del estado de Oklahoma ha decidido que el maestro puede enseñar en un salón de clase sin tener licencia o si está calificado bajo las regulaciones estatales debido a circunstancias especiales.
- La especialidad universitaria del maestro, si el maestro tiene algún título de posgrado y, de ser así, el tema de las titulaciones.
- Si algunos asistentes de maestro o para profesionales similares ofrecen servicios a su hijo y, si lo hacen, sus títulos.

Si usted desea recibir esta información, por favor llame a la oficina de Educación (405) 282-8900.

## **S: PLAYGROUND**

The playground is an ideal place for students to develop cooperation, interpersonal

relationships, and good social skills. Playground supervision is provided during the school hours of 8:00 - 3:00. Make sure that your child is appropriately dressed for the weather.

## **T: 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 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 the Oklahoma Proficiency Tests by Riverside or with district approved teacher made criterion-referenced tests. 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.

## **U: READING SUFFICIENCY ACT**

Students' grades Kindergarten – 3<sup>rd</sup> that do not score proficient on the beginning of the year reading assessment will be placed on an Academic Progress Plan (APP). If your child's reading level does not improve by the end of the school year, he/she may need to attend the Summer Academy Reading Program.

### **3<sup>rd</sup> Grade Students:**

The RSA law is intended to ensure that students have the necessary reading skills in order to be successful in grade four and beyond, where the rigors of reading in the content areas increase.

To be promoted to fourth grade, state law requires that your child must score above the Unsatisfactory. (i.e., your child will need to score Limited Knowledge, Proficient, or Advanced on the Reading portion of the Oklahoma Core Curriculum Test (OCCT).) If your child scores Unsatisfactory, he/she may still be promoted if one or more of the six good cause exemptions apply. It is important to note that OCCT 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) the teacher assigned to the student who had responsibility for reading instruction in that academic year
- (3) a teacher in reading who teaches in the subsequent grade level
- (4) the school principal, and
- (5) a certified reading specialist

The student shall be promoted to the fourth grade if the team members unanimously recommend “probationary promotion” to the school district superintendent and the superintendent approves the recommendation that promotion is the best option for the student.

**V: 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.

**W: 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.

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*

**RETENTION BASED ON THE READING SUFFICIENCY ACT**

Beginning with students entering second grade in the 2012-2013 school year, a student identified as having a reading deficiency, based on ~~DIBELS (Dynamic Indicator of Basic Early Literacy Skills)~~ **MAP (Measures of Academic Progress)** assessment, that is not remediated by the end of third grade, as demonstrated by scoring unsatisfactory on the Oklahoma Third Grade Criterion Referenced Test, shall be retained in the third grade as

outlined by Senate Bill 346. No student may be assigned to the next grade based solely on age or other factors which constitute social promotion. However; Guthrie Public Schools may promote the student for good cause only. Good cause exemptions are outlined in section E-22 of the Guthrie Public Schools Policy Manual.

### **X: ~~SCHOOL AGE CARE PROGRAM~~**

~~Guthrie Public Schools offers on-site childcare at Cotteral and Fogarty Elementary for students enrolled from ages 4—10 years old. Scheduled break days during the school year are open for students enrolled in the program ages 4—10 years as of September 1<sup>st</sup> of the current school year. Our TWO STAR PROGRAM is licensed through the Department of Human Services. Financial assistance is available if you qualify for the Day Care Assistance Program. For more information and details about the program and eligibility, please call 282-5964. Space is limited and available on a first come first served basis.~~

### **~~YX: SCHOOL HEALTH & MEDICATIONS~~**

**HEAD LICE/ COMMUNICABLE DISEASE** - The law states that any child absent from school because of head lice or communicable disease must show evidence the child has been properly treated and must submit certification from a physician, the Health Department, or local health personnel, confirming the child is free of head lice or disease before he/she will be allowed re-admission to school.

**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, please bring all medication to the office with required documentation. A log of the student's medication will be kept at the school office.

#### **NON-PRESCRIPTION MEDICATION**

Nonprescription medication will only be administered by school staff with the completed medication authorization form, which may be obtained on the District's website in the Parent Backpack or at the school's office along with written instructions from the student's physician. The nonprescription medication will be administered according to written instructions from the student's physician. The medication must be in the original container with student name affixed to the container, ingredients, expiration date, dosage and frequency, administration method and other directions as appropriate.

#### **PRESCRIPTION MEDICATION**

Prescription medication will only be administered by school staff with the completed medication authorization form, which may be obtained on the District's website in the Parent Backpack. The prescription medication will be administered according to physician instructions. The medication must be in the original container with student name, physician name, and name of pharmacy along with pharmacy address and phone number, name and strength of medication, expiration date, dosage and directions for administration.

### **ZY: 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.

### **AA Z: SPECIAL ACTIVITIES**

Each elementary site has four scheduled classroom activities during the year: Fall, Winter, Valentine's Day, and Spring. 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.

### **BB 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 rest with the teacher. Any classroom rules, which are fair and enhance the educational process, will be upheld. If problems persist to a degree that the classroom rules are being repeatedly ignored, a referral may be made to the principal where appropriate action will be taken.

### **DRUGS AND ALCOHOL**

Any student who is found to be in possession of, to have consumed, or to be under the influence of narcotic drugs, barbiturates, prescription or non-prescription medication without proper permission and documentation (see section X), alcohol or any stimulant, or distributes / has possession of any material or drawings that promotes the use of or gives instruction on how to make or use the above items enroute to school, while attending school, in or on school premises, or at school sponsored activities, is subject to the following:

- 1<sup>st</sup> Offense: Suspension from school for five (5) days. The student will not be allowed to attend school after suspension until documented evidence of educational counseling and/or rehabilitation treatment under the supervision of a legal agency is on file.
- 2<sup>nd</sup> Offense: Suspension from school for the remainder of the semester, or for the following semester, provided no suspension shall extend beyond the regular academic year.

Any student who distributes actual or represented controlled substances, prescription and non-prescription medication may be suspended for the remainder of the semester, or the following semester, provided no suspension shall extend beyond the regular academic year.



## **TOBACCO**

In compliance with State Laws of Oklahoma, it shall be the policy of the Guthrie Board of Education that the use of, or possession of, tobacco products (including smokeless tobacco) in any form by students while attending school, on school premises, or at school sponsored activities, is prohibited. Any student in violation of said policy will face immediate disciplinary action:

1<sup>st</sup> Offense: Parent conference/phone contact and suspension from school for three (3) days.

2<sup>nd</sup> Offense: Parent conference/phone contact and suspension from school for five (5) days.

3<sup>rd</sup> Offense: Suspension from school for ten (10) 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.

## **€€ BB: 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 CC: STUDENT REPORTS**

A student's progress is reported at the end of each fifth week period, and report cards are distributed at the end of each nine weeks. 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.

District-wide parent/teacher conferences are held at the end of the first and **during the** third nine week 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 DD: 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 EE: 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 FF: 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 GG: VANDALISM**

Vandalism and defacing of property is prohibited. Any student committing an act of vandalism is subject to suspension.

### **HH HH: VISITORS**

Guthrie Public Schools welcomes and encourages parents to visit our schools. All visitors, parents, and guests need to report to the office upon arrival to the school.

### **JJ II: WEBSITE**

Guthrie Public Schools has created a website for students, parents, teachers and community members to access. The web address is <http://www.guthrie.k12.ok.us>. The website contains district information, school calendar, lunch menus, publications, school news, and teacher web pages.

### **KK JJ: WELLNES 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 KK: WIRELESS COMMUNICATION DEVICES**

Students may possess a cellular telephone while on school premises or in transit under the authority of the school provided the device is turned off and out of sight during class time and during all school or school related activities. Students found to be using any electronic device for any illegal purpose, in a manner which violates privacy, or to in any way send or receive personal messages, data, or information that would constitute cheating on tests, or to harass or intimidate students or staff members shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. School personnel have the authority to detain and search or authorize the search of any student upon suspicion that the student is in violation of district policy. If a student violates district policy they may lose the privilege to possess a wireless communication device, or be suspended from school for a period not to exceed the current school semester and the succeeding semester.

## **DISCLAIMER**

All of 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.

**Please refer to the site-specific handbook for more information about your child's 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 thru Friday, by contacting Jerry Gammill at the Maintenance Department located at 200 Crooks Drive, Bldg. #4, Guthrie, OK.

# ***CENTRAL ELEMENTARY***



# **HANDBOOK**

***2014-2015***

**321 East Noble  
Guthrie, Oklahoma 73044**

**Phone (405)282-0352**

**Fax (405)282-9988**

**Maranda Wilson, Principal**

**CENTRAL ELEMENTARY SCHOOL**  
**Supplemental Handbook**  
**2014-2015**

The Central Staff is delighted to welcome you and your child to school. The first day will be one that you and your child will always remember. You, as the parent, can help make the first days go smoothly by doing a few things to prepare your child.

- To make your child more comfortable about going to school, conduct a “dress rehearsal.” Practice the best route to the school or bus stop. Show your child the school grounds. Find out the teacher’s name and make sure your child knows it.
- Do not pass off your child’s doubts and fears. Try to answer all the questions in a positive, reassuring manner. Talk about school in a friendly way so your child will think of it as a friendly place. Let him/her know there will be friendly people to help on those first uncertain days.

We are now partners, jointly dedicated to helping your child grow into a healthy, happy, fully aware person.

**A. 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 students, home, school, and community.

**B. CENTRAL ELEMENTARY SCHOOL MISSION STATEMENT**

Our mission is to provide ongoing access, for all students, to a variety of teaching tools and resources, which will enable our students to become independent learners.

**C. CLASS SCHEDULES**

Breakfast	7:30 - 8:10
Class instruction begins	8:15
Tardy Bell	8:15
Lunch A	11:00-11:25
Recess A	11:25-11:50
Lunch B	11:50-12:15
Recess B	12:15-12:40

(Parents are welcome to eat in the school cafeteria anytime.)

Certified staff arrives at school to monitor children starting at 7:15 a.m. For safety purposes, children cannot be dropped off before 7:15. Children arriving between 7:15 & 8:00 will be sent to the gym area. At 8:05 ~~they~~ **students** will be dismissed to their classrooms.

We have a door security system. All doors will be locked at 8:15 daily. If you arrive at school after that time, you will need to park your car and **walk** your child into the school. To the right of the main door, there is a bell attached to the brick. Please ring the bell and the secretary will buzz you in. Once inside, please go to the office to sign your child in and get a tardy slip to give to the classroom teacher. The doors will remain locked until 3:05. If you need to pick your child up before that time, follow the same procedure as listed above. If picked up before **3:05**, your child will be counted tardy for the afternoon. **The office gets hectic at the end of the day with phone calls, bus changes, etc. Please utilize the car rider line or walk-up option which will**

**decrease the amount of office traffic. We will not call kids down at the end of the day on a daily basis.**

Dismissal is 3:05.

#### **D. CAR RIDER DROP OFF – PICK UP**

Car riders are dropped off and picked up on the south side of the building. Please enter the parking lot from Cleveland and exit onto Broad. Because of the volume of car riders, it is imperative that you **remain in your car** and keep the flow of traffic moving. If you need to get out and come into the building, please park in a parking space to avoid holding up traffic.

You have been provided with a sign with your child's name on it to place in your car windshield. If several people pick your child up often, please ask for extras. This will ensure your child's safety and speed up the pick up process. Until the duty teachers get to know you and your child, you will be asked for identification if the provided sign is not present. If for some reason you (or whoever is picking your child up) choose to walk up to get your child, you (or whoever is picking your child up) **MUST** have an ID as well as be listed on the student's car rider tag.

#### **E. BUS INFORMATION**

- Bus loading and unloading will be on the east side of the school on Ash Street. Ash Street is one-way going south. We do not encourage you to use that side of the building to drop off or pick up your child because it interferes with the bus loading and drop off.
- Oklahoma State Law prohibits passing a school bus with its lights flashing.
- Bus riding is a privilege. Your child must obey the bus driver and rules on the buses and at the bus stops.
- NOTIFY THE CENTRAL OFFICE (282-0352), if there is to be any change in your child's transportation. Bus information can be obtained by calling the Bus Transportation office at 282-5919.

#### **F. BREAKFAST AND LUNCH**

Please send your child's breakfast and lunch money in a sealed envelope with your child's name and teacher's name on it. Indicate how many and which meals you are purchasing (breakfast, lunch, or both).

Breakfast is \$1.20 per day; reduced price is \$.30 per day. Lunch is **\$2.30** per day; reduced price is \$.40 per day. Adult meals are available. Please check with the cafeteria for the current cost. Prices are subject to change. **SCHOOL MEALS CANNOT BE CHARGED.** Applications and information for free or reduced meals are available in the school office, **on the Guthrie Public Schools website** or you may call 282-5952. Parents are welcome to eat with their children.

#### **G. PROGRESS REPORTS, REPORT CARDS, PARENT/TEACHER CONFERENCES**

Student progress is reported at the end of each nine weeks period. ~~Parent/Teacher conference days are set aside at the end of the first and third nine weeks period~~ **Parent teacher conference days are set on the school calendar. These dates are set aside** to provide communication between parents and teachers. As always, you may schedule a time to speak with your child's teacher as needed. Working together, we can provide the very best educational program for our students.



## ~~H. COMMON CORE STATE STANDARDS~~

~~During first grade every student will be exposed to the Common Core Standards that have been adopted by the Oklahoma State Department of Education. To view these standards please visit the following website: <http://www.corestandards.org/>. If you do not have internet access, you can request a copy of these standards from Central Elementary.~~

## H. STATE STANDARDS

**During 1<sup>st</sup> grade every student will be exposed to the State Standards that have been adopted by the Oklahoma State Department of Education. To view these standards please visit the following website: <http://www.ok.gov/sde/>. If you do not have internet access, you can request a copy from Central Elementary.**

## I. DISCIPLINE

Control and discipline in our school depends upon the responsibility taken by the student, the parents, the teacher, the principal and the combined school personnel. While under the supervision of the school the teacher has the same authority as the parent in restraining, correcting and controlling the child. (*State law-Sections 125 and 670.*)

Each teacher will have their own individual classroom discipline procedures. These procedures will be discussed with you and your child and a list of these procedures will be sent home with your child at the beginning of the school year. Building discipline procedures will be applied according to the severity of the rules broken. Procedures may include:

- Conference with teacher and student
- Conference with teacher, student and principal
- Conference with teacher, student, principal and parent
- Conference with all of the above and possible disciplinary actions

### Severe Clause

Central Elementary 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
- Damage or theft of school or personal property
- Any additional behaviors outlined in Section F-41 of the GPS Policy Manual

Any of these violations shall result in a parent or guardian being contacted and/or a student suspension from the 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.

## **J. OUTSIDE DELIVERIES**

No deliveries from outside companies and/or parents should be made to the school. The office will not accept any balloons, flowers or others items. Central Elementary will celebrate during the classroom parties. All other celebrations should be done at home.

## **K. ATTENDANCE POLICY**

**It is of the 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 8:30am and 10:30am. Parents should give the student's name and teacher's name. If the child went to the Dr. – a note should be issued to the school and given to the office. Assignments not completed due to absence are expected to be made up. If a student is absent 10 consecutive days, the student will be dropped from the school roll. The parent must re-enroll the student upon return to school. It is the policy of Guthrie Board of Education that a student is required to be in attendance a minimum of 90% of each semester. After the fifth and seventh unexcused absence during a semester a letter from the principal will be sent home. After the tenth unexcused absence the parent or guardian will be reported to the District Attorney for violation of truancy laws.**

**\*\*ATTACHED TO THIS HANDBOOK YOU WILL FIND A SIGNATURE PAGE FOR YOU TO SIGN AND RETURN TO SCHOOL INDICATING THAT YOU HAVE READ THE SCHOOL HANDBOOK AND HAVE GONE OVER ITS CONTENTS WITH YOUR CHILD. PLEASE RETURN IT TO SCHOOL AS SOON AS POSSIBLE.\*\***

**\*\*ALSO ATTACHED TO THIS HANDBOOK IS A PARENT-STUDENT-TEACHER COMPACT. PLEASE READ AND REVIEW THIS WITH YOUR CHILD, SIGN AND RETURN TO SCHOOL, AS WELL.\*\***

**Central Elementary  
Parent and Student Handbook**

Dear Parent/Guardian:

This handbook has been prepared for your information and to assist you with the expectations, responsibilities, guidelines, and procedures necessary for your child to be successful in the first grade. We hope you will use the book and become familiar with its contents. This will aid us in having a very productive year!

Respectfully,

Maranda Wilson  
Principal

**PLEASE SIGN AND RETURN THIS TO YOUR CHILD’S TEACHER**

**I have received and read my Central Elementary Handbook for the 2014-2015 school year. I have gone over its contents with my child and will make every effort to ensure that he/she abides by the guidelines set forth.**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**Cotteral Elementary School**  
**Site Information, Procedures and Rules**  
**2013-2014**  
**2014-2015**

The Cotteral Staff is delighted to welcome you and your child to school. The first day will be one that you and your child will always remember. You, as the parent, can help make the first days go smoothly by doing a few things to prepare your child.

- To make your child more comfortable about going to school, conduct a dress rehearsal. Practice the best route to the school or bus stop. Show your child the school grounds. Find out the teacher's name and make sure your child knows it.
- Do not pass on your child's doubts and fears. Try to answer all the questions in a positive, reassuring manner. Talk about school in a friendly way so your child will think of it as a friendly place. Let him/her know there will be friendly people to help on those first uncertain days.

We are now partners, jointly dedicated to helping your child grow into a healthy, happy, fully aware person.

**Guthrie Public Schools Mission Statement**

It is the mission of Guthrie Public Schools to empower all students with the tools necessary to become productive members of society through a cooperative effort between students, home, school, and community.

**Cotteral Elementary School Mission Statement**

Our mission is to provide ongoing access, for all students, to a variety of teaching tools and resources, which will enable our students to become independent learners.

~~Common Core State Standards~~

**State Standards**

During Kindergarten every student will be exposed to the State Standards that have been adopted by the Oklahoma State Department of Education. To view these standards please visit the following website: <http://www.corestandards.org/>. <http://www.ok.gov/sde/>. If you do not have internet access, you can request a copy from Cotteral Elementary.

## Breakfast and Lunch

Please send your child's breakfast and lunch money in a sealed envelope with your child's name and teacher's name on it. Indicate how many and which meals you are purchasing (breakfast, lunch, or both).

Breakfast is \$1.20 per day; reduced price is \$.30 per day. Lunch is ~~\$2.20~~ **\$2.30** per day; reduced price is \$.40 per day. Prices are subject to change. SCHOOL MEALS CAN'T BE CHARGED. Applications and information for free or reduced meals are available in the school office or you may call 282-5952. Parents are welcome to eat with their children.

(Parents are welcome to eat in the school cafeteria anytime. Check with your child's teacher for the actual time their class will be eating.)

## Daily Schedules

Breakfast	7:30 – 8:05
<b>School begins</b>	<b>8:15</b>
A Lunch/Recess	10:50 – 11:15/11:15 – 11:40
B Lunch/Recess	11:25 – 11:50/11:50 – 12:15
C Lunch/Recess	12:00 – 12:25/12:25 – 12:50
School end	3:10

Certified staff arrives at school to monitor children starting at 7:30 a.m. **For safety purposes, children cannot be dropped off before that time.** Children arriving between 7:30 & 8:15 will go to the gym area. At 8:10 they will be dismissed to their classrooms.

## Pre-K Start and Dismissal Time

A.M. Pre-K classes begin at 8:15 and dismiss at 10:45. If your child eats lunch at school, they need to be picked up at 11:15.

P.M. Pre-K classes begin at 12:40 and dismiss at 3:10. If your child needs to eat lunch, they may be dropped off at 12:10. All other children cannot be dropped off before 12:30.

## Pre-Kindergarten Attendance

**Cotteral's Pre-Kindergarten program is an optional school program provided by Guthrie Public Schools within the school setting. The program is optional; however attendance is required. The expectation is for regular attendance including on time arrival. When the students have been absent/tardy more than ten (10) days, the Cotteral staff will review the attendance records to determine if program placement should be forfeited. If your spot is forfeited**

**the spot will go to the next student on the waiting list. We encourage you to provide documentation of all absences.**

### **Progress Reports, Report Cards, Parent/Teacher Conferences**

Student progress is reported at the end of each nine weeks period. Parent-Teacher conference times are set aside at the end of the first and third nine-week periods to provide parent-teacher communication between parents and teachers. Parents can request a conference at any time by making an appointment with their child's teacher.

### **School-Age Care Program**

~~The Guthrie Public Schools offer on-site daycare at Cotteral and Fogarty. Our TWO STAR PROGRAM is licensed through the Department of Human Services. Financial assistance is available if you qualify for the Day Care Assistance Program. **For more details about the program, please call 282-5964. Space is limited and available on a first come first served basis. Both sites open at 6:00 a.m. and close at 6:00 p.m.**~~

### **Discipline Procedures**

**Discipline procedures for Kindergarten are the same as those ~~outlines~~ outlined in the Guthrie Elementary Schools Student Handbook.**

**All Pre-K children are given ample time to adjust to the new learning environment. If a child is having a difficult time adjusting to the point it disrupts and hampers the learning environment, the parent will be asked to assist by attending school with their child for a short period of time. If the behavior does not improve and causes the learning process to cease a meeting will be held with the teacher, parents and administrator to determine further action.**

### **Cafeteria Guidelines**

**Breakfast is served from 7:30 AM to 8:10AM. Students eating breakfast at school should eat immediately upon arrival.**

**School meals cannot be charged.**

**The cafeteria starts serving breakfast at 7:30 a.m.**

**Please go over the following cafeteria rules & reminders with your child:**

- **Enter the cafeteria quietly**
- **Keep your hands, feet and objects to yourself**
- **Wait in line patiently**
- **Stay in your seat while eating**
- **Use your inside voice when visiting with friends**
- **Eat your own food**

- Clean up your space after eating

## Transportation

To ensure the safety of your child, we ask that you watch your child as they enter the building when you drop them off. If you need to come into the school for any reason, there is a parking lot at the back of the school facility, located on the southwest corner of the school grounds.

- All buses will load and unload in front of the school on 19<sup>th</sup> Street. NO PARKING IS ALLOWED FROM 7:00 – 9:00 A.M. & 2:30 – ~~3:45~~ **4:00** Oklahoma State Law prohibits passing a school bus with its lights flashing.
- Bus riding is a privilege. Your child must obey the bus driver and rules on the buses (this includes the bus stops).
- NOTIFY THE COTTERAL OFFICE (282-5928 or 282-5929), if there is to be any change in your child's transportation. Bus information can be obtained by calling the Transportation Department at 282-5919.
- A.M. drop off and P.M. pick up for students will be on the west side of the school. Drop off in the morning will be at the door on the northwest corner. Traffic will be one way behind the school, entering from Cleveland on the south and exiting onto Noble to the north. Parents are encouraged to use the parking lot behind the school if they need to come into the building. This area will be chained from 8:40 – 2:40 daily so children can safely cross to the playground area throughout the day.

## Student Deliveries

No deliveries from outside companies and/or parents should be made to the school. The office will not accept any balloons, flowers or others items. Cotteral Elementary School will celebrate during classroom parties. All other celebrations should be done outside of school.

## Parent-Student-Teacher Compact Cotteral Elementary

We at Cotteral Elementary School are committed to providing the best education possible for each of our students. It is our goal to give every child the opportunity to reach his/her full potential in intellectual, emotional, and physical growth. We know that learning can take place if there is a combination of effort, interest, and motivation on the part of the school, the home, and the community, working together toward that end.

This compact is a voluntary agreement and a promise of commitment to help \_\_\_\_\_ progress in school, promoting his/her achievement. We believe that this agreement can be fulfilled through our team effort.

As a student, I agree to:	As a parent, I agree to:	As a teacher, I agree to:
<ul style="list-style-type: none"> <li>● Come to school ready to learn and work hard.</li> <li>● Bring necessary materials, completed assignments and homework.</li> <li>● Communicate regularly with my parents and teachers about my school experiences so that they can help me to be successful in school.</li> <li>● Limit my TV watching and instead study or read every day after school.</li> <li>● Respect the school, classmates, staff, and families.</li> </ul>	<ul style="list-style-type: none"> <li>● Provide a quiet time and place for homework and monitor TV viewing.</li> <li>● Read to my child or encourage my child to read everyday for 20 minutes.</li> <li>● Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition.</li> <li>● Regularly monitor my child's progress in school.</li> <li>● Participate at school in activities such as school decision making, volunteering and/or attending parent/teacher conferences.</li> <li>● Communicate the importance of education and learning to my child.</li> <li>● Respect the school, staff, students, and families.</li> </ul>	<ul style="list-style-type: none"> <li>● Teach classes through interesting and challenging lessons that promote student achievement.</li> <li>● Endeavor to motivate my students to learn.</li> <li>● Have high expectations and help every child to develop a love of learning.</li> <li>● Communicate regularly with families about student progress.</li> <li>● Provide a warm, safe, and caring learning environment.</li> <li>● Provide meaningful, daily homework assignments to reinforce and extend learning (30 minutes).</li> <li>● Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.</li> <li>● 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.</li> <li>● Respect the school, students, and families.</li> </ul>

As a team we can work together to carry out this agreement.

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



\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Teacher Signature

**COTTERAL ELEMENTARY  
PARENT AND STUDENT HANDBOOK**

**Dear Parent/Guardian:**

**This handbook has been prepared for your information, and to assist you with the expectations, responsibilities, guidelines, and procedures necessary for your child to be successful in the first grade. We hope you will use the book and become familiar with its contents. This will aid us in having a very productive year!**

**Respectfully,**

**Scot Graham  
Principal**

**PLEASE SIGN AND RETURN THIS TO YOUR CHILD'S TEACHER**

**I have received and read my Cotteral Elementary Handbook for the ~~2013-2014~~ 2014-2015 school year. I have gone over its contents with my child and will make every effort to ensure that he/she abides by the guidelines set forth.**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date**

**\*\*ATTACHED TO THIS HANDBOOK YOU WILL FIND A SIGNATURE PAGE FOR YOU TO SIGN AND RETURN TO SCHOOL INDICATING THAT YOU HAVE READ THE SCHOOL HANDBOOK AND HAVE GONE OVER ITS CONTENTS WITH YOUR CHILD. PLEASE RETURN IT TO SCHOOL AS SOON AS POSSIBLE.**

**\*\*ALSO ATTACHED TO THIS HANDBOOK IS A PARENT-STUDENT-TEACHER COMPACT. PLEASE READ AND REVIEW THIS WITH YOUR CHILD, SIGN AND RETURN TO SCHOOL, AS WELL.\*\***

**FOGARTY ELEMENTARY SCHOOL**  
**SITE INFORMATION, PROCEDURES, AND RULES**  
~~2013-2014~~**2014-15**

**SCHOOL HOURS**

Class time: 8:15 a.m. – 3:10 p.m.

**TRAFFIC CONTROL**

It is our aim to keep traffic moving safely and smoothly at Fogarty. All decisions regarding drop-off and pick-up are made based on the safety of all students. During morning drop-off and afternoon pick-up, the designated streets are one way streets. Please utilize the designated pick-up and drop-off areas, and do not allow your child to cross the street in front of moving vehicles. Your cooperation in this matter is appreciated.

**MORNING DROP-OFF**

Fogarty Elementary uses the south entry for the parent drop-off between ~~7:15-7:30~~-~~8:15~~ **8:00** a.m. To drop off your child, please enter Jefferson at the east end and proceed west to Wentz. Children are to be let out along the yellow curb. For the safety of all students, please do not attempt to enter Jefferson Street from the west, thus requiring your child to cross Jefferson Street. **PLEASE WATCH YOUR CHILD ENTER THE BUILDING.** After 7:15 a.m., the north side of the school is zoned for bus loading and unloading **ONLY**. Do not drop off your child in this area.

**AFTERNOON PICK-UP**

- 3<sup>rd</sup> grade students are picked up on Jefferson in the same location as the morning drop off. Parents picking up students in the third grade car line should drive north on Broad, and then turn left onto Jefferson. Students can be picked up along the yellow curb. All traffic should flow west on Jefferson.
- 2<sup>nd</sup> grade pick up is on the east side of the playground. Parents should turn off Noble onto Ash. Take Ash to Jefferson. Turn left onto Jefferson and drive one block west to Broad. Turn right onto Broad and drive down to the gate by the covered area on the playground. After you pick up your child, exit east using Jackson. Please yield to the bus traffic.
- All students will be issued a car tag that should be prominently displayed in the window when picking a child up. Please make sure you get one for each vehicle that may be used for pick up.

**FOGARTY SCHOOL PROCEDURES**

- Children arriving to school between ~~7:15~~ **7:30** a.m. and 8:00 a.m. will be sent to the auditorium. On mornings that the weather is nice, they may go to the playground instead. There will be supervision at either place. At 8:00 a.m., they will be dismissed to their classrooms.
- Breakfast is served from 7:30 a.m. to 8:15 a.m. Students eating breakfast at school should eat immediately upon arrival.
- Toys, skateboards, roller blades, Heely's, trading cards, music devices, electronic games, pets, etc., **are not allowed** at school with the exception of special activities that the principal and teacher are aware of and for which they have given permission. This covers any non-instructional items. These items cause a distraction to the learning process. If lost or stolen, the school will not investigate the missing item.
- Food, candy, gum, and drinks are not allowed at school with the exception of special activities that the principal and/or teachers are aware of and have given permission.

## **ATTENDANCE/TARDIES/ABSENCES**

- Students arriving to class after 8:15 a.m. will be considered tardy. When a parent brings their child to school after 8:15 a.m., **they need to escort their child into the building and sign him or her in at the office. A tardy slip will be issued by the secretary.**
- Before taking students off school grounds during the school day, parents must check out their child through the school office. Leaving before 3:10 will result in a tardy.
- A half-day absence will result for students who are in attendance fewer than two hours for the morning session or fewer than two hours for the afternoon session.
- 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. If requested, missed work can be picked up after 2:30 p.m. in the school office on the day of absence.
- It is the policy of the Guthrie Board of Education that a student is required to be in attendance a minimum of 90% each semester. After the ninth unexcused absence during a semester, the parent or guardian will be reported to the District Attorney for violation of truancy laws.

## **CAFETERIA GUIDELINES**

- Lunch and breakfast monies are to be paid to the cafeteria cashier upon arriving to school.
- School meals cannot be charged.
- The cafeteria starts serving breakfast at 7:30 a.m.

## **HOMEWORK**

Homework falls into three major categories: It may provide for completion of unfinished class work, for additional practice and reinforcement of essential skills, or for enrichment and extension of school experiences. Parents can help their child by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed and turned in on time. Homework is to be given at the discretion of the teacher. It is intended to be an extension of the learning that takes place in school. Teachers will assign a reasonable amount of homework, not to exceed thirty (30) minutes per day.

## **PARENT RESOURCE CENTER**

Fogarty is proud to offer a Parent Resource Center. The center has many items to help parents with different issues they may be facing with their child. The inventory materials include books, bibliography books, videos, games, and audio tapes. Some of the popular topics are ADD, behavior problems, medicating students, step parenting, divorce, single parenting, student responsibility, learning disabilities, and many more issues that are facing families today. Items are available to parents every school day for overnight or weekly checkout. Please see the librarian or your child's teacher to take advantage of this wonderful resource.

## **THE BLUEJAY WAY**

As we enter the school year, we are happy to let you know we will utilize the PBIS system (Positive Behavior Interventions and Support) at Fogarty Elementary School. The premise of the program is to create a safe and effective positive learning environment for every child by explicitly teaching behavioral expectations. Research has proven that schools are successful when they help students grow academically, socially, and emotionally. By setting forth clear social and behavioral expectations and holding students accountable for the following school wide expectations; we are confident we will see an increase in student learning and a decrease in classroom disruptions.

Our staff has been able to develop a unique system to ensure student success at Fogarty Elementary. There are four basic components to our program:

- The Behavior Matrix-Specific expectations for every student to follow.
- School Wide Tier 1 Behavior Management System-An acknowledgement system to recognize when students are following Fogarty Elementary School expectations and a classroom management system to increase student learning.
- Cool Tools-Lessons used to teach students the behavior expectations for every physical setting in the school.
- Office Referral Forms-Communication between school and home to open dialogue on how children can meet expectations.

This is a brief overview of our system. Our goal is to continue to have open lines of communication between home and school. Please do not hesitate to contact our school if you have questions.

Thank you for your partnership in teaching the children. We are looking forward to a fabulous Fogarty year!

### The Bluejay Way Expectations

Just be respectful

Accept responsibility

You're ready

Stay Safe

It is our goal to make the Fogarty Expectations as clear and specific as possible. What you will find on the list of expectations is what you would expect to see happening in every physical setting at Fogarty School. Since the system is set up to promote a positive environment, you will find it is written to advise children on what it looks like to be caring, safe, and ready to learn at Fogarty Elementary School. Our staff will continuously help our children understand and learn the behavior expectations we have in place. We will explicitly teach, model, and practice the behavioral expectations in order to ensure our students are able to apply them in all settings.

Please review the list of expectations below. It would be wonderful if you could post the expectations in a visible place in your home. This will serve as a continuous reminder for your children.

### The Bathroom

- Respect others' privacy (stay away from occupied stalls)
- Keep feet on the floor
- Use level 1 voices
- Flush, wash, and go
- Take turns
- Use walking feet
- Return to class or line quickly
- Report problems
- Throw away trash

## The Hallway

- Walk in a single line
- Stay with your group or class
- Walk silently
- Go directly to your destination
- Keep hands, feet and objects to yourself

## The Playground

- Share
- Take turns
- No play fighting
- Take care of equipment
- Report problems
- Respond to whistles

## The Auditorium

- Listen
- Eyes on speaker
- Voices at a 0 level
- Follow exit and entering procedures
- Seat to seat, back to back

## The Cafeteria

- Show appreciation (say please and thank you)
- Use level 1 voice
- Don't share food
- Clean up after yourself
- Carry tray with two hands
- Wait your turn
- Wait ready in line
- Follow enter and exit procedures
- Keep feet under table

## **STUDENT DISCIPLINE/SUSPENSION**

Each teacher will have his/her own individual classroom discipline procedures. These individual procedures will be discussed with your child and a list of these procedures will be sent home for your signature at the beginning of the school year. Building discipline procedures will be used according to the severity of the rule or rules broken. Procedures may include:

- Parents contacted by phone
- Conference with the teacher and principal
- Lunch or recess detention with the principal
- In-School Supervision
- Suspension from school

### ***Suspension***

When other forms of discipline have been used and the student's behavior is not modified, suspension can occur. Anytime a student is physically endangering others or vandalizing school property, immediate suspension will occur. Field trips, special events, and parties are a privilege to attend. Students may lose these privileges if they are exhibiting negative behavior. If students are suspended from school, their work may be picked up each day at 2:30 p.m. in the office or sent home with a sibling.

