

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

**FRIDAY  
AUGUST 15, 2014  
7:30 A.M.**

**AGENDA:**

1. Call to Order
2. Roll Call
3. Establish a Quorum
4. Pledge of Allegiance
5. Recommendation, consideration and action upon:
  - School Bus Driver's and Monitor's Handbook for 2014-2015
  - School Bus Rider's Handbook for 2014-2015
6. 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, 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. Vote to return to open session
  - C. Statement of executive session minutes
7. Vote on action as set out on the Personnel Reports
8. Recommendation, consideration and action upon Negotiated Agreement between the Guthrie Association of Classroom Teachers and the Guthrie Board of Education for 2014-2015
9. Consideration and possible action on a resolution authorizing the calling and holding of a special election on November 4, 2014, for the purpose of submitting to the registered, qualified voters of the Guthrie School District the question of the issuance of bonds for constructing, equipping, repairing and remodeling school buildings and acquiring school classroom technology equipment
10. Adjourn

**Dr. Mike Simpson  
Superintendent**

kg

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

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

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

**GPS School Bus Drivers Handbook**

# **School Bus Driver's and Monitor's Handbook**

**Transportation Department  
Guthrie Public Schools**

~~2013~~ 2014 - ~~2014~~ 2015

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**Guthrie Public School District is a Totally Tobacco Free Environment –Smoking, Dipping, Chewing or Other Use of Tobacco or Tobacco Products is Strictly Prohibited In or Around Any School Building, School, Grounds, or School Vehicles.**

## **Aim**

**To transport students safely and efficiently to and from schools and activities.**

## **Philosophy**

Guthrie Public Schools buses are operated as a service to transport students to and from school, and other Board approved functions safely and efficiently. Were it not for this, there would be no need for busses, drivers, or a Transportation Department.

Driving a bus should not be an interruption in our day, and it is our intent that the experience students have with the Transportation Department is a pleasant one.

We will attempt, within our capabilities and resources, to treat everyone equally. Any service provided for one student, school, or patron will be provided for all others under similar circumstances.

The school district intends for all school bus drivers to be treated fairly. Every effort will be made to make the bus driver's job as pleasant as possible. A cooperative effort on the part of the driver, site principals, and Central Office personnel should result in a smooth operation of the Transportation Department.

All the rules and regulations concerning school bus operations were made for a reason. Some are required by law and others by the school board. None are made without serious thought, and ALL must be adhered to strictly both for the safety of the riders and the functionality of the equipment.

Today, it costs over \$80,000 to purchase one bus. Therefore, we are all responsible for carrying out our jobs in performing the inspections and maintenance of buses, being careful and safe drivers, and controlling our students so that our buses enjoy a long and safe life.

## **Applicability**

The contents of this manual apply to all employees of the Guthrie Public School system, regardless of position or title, who drive a Guthrie Public School bus.

## **Introduction**

Few people realize that school bus drivers and the Transportation Department as a whole are most vital to the education of students and also to the school system's public relations program. Transportation is so vital that school will be dismissed if the buses cannot run their routes. Since approximately eighty percent (80%) of Guthrie School students are transported, school bus drivers have a great opportunity to enhance public relations with the district's patrons.

Also, those taxpayers who have no children riding the bus come in contact almost daily with school buses on the streets. Because of this, the Transportation Department, as much or more than any other single department, affects public opinion toward our schools.

School bus drivers should be aware at all times that they are very conspicuous when driving a big, yellow vehicle. Everyone connected with the schools represents the school system. Often, public attitude toward the system is determined by the actions of a single representative, and because school buses have district identification on the sides of them, public opinion may be swayed by the action of one bus. Drivers who are especially courteous create a good image for their school district. Please think before you act. Common sense, courtesy and good judgment will prevent or solve most problems before they develop into a crisis.

The bus driver is the first school representative a student meets each morning. If it is a pleasant meeting and a pleasant ride to school, the student has a much a greater opportunity for a successful learning experience that day. If the bus ride is unpleasant, the student often begins the day with a negative or hostile attitude toward school.

Likewise, since the last school representative a bus rider sees in the afternoon is the driver, we can send him or her home with a pleasant feeling toward school by making the trip home a positive experience. It is advantageous for all transportation personnel to make every effort to see that a student's time on the bus is as pleasant as possible.

This handbook is intended to provide Guthrie Public Schools bus drivers with the basic information, rules, and regulations necessary to effectively operate and maintain a school bus. The information contained in this book is to be used in conjunction with the School Bus Driver Manual published by the State Department of Education and the Oklahoma Commercial Driver's Manual published by the Oklahoma Department of Public Safety.

## State Department of Education Requirements for School Bus Drivers in Oklahoma

### School Bus Driver Certification

#### Standard Certificate

Qualifications of a School Bus Driver

#### **Certification Requirements (Excerpts from OAC 210:30-5-1)**

(I) The employing school's Chief Administrative Officer or designee shall certify to the Oklahoma State Department of Education (OSDE) that **each applicant submitted for a Standard Five-Year Certification:**

- (i) Is at least 18 years of age.
- (ii) Has successfully completed a school bus driver certification course approved by the Oklahoma State Department of Education.
- (iii) Holds a valid Commercial Driver License (CDL) appropriate for the type of vehicle driven with the proper endorsements required by the Department of Public Safety.
- (iv) Has not been convicted, plead guilty or no contest to a felony during the last ten (10) years.
- (v) Has passed a driving record check, and **no certificate shall be issued** to a person who within the preceding three (3) years:
  - (I) Has had a license suspended or revoked, canceled, or withdrawn pursuant to the Implied Consent Laws at 47 O.S. § 751 et seq.
  - (II) Has a conviction for a violation of 47 O.S. § 11-902 which includes driving, operating or being in actual physical control of a vehicle while under the influence of alcohol or any intoxicating drug.
  - (III) Has been convicted or plead guilty to a violation of 47 O.S. § 761, operating a motor vehicle while impaired by consumption of alcohol.
  - (IV) Has been convicted of any municipal violation of driving under the influence of alcohol or drugs, or operating a motor vehicle while impaired, or being in actual physical control of a motor vehicle while impaired.
  - (V) Has had four (4) or more traffic violations (excluding parking tickets).

#### **Requirements for Guthrie Public Schools School Bus Driver**

1. Hold a valid Oklahoma School Bus Driver's Certificate and CDL with appropriate endorsements.
2. Demonstrate to the Transportation Director or Bus Route Supervisor, or someone he/she appoints, the ability to operate a school bus to the Director's satisfaction.
3. Have an acceptable moral character.

4. Be a responsible driver.
5. Be willing to comply with all laws, policies, rules, and regulations set forth by the legislature, State Board of Education, local Board of Education, local administration, and Transportation Department.
6. Be willing to accept necessary modifications to assigned routes.
7. Be willing to do the things necessary to maintain a standard school bus driver's certification.
8. Attend meetings called by the Transportation Director or Bus Route Supervisor.
9. Show proper care and respect for equipment including inspections and cleanliness.
10. Show proper respect for the students.
11. Carry a watch or timepiece of some kind at all times while on duty and keep its time correct.
12. Fill out all applicable forms completely, accurately, and in a timely manner.
13. Be neat in appearance, courteous to parents and students, and cooperate with other bus drivers, principals, teachers, and other school officials.
  - a. Acceptable dress for drivers is the same for as for teachers.
  - b. Every driver will wear shoes while driving a school bus. All shoes must be secured to the feet at the heel and the toe.
  - c. Every driver must wear a shirt. No driver will wear only a tank top or sleeveless undershirt while driving a bus. Clothing which reveals undergarments or clothing of a similar nature is unacceptable.
  - d. If shorts are worn, they must be of Bermuda or walking short length.
  - e. Vulgar or suggestive language, pictures, or symbols shall not appear on any clothing worn by the driver.
  - f. Tight fitting pants or clothing so tight as to be considered "revealing" is unacceptable.
  - g. No halter-tops or tube tops.
  - h. No spandex clothing.

### **Expected Conduct for Transportation Employees**

1. Be on time for work.
2. Drivers are expected to report to the dispatch office immediately upon arrival for work. Be sure to register your attendance by whatever means is currently being used. In the event that you fail to register your attendance,



check with office personnel to correct the situation. Drivers are to register their attendance only for themselves.

3. If you know you are going to need to be off, give the Director as much advance notice as possible so that a substitute can be arranged. When you are gone, our operation suffers. No substitute can run your route as well as you can. When you are gone, it affects us all -- there is more work for the Director and Dispatcher, less quality service for your students, and sometimes, more work for your fellow bus drivers.

**REMEMBER: Advance notice does not guarantee time off.**

4. When an emergency arises, contact the Director as soon as possible. Emergencies at home, unavoidable schedule conflicts, and sickness are understandable reasons for missing work. Drivers are placed on their honor to not abuse this accommodation. Absences for personal convenience or excessive absences could result in corrective action by the district.
5. Excessive absences for personal reasons will be grounds for dismissal.
6. The Transportation Office and Maintenance Shop are business areas. Please do not carry on unnecessary conversation with the office personnel and the mechanics. Let them get their work done. Excessive noise in the dispatch office not only hampers the dispatcher's ability to carry out their job; it also gives the public the impression we run an unorganized operation. Their impression of our department affects how they will interact with you on route.
- 7. NO SMOKING OR TOBACCO USE IS ALLOWED ON SCHOOL PROPERTY.**
8. Profane, vulgar, or suggestive language is not permitted during or around any school activity or on school property.
9. No drivers are allowed beyond the yellow line in the garage. This is a safety violation and could result in a fine from OSHA. Drivers are not permitted to congregate in the garage. The driver's lounge is provided for drivers' use prior to, and after running, their bus routes.
10. Report all school related injuries that happen either to yourself or to a student, immediately. An accident/incident form is available in the director's office.

### Use of Cellular Phones

Most drivers carry cellular phones; however, they are not to be used while the bus is in motion. They are to be used only for an emergency situation that may arise

during the time the route is being driven. If a cellular phone must be used, pull over at a safe location, secure the bus, and then make the call or text.

### **Child Check Procedure**

Before exiting the bus the driver will make a walk-through of the bus to inspect for sleeping students, lost or forgotten items, vandalism, or other damage to the interior of the bus.

### **Parking**

Parking spaces will be provided for all school bus drivers along the drive just to the south of the practice athletic field at the top of the hill above the lot where the buses are parked. Please do not park in the grass alongside the bus lot.

All school buses are to be parked in the designated spaces only. No buses are to be left unattended in and around the office and garage area. This area can become quite congested which increases the possibility of an accident.

Personal vehicles are to be parked in the lot on the west side of the football field or the upper parking lot to the east of the garage area. Cars may be parked *temporarily* in the office parking area while signing in or out in the dispatch office. Cars may not be left in this parking area otherwise. This area is reserved for office personnel and visitors.

*Please Park in the Designated Areas Only.*

### **Bus Assignments**

Buses are assigned to routes by the Transportation Director or Bus Route Supervisor and are subject to change at any time. Consideration is given to the buses' age, number of miles it has been driven, and the length of the route. Mileage on each bus must be regulated to ensure the maximum amount of miles with no major mechanical malfunction.

### **Route Assignments**

The Transportation Director or Bus Route Supervisor assigns drivers to routes. Every route is subject to change at any time through the school year. Changes may vary from adding or deleting a stop, or adding or deleting a complete route. As few changes as possible will be made to the route. Drivers will be consulted as a part of the change process but must be willing to gracefully accept any necessary change in their route.

### **Route Openings**

The following procedures are the method by which the Transportation Department will attempt to fill open routes. It should be noted, however, that this procedure is subject to change if it is deemed necessary. Openings will be posted for five days. At the end of five days, the posting will be closed.

1. Drivers desiring an open route will apply to the Transportation Director or Bus Route Supervisor.

2. Selection to fill an open route will be based on seniority\*, driving skill, accident record, attitude, legitimate complaints received, discipline on the bus, care of equipment and the driver's history of attendance, though not weighted in that order.

\*Seniority is defined as the total length of uninterrupted service as a school bus driver within the District.

3. The Director of Transportation or Bus Route Supervisor will make the final selection after reviewing the records and conducting interviews, if deemed necessary. The Director of Transportation or Bus Route Supervisor will fill unfilled openings.
4. If a current driver is successful in their request to change routes, the Director of Transportation or Bus Route Supervisor will then fill the vacated route left by that driver.

### **Substitute Drivers**

Substitute drivers carry the same responsibilities as a regular driver and are subject to the same rules and regulations.

There are two categories of substitutes:

1. Full time substitutes - drivers who report to the dispatch office at a specific time each day. They will be able to drive any route assigned to them by the dispatch office.
2. On call substitutes - drivers who are used on an "as needed" basis, driving a specific route as assigned by the dispatch office.

### **Registration of Riders**

Each student must be registered as a bus rider before they can ride a school bus. The GPS Transportation Department Student Bus Rider Registration Form is available at the Transportation Office and on the school website (<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.

### **Student Rider Sheets**

Every student riding a bus is required to have a rider sheet (**Student Bus Rider Registration Form**) on file. These are used by the driver to verify his rider list and create the bus seating chart. Students who do not have a rider sheet will not be issued a bus pass and therefore will not be allowed to board the bus.

### **Evaluations**

All drivers will undergo a written evaluation of their performance at least annually. The Transportation Director or Route Supervisor will conduct this evaluation. Drivers who are found deficient in any area will be put on a plan of improvement.

### Driving Regular Bus Routes

Regular bus route, as used in this handbook, refers to any regularly scheduled trip a bus makes for which there is a printed schedule. All regular bus routes, except special education routes, have a printed schedule with designated stops, a list of students riding by stop, and a corresponding map. Keeping these documents current is the responsibility of the driver.

**REMEMBER: DO NOT GET IN A HURRY.  
TAKE TIME TO DRIVE SAFELY.**

### General Information and Requirements

1. Drivers will follow the designated route exactly as printed and will make absolutely no changes. The only exceptions to this are in the event of a portion of the route being closed due to roadwork, accident, or weather factors. When this happens, the Transportation Office will be notified and an alternate route formulated. When the exception is cleared, the designated route will again be followed.
2. Drivers will make the first stop exactly at the time printed on the map or a couple of minutes later but never early. Drivers will not arrive at the first secondary school before 7:18 a.m. and will not unload students until 7:20 a.m. Drivers will not arrive or unload students at the first elementary school before 7:30 a.m.
3. Drivers will stop for students to get on or off the bus only at the location designated by the route sheet.

**NO DRIVER MAY CHANGE A ROUTE ON HIS OR HER OWN.  
ALL CHANGES WILL BE MADE THROUGH THE  
TRANSPORTATION DIRECTOR, ROUTE SUPERVISOR,  
AND/OR MAP COORDINATOR/DISPATCHER.**

4. We strive for correct route times. Changing of starting times will occur only after agreement of the Transportation Director or Bus Route Supervisor.
5. Observe all safety practices for the vehicle and for the students.
6. Drivers must wear their seat belts when driving a bus. Cited violations can result in a \$100.<sup>00</sup> fine which is the driver's responsibility.
7. See that all students are seated before moving the bus.
8. Let no student on or off of the bus except at designated stops. The Transportation Office must approve any exception in advance. Students should be prohibited from departing the bus at any stop except their own if the driver knows where they regularly disembark. Should a student insist on

disembarking at a stop that is not his own, do not physically try to stop the student. Follow district disciplinary procedures upon returning to the office.

9. Drivers should make every effort to control the students on their bus. Enforcement of the bus rules should be consistent and carried out in a timely manner.
10. Students should not be allowed to sit in the driver's seat or operate any of the bus equipment.
11. Disciplinary action is the responsibility of the Transportation Director. If you are confronted with a situation you cannot handle, use the procedure outlined in the District's policy. Drivers do not have the authority to remove a student from the bus or deny them riding privileges if they are properly registered on that route. The District discipline policy will be followed to remove a student from the bus.

**NO DRIVER IS TO DISCHARGE A STUDENT FROM A  
BUS FOR DISCIPLINARY REASONS. VIOLATION  
COULD RESULT IN TERMINATION.**

12. All drivers must use extreme caution about touching students. Unless it is absolutely necessary, bus drivers should never touch a student. Even though touching is done in a friendly gesture, drivers have been accused of assault, improper advances toward the opposite sex, and many other things. It is advised that you keep your hands completely off of students.
  - a. If you must counsel with a student of either sex, try to conduct it on school grounds in the morning and in the presence of two witnesses. In the event that you must counsel with a student at a stop, do so in the presence of at least two witnesses, preferably three. Under no circumstances should you counsel with students alone, particularly those of the opposite sex.
  - b. Document all counseling done with students.
13. Never swing, point, or throw any object at a student, or threaten to strike a student.
14. Observe all traffic laws.
15. If you exit the bus for any reason, turn the ignition off and take the key with you. Students should not be left on the bus unattended for any reason.
16. Backing a school bus is very dangerous. Backing a bus on school property should take place only on rare occasions; you must have a reliable spotter outside and behind the bus if you back up on school property - except when backing into the bus lot.

- a. Backing on public roads will be necessary from time to time. When it becomes necessary, always use a reliable spotter. Make sure the spotter knows what you want to do.
  - b. If you are not sure about a situation, ask questions; don't assume anything.
17. Drivers are expected to abide by the same rules as the students in regard to eating and drinking on the bus. We are justifiably criticized when we break our own rules. Drivers may take a bottled water on the route with them.

### **Traffic Violations**

School bus drivers are responsible for the safety of all the students riding their bus and violating traffic laws is considered a serious hindrance to that safety. All traffic violations are considered a serious matter and will be reviewed by the Director.

In addition to the regulations in effect under the State Department of Education and the State Department of Public Safety (which enforces the federal Commercial Driver's License – CDL - regulations), the following policies will be in effect as well:

1. Drivers who receive citations for speeding, careless driving, improper passing, failure to heed a traffic control device (either mechanical or static), or failure to devote full time and attention to driving while in the execution of their duties are subject to suspension or dismissal upon a plea of guilty, a forfeiture of bond, or conviction. Verified, formal complaints of the same will merit the same treatment.
2. Drivers who lose their CDL through Department of Public Safety action will immediately be suspended, pending investigation, and are subject to dismissal.
3. All other traffic violations not mentioned above will be addressed on a case-by-case basis, using these policies as guidelines.

### **PURPOSE OF THE POSITION**

The School Bus Driver is responsible for safely operating the school bus on a regular daily schedule.

### **SCOPE**

The School Bus Driver is responsible for safely operating the school bus according to a set daily schedule. He/she must ensure that the school bus is in good operating condition at all times, pick up and drop off students as per the schedule, maintain order and security on the bus and obey all laws, regulations and rules of conduct.

The School Bus Driver must also deal with district patrons, parents, and other members of the public in a courteous and respectful manner. This includes receiving complaints about schedules and levels and quality of service. The School Bus Driver must make note of and report on any such complaints and respond in a courteous and respectful manner.

It is critical for School Bus Driver to operate the School Bus in a safe manner. Failure to ensure the safe passage of students to and from school may result in serious liabilities for the District. Operating in an unsafe manner may result in injury or even the loss of life, which would have tragic consequences for the community as a whole.

### **KNOWLEDGE, SKILLS AND ABILITIES**

(The knowledge, skills and attitudes required for satisfactory job performance)

#### **Knowledge**

The school bus driver must have proficient knowledge in the following areas:

- ✓ knowledge of highway and school bus regulation
- ✓ knowledge of how to deal with children
- ✓ knowledge of how to deal with children with special needs
- ✓ knowledge of scheduling system and procedures
- ✓ knowledge of record keeping system
- ✓ knowledge of equipment inspection standards and procedures

#### **Skills**

The school bus driver must demonstrate the following skills:

- ✓ ability to operate school bus in a safe and responsible manner
- ✓ patron and student service and public interaction skills
- ✓ team building
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ effective verbal and listening communications skills
- ✓ ability to read and write to record pickups and maintain daily records
- ✓ stress management skills
- ✓ time management skills

#### **Personal Attributes**

The school bus driver must demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics
- ✓ deal with the public in a positive, courteous and respectful manner

### **Routine Responsibilities of the Bus Driver**

1. Operate the school bus in a safe and effective manner in order to minimize the risk of injury, property damage or loss of life
2. Perform and record your pre- and post-trip inspections. If any of the following conditions are found during the pre-trip inspection, notify the Transportation Office, and the bus will be taken out of service until repairs are made:  
Fluid leaks; cracked or broken glass; service door and/or emergency exits not functioning properly; flat tire; separated tread or cords showing; head light, stop light, or turn signal light burned out; load lights not working.
3. When you fuel your bus, stay with it. When the tank is full, replace the fuel cap, hang up the hose, and move your bus. Please be very careful that the



- information put into the computer at the pumps is correct. Never put the tenths of a mile shown on your odometer into the computer.
4. While the bus is fueling, check the oil and transmission fluid levels, water level, and perform all other under-the-hood inspections. Notify the mechanic if any levels are low or of any leaks or other items needing attention.
  5. Maintain the accuracy of your student rider list and route map.
  6. Follow your route and schedule as printed. When you are unable to do so, report the reason you cannot so that proper adjustment(s) can be made. Be sure you do not leave your first stop early. It is much better to run one or two minutes late than to run even one minute early.
  7. If a child does not know where to disembark from the bus, notify the office as soon as you have made your discovery and you will be instructed as to what you should do.
  8. While students should know how to operate the emergency door, no student is to enter or exit through this door except during emergency drills or in the event of a real emergency.
  9. No one other than your normal route students will be allowed on your bus.
  10. No buses are to be parked in the office area, including in front of the garage, except when fueling. Park your bus at the end of each run and after trips in its assigned parking area only.
  11. Close all windows, doors, and top vents, and lock the emergency door and the loading door at the end of each run and after returning from field trips.
  12. Before you move your bus, look around to be sure you can begin to move without hitting something. Stay away from canopies at drive-in restaurants and service stations. Pay attention to what you are doing at all times.
  13. Follow the prescribed 15-step loading/unloading procedure as per state law 47 OS 15-109:
    - 1) Start amber warning lights 300-100 feet before the bus stop.
    - 2) Turn on the right directional signal.
    - 3) Pull completely off the road or as far to the right as possible and stop.
    - 4) Set the parking brake and shift to neutral gear.
    - 5) Turn off right directional signal.
    - 6) Visual search.
    - 7) On older buses crack door, start red loading lights, on newer buses flip the appropriate toggle switch to start the red loading lights.
    - 8) Visual search.
    - 9) Open door.
    - 10) Visual search (direct students).
    - 11) Close door.
    - 12) Select gear and release parking brake.
    - 13) Visual search.
    - 14) Turn on left directional signal.
    - 15) Visual search, then proceed.



14. Check the interior of your bus after every run to make certain there are no sleeping children, or forgotten items, and to make sure that the bus is clean.
15. Place a box or suitable container for trash in the right front corner of the bus under the glove box. Keep this trash can emptied and clean.
16. Every bus is to be swept a minimum of once each day. If two people drive the same bus, the bus should be swept after every route. *Trash is not to be swept onto the lot **or** the ground. Put it in a trash can!*
17. If it is not necessary for you to fuel your bus each day, please fuel it when it reads 1/4 full. Do not park a bus with less than 1/4 tank of fuel in it. There is no excuse for running out of fuel on your route. In the wintertime keep your tank no less than 1/2 full just in case you break down.
18. Make certain your bus has a fire extinguisher, first-aid kit, clean up kit, and reflective triangles every time your bus leaves the bus lot. These items should be properly secured.
19. Inspect the fire extinguisher at least once a month to determine that it is still fully charged, if it is initial the tag. If the fire extinguisher is not charged notify a mechanic.
20. Never leave the ignition key in your bus while it is parked. If you must leave the bus unattended, even for a very short period of time, take the key with you.
21. If you are using a spare key return the key to the box after each trip. The only reason to take a spare key with you is if you have an after-hours trip. Regular drivers will have a key to their route bus issued to them, they are responsible for bringing and keeping the bus key.
22. The speed limit around the bus complex is 5 MPH.
23. Be sure your bus is parked in its proper place, the windows are closed, all lights are turned off, and all doors are locked.

### **Prohibited Items and Activities on the Bus**

#### **"The Rules"**

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

All rule violations are cumulative and carry over from first semester to second semester.

Please see the School Bus Rider's Handbook for complete details, including procedures and penalties.

1. *Students are expected to behave well.* Student behavior is expected to be like that in the classroom Cell phones cameras, and other electronic devices that may disturb others are not allowed to be used on the bus.

2. The driver is in full charge of the bus and the students. The driver and the rules must be obeyed at all times. Disrespect, defiant conduct, or obscene language or gestures directed toward the driver will result in the student's suspension or expulsion from the bus.
3. A student will sit where he/she is told to sit either permanently or temporarily at the driver's discretion.
4. Students shall ride only their regularly assigned bus (must have a bus pass) and are not permitted to ride to anyone else's home.
5. When requested by the driver, students must immediately and correctly identify themselves and show their bus pass.
6. Students must arrive at the bus stop ten (10) minutes prior to designated bus pick-up time and wait in a safe and orderly manner out of the roadway and off private property. Students must not approach the bus until it has come to a complete stop and are signaled by the driver to board the bus
7. Students must enter and leave the bus in an orderly manner in view of the driver. If they must cross the road, they must do so in front of the bus, never behind it. The driver will indicate when it is safe to cross.
8. 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
9. Students are to remain properly seated (seat to seat: back to back) facing the front of the bus at all times. No standing, no moving from seat to seat, no facing backward, no sitting on your knees, no sitting on your back pack or other personal items.
10. No student shall at any time extend head, hands, arms, or any body part out of the windows whether the school bus is in motion or standing still.
11. Students will reimburse the school district for damage to school buses resulting from student misconduct and may be subject to loss of riding privileges and suspension or expulsion from school.
12. Students will refrain from excessive noise, shouting, boisterous behavior, fighting, vulgar or obscene language or gestures, racial or sexual harassment, sexual misconduct, and bullying.
13. Students must not have anything in their possession that might cause injury to another, no weapons of any kind, including but not limited to knives, guns, sharps, fighting gear, etc.
14. No smoking, chewing, or spitting of tobacco or use of any type of flame or sparking devices. No illegal substances or alcoholic materials or their paraphernalia are allowed on school buses.
15. Eating or drinking on a school bus is not permissible: no gum, no candy, no pop, no pastries, no other types of food or confectionaries. In hot weather one bottled water is permitted per student. Students must maintain clean bus interiors by keeping trash off the floor. Students may not throw refuse out of the windows.
16. Aisles must be kept clear. Personal belongings, books, instruments, projects, etc. must be held on a student's lap. Large items which cannot be held in the student's lap will not be transported on the school bus.

17. Students will get on and off the bus only at the stop to which they are assigned.
18. If a student does not ride for two (2) consecutive days, the bus will not return or stop until you notify the Transportation Office that the student will again be riding
19. No hats, no hoodies or other garment that makes it difficult to identify the student. is allowed to be worn on the bus.
20. No wearing gang colors, displaying gang tags, or making gang symbols.
21. No personal hygiene items such as body spray, cologne, perfume, or items that may affect allergies.
22. No animals, reptiles, fish, or fowl are permitted on the bus
23. *No teasing, no unacceptable language, no loud talking, shouting or yelling, no horseplay, no standing or moving while on the bus.*

**Any violation of these rules may be sufficient reason to discontinue bus transportation privileges to the student involved and may cause suspension or expulsion from school.**

### **Transportation for Special Needs Students**

An orientation for transporting students with special needs will be scheduled at the beginning of each school year. The transportation orientation will include special needs student information pertinent to the school bus driver regarding the student's physical, mental, and emotional needs to assure a successful bus ride for their assigned students.

The district's special needs staff should be aware of the individual concerns of those students riding a school bus and should share such information with the bus drivers. Some common concerns are listed below, but it is not an all-inclusive list.

1. A communication system must be clearly defined so that information can be shared quickly and efficiently, even on a day-to-day basis if necessary, between drivers and personnel responsible for the educational program of students with special needs
2. Prior to the first bus run, drivers should be told of students with any type of disability who may require a driver's assistance to get on/off the bus due to braces, prosthesis, vision, hearing, etc.
3. The parent (or their designee) is responsible for "door-to-curb," "curb-to-door," and "street crossing" of the child to the loading and unloading point, and should be advised to use extreme caution.
4. The bus driver needs to be told of their passengers with epilepsy, diabetes, cerebral palsy, etc. Specific procedures for pupils with such conditions should be clearly outlined and understood by the driver in case of a medical emergency on the bus.
5. Bus drivers should be trained in the proper way of lifting students with orthopedic braces, etc., and the techniques for strapping such students in the bus seat to assure a safe ride in consideration of their specific needs.
6. If there is a student riding a school bus who needs social support or emotional support (for any reason), their district's teachers should communicate the

student's needs with the bus driver and develop techniques to ensure the daily commute to and from school is safe and successful

7. Socialization is necessary for all children. Bus drivers should share in the responsibility of assisting children and youth with disabilities to remain as "normalized" as possible with other students by developing a posture of expectation, kindness, and understanding of each individual's need while under their responsibility to and from school or other school-related activities.

### **Responsibilities of the Monitor**

**The driver is in charge of the bus at all times. As the monitor, you are there to assist the driver and take care of the needs of the passengers.**

Bus monitors are responsible for assisting children with getting on and off of the bus safely. They must also make sure that children are in their assigned seats. They must make sure that children get off of the bus at the correct stops and that they are being released to the correct guardians.