### ***Discipline procedures fighting/bullying/harassment***

Fighting will not be tolerated. Fighting is defined as any situation in which one student makes aggressive contact in any manner on another student. The administrator will take disciplinary action if either person involved fits the above definition. Intimidation, threats, or harassment directed toward other students will not be tolerated. All students are expected to treat others with respect at school. Infractions may be handled in the following manner for all students involved.

- 1<sup>st</sup> offense – 3 days in-school supervision
- 2<sup>nd</sup> offense – 5 days in-school supervision
- 3<sup>rd</sup> offense – 10 days in-school supervision

**\*\*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 - The principal will decide the length of suspension after the third offense. This might include suspension for the remainder of the semester and the following semester.

## Fogarty Elementary Parent - Student - Teacher Compact

We at Fogarty Elementary School are committed to providing the best education possible for each of our students. It is our goal to give every child the opportunity to reach his/her full potential in intellectual, emotional and physical growth. We know that learning can take place if there is a combination of effort, interest, and motivation on the part of the school, the home, and the community working together toward that end.

This compact is a voluntary agreement and a promise of commitment to help \_\_\_\_\_ progress in school, promoting his/her achievement. We believe that this agreement can be fulfilled through our team effort.

As a student I agree to:	As a parent I agree to:	As a teacher I agree to:
<ul style="list-style-type: none"> <li>• Come to school ready to learn and work hard.</li> <li>• Bring necessary materials, completed assignments and homework.</li> <li>• Know and follow the school and class rules.</li> <li>• Communicate regularly with my parents and teachers about my school experiences so that they can help me be successful in school.</li> <li>• Limit my TV watching and instead study or read every day after school.</li> <li>• Respect the school, classmates, staff and families.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a quiet time and place for homework and monitor TV viewing.</li> <li>• Read to my child or encourage my child to read every day (20 minutes K-3).</li> <li>• Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition.</li> <li>• Regularly monitor my child's progress in school.</li> <li>• Participate at school in activities such as school decision making, volunteering and/or attending parent/teacher conferences.</li> <li>• Communicate the importance of education and learning to my child.</li> <li>• Respect the school, staff, students and families.</li> </ul>	<ul style="list-style-type: none"> <li>• Teach classes through interesting and challenging lessons that promote student achievement.</li> <li>• Endeavor to motivate my students to learn.</li> <li>• Have high expectations and help every child to develop a love of learning.</li> <li>• Communicate regularly with families about student progress.</li> <li>• Provide a warm, safe, and caring learning environment.</li> <li>• Provide meaningful, daily homework assignments to reinforce and extend learning (30 minutes 1-3).</li> <li>• Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.</li> <li>• 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.</li> <li>students and families.</li> </ul>

**As a team, we can work together to carry out this agreement**

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Student's Signature

**FOGARTY ELEMENTARY SCHOOL  
SITE INFORMATION, PROCEDURES, AND RULES  
~~2013-14~~ 2014-15**

**Please sign and return this form to your child's classroom teacher within the first week of school. This form indicates that you have read the school handbook and have gone over its contents with your child.**

**I HAVE READ AND GONE OVER THE GUTHRIE PUBLIC SCHOOL ELEMENTARY HANDBOOK AND THE FOGARTY HANDBOOK CONTENTS WITH MY CHILD.**

**I WILL WORK WITH THE SCHOOL PERSONNEL TO ENFORCE THE SCHOOL RULES.**

**Signed:** \_\_\_\_\_  
Parent / Guardian

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



**G.U.E.S. SITE INFORMATION, PROCEDURES, AND RULES**  
**2013-2014 2014-2015**

**A. SCHOOL HOURS**

Guthrie Upper Elementary hours are from 8:15-3:10. Please have your child here by 8:10. If they are not in class by 8:15 they will be tardy. Please do not bring children to school before 7:30 am. Students that are walkers or bike riders will be dismissed once the car rider line has ended. Bus and car riding students will be dismissed at 3:10. Parents, please do not double park in front of the building. Also, pedestrians have the right of way.

**B. GUTHRIE UPPER ELEMENTARY SCHOOL PROCEDURES**

1. Please eat breakfast immediately upon arrival at school or have a seat in the hallway. The students are to remain in the assigned areas until 8:00. They will then go to their classrooms.
2. Students, on the playground, are to line up immediately when the bell rings and stand quietly.
3. Students must have a pass to be in the hall during the school day. (Example – lab class, library, restrooms, office, phone, etc.)
4. Students need to have permission from the office before they leave school grounds. Parents may sign them out in the office or notify the school giving permission for their child to leave.
5. If a student is sick and will be absent from school parents need to call in between 8:30 and 10:30 to report the absence. If requested, missed work can be picked up at 2:30 on the day of the absence.
6. Skateboards, roller blades, trading cards, radios, music devices, toys, electronic games, etc. are not allowed at school with the exception of special activities that the principal and teacher are aware of and have given permission. This covers any noninstructional items. These items cause a distraction to the learning process. If lost or stolen the school will not investigate the missing item.
7. Food, candy, gum, and drinks are not allowed at school with the exception of special activities that the principal and/or teachers are aware of and have given permission.

**C. HOMEWORK**

Homework falls into three major categories. It may provide for completion of unfinished classwork, for additional practice and reinforcement of essential skills, or for enrichment and extension of school experiences. We believe that children in the intermediate grades should have some responsibility for completing independent work during non-class time. It is an extension of the learning that takes place in school. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed and turned in on time.

Homework is to be given at the discretion of the teacher. It is intended to extend learning. Teachers will assign a reasonable amount of homework, not to exceed ten (10) minutes per subject per night, or not to exceed a total of one (1) hour for all subjects.

### Completion of Work

If students do not complete work during class they are expected to take that work home and complete it at home. Incomplete work will result in a zero.

### **D. STUDENT DISCIPLINE/SUSPENSION**

Each teacher will have his/her own individual classroom discipline procedures. These individual procedures will be discussed with your child and a list of these procedures will be sent home with your child at the beginning of the school year. Building discipline procedures will be used according to the severity of the rule or rules broken.

Procedures may include:

- Parents contacted by phone.
- **Lunch/Recess detention with teacher.**
- Conference with the principal.
- Parents contacted by phone and lunch/**recess** detention with the principal.
- After School Detention: a detention program (3:30-4:30).
- Saturday school: an alternative school detention program (8:00-12:00).
- In-school supervision: 1st offense 3 days, 2nd offense 5 days, 3rd offense 10 days

### *Suspension*

When other forms of discipline have been used and the student's behavior is not modified then suspension will occur. Anytime a student is physically endangering others or vandalizing school property this will lead to immediate suspension. Field trips, special events, and parties are a privilege to attend. Students may lose these privileges if they are exhibiting negative behavior or poor work habits at school.

If students are suspended from school their work may be picked up each day at 2:30 in the office or sent home with a sibling. We do not want any student to get behind in their schoolwork and hope they will come back caught up and ready to start the instructional day without any missing work. If parents can not pick up the work the students will have a day plus another day to make up the missing work.

### *Discipline procedures for specific problems:*

#### *Fighting/Bullying/Harassment/Racial Comments*

Fighting will not be tolerated at G.U.E.S. due to the chance of injury and/or property damage. Fighting is defined as any situation in which one student makes aggressive contact in any manner on another student. 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

Any additional offenses - The principal will decide the length of suspension after the third offense. This might include out of school suspension for the remainder of the semester and the following semester.

### ***Playground Discipline***

A safe and bully-free playground is expected at GUES. Any students who are not following procedures or not exhibiting proper conduct will have their names added to the “Recess Clipboard **Discipline Sheet**”. One of the two duty teachers will pick up the “Recess Clipboard **Discipline Sheet**” from the office at the beginning of each recess. If a student’s name is on the **clipboard sheet**, the student will need to serve the recess in a designated area.

### ***Playground Rules***

It will be the option of the duty teacher to suspend dangerous play. Students are to practice good judgment and safety standards at all times. **The principal may suspend any recess activity or game that they see as unsafe for the length of time deemed necessary.**

- A. Students must ask a teacher’s permission to get a ball that has gone into the street.
- B. For student’s safety, there are to be no contact sports at anytime. Touch football, soccer games, basketball, and tetherball games are allowed during lunch recess. For safety reasons, hard balls and wall ball games will not be allowed.
- C. Students must play only within the playground boundaries.
- D. Creating a danger to others is not permitted.
- E. Due to safety there will be no penny drops from the monkey bars.
- F. Jumping from bar to bar is dangerous. It is not allowed on monkey bars.

### ***Cafeteria Discipline***

The cafeteria is a nice place for the students to relax and enjoy a good meal. Talking with friends is fine as long as the cafeteria does not get too loud. At times our cafeteria gets too loud and the duty teachers need to get it quieter. The first step is to turn the lights off and the talking needs to stop immediately. When it has been quiet for a few minutes the lights will go back on and students may resume talking in lower voices. If the noise level goes back up the lights will be turned off until the duty teacher comes and takes the students outside to recess. Some helpful hints to a quiet cafeteria are to speak with an inside voice, only talk to the people that sit next to you, and refrain from disruptive behavior. Students may receive an After School Detention if they keep talking when the lights are off in the cafeteria.

### ***Lunch Room***

- A. Lunch and breakfast monies are to be paid to the appropriate person immediately upon arrival at school.
- B. Before leaving the cafeteria, each student must clean his/her area.

- C. Food may not be taken from the cafeteria.
- D. Appropriate behavior is expected when standing in line in the cafeteria.

### ***Hall Discipline***

If a student is talking, misbehaving, running, etc. in the hall a contact slip will be issued to the student. The contact slip will list the punishment according to the severity of the problem. The punishments may include the student's name recorded on the "Recess Clipboard **Discipline Sheet**", or they may be assigned an After School Detention. These punishments are according to the severity of the problem.

### **E. TARDY/EXCESSIVE ABSENCES**

School begins at 8:15. If a student is not inside the classroom by 8:15 they will be considered tardy. A parent must sign their child into the building after the 8:15 bell. A student will also be charged with a tardy if the student is checked out prior to the end of the school day (3:15 pm). An excused tardy will only be permitted if a Doctor's note accompanies the student late for school and the parent signs the student into school. After a student has acquired 10 tardies within a semester they will have an After School Detention. After a student has acquired 15 tardies within a semester they will receive a Saturday School Detention. Saturday School will be re-assigned following each additional 5 tardies. Six tardies will equal an absence.

### **F. TRAFFIC CONTROL**

It is our aim to keep traffic moving safely and smoothly in front of the school. All cars should turn west off of Walnut onto GUES Circle Drive. Parents should let their child out and pick the child up in the marked loading/unloading zones in front of the building. These zones will be clearly marked with paint **or signs**. Drop-off will start at the front of the curb by the walkway and extend east until the curb begins to curve. **Multiple cars may unload at once to speed the process along.** Pick-up will start at the front of the curb by the walkway and extend west along the curb for 4<sup>th</sup> and 6<sup>th</sup> graders. 5<sup>th</sup> grade students (and anyone who rides with a 5<sup>th</sup> grader) are to be picked up on the east side of GUES. The cars are to drive south on Walnut and students will begin loading at the pick-up sign. This way several students may load/unload at the same time. Please do not let your child out in the front parking lot and have them walk across the walking zone made for teachers. This will alleviate students crossing in front of moving vehicles. The parent can exit onto BlueJay Alley, which takes them to Crooks Drive **or they may circle around in the front parking lot and exit back onto Walnut.** Please do not drive around cars that are letting students out of their vehicle **or pass other vehicles on Walnut. Walnut is a two-way street.** Always be aware of students that are walking, riding bikes, or going to their car. Parents are not to let students off or pick students up on Walnut, at the high school, in the 6th grade parking lot, ~~or at the high school~~, or by the GUES bus zone. **Buses unload on the west side of the building and students enter through the cafeteria doors. Please do not drop off car riding students in or around this bus loading/unloading area.**

**G. GIFTED/TALENTED POLICY**

Guthrie Upper Elementary School’s committee will identify students for the gifted/talented program by reviewing I.Q. scores (97% or above). Letters will be sent to parents of students who qualify giving them the option for the participation in the Gifted and Talented Program. Parents who do not want their child to participate will sign a waiver, which will be kept on file at Guthrie Upper Elementary School.

**H. PARENT RESOURCE CENTER**

G.U.E.S. is proud to offer a parent resource center. The center has over 115 items on inventory to help parents with different issues they may be facing with their child. The inventory materials include books, bibliotherapy books, videos, games, and audio tapes. Some of the popular topics are ADD, behavior problems, medicating students, step parenting, divorce, single parenting, student responsibility, learning disabilities, and many more issues that are facing families today. Items are available to parents every school day for overnight or weekly checkout. Please take advantage of this wonderful resource.

**I. SCHOOL CREED**

I am unique!

There is no one in the world exactly like me therefore I can make responsible choices, share my knowledge and abilities with others, and be a successful, productive citizen of our world.

I accept my country’s gift of education and believe with it I can achieve greater knowledge.

I believe by the power of my mind I can learn what is known and discover what is yet unknown.

My attitude, determination, and courage will measure the level of my success.

My actions show that I respect the rights of others to achieve their goals, as I continue to achieve my goals.

I believe in my abilities!

**J. Listed below are activities that have been available to GUES students in recent years. (Availability of such activities is dependant upon securing an activity sponsor.)**

**ACADEMIC TEAMS**

The Upper Elementary School fields a 5<sup>th</sup> grade and a 6<sup>th</sup> grade academic team. Each year students try out for the teams. Once selected the teams practice throughout the year. They attend several academic meets during the year. In the past our academic teams have experienced success by bringing home the district championship trophy.

**HONOR CHOIR**

We are very proud of our Honor Choir program at G.U.E.S. Early in the fall students can try out for our school choir. There is a set limit of students that can make it. Once a

student is in Honor Choir they have to work very hard. First, a student has to maintain their grades and have good behavior at school to stay eligible. Then they practice 3-4 times a week in preparation of concerts and contests. Throughout the school year the choir participates in programs at various events around the state. Our Honor Choir usually receives excellent ratings at contests they attend. Each year several of our choir members receive individual honors for outstanding achievement.

#### **K. Visitors at GUES**

**Vistors at GUES must enter the building through the front doors. A doorbell system is in place and a school secretary will unlock the door after acknowledging guests. Once in the building all guests are required to check in at the office and wear a visitor's badge while in the building. All of these precautions are for the safety of our students.**

**ADMINISTRATION**

**BOARD OF EDUCATION**

**Travis Sallee**  
**Terry Pennington**  
**Gail Davis**  
**E. Sharon Watts**  
~~**Orville Cornelius**~~ **Jennifer Bennett-Johnson**  
**Janna Pierson**  
**Tom Holtz**



**DISTRICT OFFICE**

**Dr. Mike Simpson, Superintendent of Schools**  
**Mr. Dennis Schulz, Assistant Superintendent**  
**Ms. Carmen Walters, Executive Director of Federal  
Programs and Elementary Education**  
**Mr. Chad Wilson, Executive Director of Personnel and Secondary Education**

**JUNIOR HIGH SCHOOL**

<b>Doug Ogle, Principal</b>	<b>282-5936</b>
<b>Robbie Rainwater, Asst. Principal</b>	<b>282-5936</b>
<b>Teresa Barbour, Counselor</b>	<b>282-5936</b>
<b>JH Cafeteria</b>	<b>260-6327</b>

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# Guthrie Public Schools

## School Calendar 2014-2015

**August**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**September**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**October**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**November**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**December**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1st Quarter      **41+4**  
 2nd Quarter     **42**  
 3rd Quarter     **49+1**  
 4th Quarter     **43**  
 175 Days Taught  
 5 Professional Days  
 180 Days Total  
 \*School will be dismissed  
 if not used for bad weather

**AUGUST**  
 14-15-18-19 Teacher In-Service  
 20 - First Day of Classes

**SEPTEMBER**  
 1 - Labor Day

**OCTOBER**  
 16 - End of First Quarter  
 16-17 Fall Break  
 23 - P/T Conf (All Schools)  
 27 - P/T Conf (Cotteral, Central  
 and Fogarty)  
 28 - P/T Conf (GHS, GJHS, GUES)

**NOVEMBER**  
 26-28 Thanksgiving Break

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

**JANUARY**  
 5 - Professional Day  
 6 - Classes Resume  
 9- Report Cards  
 19 - Martin Luther King Day  
 20,22 - P/T Conf (All Elementaries)

**MARCH**  
 10,12 - P/T Conf (GHS and GJHS)  
 13 - End of 3rd Quarter  
 16-20 Spring Break

**MAY**  
 20 - Last Day of Classes (Report Cards)  
 21 - Snow Make-Up Day #1\*  
 22 - Snow Make-Up Day #2\*  
 25 - Memorial Day

Administration - 282-8900  
 High School - 282-5906  
 Faver Alternative - 282-5941  
 Junior High - 282-5936  
 Upper Elementary - 282-5924  
 Fogarty Elementary - 282-5932  
 Cotteral Elementary - 282-5928  
 Central Elementary - 282-0352  
 Child Nutrition - 282-5952  
 Maintenance - 282-5944  
 SAC - 282-5964  
 Technology - 282-5959  
 Transportation - 282-5919

**January**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**February**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

**March**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**April**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

**May**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- Professional Day
- Vacation Day
- Parent/Teacher Conferences  
(5:00 p.m. - 8:00 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**

## Guthrie Junior High School **Title 1 School-Parent Compact**

*Guthrie Junior High School encourages parental involvement in the educational process and development of its students. The teachers and administrators of Guthrie Junior High School feel that the total educational experience is enhanced by a team effort with parents and school personnel working together to provide the best learning environment for each and every student. Guthrie Junior High School and the parents of students participating in activities, services, and programs funded by Title I agree that this compact outlines how the entire school staff, the parents, and the student share in the educational process. Each party involved will hold stock in the responsibility of improved student academic achievement. Furthermore, this compact will build and develop a school-parent partnership to help all students achieve the state's high academic standards.*

### **Responsibilities of GJHS will include but not be limited to:**

- *Provide high-quality curriculum and instruction in an appropriate learning environment that enables each student to achieve the state's high standards.*
- *Hold scheduled parent-teacher conferences during which your child's individual academic achievement will be discussed.*
- *Provide parents with frequent progress reports.*
- *Provide reasonable availability to parents for consultation with school staff.*
- *Provide opportunities for parents to volunteer, participate, and/or observe their child's classroom activities.*

### **Responsibilities of the parent/guardian will include but not be limited to:**

- *See that my child attends school regularly and on time.*
- *Provide a home environment that encourages and is conducive to learning.*
- *See that my child's homework is completed.*
- *Monitor the amount of television my child watches at home.*
- *Promote positive use of my child's extracurricular time.*
- *Stay informed about my child's education and be aware of what my child is learning.*
- *Communicate regularly with the school staff about my child's educational experience at open house, conferences, or any other available time.*

### **Responsibilities of the student will include but not be limited to:**

- *Attend school regularly and on time.*
- *Do my homework every day.*
- *Read at least 30 minutes every day outside of school time.*
- *Always give the appropriate effort to perform at exemplary standards in work and behavior.*
- *Respect other students as well as myself.*
- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school.*

**TO THE STUDENT:**

The faculty/staff of Guthrie Junior High School welcomes you! We look forward to another exciting and challenging school year. We feel that the importance of each individual student is our primary concern. We have designed a program of studies and activities which we believe will meet these individual needs, and help prepare you for the future. As junior high students, we encourage you to be active learners and active participants in all that we do. We want the years you spend with us to be the very best in your school career. The following pages in this handbook explain what you will need to know to make these years a success. Take time to go over these pages with your parents. Working with you as a team as you prepare for your future is an opportunity that is important to all of us.

**GUTHRIE PUBLIC SCHOOLS MISSION STATEMENT**

It is the mission of the Guthrie Public Schools to empower all students with the tools necessary to become productive members of society through a cooperative effort between student, home, school, and community.

**EXIT OUTCOMES****(Our Vision for a Well Educated Student)**

Our student's will-

- have a positive self-esteem
- have a strong knowledge base
- show concern for the welfare of others
- be self-directed, life-long learners
- be productive members of society
- be effective communicators
- be creative and complex thinkers
- be problem solvers
- be cooperative learners and workers

## GJH SCHOOL SCHEDULE

Students are not allowed in the building before 8:10 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 8:10 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 8:10 a.m., he/she may enter only at the east door on the “A” floor. In the event of inclement weather, students may enter through the east doors on A-floor at 7:40 a.m.

### 2013-14 Bell Schedule

8:10	First Bell
8:15-8:25	Homeroom
8:25-9:15	1st Hour
9:19-10:09	2nd Hour
10:13-11:03	3rd Hour
11:07-11:57	4th Hour
11:57-12:27	7th Grade Lunch
12:31-1:21	5th Hour for 7th Grade
12:01-12:51	5th Hour for 8th Grade
12:51-1:21	8th Grade Lunch
1:25-2:15	6th Hour
2:20-3:10	7th Hour

### 2014-15 Bell Schedule

8:10	First Bell
8:15-8:55	Homeroom/Flex Tutoring
8:59-9:44	1 <sup>st</sup> Hour
9:48-10:33	2 <sup>nd</sup> Hour
10:37-11:22	3 <sup>rd</sup> Hour
11:26-12:11	4 <sup>th</sup> Hour
12:11-12:41	7 <sup>th</sup> Grade Lunch
12:46-1:31	5 <sup>th</sup> Hour for 7 <sup>th</sup> Grade
12:15-1:00	5 <sup>th</sup> Hour for 8 <sup>th</sup> Grade
1:00-1:31	8 <sup>th</sup> Grade Lunch
1:36-2:21	6 <sup>th</sup> Hour
2:25-3:10	7 <sup>th</sup> Hour

Each class period is ~~50~~ **45** minutes in length. GJH requires that the middle ~~30~~ **25** minutes be utilized for noninterrupted instruction unless of an emergency. If a student needs to be picked up for an appointment, we ask parents to plan accordingly.

## ABSENCES

Any student who is absent and does not have a parent call the school on the day of the absence will be placed on the do not admit list. Students will report to the “B” floor office and they will

be required to explain the reason for their absence. Upon verification from a parent the student will be removed from the do not admit list. It is the student's responsibility to clear the absence.

An absence is recorded when the student has missed 10 or more minutes of a class. If a student is 10 minutes or more late for class, or is checked out during a class with 10 minutes or more remaining before the bell, the student will be counted as absent.

### **ASSIGNMENTS WHEN ABSENT**

When a student is absent from class, work assignments may be requested by calling your student's counselor or attendance office in the morning. The assignments will be ready for pick up at 3:00 p.m. in the "B" office.

### **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 has been established by the Board:

1. A student must attend a minimum of 90% to receive credit for any course. Any Guthrie Junior High School student taking courses for high school credit **must** abide by the Guthrie High School attendance policy to receive credit.
2. A student is absent whenever he/she misses any 10 minutes of a class period.
3. School activities are not included among the 9 absences allowed per semester.
4. A student will be given "no credit" in a class where the student has been absent 10 or more days.
5. Documented Absences
  - a. **Legal Documented** illness, injury, or death in the immediate family should be documented by physician, dentist, attorney, etc., or note from parent/guardian with type of medication taken.
  - 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 &amp; Organizations</i>
Baseball	Academic Team
Basketball	Art Stars
Cheerleading	Builders Club
Cross Country Track	FCCLA
Football	Honor Society
Golf	Math Counts
Softball	Sequoyah Club
Tennis	Speech / Drama Club
Track	Student Council
Wrestling	Technology Student Assoc.
	Yearbook

Requirements for these organizations can be obtained from the sponsors. Students are encouraged to participate in activities in which they can excel because of special interest, talent and/or ability.

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes the student from the classroom shall be ten (10) for any one class period of each school year. Excluded from this number are state and national levels of school sponsored contests. State and national contests are those for which a student must earn the right to compete. *Students participating in school activities will not be allowed to participate in these activities after missing class or a portion of a class during the day of the activity.*

### **CHANGE OF ADDRESS**

Any change of address or telephone number should be reported to the Attendance "B" Office.

### **CHEATING AND/OR FRAUD**

Cheating will be considered the act or intent of gaining or giving knowledge for an assignment or to answer by fraudulent means. The penalty will be a zero for the assignment or test. Forged documents will result in administrative action. Plagiarism will fall under this category.

### **CHECKING OUT PROCEDURE**

If it is necessary for a student to leave school during the day, notification to the "B" floor office by the parent/guardian is required. The student must then report to the "B" floor office to check

out before leaving campus. Upon returning to school, the student is required to check in through the same office. *Failure to comply with this procedure will result in disciplinary action.*

### **NOTICE OF NON-DISCRIMINATION**

Guthrie Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. 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 No. (405) 282-8900  
(Voice/TDD):  
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 Pública de Guthrie no discrimina raza, color, nacionalidad, genero, edad o incapacidad de admisión a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningún aspecto de sus operaciones. El Escuela Pública de Guthrie tampoco discrimina en sus contratos o practicas de empleados.

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

Nombre/Titulo: Superintendente de las Escuelas Publicas de  
Guthrie  
Direccion de Oficina: 802 E. Vilas, Guthrie, OK 73044  
Numero (404)282-8900  
Telefono(correro de  
voz/TDD):  
Dias/Horas de trabajo: M-F 8:00 a.m.-12:00 p.m. 1:00 p.m.-4:30 p.m.

Procedural Requirements

Title VI, Title IX, Section 504, ADA July 2000



## **CLASSROOM BEHAVIOR**

The responsibility and authority for classroom management rest solely with the teacher. Any rules which are fair and enhance the educational process will be upheld. If problems persist to a degree that the classroom rules are being repeatedly ignored, then a referral may be made to the assistant principal where appropriate action will be taken.

The failure to abide by school rules may result in the following CONSEQUENCES: detentions, written assignments, loss of privileges, and in-school or out-of-school suspension. The consequence will be dependent upon the severity of the problem and the decision of the administrator.

## **CLOSED CAMPUS**

We operate a closed campus. Students will not be allowed to leave campus after arrival in the morning or during lunch time. Leaving campus will be a violation of this policy. Any violation will result in disciplinary action.

## **DETENTIONS**

Detentions given by a teacher for classroom misbehavior will be served with that teacher before school, during lunch, or after school.

Noon detentions given for misbehavior in the hallways or outside will be served with the noon detention teacher. Students serving noon detentions will bring lunch from home or obtain lunch from school cafeteria.

## **DISCIPLINE BEHAVIOR AND CONDUCT RESPONSIBILITIES**

*One of the most important lessons education should teach is discipline. It is a part of every class, and it's the training which develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration of other people.*

It is our goal at Guthrie Junior High School to provide an orderly and efficient atmosphere whereby the teaching and learning processes can take place. This can only be done through effective discipline. Discipline is the responsibility of parents, students, teachers, and administrators.

The student is responsible for his/her individual conduct. Because not every problem that may arise can be foreseen, students should use good common sense to govern their behavior. They should treat each other, faculty, staff and property with respect. They should be aware that when their behavior distracts from the basic purpose of school, which is learning, there will be consequences to face.

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

school officials any concerns they may have regarding their child's social, as well as academic, performance while at school.

It is the teacher's responsibility to set classroom rules of conduct consistent with the goals of the school. Expectations can be communicated in writing with rules and consequences, as well as through the general atmosphere created by handling situations that may arise in a consistent manner.

It is the responsibility of the administrator to take disciplinary action when general school policies have been disregarded or when crimes under Oklahoma Statutes have been committed. The administrators will also step in, after all other possibilities have been exhausted, to administer more severe consequences to those students who continually disrupt the learning environment of the classroom.

### **DISCIPLINARY ACTIONS**

Disciplinary actions which may be taken by a classroom teacher may include but may not be limited to: written assignments, detaining a student after class, conferencing with the student and/or parent, loss of privileges, or detentions assigned before school, after school, or at lunch.

Disciplinary action, which may be taken by an administrator, may include but may not be limited to: conferencing with student and parent, and/or suspension.

The administrator will take into consideration the severity and frequency of infractions when taking disciplinary action.

Disciplinary action to be taken:

- Conference with student and parent contact
- 1st serious infraction – In-School Supervision – 3 days
- 2nd serious infraction – In-School Supervision - 5 days
- 3rd serious infraction – Home Suspension - 3 days
- 4th serious infraction – Home Suspension – 5 days
- 5th serious infraction and every one thereafter – Home Suspension - 10 or more days

The proceeding discipline steps are meant as a guide only. In severe or unusual cases, the judgment of the administrator will take precedence.

### **DRESS CODE**

*Note to Parent(s)/Guardian(s): The main purpose of school is to give your student the best education possible. Trends and fashions have no bearing on this issue.*

All students are expected to dress appropriately and modestly at all times during the school day and at school activities. Appropriate school clothes are conducive to better behavior in the

classroom, in the halls, on campus, or any time students are actively representing the school. The dress code is applicable during the school day and at any school activity, home and away.

Examples of inappropriate attire are, ***but are not limited to:***

1. Headwear worn in the building including, but not limited to: hats, bandanas, sweatbands, scarves, earmuffs, hair picks. Hats and caps are only to be worn outside the building.
2. Any clothing that exposes the midriff. Shirts need to be long enough so that they can be tucked in or drop two (2) inches below the waistline without tugging on or stretching the shirt.
3. Clothing that allows undergarments to be visible. (See #19.)
4. Clothing that has obscene, profane, or suggestive language.
5. Sunglasses (including when worn as headwear.)
6. Garments that display alcohol, drug or tobacco logos or paraphernalia.
7. Mesh jersey or fishnet type clothing.
8. Jeans, shorts or other purposely-frayed clothing (including pants with holes cut out.)
9. All sleeveless shirts, blouses, and dresses whose straps are not at least one dollar bill's width and not fitted under the arm.
10. Scooped neck and / or low cut front and back necklines that are not modest.
11. Pants below the waistline (sagging and bagging).
12. Shorts that are not closer to the knee than the mid thigh (Bermuda short length). Boxer shorts should not be worn, other than in the appropriate athletic classes. Shorts must be hemmed.
13. Skirts/dresses that are not long enough so that the hem touches the knee (Bermuda short length). Skirts/dresses must be hemmed.
14. Bicycle pants/spandex shorts.
15. Clothing that is not worn in accordance with the design (such as both straps being worn on overalls or legs on pants being worn at their full length.)
16. Chains or "spikes" on clothing, with wallets, or worn as a necklace or bracelet.
17. Shoes must be worn at all times for health reasons. "House shoes" are not an acceptable alternative. Shoes with wheels imbedded in them are not acceptable as they are safety hazards.
18. Apparel identifying a student as "security" or "police" is not to be worn.
19. Showing of underwear (thongs/etc.) or posterior being exposed while sitting.
20. No Pajamas

Any clothing that disrupts the learning atmosphere of the school is prohibited. Clothing with possible implied meanings, such as exist with the rebel flag, intended or not, may be offensive and will fall under this policy.

When a student has worn inappropriate clothing to school, the parents of the students will be contacted. The students will be sent home to change clothing, or parents may be requested to bring appropriate clothing to school. If parents are unavailable, the student may be assigned to

in-school supervision. Time missed in procuring appropriate clothing will count against the student's attendance in accordance with the attendance policy.

### **DRUGS AND ALCOHOL**

It is the policy of the Guthrie Public Schools that no student shall possess, use, transmit, share, provide, sell, conspire to sell or possess or be in the chain of sale or distribution or be under the influence of any prohibited or controlled substance including as narcotic drug, illicit drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substances, alcoholic beverage or non-intoxicating beverage (defined by law, i.e. 3.2 beer). Counterfeit drugs (turkey drugs), drug paraphernalia and chemicals which provide a mood-altering effect are included as controlled substances. Illicit drugs include steroids and prescription and over-the-counter medications being used for an abusive purpose. This prohibition applies to competitions on school transportation, on school premises, at school functions, school-sponsored activities, performances, contests, athletics competitions, during lunch, or while under the supervision of school personnel. This policy is adopted in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

It is the responsibility of all school personnel to report suspected violations of this policy to an administrator. The administrator will notify the parents, impose appropriate consequences according to the discipline policy and report the incident to the local authorities. School discipline will be imposed independent of any court action. A confidential drug/alcohol report, completed by the administrator, will be sent to the Superintendent or his/her designee and to the Drug Free Schools office.

Any student violating this policy and his/her parents will be provided a list of resources and encouraged to obtain drug/alcohol education, counseling, and/or chemical dependence treatment as appropriate and at the parents expense.

Copies of this Policy shall be provided to all students and their parents at the beginning of each school year.

### **CONSEQUENCES FOR STUDENT VIOLATION OF DRUG/ALCOHOL POLICY**

- A. Conspiracy/Chain/Sale/Distribution/Delivery of Drugs or Alcohol (for personal gain, monetary privilege or gain):  
Student will be suspended out of school for the remainder of the current semester and all of the succeeding semester.
- B. Possession/Use/Sharing/Being Under the Influence of Drugs or Alcohol
  - 1. First Offense: Six-week out-of-school suspension
    - a. A two-week reduction may be granted if the student and the parents/guardians agree to the following:
      - To meet with the District Counseling Service representative
      - To obtain, from a licensed practitioner, an alcohol/drug use assessment which may be recommend counseling, education, treatment, and/or drug testing. The cost of any assessment or recommended counseling, education, treatment, etc. will be the sole responsibility of the student's parent or guardian.

- b. An additional week reduction may be granted if compliance with the assessment recommendation is verified with documentation.
  - c. If the student complies with both B.1.a(1) and (2) as stated above, the out-of-school suspension may be reduced to five (5) days out-of-school and ten (10) days in the In-School-Suspension Program.
  - d. 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 or the Superintendent's designee for approval. If such disciplinary plan is approved by the Superintendent or Superintendent's designee, it may be implement for the student in question.
2. Second Offense: Suspension out-of-school for the remainder of the current semester and all of the succeeding semester.

NOTE: Procedural Due Process Rights: For ALL out-of-school suspensions, the due process steps outlined in the GPS Policy Manual and this handbook will govern administrative procedures to be followed in the enforcement of this policy.