#### Duties of the Monitor

The duties of a bus monitor include making sure that children remain safely seated while the bus is in motion, maintaining order on the bus, understanding and following written and oral instructions, following basic principles of childhood development and establishing good relationships with the children, the bus driver, the parents and other staff. They must also make sure that there aren't any children left behind after the bus route is completed and pick up any trash left behind on the buses

1. Make sure your attention is on the children. You will not have time to sleep, read, or do other things that take your attention away from the children.
2. Enforce the bus rules.
  - a. Keep feet out of the aisle.
  - b. Make sure students are sitting correctly.
  - c. Eating, drinking, or chewing gum is not allowed.
  - d. No inappropriate language.
  - e. Make sure behavior towards others is not antagonistic.
3. Help students on and off the bus when necessary.
4. Make yourself available to all students; move about the bus as needed.
5. Check seats for damage or items left on the bus.

6. When you return to the lot, lock rear doors and help put up the windows.
7. The Special Needs monitors need to make sure seat belts are fastened properly and help with the harness.
8. Help with the tie down on the wheelchairs.

**If you need any help or have a question, ask the driver.**

You need to be aware of the route pattern and its stops in case you have a substitute driver. You also need to be familiar with all the equipment on the bus and be able to do the pre-trip and start the bus. You must know how to operate the lift on the wheelchair buses.

#### Skills needed to be a Bus Monitor

The skills required to become a bus monitor consist of active listening skills, instructing skills, speaking skills, and oral expression skills. Bus monitors should be able to give full attention to what children, parents or other staff are saying. They should be able to teach children how to do things, like put their seat belts on or sit back and follow procedures. Speaking skills come into play when communicating with children, the bus driver, parents or other staff. Bus monitors have to be able to convey information effectively. Bus monitors should also be able to communicate information that others understand which will be easier with oral expression skills. Bus monitors should also possess social perceptiveness, problem sensitivity, speech clarity and inductive reasoning skills. They need to be able to speak clearly, tell when something is wrong, be aware of others' reactions and understand why they react the way that they do. Being able to combine pieces of information to form general rules or conclusions is of utmost important when caring for children.

#### Knowledge needed to be a Bus Monitor

Bus monitors should have knowledge of the English language, public safety and security policies and procedures, psychology, and personal service. Assessing the needs of children and others around them is important for a bus monitor. Having knowledge of human behavior and performance is imperative in dealing with children and their parents, as well as other staff. Being able to safely and securely carry out safety procedures when it comes to children is the most important thing to consider as a bus monitor. They should have knowledge of relevant equipment, policies, procedures and strategies.

#### Working Conditions

Bus monitors have hours and a work schedule that are determined on an annual basis. They may have to deal with loud and unruly children and harsh weather conditions when helping children on and off the bus. Bus monitors usually work part-time and sometimes on a seasonal basis, as they only work when school is in session. They usually are off on the holidays.

### **Pre-Trip**

Before starting out, the driver must be satisfied that the motor vehicle is in safe operating condition. If the last vehicle inspection report notes any deficiencies, the driver should review and sign, noting that necessary repairs have been completed.

Safety is the most important reason you inspect your vehicle.

Safety for yourself and for other road users.

A vehicle defect found during an inspection could save you problems later. You could have a breakdown on the road that will cost time and dollars, or even worse, a crash caused by the defect.

Federal and state laws require that drivers inspect their vehicles prior to each trip. (FMCSR Part 396 Inspection and Repair)

Federal and state inspectors also may inspect your vehicles. If they judge the vehicle to be unsafe, they will put it "out of service" until it is fixed.

### ***Pre-Trip Inspection***

#### **APPROACH**

No damage and no leaning. IE: From flat tire, broken spring or shock absorber.

Look to both sides of the bus for downed power lines, tree limbs, people or other objects in or around the bus.

Look under the bus for leaks or other objects as listed above.

Examples of leaks may be water pump, power steering pump, oil filters or fuel tank

#### **FRONT OF BUS**

Check the condition and operation of all lights and lenses.

Name all: Must not be broken or inoperable

Headlights, (high and low beam)

Turn signals

4-way Hazard

Reflectors

Windshield for damage

Wipers for condition and security

Vehicle inspection for valid date

Mirrors are secure not broken

Child crossing gate for security and operation

Bumper secure

#### **LEFT SIDE OF THE BUS**

Clearance light and reflectors not broken and working properly

Windows ( NO PLEXIGLASS) Not broken or cracked

Fuse box Three spare fuses

No bare or frayed wiring

Coolant reservoir lid is secure and not leaking

Stop sign secure, no bare wires and in good working condition

#### **LEFT FRONT WHEEL WELL**

Steering wheel shaft secure

Steering Gear Box not leaking and securely mounted

Power Steering Hoses not leaking

Drag link securely mounted



Cotter pin in place and secure at the front and rear of the Drag Link

### **SUSPENSION**

Spring Mounts: Secure to the front and rear of the axle, not broken

Spring leafs: Secure not broken, bent or cracked

Shock Absorber: Secure not leaking

Axle is in alignment with the opposite side

### **BRAKES**

Air-line is secure not leaking

Brake Chambers are secure not leaking

Slack Adjuster is secure and properly adjusted.

To Check Adjustment: Park on level surface, CHOCK the rear tires, release the park brake. You should not have more than one inch of play.

Brake drum: Not cracked or welded

Brake Pads: No obstructions and have at least ¼ inch of wear remaining.

### **FRONT TIRES**

No cuts or abrasions

No mix matched sizes or radials and bias tires

No recuts, re-grooved, recapped or re-tread on the front axle

Tread depth is no less than 4/32nd inch

Air pressure: At manufactures spec. or standard for your district

Valve stem secure and has a cap on it

### **WHEELS AND RIMS**

No cracks or welds

Lug nuts are secure to the touch; Rust could indicate a loose nut

Hub seal not leaking and nuts are secure

Mud flap: If installed it must be secure

### **BATTERY BOX**

Connections are tight to the touch

No corrosion on cables or battery surface

Battery secure to the battery tray

Battery tray is secure to the box and security clip is in place

### **UNDER THE BUS**

Drive shaft is secure and not rubbing anything. (safety strap in place and secure)

Exhaust is secure not leaking

Chassis to Frame mounts are secure no missing hardware

Scan for leaks

### **REAR OF BUS**

Spring mounts are secure, not broken or missing any hardware

Spring leafs are secure, not broken or cracked

Torque Bar is secure, not bent, broken or cracked and is secure.

Shock Absorber is secure, not leaking

Axle is in alignment with the opposite side

### **REAR BRAKES (IF AIR)**

Two Air lines: Secure and not leaking

Brake Chambers: Secure not leaking

Slack adjuster: Secure and adjusted properly To adjust: Park on level surface, chock tires, release park brake. No more than one inch of play.

Brake Drum: No cracks or welds





Hand rail is securely mounted  
 Stair well light is secure working and the lens is not broken  
 Walk to the back of the Bus checking that each seat is secure and not missing any hardware  
 Fire extinguisher secure and properly serviced.  
 Emergency exit doors secure and buzzers sound when the door is opened. Not Obstructed!  
 All emergency exit windows are secure and function properly. (buzzer sounds when opened)  
 Roof mounted Emergency exits are secure and work properly (buzzer sounds when opened)  
 Activity lights work and are not broken  
 You have Three Red Triangles  
 Driver's seat area: Seat is secure  
 Seat belt installed properly and is serviceable  
 Overhead bulkhead (anything mounted is secure)  
 First aid kit secure  
 Body Fluid kit secure (Sept. 2004 or later)  
 Fans secure (if equipped)  
 Camera box secure (if equipped)  
 Radio secure (if equipped)  
 Mirror secure and clear  
 Sun Visor is secure

## **BRAKE INSPECTIONS**

### **HYDRAULIC BRAKES**

If equipped with hydraulic brakes: Pump the brake pedal three times and hold it down for five seconds. The pedal should not move.

To test the Mechanical/Manual Park Brake: Put the transmission in gear, release your park brake, let the bus roll forward and reset park brake. The bus should stop rolling

### **AIR BRAKES**

If equipped with Air Brakes the following 7step test must be performed

Step 1. Test Air Leakage Rate.

With a fully charged air system (typically 125 psi), turn off the engine. Cover the Service Brake and release the Park Brake, and time the air pressure drop. The loss rate should be less than two psi in one minute for single vehicles. Then apply 90 psi or more with the brake pedal. After the initial pressure drop, if the air pressure falls more than three psi in one minute for single vehicles, the air loss rate is too much. Check for air leaks and fix before driving the vehicle. Otherwise, you could lose your brakes while driving.

Step 2. Test Low Pressure Warning Signal.

With the engine off and you have enough air pressure so that the low pressure warning signal is not on. Turn the electrical power on and step on and off the brake pedal to reduce air tank pressure. The low air pressure warning signal (audible and light) must come on before the pressure drops to less than 60 psi in the air tank (or tank with the lowest air pressure, in dual air systems).

Step 3. Test Safety Spring Brake Lock Up.

Step on and off the brake pedal to reduce the air tank pressure. The "parking brake" knob should pop out when the air pressure falls to the manufacturer's specification (usually in a range between 40-20 psi). This causes the spring brakes to come on.

**Step 4. Check Rate of Air Pressure Buildup.**

When the engine is at operating rpm, the pressure should build from 85 to 100 psi within 45 seconds in dual air systems. (If the vehicle has larger than minimum air tanks, the buildup time can be longer and still be safe. Check the manufacturer's specifications.) In single air systems (pre-1975), typical requirements are pressure buildup from 50 to 90 psi within three minutes with the engine at an idle speed of 600-900 rpm.

**Step 5. Check Air Compressor Governor Cut-in and Cut-out Pressures.**

Continue to idle engine until governor cuts out. Compressor should engage by 100 psi and should disengage by 125 psi.

**Step 7. Test Service Brakes.**

Wait for normal air pressure, release the parking brake, move the vehicle forward slowly (about five mph), and apply the brakes firmly using the brake pedal. Note any vehicle "pulling" to one side, unusual feel, or delayed stopping action.

Please note that the first three steps of this test are required (in the correct order) knowledge to pass the skills test.

Proceed on route only after the entire pre-trip inspection has been completed.

### **Post-trip inspections**

A post trip inspection should be conducted at the end of each trip, day. This inspection will help your mechanics determine the need for any repairs. Drivers are required to prepare a daily written post trip inspection report at the end of each driving day

#### **Post Trip Inspection (A.M. & P.M.)**

1. Turn off all lights and accessories before stopping the engine (allow it to run 2-3 minutes before shutting it off.)
2. Make sure all defects are written down on the daily report sheet.
3. Check seats for vandalism and any students left on the bus.
4. Close windows, vents, and lock doors.
5. Return the ignition key (after each trip) to the box. (Drop key in the door slot after hours.)

### **Field Trip Pre-Trip and Post Trip Inspection**

Each driver is required by law to perform a pre-trip inspection on his or her vehicle before leaving on a field trip. The procedures for field trip pre and post trip inspections are exactly the same as for a route bus.

### Daily Report Sheets

The Daily Report Sheet has information on it that is required for the Transportation Department to operate effectively. All the information is important. Every driver should fill in the form completely and accurately. On a routine day, this is the only form a driver is required to fill out; therefore, there should be no reason for not completing it.

State School Board regulations require that the form be completed and retained on file for three months. It is very important they be properly completed and turned in.

1. Fill out a Daily Report Sheet for your regular routes each day. Make sure to complete it fully and place it in the basket located on the dispatcher's counter.
2. If you discover something on your bus that needs immediate attention, write the problem on the bottom of the form and notify a mechanic. If you don't write it down it won't get fixed.

### Activity Trips

Activity trips are part of your job responsibilities, and as such, are not subject to the same parameters. Trips will be dealt with as much fairness as possible while making sure that the trips are covered in the best way possible.

1. **ALL** activity trip drivers are required by law to conduct a pre-trip and post-trip inspection for every trip, including filling out the inspection sheet. Make sure you have all of the required emergency equipment on your bus.
2. Drivers taking a trip after normal working hours should take all the steps necessary to be prepared to drive, i.e., taking keys, fueling bus, checking fluid levels, getting directions, checking out a credit card, etc.
3. Teachers, coaches, and sponsors are responsible for the discipline of the students on the trips and for the cleanliness of the bus when the trip is over. Make sure your sponsor understands what kind of conduct is expected.
4. It is the driver's responsibility to know the pickup times and directions to get to the destination; if the sponsor has a particular route they desire to go, have a cooperative attitude.

**Please remember: you are hauling the  
most precious cargo in the world!**

**Drive carefully!**

5. If you experience a breakdown, try to contact the Transportation Office or one of its designees. Emergency numbers are located in the first aid box.

There is a network of school mechanics across the state that we might be able to contact to help in the event of bus malfunction.

**Note: No charges are to be made to the school district except those on a district credit card. Do not expect reimbursement for any other expenditure.**

6. No activity trip is to be made unless there is an *adult sponsor on the bus*. The site principal and Transportation Director may approve certain exceptions.
7. Drivers will take the group only to the destination(s) indicated on the trip sheet. If a sponsor asks to be taken to additional destinations, politely inform him/her that only the destination(s) on the sheet have been approved.
8. Drivers will drive their own buses unless assigned another bus.
9. Close all windows, doors, and top vents after the bus is parked.
10. When more than one bus is assigned to a group, the buses will travel in a caravan. Each bus should stay within sight of the others; however state law requires that you remain at least 300 feet behind the bus in front of you. In event of a breakdown or other problem, help is readily available.
11. Avoid parking your bus where you may hit something when you drive out. Walk around your bus before you get in it to drive so that you can be sure of where everything is located.
12. Permit no one to sit on the hood or the roof of the bus, or swing or hang from the service or emergency door.
13. Do not back your bus without a spotter.
14. Your time belongs to your sponsor. You are there to help as much as possible. While the driver is not to "babysit" the bus and its contents, he/she will be expected to be reasonably accommodating. Let your sponsor know where you will be and be available if needed in an emergency. You are not to leave the venue to which you have traveled.
15. Overnight trips:
  - a. Mileage will continue until the bus returns to the Transportation Office. Time will run until the bus returns to the Transportation Office, less eight hours for sleep. Room and board is to be provided by the sponsoring group.
  - b. Multiple-night trips - Time and mileage will begin at the normal place and time. Mileage will continue until the bus returns to the Transportation Office. Time will begin at the normal time and end that night when the group is settled in at their hotel and no longer require your services. On the day you are to return, time will start when they

require your services and end upon your arrival at the Transportation Office. The sponsoring group is responsible for your room and board.

- c. The sponsoring group will provide private quarters for the drivers. Two drivers of the same gender may be asked to share a room with each other.

### **Use of Two-Way Radios**

Most of our buses are equipped with two-way radios. These are not "CB's", this is a federally licensed, UHF, high-technology radio system. These radios are to be used for school business only; personal use is not only against policy, it is also illegal. Your radio should be on all the time when you are driving. It is available to allow us to contact you as well as letting you contact us. You will receive in-service on a periodic basis on the proper use of our radios.

Below are some suggestions to help you communicate more efficiently on our system:

1. Always identify yourself when beginning and ending your conversation, i.e., "Bus 29 to Base" and "Bus 29 Clear".
2. Adjust the volume and squelch on your radio and leave them at that setting.
3. Leave the microphone in its hanger unless you are using it.
4. Remember, many people monitor the radio waves; don't say anything over the radio that would compromise our position as a school district or that could impact you in a negative way. Do not make jokes, or wise cracks, do not describe accident scenes, and avoid identifying locations if at possible.
5. If you have any questions, ask someone. Don't assume you know what you're supposed to do.

Two-way radios are to be used for the following:

1. To report heavy traffic congestion.
2. To report vehicle accidents (including those we are involved in.)
3. To report severe discipline problems -- on and off the bus.
4. To report maintenance problems or breakdowns.
5. To report difficult or hazardous road conditions.
6. To ask for directions.
7. To report or receive Special Education rider information.
8. To report or receive weather conditions.
9. To report an angry patron approaching or attempting to board the bus.

10. To report bus loading zone problems.
11. To report or receive field trip information or problems.
12. To report vandalism.
13. To report medical problems.
14. To report questionable behavior on the part of a patron.
15. To report or receive route information.

These reasons are not all inclusive but should provide parameters by which the driver can properly use the system.

### Accidents

Statistically, most of the accidents involving school buses are found to be preventable on the part of the school bus driver. Most of them could have been avoided if the driver had been alert, taken time to analyze the situation, and used good defensive driving skills and judgment.

A key factor in accident avoidance is ***DO NOT GET IN A HURRY***; take enough time to drive safely. Simple accidents such as hitting stationary objects should cease to occur.

ANY time a bus is damaged in ANY way it is considered an accident. Even if another vehicle is not involved and there is ANY damage to the bus it MUST be treated as an accident or if ANY student is hurt in ANY way it MUST be considered an accident.

If and when a driver is involved in an accident, these steps are required:

1. Stop and secure the vehicle - do not let your vehicle become involved in another accident or be the cause of another accident.
2. Render aid - first to your students and then to any other injured people.
3. Notify the Transportation Department and/or the local law enforcement immediately. The Transportation Department will in turn notify the school site, central office administration, and/or the police, when deemed necessary.
4. Do not leave the students unattended.
5. Do not release students to leave the bus until released by the police and then only to their parents (you must have positive identification and approval of the Director or Route Supervisor).
6. Drivers are required to know and follow emergency procedures.
7. Exchange information with the other people involved. Insurance and vehicle information is located in the first aid box.
8. Make statements only to the police, school personnel, or our insurance company.

9. A report must be made, in writing, on all accidents no matter how minor the damage.
10. Failure to report an accident will be grounds for dismissal.
11. Be sure to properly place the reflective triangles.

### **Mechanical Breakdown**

The procedure for handling a mechanical breakdown (including getting stuck) is much the same as with an accident

1. Secure the bus in a safe location, if possible. Let the students know you are having mechanical problems. Place the reflective triangles according to state law.
2. Notify the Transportation Office. Try to have some idea of the problem and relay that information.
3. Do not allow anyone to attempt any mechanical repair except school personnel or their designees.
4. If the bus is stuck do not allow anyone to attempt to pull it out except school personnel or their designees.
5. Under no circumstance should you leave the location until Transportation personnel have arrived.
6. Do not release students to anyone except their parents or guardians (you must have positive identification and approval of the Director or Route Supervisor).
7. Do not allow students to walk home.
8. Take special care in the transferring of the students from your bus to the replacement bus.

### **Drug Testing**

In compliance with the Omnibus Transportation Employee Testing Act of 1991, the Guthrie Public Schools has implemented Drug and Alcohol Testing as of January 1, 1995. Compliance will consist of the following:

1. Pre-employment drug and alcohol testing - every applicant who is offered employment with the district as a school bus driver will be tested for the presence of alcohol and drugs, as defined by the Testing Act. A positive result will be grounds for the withdrawal of the offer of employment.
2. Random testing - all district drivers who hold an Oklahoma Commercial Driver's License will be put into a pool from which the random selections will be made. Selections are computer generated. Once the selection for that particular test is made, those names will go back into the pool



this means that it is possible that a driver could be tested two times in a row.

Note: Testing will be conducted without prior notice. As a rule, testing will be conducted at the Transportation Office.

3. Post-accident - under certain conditions, post-accident drug and alcohol testing is required when an accident is involved. Contact the Transportation Office immediately after every accident for further instructions.
4. Reasonable suspicion - Supervisors have received intensive training to recognize symptoms of drug and alcohol abuse. Drivers who exhibit unusual behavior will be subject to drug and alcohol testing.

For further information regarding the policies and procedures, ask for a copy of the district drug and alcohol testing policy.

### **The Following Offenses Will be Grounds for Immediate Dismissal**

1. Arriving for work barefoot or without wearing a shirt.
2. Using tobacco in any form while on the bus or while on school property, whether students are present or not.
3. Giving students cigarettes or tobacco in any form.
4. Knowingly allowing students to use tobacco in any form while on the bus.
5. Using alcohol or abusing drugs on the bus or while on school property, whether students are present or not.
6. Giving students alcohol or drugs in any form.
7. Knowingly allowing students to use alcohol or drugs in any form while on the bus.
8. Arriving at the school site more than five minutes before your scheduled student discharge time.
9. Leaving school sites before the scheduled departure time in the afternoon.
10. Altering bus routes without prior approval, unless the roads are impassable.
11. Excessive accidents.
12. Knowingly letting a student off of or on to the bus at any place except their assigned bus stop.
13. Failing to perform driver pre- and post-trip inspections and fluid level checks.
14. Any other offense as addressed by District policy.
15. Failure to report an accident in which the driver is involved.



16. Failure to report a driver's license suspension.
17. Careless or reckless driving of a school bus.
18. Insubordination

## School Bus Rider Guidelines

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2013 2014- 2014 2015

### *School Bus Rider Handbook with Rules and Guidelines*

Revised 5/2013 8/15/14

Board-Approved 5/13/2013



**Guthrie Public Schools**

***Guthrie Public Schools  
Department of  
Transportation  
School Bus Rider Guidelines***

**PARENT/GUARDIAN:** Please keep these guidelines for future reference.

**Your signature on the Student Rider Registration Form that accompanies this handbook acknowledges that you have received the Guthrie Public Schools Bus Rider Handbook, and that you and your student will comply with them.**

The Guthrie Board of Education realizes that school bus transportation is an integral part of the modern day educational process. At the same time, the State of Oklahoma has determined that school bus transportation is to be considered a **privilege** and **not a right** of the students attending the state's public schools (70 OS 9-101). Because of these two facts, and because the Board has decided to extend transportation privileges to those who are eligible, the following procedures have been established to facilitate safe transportation of the district's students.

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

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

## School Bus Rider Guidelines

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involved and may cause suspension or expulsion from school.

Please see pages 7 – 14 of this School Bus Rider’s Handbook for complete details, including procedures and penalties.

Revised 5/2013 8/15/14 Board Approved 5/13/2013



Guthrie Public School District is a Totally Tobacco Free Environment –Smoking, Dipping, Chewing or Other Use of Tobacco or Tobacco Products is Strictly Prohibited In or Around Any School Building, School, Grounds, or School Vehicles.

## School Bus Rider Guidelines

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### Registration of Riders

Each student must be registered as a bus rider before they can ride a school bus. The GPS Transportation Department Student Bus Rider Registration Form is available at the Transportation Office and on the school website (<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. Temporary passes will be available for those who occasionally forget their pass. Replacement passes are also available for students who have lost their pass. It is our intent to leave no student behind, but it is our expectation that every student cooperates and displays a valid bus pass. To better serve and protect all students, those that refuse or repeatedly fail to show and maintain their bus pass will be denied the privilege of riding a school 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 will also get on and off the bus only at their assigned stop. Students are not permitted (for any reason) to ride home to a friend or other students home.

In town students will have the option of riding as a school-to-school transfer rider. A school-to-school transfer rider is a student who possesses a bus pass that entitles him or her to ride, in the

## School Bus Rider Guidelines

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morning, from the school closest to his or her home to the school he or she is enrolled in for the school day and to return in the evening from the school he or she attends to the school that is closest to his or her home.

Transfer students must be at the pickup location at least 5 minutes before the scheduled pickup time and be prepared to immediately board the bus when it arrives. Students should not be dropped off at the pick-up site more than 15 minutes before the scheduled pick up and never earlier than 7:20 A.M. When the transfer students return in the afternoon they must immediately leave the school premises.

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

If any student commits a severe offense, as outlined on page 13, the student will be immediately removed from the bus and will be denied rider privileges at least the rest of the year.

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.

### Camera Use

Most buses are equipped with video cameras. Video data taken by these cameras is stored either on hard drive or SD Card and

## School Bus Rider Guidelines

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student. Students must maintain clean bus interiors by keeping trash off the floor. Students may not throw refuse out of the windows.

16. Aisles must be kept clear. Personal belongings, books, instruments, projects, etc. must be held on a student's lap. Large items which cannot be held in the student's lap will not be transported on the school bus.
17. Students will get on and off the bus only at the stop to which they are assigned.
18. If a student does not ride for **two** (2) consecutive days, the bus will not return or stop until you notify the Transportation Office that the student will again be riding
19. No hats, no hoodies or other garment that makes it difficult to identify the student is allowed to be worn on the bus.
20. No wearing gang colors, displaying gang tags, or making gang symbols.
21. No personal hygiene items such as body spray, cologne, perfume, or items that may affect allergies.
22. No animals, reptiles, fish, or fowl are permitted on the bus
23. No teasing, bullying, cyber bullying, no sexual misconduct, no loud talking, no unacceptable language, no standing or moving while on the bus. For the safety of all students, every student must have and use a bus pass.

Board Approved 5/13/2012 Revised 3/1/2013

**Any violation of these rules may be sufficient reason to discontinue bus transportation privileges to the student**

## School Bus Rider Guidelines

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front of the bus, never behind it. The driver will indicate when it is safe to cross.

8. Students who live in town may ride the bus as a transfer/shuttle rider but they also must have a bus pass and obey all rules.
9. Students are to remain properly seated (seat to seat: back to back) facing the front of the bus at all times. No standing, no moving from seat to seat, no facing backward, no sitting on your knees, no sitting on your back pack or other personal items.
10. No student shall at any time extend head, hands, arms, or any body part out of the windows whether the school bus is in motion or standing still.
11. Students will reimburse the school district for damage to school buses resulting from student misconduct and may be subject to loss of riding privileges and suspension or expulsion from school.
12. Students will refrain from excessive noise, shouting, boisterous behavior, fighting, vulgar or obscene language or gestures, racial or sexual harassment, sexual misconduct and bullying.
13. Students must not have anything in their possession that might cause injury to another, no weapons of any kind, including but not limited to knives, guns, sharps, fighting gear, etc.
14. No smoking, chewing, or spitting of tobacco or use of any type of flame or sparking devices. Illegal substances or alcoholic materials or their paraphernalia are not allowed on school buses.
15. Eating or drinking on a school bus is not permissible: no gum, no candy, no pop, no pastries, no other types of food or confectionaries. In hot weather one bottled water is permitted per

## School Bus Rider Guidelines

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are used to support disciplinary actions. A 1974 federal law, the Family Educational Rights and Privacy Act (“FERPA”), requires schools to enact and enforce policies to safeguard the confidentiality of students’ “education records.” Courts have ruled that the bus videos are “education records” that contain images and information about a variety of individual students therefore because of F.E.R.P.A. they may only be viewed by the driver, Transportation Personnel, School Administrators, and/or by Law Enforcement Personnel. The videos are reviewed to confirm various violations and to verify student identity.

### **BUS DISCIPLINE**

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

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

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

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

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

It is the responsibility of the administrator to take disciplinary

## School Bus Rider Guidelines

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action when general transportation rules and school policies have been disregarded or when crimes under Oklahoma Statutes have been committed.

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

### ***Student Behavior and Discipline Policy***

With the number of vehicles on the road today, driving in traffic has become extremely complicated. This fact, coupled with the precious cargo our busses carry every day, requires school bus drivers to devote 99% of their attention to driving. Anything that distracts them from this could result in serious consequences. It is for this reason that the following policies covering student behavior and discipline are necessary and will be strictly enforced.

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

Good behavior is the keystone of a students' continued privilege of riding a bus. There are many actions and activities that are not appropriate on the bus such as; failure to remain seated; pushing,

## School Bus Rider Guidelines

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**severity of the incident.**

### **The Rules**

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

1. Students are expected to behave well. Student behavior is expected to be like that in the classroom Cell phones cameras, and other electronic devices that may disturb others are not allowed to be used on the bus.
2. The driver is in full charge of the bus and the students. The driver and the rules must be obeyed at all times. Disrespect, defiant conduct, or obscene language or gestures directed toward the driver will result in the student's suspension or expulsion from the bus.
3. A student will sit where he/she is told to sit either permanently or temporarily at the driver's discretion.
4. Students shall ride only their regularly assigned bus (must have bus pass) and are not permitted to ride to anyone else's home.
5. When requested by the driver, students must immediately and correctly identify themselves and show their bus pass.
6. Students must arrive at the bus stop ten (10) minutes prior to designated bus pick-up time and wait in a safe and orderly manner out of the roadway and off private property. Students must not approach the bus until it has come to a complete stop and are signaled by the driver to board the bus
7. Students must enter and leave the bus in an orderly manner in view of the driver. If they must cross the road, they must do so in



## School Bus Rider Guidelines

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sexual conduct under circumstances in which he knows that his requests or solicitation is likely to cause affront or alarm; forcing a victim to touch, directly or through clothing, another person's genitals, breast, groin, thighs or buttocks) or sexual harassment (the making of unwanted sexual advances or obscene remarks; intentional touching without consent, requests for sexual favors, or other verbal or physical conduct of a sexual nature to such an extent that it alters the conditions of the person's environment.)

3. Possession of a firearm, knife, sword, crossbow, slingshot or explosive, flammable material, or other object that may be considered dangerous or used as a weapon (includes toys and facsimiles) is prohibited (some examples include: baseball bats, hammers, loppers or other gardening tools, etc.).
4. Verbal (to include cursing), threats of violence, or physical assault of the driver or other transportation official by a student or his or her parent, guardian, or representative will result in immediate termination of riding privileges.