### **REPORTING STUDENT SUBSTANCE ABUSE**

- A. The Board recognizes the complexity of problems which may be associated with student substance abuse. The concern is for the well-being and best interests of students at all times. Therefore, the following procedure will be utilized by teachers and administrators in reporting students who appear to be under the influence, as defined by law, of: low-point beer, alcoholic beverages, or controlled dangerous substances. This policy is adopted in compliance with Oklahoma 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

### **FIELD TRIPS**

It is a privilege and honor for Guthrie Public School students to attend and represent our school at various activities through the course of the year. Students must be academically eligible to participate in any school activity. School dress code standards apply to all field trip activities. Inappropriate behavior on these trips may warrant severe disciplinary action. Students must ride the school bus to and from the activity.

During any trip, any major inappropriate behavior (such as curfew being broken) may result in the student:

1. Being sent home at 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**

Fighting will not be tolerated at Guthrie Schools due to a chance of injury and/or property damage. Fighting is defined as any situation in which one student makes aggressive contact in any manner on another student. Disciplinary action will be taken by the administrator if either persons involved fit the above definition. Infractions may be handled in the following manner for all students involved. If a student participates in a fight, the following will apply:

- 1<sup>st</sup> Offense - Suspension from school for five (5) days.
- 2<sup>nd</sup> Offense - Suspension from school for ten (10) days.
- 3<sup>rd</sup> Offense - Suspension from school for the remainder of the semester.

## **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, EMERGENCY**

- Fire – The alert for fire will be a series of short bells.
- Tornado – The alert will be a continuous long ringing of bell.
- Periodically, drills will be held. Detailed instructions will be published and posted for all buildings.

## **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.

### **HALL CONDUCT**

Since everyone uses the halls, there are some basic rules to be observed:

- Walk, do not run.
- Keep to the right.
- Do not block the halls by standing in groups.
- Avoid yelling and horseplay.
- Do not slam or kick lockers.
- Help keep the halls clean.

### **HALL PASSES**

Students are not permitted in the halls during class periods unless a teacher accompanies them or have a hall pass from an authorized staff member. The pass must have your name, date, destination, time, and signature of a staff member on it. Any student in the halls without a pass during class time will be given detention.

### **HEALTH & MEDICATION**

If a student is injured or becomes ill at school, he/she should report to the "A" Floor Office, and a parent/ guardian will be notified.

It is the policy of the Guthrie Public Schools that NO drugs or medication of any kind (including aspirin and similar products), except those prescribed by a physician, will be given to a pupil by school employees.

**ILLNESS AND MEDICATION** - We request that you adjust your child's schedule to eliminate the need to take medication during the school day. In the event it is necessary for a child to use medication during the school day, the following procedure will be followed:

All medication is to be brought to the school secretary upon arrival and appropriately labeled by the pharmacy or physician as to the name of the medication, dosage instructions, doctor's name and prescription date. A note, dated and signed by the parent, must accompany the medication, giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary. The Medication Authorization form is available on the District's website in the Parent Backpack or at the school's office.

Confirmed asthmatic patients with a note from the physician may keep their inhalers with them.

If you do not wish to send a large bottle of expensive medication to school, we suggest that you ask your pharmacist to label an additional container for use at school.

**NON-PRESCRIPTION MEDICATION** (for example, aspirin, stomach remedies, ointment, cold tablets or similar drugs) is not given without prior written permission of the physician. Medication must be in the original bottle (with the identification of the medication and dosage instructions) and a note signed and dated by the parent giving the child's name, medication, dosage instructions, and other necessary instructions must accompany the medication.

A log of the student's medication will be kept at the school office.

#### **HOMEBOUND POLICY**

Teachers are responsible for assigning adequate homework for their respective subjects. It is the student's responsibility to acquire the assignment and make up any work that is missed.

#### **HOMEWORK HOTLINE**

Homework hotline is available for students who miss school because of illness or personal reasons, or for those parents who would like to check their child's homework assignments.

Terrapins	390-5260
Ligers	390-5261
Jaguars	390-5262
Grizzlies	390-5263

#### **IMMUNIZATION**

Oklahoma State Health Department requires all students to be immunized. The Guthrie Public Schools, in accordance with these laws, requires every student enrolling have proof of immunization.

State requirements are as follows:

Five (5) DPT/DTaP/Td/Tdap	Two (2) MMR
One (1) Tdap Booster	Two (2) Hepatitis A
Four (4) Polio	One (1) Varicella

### Three (3) Hepatitis B

Students will not be allowed to enroll without necessary immunizations. Should the Oklahoma State Department of Health change these requirements, their guidelines will supersede this list.

#### Free Clinics

Many insurance companies will pay for the required immunizations. If not covered by your insurance, there are free clinics available.

<u>Site</u>	<u>Hours</u>
Logan County Health Department	Daily ---- Monday thru Friday
215 Fairgrounds Road Guthrie, OK 73044 405-282-3485	8:00 a.m. – 11:00 a.m. and 1:00 p.m. – 4:00 p.m.

#### IN-SCHOOL SUPERVISION

In-school supervision will be used as an alternative to home suspension unless a student commits a serious violation (i.e., fighting, assault/verbal assault on school personnel, weapons violation, drug violation, etc.).

While serving in In-School Supervision (ISS), a student may not attend or take part in any school activity, including practice. A student is considered placed in ISS once the actual placement begins.

**All ISS assignments must be completed in a satisfactory manner and cleared by the ISS instructor before the student will be allowed to return to the regular classroom**

#### INSURANCE

Insurance is required for all student athletes, agricultural education students, industrial arts students, and vocational carpentry students before they take part in any practice, scheduled contest, or class. Students already covered by a family insurance policy may have a parent sign a waiver to this requirement. **THE SCHOOL ASSUMES NO RESPONSIBILITY FOR THE SETTLEMENT OF CLAIMS.** *The school must have proof of insurance by the start of the eighth day of class or the student will be dropped from that class and assigned another class/subject. NO EXCEPTIONS!*

#### INTIMIDATION / HARASSMENT (No-Bully Law)

Intimidation, threats, or harassment directed toward other students will not be tolerated. All students are expected to treat others with respect at school, school activities, and other extra-curricular activities.

1st Offense: Parent conference/phone contact and suspension from school for three (3) days.

2nd Offense: Parent conference/phone contact and suspension from school for five (5) days.

3rd Offense: Suspension for the remainder of the semester and the following semester.

### **LEWD AND/OR IMMORAL BEHAVIOR**

Immoral and/or lewd behavior will not be tolerated. Infractions will result in administrative disciplinary action.

**Examples of inappropriate behavior are, but are not limited to:**

1. Writings
2. Drawings
3. Pictures
4. Magazine
5. Internet / Computer / System Peripherals

### **LOCKERS**

Lockers are provided and assigned by the school for your use and convenience. Listed are some tips and suggestions which may assist you in the proper use of the lockers.

- Once you have been assigned a locker, you should not change lockers without proper approval through one of the administrators in the office.
- Make sure you tag, label, or mark all your personal items.
- Clean, arrange, and organize your locker at least once during the week. Most locker confusion is caused by an accumulation of unnecessary debris.
- Do not leave coats, shoes, or other clothing at school and then bring more from home.
- Do not bring valuable items to school. Even though you may believe they will be safe in your locker, they will be safer at home!
- Lockers are to be utilized for items you must have and will use during your classes. Items that do not positively contribute to the accomplishment of this goal should remain at home.
- Keep your locker locked and your combination a secret!!!

Pursuant to Title 70 O.S. 1987 § 24-102, students have no reasonable expectation for privacy rights from school officials in regard to school lockers, desks, and/or other school property.

### **LOST AND FOUND**

Check in the "B" floor office for lost articles before and after school. Please!!!! Remember to label all your personal items.

### **LUNCH ROOM OFFENSES**

Cutting in line, leaving a tray or dirty table, not following instructions of a staff member, and other minor offenses during lunch will result in lunch detentions per offense. Major infractions will be handled as outlined elsewhere in this handbook.

### **MAKE UP WORK**

Students, upon returning from an absence, will have one day for each day missed to make up work. Major assignments that were assigned earlier in the semester will be due on the designated day whether the student is in attendance or not. **IT IS THE RESPONSIBILITY OF EACH STUDENT TO MAKE ARRANGEMENTS FOR MAKE UP WORK.**

#### **NATIONAL HONOR SOCIETY / NATIONAL JUNIOR HONOR SOCIETY**

To be a member of National Honor Society, a student's grade point average must be 3.5 or higher on a 4.0 scale. For High School NHS, averages are based on all grades received including those during the freshman year. High School eligibility begins the sophomore year (as per National Honor Society guidelines). Junior High eligibility is based upon grades beginning the first semester of Junior High. All students are expected to meet other criteria, such as leadership, service, and character.

#### **OKLAHOMA STATE HONOR SOCIETY**

The top ten percent of the High School student body is eligible for membership in the Oklahoma State Honor Society. Averages are based on all grades received; eligibility begins with the freshman year. Junior High membership is based on the State Regents Test scores.

#### **OKLAHOMA STATUTES**

Action(s) defined as crimes under OKLAHOMA STATUTES will result in suspension if the student commits the acts while in attendance at school, enroute to/from school, on school premises, or at school sponsored activities. Students may also be suspended with said suspension for the remainder of the semester and for the following semester on the first offense for the following:

1. Assault and battery of a school official.
2. Possession of a dangerous weapon or facsimile (with or without intent to do bodily harm).

For example:

- a. Knives
  - b. Firearms and/or facsimiles (i.e. including cap guns)
  - c. Explosives
  - d. Metal objects (chains, brass knuckles, etc.)
  - e. Clubs
  - f. Sharp or pointed instruments
3. Participation in an illegal demonstration on school property.

Students will be suspended for three (3) to five (5) days for the first offense and may be suspended from school for the remainder of the semester and for the following semester on the second offense for the following:

1. Verbal assault of a school official.
2. Defying a school official.
3. Inciting a fight.
4. Failure to identify oneself
5. Failure to comply with the request of a school official.

### **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.

### **PRE-AP COURSES**

Pre-AP courses are offered in the subject areas of Math, Science, and English at Guthrie Junior High. These courses have been designed to meet the needs of the advanced student who wishes to pursue college level studies. Student and parent attendance at the site Pre-AP meeting is strongly encouraged to ensure placement. Completion of the course contract is required for enrollment.

### **PROFANITY**

Profanity and/or obscene gestures will not be tolerated enroute to or from school, while attending school, on or in school premises, or at school sponsored activities. The first offense will result in three (3) detentions; the second, five (5) detentions; and the third infraction will result in administrative disciplinary action. However, if the profanity is directed toward a staff member, it will be treated as a verbal assault.

### **PROFICIENCY BASED PROMOTION**

All K-12 students are eligible to advance one or more levels in designated curriculum areas if they perform at 90% or higher on assessments designated by the Guthrie Public School District. This type of curriculum advancement is proficiency based promotion.

Upon request of a student, parent or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum as identified in 70.S 11-103.6.

Proficiency will be demonstrated by testing with the Oklahoma Proficiency Tests by Riverside or with district approved, teacher-made criterion-referenced tests. In addition, a performance demonstration will be required in language arts, foreign language, and the arts. Lab sciences at the high school will require performance of relevant laboratory techniques.

Core areas are as follows:

- Social Studies
- Language Arts
- Mathematics
- Science
- Languages
- The Arts

More details can be obtained from the district policy on Proficiency-Based Promotion or from the site principal.



### **PUBLIC DISPLAY OF AFFECTION**

It is assumed that all students have sufficient personal pride and respect. The school halls and campus are public places; therefore, it is expected that students will use discretion in relationships. (This discretion will be limited to hand holding.) Students who persist in other practices will be referred to the counselor, and if necessary, the parents will be called for a conference or other disciplinary action will be taken.

### **RACIAL SLURS**

It makes no difference if the racial slurs are in jest or in earnest. "Flag words" are also considered racial slurs.

- |              |  |
|--------------|--|
| 1st Offense: | Three (3) day suspension                 |
| 2nd Offense: | Five (5) day suspension                  |
| 3rd Offense: | Five (5) day to one (1) year suspension. |

### **RESTRICTED AREAS**

#### **A.M.**

- Upon arrival to school, students are to remain outside, in front of the building. Students are to remain behind the blue lines on the front sidewalk and between the buildings and the trees. Students must stay away from the curb line for safety reasons.
- Students may play basketball or four squares in the morning. Please do not stand and talk on the basketball court while others are playing.
- Students are not permitted to be in the alley (behind the school) at any time during the school day.
- Students are not permitted to stand between the main building and the gym at the "A" floor level at any time during the school day.

#### **Lunch**

- After eating lunch, the students will move outside. All students must remain between the basketball court and the front of the gym steps.
- Students may play basketball or four squares during lunch. Please do not stand and talk on the basketball court while others are playing.

#### **P.M.**

- Students are to board the buses immediately after school. The buses leave the Junior High every day at 3:20 p.m.
- Students walking home need to leave the campus immediately after school. All students must be off campus by 3:30 p.m. No loitering on campus after school.

### **PROCEDURES AND RESPONSIBILITIES FOR STUDENTS IN SPECIAL AREAS**

In order for students to function cooperatively, some basic procedures are needed in particular areas such as: in the cafeteria, at the lockers, in the media center, in the use of school facilities, materials, and restricted areas.

### *Bicycles & Skateboards*

- Bikes should be parked in the bike area when school begins each day, and they should remain parked until school is dismissed. We recommend you buy a lock. We cannot assume responsibility for bicycles.
- Bike riding is appropriate for the street but not for the sidewalks surrounding the school.
- Please walk your bike so others will not be injured as they use the walks.
- Students should not congregate around the bike area. Bike riders only should use the parking space. After a bike is parked and secured, go directly to the appropriate area.
- Skateboards are not allowed at school or on school property at any time. These items will be confiscated and returned at the end of the school year unless a parent comes to the school to pick up the item during regular school hours. Repeat offenses of this policy will result in suspension and other disciplinary actions.

### *Media Center*

The librarian is available to all students and will assist students as they make use of the many books that are available for studying and for recreational use. The following guidelines are important for each student to know and to follow:

- Hours: 8:10 a.m. to 3:30 p.m.
- Books circulate for two-weeks unless they are needed for a special class assignment. Some materials will be put on reserve and checked out overnight only.
- All materials have the due date stamped on them. It is the student's responsibility to return borrowed materials on the date due.
- All book fines must be cleared in order to receive your report cards.
- You assume responsibility for books or any library materials when you check them from the media center. Books or materials that may be lost, stolen, or damaged will be your responsibility since you are given the privilege of borrowing materials.
- The media center is a place to study, read, and do research, so appropriate behavior is necessary. It should be semi-quiet and should not be used as a place of visitation.

### *Cafeteria and Lunch*

- Students may choose to purchase a lunch or bring a lunch from home.
- The cafeteria offers two (2) choices: fast food line and plate lunch. A student is expected to eat in the cafeteria. Milk may be purchased in the cafeteria. Neither food nor drinks are to be taken from the cafeteria.
- Free or reduced rate lunches are available for those who qualify. If you would like to apply, please come by the office for an application.
- The following procedures will assist students in making lunch a more pleasant experience for all concerned.
  - Eating areas should be left as clean as possible. Nothing should be left on the tables. All refuse, paper, etc. should be placed in the trash as you empty and return your tray and eating utensils.
  - All lunches are to be eaten in the cafeteria and nothing is to be taken from the cafeteria to be eaten later. Milk may be purchased if you bring your lunch from home.

- Saving seats is not appropriate. The first person who arrives should have the seat.
- Do not break into the lunch line. Take your turn and do not save places in line. This is unfair to those behind you.
- Please practice your good manners and be considerate of others.

### **SATURDAY / WEDNESDAY SCHOOL**

Saturday /Wednesday School, if available, will be used as an alternative consequence for students who are in violation of school policy. Failure to serve Saturday/Wednesday School assignment will result in out of school suspension.

Wednesday School will occur for one hour immediately following the school day (3:20-4:20).

### **SCHOOL ACTIVITIES**

Students who misbehave (i.e., run, roam, harass, fail to cooperate with school officials) at school activities will be dismissed from the activity without a refund and can face additional administrative action.

### **SEXUAL HARASSMENT**

Sexual harassment is any type of verbal/physical abuse of a sexual nature. Suggestive comments, unwanted touching, obscene hand/body gestures, suggestive notes, etc., would be considered sexual harassment. Since this covers a wide range/degree of offenses, the punishment on the first offense will range from three (3) days suspension to suspension for the remainder of the semester and the following semester.

### **SOLICITING**

No soliciting or selling may be done in the school without approval of the building principal. Only fundraising activities approved by the Board of Education are allowed.

### **STUDENT CONDUCT**

Each student is expected to behave in a manner which will add to the educational atmosphere at Guthrie Public Schools, and anything that detracts from the spirit of dignity at our school will be subject to disciplinary action. Students have the responsibility to know and respect the rules and regulations of the school.

We desire that all students accept the responsibility of self discipline. Students are to conduct themselves as young ladies and gentlemen at all times (i.e. halls, cafeteria, classrooms, assemblies, and extra-curricular activities). When a student demonstrates that he/she cannot conduct themselves in a positive manner and infringes upon the rights of others to enjoy the freedom of self discipline, he/she must face the consequences of disciplinary action.

The responsibility and authority for classroom management rests solely with the teacher. Any classroom rules, which are fair and enhance the educational process, will be upheld. If problems persist to a degree that the classroom rules are being repeatedly ignored, a referral may be made to the discipline principal where appropriate action will be taken.

When students enroll in classes, the following obligations are assumed:

- To be present and on time each school day. (Attendance is a vital part of academic progress.)
- To be in the properly assigned area BEFORE the last class bell rings.
- To complete each assignment on time.
- To give complete attention in class.
- To participate in all class activities.
- To be respectful and cooperative.
- To bring the necessary equipment to participate.

*Defiance of teacher authority will result in appropriate disciplinary action.*

### **STUDENT WELFARE / CHILD ABUSE**

Employees of the Guthrie Public Schools are required by law to report suspected child abuse victims to the Department of Human Services. In suspected cases of physical and sexual abuse, local authorities may question the victim at the school site without the principal obtaining permission from the victim's parent/guardian.

### **SUBSTITUTE POLICY**

Since our school is judged by the way we act in class, substitutes can either take a positive or negative impression of our school with them when they leave. You are expected to conduct yourself as a host to these substitute teachers and show them the same respect expected of your regular teachers. Failure to comply with school rules while under the direct supervision of a substitute will result in immediate administrative disciplinary action.

### **SUSPENSIONS**

It is the philosophy of the Guthrie Public Schools that no student be permanently suspended from school unless every means has been exhausted in trying to teach the student respect for policies and guidelines of the school.

However, when it is evident that a student has no interest in education, is a behavior problem, or is a chronic truant, the Administration must take action in suspending said student in the best interest of the school as a whole.

Any student who has accumulated in excess of three (3) suspensions for attendance or disciplinary action may be suspended for the remainder of the semester, for the following semester, or longer if allowed by law in extreme cases.

While serving a suspension, a student will not be allowed on campus or to attend or participate in any school sponsored activity. If this policy is violated, a suspension of three days, the remainder of the current semester and/or the following semester will be added to the current suspension.

While suspended or in "In School Supervision" (ISS), a student may not attend or take part in any school activity, including extracurricular practices.

**A student will not be allowed to participate in any school activity during the time of a suspension and until the day following the last day of the suspension.**

### **TARDIES**

Punctuality is an important part of maturity and reflects an attitude of courtesy toward others (oversleeping and missing the bus are examples of unacceptable reasons for being tardy to school). A student will be considered tardy if he or she is not in his or her properly assigned area when the class bell rings.

Tardiness to classes is not acceptable; however, there are times when it will occur. After ten (10) minutes the tardy will be counted as an absence.

Each teacher will keep a log for each semester of student tardies per class period. After the first tardy, the teacher will email administration and amount of tardies for student. The teachers will discuss in their daily team meeting which students on their team have a tardiness problem. Administration will contact parents and follow discipline plan.

At that time, the following disciplinary actions will be taken:

- First offense: Warning by teacher
- Second offense: 1 Day Lunch Detention
- Third Offense: Wednesday School
- Fourth Offense: 1 Week Lunch Detention
- Fifth Offense: 3 Days ISS

If a student continues to be tardy after 5 tardies, out of school suspension will occur.

THREE tardies equals one unexcused absence.

### **TELEPHONE**

The telephone is available for "EMERGENCY USE ONLY." Students should not rely on using the school phone for making plans that can be arranged before or after school.

Basic phone procedures are:

- Student phone calls should be made in the "B" floor office.
- Students will be required to sign a daily log sheet when making telephone calls at school.
- You must have permission from your teacher and a hall pass to use the phone during school hours.
- DO NOT PLAN to make your personal after-school arrangements on the phone at school. Make pre-arrangements for after-school activities when transportation or other considerations will be necessary. Students should communicate with friends at home and only unusual situations should require "last minute" planning by phone.

- Calls are to be limited to two (2) minutes.
- If someone should call for you at school, you will not be brought from class to answer the phone. The person may leave a message, and the message will be delivered to you.

### **TEXTBOOKS**

Textbooks will be issued through the teacher in your different classes. Textbooks are provided to the school through state funding, which means books must be utilized by the school for multiple years; therefore, it is your responsibility to treat books with care. Once you have been given books to use, you will be responsible for the books assigned specifically to you until you complete the school term or until you withdraw from school. A textbook which may be lost or damaged will be your responsibility. You must take care of replacement or damage costs before you receive your final grades. The school may hold grades and records if fines or replacement costs are not resolved.

### **THEFT**

Theft will not be tolerated. Replacement and/or reimbursement will result as well as Administrative disciplinary action.

- 1st Offense: Parent conference and suspension from school for three (3) days.
- 2nd Offense: Parent conference and suspension from school for five (5) days.
- 3rd Offense: Suspension for the remainder of the semester and for the following semester.

### **THROWING OBJECTS**

Due to the obvious danger, throwing of any objects will not be tolerated. If an item is thrown that could cause damage or injury, the penalty will be the same as fighting (the exception is if a serious injury is caused then the student may be suspended for the remainder of the semester and/or for the following semester.)

### **TITLE IX**

The Guthrie Public School system hereby agrees that it will comply with Title IX of the Educational Amendments of 1972 which states that no person in the United States shall, on the basis of sex, be excluded from participation in, denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. The School District is an equal opportunity employer.

It is, therefore, the policy of the Guthrie Independent School District No. I-1, Logan County, to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to the Title IX Coordinator, Guthrie Public School Administration Building, 802 East Vilas, Guthrie, Oklahoma, 73044; telephone (405) 282-8900.

## TOBACCO

In compliance with State Laws of Oklahoma, it shall be the policy of the Guthrie Board of Education that the use of, or possession of, tobacco products (including smokeless tobacco), including paraphernalia, in any form, by students while attending school, in/on school premises, and at school sponsored activities is prohibited. Any student in violation of said policy will face immediate disciplinary action:

- 1<sup>st</sup> Offense: Parent conference/phone contact and suspension from school for five (5) days.
- 2<sup>nd</sup> Offense: Parent conference/phone contact and suspension from school for ten (10) days.
- 3<sup>rd</sup> Offense: Suspension for the remainder of the semester, or suspension for the remainder of the school year.

## TRANSPORTATION

### **Registration of Riders**

Each student must be registered as a bus rider before they can ride the school bus. The GPS Transportation Department Student Bus Rider Registration Form is available at the Transportation Office and on the school website (<http://www.guthrie.k12.ok.us>). Proof of residency is required, see the “Parent’s Backpack” on the website for more information. Parents must complete this form and return it to the transportation office. Once the form is entered the students will be issued a bus rider pass. They will need the bus pass to board the bus.

### **Transportation Transfers and Students Not Riding**

In order to provide the safest possible care for your students while they ride the bus, and to control the number of students riding any given bus, *students will ride only their assigned bus*. Students who live in town are in the “no ride zone” and are not assigned to any bus; therefore in-town students may not ride a school bus to another person’s address. Students will also get on and off the bus only at their assigned stop. Students are not permitted to ride home to a friend or other students home.

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

## TRUANCY

Any student is considered truant when absent from the school grounds without approval of the school and the permission of the parent or guardian. ~~A student who fails to check out when leaving school anytime during the school day is subject to discipline for truancy.~~ **A student who fails to report to class or check out when leaving school anytime during the school day is subject to discipline for truancy.**

## **TRUANCY LAW**

Parents can be fined if they allow students to remain absent from school. Under the State Truancy Law, the district must report truancy to the District Attorney. Penalties may be assessed by the Logan County District Court.

## **UNWRITTEN REGULATIONS**

Each year, there are a few things including some "fads" that appear on our campus. We are not listing any of these, nor are we making a regulation to cover all of the problems that may arise. When a fad begins on the campus and a "nuisance" develops, we shall immediately eliminate the nuisance.

## **VANDALISM AND OTHER OFFENSES**

Any student committing an act of vandalism, theft, gambling or forgery is subject to suspension. Damaged or stolen school property must be paid for or replaced by the offending student. The use or possession of stink bombs and/or any other object that would be detrimental to the educational process or that might disrupt any event, class, etc., will also be considered vandalism. Offenses of the above may result in more severe penalties of suspension. Suspensions may range from ten (10) days to the remainder of the semester and the following semester, and/or appropriate Civil Action.

## **VENDING MACHINES**

Vending machines are provided for your convenience. They are to be used **only at the appropriate times and not during class time.**

## **VISITORS (All visitors must report to the office)**

We cannot accommodate student visitors during the school day. Parents are always welcome to visit the school but are asked to check in at the "B" floor office first. Parents, if you need to talk with your child, stop by the "B" floor office for a visitor's pass.

## **WEAPONS**

Students should not bring any type of instrument to school that is likely to be used as a weapon or tool which could be used to deface or vandalize school property. The following instruments may be considered weapons:

1. Knives
2. Firearms and/or facsimiles (including cap guns, etc.)
3. Explosives and/or facsimiles
4. Metal Objects (chains, brass knuckles, etc.)
5. Clubs
6. Sharp or pointed instruments
7. Stun guns
8. Chemical sprays



Violations of this policy will result in administrative action. See Oklahoma Statutes section. Students may be suspended for up to one (1) calendar year for violation of this policy.

### **WEATHER**

In the event school is closed or starting late because of inclement weather, parents are asked to listen to local radio and television stations. When possible, the District's website will also be updated to include the newest information.

If weather conditions deteriorate during the school day and it becomes necessary to dismiss school early, the Superintendent will notify the local radio and television stations. When possible, the update will also be included on the District's website. Please remember not to phone the school to ask about closing or dismissal information. This will keep our telephone lines open in case of an emergency.

### **WIRELESS COMMUNICATION & ELECTRONIC DEVICES**

Students may possess a cellular telephone while on school premises and while in transit under the authority of the school. The term "cell phone" includes but is not limited to cellular phones, mobile phones, VoIP, iphones, smart phones, internet phones or similar devices. Students will keep cellular telephones turned off and out of sight during class time and during all school or school related activities. During these times students shall be restricted from text or picture messaging, calling electronic mailing, instant messaging, uploading, downloading, gaming, web-surfing, accessing social networking sites, or using any features or applications installed on communication devices. Students may only use cellular telephones before and after school and at lunch or during break periods. Likewise, students may have pagers and cellular telephones while attending a function sponsored or authorized by the school, subject to the same restrictions applicable to instructional periods.

Telecommunication devices shall be turned off and out-of-sight in locations deemed "private areas." "Private areas" include but are not limited to restrooms, changing rooms, and locker rooms or similar areas. The use of audio/video recording and camera features is strictly prohibited in these areas. A student who witnesses a cell phone or other telecommunication device out in a "private area" shall immediately report this behavior to a teacher or administrator.

The district has adopted policies regarding appropriate contact between staff and students via telecommunication devices and social networking sites. These policies are found at *Wireless Telecommunication Devices (Employees)*. Students shall only engage in approved and authorized contact with school employees and shall report any inappropriate contact immediately.

Students found to be using any electronic communications device for any illegal purpose, in a manner 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,

Doug Ogle  
Principal

PLEASE SIGN AND RETURN THIS TO YOUR FIRST HOUR TEACHER.

I have received and read my Guthrie Junior High School Handbook for the 2013-14 school year. I understand the rules and will make every effort to abide by them.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

ADMINISTRATION

BOARD OF EDUCATION

~~Orville Cornelius~~ **Jennifer Bennett-Johnson**

Gail Davis

Tom Holtz

Terry Pennington

Janna Pierson

Travis Sallee

E. Sharon Watts



DISTRICT OFFICES

Dr. Mike Simpson	282-8900
Superintendent of Schools	
Mr. Dennis Schulz	282-8900
Assistant Superintendent	
Mr. Chad Wilson	282-8900
Executive Director of Personnel/Secondary Education	
<b>Ms. Carmen Walters</b>	<b>282-8900</b>
<b>Director of Federal Programs/Elementary Education</b>	

HIGH SCHOOL OFFICES

**South Office (Main Office) 282-5906**  
**North Office (Attendance) 282-5913**

Chris LeGrande, Principal	282-5906
Bret Stone, Assistant Principal	282-5906
Dusty Throckmorton, Assistant Principal	282-5913
Pat Hughes, Director of Alternative Education	282-5941
Kristi Blakemore, Freshman Counselor	282-5913
Annie Chadd, Senior Counselor	282-5913
Maggie Wade, Junior Counselor	282-5913
Gary Boxley, <del>Co-Athletic Director</del> <b>Athletic Director</b>	282-5906
<del>Rafe Watkins, Co-Athletic Director</del>	<del>282-5906</del>

**GUTHRIE HIGH SCHOOL  
STUDENT / PARENT HANDBOOK  
2013-2014 2014-2015**

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# Guthrie Public Schools

## School Calendar 2014-2015

**August**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**September**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**October**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**November**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**December**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 1st Quarter     **41+4**
- 2nd Quarter    **42**
- 3rd Quarter    **49+1**
- 4th Quarter    **43**

175 Days Taught  
 5 Professional Days  
 180 Days Total  
 \*School will be dismissed if not used for bad weather

**AUGUST**  
**14-15-18-19 Teacher In-Service**  
**20 - First Day of Classes**

**SEPTEMBER**  
**1 - Labor Day**

**OCTOBER**  
**16 - End of First Quarter**  
**16-17 Fall Break**  
**23 - P/T Conf (All Schools)**  
**27 - P/T Conf (Cotteral, Central and Fogarty)**  
**28 - P/T Conf (GHS, GJHS, GUES)**

**NOVEMBER**  
**26-28 Thanksgiving Break**

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

**JANUARY**  
**5 - Professional Day**  
**6 - Classes Resume**  
**9 - Report Cards**  
**19 - Martin Luther King Day**  
**20,22 - P/T Conf (All Elementaries)**

**MARCH**  
**10,12 - P/T Conf (GHS and GJHS)**  
**13 - End of 3rd Quarter**  
**16-20 Spring Break**

**MAY**  
**20 - Last Day of Classes (Report Cards)**

**21 - Snow Make-Up Day #1\***  
**22 - Snow Make-Up Day #2\***  
**25 - Memorial Day**

- Administration - 282-8900
- High School - 282-5906
- Faver Alternative - 282-5941
- Junior High - 282-5936
- Upper Elementary - 282-5924
- Fogarty Elementary - 282-5932
- Cotteral Elementary - 282-5928
- Central Elementary - 282-0352
- Child Nutrition - 282-5952
- Maintenance - 282-5944
- SAC - 282-5964
- Technology - 282-5959
- Transportation - 282-5919

**January**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**February**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

**March**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**April**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**May**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- Professional Day
- Vacation Day
- △ Parent/Teacher Conferences (5:00 p.m. - 8:00 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 02-10-14



## GUTHRIE PUBLIC SCHOOLS' PARENT COMPACT

**Parent Role**—The parents of Guthrie Public School students provide a critical role in ensuring that their children receive maximum benefit from the school's educational programs. The administrators and staff of Guthrie Public Schools depend on parents to provide their students with encouragement and support and, in general, do whatever they can to be sure that students are fully prepared for, and take advantage of, the educational services available to them.

### **Parent Rights**

Parents of Guthrie Public School students have a right to expect:

- that Guthrie Public School staff view them as full and critical partners in the educational process of their children.
- that they will be fully informed about their children's rights and responsibilities, as well as the range of educational programs and services available.
- that they will receive necessary communications with enough regularity and specificity to know what they can do to help their children and know when their children are or are not making adequate educational progress.
- that they will be given a reasonable opportunity to discuss major changes in school policies and programs when such changes are likely to impact their children.
- that they will be listened to and treated with dignity and respect.

**Parent Responsibilities**—Parents of Guthrie Public School students are expected to:

- see that their children come to school on time and regularly and are prepared to participate fully in the schools' educational programs.
- listen to the school staff as they present their side of any issue or dispute that may arise involving their children.
- notify the school when home-related problems arise which may affect the student's academic progress and in-school behavior.
- respond quickly and appropriately to communications sent them by the school, which require their approval or acknowledgement.
- participate in parent conferences and other discussions when they are in the interest of their particular child.
- make their concerns known to the school staff in an appropriate forum and timely manner.

## Guthrie High School Parent-Student-Teacher Compact

We at Guthrie High School are committed to providing the best education possible for each of our students. It is our goal to give every child the opportunity to reach his/her full potential in intellectual, emotional and physical growth. We know that learning can take place if there is a combination of effort, interest, and motivation on the part of the school, the home, and the community working together toward that end.

This compact is a voluntary agreement and a promise of commitment to help \_\_\_\_\_ progress in school, promoting his/her achievement. We believe that this agreement can be fulfilled through our team effort.

### AS A STUDENT I AGREE TO:

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments and homework.
- Know and follow the school and class rules.
- Communicate regularly with my parents and teachers about my school experiences so that they can help me be successful in school.
- Respect the school, classmates, staff and families.

### AS A PARENT I AGREE TO:

- Provide a quiet time and place for homework and monitor TV viewing.
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate at school in activities such as school decision making, volunteering and/or attending parent/teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students & families.

### **AS A TEACHER I AGREE TO:**

- **Teach classes through interesting and challenging lessons that promote student achievement.**
- **Endeavor to motivate my students to learn.**
- **Have high expectations and help every child to develop a love of learning.**
- **Communicate regularly with families about student progress.**
- **Provide a warm, safe, and caring learning environment.**
- **Provide meaningful assignments to reinforce and extend learning.**
- **Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.**
- **Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families which help each student achieve the school's high academic standards.**

**AS A TEAM, WE CAN WORK TOGETHER TO CARRY OUT THIS AGREEMENT!!**

### **GUTHRIE PUBLIC SCHOOLS' MISSION STATEMENT**

It is the mission of the Guthrie Public Schools to empower all students with the tools necessary to become productive members of society through a cooperative effort between student, home, school, and community.

### **EXIT OUTCOMES (Our Vision for a Well Educated Student)**

Our students will-

- have positive self-esteem

- have a strong knowledge base
- show concern for the welfare of others
- be self-directed, lifelong learners
- be productive members of society
- be effective communicators
- be creative and complex thinkers
- be problem solvers
- be cooperative learners and workers

<b>SCHOOL INFORMATION</b>	
CLASS:	5-A
CONFERENCE:	Suburban
NICKNAME:	Bluejays
COLORS:	Royal Blue & White
LOCATION:	200 Crooks Drive
	Guthrie, OK 73044
WEBSITE:	<a href="http://www.guthrie.k12.ok.us">www.guthrie.k12.ok.us</a>

### **PHONE NUMBERS**

Attendance (North) Office	282-5913
Transcripts & Records Office	282-5913
Discipline (Main) Office	282-5906
GHS Main Office	282-5906
Main Office (Fax)	282-5909
Records/Registrar (Fax)	282-8823

### **GUTHRIE HIGH SCHOOL REGULAR BELL SCHEDULE**

All Freshmen

**A Lunch**

8:15	-	9:05	First Hour
9:10	-	10:00	Second Hour
10:05	-	11:00	Third Hour
11:05	-	11:30	Lunch
11:35	-	12:25	Fourth Hour
12:30	-	1:20	Fifth Hour
1:25	-	2:15	Sixth Hour
2:20	-	3:10	Seventh Hour

Grades 10-12

<b>B Lunch</b>	8:15 - 9:05	First Hour
	9:10 - 10:00	Second Hour
	10:05 - 11:00	Third Hour
	11:05 - 11:55	Fourth Hour
	12:00 - 12:25	Lunch
	12:30 - 1:20	Fifth Hour
	1:25 - 2:15	Sixth Hour
	2:20 - 3:10	Seventh Hour

Grades 10-12

<b>C Lunch</b>	8:15 - 9:05	First Hour
	9:10 - 10:00	Second Hour
	10:05 - 11:00	Third Hour
	11:05 - 11:55	Fourth Hour
	12:00 - 12:50	Fifth Hour
	12:55 - 1:20	Lunch
	1:25 - 2:15	Sixth Hour
	2:20 - 3:10	Seventh Hour

## GUTHRIE HIGH SCHOOL ASSEMBLY/ADVISORY BELL SCHEDULE

### A.M. Schedule

### P.M. Schedule

#### Freshmen – A Lunch

8:15 - 9:00	First Hour
9:05 - 9:40	Assembly/Advisory
9:45 - 10:30	Second Hour
10:35 - 11:20	Third Hour
11:25 - 11:50	A Lunch
11:55 - 12:40	Fourth Hour
12:45 - 1:30	Fifth Hour
1:35 - 2:20	Sixth Hour
2:25 - 3:10	Seventh Hour

#### Freshmen – A Lunch

8:15 - 9:00	First Hour
9:05 - 9:50	Second Hour
9:55 - 10:40	Third Hour
10:45 - 11:10	A Lunch
11:15 - 12:00	Fourth Hour
12:05 - 12:50	Fifth Hour
12:55 - 1:40	Sixth Hour
1:45 - 2:20	Assembly/Advisory
2:25 - 3:10	Seventh Hour

#### Grades 10-12 – B Lunch

8:15 - 9:00	First Hour
9:05 - 9:40	Assembly/Advisory
9:45 - 10:30	Second Hour
10:35 - 11:20	Third Hour
11:25 - 12:10	Fourth Hour
12:15 - 12:40	B Lunch
12:45 - 1:30	Fifth Hour
1:35 - 2:20	Sixth Hour
2:25 - 3:10	Seventh Hour

#### Grades 10-12 – B Lunch

8:15 - 9:00	First Hour
9:05 - 9:50	Second Hour
9:55 - 10:40	Third Hour
10:45 - 11:30	Fourth Hour
11:35 - 12:00	B Lunch
12:05 - 12:50	Fifth Hour
12:55 - 1:40	Sixth Hour
1:45 - 2:20	Assembly/Advisory
2:25 - 3:10	Seventh Hour

#### Grades 10-12 – C Lunch

8:15 - 9:00	First Hour
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#### Grades 10-12 – C Lunch

8:15 - 9:00	First Hour
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9:05 - 9:40	Assembly/Advisory	9:05 - 9:50	Second Hour
9:45 - 10:30	Second Hour	9:55 - 10:40	Third Hour
10:35 - 11:20	Third Hour	10:45 - 11:30	Fourth Hour
11:25 - 12:10	Fourth Hour	11:35 - 12:20	Fifth Hour
12:15 - 1:00	Fifth Hour	12:25 - 12:50	C Lunch
1:05 - 1:30	C Lunch	12:55 - 1:40	Sixth Hour
1:35 - 2:20	Sixth Hour	1:45 - 2:20	Assembly/Advisory
2:25 - 3:10	Seventh Hour	2:25 - 3:10	Seventh Hour

## PARENT-TEACHER CONFERENCES

Oct ~~10 & 15~~ **23 & 27** 5 - 8 p.m. Cafeteria  
 March ~~11 & 13~~ **10 & 12** 5 - 8 p.m. Cafeteria

### School Song

*Oh, GHS, you are the one that we love best,  
 Our Royal Blue is all that's good and true,  
 So let us fling our colors high-  
 The victory depends on you,  
 In the halls of fame, we'll write your name  
 For the loyal, Royal Blue!*

Oh G.H.S.

Oh, G. H. S. you are the one that  
 we love best. Our roy - al  
 blue is all that's good and true.  
 So let us fling our col - ors high.  
 The vic - o - ry de - pends on you. In the  
 halls of fame we'll write your name for the  
 roy - al roy - al blue.

## **ACTIVITIES / SPORTS**

Numerous extracurricular activities are offered at Guthrie High School.

Requirements for membership in these organizations can be obtained from the sponsors/coaches. Students are encouraged to participate in activities in which they can excel because of special interests, talent, and/or ability.

The maximum number of absences for activities, whether sponsored by the school or an outside agency/organization, which removes the student from the classroom shall be ten (10) for any one class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which students must earn the right to compete. Students participating in school activities will not be allowed to participate in these activities after missing class, or a portion of class, during the day of the activity except for legally documented reasons.

## **AIDS PREVENTION EDUCATION**

A. Acquired Immune Deficiency Syndrome (AIDS) prevention education shall be taught in the public schools of this state. AIDS prevention education shall be limited to the discussion of the disease AIDS and its spread and prevention. Students shall receive such education:

1. at the option of the local school district, a minimum of once during the period from grade five through grade six;
2. a minimum of once during the period from grade seven through grade nine; and
3. a minimum of once during the period from grade ten through grade twelve.

B. The State Department of Education shall develop curriculum and materials for AIDS prevention education in conjunction with the State Department of Health. A school district may also develop its own AIDS prevention education curriculum and materials. Any curriculum and materials developed for use in the public schools shall be approved for medical accuracy by the State Department of Health. A school district may use any curriculum and material which have been developed and approved pursuant to this subsection.

C. School districts shall make the curriculum and materials that will be used to teach AIDS prevention education available for inspection by the parents and guardians of the students that will be involved with the

curriculum and materials. Furthermore, the curriculum must be limited in time frame to deal only with factual medical information for AIDS prevention. The school districts, at least one (1) month prior to teaching AIDS prevention education in any classroom, shall conduct for the parents and guardians of the students involved during weekend and evening hours at least one presentation concerning the curriculum and materials that will be used for such education. No student shall be required to participate in AIDS prevention education if a parent or guardian of the student objects in writing to such participation.

D. AIDS prevention education shall specifically teach students that

1. engaging in homosexual activity, promiscuous sexual activity, intravenous drug use, or contact with contaminated blood products is now known to be primarily responsible for contact with the AIDS virus;
2. avoiding the activities specified in paragraph 1 of this subsection is the only method of preventing the spread of the virus;
3. sexual intercourse, with or without condoms, with any person testing positive for human immunodeficiency virus (HIV) antibodies, or any other person infected with HIV, places that individual in a high risk category for developing AIDS.

E. The program of AIDS prevention education shall teach that abstinence from sexual activity is the only certain means for the prevention of the spread or contraction of the AIDS virus through sexual contact. It shall also teach that artificial means of birth control are not a certain means of preventing the spread of the AIDS virus and reliance on such methods puts a person at risk for exposure to the disease.

F. The State Department of Health and the State Department of Education shall update AIDS education curriculum material as newly discovered medical facts make it necessary.

### **ANNOUNCEMENTS**

A daily bulletin will be read at the beginning of third hour on a regular basis. Students who are absent are responsible for keeping up with events by reading the posted agenda on the school website.

Announcements must be approved by the sponsor of an organization and must be submitted via the website. For the benefit of all students and parents, announcements will be posted on the HS website daily.



## **ASBESTOS MANAGEMENT PLAN**

**In accordance with Federal law, Guthrie Public Schools has been inspected and approved for asbestos management.**

**Asbestos plans are available for viewing during regular school hours, Monday thru Friday, by contacting Jerry Gammill at the Maintenance Dept. located at 200 Crooks Drive, Bldg. #4, Guthrie, OK.**

### **ASSIGNMENTS WHEN ABSENT**

When a student is absent from class for more than 3 days, homework assignments may be requested by calling your student's counselor or the attendance office in the morning. The assignments will be ready for pick up at 3:00 p.m. in the appropriate office.

### **ATTENDANCE**

#### **Policies and Procedures-**

There is a close relationship between academic success and school attendance. Good attendance habits learned and developed in school will be carried over into the world of work. The rewards for good attendance at GHS are increased learning and an increased probability that students will be successful. Of equal importance is the development and practice of dependability and punctuality (two essential skills in the world of work.) Most important is the need to attend in order to learn from both teacher and classmates. To our knowledge, no student who had perfect attendance has ever failed in learning.

#### **Definition of an absence-**

An absence is defined as any time a student misses more than ten (10) minutes of a class period during the school day.

#### **Notification of an absence by parents-**

By state statute, it is the duty of the parent or guardian of a student to notify the school concerning the cause of any absence. This should be done between 7:00 a.m. and 9:00 a.m. on the day the student misses school. School personnel will make every reasonable effort to notify the parent or guardian via automatic calling system of an absence for any part of the school day unless the parent or guardian notifies the school of such absence. It is important for a student to accept responsibility for his/her behavior. Accordingly, if a student is out of school without his/her parent's permission, he/she will not be allowed

to make up the missed work. An absence of this nature is known as an UNEXCUSED absence.

**Unexcused absence-**

*Examples of but not limited to:*

1. If you leave campus and do not check out and receive an early dismissal slip.
2. Presenting an unacceptable verification or notes for excused absence (see excused absence).
3. Failing to have parent/guardian authorization.
4. Oversleeping
5. Missed bus or car trouble

**Any unexcused absence becomes an unexcused/truancy if it is not cleared within 48 hours by parent or documentation.**

**Absences for extracurricular activity-**

An absence for a student who has to miss school for a Guthrie High School activity will be counted as an activity absence. This absence will not count toward administrative failure. Students should pay close attention to the state's ten-day activity absence policy.

**College Visits-**

Guthrie High School seniors are given two days per year to visit a college of their choice, which could include residual ACT dates or enrollment. This absence does not count against the ten-day rule, administrative failure, or test exemptions. Documentation from the school visited may be required upon the student's return.

**Parent-Verified Absence-**

1. A parent must make contact by phone or in person to the North office.
2. A parent notifying the office does not make the absence a documented absence (see below).

### **Documented Absence-**

1. A documented absence is necessary to keep the student out of administrative failure.
2. A documented absence can be defined as a doctor's note (document must be original. A faxed document must be received directly from the doctor's office, a court document, or funeral information (immediate family).
3. The North office must have this documentation; if not, the absence will count as a personal absence, which counts towards administrative failure.
4. Documentation must be turned in within five days of the absence or it will not count as a documented absence. The principal will make the determination if circumstances prevented the absence from being cleared within the time limit.
5. The principal will make final determination as to whether or not an absence is excused or unexcused and the acceptability of documentation.

### **Administrative Failure-**

To implement the school policy of administrative failure and encourage attendance in school, the following procedures and guidelines shall be used:

1. No student shall be absent more than nine times in any one semester without proper documentation (see documented absence).
2. Any student who has more than nine absences (without proper documentation) may not receive a passing grade in the appropriate subjects or grade level for that semester.
3. If a student has an unexcused absence, the student will receive a zero for all work missed. The student is still expected to make up the work. Also, the student should expect disciplinary action.
4. When the student has accumulated five, seven, and ten undocumented absences, the school will notify the parents as soon as possible that the student is in danger of failure.

## **Attendance Reports-**

1. High School students may request an attendance report from the North Office. A parent may come in and pick an attendance report up at any time in the Attendance Office.

## **Attendance Codes-**

The following is a list of attendance codes as they pertain to student absences.

### **Attendance Codes**

**AB** – personal business – **If documentation is turned in, this will be changed to an AD.**

**AC** – college day – **Seniors may use one college day per semester.**

**AD** – documented absence – **This does not count against student.**

**AK** – absence due to tardies – **6 tardies in the same class will count as an AK.**

**AM** – medical – **If documentation is turned in, this will be changed to an AD.**

**AR** – Vo-Tech absence – **Attendance taken at Vo-Tech is turned in to GHS to be entered on attendance record.**

**AU** – unaccounted-for – **Student is absent and was not called in by a parent.**

**EG** – testing. **This is not counted as an absence.**

**EI** – In-school suspension. **This is not counted as an absence.**

**TU** – tardy

**T10** - +10 minutes tardy. **This counts as an ABSENCE, not a regular tardy.**

**EC, ED, EE, EF, EL, EN, EO, ES, EX** - **All of these codes are on- or off-campus student activities, and are not counted as an absence.**

## **BEFORE AND AFTER SCHOOL**

No student will be in the building before 7:00 a.m. or after ~~3:00 p.m.~~ **3:30pm** unless requested by a teacher or participating in a supervised activity.

## **CAFETERIA**

Students are expected to behave in an appropriate manner while in the cafeteria. Students are responsible for maintaining their table, the area around their table, and for disposing all trays and trash in the designated cans.

## **Cafeteria Guidelines:**

1. Students will be required to present ID numbers to purchase meals.
2. There will be No charging of meals in the cafeteria.
3. Students may deposit additional money to their account balances before school any morning.
4. Checks will be accepted for the full amount only or at any time online via Payschools. No change can be given.
5. Free or reduced accounts cannot be used more than once per day and can only be used by the appropriate owner.
6. Ala Carte is CASH only.
7. Cashiers are not allowed to make change without a purchase.
8. Federal and state laws govern reimbursable meals to the following:
  - a. Breakfast must be 3 or 4 items.
  - b. Lunch must be 3 to 5 items.
9. Extra items are CASH only.
10. Infractions of cafeteria rules (i.e., cutting in line, leaving your tray, leaving your table dirty, throwing objects, etc.) will result in cafeteria duty clean up or lunch detentions.
11. No food deliveries will be allowed on campus during the school day with the exception of parents bringing food to their own child.
12. No gambling in any form will be allowed (cards, dice, etc.).

## **CELEBRATE FREEDOM WEEK**

Act 682 of 2003 created “Celebrate Freedom Week” in public schools the week of Nov ~~11-15, 2013~~ **10-14, 2014**

This law was created to educate students about the sacrifices made for freedom in the founding of this country and the values on which this country was founded. During “Celebrate Freedom Week” all social studies classes shall include instruction to help students focus on the freedoms offered in the United States of America. Suggested topics of study are included in the text of Act 682 of 2003, but the instruction is left up to the individual school district.

In an effort to assist educators and curriculum coordinators with programs and lesson plans for Celebrate Freedom Week, ADE has compiled the following ideas. These are only suggestions, and schools are encouraged to select their own creative ideas for “Celebrate Freedom Week.”

To view the wording of the law, please refer teachers in your district to <http://arkedu.state.ar.us/commemos/customer.cgi> which is the ADE web address to access commissioner’s memos.

## CELL PHONES

### STUDENT POSSESSION OF WIRELESS COMMUNICATION DEVICES

Students may possess a cellular telephone while on school premises and while in transit under the authority of the school. The term “cell phone” includes but is not limited to cellular phones, mobile phones, VoIP, iPhones, smart phones, internet phones or similar devices. Students will keep cellular telephones turned off and out of sight during scheduled class time and during all school or school related activities. During these times students shall be restricted from text or picture messaging, calling, electronic mailing, instant messaging, uploading, downloading, gaming, web-surfing, accessing social networking sites, or using any features or applications installed on communication devices. Students may only use cellular telephones before and after school and at lunch or during break periods. Likewise, students may have ~~pag~~ers and cellular telephones while attending a function sponsored or authorized by the school, subject to the same restrictions applicable to instructional periods.

#### Disciplinary Actions:

1<sup>st</sup> Offense: Phone is confiscated AND Saturday School.

**\*\*The phone will be returned at the END of the day.**

Subsequent Offenses – Phone confiscated & 2 days ISS.

**\*\*FAILURE to surrender a cell phone upon request will result in a three day out of school suspension.**

## **CHANGE OF ADDRESS**

Any change of address or telephone number should be reported to the Attendance Office. Any phone number changes for the School Messenger system should be turned in immediately to the North Office.

## **CHEATING / PLAGIARISM**

Cheating will be considered the act or intent of giving or gaining knowledge for an assignment or to answer by fraudulent means.

### **Consequences:**

The penalty for cheating will be a zero for the assignment or test. Frequent acts of cheating will require further consequences as per teacher discretion.

Plagiarism is the intentional or accidental use of another's ideas, words, or writing as one's own without appropriate documentation or relying too heavily on outside resources for the completion of an assignment.

### **Disciplinary Action:**

- 1<sup>st</sup> offense: Parents will be notified and a grade of "0" for the assignment or test will be given.
- 2<sup>nd</sup> offense: Above consequences apply plus a Saturday School will be given.
- 3<sup>rd</sup> offense: 3-day suspension
- 4<sup>th</sup> offense: Loss of credit in the respective class for the semester.

## **CHECKING OUT PROCEDURE**

If it is necessary for a student to leave school, notification to the Attendance Office by the parent/guardian is required in order to check the student out. Students must sign out in the North Office before leaving campus. Upon returning to school, the student is required to check back in at the North Office. Failure to comply with this procedure may result in disciplinary actions. Students are only allowed to use the office telephone in case of illness or emergency.

Leaving campus without permission during lunch will result in disciplinary action from the Attendance Office. A student cannot check out from ~~10:35 to 1:00~~ **11:00 – 1:25** UNLESS:

- (a) Only a parent/guardian may come to the North Office and check the student out.
- (b) The student is leaving for the remainder of the day.

**CIVIL RIGHTS COMPLIANCE AND ASSURANCES  
NOTICE OF NON-DISCRIMINATION**

Guthrie Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The Guthrie Public School System also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

Name / Title:	Superintendent of Guthrie Public Schools Dr. Mike Simpson
Office Address:	802 E. Vilas, Guthrie, OK 73044
Phone No. (Voice / TDD):	(405) 282-8900
Days / Hours Available:	M-F 8:00 a.m.-12:00 p.m.; 1:00 p.m.- 4:30 p.m.

Procedural Requirements  
Title VI, Title IX, Section 504, ADA July 2000

**AVISO DE DECLARACION NO-DESCRIMINATORIA**

Escuela Pública de Guthrie no discrimina raza, color, nacionalidad, genero, edad o incapacidad de admision a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningun aspecto de sus operaciones. El Escuela Publica de Guthrie tampoco discrimina en sus contratos o practicas de empleados.

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

Nombre / Titulo:	Superintendente de las Escuelas Publicas de Guthrie
Direccion de Oficina:	802 E. Vilas, Guthrie, OK 73044



Numero Telefono(correro de voz / TDD): (404) 282-8900  
Dias / Horas de trabajo: M-F 8:00-12:00 1:00-4:30  
Procedural Requirements  
Title VI, Title IX, Section 504, ADA July 2000

### **CLASSIFICATION**

~~A student will be classified in the following manner which will allow him/her to be eligible for class and organization offices and other privileges:~~

- ~~Senior — Must have completed a minimum of 17 units of credit and attended high school for six semesters~~
- ~~Junior — Must have completed a minimum of 11 units of credit~~
- ~~Sophomore — Must have completed a minimum of 4 units of credit.~~

~~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. The classifications at this time will determine classification for yearbook purposes.~~

### **CLASS OFFICERS AND QUEENS**

It is the policy of the Guthrie Public Schools for every student to have an opportunity for leadership. With this in mind, no student can be elected or appointed to more than three (3) offices during the school year and may be president of only one (1) organization or class per year. This rule applies to the editors of the yearbook and the editor of the school newspaper.

During the course of the school year, a girl may be elected queen of one (1) team or organization and attendant of any two (2) organizations. No girl may be queen twice in one year.

This rule will be enforced through the mutual cooperation of faculty and students. If any student is elected to too many offices, he/she will be allowed to make a choice as to which office to keep. Any problems concerning the enforcement of this rule will be reported to the building principal for action.

## COMPUTER AND INTERNET ACCEPTABLE USE POLICY

1. Internet-related systems (including but not limited to: computer equipment; software, operating systems; network accounts providing electronic mail, World Wide Web browsing software, File Transfer Protocol, network and intranet systems, etc.) are the property of Guthrie Public Schools. They are to be used for educational purposes, which serve the interests of the School District, our students, and patrons during the course of normal operations.
2. Communications on these systems are not private. While the school administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the District system remains the property of the District. Despite security precautions, there is no absolutely fail-safe way to prevent an unauthorized user from accessing stored files.
3. Monitoring: The District reserves the right to monitor all employee and student use to ensure proper working order, appropriate use by students and employees, the security of school data, and the retrieval of the contents of any user' communications on these systems. Management may access user files, including archived material of present and former users, without the user's consent, for any purpose related to maintaining the integrity of the network, or the rights of the district or other users, or for any other reasonable purpose.
4. Personal use: Personal use of the systems is authorized within reasonable limits as long as it does not interfere with or conflict with educational purposes. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. School equipment may not be used for commercial purposes.
5. E-mail is the property of the School district. There should be no expectations of privacy where e-mail is concerned. E-mail is subject to disclosure under the Open Records Act, subpoena, or court order.
6. Users are responsible for backing up data on a daily basis. This is an important function designed to maintain records of communications and activity which replaced (or supplements) maintaining files containing memoranda, correspondence, etc.
7. Any attempt to violate the guidelines, terms and conditions for use of technology, the network or the Internet may result in revocation of user privileges, other disciplinary actions consistent with Board of Education Policy and existing practice regarding inappropriate

language or behavior including suspension, expulsion, dismissal, or appropriate legal action.

8. No student or employee of the district may maintain a web presence on behalf of the school or related to the school other than that authorized by the school district. Any employee who wishes to publish a web page on behalf of the school or a school organization must attend the web page training provided by the district. FrontPage is the only web publishing software that is supported by the district technology staff.
9. School equipment may not be used to access or post to any material that is illegal, offensive, abusive, or slanderous, either in text or graphic format.
10. All software installed on school equipment must be properly licensed to the school district. Software that is not properly licensed may not be installed on district-owned equipment.
11. District software may not be copied for personal use except where explicitly provided for by the manufacturer's license agreements.
12. Users may not access or tamper with another user's account.
13. The network may not be used for political activities.
14. The use of chain letters, "spam", or "letter bombs" is prohibited.
15. All copyright laws must be observed at all times.
16. Every user of the network must have a signed Acceptable Use Policy document on file in the Principal's office of their respective school.
17. The District makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service, for the accuracy, nature or quality of information stored on District diskettes, hard drives or servers, nor for the accuracy, nature or quality of information gathered through district-provided Internet access.
18. The District will not be responsible for unauthorized financial obligations resulting from district provided access to the Internet.
19. Access is a privilege, not a right. All users of the district's network and other technological resources are responsible for respecting and adhering to local, state, federal and international laws and guidelines governing use of information and the available technologies.
20. Personal computers are the responsibility of the owner.
21. Any item being purchased with district funds must be approved by the Director of Technology. This includes hardware, software, and Professional Development training.

## **CONCURRENT ENROLLMENT**

A senior student enrolled at Guthrie High School is eligible to participate in enrollment at high school and college simultaneously. Permission must be obtained from the Principal, and is subject to current Oklahoma State Department of Education regulations.

A high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. A student may enroll in a maximum of nine semester-credit-hours during a summer session or term at a college or university of the state system without the necessity of being concurrently enrolled in high school classes during summer term. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester-credit-hours of college work. Students wishing to exceed these limits may petition the selected higher education institution. The appropriate institutional officials will evaluate the student's academic performance and potential for success in determining the student's load, which may not exceed the number of semester-credit-hours 50 percent greater than the number of weeks in the applicable semester/term. The college should provide appropriate academic advising prior to and continuing throughout the student's enrollment.

Any student who is enrolled in concurrent enrollment and quits or drops concurrent enrollment must re-enroll with Guthrie High School through a counselor immediately. A transcript is required at the end of each semester before approval will be given for the upcoming semester.

**Failure to comply can result in a NC (no credit) on your transcript.**

## **DANCES**

Dances will be held periodically during the school year under the direction of various Guthrie High School organizations. Only those students enrolled at Guthrie High School are eligible to attend; junior high school age students will not be allowed to attend. All students wanting to attend prom that do not attend Guthrie Schools will be pre-approved by the Principal.

Any student attending a school-sponsored dance, including the Junior-Senior Prom, will be subject to a BAC (Breath Alcohol Content) Test.

Students are not allowed to gather in the parking lot or cars or drive around the parking lot during a dance. Once students leave the dance,

they are to leave the school grounds / dance site. No readmission is allowed once students leave the dance site.

### **DETENTION**

Students assigned detentions by an administrator are to report to the assigned detention area. The following rules apply to all administrator-assigned detentions:

1. In order to be counted present you must be in the detention class no later than 5 minutes after the first lunch bell.
2. If a student is on campus they must show up for detention.

Failure to show for detention will result in the following disciplinary action:

**Two Days of ISS.**

Detentions assigned by a teacher will be served with that teacher. Failure to serve such detentions will result in the following actions:

1. Detentions will double when given to the discipline office.
2. Failure to serve detentions assigned by the office will result in two days of ISS.

### **DIABETES MANAGEMENT**

Guthrie Public Schools provides nursing services that promote students ability to learn. Our goals are to:

- Assist students in learning how to take care of their health.
- Ensure a safe school environment.
- Promote good control of a student's health condition so they are ready to learn.

Diabetes can affect a student's ability to learn if it is not under good control. To help us meet these goals, Guthrie Public Schools has a nurse who is a certified diabetes educator. She works with school, personnel, individual students with diabetes and their families, and the student's health care provider.

As a reminder, each year we need to have the following information for your child:

- Written diabetes management plan from your health care provider.

- Signed authorization by parent/guardian for medication and treatment at school.
- Diabetes Questionnaire filled out by parent/guardian/student.

In addition, adequate supplies, as listed in the student's diabetes management plan, must be provided at school:

- Snacks or glucose tablets to treat low blood sugar
- Medications
- Blood glucose meter, strips and supplies
- Ketone testing strips and equipment
- Glucagon

We are looking forward to helping your child with diabetes be successful in school. Please feel free to contact us with any questions or concerns.

### **DRESS CODE**

***Note to Parent(s) / Guardian(s):*** *The main purpose of school is to give your student the best education possible. Trends and fashions have no bearing on this issue.*

All students are expected to dress appropriately and modestly at all times during the school day and at school activities. Appropriate school clothes are conducive to better behavior in the classroom, in the halls, on campus, or any time students are actively representing the school. The dress code is applicable during the school day and at any school activity, home or away.

Examples of inappropriate attire are, **but are not limited to:**

1. Headwear worn in the building including, but not limited to; hats, bandanas, sweatbands, scarves, earmuffs, hair picks.
2. Clothing that inappropriately exposes the body. Any clothing that exposes the midriff. Shirts need to be long enough so that they can be tucked in or drop two (2) inches below the waistline without tugging on or stretching the shirt.
3. Clothing that allows undergarments to be visible.
4. Under no circumstance is a student to wear clothing that has holes higher than mid-thigh.
5. Clothing that has obscene, profane, or suggestive language.
6. Sunglasses (including when worn as headwear.)

7. Garments that display alcohol, drug or tobacco logos or paraphernalia.
8. Mesh jersey or fishnet type clothing.
9. All sleeveless shirts, blouses, and dresses whose straps are not at least one dollar bill's width and not fitted under the arm. Shirts must be worn on both shoulders.
10. Pants below the waistline.
11. Shorts should be closer to knee length than mid-thigh. Boxer shorts should not be worn, other than in the appropriate athletic classes. Shorts must be hemmed.
12. Skirts / dresses should be closer to knee length than to mid thigh. Skirts / dresses must be hemmed.
13. Bicycle pants/spandex shorts.
14. Clothing that is not worn in accordance with the design (such as both straps being worn on overalls or legs on pants being worn at their full length.)
15. Chains or "spikes" on clothing, with wallets, or worn as a necklace or bracelet.
16. Shoes must be worn at all times for health reasons. "House shoes" are not an acceptable alternative. Shoes with wheels imbedded in them are not acceptable as they are safety hazards.
17. Apparel identifying a student as "security," "staff," or "police" is not to be worn.
18. For safety purposes, excessively baggy clothing is prohibited.
19. Leggings or tight fitting pants that conform to the body that are not covered by a shirt that is closer to knee length than mid thigh.

Any clothing that disrupts the learning atmosphere of the school is prohibited. Clothing with possible implied meanings, intended or not, may be offensive and will fall under this policy.

Disciplinary Action:

1<sup>st</sup> & 2<sup>nd</sup> Offense: One lunch detention.

Student can be given 2 days of ISS after multiple offenses.

## **DRIVER'S LICENSE VERIFICATION**

The Department of Public Safety requires all high school age applicants to obtain from their school a verification of attendance. These can be picked up in the Attendance Office. Students must allow twenty-four hours notice for processing. If a student is testing in the summer, it is recommended that the request for school attendance verification be made before the end of the school year. The same rule will apply in verifying Reading Proficiency.

## **DRUGS AND ALCOHOL**

It is the policy of the Guthrie Public Schools that no student shall possess, use, transmit, share, provide, sell, conspire to sell or possess, be in the chain of sale or distribution or be under the influence of any prohibited or controlled substance including as narcotic drug, illicit drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substances, alcoholic beverage or non-intoxicating beverage (defined by law, i.e. 3.2 beer). Counterfeit drugs (turkey drugs), drug paraphernalia and chemicals which provide a mood-altering effect are included as controlled substances. Illicit drugs include steroids and prescription and over-the-counter medications being used for an abusive purpose. This prohibition applies to competitions on school transportation, on school premises, at school functions, school-sponsored activities, performances, contests, athletics competitions, during lunch, or while under the supervision of school personnel. This policy is adopted in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

It is the responsibility of all school personnel to report suspected violations of this policy to an administrator. The administrator will notify the parents, impose appropriate consequences according to the discipline policy and report the incident to the local authorities. School discipline will be imposed independent of any court action. A confidential drug/alcohol report, completed by the administrator, will be sent to the Superintendent or his/her designee and to the Drug Free Schools office.

Any student violating this policy and his/her parents will be provided a list of resources and encouraged to obtain drug/alcohol education, counseling, and/or chemical dependence treatment as appropriate and at the parents expense.

Copies of this Policy shall be provided to all students and their parents at the beginning of each school year.



## CONSEQUENCES FOR STUDENT VIOLATION OF DRUG/ALCOHOL POLICY

- A. Conspiracy/Chain/Sale/Distribution/Delivery of Drugs or Alcohol (for personal gain, monetary privilege or gain): Student will be suspended out of school for the remainder of the current semester and all of the succeeding semester.
- B. Possession/Use/Sharing/Being Under the Influence of Drugs or Alcohol
  - 1. **First Offense:** Six-week out-of-school suspension
    - a. A two-week reduction may be granted if the student and the parents/guardians agree to the following:
      - (1) To meet with the District Counseling Service representative
      - (2) To obtain, from a licensed practitioner, an alcohol/drug use assessment which may be recommend counseling, education, treatment, and/or drug testing. The cost of any assessment or recommended counseling, education, treatment, etc. will be the sole responsibility of the student's parent or guardian.
    - b. An additional week reduction may be granted if compliance with the assessment recommendation is verified with documentation.
    - c. If the student complies with both B.1.a (1) and (2) as stated above, the out-of-school suspension may be reduced to five (5) days out-of-school and ten (10) days in the In-School-Suspension Program.
    - d. Nothing in this policy is intended to limit or restrict the ability of the School District to take other disciplinary action against a student in a particular case in accordance with other policies governing student discipline. A school principal or the principal's designees may devise an appropriate disciplinary plan for an individual student relating to the substance abuse in question and may submit that plan to the Superintendent, Superintendent's designee, or principal for approval. If such disciplinary plan is approved by the Superintendent, Superintendent's designee, or Principal it may be implemented for the student in question.

2. **Second Offense:** Suspension out-of-school for the remainder of the current semester and all of the succeeding semester.

NOTE: Procedural Due Process Rights: For ALL out-of-school suspensions, the due process steps outlined in the GPS Policy Manual and this handbook will govern administrative procedures to be followed in the enforcement of this policy.

## **REPORTING STUDENT SUBSTANCE ABUSE**

- A. The Board recognizes the complexity of problems which may be associated with student substance abuse. The concern is for the well-being and best interests of students at all times. Therefore, the following procedure will be utilized by teachers and administrators in reporting students who appear to be under the influence, as defined by law, of: low-point beer, alcoholic beverages, or controlled dangerous substances. This policy is adopted in compliance with Oklahoma Statute tit. 70§24-138.
- B. When it appears to a teacher or administrator that a student may be under the influence of low-point beer, alcoholic beverages, or controlled substances (drugs), the teacher or administrator will report the matter in writing to the school principal or his/her designee. Whenever possible, the teacher or administrator should attempt to obtain a corroborative observation from another teacher or administrator.
- C. The report of the teacher or administrator will state the date, time, and place of the incident. It will also describe the actions of the student or other circumstances from which the teacher or administrator concluded that the student appeared to be under the influence of low-point beer, alcoholic beverages, or controlled substances.