*There is no excuse for any of the four offenses listed as severe and they will not be tolerated and will result in immediate termination of riding privileges.*

When a write up for a SEVERE violation is done, the following process will be in effect:

**When a severe offense is committed, a student will be immediately removed from the bus and suspended from all bus riding privileges indefinitely. A parent or guardian and the appropriate school principal will be notified by the Transportation Director. The future disposition of the student's riding status could be determined to include all or part of the next school year depending on the date or**

## School Bus Rider Guidelines

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tripping, hitting, or slapping another student; loud, profane, or unacceptable language; yelling or shouting, hanging out of the bus window; spitting; eating, drinking, or chewing gum; possession of skate boards. Littering the bus or throwing anything from the bus, using cell phones, playing of radios, MP3 or CD players without headphones; possession of any potential weapon, possession of live animals; violation of any safety procedures, or not obeying the driver are also prohibited. Any behavior that disturbs, distracts, or annoys the driver is considered a safety hazard and will not be tolerated. Poor behavior or any violations of this policy will result in the student being placed in the disciplinary process. The disciplinary process is cumulative throughout the school year. Students are held responsible to be good bus citizens over the entire course of the school year.

### Disciplinary process: Improper Conduct (Minor Offense)

For those first-time offenses which might be categorized as "minor," such as those in the list below, the bus driver may choose to re-assign the student to a specific seat, confer with the student, or call the parent. If the driver is not successful in stopping the students' poor behavior a write up will be issued.

### Examples of Improper Conduct (Minor Offenses)

This category could include, but is not restricted to, any of the following:

1. Loud talking, yelling, or screaming
2. Putting your feet or other items in the aisle
3. Rude, disrespectful, or annoying behavior
4. Using bad words, cursing or profanity of any kind, but not directed at another person.
5. Throwing things on the bus
6. Throwing anything out of the window
7. Shouting or yelling out of the window.
8. Not keeping all body parts on the inside of the bus.



## School Bus Rider Guidelines

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9. Obscene gestures to other passengers or to those outside the bus.
10. Failure to possess and show bus passes for a third time.
11. Use of cell phone or other electronic communication device without headphones or ear-buds.
12. Taking pictures or videos or making voice recordings on the bus of another person (device may be confiscated).
13. Wearing a hat, a hoodie, or other garment that makes it difficult to identify the student.
14. Bringing skateboards, toys, or other distractions (balloons, ball, etc.) on the bus.
15. Touching or putting hands on another student.
16. Violation of safety procedure that could endanger anyone.
17. Any instance of 'horseplay' including: teasing, hitting, pushing, shoving, or tripping
18. Not obeying the driver or distracting the driver.
19. Arguing with or showing disrespect to the driver
20. Eating anything on the bus, chewing gum, drinking soda pop.
21. Not sitting in their assigned seat
22. Standing up, standing on your knees, sitting on a backpack, turning around in the seat, or otherwise not setting seat to seat and back to back.
23. Others as identified by transportation personnel.

If the verbal warning, changing seat assignments, or other discipline attempts fail to improve the students behavior the offense will be written up by the driver and submitted to the Transportation Director. When this is done, the following process will be in effect:

**1st offense** – Transportation Director will have a conference with the student and a letter will be sent to parent or guardian by the Transportation Department notifying them of the offense. (Pre-K & K may be

## School Bus Rider Guidelines

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will be notified of this by Transportation.

**If 2 or more minor offenses have occurred prior to the major offense the student will be treated as if they were on the 2<sup>nd</sup> offense step.**

Any of the above steps may be skipped if the offense is determined to be severe. Punishments will be designed to coordinate with the appropriate building level student handbook. The disciplinary process is cumulative throughout the school year. Students are held responsible to be good bus citizens over the entire course of the school year.

### **Disciplinary process: Severe Offense**

A few offenses are considered severe and will result in the **loss of bus riding privileges for the rest of the school year.** For those offenses which might be categorized as "SEVERE," such as those in the list below, the bus driver will immediately issue a write-up and submit it to the Transportation Director.

This category could include, but is not restricted to, any of the following:

1. Any instance of continued bullying or cyber-bullying, or major fighting (Taking part in a violent struggle involving the exchange of physical blows where punches were either thrown or landed or weapons were used. Attempting to harm or gain power over an adversary by grabbing with the intent to hurt in order to prevent someone else from acting in some way).
2. Sexual misconduct (Sexual misconduct encompasses sexual assault, and any conduct of a sexual nature that is without consent, or has the effect of threatening or intimidating the person against whom such conduct is directed. For Example: exposing his or her genitals: soliciting or requesting another person to engage in

## School Bus Rider Guidelines

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**If 2 or more minor offenses have occurred prior to the major offense the student will be treated as if they were on the 2<sup>nd</sup> major offense step.**

**2nd offense** –Transportation Director will have a conference with the student and a mandatory suspension from all buses of a minimum of 5 days (Pre K – 5<sup>th</sup> ) to a maximum of 15 days (6<sup>th</sup> – 12<sup>th</sup>). This suspension will carry over the end of one semester to the next. The parent or guardian will be notified of this by Transportation.

**3rd offense** – Transportation Director will have a conference with the student and a mandatory suspension from all buses for a minimum of 10 days(Pre K – 5<sup>th</sup> ) to a maximum of 1 semester (6<sup>th</sup> – 12<sup>th</sup>); this suspension **may** carry over the end of one semester to the next. The parent or guardian will be notified of this by Transportation.

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

**4th offense** – Transportation Director will have a conference with the student and a mandatory minimum suspension from all buses for 1 semester (Pre K -12, this suspension **will** carry over end of one semester to the next. Or up to a maximum of 1 school year (36 weeks) suspended from bus; this suspension may carry over end of one school year to the next. The parent or guardian

## School Bus Rider Guidelines

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allowed a 2<sup>nd</sup> write-up before discipline is enacted – that means the 3<sup>rd</sup> write-up for a minor violation will be treated as a Cotteral Students 1<sup>st</sup> offense)

**2nd offense** –Transportation Director will have a conference with the student and issue a mandatory suspension from all buses of three (3) days. The parent or guardian will be notified of this by Transportation.

**3rd offense** – Transportation Director will have a conference with the student and issue a mandatory suspension from all buses of five (5) days. The parent or guardian will be notified of this by Transportation.

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

**4th offense** – Transportation Director will have a conference with the student and issue a mandatory suspension from all buses for ten (10) days. The parent or guardian will be notified of this by Transportation.

**5th offense** – Transportation Director will have a conference with the student and issue a mandatory suspension for the rest of the semester. The parent or guardian will be notified of this by Transportation. If the student has only been written up for 5 minor offenses (no major offenses) the student will be reinstated his or her bus privileges at the

## School Bus Rider Guidelines

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beginning of the second semester and will have one last chance to behave correctly on the bus.

Any of the above steps may be skipped if the offense is determined to be major or severe. Punishments will be designed to coordinate with the appropriate building level student handbook. The disciplinary process is cumulative throughout the school year. Students are held responsible to be good bus citizens over the entire course of the school year.

### **Disciplinary process: Major Offense**

For those first-time offenses which might be categorized as "Major," such as those in the list below, the bus driver will immediately issue a write-up and submit it to the Transportation Director.

This category could include, but is not restricted to, any of the following:

1. Failure to immediately correctly identify themselves, using someone else's bus pass, or refusing to surrender bus pass to the driver.
2. Possession of prescription drugs not prescribed for the student, illegal drugs, related drug paraphernalia which includes devices used to abuse inhalants and/or alcoholic beverages
3. Smoking, chewing, or possession of tobacco products
4. Disrespectfully arguing with, talking back to, displaying contempt for, or falsely accusing a driver of some violation
5. Vandalizing or damaging bus property is prohibited and students who do so will be responsible for payment to cover the cost of damages.
6. Tampering with bus emergency or safety equipment, video cameras or DVRs.
7. Interfering with the safe operation and travel of the bus such as repeatedly standing up, moving seat to seat, or shouting and yelling so as to distract or annoy the driver

## School Bus Rider Guidelines

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8. Physical assault, verbal threatening, harassment, intimidation, or endangering the well-being of another person
9. Any act that seriously jeopardizes the safety of the student, any passengers or the bus driver.
10. Using unacceptable language, directing profanity of any kind at another person to be a bully, to be disrespectful, disagreeable, intimidating, or in jest.
11. Any form of extreme cursing, acting out sexual gestures, obscene behavior, or inappropriate displays of affection.
12. Improperly clothed or inappropriately changing or removing clothes, displaying gang colors, gang tags, or making gang symbols. School dress code, per student handbooks, applies to the bus.
13. Bringing animals on the bus.
14. Picking on other students after being told to stop.
15. Getting on or off the bus at an incorrect location.
16. Others as identified by transportation personnel.

When a write up for a major violation is done, the following process will be in effect:

The length of suspensions will vary by grade level with lower elementary students probably receiving the minimum while older students are likely to receive the maximum consequences

**1st offense** – Transportation Director will have a conference with the student and a mandatory suspension from all buses for a minimum of 3 days (Pre K – 5<sup>th</sup>) to a maximum 10 days (6<sup>th</sup> – 12<sup>th</sup>) will be issued. This suspension will carry over the end of one semester to the next. The parent or guardian will be notified of this by Transportation. . (Pre-K & K - The first offense may result in a warning without suspension at the discretion of the transportation director.)



# Board of Education Personnel Reports

## *Employment Request*

Classification						
Certified						
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Lee, Allison	High School	German/Computer Apps	08/15/14		6	Cathleen Skinner
Miller, Jordan	High School	Vo Ag Instructor	08/15/14		6	Rebecca Smith
Wilson, Heather	Junior High	English 8th Grade	08/15/14		6	Michelle Bradley

Classification						
Support						
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Arnold, Sonya	High School	Occupational Therapy Asst.	08/14/14		7.5	New Position
Hanna, Gretchen	GUES	Library Aide	08/14/14	3	7.5	Lanetta Rowley

## *Transfer of Position Report*

Classification					
Support					
Name	Transferred From	Transferred To	Replacing	Transfer Date	
Bufford, Michele	Sp Ed Para Cotteral	Library Aide Fogarty	Melissa Clements	8/20/2014	

## *Separation of Employment*

Classification				
Certified				
Name	Site	Teaching Assignment	Reason for Separation	Effective Date
Bradley, Michelle	Junior High	8th Grade English	Resigning	8/13/2014

Classification				
Support				
Name	Site	Teaching Assignment	Reason for Separation	Effective Date
Acevedo, Ashley	GUES	Special Ed Para	Resigning	8/11/2014
Benson, Jay	Cotteral	Teachers Aide	Resigning	8/13/2014



**NEGOTIATED AGREEMENT  
FOR THE GUTHRIE ASSOCIATION OF CLASSROOM  
TEACHERS AND THE GUTHRIE BOARD OF EDUCATION**

~~2013-2014~~ **2014-15**

**ALSO AVAILABLE AT**  
[www.guthrie.k12.ok.us](http://www.guthrie.k12.ok.us)  
**PUBLICATIONS**

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**ARTICLE I: CLASS SIZE**

The Guthrie Public School System shall comply with the standards for class size as prescribed by O.S. 70-18-113.1 through O.S. 70-18-113.3.

**ARTICLE II: PAYROLL DEDUCTIONS**

- A. Certified employees shall be offered automatic payroll deductions of professional dues, which would include membership, when applicable, in the Guthrie Association of Classroom Teachers, the Oklahoma Education Association and the National Education Association.
- B. Amounts of dues to be deducted shall be made known by the Association to the payroll office at least twenty (20) days prior to the first deduction.
- C. Payroll deductions of professional dues shall be prorated until June 30 of each year to equal the full yearly amounts.
- D. Other payroll deductions, such as charitable contributions, shall be prorated until June 30 of each year to equal the full yearly amounts.
- E. Guthrie Public Schools shall provide for electronic deposit of payroll checks to the financial institution of the employee’s choice. Guthrie Public Schools shall schedule an open enrollment period each year which will coincide with existing Section 125 deadlines and will allow one additional change per year, per employee, except in extenuating legal circumstance.

**Notice:** Except as otherwise provided by law, the business office requires that new insurance companies applying for payroll deduction slots have a minimum of ten (10) policies in force and receive approval from the Superintendent of Schools or his designee.

The deadlines for initiating Section 125 employee payroll deductions are September 1<sup>st</sup> and January 1<sup>st</sup> of each fiscal year. The January 1<sup>st</sup> deadline applies to Oklahoma State and Education Employee Group Insurance Board benefits only. Employees new to Guthrie Public Schools after the applicable deadlines each year are required to designate payroll deductions within thirty (30) days of employment.

**ARTICLE III: PERSONNEL POLICY AND PROCEDURES**

- A. The Board shall provide materials and the Association shall reproduce the Negotiated Agreement and provide a copy to each certified staff member at the beginning of each school year within thirty (30) working days of the ratification of the negotiated agreement. Teachers hired during the school year will be provided a copy when their employment is approved by the Board of Education.
- B. Board policies and administrative regulations will be placed in each school’s administration office and media center and will be available to teachers. One additional set of Board policies and administrative regulations will be available in the Upper Elementary School and the High School media center.
- C. Teachers will be notified of changes in existing policies or procedures or the addition to same. Within twenty (20) days of such change or addition being officially acted upon, such changes will be available in each school’s official copies of Board policies and administrative regulations.

**ARTICLE IV: TEACHING FACILITIES**

- A. The Board will strive to provide adequate and safe teaching facilities at each school. Teachers may report perceived unsafe conditions, in writing, to their building principal. Principals shall provide written acknowledgement of any such notice and provide a copy to the Office of the Superintendent.

**ARTICLE V: SCHOOL PARKING**

Each school building shall have an area designated for staff parking where feasible. Such area shall be convenient to the building, safe-guarded for teacher and personal property protection and adequately surfaced. The parking needs of each school are to be presented by the teachers and administration of each school to the Board of Education. The Board shall consider the recommendations and attempt to meet these needs.



## **ARTICLE VI: TRANSFERS AND/OR REASSIGNMENTS**

- A. When a vacancy occurs, the Superintendent or his/her representative shall deliver notices of vacancies for any certified position to be posted in a designated area within one (1) week after official declaration of vacancy.
- B. Teachers who desire a change in grade and/or subject assignment or who desire to transfer to another building in a teaching position for which they are qualified may file a written statement of such desire with the Superintendent or his/her designee. Such statement shall include the grade and/or subject to which the teacher desires to be assigned and the schools to which the teacher desires to be transferred, in order of preference.

Teachers may request a transfer to any position for which they feel they are qualified. A teacher requesting a transfer shall (1) be notified within five (5) working days that the request was received; (2) be considered for the position before any applicant from outside the district; and (3) if the teacher is interviewed for the position and not selected, the teacher will be notified within five (5) working days after the position has been filled.

Teachers who have filed a written request for transfer with the Office of the Superintendent on a timely basis may, if they desire, contact the building principal where the vacancy exists and schedule an interview for the position.

A written request shall remain on file for one (1) calendar year. Requests for transfers will be placed on a master list and made available to all principals.