## **DUE PROCESS**

### **A. SUSPENSION OF TEN DAYS OR LESS**

1. An appeal to the building level Appeals Committee can be requested, by letter, to the school principal within five (5) calendar days after the principal's out-of-school suspension decision is received by the student and/or his or her parent. The out-of-school decision becomes final and non-appealable if a request for appeal is not received within the time frame described above.

2. Upon receipt of the appeal request, the principal shall confirm that the student's out-of-school suspension falls within the category out-of-school suspensions for which an appeal to the Appeals Committee is authorized to hear. If for any reason the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to the long-term out-of-school suspension must be followed.
3. The Appeals Committee will conduct an investigation, in an informal manner, and make a decision (by majority vote) as to the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. **The Appeals Committee reserves the right to amend, rescind, or alter the length of suspension based on its findings.**
4. The decision of the Appeals Committee shall be final and non-appealable.

#### B. SUSPENSION IN EXCESS OF TEN DAYS:

1. A parent or student may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools.
2. An appeal must be submitted to the Superintendent of Schools, or designee, at 802 East Vilas, Guthrie, OK.
3. If no appeal is received within five (5) calendar days by the parent or student, the principal's decision will be final.
4. The superintendent reserves the right to amend, rescind, or alter the length of suspension based on the findings of the investigation.

#### **EARLY GRADUATION**

Guthrie High School affords an early graduation opportunity to highly motivated and high achieving students. To apply for early graduation, a student must have:

1. Completed a credit check with the Senior Counselor.
2. Completed a meeting with the student, the parent/guardian, and the principal.
3. Maintained a current grade point average of 3.5 (non-weighted.)
4. Achieved an ACT score of 25 or above.
5. Obtained a written recommendation from a previous instructor.

6. Placed an application on file with the building principal before October 1<sup>st</sup> of the student's Senior year, with documentation of all the above criteria.

All applicants will be notified in writing when a decision is made.

### ELECTIONS

There will be a number of elections at Guthrie High School. Before an election is held, sponsors must submit qualifications, rules, and dates to the principal for approval. A copy of the written rules shall be posted on the student or class bulletin board for at least one week before students file for office or before they are nominated.

Written ballots must be prepared for all elections, and all ballots for any elections will be counted in the office of the Principal/Activities Coordinator where they will be tabulated and results will be determined. The sponsor and representatives of the organizations are responsible for this tabulation. No student can be elected president of two school organizations during the same year.

Candidates for any office (including queens or attendants) must meet the following qualifications:

1. Meet the eligibility requirements of the Oklahoma Secondary Schools Activities Association.
2. Be regular in attendance.
3. Be free of recent disciplinary reports of a serious or chronic nature.
4. Not be president of any other organization or activity.
5. Not be president and queen of the same organization.

### ~~ELECTRONIC DEVICES & PAGING DEVICES~~

***The school district will not be responsible for loss, damage, or theft of ANY electronic device brought to school.***

Electronic devices, such as, iPods, CD/DVD players, personal radios, electronic games, MP3 players, cameras, and any other device that has these capabilities may **NOT BE** used during instruction/class time. Failure to comply with the above rule will result in the following disciplinary action.

Disciplinary Action

- 1<sup>st</sup> Offense – 3 lunch detentions
- 2<sup>nd</sup> & Subsequent Offenses – Two days ISS assignment.

*\*\*Failure to surrender an electronic device upon request by a request by a school official will result in a 3 day out of school suspension.*

## **ELIGIBILITY**

When co-curricular and/or interscholastic programs are scheduled during the school day, a student must be eligible according to the following guidelines of the Oklahoma Secondary Schools Activities Association:

### **A. ATTENDANCE REGULATIONS**

1. School Activity: These are extracurricular activities, whether sponsored by the school or outside agency, which remove the student from class for more than half a class period.
2. The total number of student activity absences allowed for one class period per student shall be ten (10).
3. Once a student has had ten student activity absences (per school year) from any one class period, the student must be reported to the principal's office for consideration for further absences for student activities.
4. A student is expected to attend classes 90% of the time in order to participate in school-sponsored activities.

### **B. SCHOLASTIC ELIGIBILITY**

(Information from OSSAA RULES AND REGULATIONS)

### **Section 1: Semester Grades**

- a. A student must have received a passing grade in all five 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**

Students who are enrolled in special education class, have an Individual Educational Plan and have been certified by the principal as doing a quality of work which may, with the approval of the Board of Directors, be accepted as eligible under this rule.

### **ENROLLMENT REGULATIONS**

All students must be enrolled in seven hours per day. The only exception to this rule is a student on an IEP or those enrolled through the counselors' office in concurrent enrollment.

All students **MUST PROVIDE:**

1. Two Proofs of Residence
  - a. A copy of a current utility bill, renter's agreement, or real estate contract.

A **new resident student** is one that has established a legal residence within the school district and is living with custodial parent or court-appointed guardian. New resident students **MUST PROVIDE:**

1. Two Proofs of Residence
  - a. A copy of a current utility bill, renter's agreement, real estate contract, etc.
  - b. Enrollment Declaration form certified by Guthrie Public Schools' Transportation Department.
2. Immunizations Records
3. Copy of Birth Certificate
4. The name, address, phone and fax number of the previous school attended
5. CDIB (Certified Degree of Indian Blood), if applicable
6. Official withdrawal form from previous school if enrolling after the start of school
7. Transcripts from previous school attended (high school students only)
8. Social Security Number, if available
9. Special Education Records or Gifted/Talented Records, if applicable, are helpful in ensuring the proper placement of student.

Other information that may be required:

Proof of custody / guardianship – court appointed papers (signed by a judge) denoting custody for students not living with both parents listed on the birth certificate.

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

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents of eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education record that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional 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

### **FIELD TRIPS**

It is a privilege and honor for Guthrie Public School students to attend and represent our school at various activities through the course of the year. Students must be academically eligible to participate in any school activity. School dress code standards apply to all field trip activities. Inappropriate behavior on these trips may warrant severe disciplinary action. Students must ride the school bus to and from the activity.

During any trip, any major inappropriate behavior (such as curfew being broken) may result in the student:

1. Being sent home at his/her own expense.
2. Suspension from school for an appropriate amount of time.
3. Loss of the privilege to go on any future school trips.

### **FIGHTING**

Fighting will not be tolerated at Guthrie Public Schools due to a chance of injury and/or property damage. Fighting is defined as any situation in which one student makes aggressive contact in any manner on another student. Disciplinary action will be taken by the administrator if either persons involved fit the above definition. Infractions may be handled in the following manner for all students involved. If a student participates in a fight, the following will apply:

Disciplinary Action:

- 1<sup>st</sup> Offense - Suspension from school for five (5) consecutive days. (See Suspension Policy.)
- 2<sup>nd</sup> Offense - Suspension from school for ten (10) consecutive days. (See Suspension Policy.)
- 3<sup>rd</sup> Offense - Suspension from school for the remainder of the semester.

\*Any student who engages in a fight may be subject to review and/or fine by the District Attorney's Office.

## **FINANCIAL OBLIGATIONS**

It is the policy of the Guthrie Public Schools to not charge fees for classes. However, students may be expected to pay for special projects, materials, and activities (i.e., art, science, AP art, elective classes, etc.)

## **FIRE, TORNADO, AND EMERGENCY**

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.

INTRUDER -- The alert for intruder will be a series of long, short, long, short ringing of the bells.

**EARTHQUAKE – The alert for earthquake will be an announcement via intercom.**

**SHELTER IN PLACE – The alert for Shelter In Place will be an announcement via the intercom.**

Periodic drills will be held to familiarize the students with emergency procedures. All students are to remain with their teacher for roll to be taken once safely away from, or in secure area of, the building.

## **FIREWORKS**

Fireworks are not permitted while students are attending school, on school premises, or at school-sponsored activities. Any student in violation of said policy will face immediate disciplinary actions.

## **FOOD AND DRINK**

No outside drinks are to be brought into the building. No glass bottles are allowed in the building at any time. Only water bottles are allowed in the library and library lab/annex. No food or drink is allowed at or near any computer station.

## **GAMBLING**

No gambling in any form will be allowed at Guthrie High School at any time.

## **GANG CODE / NON-SCHOOL SANCTIONED ORGANIZATIONS**

The following are prohibited at Guthrie High School during the school day and at all school events (home and away):

1. Possession, wearing, use, distribution or displaying of any sign, symbol, badge, color, or other item that is evidence of affiliation with, or membership in, an organization that is not sanctioned (approved of) by the school administration or a gang.

2. Students will not be permitted to wear pants below the waistline (sagging and bagging).
3. The wearing of headgear that would associate a student with an organization that is not sanctioned by the school. This includes caps, bandannas, handkerchiefs, shoestrings or any other associated with gang-related behavior.
4. Participation in any act, either verbal or non-verbal, to include gestures, expressions, handshakes, signs, etc., that may indicate an affiliation with, or membership in, an unsponsored, unacknowledged organization.
5. Participation in any act that may further the interest of such an organization, including, but not limited to, membership, writing or inscribing graffiti, messages, symbols or signs on school property.

Violation of this policy will result in disciplinary actions up to and including the suspension for the current semester and the following semester and filing of criminal charges, depending on the severity of the infraction.

### **GRADE CLASSIFICATION**

Sophomore: must have successfully completed four (4) units  
 Junior: must have successfully completed eleven (11) units  
 Senior: 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.**

### **GRADING SYSTEM**

Report cards will be given to the students the week following each nine-week grading period. The report cards contain an academic grade and an attendance summary. Please check each area carefully to determine progress.

A: 90 – 100 B: 80 – 89 C: 70 – 79 D: 60 – 69 F: 59 or Below  
 NC – No Credit (Attendance Non-Compliance)

~~Honors courses~~ **Pre AP & AP Courses** will have five points added to the percentage grade and will not be weighted. To receive the

additional 5 percentage points, students must maintain at least a 60% or higher in the course.

Mid-term and semester finals will not count for more than twenty percent (20%) of a student's grade.

### **GRADUATION POLICY**

Guthrie High School recognizes that graduation ceremonies are important events for our students, parents, guests, and the community. To insure that graduation exercises are enjoyable and dignified for all participants and spectators, the Board of Education has approved the following requirements:

1. A student shall be a graduate of Guthrie High School and entitled to a High School diploma whenever that student has:
  - 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. Twenty-four units are required to participate in graduation exercises.
2. Any student who elects to participate in graduation exercises will still be considered a student of this district until such ceremonies have been completed. The graduation process is "completed" after the graduation program and the last student has exited the premises.
3. Any student who elects to participate in graduation and other related senior activities will be required to be in good disciplinary standing with Guthrie Public Schools, Meridian Technology Center, and any other concurrent enrollment institutions.
4. All students participating in graduation ceremonies will be required to abide by school regulations as outlined in the Student/Parent Handbook. In addition students shall not engage in the following conduct during graduation exercises:
  - a. Throwing objects into the air.
  - b. Engaging in any disruptive activity which substantially interferes with the graduation process or the rights of other individuals.
5. The administration shall have the power to impose discipline on any student who commits any act referred to above. It is recommended that the administration take necessary steps to impose discipline as soon as it is convenient after completion of graduation exercises.

6. Students who are found, after an informal hearing process conducted by the administration, to have committed any of the acts described in #3 (above) shall be subject to discipline. Such discipline may include, but is not limited to, permanent denial of a diploma and suspension from school for the remainder of the semester if the graduation ceremony is held prior to the end of school.
7. The administration may also require students who are found guilty of improper behavior to perform a period of "public service." This would be contracted with the student and would not be less than twenty hours.

**GRADUATION: STATE, LOCAL, AND NCAA REQUIREMENTS**

This section is for general information only. Each individual student is responsible for working with his/her counselor in progressing towards meeting the requirements set forth by the State Board of Education and Guthrie Public Schools.

NCAA requirements change yearly, and students should meet with the athletic director's office or senior counselor to receive information concerning NCAA institutions and athletic eligibility. This should begin during the student's freshman year and should be checked yearly for changes.

To receive senior status, a student must have successfully completed seventeen (17) units and have a reasonable expectation of completing the twenty-five (25) units required for graduation by the end of the summer term immediately following the current school year.

The Guthrie Board of Education recognizes that a 12 year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is policy of the Board of Education that a minimum of twenty (25) units of credit be earned in the subject areas listed below to be eligible for graduation. Twenty –one (21) of the twenty-five (25) units must be earned in the 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades.

**College Prep/Work Ready Curriculum**

Language Arts (4 years of English)	4 units
Mathematics (Algebra I and above)	3 units
Science (Lab sciences, Biology I and above)	3 units
Social Studies	3 units
American History	1 unit
Oklahoma History	½ unit

World History	1 unit	
Government	½ unit	
Foreign Language or Computer Technology		2 units
1 additional unit selected from the courses listed above.		1 unit
Fine Arts (such as music, art, drama or 1 unit of speech)		1 unit
Total Required Core Courses		17 units
Total Electives		8 units
TOTAL UNITS		25 units

### Core Curriculum

(For those opting out of the College Preparatory/Work Ready Curriculum their Junior Year)

Language Arts (4 years of English)		4 units
Mathematics (Algebra I and above)		3 units
Science (Lab sciences, Biology I and above)		3 units
Social Studies		3 units
American History	1 unit	
Oklahoma History	½ unit	
World History	1 unit	
Government	½ unit	
The Arts (2 units or sets of competencies)		2 units
Total Required Core Courses		15 units
Total Electives		10 units
TOTAL UNITS		25 units

- All students are required to be enrolled in at least seven subjects each semester.
- 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.
- ~~Students in their 11<sup>th</sup> (juniors) may apply at the beginning of their junior year for early graduation. Each application will be considered by the Board on an individual, case by case basis.~~
- At least three units of the last five units completed must be in attendance in Guthrie High School.
- Correspondence courses may be applied toward graduation in compliance with Oklahoma state law and must be completed by April 15 to be eligible for graduation exercises.

- Students who need more than one unit for graduation SHALL NOT be permitted to participate in graduation exercises as per Oklahoma State Law.
- Concurrent enrollment will be available for Guthrie High School students as per state regulations.
- Students may not enroll in more than two like electives in any one semester without permission of all teachers involved and the principal's approval. (Ex: two art classes, two drama classes, two ag classes, etc.)
- No student will be enrolled in any athletic and physical education class at the same time.

### **Testing Requirements**

Every student shall demonstrate mastery of the state academic content standards in the following subject areas in order to graduate from a public high school with a standard diploma.

1. Algebra I;
2. English II; and
3. Two of the following five:
  - a. Algebra II
  - b. Biology I
  - c. English III
  - d. Geometry
  - e. United States History

### **Passport to Personal Financial Literacy**

Beginning with students entering 7<sup>th</sup> grade in the 2008-2009 school year, in order to graduate from a public high school accredited by the State Board of Education, students shall fulfill the requirements for Personal Financial Literacy Passport during Grades 7 through 12.

### **GUIDANCE SERVICES**

Guidance services will be available for all students. The principals, counselors, and teachers are ready to give personal, educational, and vocational counseling and guidance whenever it is needed. The counselors are available to help with problems. Students are assigned to the following counselors:

- Mrs. Annie Chadd -- Senior Class and Sophomore A - K
- Mrs. Maggie Wade -- Junior Class and Sophomore L – Z
- Mrs. Kristi Blakemore -- Freshmen

While every effort will be made to keep parents and students informed of progress, programs, scholarships, units of credit, or records of attendance and academics, it is the responsibility of the student to acquire this information.

### **HALL PASSES**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. The pass must contain the student's name, date, destination, time, and staff member's signature.

### **HEALTH & MEDICATION**

If a student is injured or becomes ill at school, he/she should report to the High School North Office and a parent/ guardian will be notified.

It is the policy of the Guthrie Public Schools that NO drugs or medication of any kind (including aspirin and similar products) except those prescribed by a physician, will be given to a pupil by school employees.

**ILLNESS AND MEDICATION** - We request that you adjust your child's schedule to eliminate the need to take medication during the school day. In the event it is necessary for a child to use medication during the school day, the following procedure will be followed:

All medication is to be brought to the school secretary upon arrival and appropriately labeled by the pharmacy or physician as to the name of the medication, dosage instructions, doctor's name and prescription date. A note, dated and signed by the parent, must accompany the medication, giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary. The Medication Authorization form is available on the District's website in the Parent Backpack or at the school's office.

Confirmed asthmatic patients with a note from the physician may keep their inhalers with them.

If you do not wish to send a large bottle of expensive medication to school, we suggest that you ask your pharmacist to label an additional, smaller container for use at school. A log of the student's medication will be kept at the school office.

**NON-PRESCRIPTION MEDICATION** is NOT allowed at school. If a student needs to take a non-prescription medication, a parent/guardian must come to the Main Office to administer the medication.



## **HOMEBOUND POLICY**

Teachers are responsible for assigning adequate homework for their respective subjects. It is the student's responsibility to acquire the assignment and make up any work that is missed.

## **HONOR CLASSES, HONOR ROLL, VALEDICTORIAN, SALUTATORIAN, AND RANK IN CLASS THROUGH 2016**

Each semester those students making a 4.0 (+) will be placed on the Superintendent's Honor Roll. Those students having no grade(s) below a "C" and with a 3.0 average or better will be placed on the Principal's Honor Roll. Students must receive credit in all classes enrolled in to be eligible for an Honor Roll. All averages will be based on the unweighted grading scale.

A valedictorian is defined as a student who has achieved the highest degree of academic excellence in school. To be considered for valedictorian or salutatorian, students must be enrolled at Guthrie High School at the beginning of their senior year. Students wishing to be considered for valedictorian or salutatorian must have completed one advanced class from two of the core subject areas (English, Science, Math, Social Studies). Advanced classes shall be defined as AP, Pre-AP, Honors, concurrent enrollment, math, or science that go beyond the Oklahoma State requirements. In determining these honors, as well as class rank for all seniors, grade point averages shall be based on grades earned during the first seven semesters and, averaged to one decimal place (ex. 3.9).

## **\*\*BEGINNING WITH THE CLASS OF 2017\*\***

Candidates for Val/Sal must be students of good character. Therefore, they must not have had any disciplinary record of suspension and must not have earned any NC's (no credit) on their transcript.

In order to be considered for Val/Sal, students must have taken at least one AP course from each of the four core subject areas (English, Math, Science & Social Studies).

AP courses will be scored on a 5.0 grading scale. The current system of adding five points to the student's final semester average will become obsolete with the 5.0 scale.

In order to receive the 5.0 grade in an AP course, the student must make an A in the class and take the subsequent AP examination. If an A is earned in an AP course, and the AP exam is not taken, the student will receive a 4.0 in the class.

Students maintaining a 4.0 GPA will still be recognized as a valedictorian for scholarship purposes.

If taken, the AP exam will be considered the final examination in the course.

The student(s) with the highest GPA in the graduating class will be named valedictorian while the student(s) with the second highest GPA will be named salutatorian.

***If any of the aforementioned regulations are compromised between May 1st and the date of graduation, then the Val/Sal candidate may forfeit their recognition of said academic distinction.***

### **IMMUNIZATION**

Oklahoma State Health Department requires all students to be immunized. Guthrie Public Schools, in accordance with these laws, requires every student enrolling to have proof of immunization. Students will not be allowed to enroll without necessary immunizations. Parents or students may check the school website for immunization guidelines.

#### **Free Clinics**

Many insurance companies will pay for the required immunizations. If not covered by your insurance, there are free clinics available.

#### **Site**

Logan County Health Department  
215 Fairgrounds Road  
Guthrie, OK 73044  
405-282-3485

#### **Hours**

Daily ---- Monday thru Friday  
8:00 a.m. – 11:30 a.m. and  
1:00 p.m. – 4:30 p.m.

### **IN-SCHOOL SUPERVISION (ISS)**

In-School Supervision (ISS), if offered, will not apply to the following offenses:

1. Fighting
2. Crimes under Oklahoma Statutes
3. Drug Offenses
4. Weapon Violations

5. Theft
6. Sexual Harassment

If a student is placed in ISS (In-School Supervision) and breaks the rules, he/she will be suspended pending review of the offense. When the suspended student returns, he/she will have to complete the original ISS placement.

Students assigned to ISS will participate in mandatory community service at the High School.

Students will not be able to participate in, or attend any, school activities while they are assigned to ISS.

**All ISS assignments must be completed in a satisfactory manner and cleared by the ISS instructor before the student will be allowed to return to the regular classroom.**

### **INSURANCE**

Insurance is required for all student athletes and agricultural education students before they take part in any practice, scheduled contest, or class. Students already covered by a family insurance policy may have a parent sign a waiver to this requirement. **THE SCHOOL ASSUMES NO RESPONSIBILITY FOR THE SETTLEMENT OF CLAIMS.** *The school must have proof of insurance by the start of the eighth day of class or the student will be dropped from that class and assigned another class/subject. NO EXCEPTIONS!*

### **INTERSCHOLASTIC SPORTS**

Guthrie High School participates in a wide variety of varsity sports for both men and women as a Class 5A school. Students who wish to participate on a varsity team must make the squad and comply with the requirements set by the Oklahoma Secondary School Activities Association. Varsity sports include baseball, basketball, cheerleading, cross-country, golf, football, soccer, softball, tennis, track, and wrestling. Physicals, insurance or waivers are required.

### **INTIMIDATION / HARASSMENT (No-Bully Law)**

Intimidation, threats, or harassment directed toward other students will not be tolerated. All students are expected to treat others with respect at school, at school activities, and at other extracurricular activities.

Disciplinary Action:

1st Offense: Parent conference/phone contact and suspension from school for three (3) consecutive days. (See Suspension Section.)

2nd Offense: Parent conference/phone contact and suspension from school for five (5) consecutive days. (See Suspension Section.)

3rd Offense: Suspension for the remainder of the semester and the following semester.

### **LEWD AND/OR IMMORAL BEHAVIOR**

Immoral and/or lewd behavior will not be tolerated. Infractions will result in administrative disciplinary action.

**Examples of inappropriate behavior are, but are not limited to:**

1. Writings
2. Drawings
3. Pictures
4. Magazine
5. Internet / Computer / System Peripherals

### **LOCKERS**

At the beginning of the school year, the homeroom teacher will assign lockers. **Lockers will be assigned during the time of enrollment.**

STUDENTS, DO NOT GIVE THE LOCKER COMBINATION TO OTHER STUDENTS. Each student is responsible for keeping his/her locker clean and neat. Any vandalism, including stickers and writing on lockers, is prohibited. Violations will result in paying replacement costs and in administrative disciplinary action.

Pursuant to Title 70 O.S. 1987 S24-102, students have no reasonable expectation for privacy rights from school officials in regard to school lockers, desks, or other school property.

### **LUNCH**

We operate a CLOSED CAMPUS. Students must stay on the school grounds from the time they arrive until dismissed. The cafeteria offers many choices. Milk may be purchased in the cafeteria. Snacks (i.e. chips and drinks) are available at the vending machines.

Food deliveries will be allowed on campus only if delivered through the Main Office. **NO OUTSIDE DRINKS** will be allowed on campus. All persons delivering food must check in at the main office; no loitering in the hallways or cafeteria. In addition, a parent may pre-coordinate with the administration for a special occasion arrangement. The Main

Office will call the student to the office to pick up his/her lunch during the student's lunch period.

Leaving campus without permission during lunch will result in disciplinary action from the Attendance Office. A student cannot check out from ~~10:35 to 1:00~~ **11:00 – 1:25**

UNLESS:

- (a) A parent/guardian comes to the North Office and checks the student out.
- (b) The student is leaving for the remainder of the day.

### **LUNCHROOM OFFENSES**

Cutting in line, leaving a tray or dirty table, not following instruction of a staff member, and other minor offenses during lunch will result in three (3) lunch detentions per offense. Major infractions will be handled as outlined elsewhere in this handbook.

### **MAKE UP WORK**

Students, upon returning from an absence, will have one day for each day missed to make up work. Major assignments that were assigned earlier in the semester will be due on the designated day whether the student is in attendance or not. IT IS THE RESPONSIBILITY OF EACH STUDENT TO MAKE ARRANGEMENTS FOR MAKE UP WORK.

### **MEDIA CENTER**

The school has a well-equipped media center with a full-time librarian. Instruction in media usage is given to all students. Students are encouraged to use the media center regularly. The media center will be open for students thirty (30) minutes before and after school. Teachers may issue hall passes for students to visit the media center during class. *In addition, prior authorization from the librarian is required before students are allowed to visit the library computer lab.*

### **MERIDIAN TECHNOLOGY CENTER**

Juniors and seniors may enroll at Meridian Technology Center. Students enrolled in the Vo-Tech school will receive four units of credit through Guthrie High School for that work. Four (4) hour blocks accomplish this in A.M. and P.M. classes. Students who have dropped Vo-Tech will lose those credits and will not be able to pick up classes at Guthrie High School until the beginning of the next semester.

### **NATIONAL HONOR SOCIETY / NATIONAL JUNIOR HONOR SOCIETY**

To be a member of National Honor Society, a student's grade point average must be 3.5 or higher on a 4.0 scale. For High School NHS, averages are based on all grades received, including those during the freshman year. High school eligibility begins the second semester sophomore year (as per National Honor Society guidelines) and with a teacher recommendation required for prospective members. All students are expected to meet other criteria, such as 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:

1. Crooks Drive (south of building) except to unload when coming to school.
2. The area west of the vocal room.
3. The area north of the school and behind the gyms.
4. The tennis court and greenhouse area.
5. The parking lot except to load and unload before and after school. NO LOITERING IN CARS.
6. The area between the Vo-Ag Building and the nearest sidewalk.
7. Outdoor classroom without teacher present (small or large group).
8. The area east of the annex buildings.

**Infractions will be dealt with in the Attendance Office.**

### **OKLAHOMA STATE HONOR SOCIETY**

The top ten percent of the high school student body is eligible for membership in the Oklahoma State Honor Society. Averages are based on all grades received; eligibility begins with the freshman year.

### **OKLAHOMA STATUTES**

Action(s) defined as crimes under OKLAHOMA STATUTES will result in suspension if the student commits the acts while in attendance at school, enroute to/from school, on school premises, or at school-sponsored activities. Students may also be suspended with said suspension for the remainder of the semester and for the following semester on the first offense for the following:

1. Assault and battery of a school official.
2. Possession of a dangerous weapon or facsimile (with or without intent to do bodily harm).

For example:

- a. Knives
- b. Firearms and/or facsimiles (including cap guns)

- c. Explosives
  - d. Metal objects (chains, brass knuckles, etc.)
  - e. Clubs
  - f. Sharp or pointed instruments
3. Participation in an illegal demonstration on school property.

Students will be suspended for three (3) to five (5) days for the first offense and may be suspended from school for the remainder of the semester and for the following semester on the second offense for the following:

1. Verbal assault directed toward a school official.
2. Defying, or failure to comply with, a school official.
3. Inciting a fight.
4. Failure to identify oneself.

### **ORGANIZATIONS**

The following organizations are sponsored by Guthrie High School: Academic Team, Anime, Art Club, Band, BPA, Cheerleading, Drama Club, English Club, FCA, FCCLA, FFA, Foreign Language Club, Heritage Club, Key Club, National Honor Society, ~~Oklahoma State Honor Society~~, JROTC Teams, SADD, Science/Environmental Club, Student Council, **Robotics Club**, Vocal, Yearbook, LINK Crew and Youth and Government.

Sponsors must approve all club and class meetings. The president should contact the sponsor to obtain permission for a meeting. The sponsor is responsible for obtaining final approval from the Principal/ Activities Coordinator for a calendar date, etc., and to place the activity on the official school calendar. Sponsors must attend all functions of their group. No students will be allowed to drive themselves to any school-sponsored activity held out of town.

### **PARENT CONFERENCES WITH TEACHERS**

These conferences are arranged through a counselor's office. Parents should phone in advance to avoid conflicting appointments. To schedule a conference, please contact your student's counselor or individual teacher.

### **PLEDGE OF ALLEGIANCE / NATIONAL ANTHEM**

The Pledge of Allegiance and the National Anthem of the United States of America will be given at various times during the school year. It is the student's right not to participate, but the student **MUST** remain quiet, attentive, and respectful to the rights of others during the ceremony.

## **PROFANITY**

Profanity and/or obscene gestures will not be tolerated while attending school, on school premises, or at school-sponsored activities.

Disciplinary Action:

1<sup>st</sup> Offense: Three (3) lunch detentions

2<sup>nd</sup> & subsequent Offense: 2 days ISS

*If the profanity is directed toward a staff member, it will be treated as a verbal assault.*

## **PROFICIENCY-BASED PROMOTION**

All K-12 students are eligible to advance one or more levels in designated curriculum areas if they perform at 90% or higher on assessments designated by the Guthrie Public School District. This type of curriculum advancement is proficiency-based promotion.

Upon request of a student, parent, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum as identified in 70.S 11-103.6.

Core areas are as follows:

- Social Studies
- Language Arts
- Mathematics
- Science
- Languages
- The Arts

Proficiency will be demonstrated by testing with the Oklahoma Proficiency Tests by Riverside or with district approved, teacher-created criterion-referenced tests. In addition, a performance demonstration will be required in language arts, foreign language, and the arts. Lab sciences at the high school will require performance of relevant laboratory techniques.

More details can be obtained from the district policy on Proficiency-Based Promotion or from the site principal.

## **PROGRESS REPORTS**

Progress reports are sent home with each student midway through each grading quarter. Parents are encouraged to arrange parent/teacher conferences and phone calls through the counselor's



office at any time during the semester. Progress reports will be hand carried home by the student or mailed upon parent request.

### **PUBLIC / PERSONAL DISPLAY OF AFFECTION**

Personal Displays of Affection will not be tolerated. Infractions will result in disciplinary action and counseling.

### **RACIAL SLURS**

It makes no difference if the racial slurs are in jest or in earnest. "Flag words" are also considered racial slurs.

Disciplinary Action:

1st Offense: Three (3) consecutive days suspension  
(See Suspension Section.)

2nd Offense: Five (5) consecutive days suspension  
(See Suspension Section.)

3rd Offense: Five (5) consecutive days to one (1) year suspension. (See Suspension Section.)

### **SATURDAY SCHOOL**

Saturday School will be held from 8:00 – 11:30 a.m. A Saturday School placement will take precedence over any other extracurricular activity. Failure to attend Saturday School may result in In-School Supervision (ISS) or Out-of-School suspension.

Failure to attend Saturday School will result in the following disciplinary action:

1 <sup>st</sup> Offense:	Two days ISS
2 <sup>nd</sup> and subsequent Offense:	One day suspension

### **SCHEDULE CHANGES**

**Students are expected to honor their enrollment schedule.**

Class changes or any type of schedule change will be made by the counselor only after thorough counseling, a very good reason established, and permission of the parents has been granted.

Schedule changes may be made only for the following reasons:

1. The course has been completed in summer school.
2. The course was completed the last school year.
3. The course level is incorrect or an enrollment error is evident.
4. The subject is repeated on the schedule.

5. The student wishes to attempt, under a different teacher, a course previously failed.
6. A particular course is required to graduate.
7. All AP schedule changes must be met with principal approval.

Any other changes must be with administrative approval based upon sound educational evaluation and in compliance with the 90% attendance policy. Students will not be allowed to make schedule changes for teacher. ALL STUDENT CLASS CHANGES MUST BE WITHIN THE FIRST FIVE DAYS OF EACH SEMESTER TO RECEIVE CREDIT.

### **SCHOOL ACTIVITIES**

Students who misbehave (i.e., run, roam, harass, fail to cooperate with school officials) at school activities will be dismissed from the activity without a refund and can face additional administrative action.

### **SECURITY**

While every attempt will be made to protect property, all cars should be locked and valuables left at home.

### **SEXUAL HARASSMENT**

Sexual harassment is any type of verbal/physical abuse of a sexual nature. Suggestive comments, unwanted touching, obscene hand/body gestures, suggestive notes, etc., would be considered sexual harassment. Since this covers a wide range/degree of offenses, the punishment on the first offense will range from three (3) days suspension to suspension for the remainder of the semester and the following semester.

### **SIGNS**

All signs posted in Guthrie High School must be approved by the Administration. Any signs posted improperly will be removed.

### **SOLICITING**

No soliciting or selling may be done in the school without approval of the building principal. Only fundraising activities approved by the Board of Education are allowed.

### **STUDENT ID BADGES**

If a student loses his/her badge, a replacement cost of \$5 will be incurred, and the student will be responsible for making arrangements to have a replacement badge made through the North Office.

### **STUDENT WELFARE / CHILD ABUSE**

Employees of the Guthrie Public Schools are required by law to report suspected child abuse victims to the Department of Human Services. In suspected cases of physical and sexual abuse, local authorities may question the victim at the school site without the principal obtaining permission from the victim's parent/guardian.

### **SUBSTITUTE POLICY**

Failure to comply with school rules while under the direct supervision of a substitute will result in immediate administrative disciplinary action.

### **SUSPENSIONS**

It is the philosophy of the Guthrie Public Schools that no student be permanently suspended from school unless every means has been exhausted in trying to teach the student respect for policies and guidelines of the school.

However, when it is evident that a student has no interest in an education, is a behavior problem, or is a chronic truant, the Administration must take action in suspending said student in the best interest of the school as a whole.

**Out-of-school suspensions shall be served on consecutive school days until completed.**

**A student will not be allowed to participate in any school activity during the time of a suspension and until the day following the last day of the suspension.**

Any student who has accumulated in excess of three (3) suspensions for attendance or disciplinary action may be suspended for the remainder of the semester, for the following semester, or longer if allowed by law in extreme cases.

While serving a suspension, a student will not be allowed on campus or to attend or participate in any school sponsored activity. If this policy is violated, a suspension of three days, the remainder of the current semester and/or the following semester will be added to the current suspension. While suspended or in "In-School Supervision" (ISS), a student may not attend or take part in any school activity, including extra curricular practices.

### **TARDIES**

Criteria for tardies:

1. A tardy is defined as not being in the classroom when the tardy bell rings.
2. A tardy will be counted as an absence 10 minutes after the tardy bell rings.
3. Six tardies in any one class will equal an absence in that class.
4. The counting of tardies for attendance purposes will be by individual class.

Offense:

- 6 tardies in a class
- 12 tardies in a class
- 18 tardies in a class
- 24 tardies in a class

Disciplinary Action:

- One absence
- One Saturday School
- Two days ISS and 3 absences
- Three days ISS and 4 absences

### **TELEPHONE USAGE**

~~Office telephones may not be used for personal calls.~~ Classroom phones are not to be used by students. Messages will be delivered to students as necessary.

### **TESTING FOR INITIAL PLACEMENT OF HOME SCHOOLED / NON-STATE ACCREDITED SCHOOL STUDENTS**

When a student transfers in from home/non-state accredited schools, they will be placed at the last level reached in an accredited high school. If proof is presented that home/non-state accredited private courses have been taken, testing will be given to that level.

The following rules apply:

1. Testing is by appointment only.
2. Passing scores on the test(s) will be 60%. If the test(s) is (are) passed by at least that score, credit will be given on the high school transcript.
3. If the test(s) is (are) not passed, the student will be placed at the level last attained in a state accredited school.
4. Placement testing is given only once per subject.
5. If no testing is requested, the student will be placed at the ninth grade entry level or at the level indicated by their last state accredited school transcript.
6. Testing will be scheduled through a guidance counselor.

### **TESTING OUT OF CLASSES**

Upon the request of the student, parent, guardian, or educator, a student will be given opportunity to demonstrate proficiency in one or more areas of the core curriculum.

1. Tests will be by appointment only. The contact point for testing will be in the Guidance Counselors' office.

2. Qualifying students are those who are legally enrolled in Guthrie High School.
3. The passing scores will be 90% with no retest during the same testing period.
4. Tests will cover:
  - a. The entire course content.
  - b. The Priority Academic Student Skills.
  - c. The subject matter taught at Guthrie High School.
5. No one will be allowed to test out of any class for which they have already taken a more advanced class in the same subject area.
6. A passing grade will result in the course being put on the transcript for credit but with no letter grade. Credit for graduation will be given as a class passed.
7. Failure to demonstrate proficiency will not be noted on the transcript.

### **TEXTBOOKS**

Textbooks will be issued through the teacher in your different classes. Textbooks are provided to the school through state funding, which means books must be utilized by the school for multiple years; therefore, it is your responsibility to treat books with care. Once you have been given books to use, you will be responsible for the books assigned specifically to you until you complete the school term or until you withdraw from school. A textbook which is lost or damaged will be your responsibility. You must take care of replacement or damage costs before you receive your final grades. The school may hold grades and records if fines or replacement costs are not resolved.

### **THEFT**

Theft will not be tolerated.

- |              |   |
|--------------|---|
| 1st Offense: | Parent conference, suspension from school for three (3) days, and replacement / reimbursement by student / parent, or charges may be filed. |
| 2nd Offense: | Parent conference, suspension from school for five (5) days, and replacement / reimbursement by student / parent, or charges may be filed.  |
| 3rd Offense: | Suspension for the remainder of the semester and for the following semester, and replacement  |

/ reimbursement by student / parent, or charges may be filed.

### **THROWING OBJECTS**

Due to the obvious danger, throwing of any objects (including snowballs and ice balls) will not be tolerated. If an item is thrown that could cause damage or injury, the penalty will be the same as fighting (the exception is if a serious injury is caused then the student may be suspended for the remainder of the semester and/or for the following semester.)

### **TITLE IX**

The Guthrie Public School system hereby agrees that it will comply with Title IX of the Educational Amendments of 1972 which states that no person in the United States shall, on the basis of sex, be excluded from participation in, denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. The School District is an equal opportunity employer.

It is, therefore, the policy of the Guthrie Independent School District No. I-1, Logan County, to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to the Title IX Coordinator, Guthrie Public School Administration Building, 802 East Vilas, Guthrie, Oklahoma, 73044; telephone (405) 282-8900

### **TOBACCO**

In compliance with State Laws of Oklahoma, it shall be the policy of the Guthrie Board of Education that the use of, or possession of, tobacco products (including smokeless tobacco), including paraphernalia, synthetic cigarettes (Vapes, electronic) in any form, by students while attending school, in/on school premises, and at school-sponsored activities is prohibited.

**\*Any student in violation of said policy will face immediate disciplinary action and a possible citation from the Oklahoma ABLE Commission.**

1<sup>st</sup> Offense: Parent conference/phone contact and suspension from school for five (5) consecutive days.

(See Suspension Section, also.)

2<sup>nd</sup> Offense: Parent conference/phone contact and suspension from school for ten (10) consecutive days.

(See Suspension Section, also.)

3<sup>rd</sup> Offense: Suspension for the remainder of the semester, or suspension for the remainder of the school year. (See Suspension Section, also.)

### **TRANSCRIPTS**

Transcripts will be provided free of charge to transferring students and yearly graduates. Please allow twenty-four (24) hours working time to process. Transcripts will reflect all classes attempted. If a class is repeated, both grades will be represented on the transcript. Final transcripts will not be available until approximately June 15th after the close of the school year.

### **TRANSPORTATION**

All bus-riding students must complete a Bus Rider Registration form and adhere to the Bus Rider Guidelines as set forth by the Guthrie Public Schools Transportation Department. Since the bus driver is fully responsible for matters of safety, he/she is given full authority over all students on his/her bus. Students are to ride only the bus assigned to them. The transportation department must approve any changes. Misbehavior endangers the safety of the riders and the driver. Since school transportation is a PRIVILEGE, you may be required to walk or provide your own transportation.

High School students attending Meridian Technology Center are provided transportation by AVTS. Students will not be allowed to drive private vehicles to and from Meridian Technology Center.

### **TRUANCY**

After the 10<sup>th</sup> **consecutive** day of ~~unexcused~~ **unauthorized** absence, students are truant and dropped from attendance rolls.

### **TRUANCY LAW**

Parents can be fined if they allow students to remain absent from school. Under the State Truancy Law, the district must report truancy to the District Attorney. Penalties may be assessed by the Logan County District Court.

### **UNAUTHORIZED ABSENCE**

A student who fails to check out when leaving school anytime during the school day, leaves class without permission, or does not report to a specific location is subject to disciplinary action.

Disciplinary action will include, but not be limited to:

- 1<sup>st</sup> Offense: One Saturday School
- 2<sup>nd</sup> Offense: Two (2) days of ISS
- 3<sup>rd</sup> Offense: Three (3) days of ISS
- 4<sup>th</sup> Offense: Three-day suspension
- 5<sup>th</sup> Offense: Five-day suspension

Any further offenses may result in suspension for the remainder of the semester and possibly the following semester.

### **UNWRITTEN REGULATIONS**

Each year, there are a few things including some "fads" that appear on our campus. We are not listing any of these, nor are we making a regulation to cover all of the problems that may arise. When a fad begins on the campus and a "nuisance" develops, we shall immediately eliminate the nuisance.

### **VANDALISM AND OTHER OFFENSES**

Any student committing an act of vandalism, theft, gambling, or forgery is subject to suspension. Damaged or stolen school property must be paid for or replaced by the offending student. The use or possession of stink bombs and/or any other object that would be detrimental to the educational process or that might disrupt any event, class, etc., will also be considered vandalism. Offenses listed above may result in more severe penalties of suspension. Suspensions may range from ten (10) days to the remainder of the semester and the following semester, and/or appropriate civil action.

### **VEHICLES**

#### **CAMPUS SPEED LIMIT IS 15 M.P.H.**

Every vehicle must be parked inside the designated area and not be moved or used from arrival until departure at the end of the school day. The school will accept no responsibility for theft or vandalism of vehicles; all cars should be locked and valuables removed upon arrival at school. All student drivers must have a valid driver's license. No one is to be parked in any fire lane.



The first row (both sides) of the parking lot nearest the school is reserved for the staff or for other vehicles as marked. The parking places next to the building are reserved for adult visitors and handicapped individuals. Students will be assigned a parking space that matches their parking permit number. Students may **ONLY** park in their designated parking space. Failure to comply will **may** result in disciplinary action.

Students leaving their cars in the parking lot when going on a field trip, school-sponsored event, or overnight will follow parking regulations. However, the school will not assume or accept any responsibility for the vehicle.

The only vehicles allowed behind the annex buildings, bus lot and any dirt/grassed areas are school-owned vehicles. If a student drives on a dirt/grassed area, parks other than the student area in the front parking lot, parks in a fire lane (marked by a red line), or parks in an area that is not marked as a parking spot, they will **may** be subject to the following discipline:

1st Offense:	Saturday School
2nd Offense:	Loss of driving/parking privileges for 1 week
3rd Offense:	Other administrative action

Students are not allowed in the parking lot or in parked cars during the school day. Each vehicle is to be registered with the Main Office by the student & obtain a parking permit at enrollment. Parking permits may be purchased for \$10 until September 1<sup>st</sup> & will be assigned by the office. If a student wishes to PICK a specific parking spot, they may do so for a fee of \$25. After September 1st, ALL spots still available will be \$20, if assigned, or \$25 if chosen by the student. Students who do not get their license until later in the year may purchase a permit for \$10 if purchased within 30 days of the issue date on their license. Failure to acquire a decal, improper parking, or any driving infraction may result in your vehicle being towed at the owner's expense. Do not block traffic by double parking on the end of rows; these are emergency exits for fire and police vehicles. Vehicles may be towed if drivers do not abide by the parking regulations, and/or loss of parking/driving privileges may result. **Any towing fee will be at the car owner's expense.**

## VENDING MACHINES

Vending machines are provided for your convenience. They are to be used **only at the appropriate times and not during class time.**

**ALL VENDING MACHINES ARE USE AT YOUR OWN RISK!**

**VISITORS**

***ALL VISITORS MUST REPORT TO THE MAIN OFFICE or NORTH OFFICE, SIGN IN & WEAR A VISITOR BADGE IN THE BUILDING.***

We cannot accommodate student visitors during the school day. Parents, if you need to talk with your child, report to the Main Office for assistance. Visitors with infants must remain in the Main Office.

**WEAPONS**

Students should not bring any type of instrument to school that can be used as a weapon or tool which could be used to deface or vandalize school property. The following instruments may be considered weapons:

1. Knives
2. Firearms and/or facsimiles (including cap guns, etc.)
3. Explosives and/or facsimiles
4. Metal Objects (chains, brass knuckles, etc.)
5. Clubs
6. Sharp or pointed instruments
7. Stun guns
8. Chemical sprays

Violations of this policy will result in administrative action. See Oklahoma State Statutes section. Students may be suspended for up to one (1) calendar year for violation of this policy.

**WEATHER**

In the event school is closed or starting late because of inclement weather, parents are asked to listen to local radio and television stations. When possible, the District's website will also be updated to include the newest information.

If weather conditions deteriorate during the school day and it becomes necessary to dismiss school early, the Superintendent will notify the local radio and television stations. When possible, the update will also be included on the District's website. Please remember not to phone the school to ask about closing or dismissal information. This will keep our telephone lines open in case of an emergency.

## **WITHDRAWAL FROM SCHOOL**

When a student must withdraw from Guthrie Public Schools during the term, he/she must report to the registrar on the morning of the day he/she leaves to begin formal withdrawal from school. 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.~~

## **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 received grades and clearance from the teachers. Students will not be cleared for withdrawal until a parent or guardian has made contact and all textbooks and school property have been returned. Once records have been received with grades and clearance from each teacher, library, and cafeteria the student will be cleared for withdrawal. A transcript of the student's work will be forwarded, upon request, to the new school.

### **DISCLAIMER**

***The preceding discipline steps are meant as a guide only. In severe or unusual cases, the judgment of the Administrator will take precedence. The Guthrie Public School Policy Manual will also be used in regard to school-student relationships. A copy of this policy can be viewed at Guthrie High School, Guthrie Junior High, or the Guthrie Public Schools Administration Building.***

**STUDENTS AND PARENTS:**  
**PLEASE SIGN, REMOVE, AND**  
**RETURN THE LAST PAGE OF THIS**  
**BOOK TO YOUR ENGLISH TEACHER.**

**GUTHRIE HIGH SCHOOL**  
**PARENT AND STUDENT HANDBOOK**  
**2013-2014 2014-2015**

Dear Student:

This handbook has been prepared for your information and to assist you with the expectations, responsibilities, guidelines, and procedures necessary to become the best high school student you can be. We hope you will use the book and become familiar with its contents. If all of our students will accept the responsibility of developing to their fullest potential, our school, our students, the parents, and our community will have much of which to be proud.

Respectfully,

Chris LeGrande  
Principal

.....

I have received and read my Guthrie High School Handbook for the ~~2013-2014~~ 2014-2015 school year. I understand the rules and will make every effort to abide by them.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Printed Name

\_\_\_\_\_  
Parent/Guardian Signature

# **GUTHRIE HIGH SCHOOL COURSE SELECTION HANDBOOK**



~~2013-2014~~ **2014-2015**

## **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 of between the student, home, school, and community.

### **OUR BELIEFS**

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

#### **LEARNING:**

- All people can learn, given appropriate opportunity and support.
- Prevention is preferable to remediation.

#### **TEACHING:**

- High expectations produce high achievers.
- The teaching-learning process is the primary function of this district.

#### **LEARNING ENVIRONMENT:**

- Everyone is entitled to a safe, caring educational environment.
- Education is a partnership with student, home, school, and community.
- Mutual trust will exist within the school environment.

### **EXIT OUTCOMES**

(Our vision of a well-educated student)

- Have positive self-esteem.
- Have a strong knowledge base.
- Show concern for the welfare of others.
- Be self-directed, life-long learners.
- Be productive members of society.
- Be effective communicators.
- Be creative and complex thinkers.
- Be problem solvers.
- Be cooperative learners and workers.

## **GUTHRIE HIGH SCHOOL MISSION STATEMENT**

To empower all students with the tools necessary to become productive members of society.

### **LEGAL NOTICE**

The Guthrie School District hereby agrees that it will comply with Title IX of the Education Amendments of 1972, which states that no person in the United States shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. The school district is an equal opportunity employer. It is, therefore, the policy of the Guthrie Independent School District No. I-1 to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to Title IX Coordinator, Guthrie Public Schools, 802 East Vilas, Guthrie, Oklahoma 73044; Telephone 282-8900

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

- A. A parent or eligible student of the Guthrie Public School System has a right to --
  - 1. Inspect and review the student's educational records.
  - 2. Request the amendment to any student's educational records to insure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
  - 3. 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.
  - 4. 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,
  - 5. Obtain a copy of the policy adopted under 99.6.
- B. Copies of the policy adopted under 99.6 are located at the Administration Building, 802 East Vilas.
- C. Guthrie Public District will send this notice home with each student to inform the parents and eligible students of their rights.
- D. Guthrie Public School District shall provide an interpreter to effectively notify parents of students who have a primary or home language other than English.

## INTRODUCTION

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

## REGISTRATION

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

Students are required to be legal residents of Guthrie School District I-1 or have on file in the Superintendent's office the necessary transfer forms from districts outside of Guthrie Public Schools District I-01. Any student, who has a legal residence in another district, will not be allowed to enroll without a transfer from the district in which the student resides. *A transfer can be canceled at any time.*

Students enrolling in Guthrie Public Schools from a school or situation not accredited by the State Department of Education (i.e., private school, home school) will be required to test in each subject for which they wish to obtain credit. Credit is issued for classes that are passed with a score of 60 or better. Testing is arranged by making an appointment in the Counselor's Office with the grade level counselor.

## GUIDANCE

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

Seniors & Sophomores A thru M  
Mrs. Annie Chadd

[annie.chadd@guthrieeps.net](mailto:annie.chadd@guthrieeps.net)

Juniors & Sophomores N thru Z  
Mrs. Maggie Wade

[maggie.wade@guthrieeps.net](mailto:maggie.wade@guthrieeps.net)

Freshman  
Mrs. Kristi Blakemore

[kristi.blakemore@guthrieeps.net](mailto:kristi.blakemore@guthrieeps.net)

## SCHEDULE CHANGES

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



## STATE AND LOCAL REQUIREMENTS FOR GRADUATION

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

1. A minimum of 25 units must be earned, 21 of which must be earned in the 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades.
2. All students must meet the following requirements:

Requirements for Standard Diploma:

4 years of English	4 units
3 years of Social Studies	
1 year of U.S. History	1 unit
1 semester of OK History	½ unit
1 semester of Government	½ unit
1 year of World History	1 unit
3 years Math	3 units
3 years Science	
1 year Biology	1 unit
1 year Lab Science	1 unit
1 Elective Science from approved list	1 unit
Fine Arts (such as music, art, drama, or speech)	1 unit
Computer Technology or Foreign Language	2 units
TOTAL REQUIREMENTS	16 units
ELECTIVES	9 units
TOTAL UNITS	25 units

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

3. All students must be enrolled in no less than the number of hours offered per day. Concurrent enrollment students *must* meet this same requirement.
4. 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.
5. At least three units of the last five units completed must be in attendance in Guthrie High School.
6. 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.
7. 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.
8. Students who need more than one unit for graduation WILL NOT be permitted to participate in graduation exercises as per Oklahoma State Law.
9. Only correspondence work pre-approved by the administration will be accepted for credit. A limit of three units by correspondence may be applied toward the 25 units required for graduation.
10. A student's transcript will reflect the actual grade of all classes taken during the student's ninth through twelfth grades.

11. Concurrent enrollment will be available for Guthrie High School students as per state regulations.
12. 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 ag classes, etc.).
13. No student will be enrolled in any athletic and physical education class at the same time.

## GRADE CLASSIFICATION

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

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

## GRADING SCALE

The grading scale for all classes is as follows:

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

Semester grades of students enrolled in Honors and/or AP classes will reflect an adjustment of five additional percentage points at the end of the semester only.

## ~~VALEDICTORIAN / SALUTATORIAN POLICY~~

~~Beginning with the Class of 2009, students wishing to be considered for valedictorian or salutatorian must have completed three advanced class from two of the core subject areas (English, Science, Math, Social Studies). Advanced classes shall be defined as AP, Pre-AP, Honors, concurrent enrollment or math or science that go beyond the Oklahoma State requirements. In determining these honors, grade point averages shall be based on grades earned during the first seven semesters. In addition, valedictorian or salutatorian must be a good citizen and reflect excellent character.~~

### **\*\*BEGINNING WITH THE CLASS OF 2017\*\***

**Candidates for Val/Sal must be students of good character. Therefore, they must not have had any disciplinary record of suspension and must not have earned any NC's (no credit) on their transcript.**

In order to be considered for Val/Sal, students must have taken at least one AP course from each of the four core subject areas (English, Math, Science & Social Studies).

AP courses will be scored on a 5.0 grading scale. The current system of adding five points to the student's final semester average will become obsolete with the 5.0 scale.

In order to receive the 5.0 grade in an AP course, the student must make an A in the class and take the subsequent AP examination. If an A is earned in an AP course, and the AP exam is not taken, the student will receive a 4.0 in the class.

Students maintaining a 4.0 GPA will still be recognized as a valedictorian for scholarship purposes.

If taken, the AP exam will be considered the final examination in the course.

The student(s) with the highest GPA in the graduating class will be named valedictorian while the student(s) with the second highest GPA will be named salutatorian.

*If any of the aforementioned regulations are compromised between May 1st and the date of graduation, then the Val/Sal candidate may forfeit their recognition of said academic distinction.*

## **AMERICAN COLLEGE TESTING PROGRAM (ACT)**

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

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

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

## **OKLAHOMA'S PROMISE - OHLAP**

Students who study and work hard, but whose families find it difficult to afford college, are now able to be rewarded through the Oklahoma Higher Learning Access Program / Oklahoma's Promise. The Oklahoma Legislature has set up a unique program for 8<sup>th</sup>-, 9th- and 10th-grade students that will help pay for their college education if their families incomes, are \$50,000 or less.

As the student progresses through the program, a cumulative GPA of at least 2.5 of all course work attempted in grades 9-12 is required. A 17-unit core curriculum has been established for this program. Students must agree to attend school regularly, do homework, refrain from substance abuse, and refrain from criminal or delinquent acts. More information and complete course outline can be obtained from Mrs. Chadd in the high school counseling office or via the web at [www.okhighered.org](http://www.okhighered.org).

## CAREER EXPLORATION TESTING

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

## OKLAHOMA SCHOOL TESTING PROGRAM

Guthrie High School will fully participate in the Oklahoma School Testing program implemented in 2000 by the state legislature. The purpose of these tests is to measure the state-mandated curriculum. These tests will be administered according to state-mandated schedules in the spring and fall of each school year. The End of Instruction test scores will be posted on all transcripts and are required to be taken for graduation. Students who take the EOI and are not satisfied with their score(s) may retake the test(s) only once and only during the testing windows.

## COLLEGE PREPARATION

All freshmen entering a state-supported 4-year college or university are required to have completed the following school courses for admission:

SUBJECT	REQUIRED SUBJECTS
English	4 years
Math	3 years
Science	3 years including one year of Biology
History & Citizenship Skills	3 years (including one course in U.S. History & 2 units from the subjects of History, Government, Geography, Economics, Civics or Non-Western Culture)
Fine Arts	1 year of fine arts such as music, art, drama or speech
Foreign Language or Computer Technology	2 years (not including keyboarding)
Other	1 year from any of the above or career and technology education courses approved for college admission requirements
TOTAL	17 Courses

### College Prep/Work Ready Curriculum

Language Arts (4 years of English)	4 units
Mathematics (Algebra I and above)	3 units
Science (Lab sciences, Biology I and above)	3 units
Social Studies	3 units
American History	1 unit
Oklahoma History	½ unit
World History	1 unit
Government	½ unit
Foreign Language or Computer Technology	2 units
1 additional unit selected from the courses listed above.	1 unit

Fine Arts (such as music, art, drama or 1 unit of speech)	1 unit
Total Required Core Courses	17 units
Total Electives	8 units
<b>TOTAL UNITS</b>	<b>25 units</b>

### Core Curriculum

(For those opting out of the College Preparatory/Work Ready Curriculum their Junior Year)

Language Arts (4 years of English)	4 units
Mathematics (Algebra I and above)	3 units
Science (Lab sciences, Biology I and above)	3 units
Social Studies	3 units
American History	1 unit
Oklahoma History	½ unit
World History	1 unit
Government	½ unit
The Arts (2 units or sets of competencies)	2 units
Total Required Core Courses	15 units
Total Electives	10 units
<b>TOTAL UNITS</b>	<b>25 units</b>

- All students are required to be enrolled in at least seven subjects each semester.
- 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.
- Students in their 11<sup>th</sup> (juniors) may apply at the beginning of their junior year for early graduation. Each application will be considered by the Board on an individual, case by case basis.
- At least three units of the last five units completed must be in attendance in Guthrie High School.
- Correspondence courses may be applied toward graduation in compliance with Oklahoma state law and must be completed by April 15 to be eligible for graduation exercises.
- Students who need more than one unit for graduation SHALL NOT be permitted to participate in graduation exercises as per Oklahoma State Law.
- Concurrent enrollment will be available for Guthrie High School students as per state regulations.
- Students may not enroll in more than two like electives in any one semester without permission of all teachers involved and the principal's approval. (Ex: two art classes, two drama classes, two ag classes, etc.)
- No student will be enrolled in any athletic and physical education class at the same time.

### Testing Requirements

Every student shall demonstrate mastery of the state academic content standards in the following subject areas in order to graduate from a public high school with a standard diploma.

1. Algebra I;
2. English II; and
3. Two of the following five:

- a. Algebra II
- b. Biology I
- c. English III
- d. Geometry
- e. United States History

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

**ATTENTION:** College entrance requirements exceed the minimum high school graduation requirements. COLLEGE BOUND STUDENTS NEED TO PLAN ACCORDINGLY. Students who plan on attending Vo-Tech during their 11<sup>th</sup> and/or 12<sup>th</sup> grades **must** see a counselor to pre-enroll for 9<sup>th</sup> grade and establish a four-year plan of study.

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

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

Tier	Option 1			Option 2			Option 3
	ACT*	New 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

All students should fill out this plan with the courses they have taken since 9<sup>th</sup> grade plus the courses they are planning to take. Comparing your plan with “suggested schedules” listed on page 9 in this booklet will help you determine the courses you should be taking in the future. Please refer to page 7 for college entrance requirements.

Although you will change your mind several times as your progress, it is always wise to have a planned program. Long-range planning cannot be over emphasized as a way to avoid needless errors and omissions.

<table border="0" style="width: 100%;"> <tr style="background-color: #e0e0e0;"><th style="text-align: center;">Grade 9</th></tr> <tr><td>1. English</td></tr> <tr><td>2. Mathematics</td></tr> <tr><td>3. Science</td></tr> <tr><td>4. OK History</td></tr> <tr><td>5. <del>1 Sem Speech / 1 Sem Comp Apps I</del> Computer Apps I &amp; II</td></tr> <tr><td>6. Elective or Foreign Language</td></tr> <tr><td>7. Elective</td></tr> <tr style="background-color: #e0e0e0;"><th style="text-align: center;">Grade 11</th></tr> <tr><td>1. English</td></tr> <tr><td>2. US History</td></tr> <tr><td>3. Upper Level Science</td></tr> <tr><td>4. Mathematics</td></tr> <tr><td>5. Elective</td></tr> <tr><td>6. Elective</td></tr> <tr><td>7. Elective</td></tr> </table>	Grade 9	1. English	2. Mathematics	3. Science	4. OK History	5. <del>1 Sem Speech / 1 Sem Comp Apps I</del> Computer Apps I & II	6. Elective or Foreign Language	7. Elective	Grade 11	1. English	2. US History	3. Upper Level Science	4. Mathematics	5. Elective	6. Elective	7. Elective	<table border="0" style="width: 100%;"> <tr style="background-color: #e0e0e0;"><th style="text-align: center;">Grade 10</th></tr> <tr><td>1. English</td></tr> <tr><td>2. Mathematics</td></tr> <tr><td>3. Science</td></tr> <tr><td>4. World History</td></tr> <tr><td>5. Elective or Foreign Language</td></tr> <tr><td>6. Elective</td></tr> <tr><td>7. Elective</td></tr> <tr style="background-color: #e0e0e0;"><th style="text-align: center;">Grade 12</th></tr> <tr><td>1. English</td></tr> <tr><td>2. Government/Elective</td></tr> <tr><td>3. Elective</td></tr> <tr><td>4. Elective</td></tr> <tr><td>5. Elective</td></tr> <tr><td>6. Elective</td></tr> <tr><td>7. Elective</td></tr> </table>	Grade 10	1. English	2. Mathematics	3. Science	4. World History	5. Elective or Foreign Language	6. Elective	7. Elective	Grade 12	1. English	2. Government/Elective	3. Elective	4. Elective	5. Elective	6. Elective	7. Elective
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### REQUIRED SUBJECTS

English (Four Years of English)	4 units
Mathematics	3 units
Science	3 units
Biology	1 unit
Lab Science	1 unit
Elective Science from approve list	1 unit
Social Studies	3 units
American History	1 unit
Oklahoma History	½ unit
World History	1 unit
Government	½ unit
Fine Arts (such as Music, Art, or Drama, or 1 unit of Speech)	1 unit
Computer Technology or the same Foreign Language	2 units
<b>TOTAL REQUIRED CORE COURSES</b>	<b>16units</b>
<b>TOTAL ELECTIVES</b>	<b>9 units</b>
<b>TOTAL UNITS</b>	<b>25 units</b>

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

*College bound students must be aware that minimum high school graduation requirements DO NOT meet all college entrance requirements.*

## GUTHRIE HIGH SCHOOL SUGGESTED SCHEDULES

*These are samples only. Each student's plan may vary according to personal interests.*

Career Tech Bound	State Graduation Requirements Grade 9	College Bound
English I	English I	English I
Algebra I	Algebra I	Algebra I / Geometry
Environmental Science	Environmental Science	Environmental Science
OK History	OK History	OK History
1 Sem Speech & 1 Sem Computer	Elective	Foreign Language
Apps 1		
Elective	Elective	1 Semester Speech / 1 Semester
Elective	Elective	Computer Apps 1
		Computer Apps 1 & 2
Grade 10		
English II	English II	English II
Geometry	Geometry	Algebra II
Biology	Biology	Chemistry
World History	World History	World History
Elective	Elective	Foreign Language II or Computer Apps III & IV
Elective	Elective	Elective **
Elective	Elective	Elective**
Grade 11		
English III	English III	English III
Geometry / Alg II	US History	US History
US History	Math Analysis	Math Analysis
Vo-Tech	Chemistry II, HumAnat, Bio II,	Chemistry II, HumAnat, Bio II,
Vo-Tech	Zoology, Physics	Zoology, Physics
Vo-Tech	Elective	Elective**
Vo-Tech	Elective	Elective **
Grade 12		
English IV	English IV	English IV
Science	Government / Elective	Math, Calculus
Government / Elective	Elective	Physics, Bio II, Zoology, HumAnat
Vo-Tech	Elective	Government / Elective
Vo-Tech	Elective	Elective **
Vo-Tech	Elective	Elective **
Vo-Tech	Elective	Elective

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

See page 7 for college entrance requirements.

\*\* College bound electives such as economics, computers (requires keyboarding pre-requisite), foreign language, additional math or science.



# COURSE DESCRIPTIONS

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## Advanced Placement (AP) Course Offerings

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

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

## Concurrent Credit Offerings

According to the Oklahoma State Department of Education, a high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. A student may enroll in a maximum of nine semester-credit-hours during a summer session or term at a college or university of the State System without the necessity of being concurrently enrolled in high school classes during the summer term. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester-credit-hours of college work. Students wishing to exceed these limits may petition the selected higher education institution. The appropriate institutional officials will evaluate the student's academic performance and potential for success in determining the student's load, which may not exceed the number of semester-credit-hours 50 percent greater than the number of weeks in the applicable semester/term. The college should

provide appropriate academic advising prior to and continuing throughout the student's enrollment.

Guthrie High School is pleased to work with Northern Oklahoma College and other state universities in providing concurrent enrollment for juniors and seniors through the Interactive Video classroom.

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

## LANGUAGE ARTS

### ENGLISH I

**Course Number: 4051**

Grade Level: 9

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

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

### Pre-AP ENGLISH I

**Course Number: 4055**

Grade Level: 9

Prerequisite: Open enrollment.

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

*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, a 5% bonus will be added to each student's grade at the end of each semester.*

*Requirements: All students will be required to read numerous texts outside of class time, do book reports, and write in a variety of modalities throughout the year. The initial novel assignment will be used as a foundation for discussion throughout first semester.*

## ENGLISH II

Course Number: 4052

Grade Level: 10

Prerequisite: None

*Synopsis: Objectives and instruction are based on the Common Core Standards. The focus and skills are based upon reading multicultural literature for the elements of literature and writing to develop analytical skills in composition. Basic literacy skills, vocabulary development, research skills, and reference material usage are also taught. Preparation for the state-mandated end-of-instruction test for English II is stressed.*

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

***Upon completion of this course, the student is required to take a state-mandated “End-Of-Instruction-Test.” The score is reported on the student’s official transcript.***

## Pre-AP ENGLISH II

Course Number: 4056

Grade Level: 10

Prerequisite: Open enrollment.

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

*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, a 5% bonus will be added to each student’s grade at the end of each semester.*

*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. The initial novel assignment will be used as a foundation for discussion throughout the first semester.*

***Upon completion of this course, the student is required to take a state-mandated “End-Of-Instruction-Test.” The score is reported on the student’s official transcript.***

## ENGLISH III

Course Number: 4053

Grade Level: 11

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

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

***Upon completion of this course, the student is required to take a state-mandated “End-Of-Instruction-Test.” The score is reported on the student’s official transcript.***

### **AP ENGLISH III - LANGUAGE AND COMPOSITION**

**Course Number: 4057**

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, a 5% bonus will be added to each student’s grade at the end of each semester.*

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

***Upon completion of this course, the student is required to take a state-mandated “End-Of-Instruction-Test.” The score is reported on the student’s official transcript.***

### **ENGLISH IV**

**Course Number: 4054**

Grade Level: 12

*Synopsis: Objectives and activities are based on the Common Core 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 will be required to read an additional 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 IV – AP LITERATURE AND COMPOSITION****Course Number: 4058**

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, a 5% bonus will be added to each student's grade at the end of the semester.*

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

*Requirements: All students will 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 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****Course Number: 0006**

*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.*

**CREATIVE WRITING I****Course Number: 4020**

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****Course Number: 4021**

Grade Level: 11, 12

Prerequisite: Creative Writing I with a "B" or above

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

**FILM AS LITERATURE (One semester)****Course Number: 4066**

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 MYTHOLOGY****Course Number: 4071**

*Synopsis: This class is an introductory course on the many different myths in a variety of cultures. We will look at the different theories of myth origin using texts from Edith Hamilton, Cary Jung and Joseph Campbell. We will begin by defining what a hero is and the hero's journey. This will lead us into the characteristics of the heroine. After the basics are established we will study Greek, Egyptian, Japanese, European, Native American, Mayan, African, and Norse mythology and ending with Modern Mythology in which we will examine the role of the "superhero" in today's culture.*

**READING FOR PLEASURE****Course Number: 4076**

*Synopsis: This class is designed for students to have the opportunity to explore different genres of printed text. Students are able to read fiction, non-fiction, magazines, manga, newspapers, biographies, etc. of their choosing. Students are encouraged to try new genres and improve their reading skills throughout the semester. Individual goals are set and students respond to what they read through journals, book reviews, book projects and class discussions.*

**SHAKESPEARE AND HIS PLAYS****Course Number: 4072**

(One semester)

Grade Level: 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.*

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

**DRAMA PERFORMANCE I, II, III, IV****Course Numbers: 4035, 4036, 4037, 4038**

Grade Level: 9, 10, 11, 12

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

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

**Course Numbers: 4041, 4042, 4043, 4044**

(One semester)

Grade Level: 9, 10, 11, 12

Companion Course: Drama/Improvisation

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

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

**Course Numbers: 4045, 4046, 4047, 4048**

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.*

**ACT PREP**

**Course Number: 0022**

(One semester)

Grade Level: 10, 11, 12

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

**INTRODUCTION TO JOURNALISM**

**Course Number: 4111**

(One semester)

Grade Level: 9, 10, 11, 12

Prerequisite: Keyboarding skills strongly suggested

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

**INTRODUCTION TO JOURNALISM II**

**Course Number: 4110**

(One semester)

Grade Level: 9, 10, 11, 12

Prerequisite: Introduction to Journalism

*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.*

**YEARBOOK I, II, III**

**Course Numbers: 4240, 4241, 4242**

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.*

**NEWSPAPER I, II, III**

**Course Numbers: 4150, 4151, 4152**

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.*

**Digital Photography**

**Course Number: 2885**

Grade Levels: 9, 10, 11, 12

Prerequisites: Introduction to Journalism

*Synopsis: Students will learn and practice advanced photographic techniques, and will study significant the work of professional and influential photographers. Students will focus on composition and exposure. Artistic and journalistic photography will be introduced, and students will have assignments for each. While not a requirement, a personal D-SLR camera is suggested. Access to school cameras may be limited at times because of publication requirements.*

**SPEECH I**

**Course Number: 4049**

(One semester)

Grade Level: 9, 10, 11, 12

Prerequisite: None

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



# SCIENCE

## BIOLOGY I (Life)

Course Number: 5031

Grade Level: 10

Prerequisite: Algebra I (not concurrent). (No grade requirement)

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

***Upon completion of this course, the student is required to take a state-mandated “End-Of-Instruction-Test.” The score is reported on the student’s official transcript.***

## PRE-AP BIOLOGY I

Grade Level 9, 10

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

10<sup>th</sup>: 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 metabolism, 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.*

***Upon completion of this course, the student is required to take a state-mandated “End-Of-Instruction-Test.” The score is reported on the student’s official transcript.***

## BIOLOGY II

Course Number: 5241

Grade Level: 11, 12

Prerequisite: Grade of “C” or better in Biology I and “C” or better in Chemistry I, “C” or better in Algebra I

### Lab Fee \$20

*Synopsis: This course is a year-long, advanced science class that is geared for the upper level science student. Topics will include higher level application of biology and chemistry concepts the first semester along with laboratory foundational skills. Second semester topics will include Biotechnology concepts in genetics, and laboratory exercises to increase depth of Biology understanding. (There is a \$20 lab fee for this class.)*

## BIOTECHNOLOGY

Course Number: 5166

### (One Semester Only)

Grade Level: 11, 12

Prerequisite: Grade of “C” or better in Biology I, “C” or better in Chemistry, & 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. Laboratory concepts and labs are a major part of this course. (There is a \$20 lab fee for this class.)*

**CHEMISTRY I (Physical)****Course Number: 5051**

Grade Level: 10, 11, 12

Prerequisite: Grade of "C" or better in Algebra I 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)****Course Number: 5052**

Grade Level: 11,12

Prerequisite: Chemistry I and Algebra I with a grade of "B" or higher both semesters.