- C. In order to notify interested certified personnel of vacancies that occur during the summer recess, faculty members should leave self-addressed, stamped envelopes with the Superintendent or his/her representative.
- D. In determination of requests for reassignment and/or transfer, the wishes of the individual teacher shall be honored to the extent that the transfer does not conflict with the instructional requirements and the best interests of the school system.
- E. If it becomes necessary to involuntarily transfer or reassign a teacher, the teacher shall be notified as soon as possible after the decision is made. Attempts will be made to facilitate the transfer with a qualified voluntary transfer first; if said volunteer is not transferred to the position, written notification will be given by the principal or Superintendent.
- F. Teachers being reassigned at the end of the school year will be given, at that time, a written notification of the change in teaching assignment for the next term. When changes must be made in the summer, notification of change will be made within three (3) days of School Board approval of change. In case of administrative change of schedule, notification will be made as soon as possible.

## **ARTICLE VII: PREPARATION AND DUTY-FREE PERIODS**

- A. Full-time teachers shall be allowed a minimum of one (1) class period per day, or in the case of elementary K-6, an earnest attempt will be made to provide forty (40) minutes, but not less than thirty (30) minutes, daily for the purpose of the uninterrupted preparation for his/her classroom responsibilities. Each teacher shall have not less than two hundred (200) minutes per week.
- B. In the event a teacher is requested by the administration to cover a class, he/she shall be compensated at the rate of ten (~~\$10~~ **\$15**) dollars per class period, not to exceed twenty (~~\$20~~ **\$30**) dollars daily.
- C. On days a teacher is not scheduled for lunch duty, teachers shall be provided with a minimum of thirty (30) minutes duty-free lunch time.
- D. Each principal shall form a faculty committee for the purpose of input into the scheduling of duties during the regular school day.

## **ARTICLE VIII: SALARY SCHEDULE**

- A. Activity sponsorships are voluntary. If there is no volunteer, activity sponsors will be appointed by the principal in a fair and equitable manner. No individual shall be involuntarily assigned any sponsorship for more than one (1) school year. Sponsoring activities is a part of the contract and will be listed as "Extra Duty Assignment."

- B. Payday shall be on the 25<sup>th</sup> day of each month. When that date falls on a weekend or holiday, checks will be issued on the last workday preceding that date. Summer checks will be available on the corresponding day in June.
- C. Teachers who have elected to receive ten (10) equal warrants per school year prior to 1993-94 school year shall continue to receive that option. All other teachers will be paid in twelve (12) equal warrants per school year with the final three (3) warrants provided no later than the last business day of June of the fiscal year, when requested by the teacher.
- D. The Guthrie Board of Education shall calculate deductions from a teacher's salary on the basis of actual employment contract period.
- E. ~~For the 2013-14 school year, all teachers assigned to extra duties shall be compensated in accordance with the 2013-14 Extra Duty Schedule included in this article.~~  
The 2014-15 Extra Duty Stipends will be determined by the Administration/Board within the ranges set in the attached schedule.
- F. ~~For the 2013-14 school year, all teachers shall be placed on the 2013-14 salary schedule in this Article with benefits included for total compensation. All teachers who qualify for incremental movement shall advance one (1) step on the schedule. No teacher shall receive less in total compensation for 2013-14 than they received in 2012-13.~~  
The 2014-15 Compensation Schedules will be constructed by adding \$200 to each step on the various 2013-14 schedules and by adding one additional step to each schedule. All eligible teachers will advance one step on their 2014-15 Salary Schedule. No teacher shall receive less in total compensation for 2014-15 than they received in 2013-14.
- G. For the ~~2013-14~~ 2014-15 school year, the Board shall purchase for each individual teacher a term life insurance policy of \$10,000. This benefit shall be in addition to regular annual compensation provided through the ~~2013-14~~ 2014-15 teachers' salary schedule.
- H. Teachers who attain National Board Certification after June 30, 2013, if eligible, will receive no less than the compensation set forth for National Board Certification in the State Minimum Salary Schedule.

GUTHRIE PUBLIC SCHOOLS								
2014-2015 SALARY SCHEDULE								
BACHELOR								
		DISTRICT PAID	TOTAL DISTRICT PAID	STATE RETIREMENT CREDIT	*STATE FLEXIBLE BENEFIT (OPTION 1)	TOTAL COMP- ENSATION AND BENEFITS FROM	*STATE FLEXIBLE BENEFIT (OPTION 2)	TOTAL COMP- ENSATION AND BENEFITS FROM
YRS. EXP.	BASE SALARY	TEACHER RETIREMENT	COMPENSATION AND BENEFITS	CURRENT YEAR ONLY	CURRENT YEAR ONLY	ALL SOURCES (OPTION 1)	CURRENT YEAR ONLY	ALL SOURCES (OPTION 2)
0	30,251.25	2,276.98	32,528.23	60.15	836.52	33,424.90	5,818.44	38,406.82
1	30,600.00	2,303.23	32,903.23	103.41	836.52	33,843.16	5,818.44	38,825.08
2	30,948.75	2,329.48	33,278.23	145.65	836.52	34,260.40	5,818.44	39,242.32
3	31,297.50	2,355.73	33,653.23	188.15	836.52	34,677.90	5,818.44	39,659.82
4	31,646.25	2,381.98	34,028.23	233.33	836.52	35,098.08	5,818.44	40,080.00
5	31,995.00	2,408.23	34,403.23	278.76	836.52	35,518.51	5,818.44	40,500.43
6	32,367.00	2,436.23	34,803.23	325.26	836.52	35,965.01	5,818.44	40,946.93
7	32,739.00	2,464.23	35,203.23	372.82	836.52	36,412.57	5,818.44	41,394.49
8	33,111.00	2,492.23	35,603.23	421.44	836.52	36,861.19	5,818.44	41,843.11
9	33,483.00	2,520.23	36,003.23	471.12	836.52	37,310.87	5,818.44	42,292.79
10	33,855.00	2,548.23	36,403.23	521.87	836.52	37,761.62	5,818.44	42,743.54
11	34,450.25	2,593.04	37,043.29	573.67	836.52	38,453.48	5,818.44	43,435.40
12	34,845.50	2,622.79	37,468.29	626.54	836.52	38,931.35	5,818.44	43,913.27
13	35,240.75	2,652.54	37,893.29	680.48	836.52	39,410.29	5,818.44	44,392.21
14	35,636.00	2,682.29	38,318.29	735.47	836.52	39,890.28	5,818.44	44,872.20
15	36,031.24	2,712.04	38,743.28	791.53	836.52	40,371.33	5,818.44	45,353.25
16	36,426.49	2,741.79	39,168.28	848.65	836.52	40,853.45	5,818.44	45,835.37
17	36,821.74	2,771.54	39,593.28	906.83	836.52	41,336.63	5,818.44	46,318.55
18	37,216.99	2,801.29	40,018.28	966.07	836.52	41,820.87	5,818.44	46,802.79
19	37,612.24	2,831.04	40,443.28	1,026.38	836.52	42,306.18	5,818.44	47,288.10
20	38,007.49	2,860.79	40,868.28	1,087.75	836.52	42,792.55	5,818.44	47,774.47
21	38,402.74	2,890.54	41,293.28	1,150.18	836.52	43,279.98	5,818.44	48,261.90
22	38,798.00	2,920.29	41,718.29	1,213.68	836.52	43,768.49	5,818.44	48,750.41
23	39,193.25	2,950.04	42,143.29	1,278.23	836.52	44,258.04	5,818.44	49,239.96
24	39,588.50	2,979.79	42,568.29	1,343.85	836.52	44,748.66	5,818.44	49,730.58
25	39,983.75	3,009.54	42,993.29	1,410.53	836.52	45,240.34	5,818.44	50,222.26
26	40,379.00	3,039.29	43,418.29	1,410.53	836.52	45,665.34	5,818.44	50,647.26
27	40,774.25	3,069.04	43,843.29	1,410.53	836.52	46,090.34	5,818.44	51,072.26
28	41,169.50	3,098.79	44,268.29	1,410.53	836.52	46,515.34	5,818.44	51,497.26
29	41,564.75	3,128.54	44,693.29	1,410.53	836.52	46,940.34	5,818.44	51,922.26
Off Scale	41,960.00	3,158.29	45,118.29	1,410.53	836.52	47,365.34	5,818.44	52,347.26

\* Eligible staff must select either Flexible Benefit Option 1 or Flexible Benefit Option 2.  
Option 1 - Full-time certified staff who choose not to participate in the school sponsored major medical plan shall receive \$836.52 per year (\$69.71 monthly) as taxable income in lieu of the Flexible Benefit Allowance.  
Option 2 - Full-time certified staff who choose to participate in the school sponsored major medical plan shall receive \$5,818.44 per year (\$484.87 monthly) in Flexible Benefit Allowance toward their monthly health insurance premium.

NOTE - In addition to compensation included in the schedule above, the district will provide a \$10,000.00 life insurance policy for each employee.

**GUTHRIE PUBLIC SCHOOLS  
2014-2015 SALARY SCHEDULE**

**BACHELOR + NBCT\*\***

YRS. EXP.	BASE SALARY	DISTRICT PAID TEACHER RETIREMENT	TOTAL DISTRICT PAID COMPENSATION AND BENEFITS	STATE RETIREMENT	*STATE FLEXIBLE BENEFIT (OPTION 1)	TOTAL COMP-ENSATION AND BENEFITS FROM ALL SOURCES (OPTION 1)	*STATE FLEXIBLE BENEFIT (OPTION 2)	TOTAL COMP-ENSATION AND BENEFITS FROM ALL SOURCES (OPTION 2)
				CREDIT CURRENT YEAR ONLY	CURRENT YEAR ONLY		CURRENT YEAR ONLY	
0	30,517.99	2,297.06	32,815.05	60.15	836.52	33,711.72	5,818.44	38,693.64
1	30,866.74	2,323.31	33,190.05	103.41	836.52	34,129.98	5,818.44	39,111.90
2	31,215.49	2,349.56	33,565.05	145.65	836.52	34,547.22	5,818.44	39,529.14
3	31,564.24	2,375.81	33,940.05	188.15	836.52	34,964.72	5,818.44	39,946.64
4	31,912.99	2,402.06	34,315.05	233.33	836.52	35,384.90	5,818.44	40,366.82
5	32,284.99	2,430.06	34,715.05	278.76	836.52	35,830.33	5,818.44	40,812.25
6	32,656.99	2,458.06	35,115.05	325.26	836.52	36,276.83	5,818.44	41,258.75
7	33,028.99	2,486.06	35,515.05	372.82	836.52	36,724.39	5,818.44	41,706.31
8	33,400.99	2,514.06	35,915.05	421.44	836.52	37,173.01	5,818.44	42,154.93
9	33,772.99	2,542.06	36,315.05	471.12	836.52	37,622.69	5,818.44	42,604.61
10	34,563.49	2,601.56	37,165.05	521.87	836.52	38,523.44	5,818.44	43,505.36
11	34,958.74	2,631.31	37,590.05	573.67	836.52	39,000.24	5,818.44	43,982.16
12	35,353.99	2,661.06	38,015.05	626.54	836.52	39,478.11	5,818.44	44,460.03
13	35,749.24	2,690.81	38,440.05	680.48	836.52	39,957.05	5,818.44	44,938.97
14	36,144.49	2,720.56	38,865.05	735.47	836.52	40,437.04	5,818.44	45,418.96
15	36,539.74	2,750.31	39,290.05	791.53	836.52	40,918.10	5,818.44	45,900.02
16	36,934.99	2,780.06	39,715.05	848.65	836.52	41,400.22	5,818.44	46,382.14
17	37,330.24	2,809.81	40,140.05	906.83	836.52	41,883.40	5,818.44	46,865.32
18	37,725.49	2,839.56	40,565.05	966.07	836.52	42,367.64	5,818.44	47,349.56
19	38,120.74	2,869.31	40,990.05	1,026.38	836.52	42,852.95	5,818.44	47,834.87
20	38,515.99	2,899.06	41,415.05	1,087.75	836.52	43,339.32	5,818.44	48,321.24
21	38,911.24	2,928.81	41,840.05	1,150.18	836.52	43,826.75	5,818.44	48,808.67
22	39,306.49	2,958.56	42,265.05	1,213.68	836.52	44,315.25	5,818.44	49,297.17
23	39,701.74	2,988.31	42,690.05	1,278.23	836.52	44,804.80	5,818.44	49,786.72
24	40,096.99	3,018.06	43,115.05	1,343.85	836.52	45,295.42	5,818.44	50,277.34
25	40,492.24	3,047.81	43,540.05	1,410.53	836.52	45,787.10	5,818.44	50,769.02
26	40,887.49	3,077.56	43,965.05	1,410.53	836.52	46,212.10	5,818.44	51,194.02
27	41,282.74	3,107.31	44,390.05	1,410.53	836.52	46,637.10	5,818.44	51,619.02
28	41,677.99	3,137.06	44,815.05	1,410.53	836.52	47,062.10	5,818.44	52,044.02
29	42,073.24	3,166.81	45,240.05	1,410.53	836.52	47,487.10	5,818.44	52,469.02
off scale	42,468.49	3,196.56	45,665.05	1,410.53	836.52	47,912.10	5,818.44	52,894.02

\* Eligible staff must select either Flexible Benefit Option 1 or Flexible Benefit Option 2.

Option 1 - Full-time certified staff who choose not to participate in the school sponsored major medical plan shall receive \$836.52 per year (\$69.71 monthly) as taxable income in lieu of the Flexible Benefit Allowance.

Option 2 - Full-time certified staff who choose to participate in the school sponsored major medical plan shall receive \$5,818.44 per year (\$484.87 monthly) in Flexible Benefit Allowance toward their monthly health insurance premium.

\*\* This salary schedule applies only to those teachers that receive National Board Certification after June 30, 2013.

NOTE - In addition to compensation included in the schedule above, the district will provide a \$10,000.00 life insurance policy for each employee.