**Lab Fee \$20**

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

**ENVIRONMENTAL SCIENCE****Course Number: 5121**

Grade Level: 9

Prerequisite: Freshman Standing

*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. 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****Course Number: 5123**

Grade Level: 11, 12

Prerequisites: Two years of high school laboratory science and Algebra I

**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.*

**FORENSIC SCIENCE****Course Number: 5158**

(One Semester Only)

Grade Level: 11, 12

Prerequisites: Biology I

**Lab Fee \$20**

*Synopsis: In lab exercises students draw upon previous scientific knowledge & forensic techniques employed by scientists such as fingerprinting, criminal profiling, and hair,*

*fiber and handwriting analyses. Students also explore the practices of blood typing, DNA analysis, and toxicology. Through the study of notorious criminal cases, students become familiar with the development of criminal investigations and forensic science.*

## **HUMAN ANATOMY**

**Course Number: 5220**

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 compliment course work. This course is designed for college preparation, especially for biology and health career majors. (There will be a \$20 lab fee for this class.)*

## **EARTH SCIENCE**

**Course Number: 5061**

Grade Level: 11, 12

**Lab Fee \$20**

*Synopsis: This is a year long physical science course about the planet Earth, and like Universe. Topics will include, but limited to, Rocks & Minerals, Earthquakes & Volcanoes, Earth History, Weather & Climate, our Solar System, and the Universe. (There will be a \$20 lab fee for this class.)*

## **PHYSICAL SCIENCE**

**Course Number: 5164**

(One Semester Course)

Grade Level: 11, 12

**Lab Fee \$20**

*Synopsis: This is a one-semester long science course that explores the relationship between matter & energy. Students investigate physical science concepts through an inquiry-based approach. Students will apply what they learn to everyday situations. Assessment of student’s progress is based upon daily assignments, laboratory reports, homework, quizzes, tests, projects and class participation. 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**

**Course Number: 5215**

Grade Level: 11, 12

Prerequisite: Algebra I and Chemistry I with a grade of “B” or higher, both semesters, plus passing grade or concurrently enrollment in Pre-Calculus.

**Math teacher must sign off in order to enroll in this class.**

**Lab Fee \$20**

*Synopsis: Physics is the most fundamental science. It describes, often at the mathematical level, the behavior of the physical world. This course covers Newtonian physics through the modern view of light, nuclear physics, and quantum mechanics. Problem solving, laboratory discovery, and an enrichment project are employed as methods of instructions.*

## ZOOLOGY

**Course Number: 5240**

Grade Level: 11, 12

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

**Lab Fee \$20**

*Synopsis: This is a year-long, advance 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

**Course Number: 3121**

*(Two Semesters)*

Grade Level: 9, 10, 11, 12

No Prerequisite

*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

**Course Number: 3122**

*(Two Semesters)*

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

**Course Number: 3161**

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****Course Number: 3162**

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)****Course Number: 3163**

Grade Level: 11, 12

Prerequisite: Spanish I &amp; Spanish II with a “B” or above 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****Course Number: 4411**

Grade Level: 9, 10, 11, 12

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

***Upon completion of this course, the student is required to take a state-mandated “End-Of-Instruction-Test.” The score is reported on the student’s official transcript.***

**INTERMEDIATE ALGEBRA****Course Number: 4417**

Grade Level: 10, 11, 12

Prerequisite: Algebra I (Teacher Approval)

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

**ALGEBRA II****Course Number: 4412**

Grade Level: 10, 11, 12

*Synopsis: This course will cover the Common Core Algebra II content standards, which include the following: Number Sense and Algebraic Operations, Relations and Functions, Data Analysis, Probability, and Statistics.*

***Upon completion of this course, the student is required to take a state-mandated “End-Of-Instruction-Test.” The score is reported on the student’s official transcript.***

**ALGEBRA III****Course Number: 4420**

Grade Level: 11-12

Prerequisite: Algebra II with a “C” average or better

*Synopsis: This course will cover the content standards aligned with College Algebra found at UCO. 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.*

## **PRE-CALCULUS**

**Course Number: 4614**

Grade Level: 11, 12

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

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

## **CALCULUS**

**Course Number: 4610**

Grade Level: 12

Prerequisite: Pre-Calculus

*Synopsis: High school Calculus is geared toward covering the topics required by the Committee on Mathematics of the Advanced Placement Program of the College Board for Calculus AP examination. After a unit on topics necessary for the study of calculus (primarily, the notion of function), the concept of limit of a function will be introduced intuitively and then by a more rigorous definition. Calculus consists of two main parts, differential calculus and integral calculus. A major portion of the course will be concerned with the derivative of a function, its applications, and the definite integral, the fundamental theorem of calculus, indefinite integrals, and applications of the definite integral using a large variety of applied problems.*

## **PLANE GEOMETRY**

**Course Number: 4530**

Grade Level: 10, 11, 12

Prerequisite: Algebra I

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

***Upon completion of this course, the student is required to take a state-mandated "End-Of-Instruction-Test." The score is reported on the student's official transcript.***

## **ALGEBRA I SUPPORT**

**Course Number: 4409**

Grade Level: 9

*Synopsis: Students who fail to obtain a satisfactory score on the 9th grade Curriculum Reference Test (CRT) will be enrolled in Algebra I Support in conjunction with Algebra I.*

*Algebra I Support reinforces Pre-Algebra skills and provides small group/individualized instruction with Algebra I concepts.*

## **MATH OF FINANCE**

**Course Number: 2170**

Grade Level: 9, 10, 11, 12

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

## **SOCIAL STUDIES**

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

**Course Number: 5750**

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.*

### **AP UNITED STATES HISTORY**

**Course Number: 5417**

Grade Level: 11, 12

*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. \* Upon completion of this course, the student is required to take the state-mandated "End-Of-Instruction-Test." The score is reported on the student's official transcript. \*Approximate cost of the AP exam is \$86.00*

### **GEOGRAPHY**

**Course Number: 5531**

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.*

### **PROBLEMS OF DEMOCRACY**

**Course Number: 5630**

(One semester)

Grade Level: 11, 12

*Synopsis: Problems of Democracy deals with contemporary issues in American society. The emphasis will be on issues that affect and influence student lives. Since many of*

*these issues are controversial in nature, students will address these issues in an open classroom forum that stresses realistic discussion and inquiry. Historical information and social science 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.*

## **ECONOMICS**

**Course Number: 5521**

(One semester)

Grade Level: 11, 12

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

## **GOVERNMENT**

**Course Number: 5541**

(One semester)

Grade Level: 12

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

## **OKLAHOMA HISTORY**

**Course Number: 5620**

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

*Synopsis: Oklahoma History is a survey of Oklahoma's past from prehistory to present. It includes units in anthropology, archaeology, geography of the state, and the traditional political history. Historical research skills will be offered to interested students.*

## **PSYCHOLOGY**

**Course Number: 5641**

(One semester)

Grade Level: 11, 12

*Synopsis: This is a one-semester survey course class which introduces the student to an overview of the discipline of psychology. This survey class addresses such issues as the various schools of psychology, behavioral psychology, evolutionary psychology, and psychology of personal adjustment. All state-mandated Priority Academic Student Skills (PASS) will be covered in this course of study.*

## **SOCIOLOGY**

**Course Number: 5720**

(One semester)

Grade Level: 11, 12



*Synopsis: This class introduces the students to the field of sociology. The survey course addresses such themes as group behavior, family, criminology, sociological methods, religion, culture, deviance, welfare, and other sociological institutions. All state-mandated Priority Academic Student Skills (PASS) will be covered in this course of study.*

## **UNITED STATES HISTORY**

**Course Number: 5411**

Grade Level: 11, 12

*Synopsis: The course offers a study of U.S. History from Post-reconstruction to the present. The course emphasizes the political, economic and cultural contributions of significant Americans, as well as the lasting impact of events on contemporary conditions of the nation. Upon completion of this course, the student is required to take a state-mandated "End-Of-Instruction Test." The score is reported on the student's official transcript.*

## **WORLD HISTORY**

**Course Number: 5731**

Grade Level: 10, 11, 12

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

## **AP GOVERNMENT**

**Course Number: 5542**

(Full year course)

Grade Level: 12

*Synopsis: United States Government and Politics will give students an analytical perspective on government and politics in the United States. This course includes both the study of general concepts used to interpret U.S. government and politics and the analysis of specific examples. It requires familiarity with the various institutions, groups, beliefs, and ideas that constitute U.S. government and politics. Successful completion of the AP exam is equivalent to a one-semester college introductory course in United States government and politics. **\*Approximate cost of the AP exam is \$89.00.***

## **OKLAHOMA HISTORY**

**Course Number: 5620**

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

Prerequisite: Students with "C" average or above appear to have greater success

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

*anthropology, archaeology, geography of the state, and the traditional political history. Historical research skills will be offered to interested students.*

## **TECHNOLOGIES, CAREERS & PFL**

### **CAREER CHOICES**

**Course Number: 2220**

**(One semester)**

Grade level: 9<sup>th</sup>

Prerequisite: None

*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 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.*

### **PERSONAL FINANCIAL LITERACY**

**Course Number: 2210**

**(One semester)**

Grade Level: 9, 10, 11, 12

*Synopsis: The intent of personal financial literacy education is to inform students how individual choices directly influence occupational goals and future earnings potential. Successful money management is a disciplined behavior and much easier when learned earlier in life. The fourteen areas of instruction designated in the Passport to Financial Literacy Act of 2007 (70 O.S. § 11-103.6h) are designed to provide students with the basic skills and knowledge needed to effectively manage their personal finances. Passage of all 14 module exams required of all graduates beginning with the Class of 2014.*

### **KEYBOARDING**

**Course Number: 2553**

**(One semester)**

Grade Level: 9, 10, 11, 12

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

### **COMPUTER APPLICATIONS I**

**Course Number: 2551**

#### **Word Processing, Google Apps & Internet Usage**

**(One semester)**

Grade Level: 9, 10, 11, 12

Prerequisite: Keyboarding

*Synopsis: This course will be the first in a series to introduce students to Windows and MS Office & Google applications. Students will cover file management, word processing & Internet Safety.*

## **COMPUTER APPLICATIONS II**

**Course Number: 2552**

### **Excel & PowerPoint**

(One semester)

Grade Level: 9, 10, 11, 12

Prerequisite: Computer Applications I

*Synopsis: This course is designed as the second in the Microsoft Office 2007 applications. Students will be introduced to Excel and PowerPoint.*

## **COMPUTER APPS III - INTEGRATED APPLICATIONS**

**Course Number: 2554**

### **All MS Office Applications plus Google Apps & Adobe**

(One semester)

Grade Level: 10, 11, 12

Prerequisite: Computer Applications I & II.

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

## **COMPUTER APPLICATIONS IV – MULTIMEDIA**

**Course Number: 2557**

### **PowerPoint, Publisher, Google Apps & Adobe**

(One semester)

Grade Level: 10, 11, 12

Prerequisite: Computer Applications I & II.

*Synopsis: This class provides students the opportunity to create and present multimedia projects, and develop desktop publishing units. Students will utilize various computer programs and utilities to produce projects.*

## **WEB PAGE DESIGN**

**Course Number: 2555**

(One semester)

Grade Level: 10, 11, 12

Prerequisite: Computer Applications I & II.

*Synopsis: This class is designed to provide students with a basic understanding of web page design. Higher-order thinking skills are required.*

# **MUSIC**

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

**Course Number: 2931, 2932, 2933, 2934**

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      Course Number: 2961**

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.*

**CONCERT CHOIR**

**Course Number: 2952**

Grade Level: 9, 10, 11, 12

Prerequisite: Audition and Approval of Director

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

**MUSIC THEORY (Vocal)**

**Course Number: 2941**

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.*

**JAZZ CHOIR/VOICE CLASS (Rhythm & Blues) Course Numbers: 2954, 2955, 2956, 2957**

Grade Level: 10, 11, 12

*Synopsis: Focuses on voice development and All-State music and show music with the intent of performing multiple concerts.*

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

**Course Number: 2954, 2955, 2956, 2957**

(One semester)

Grade Level: 9, 10, 11, 12

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

*music program. Evaluation will consist of a series of performance examinations and the fulfillment of the mentoring and tryout requirements.*

## **PIED PIPERS**

**Course Number: 2959**

Grade Level: 9, 10, 11, 12

Prerequisite: Audition and Approval of Director

*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. Lab fee required.***

## **JV CHOIR**

**Course Number: 2960**

Grade Level: 9, 10, 11, 12

Prerequisite: Approval of Director

*Synopsis: – (Name to be determined) – **This choir replaces Kantorei and the Do You Like to Sing Choir.** Beginning level choir for all HS students, focusing on incoming students and those who like to sing but need work to advance to Concert Choir. Attendance at concerts will be required as set forth in the Choral Handbook. Director approval needed. **This course is by audition only in the spring. Lab fee required.***

# **ART**

## **ART I INTRODUCTION TO ART**

**Course Number 2811**

Grade Level: 9, 10

*Synopsis: This two-semester course will consist of the fundamentals of drawing, color and design, printmaking, sculpture, and painting. Students will experiment with media including pencil, prisma, charcoal, oil pastels, watercolors, tempera, ink, and plaster. Art history is coordinated with the art assignments. Students are required to show satisfactory skill levels in at least three area,; an understanding of art and culture, and demonstrate knowledge of media. The expectation of exhibiting artwork is compatible with the curriculum for the second semester. **(There will be a required lab fee plus required materials for this class.)***

## **ART II**

**Course Number 2812**

Grade Level 10, 11

Prerequisite: Successful completion of Art I and presentation of a satisfactory portfolio of completed art work, proof of portfolio, and art knowledge for transfers.  
Teacher recommendation required.

*Synopsis: This two-semester course will build upon the fundamentals of drawing, color and design, printmaking, sculpture, and painting. Students will continue to use and experiment with media including pencil, prisma, charcoal, oil pastels, watercolors,*

*tempera, and ink. Art history is coordinated with the art assignments. Students will broaden sculptural skills and have the option of silver jewelry construction. Students are required to show advanced skill levels in at least three areas, an understanding of art and culture, and demonstrate knowledge of media. Students will be expected to exhibit their artwork. (There will be a required lab fee plus required silver fee. Students may also be required to obtain minimum materials for selected projects.)*

### **ART III**

**Course Number: 2833**

Grade Level: 11, 12

Prerequisite: Successful completion of Art I, Art II and presentation of satisfactory portfolio of completed art work. Teacher recommendation required.

*Synopsis: This two-semester course is designed for the serious art student who wishes to further master media and concepts in art. This course will evolve around the specific skills of the students and will be a continuation of experiences achieved in Art I and Art II. Students will develop additional levels of competency through printmaking, drawing, and sculpture. Students are required to show advanced skill levels in at least three areas, an understanding of art and culture, and demonstrate knowledge of media. Students will be expected to exhibit their artwork. (There will be a required lab fee plus required silver fee. Students may be required to obtain minimum materials for selected projects.)*

### **ART IV**

**Course Number: 2993**

Grade Level: 12

Prerequisite: Successful completion of Art I, Art II, Art III, and presentation of satisfactory portfolio of completed art work. Teacher recommendation required.

*Synopsis: This two-semester course is designed for the serious art student who wishes to further master media and concepts in art. This course will evolve around the specific skills of the students and will be a continuation of experiences achieved in previous years. Students will develop additional levels of competency through printmaking, drawing, and sculpture. Students are required to show advanced skill levels in at least three areas, an understanding of art and culture and demonstrate knowledge of media. Students will prepare a senior portfolio which demonstrates their ability and skill and provides the work for a senior exhibit. (There will be a required lab fee plus required silver fee. Students may be required to obtain minimum materials for selected projects.)*

### **AP STUDIO ART I & II DRAWING or 2-D DESIGN**

**Course Number: 2826**

Grade Level: 11, 12

Prerequisite: Successful completion of Art I, Art II and presentation of satisfactory portfolio of completed art work; students must demonstrate a strong sense of responsibility and self-motivation and be committed to fulfilling the expectation of a completed portfolio for testing. Teacher recommendation required.

*Synopsis: This two-semester course is designed to fulfill the requirements set by the College Board. The student will complete a portfolio of a minimum of 24 works. Students will develop the quality and breadth of their work. (Some of these pieces may be pulled from the existing portfolio but must be of exceptional quality) This is a college level art course and should prepare students for further study at any art school or college art program. Students may select the drawing or the 2-dimensional portfolio to complete.*

*This course requires extensive dedicated "home" time in order to complete the required*

*amount of work. It is strongly suggested that students take two years of AP Studio Art in order to have the strongest portfolio. High standards for evaluation of work should be expected. (There will be a required lab fee plus required silver fee. Students may be required to obtain minimum materials for selected projects. The cost of the AP Portfolio fee is determined by scale of family income. Please inquire).*

## **AP ART HISTORY**

**Course Number: 2835**

Grade Level: 11, 12

Prerequisite: Recommendation of English teacher and/or world history teacher.

*Synopsis: This is a two-semester course designed for the college bound student who is a devoted reader: “works of art are simultaneously material objects and historical documents and instruments of social communication.” In this course, students will learn to analyze art in all of these aspects. Through comparative analysis of artifacts drawn from many cultures and time periods, the course helps students develop the skills and knowledge essential to understanding the visual arts. Paintings, sculptures, collages, photographs, prints, and works in other media from the Americas, Europe, Africa, Asia, and Oceania are taken as case studies fueling our class discussions and study. There will be investigation into the various functions of art objects and the ways they acquire meanings and value for particular audiences. The guide for our study will be that of the College Board outline. Outline-a cumulative design by experienced AP Art History instructors. The goal and the expectation is that all art history students will successfully complete the AP Exam.*

## **PHYSICAL EDUCATION**

### **ADVENTURE SPORTS**

**Course Number: 3320**

Grade: 11 and 12

Prerequisite: NONE

*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.*

### **PE / WEIGHT TRAINING (BOYS)**

**Course Number: 3325, 3326, 3327, 3328**

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.*

## **HEALTH & WELLNESS**

**Course Number: 3311**

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)**

**Course Number: 3321, 3322, 3323, 3324**

Grade Level: 9, 10, 11, 12

Prerequisite: Students who are not involved in any seventh hour varsity sport. Students are required to dress out, participate each day, and to furnish their own rubber-soled shoes (no black soles), towels, and other personal belongings.

*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. This part of the program will include studies of a variety of team and individual sports and recreation activities. Physical fitness and weight training will be featured on three days and sports knowledge on the other days of the week. Grading will be based on dressing out, participation, and test scores.*

## **CARE AND PREVENTION OF ATHLETIC INJURIES FOR HS TRAINERS**

**Course Number: 3361**

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. This class will consist of hands-on labs, outside assignments, quizzes, and a detailed notebook.*

## **COMPETITIVE ATHLETICS**

Grade Level: 9, 10, 11, 12

Prerequisite: Coaches' recommendation

*Synopsis: Students will participate in competitive interscholastic athletics. Participation is relative to OSSAA and local school board policies concerning eligibility and residency requirements. Continued participation in competitive athletics is contingent on acceptable levels of competition as evaluated by the coaching staff.*

**SPORT**

**GRADE  
LEVEL**

**COURSE  
NUMBER**

**SESSION**



Boys' Athletics	9-12	3331	2 semesters
Baseball	HS	3336	Spring
Baseball	9	3348	Spring
Basketball – Boys	HS	3333	2 semesters
Basketball – Boys	9	3344	2 semesters
Cross Country –Boys	9-12	3339	Fall
Football	HS	3334	Fall
Football	9	3346	Fall
Golf – Boys	9-12	3338	Spring
9 <sup>th</sup> Wrestling	9	3347	2 semesters
Tennis – Boys	9-12	3349	Spring
Track - Boys	9-12	3340	Spring
Wrestling	HS	3335	2 semesters
Off-Season Weights	9-12	3342	2 semesters
Girls' Athletics	9-12	3330	2 semesters
Basketball - Girls	HS	3350	2 semesters
Basketball - Girls	9	3344	2 semesters
Cross Country - Girls	9-12	3351	Fall
Softball	9-12	3356	Fall
Golf - Girls	9-12	3353	Spring
Tennis - Girls	9-12	3353	Spring
Track - Girls	9-12	3345	Spring

## DRIVER'S EDUCATION

**Course Number: 2710**

**(Summer semester only)**

Grade Level: 9, 10, 11, 12

Prerequisite: Students who enroll in Driver's Education must be 15 years old by the first day of class. Placement is determined by descending chronological age with an application deadline during pre enrollment.

*Synopsis: Driver's education instructs the student regarding correct perception and decision-making techniques required for accident-free driving, plus attitudes essential for good citizenship on streets and highways. (A fee for summer school driver education will be assessed.)*

## U.S. ARMY JROTC

The objectives of JROTC are to prepare high school students for responsible leadership roles while making them aware of their rights, responsibilities, and privileges as American citizens. The program is a stimulus for promoting graduation from high school, and it provides instruction and rewarding opportunities which will benefit the student, the community, and the nation.

The four-year JROTC program is divided into various sub-courses designed to prepare the cadet for the following year. Sub-courses included in the program include introduction to ROTC and the Army; service/ROTC opportunities; leadership, drill and ceremonies; hygiene and first aid; military map reading; marksmanship and weapons safety; oral communications; and military history.

Third or fourth year cadets are officers and non-commissioned officers of the Cadet Corps.

## **JROTC MARKSMANSHIP COMPETITION TEAM**

**Course Number: 6505**

Grade Level: 9, 10, 11, 12

Prerequisite: Currently enrolled in JROTC and receive instructor approval

Cadets must be selected to the pellet rifle marksmanship team. These Cadets learn and practice proper shooting techniques, practice safety procedures to prepare for future competitions and conduct maintenance on equipment and shooting range as required. Cadets fire the Daisy pellet rifle during this class. Class size is limited to 15 and all **cadets must receive instructor approval to enroll** in this class. Students are required to maintain academic eligibility in order to compete. This class is two semesters and cadets receive .5 credits per semester as an elective.

## **JROTC DRILL/COLOR GUARD COMPETITION TEAM**

**Course Number: 6506**

Grade Level: 9, 10, 11, 12

Prerequisite: Currently enrolled in JROTC and receive instructor approval

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 Guideon. 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 I**

**Course Number: 6507**

Grade Level: 9, 10, 11, 12

JROTC I is an introductory course that encourages initiative and self confidence. Students in JROTC gain knowledge and develop skills in oral and written communication techniques, reading comprehension, leadership, physical fitness, first aid and health, map reading, citizenship, history, and math skills. This course develops attitudes of understanding and tolerance with a strong emphasis on developing personal responsibility and a strong sense of teamwork. Students participate in precision drill, color guards and other co-curricular activities. Students are required to wear the JROTC uniform once a week or when designated by the senior army instructor. Students will purchase a JROTC T-Shirt for PT and other activities. Students who successfully complete this course may be eligible to participate in a summer leadership camp. This course is two semesters, one credit.

*Synopsis: Introduction to Leadership Education and Training (LET I first-year cadets)*

## **JROTC II**

**Course Number: 6508**

Grade Level: 10, 11, 12

Prerequisite: JROTC I

Students will gain an understanding of the importance for career planning, goal setting, and time management. Students practice leadership and the ability to live and work cooperatively with others through the effective understanding and application of the leadership traits, principle, styles and values. Students demonstrate the effective

understanding and application of management techniques, the planning process, and the decision-making/problem solving process. Students assist instructors in teaching precision drill and other various classes to first year cadets. Students demonstrate knowledge of the ethical values and principles that underlie good citizenship. Students are required to wear the JROTC uniform once a week or when designated by the senior army instructor. Students will purchase a JROTC T-Shirt for PT and other activities. Students who successfully complete this course may be eligible to participate in a summer leadership camp. This course is two semesters, one credit.

*Synopsis: Intermediate Leadership Education and Training (LET 2 second-year cadets)*

### **JROTC III**

**Course Number: 6509**

Grade Level: 11, 12

Prerequisite: JROTC I, II

This course exposes students to applied leadership and focuses on the effective leader. It provides an examination of the basic theories of leadership and leader behavior. It develops the student's abilities to analyze, evaluate and solve leadership problems through simulation exercises. Emphasis is placed on developing personal accountability and a strong sense of teamwork. Students are required to wear the JROTC uniform once a week or when designated by the senior army instructor. Students will purchase a JROTC T-Shirt for PT and other activities. Students who successfully complete this course may be eligible to participate in a summer leadership camp. This course is two semesters, one credit.

*Synopsis: Applied Leadership Education and Training (LET 3 third-year cadets)*

### **JROTC IV**

**Course Number: 6510**

Grade Level: 12

Prerequisite: JROTC I, II, III

In this capstone course, students practice the principals, objectives, and techniques of leadership/management. Emphasis is on problem analysis and decision-making, delegation and control, planning and organizing, and interpersonal skills required for effective management. Students experience the functions of leadership and the special problems associated with it. This course prepares students for responsible leadership roles while making them aware of their rights, responsibilities and privileges as American citizens. Students are required to wear the JROTC uniform once a week or when designated by the senior army instructor. Students will purchase a JROTC T-Shirt for PT and other activities. This course is two semesters, one credit.

*Synopsis: Advanced Leadership Education and Training (LET 4 fourth-year cadets)*

## **SPECIAL EDUCATION**

*Guthrie High School offers special education programs to ensure that all children with disabilities have access to a free and appropriate education. This includes special education and related services to meet their unique needs as required by the Oklahoma State Plan for Special Education and the Individuals with Disabilities Act. All programs require referral, testing, placement, an Individualized Education Program in the least restrictive environment, and transitional services. For further information consult the appropriate high school counselor*

or the Special Education Director at the Guthrie Public School Administration Building at 802 East Vilas.

## LEADERSHIP

### STUDENT LEADERS - STUCO

Course Number: 0010

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 also create a spirit of cooperation between students and the faculty. 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:*

*Organized instruction is the classroom instruction carried out in the shop, the greenhouse, the school farm, the extended classroom, or on field trips.*

*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.*

*FFA activities require a combination of classroom instruction, laboratory activities, and supervised agricultural experience.*

*The close correlation between instruction, experience, and activity makes the program vocational by nature. The FFA, as an integral part of each of the other program elements, has the unique characteristic of binding them together. It is a prerequisite of all agriculture education classes that a student become a member of the FFA.*

### AGRISCIENCE I

Course Number: 8211

Grade Level: 9

*Synopsis: Students will be introduced to the FFA and have the opportunity to participate in numerous FFA activities. Included are livestock shows, career development activities, speech contests, and parliamentary procedure contests. In addition, they will get to experience agriculture through animal science, plant science, agricultural economics, recordkeeping and agricultural mechanics.*

### AGRISCIENCE II

Course Number: 8212

Grade Level: 10, 11, 12

*Synopsis: Students will receive instruction in leadership abilities, financial competency, plant and soil science, animal science, and agricultural mechanics. Agriscience II will*

*continue the foundation of knowledge and skills begun in Agriscience I, a foundation students will need for assuming roles of leadership.*

**ANIMAL SCIENCE I**

**Course Number: 8231**

Grade Level: 10, 11, 12

*Synopsis: The student will be involved in the areas of production agriculture. Topics covered are animal care and management, artificial insemination and embryo transfer, feeds and feeding, marketing, and basic skills related to animal production.*

**ANIMAL SCIENCE II**

**Course Number: 8232**

Grade Level: 11, 12

*Synopsis: This course will focus on the agribusiness aspect of the AgEd program. Students will receive instruction in job responsibilities, human relationships, personal development, leadership, and parliamentary procedure. Students wishing to participate in public speaking and parliamentary procedure are encouraged to take this class.*

**AGRICULTURAL POWER AND TECHNOLOGY**

**Course Number: 8221**

Grade Level: 10, 11, 12

Prerequisite: Due to the equipment used in this class, instructor approval is required and insurance is strongly suggested.

*Synopsis: This course will consist of advanced arc welding, advanced oxyacetylene welding, cutting, plumbing, aluminum welding, plasma cutting, concrete and masonry, tool fitting, and project construction.*

**AGRICULTURAL POWER AND TECHNOLOGY II**

**Course Number: 8222**

Grade Level: 11, 12

Prerequisite: Due to the equipment used in this class, instructor approval is required and insurance is strongly suggested.

*Synopsis: This course will consist of electricity, tractor maintenance, small gas engines, advanced arc welding, oxyacetylene welding and cutting, inert gas welding, MIG welding, project construction, aluminum welding, and plasma cutting.*

**ENVIRONMENTAL SCIENCE AND NATURAL RESOURCES**

**Course Number: 8270**

Grade Level: 10, 11, 12

*Synopsis: Curriculum emphasizes the principles and processes in conserving and/or improving natural resources such as air, water, land, wildlife, habitat, forestry, and energy for economic and recreational purposes.*

**HORTICULTURE I**

**Course Number: 8131**

Grade Level: 10, 11, 12

*Synopsis: Students are introduced to the broad field of horticulture. Areas to be covered include beginning a career in horticulture, introduction to safety, growing facilities, greenhouse watering, floral design, deciduous plants, plant growth media, fertilizers, plant propagation, transplanting, and fruits and vegetables. Basic knowledge and skills will be presented in the classroom and practical knowledge will be put to use in the*

greenhouses. FFA and supervised agricultural experience activities are an integral part of the course.

## **HORTICULTURE II**

**Course Number: 8132**

Grade Level: 11, 12

*Synopsis: Instruction focuses on ornamental horticulture, landscape design, interior plantscapes, greenhouse management, floral design, and chemical safety. Other areas to be covered include evergreens, pruning, fertilizers, garden and plant judging will be studied with the aid of the greenhouses. Individual projects will be carried out in the greenhouses. FFA activities are an integral part of this course.*

## **HORTICULTURE III**

**Course Number: 8133**

Grade Level: 11, 12

*Synopsis: This class will provide students with practical knowledge about greenhouses that will make them better equipped to be successful in the work place. It is designed for the more serious horticulture student.*

## **AGRICULTURE COMMUNICATIONS**

**Course Number: 8253**

Grade Level: 11, 12

*Synopsis: This major area of study provides students interested in the field of communications with the skills necessary for an entry-level position in the industry and the knowledge base to continue into a related college degree program. Course content includes technical writing, photography, computer skills, news and radio reporting, public relations, and public speaking. Enrollment by pre-approval of instructor only.*

## **SOIL, PLANT AND CROP SCIENCE**

**Course Number: 8233**

Grade Level: 10, 11, 12

*Synopsis: This course will cover areas such as soils, fertilizers, soil conservation practices, land uses, legal descriptions, seed growth and reproduction, pest control, native and tame pastures, and price trends.*

# **FAMILY AND CONSUMER SCIENCES**

All students are expected to be a member of the Family Career and Community Leaders of America and to take an active part in the organization. FCCLA activities are an integral part of the vocational family and consumer science curriculum.

## **FAMILY AND CONSUMER SCIENCE I**

**Course Number: 8711**

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.*

**MARRIAGE AND FAMILY LIFE**

**Course Number: 8670**

(One semester)  
Grade Level: 10, 11, 12  
Prerequisite: FACS I

*Synopsis:* This course is designed to provide knowledge of family life and factors that influence lifestyles and decisions. Attention is focused on marriage and family skills, life choices, and parenthood and family changes. Marriage and Family Life is intended as the basic course from which students gain the knowledge to develop relationships effectively and deal with the many relationships that are a part of everyday life.

**PARENTING AND CHILD DEVELOPMENT**

**Course Number: 8630**

(One semester)  
Grade Level: 10, 11, 12  
Prerequisite: FACS I

*Synopsis:* This course is designed to provide basic knowledge of child development and to develop skills necessary to care for children and promote children's development. Students also examine theorists, child health, first aid and nutrition. Students should have opportunities to guide children's behavior and meet the needs of special age groups. Careers in early childhood care and education are explored.

**ADULT AND FAMILY LIVING**

**Course Number: 8610**

(One semester)  
Grade Level: 10, 11, 12  
Prerequisite: FACS I

*Synopsis:* This course is designed to help prepare students for their roles as adults in the home and in their careers. Areas of instruction, activities, and practical application are in consumer education, nutrition, parenthood education, relationships, and management of resources.

**PERSONAL CLOTHING MANAGEMENT**

**Course Number: 8611**

(One semester)  
Grade Level: 10, 11, 12  
Prerequisite: FACS I

*Synopsis:* This is a total clothing management course that develops planning, buying, and practical construction skills. Attention is focused on wardrobe planning, time- and money-saving techniques to stretch the clothing dollar, and clothing care and maintenance. This course is designed to encourage student creativity and develop practical skills through project construction.