**GUTHRIE PUBLIC SCHOOLS  
2014-2015 SALARY SCHEDULE  
MASTER**

YRS. EXP.	BASE SALARY	DISTRICT PAID TEACHER RETIREMENT	TOTAL DISTRICT PAID COMPENSATION AND BENEFITS	STATE RETIREMENT CREDIT	*STATE FLEXIBLE BENEFIT (OPTION 1)	TOTAL COMP-ENSATION AND BENEFITS FROM ALL SOURCES (OPTION 1)	*STATE FLEXIBLE BENEFIT (OPTION 2)	TOTAL COMP-ENSATION AND BENEFITS FROM ALL SOURCES (OPTION 2)
				CURRENT YEAR ONLY	CURRENT YEAR ONLY	CURRENT YEAR ONLY	CURRENT YEAR ONLY	CURRENT YEAR ONLY
0	31,367.25	2,360.98	33,728.23	60.15	836.52	34,624.90	5,818.44	39,606.82
1	31,716.00	2,387.23	34,103.23	103.41	836.52	35,043.16	5,818.44	40,025.08
2	32,064.75	2,413.48	34,478.23	145.65	836.52	35,460.40	5,818.44	40,442.32
3	32,413.50	2,439.73	34,853.23	188.15	836.52	35,877.90	5,818.44	40,859.82
4	32,762.25	2,465.98	35,228.23	233.33	836.52	36,298.08	5,818.44	41,280.00
5	33,111.00	2,492.23	35,603.23	278.76	836.52	36,718.51	5,818.44	41,700.43
6	33,483.00	2,520.23	36,003.23	325.26	836.52	37,165.01	5,818.44	42,146.93
7	33,855.00	2,548.23	36,403.23	372.82	836.52	37,612.57	5,818.44	42,594.49
8	34,227.00	2,576.23	36,803.23	421.44	836.52	38,061.19	5,818.44	43,043.11
9	34,599.00	2,604.23	37,203.23	471.12	836.52	38,510.87	5,818.44	43,492.79
10	35,244.74	2,652.84	37,897.58	521.87	836.52	39,255.97	5,818.44	44,237.89
11	35,866.25	2,699.62	38,565.87	573.67	836.52	39,976.06	5,818.44	44,957.98
12	36,261.49	2,729.37	38,990.86	626.54	836.52	40,453.92	5,818.44	45,435.84
13	36,656.74	2,759.12	39,415.86	680.48	836.52	40,932.86	5,818.44	45,914.78
14	37,051.99	2,788.87	39,840.86	735.47	836.52	41,412.85	5,818.44	46,394.77
15	37,447.24	2,818.62	40,265.86	791.53	836.52	41,893.91	5,818.44	46,875.83
16	37,842.49	2,848.37	40,690.86	848.65	836.52	42,376.03	5,818.44	47,357.95
17	38,237.74	2,878.12	41,115.86	906.83	836.52	42,859.21	5,818.44	47,841.13
18	38,633.00	2,907.87	41,540.87	966.07	836.52	43,343.46	5,818.44	48,325.38
19	39,028.25	2,937.62	41,965.87	1,026.38	836.52	43,828.77	5,818.44	48,810.69
20	39,423.50	2,967.37	42,390.87	1,087.75	836.52	44,315.14	5,818.44	49,297.06
21	39,818.75	2,997.12	42,815.87	1,150.18	836.52	44,802.57	5,818.44	49,784.49
22	40,214.00	3,026.87	43,240.87	1,213.68	836.52	45,291.07	5,818.44	50,272.99
23	40,609.25	3,056.62	43,665.87	1,278.23	836.52	45,780.62	5,818.44	50,762.54
24	41,004.50	3,086.37	44,090.87	1,343.85	836.52	46,271.24	5,818.44	51,253.16
25	41,399.74	3,116.12	44,515.86	1,410.53	836.52	46,762.91	5,818.44	51,744.83
26	41,794.99	3,145.87	44,940.86	1,410.53	836.52	47,187.91	5,818.44	52,169.83
27	42,190.24	3,175.62	45,365.86	1,410.53	836.52	47,612.91	5,818.44	52,594.83
28	42,585.49	3,205.37	45,790.86	1,410.53	836.52	48,037.91	5,818.44	53,019.83
29	42,980.74	3,235.12	46,215.86	1,410.53	836.52	48,462.91	5,818.44	53,444.83
off scale	43,375.99	3,264.87	46,640.86	1,410.53	836.52	48,887.91	5,818.44	53,869.83

\* Eligible staff must select either Flexible Benefit Option 1 or Flexible Benefit Option 2.

Option 1 - Full-time certified staff who choose not to participate in the school sponsored major medical plan shall receive \$836.52 per year (\$69.71 monthly) as taxable income in lieu of the Flexible Benefit Allowance.

Option 2 - Full-time certified staff who choose to participate in the school sponsored major medical plan shall receive \$5,818.44 per year (\$484.87 monthly) in Flexible Benefit Allowance toward their monthly health insurance premium.

NOTE - In addition to compensation included in the schedule above, the district will provide a \$10,000.00 life insurance policy for each employee.

<b>GUTHRIE PUBLIC SCHOOLS</b>								
<b>2014-2015 SALARY SCHEDULE</b>								
<b>MASTERS + NBCT**</b>								
		DISTRICT PAID	TOTAL DISTRICT PAID	STATE RETIREMENT CREDIT	*STATE FLEXIBLE BENEFIT (OPTION 1)	TOTAL COMP-ENSATION AND BENEFITS FROM ALL SOURCES (OPTION 1)	*STATE FLEXIBLE BENEFIT (OPTION 2)	TOTAL COMP-ENSATION AND BENEFITS FROM ALL SOURCES (OPTION 2)
YRS. EXP.	BASE SALARY	TEACHER RETIREMENT	COMPENSATION AND BENEFITS	CURRENT YEAR ONLY	CURRENT YEAR ONLY		CURRENT YEAR ONLY	
0	31,633.99	2,381.06	34,015.05	60.15	836.52	34,911.72	5,818.44	39,893.64
1	31,982.74	2,407.31	34,390.05	103.41	836.52	35,329.98	5,818.44	40,311.90
2	32,331.49	2,433.56	34,765.05	145.65	836.52	35,747.22	5,818.44	40,729.14
3	32,680.24	2,459.81	35,140.05	188.15	836.52	36,164.72	5,818.44	41,146.64
4	33,028.99	2,486.06	35,515.05	233.33	836.52	36,584.90	5,818.44	41,566.82
5	33,400.99	2,514.06	35,915.05	278.76	836.52	37,030.33	5,818.44	42,012.25
6	33,772.99	2,542.06	36,315.05	325.26	836.52	37,476.83	5,818.44	42,458.75
7	34,144.99	2,570.06	36,715.05	372.82	836.52	37,924.39	5,818.44	42,906.31
8	34,516.99	2,598.06	37,115.05	421.44	836.52	38,373.01	5,818.44	43,354.93
9	34,888.99	2,626.06	37,515.05	471.12	836.52	38,822.69	5,818.44	43,804.61
10	36,074.74	2,715.31	38,790.05	521.87	836.52	40,148.44	5,818.44	45,130.36
11	36,469.99	2,745.06	39,215.05	573.67	836.52	40,625.24	5,818.44	45,607.16
12	36,865.24	2,774.81	39,640.05	626.54	836.52	41,103.11	5,818.44	46,085.03
13	37,260.49	2,804.56	40,065.05	680.48	836.52	41,582.05	5,818.44	46,563.97
14	37,655.74	2,834.31	40,490.05	735.47	836.52	42,062.04	5,818.44	47,043.96
15	38,050.99	2,864.06	40,915.05	791.53	836.52	42,543.10	5,818.44	47,525.02
16	38,446.24	2,893.81	41,340.05	848.65	836.52	43,025.22	5,818.44	48,007.14
17	38,841.49	2,923.56	41,765.05	906.83	836.52	43,508.40	5,818.44	48,490.32
18	39,236.74	2,953.31	42,190.05	966.07	836.52	43,992.64	5,818.44	48,974.56
19	39,631.99	2,983.06	42,615.05	1,026.38	836.52	44,477.95	5,818.44	49,459.87
20	40,027.24	3,012.81	43,040.05	1,087.75	836.52	44,964.32	5,818.44	49,946.24
21	40,422.49	3,042.56	43,465.05	1,150.18	836.52	45,451.75	5,818.44	50,433.67
22	40,817.74	3,072.31	43,890.05	1,213.68	836.52	45,940.25	5,818.44	50,922.17
23	41,212.99	3,102.06	44,315.05	1,278.23	836.52	46,429.80	5,818.44	51,411.72
24	41,608.24	3,131.81	44,740.05	1,343.85	836.52	46,920.42	5,818.44	51,902.34
25	42,003.49	3,161.56	45,165.05	1,410.53	836.52	47,412.10	5,818.44	52,394.02
26	42,398.74	3,191.31	45,590.05	1,410.53	836.52	47,837.10	5,818.44	52,819.02
27	42,793.99	3,221.06	46,015.05	1,410.53	836.52	48,262.10	5,818.44	53,244.02
28	43,189.24	3,250.81	46,440.05	1,410.53	836.52	48,687.10	5,818.44	53,669.02
29	43,584.49	3,280.56	46,865.05	1,410.53	836.52	49,112.10	5,818.44	54,094.02
off scale	43,979.74	3,310.31	47,290.05	1,410.53	836.52	49,537.10	5,818.44	54,519.02

\* Eligible staff must select either Flexible Benefit Option 1 or Flexible Benefit Option 2.  
Option 1 - Full-time certified staff who choose not to participate in the school sponsored major medical plan shall receive \$836.52 per year (\$69.71 monthly) as taxable income in lieu of the Flexible Benefit Allowance.  
Option 2 - Full-time certified staff who choose to participate in the school sponsored major medical plan shall receive \$5,818.44 per year (\$484.87 monthly) in Flexible Benefit Allowance toward their monthly health insurance premium.

\*\* This salary schedule applies only to those teachers that receive National Board Certification after June 30, 2013.

NOTE - In addition to compensation included in the schedule above, the district will provide a \$10,000.00 life insurance policy for each employee.

**GUTHRIE PUBLIC SCHOOLS  
2014-2015 SALARY SCHEDULE  
DOCTOR**

YRS. EXP.	BASE SALARY	DISTRICT PAID	TOTAL DISTRICT PAID	STATE RETIREMENT CREDIT	*STATE FLEXIBLE BENEFIT (OPTION 1)	TOTAL COMP-ENSATION AND BENEFITS FROM ALL SOURCES (OPTION 1)	*STATE FLEXIBLE BENEFIT (OPTION 2)	TOTAL COMP-ENSATION AND BENEFITS FROM ALL SOURCES (OPTION 2)
		TEACHER RETIREMENT	COMPENSATION AND BENEFITS	CURRENT YEAR ONLY	CURRENT YEAR ONLY	CURRENT YEAR ONLY	CURRENT YEAR ONLY	CURRENT YEAR ONLY
0	32,483.25	2,444.98	34,928.23	60.15	836.52	35,824.90	5,818.44	40,806.82
1	32,832.00	2,471.23	35,303.23	103.41	836.52	36,243.16	5,818.44	41,225.08
2	33,180.75	2,497.48	35,678.23	145.65	836.52	36,660.40	5,818.44	41,642.32
3	33,529.50	2,523.73	36,053.23	188.15	836.52	37,077.90	5,818.44	42,059.82
4	33,878.25	2,549.98	36,428.23	233.33	836.52	37,498.08	5,818.44	42,480.00
5	34,227.00	2,576.23	36,803.23	278.76	836.52	37,918.51	5,818.44	42,900.43
6	34,599.00	2,604.23	37,203.23	325.26	836.52	38,365.01	5,818.44	43,346.93
7	34,971.00	2,632.23	37,603.23	372.82	836.52	38,812.57	5,818.44	43,794.49
8	35,342.99	2,660.23	38,003.22	421.44	836.52	39,261.18	5,818.44	44,243.10
9	35,714.99	2,688.23	38,403.22	471.12	836.52	39,710.86	5,818.44	44,692.78
10	37,151.24	2,796.34	39,947.58	521.87	836.52	41,305.97	5,818.44	46,287.89
11	37,546.49	2,826.09	40,372.58	573.67	836.52	41,782.77	5,818.44	46,764.69
12	37,941.74	2,855.84	40,797.58	626.54	836.52	42,260.64	5,818.44	47,242.56
13	38,336.99	2,885.59	41,222.58	680.48	836.52	42,739.58	5,818.44	47,721.50
14	38,732.24	2,915.34	41,647.58	735.47	836.52	43,219.57	5,818.44	48,201.49
15	39,127.49	2,945.09	42,072.58	791.53	836.52	43,700.63	5,818.44	48,682.55
16	39,522.74	2,974.84	42,497.58	848.65	836.52	44,182.75	5,818.44	49,164.67
17	39,917.99	3,004.59	42,922.58	906.83	836.52	44,665.93	5,818.44	49,647.85
18	40,313.24	3,034.34	43,347.58	966.07	836.52	45,150.17	5,818.44	50,132.09
19	40,708.49	3,064.09	43,772.58	1,026.38	836.52	45,635.48	5,818.44	50,617.40
20	41,103.74	3,093.84	44,197.58	1,087.75	836.52	46,121.85	5,818.44	51,103.77
21	41,498.99	3,123.59	44,622.58	1,150.18	836.52	46,609.28	5,818.44	51,591.20
22	41,894.24	3,153.34	45,047.58	1,213.68	836.52	47,097.78	5,818.44	52,079.70
23	42,289.49	3,183.09	45,472.58	1,278.23	836.52	47,587.33	5,818.44	52,569.25
24	42,684.74	3,212.84	45,897.58	1,343.85	836.52	48,077.95	5,818.44	53,059.87
25	43,079.99	3,242.59	46,322.58	1,410.53	836.52	48,569.63	5,818.44	53,551.55
26	43,475.24	3,272.34	46,747.58	1,410.53	836.52	48,994.63	5,818.44	53,976.55
27	43,870.49	3,302.09	47,172.58	1,410.53	836.52	49,419.63	5,818.44	54,401.55
28	44,265.75	3,331.84	47,597.59	1,410.53	836.52	49,844.64	5,818.44	54,826.56
29	44,661.00	3,361.59	48,022.59	1,410.53	836.52	50,269.64	5,818.44	55,251.56
off scale	45,056.25	3,391.34	48,447.59	1,410.53	836.52	50,694.64	5,818.44	55,676.56

\* Eligible staff must select either Flexible Benefit Option 1 or Flexible Benefit Option 2.  
Option 1 - Full-time certified staff who choose not to participate in the school sponsored major medical plan shall receive \$836.52 per year (\$69.71 monthly) as taxable income in lieu of the Flexible Benefit Allowance.  
Option 2 - Full-time certified staff who choose to participate in the school sponsored major medical plan shall receive \$5,818.44 per year (\$484.87 monthly) in Flexible Benefit Allowance toward their monthly health insurance premium.

NOTE - In addition to compensation included in the schedule above, the district will provide a \$10,000.00 life insurance policy for each employee.