**FOOD SCIENCE & PERSONAL NUTRITION**

**Course Number: 8650**

(One semester)  
Grade Level: 10, 11, 12

Prerequisite: FACS I

*Synopsis: Food Science and Personal Nutrition is an in-depth course designed to increase knowledge and skills in nutrition, consumer food planning, purchasing, preparation, and preservation. Eating disorders and special diets are supplemental areas. Attention is also focused on employment in food-related occupations and in developing social and entertainment skills. Science concepts and theories are applied throughout the course.*

## HOUSING AND HOME FURNISHINGS

Course Number: 8660

(One semester)

Grade Level: 10-12

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.*

## CONCURRENT ENROLLMENT

Guthrie High School students who are concurrently enrolled in higher education course(s) will be awarded both high school and college credit for course work completed during the academic year. EOI tested subjects (Algebra II, Geometry, US History, English II & III, and Biology) will not be eligible for dual credit through concurrent enrollment.

If a student chooses to take a course that is approved on the State Department of Education's review list, but correlates credit to an EOI-tested subject, the concurrent course will be transcribed as an elective, with a P, F, or NC grade. The grade a student receives in a non-EOI tested concurrent class will be figured into the student's high school grade point average.

If a student withdraws from the college course by the "Withdraw without grade" (or equivalent) deadline, then the student will receive an NC on their transcript.

The following table will be used as a guide when considering dual academic credit:

College Algebra	Correlated to	1 unit HS Algebra III*
General Biology (w/ lab)	Correlated to	1 unit HS Biology II
English Comp 1	Correlated to	½ unit (1 <sup>st</sup> sem) HS English IV
English Comp 2	Correlated to	½ unit (2 <sup>nd</sup> sem) HS English IV
American Federal Government	Correlated to	½ unit HS American Government
Introduction to Speech	Correlated to	½ unit HS Speech



\*Except for Algebra III, all correlations are on the approved list from SB 290 of 2009. We will need to ask for additional review from the SDE for this listing.

It is also recommended that in the future, additional courses in other areas, including but not limited to, the Arts and Humanities be reviewed for possible inclusion in this list.

It is the responsibility of the student to submit their final transcript upon completion of the course to receive credit. The transcript must be received in the counselor's office within two weeks of the ending of the high school semester. Any student, who is concurrently enrolled and withdraws or fails to attend the concurrently enrolled classes, must immediately return to Guthrie High School for enrollment.

## **MERIDIAN TECHNOLOGY CENTER**

*Juniors and seniors may enroll in Meridian Technology Center (MTC) courses. Students enrolled in the Technology Center will receive 4 units of credit (maximum) through Guthrie High School for each am/pm block. Students who drop MTC after the second week of school will lose those credits and will not be able to enroll in classes at Guthrie High School for credit until the beginning of the next semester.*

*Through cooperative alliance agreements, Meridian Technology Center students are eligible to earn college credit by successfully completing certain coursework within selected training programs.*

### **Meridian Technology Center Course Offerings**

- Air Conditioning and Refrigeration
- Automotive Technology
- Biotechnology
- Business Technology
- Collision Repair Technology
- Computed Aided Drafting
- Cosmetology
- Culinary Arts
- Electrical Technology
- Health Careers
- Health Informatics Technology
- Information Technology
- Machine Tool/CNC Machining
- Manufacturing Technology
- Masonry
- Pharmacy Technician
- Precision Metal Fabrication
- Pre-Engineering Technology
- Residential & Commercial Construction
- Welding Technology





Guthrie Public Schools

**Memo**

**To:** Dr. Mike Simpson and the Guthrie School Board

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

**Date:** May 30, 2014

**Re:** K – 8 Remedial Summer School Program

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Due to increased enrollment in the K – 8 Summer School, an additional teacher is needed.

I recommend Patti Bohlman for Teacher for 4<sup>th</sup> Grade.



# Price Quote for Services

## Guthrie Public Schools

8860 E. Chaparral Road  
Suite 100  
Scottsdale AZ 85250  
www.edgenuity.com

Date 6/2/2014  
Quote # 11208  
Vendor #

Software Version	Account Executive	Payment Schedule
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Lisa Griffin-Bliss

Pricing Expires	Start Date	End Date
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7/1/2014

7/1/2014

6/30/2015

Header	Quantity	Description	Per Unit	Amount
Software License	35	Renewal of 35 Concurrent User Licenses Virtual Classroom and Web Administrator for 55 courses plus VT OK EOIs.	600.00	21,000.00
Professional Services	0.1	Shared portion of Consortium Professional Development Day	2,000.00	200.00

Thank you for your continued partnership with Edgenuity.

**Total \$21,200.00**

This quote is made subject to Edgenuity Inc. Standard Terms and Conditions of Purchase and License ("Terms and Conditions"). The Terms and Conditions are available in their entirety at: <http://www.edgenuity.com/Edgenuity-standard-terms-and-conditions-of-sale.pdf> and are incorporated herein by this reference.

If this Quote includes any Sophia® Learning Inc. courses for purchase, the following language applies to any such purchase [and this language is also found in the above linked Terms and Conditions): "Use of any Sophia course is prohibited for all students under the age of 13 years."

Where customers purchase optional hardware and media appliances, a separate "Media Appliance Warranty" will apply and is

### District Contact

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

### Edgenuity Inc. Representative

Dr. Lisa Griffin-Bliss

Lisa.Bliss@edgenuity.com

213.268.8626

Not valid unless accompanied by a purchase order.

Please specify a shipping address if applicable.

Please sign and fax this quote, the district purchase order and order documentation to 480-423-0213.

8860 E. Chaparral Rd., Scottsdale, Arizona 85250 877.2020.EDU Fax: 480.423.0213 www.edgenuity.com

<b>ORGANIZATION</b>			<b>TOTAL BID</b>
A & M Quality Asbestos Removal Co.			\$17,900.00
Environmental Action, Inc.			\$16,700.00

<b>ORGANIZATION</b>			<b>TOTAL BID</b>
Carpet Masters, Inc.			\$48,792.00

<b>ORGANIZATION</b>	<b>BASE BID</b>	<b>Add option</b>	<b>Add option</b>	<b>Add option</b>	<b>Add option</b>
Performance Surfaces LLC	\$67,113.00	Vinyl end curtains \$1,383.00			
Heartland Seating Inc.	\$68,295.00	Vinyl end curtains \$369.00	12" seats lieu of tin \$643.00	11 1/2" rise lieu of 10 1/4" \$1,655.00	13 rows in lieu of 12 rows \$7,450.00

MAY 19 2014



**Guthrie Public Schools**  
**ACTIVITY FUND REQUEST FOR NEW ACCOUNT**  
Effective 1-06

Date 12 May 2014  
Site High School  
Purpose JROTC Camp Leadership Challenge (Summer Camp)

Source of income Fees paid by attendees

[Signature]  
Sponsor Signature

[Signature]  
Principal/Administrator Signature

Approved by \_\_\_\_\_

Date \_\_\_\_\_

New Account Name JCLC - Summer Camp

New Account Number 894

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



MAY 29 2014



**Guthrie Public Schools**  
**ACTIVITY FUND REQUEST FOR NEW ACCOUNT**  
Effective 1-06

Date 5-28-14  
Site 610  
Purpose NJHS State President Account

Source of income Fees for State Convention and State Dues

Teresa Barlow  
Sponsor Signature

[Signature]  
Principal/Administrator Signature

Approved by \_\_\_\_\_  
Date \_\_\_\_\_

New Account Name 826  
New Account Number NJHS State Pres.  
Board of Education Approval Date \_\_\_\_\_



# Board of Education Personnel Reports

## *Employment Request*

Classification						
Certified						
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Breshears, Megan	Fogarty	Third Grade	08/14/14		6	Eugene Reaves
Briggs, Jennifer	Junior High	English 7th Grade	08/14/14		6	Brenda Russell
Drake, Clay	High School	Vocational Agriculture	07/01/14		6	Jerry Brooks
Gustafson, Cynthia	GUES	Musiic 4th - 6th Grades	08/14/14		6	Caroline Roettger
Helmberger, Mech	Central	1st Grade	08/14/14		6	Hadley Spears
Johnson, Patricia	High School	English IV	08/14/14		6	Amy Little
Jones, James	High School	Vocational Agriculture	07/01/14		6	Craig Smith
Jordan, Tina	Cotteral	Deaf Ed/HI Teacher	08/14/14		6	Kelsey Bennett
Lucas, Lori	High School	English II	08/14/14		6	Jennifer Robinson
Porter, Laura	Junior High	Secondary Sp Ed Mild/Mod	08/14/14		6	Laura Sheldon
Prescott, Brenda	Cotteral	Pre-K	08/14/14		6	Deborah Dean
Reding, Shelli	Junior High	Secondary Sp Ed Mild/Mod	08/14/14		6	Janna Melton
Snow, Allison	High School	US History	08/14/14		6	Clay Tarter
Turney, Melissa	Fogarty	3rd Grade	08/14/14		6	Andrew Willhoite
Weir, Theresa	GUES	4th Grade	08/14/14		6	Kathleen Gauthier
Wright, Tracy	Fogarty	2nd Grade	08/14/14		6	Kinley Cheap

Classification						
Support						
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Myrick, James	GUES	Head Custodian	07/01/14	5	8	Marion Tyson

## *Transfer of Position Report*

Classification					
Certified					
Name	Transferred From	Transferred To	Replacing	Transfer Date	
Hagy, Joan	8th Grade English	5th Grade	Staci Hadley	8/14/2014	
Murray, Julie	Paraprofessional GUES	Teacher Mild/Mod HS	Sydney Marion	8/14/2014	

## *Separation of Employment*

Classification					
Certified					
Name	Site	Teaching Assignment	Reason for Separation	Effective Date	
Bradford, Sarah	High School	English II	Resigning	5/27/2014	
Gebhart, Misty	Fogarty	3rd Grade	Resigning	5/27/2014	
Hayes, Jennifer	Cotteral	Pre-K	Resigning	5/27/2014	
Papahronis, Peter	High School	Business	Resigning	5/27/2014	
Wilson, Amanda	GUES	6th Grade English	Resigning	5/27/2014	

Classification					
Support					
Name	Site	Teaching Assignment	Reason for Separation	Effective Date	
Cowan, Jacki	High School	Sp Ed Paraprofessional	Retiring	5/27/2014	
Stover, Bertha	Central	Sp Ed Paraprofessional	Resigning	5/27/2014	

# *Recommendations on GPS 2013-2014 Temporary Contract Teachers for Employment for 2014-2015*

<i>Temp to Prob</i>	<i>Temp to Temp 1 Sem</i>	<i>Last Name</i>	<i>First Name</i>	<i>Teacher Assignment</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Abbott	Kaylee	Kindergarten
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bertolino	Julie	Title I Math
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Blackston	Keith	8th Grade Math
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Blakemore	Kristi	Counselor HS/Jr High
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Brown	Charleen	4th Grade
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bryant	Ashley	2nd Grade
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Crockett	Russell	Physical Ed Kindergarten
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Davenport	Deanna	Kindergarten
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Durham	Christine	5th Grade
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gebhart	Misty	3rd Grade
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hudson	Katelyn	3rd Grade
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ice	Kathy	8th Grade Science
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jones	Tonya	Computer Apps/Web Page
<input checked="" type="checkbox"/>	<input type="checkbox"/>	McCoy	Afton	5th Grade
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Moore	Amber	3rd Grade
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Murray	Susan	Sp Ed EC Central/Cotteral
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Paul	Amanda	5th Grade
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Rollins	Lyndsey	Sp Ed Mild/Mod 4th LD
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Siess	Tonia	2nd Grade
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Smedley	Angie	School Psychologist
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stevenson	Sheri	SP ED Mild/Mod 7th LD
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Tarrant	Kara	Government
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vanderpool	Trisha	3rd Grade
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wagner	James	Algebra II
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Williams	Angela	Sp Ed Mild/Mod 2-3 LD
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Young	Kathleen	Kindergarten
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ball	Melanie	4th Grade
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Barrie	Amy	Reading 6th Grade
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Boeckman	Scott	7th Grade Math
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bohlman	Patti	Sp Ed Mild/Mod 1/2 ID 1/2 LD

<i>Temp to Prob</i>	<i>Temp to Temp 1 Sem</i>	<i>Last Name</i>	<i>First Name</i>	<i>Teacher Assignment</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Brandon	Brenda	Sp Ed EC
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Burcham	Ryan	Oklahoma History
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Carris	Cindy	Spanish 1/2 day
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Catlin	Patricia	Sp Ed Mild/Mod K-3 DD/ED
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cook	Marcus	6th Grade Science
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Davidson	Tia	1st Grade
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dunbar	Deborah	Sp Ed Mild/Mod 3-4 ID
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fields	Monetta	Algebra I
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Geiser	Justin	In School Supervision
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hays	DaNena	5th Grade
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Higgins	Katie	Sp Ed Mild/Mod LD 6th Gr
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hoskins	Ryan	Biology
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hoskins	Stacie	6th Grade Language Arts
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Howard	Patrick	US History 8th Grade
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Jensen	Kathleen	Library Media Specialist
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Johnson	Kelli	6th Grade Science
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Kraft	Shannon	English 8th Grade
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Langley	Chase	Math 7th Grade
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lucas	Donna	Sp Ed Mild/Mod 2-3 LD
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Martin	Rick	Math - 1/2 Day
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Meek	Diana	English
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Myers	Monte	Geometry/Remedial Algebra
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reynolds	Rachael	Keyboarding/Computer Apps
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ross	Aubrey	Vocal Music
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Simmons	Tiffany	English 8th Grade Reading
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Skinner	Cathleen	Foreign Language 3 hrs/day
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Smith	Lauren	English
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Stevenson	Jennifer	Sp Ed Mild/Mod 10-12 LD/Eng
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Strong	Rachael	Journalism/Yearbook
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Thompson	April	Counselor
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ward	Delma	1st Grade
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wells	Cameron	Band Director

## 2014-2015 Administrative Extra Duty Assignments

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>ADMIN</i>			
	Board Meeting Video Production	\$2,400.00	Sullaway, Greg
	Clerk of the Board	\$6,000.00	Gammill, Kay
	Data Specialist	\$3,000.00	Savory, Sandra
	District Registrar	\$3,000.00	Watts, Jean
	Fixed Assets	\$3,000.00	Biggs, Vicki
	Insurance Coordinator	\$1,100.00	Biggs, Vicki
	Webmaster - District	\$2,000.00	Savory, Sandra

## 2014-2015 Cotteral Academic Extra Duty Assignments

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>COTT</i>			
	Web Page Coordinator - Cotteral	\$300.00	Beeby, Laura

## 2014-2015 GUES Academic Extra Duty Assignments

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>GUES</i>			
	Academic Team Coach - GUES	\$300.00	Pratt, Cheryl
	Academic Team Coach - GUES	\$300.00	Johnson, Kelli
	Counselor	\$600.00	Cunningham, Kevin
	Honor Choir - GUES	\$600.00	Gustafson, Cynthia
	Web Page Coordinator - GUES	\$300.00	Deken, Crystal

## 2014-2015 Fogarty Academic Extra Duty Assignments

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>FOG</i>			
	Honor Choir - FOG	\$300.00	UNASSIGNED, FOG
	Web Page Coordinator - Fogarty	\$300.00	Perring, Amanda

## 2014-2015 Central Academic Extra Duty Assignments

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>CENT</i>			
	Counselor	\$600.00	Thompson, April
	Web Page Coordinator - Central	\$300.00	Harry, Verlene

## *2014-2015 JH Academic Extra Duty Assignments*

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>JH</i>			
	Academic Team - JH	\$375.00	Simmons, Tiffany
	Academic Team - JH	\$375.00	Ice, Kathy
	Additional Days (20)	\$4,200.00	Barbour, Teresa
	Art Stars - JH	\$300.00	Creamer, Phyllis
	Band (8th Gr) & HS Asst.	\$4,500.00	Richardson, Billy
	Band Music Assistant	\$4,500.00	Wells, Cameron
	Builders Club	\$150.00	Simmons, Tiffany
	Builders Club	\$150.00	Briggs, Jennifer
	Counselor	\$600.00	Barbour, Teresa
	Detention Duty (Lunch) - JH	\$450.00	Anderson, Lynette
	Detention Duty (Lunch) - JH	\$450.00	Ice, Kathy
	Detention Duty (PM) - JH	\$450.00	Stevenson, Sheri
	Drama - JH	\$600.00	Ross, Aubrey
	Honor Society - JH	\$300.00	LeGrande, Sharolyn
	Honor Society - JH	\$300.00	Barbour, Teresa
	Journalism - JH	\$1,000.00	LeGrande, Sharolyn
	Math Counts - JH	\$300.00	UNASSIGNED, JH
	Math Counts - JH	\$300.00	Maltz, Shurlyn
	Newspaper - JH	\$300.00	UNASSIGNED, JH
	Newspaper - JH	\$300.00	UNASSIGNED, JH
	Student Council - JH	\$650.00	Creed, Rebecca
	Student Council - JH	\$650.00	Barbour, Teresa
	Summer Band Pride	\$2,000.00	Richardson, Billy
	Summer Band Pride	\$1,000.00	Wells, Cameron
	Vocal Music - JH	\$1,750.00	Ross, Aubrey
	Vocational	\$2,000.00	Blevins, Jeanette
	Vocational	\$2,000.00	Sieber, Joseph
	Vocational	\$2,000.00	Barker, Van
	Web Page Coordinator - JH	\$500.00	Blevins, Jeanette
	Yearbook Photographer - JH	\$200.00	LeGrande, Sharolyn

## *2014-2015 Faver Academic Extra Duty Assignments*

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>FAVER</i>			
	Noon Duty (1st Semester)	\$450.00	Thorp, Larry
	Noon Duty (2nd Semester)	\$450.00	Heard, Martha

## *2014-2015 HS Academic Extra Duty Assignments*

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>HS</i>			
	Academic Coach - HS	\$1,500.00	Meek, Diana
	Additional Days (20)	\$4,200.00	Wade, Margaret
	Additional Days (20)	\$4,200.00	Chadd, Joyce
	Additional Days (20)	\$4,200.00	Blakemore, Kristi
	AP Coordinator - HS	\$500.00	Wade, Margaret
	AP Coordinator - HS	\$500.00	Chadd, Joyce
	Art - HS	\$2,000.00	Baker, Lindsey
	Band Director	\$7,000.00	Blackburn, Robert
	Band Marching Assistant	\$2,300.00	Perring, Billy
	BPA - HS	\$1,200.00	UNASSIGNED, HS
	Competitive Drama - HS	\$2,500.00	Berryman, Shelley
	Counselor	\$600.00	Wade, Margaret
	Counselor	\$600.00	Chadd, Joyce
	Counselor	\$600.00	Blakemore, Kristi
	Dept Chair - Business - HS	\$700.00	Benson, Juana
	Dept Chair - Fine Arts - HS	\$700.00	Perring, Billy
	Dept Chair - Lang Arts - HS	\$700.00	Perring, Matthew
	Dept Chair - Math - HS	\$700.00	Russell, Donna
	Dept Chair - Science - HS	\$700.00	Redus, Michelle
	Dept Chair - Social Studies - HS	\$700.00	Barrett, Kimberly
	Dept Chair - Special Ed - HS	\$700.00	Kinzie, Patsy
	Detention (AM)	\$450.00	Barrett, Kimberly
	Detention (PM)	\$450.00	Russell, Donna
	Drama - HS	\$500.00	Berryman, Shelley
	Foreign Lang. Club - HS	\$300.00	UNASSIGNED, HS
	Foreign Lang. Club - HS	\$300.00	Salas, Gloria
	Freshman Class Sponsor	\$200.00	Fields, Monetta
	Heritage Club - HS	\$300.00	UNASSIGNED, HS
	Heritage Club - HS	\$300.00	Allen, Joyce
	Honor Society - HS	\$500.00	Benson, Juana
	Joumalism - HS	\$2,500.00	Strong, Rachael
	JROTC Drill Team	\$0.00	Arnold, Claude
	Junior Class Sponsor - HS	\$750.00	Redus, Michelle
	Junior Class Sponsor - HS	\$750.00	Davis, Adrian
	Key Club	\$1,200.00	Baker, Lindsey

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
	Link Crew	\$500.00	Stevens, Justin
	Link Crew	\$500.00	Perring, Matthew
	Mu Alpha Theta - HS	\$500.00	Russell, Donna
	Online/Virtual Curriculum Coordinator	\$3,000.00	Benson, Juana
	Science Club	\$500.00	Redus, Michelle
	Science Club	\$500.00	Oneill, Jennifer
	Senior Class Sponsor	\$750.00	Chadd, Joyce
	Senior Class Sponsor	\$750.00	Perring, Billy
	Sophomore Class Sponsor	\$200.00	Baker, Lindsey
	Special Olympics - HS	\$300.00	Kinzie, Patsy
	Student Council - HS	\$1,500.00	Hodge, Jordan
	Student Council - HS	\$1,500.00	Perring, Matthew
	Summer Band Pride - HS	\$2,000.00	Blackburn, Robert
	Vocal Music - HS	\$5,000.00	Perring, Billy
	Vocational	\$2,400.00	Jones, James
	Vocational	\$2,400.00	Drake, Clay
	Vocational	\$2,400.00	UNASSIGNED, HS
	Vocational	\$2,000.00	Webber, Jody
	Web Master - HS	\$1,500.00	Benson, Juana
	Youth in Government - HS	\$300.00	Barrett, Kimberly



## *2014-2015 JH Athletic Extra Duty Assignments*

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>JH</i>			
	Baseball Asst. Coach - 7th Gr	\$1,100.00	UNASSIGNED, JH
	Baseball Asst. Coach - 8th Gr	\$1,100.00	Geiser, Justin
	Baseball Head Coach - 7th Gr	\$1,600.00	Morgan, Seth
	Baseball Head Coach - 8th Gr	\$1,600.00	Young, Tyler
	Basketball Head Coach - 7th Gr (Boys)	\$1,700.00	Geiser, Justin
	Basketball Head Coach - 7th Gr (Girls)	\$1,700.00	Gillett, Ronald
	Basketball Head Coach - 8th Gr (Boys)	\$1,700.00	Bowie, Anthony
	Basketball Head Coach - 8th Gr (Girls)	\$1,700.00	Walter, Kenneth
	Cheerleading (Junior High) FB, BB, WR	\$975.00	Stevenson, Sheri
	Cross Country Head Coach - 7,8,9 (Boys)	\$1,100.00	Dearing, Bryan
	Cross Country Head Coach - 7,8,9 (Girls)	\$1,100.00	UNASSIGNED, JH
	Football Asst. Coach - 7th Gr	\$1,600.00	Morgan, Seth
	Football Asst. Coach - 7th Gr	\$1,600.00	UNASSIGNED, JH
	Football Asst. Coach - 8th Gr	\$1,600.00	Perring, Matthew
	Football Asst. Coach - 8th Gr	\$1,600.00	Boeckman, Scott
	Football Head Coach - 7th Gr	\$3,000.00	Porter, Casey
	Football Head Coach - 8th Gr	\$3,000.00	Ball, Jeffrey
	Golf Head Coach - 7th-8th-9th (Boys)	\$1,200.00	Ball, Jeffrey
	Golf Head Coach - 7th-8th-9th (Girls)	\$1,200.00	Ball, Jeffrey
	Pep Club - JH	\$200.00	Stevenson, Sheri
	Softball Asst. Coach - JH	\$1,100.00	UNASSIGNED, JH
	Softball Head Coach - JH	\$1,600.00	Howard, Patrick
	Tennis Head Coach - 7th & 8th (Boys)	\$1,200.00	Hodge, Jordan
	Tennis Head Coach - 7th & 8th (Girls)	\$1,200.00	Berryman, Shelley
	Track Head Coach - 7th & 8th (Boys)	\$1,600.00	Dearing, Bryan
	Track Head Coach - 7th & 8th (Girls)	\$1,600.00	Boeckman, Scott
	Wrestling Asst. Coach - 7th-8th-9th	\$1,200.00	Howard, Patrick
	Wrestling Head Coach - 7th-8th-9th	\$1,700.00	Young, Tyler

## *2014-2015 HS Athletic Extra Duty Assignments*

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>HS</i>			
	Baseball Asst. Coach - HS	\$2,000.00	Haynes, Thomas
	Baseball Asst. Coach - HS	\$2,000.00	Langley, Chase
	Baseball Head Coach - 9th Gr	\$2,000.00	Porter, Casey
	Baseball Head Coach - HS	\$4,100.00	Chappell, Jon
	Basketball Asst. Coach (Boys) - HS	\$2,700.00	Wagner, James
	Basketball Asst. Coach (Boys) - HS	\$2,700.00	Davis, Adrian
	Basketball Asst. Coach (Girls) - HS	\$2,700.00	Simek, Sherri
	Basketball Asst. Coach (Girls) - HS	\$2,700.00	Burcham, Ryan
	Basketball Head Coach - 9th Gr (Boys)	\$1,700.00	Wagner, James
	Basketball Head Coach - 9th Gr (Girls)	\$1,700.00	Simek, Sherri
	Basketball Head Coach (Boys) - HS	\$5,850.00	Flanigan, Timothy
	Basketball Head Coach (Girls) - HS	\$5,850.00	UNASSIGNED, HS
	Cheerleading (Freshman) FB,BB,WR	\$1,200.00	Johnson-Fields, Pamela
	Cheerleading (Varsity) FB,BB,WR	\$1,950.00	Johnson-Fields, Pamela
	Cross Country Asst. Coach (Boys) - HS	\$1,100.00	Longstreth, Mike
	Cross Country Asst. Coach (Girls) - HS	\$1,100.00	Longstreth, Mike
	Cross Country Head Coach (Boys) - HS	\$2,000.00	Tarter, Clay
	Cross Country Head Coach (Girls) - HS	\$2,000.00	Tarter, Clay
	Football Asst. Coach - Grades 9-12	\$3,600.00	Chappell, Jon
	Football Asst. Coach - Grades 9-12	\$3,600.00	Meshew, Ricky
	Football Asst. Coach - Grades 9-12	\$3,600.00	Mick, Scott
	Football Asst. Coach - Grades 9-12	\$3,600.00	Woodard, Eric
	Football Asst. Coach - Grades 9-12	\$3,600.00	Rice, Jason
	Football Asst. Coach - Grades 9-12	\$3,600.00	Young, Tyler
	Football Asst. Coach - Grades 9-12	\$3,600.00	Haynes, Thomas
	Football Defensive Coordinator - HS	\$750.00	Woodard, Eric
	Football Defensive Coordinator - HS	\$750.00	Haynes, Thomas
	Football Head Coach - Grades 9-12	\$6,600.00	Beeby, Kelly
	Football Offensive Coordinator - HS	\$1,500.00	Mick, Scott
	Football Special Teams Coordinator- HS	\$750.00	Rice, Jason
	Football Special Teams Coordinator- HS	\$750.00	Meshew, Ricky
	Golf Asst. Coach HS Girls	\$550.00	Longstreth, Mike
	Golf Asst.Coach HS Boys	\$550.00	Longstreth, Mike
	Golf Head Coach (Boys) - HS	\$2,000.00	Meshew, Ricky
	Golf Head Coach (Girls) - HS	\$2,000.00	Rice, Jason

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
	Soccer Asst. Coach (Boys) - HS	\$1,300.00	Lausen, Ted
	Soccer Asst. Coach (Girls) - HS	\$1,300.00	UNASSIGNED, HS
	Soccer Head Coach (Boys) - HS	\$2,600.00	Myers, Monte
	Soccer Head Coach (Girls) - HS	\$2,600.00	Myers, Monte
	Softball Asst. Coach - HS	\$2,300.00	Tarrant, Kara
	Softball Asst. Coach - HS	\$2,300.00	Snow, Allison
	Softball Head Coach - HS	\$4,100.00	Langley, Chase
	Summer Athletic Pride - HS	\$1,000.00	Rice, Jason
	Summer Athletic Pride - HS	\$2,000.00	Mick, Scott
	Summer Athletic Pride - HS	\$2,000.00	Beeby, Kelly
	Summer Athletic Pride - HS	\$1,000.00	Young, Tyler
	Summer Athletic Pride - HS	\$2,000.00	UNASSIGNED, HS
	Summer Athletic Pride - HS	\$2,000.00	Flanigan, Timothy
	Tennis Head Coach (Boys)	\$2,300.00	Hudson, Mary
	Tennis Head Coach (Girls)	\$2,300.00	Hudson, Mary
	Track Asst. Coach (Boys) - HS	\$1,400.00	Tarter, Clay
	Track Asst. Coach (Girls) - HS	\$1,400.00	UNASSIGNED, HS
	Track Head Coach - 9th Gr (Boys)	\$1,000.00	Beeby, Kelly
	Track Head Coach - 9th Gr (Girls)	\$1,000.00	UNASSIGNED, HS
	Track Head Coach (Boys) - HS	\$3,000.00	Perring, Matthew
	Track Head Coach (Girls) - HS	\$3,000.00	UNASSIGNED, HS
	Weightlifting Head Coach - HS	\$1,000.00	Beeby, Kelly
	Wrestling Asst. Coach - HS	\$2,300.00	Howard, Patrick
	Wrestling Head Coach - HS	\$5,500.00	Stevens, Justin

**Guthrie Public Schools  
Property Meeting Minutes  
June 2, 2014  
5:00 p.m.**

Members present: Dr. Simpson, Dennis Schulz, Jerry Gammill, Terry Pennington, Jennifer Bennett-Johnson and Linda Skinner.

Member absent: Tom Holtz

Mr. Gammill spoke on the following items:

**Expenditure Reports:**

- Summarized the expenses for May
- Outlined new Purchase Orders

**Completed Projects:**

- 147 Work Orders
- Central pump repairs
- Annual In-service meeting
- High School chiller repairs

**Projects in Progress:**

- Currently have 73 work orders from May
- Obtaining prices to replace FFA HVAC and have contacted contractor to repair heating unit in Jr. High classroom
- Summer cleaning

**New Projects:**

- Projects out for bids which include replacement of High School gym seating, High School Asbestos Abatement, Central Carpet replacement, and mowing and trimming for the District.

Dr. Simpson discussed the donation to install ornamental fencing at the Squires Field entrance. All materials and labor are being donated with no cost to the School District.

A consultant from TransPar Group discussed his review of our Transportation Department.

Guthrie Public Schools  
Finance Committee Meeting Minutes  
June 3, 2014  
4:00 P.M.

**In Attendance:** Dr. Mike Simpson, Dennis Schulz, Chad Wilson, Gail Davis, S. Janna Pierson and Vicki Biggs.

Terry Pennington attended in the absence of E. Sharon Watts.

**Mr. Schulz** opened the meeting by informing the committee the first 31 pages were the regular monthly financial reports. He stated if they had any questions concerning any of the items, to e-mail or call him.

**Mr. Schulz:**

Discussed the following items:

**Property, Liability & Fleet Auto Insurance Renewal**

Explained there was a \$15,000.00 reduction from last year's premiums. Also stated there was a 5 year comparison chart in their packet.

**Workers' Compensation Insurance Renewal**

Stated there would be a \$3,000.00 increase in premiums and that it was based on yearly salary costs.

**Temporary Appropriations**

This is an amount given to the schools by the auditor and sent to the Excise Board allowing the school to operate until the auditor gives the actual appropriation amount.

**Forms 105 and Form 307 Supplemental Appropriation**

Explained this is necessary for the Child Nutrition Fund to finish paying the final obligations for the year.

**TransPar Student Transportation Management Agreement**

This agreement is for management services only. The buses would remain GPS property and the employees would continue to be employed by the district. The additional cost would be \$29,940.00.

**OSSBA Contract Renewal**

Yearly Renewal

### **Logan County Health Department – Nursing Services Contract Renewal**

This would continue nursing services for the 2014-15 school year.

### **Contract for Deaf Ed Interpreter**

Due to the loss of the employed Interpreter, this is a temporary contract for the months of June and July.

### **Department of Rehabilitative Services – Work Study Agreement**

This allows student with disabilities to be able to work and be paid by the school with the Department of Rehabilitative Services reimbursing the cost to the school.

### **Agreement with Willow Creek – Pre-K Program**

A continuation of the Pre-K Program housed at Willow Creek.

### **Mr. Wilson:**

Discussed the Following Contract/Agreement Renewals:

- **ALCA**

Data Warehousing for all testing data

- **Aesop**

Leave records for employees

- **VeriTime**

Software for the time clock used by all support employees

- **Netchemia/School Recruiter**

Application system for all prospective employees

- **Edgenuity/E2020**

Online instruction vendor. We purchase this through a consortium of other public schools administered by Meridian Technology Center. Explained there was a \$3,000.00 increase due to the addition of 5 software licenses.

**Guthrie Public Schools  
Curriculum Committee Meeting  
June 3, 2014  
5:00 p.m.**

In attendance: Dr. Mike Simpson, Gail Davis, Janna Pierson, Travis Sallee and Chad Wilson.

Members absent: Carmen Walters and Eldona Woodruff

Jean Watts attended in the absence of Sheryl Miles

**Chad Wilson**

Discussion Items:

**ALCA (Aurora Learning Community Association)**

- This is our data storehouse for Interim Assessment. It hosts our Benchmark data, CPAA, MAP and OCCT/EOI data for our district.

**Transitioning from ESEA Flexibility to the ESEA**

- Explained if we lose Common Core and PASS objectives are not approved, we would go back to No Child Left Behind (NCLB). Until a decision has been made by Governor Fallin this week, we do not know what standards we will have. We could possibly end up with Common Core for the next 2 years.

**High School Handbook (Summary of Changes)**

- Updated Parent-Student Teacher Compact
- Added Asbestos Management Plan
- Added Attendance Codes (which will help parents better understand absence coding)
- Added Earthquake and Shelter in Place to the list of drills
- Updated Withdrawal Procedure from school

**Junior High Handbook (Summary of Changes)**

- Adjusted bell schedule
- Doctor's note adjustment (Students now will have 5 days to submit)
- Amended Truancy Wording
- Added Asbestos Management Plan

**High School Course Selection Handbook (Summary of Changes)**

- Valedictorian/Salutatorian (Now matches High School Handbook)
- College Prep/Work Ready Curriculum (Now matches High School Handbook)
- EOI Courses – Description of EOI Test (Clarifying Rules)
- Adventure Sports added to Curriculum
- Concurrent Enrollment (Will now get some High School credit)