**EXTRA DUTY AND CO-CURRICULAR COMPENSATION**

<b>SITE</b>	<b>ASSIGNMENT</b>	<b>RANGE</b>	<b>COMPENSATION</b>
High School	A P Coordinator	<del>\$1,000</del>	\$850 - \$1150
High School	Dept Chair - Language Arts	<del>\$700</del>	\$500 - \$1000
High School	Dept Chair - Business	<del>\$700</del>	\$500 - \$1000
High School	Dept Chair - Social Studies	<del>\$700</del>	\$500 - \$1000
High School	Dept Chair - Science	<del>\$700</del>	\$500 - \$1000
High School	Dept Chair- Math	<del>\$700</del>	\$500 - \$1000
High School	Dept Chair – Fine Arts	<del>\$700</del>	\$500 - \$1000
High School	Dept Chair – Vocational	\$0	\$500 - \$1000
High School	Dept Chair – P.E.	\$0	\$500 - \$1000
High School	Dept Chair – JROTC	\$0	\$500 - \$1000
High School	Dept Chair – Driver Ed.	\$0	\$500 - \$1000
High School	Dept Chair – Special Ed.	<del>\$700</del>	\$500 - \$1000
High School	Student Council	<del>\$1,500</del>	\$1100 - \$1600
High School	Senior Class	<del>\$750</del>	\$625 - \$875
High School	Senior Class	<del>\$750</del>	\$625 - \$875
High School	Junior Class	<del>\$750</del>	\$625 - \$875
High School	Sophomore Class	<del>\$200</del>	\$150 - \$250
High School	Freshman Class	<del>\$200</del>	\$150 - \$250
High School	Journalism	<del>\$2,500</del>	\$2100 - \$2900
High School	Heritage Club	<del>\$300</del>	\$250 - \$350
High School	Heritage Club	<del>\$300</del>	\$250 - \$350
High School	Competitive Drama	<del>\$2,500</del>	\$2000 - \$2700
High School	Drama	<del>\$500</del>	\$400 - \$600
High School	Art	<del>\$2,000</del>	\$1700 - \$2300
High School	Vocal Music	<del>\$5,000</del>	\$3500 - \$5000
High School	Summer Band Pride	<del>\$5,000 (Total)</del>	\$4250 - \$5750
High School	Band	<del>\$7,000</del>	\$5600 - \$7600
High School	Band Marching Asst.	<del>\$2,300</del>	\$1950 - \$2650
High School	Academic Coach	<del>\$1,500</del>	\$1500 - \$2000
High School	BPA	<del>\$1,200</del>	\$1000 - \$1400
High School	Honor Society	<del>\$500</del>	\$600 - \$1000
High School	Foreign Lang Club	<del>\$300</del>	\$250 - \$350
High School	Foreign Lang Club	<del>\$300</del>	\$250 - \$350
High School	Science Club	<del>\$500</del>	\$400 - \$600
High School	Science Club	<del>\$500</del>	\$400 - \$600
High School	Special Olympics	<del>\$300</del>	\$250 - \$350
High School	Detention Hall (pm)	<del>\$450</del>	\$375 - \$525
High School	Detention Hall (am)	<del>\$450</del>	\$375 - \$525
High School	Key Club	<del>\$1200</del>	\$1000 - \$1400
High School	Mu Alpha Theta		\$400 - \$600
High School	Cheerleading (Varsity) Football	<del>\$650</del>	\$550 - \$750
High School	Cheerleading (Varsity) Basketball	<del>\$650</del>	\$550 - \$750
High School	Cheerleading (Varsity) Wrestling	<del>\$650</del>	\$550 - \$750
High School	Cheerleading (Freshman) Football	<del>\$400</del>	\$325 - \$475
High School	Cheerleading (Freshman) Basketball	<del>\$400</del>	\$325 - \$475
High School	Cheerleading (Freshman) Wrestling	<del>\$400</del>	\$325 - \$475
High School	Summer Athletic Pride	<del>\$6,000 (Total)</del>	\$5000 - \$7000
High School	Football Head Coach (Grades 9-12)	<del>\$6,600</del>	\$7100 - \$10,000
High School	FB Offensive Coordinator (Grades 9-12)	<del>\$5,100</del>	\$4300 - \$5900
High School	FB Defensive Coordinator (Grades 9-12)	<del>\$5,100</del>	\$4300 - \$5900
High School	FB Special Teams Coordinator (Grades 9-12)	<del>\$5,100</del>	\$4300 - \$5900
High School	Football Asst. Coach (Grades 9-12)	<del>\$3,600</del>	\$3100 - \$4100
High School	Football Asst. Coach (Grades 9-12)	<del>\$3,600</del>	\$3100 - \$4100
High School	Football Asst. Coach (Grades 9-12)	<del>\$3,600</del>	\$3100 - \$4100
High School	Football Asst. Coach (Grades 9-12)	<del>\$3,600</del>	\$3100 - \$4100
High School	Basketball Head Coach (Boys)	<del>\$5,850</del>	\$5400 - \$7400
High School	Basketball Asst. Coach (Boys)	<del>\$2,700</del>	\$2400 - \$3400
High School	Basketball Asst. Coach (Boys)	<del>\$2,700</del>	\$2400 - \$3400
High School	Basketball Asst. Coach (Boys)	<del>\$2,700</del>	\$2400 - \$3400

High School	Basketball Head Coach (Girls)	\$5,850	\$5400 - \$7400
High School	Basketball Asst. Coach (Girls)	\$2,700	\$2400 - \$3400
High School	Basketball Asst. Coach (Girls)	\$2,700	\$2400 - \$3400
High School	Wrestling Head Coach	\$5,500	\$5000 - \$7000
High School	Wrestling Asst. Coach	\$2,300	\$2100 - \$3000
High School	Cross Country Head Coach (Boys)	\$2,000	\$2300 - \$3300
High School	Cross Country Head Coach (Girls)	\$2,000	\$2300 - \$3300
High School	Cross Country Asst. Coach	\$1,100	\$900 - \$1300
High School	Cross Country Asst. Coach	\$1,100	\$900 - \$1300
High School	Tennis Head Coach (Boys)	\$2,300	\$2500 - \$3500
High School	Tennis Head Coach (Girls)	\$2,300	\$2500 - \$3500
High School	Softball Head Coach	\$4,100	\$4100 - \$5600
High School	Softball Asst. Coach	\$2,300	\$2000 - \$2800
High School	Track Head Coach (Boys)	\$3,000	\$3100 - \$4300
High School	Track Asst. Coach (Boys)	\$1,400	\$1500 - \$2100
High School	Track Head Coach (Girls)	\$3,000	\$3100 - \$4300
High School	Track Asst. Coach (Girls)	\$1,400	\$1500 - \$2100
High School	Soccer Head Coach (Boys)	\$2,600	\$3300 - \$4300
High School	Soccer Asst. Coach (Boys)	\$1,300	\$1500 - \$2000
High School	Soccer Head Coach (Girls)	\$2,600	\$3300 - \$4300
High School	Soccer Asst. Coach (Girls)	\$1,300	\$1500 - \$2000
High School	Golf Head Coach (Boys)	\$2,000	\$2300 - \$3300
High School	Golf Head Coach (Girls)	\$2,000	\$2300 - \$3300
High School	JV Golf (Girls & Boys)	\$1,100	\$900 - \$1300
High School	Baseball Head Coach	\$4,100	\$4300 - \$6000
High School	Baseball Asst. Coach	\$2,000	\$2000 - \$2700
High School	Baseball Asst. Coach	\$2,000	\$2000 - \$2700
High School	Baseball Head Coach (9 <sup>th</sup> grade)	\$2,000	\$1700 - \$2300
High School	Basketball Head Coach (9 <sup>th</sup> grade boys)	\$1,700	\$1475 - \$1975
High School	Basketball Head Coach (9 <sup>th</sup> grade girls)	\$1,700	\$1475 - \$1975
High School	Track Head Coach (9 <sup>th</sup> grade boys)	\$1,000	\$850 - \$1150
High School	Track Head Coach (9 <sup>th</sup> grade girls)	\$1,000	\$850 - \$1150
High School	Weightlifting Head Coach	\$1,000	\$850 - \$1150
High School	Web page coordinator	\$1500	\$1250 - \$1750
High School	Youth in Government	\$300	\$250 - \$350
High School	Bus Loading Supervision	\$500	\$400 - \$600
Junior High	Art Stars	\$300	\$250 - \$350
Junior High	Drama	\$600	\$500 - \$700
Junior High	Cheerleading Football	\$325	\$275 - \$375
Junior High	Cheerleading Basketball	\$325	\$275 - \$375
Junior High	Cheerleading Wrestling	\$325	\$275 - \$375
Junior High	Pep Club	\$200	\$150 - \$250
Junior High	Newspaper	\$300	\$250 - \$350
Junior High	Newspaper	\$300	\$250 - \$350
Junior High	Detention Duty (Lunch)	\$450	\$375 - \$525
Junior High	Detention Duty (Lunch)	\$450	\$375 - \$525
Junior High	Detention Duty (pm)	\$450	\$375 - \$525
Junior High	Math Counts	\$300	\$250 - \$350
Junior High	Math Counts	\$300	\$250 - \$350
Junior High	Builders Club	\$300	\$250 - \$350
Junior High	Pro Team Club	\$300	\$250 - \$350
Junior High	Academic Team	\$750	\$625 - \$875
Junior High	Student Council	\$650	\$550 - \$750
Junior High	Student Council	\$650	\$550 - \$750
Junior High	Honor Society	\$300	\$250 - \$350
Junior High	Honor Society	\$300	\$250 - \$350
Junior High	Journalism	\$1,000	\$850 - \$1150
Junior High	Yearbook Photographer	\$200	\$150 - \$250
Junior High	Band Music Assistant	\$2,200	\$1850 - \$2550
Junior High	Band (8 <sup>th</sup> gr) & HS Asst.	\$4,500	\$3825 - \$5175
Junior High	Vocal Music	\$1,750	\$1475 - \$2025

Junior High	Football Head Coach (8 <sup>th</sup> gr)	\$3,000	\$2550 - \$3450
Junior High	Football Asst. Coach (8 <sup>th</sup> gr)	\$1,600	\$1350 - \$1850
Junior High	Football Asst. Coach (8 <sup>th</sup> gr)	\$1,600	\$1350 - \$1850
Junior High	Football Head Coach (7 <sup>th</sup> gr)	\$3,000	\$2550 - \$3450
Junior High	Football Asst. Coach (7 <sup>th</sup> gr)	\$1,600	\$1350 - \$1850
Junior High	Football Asst. Coach (7 <sup>th</sup> gr)	\$1,600	\$1350 - \$1850
Junior High	Basketball Head Coach (8 <sup>th</sup> gr boys)	\$1,700	\$1425 - \$1975
Junior High	Basketball Head Coach (7 <sup>th</sup> gr boys)	\$1,700	\$1425 - \$1975
Junior High	Basketball Head Coach (8 <sup>th</sup> gr girls)	\$1,700	\$1425 - \$1975
Junior High	Basketball Head Coach (7 <sup>th</sup> gr girls)	\$1,700	\$1425 - \$1975
Junior High	Softball Head Coach	\$1,600	\$1350 - \$1850
Junior High	Softball Asst. Coach	\$1,100	\$900 - \$1300
Junior High	Track Head Coach (7 <sup>th</sup> & 8 <sup>th</sup> gr boys)	\$1,600	\$1350 - \$1850
Junior High	Track Head Coach (7 <sup>th</sup> & 8 <sup>th</sup> gr girls)	\$1,600	\$1350 - \$1850
Junior High	Tennis Head Coach (7 <sup>th</sup> & 8 <sup>th</sup> gr boys)	\$1,200	\$1000 - \$1400
Junior High	Tennis Head Coach (7 <sup>th</sup> & 8 <sup>th</sup> gr girls)	\$1,200	\$1000 - \$1400
Junior High	Golf Head Coach (7 <sup>th</sup> -8 <sup>th</sup> -9 <sup>th</sup> boys)	\$1,200	\$1000 - \$1400
Junior High	Golf Head Coach (7 <sup>th</sup> -8 <sup>th</sup> -9 <sup>th</sup> girls)	\$1,200	\$1000 - \$1400
Junior High	Wrestling Head Coach (7 <sup>th</sup> -8 <sup>th</sup> -9 <sup>th</sup> )	\$1,700	\$1425 - \$1975
Junior High	Wrestling Asst. Coach (7 <sup>th</sup> -8 <sup>th</sup> -9 <sup>th</sup> )	\$1,200	\$1000 - \$1400
Junior High	Cross Country Head Coach (7 <sup>th</sup> -8 <sup>th</sup> -9 <sup>th</sup> )	\$1,100	\$900 - \$1300
Junior High	Cross Country Head Coach (7 <sup>th</sup> -8 <sup>th</sup> -9 <sup>th</sup> )	\$1,100	\$900 - \$1300
Junior High	Baseball Head Coach (8 <sup>th</sup> gr)	\$1,600	\$1350 - \$1850
Junior High	Baseball Asst. Coach (8 <sup>th</sup> gr)	\$1,100	\$900 - \$1300
Junior High	Baseball Head Coach (7 <sup>th</sup> gr)	\$1,600	\$1350 - \$1850
Junior High	Baseball Asst. Coach (7 <sup>th</sup> gr)	\$1,100	\$900 - \$1300
Junior High	Web page coordinator	\$500	\$400 - \$600
Junior High	Bus Loading Supervision	\$500	\$400 - \$600
GUES	Academic Team Coach	\$300	\$250 - \$350
GUES	Honor Choir	\$600	\$500 - \$700
GUES	Academic Team Coach	\$300	\$250 - \$350
GUES	Web page coordinator	\$300	\$250 - \$350
GUES	Bus Loading Supervision	\$500	\$400 - \$600
Fogarty	Web page coordinator	\$300	\$250 - \$350
Fogarty	Honor Choir	\$300	\$250 - \$350
Fogarty	Bus Loading Supervision	\$500	\$400 - \$600
Central	Web page coordinator	\$300	\$250 - \$350
Central	Bus Loading Supervision	\$500	\$400 - \$600
Cotteral	Web page coordinator	\$300	\$250 - \$350
Cotteral	Bus Loading Supervision	\$500	\$400 - \$600

## Bus Driving

Except for “down time”, certified personnel required by the District to drive a school vehicle requiring a CDL (Certified Drivers License) to extra-curricular activities, where they are acting in their official capacity as coach or supervisor shall be compensated at the same rate as support personnel drivers.

Note: The term “down time” refers to the time a support employee driver remains at the activity while the event is being conducted.

## ARTICLE IX: FLOATING AND PART-TIME TEACHERS’ DUTIES

Duties assigned to floating and part-time teachers shall be based proportionately upon the amount of time spent in each building.

## ARTICLE X: AFTER SCHOOL DUTIES – REMUNERATION

Teachers supervising, keeping gate, running the clock, scorekeeping, performing an assigned function at admission charging event such as vocal music, band, drama or athletics, which occur after the regular classroom day, shall be voluntary. If

volunteers are available, they will be reimbursed at forty (\$40) dollars per event. If volunteers are not available, then the principal shall appoint teachers to such duties on a rotating basis at forty (\$40) dollars per event.

## **ARTICLE XI: LEAVES**

### **A. Professional Leave**

Professional leave may be provided upon request and approval of appropriate administration. Such leaves shall be used for attendance at professional conferences, meetings, workshops, observations of other schools' programs or other meetings. The cost of the substitute for professional days will be paid by the district.

### **B. Jury Leave**

Teachers shall be granted leave to serve on a jury or as a subpoenaed witness. A teacher serving as a juror or subpoenaed witness shall be paid the full contract salary less any compensation received for such service, exclusive of parking or mileage reimbursement.

### **C. Maternity Leave**

A teacher who is pregnant may continue her teaching duties until, in the opinion of the teacher's physician and the teacher, she is no longer able to perform her professional duties. The teacher shall give notice in writing at least fourteen (14) days prior to the time she intends to cease her teaching duties, except in case of an emergency.

This notice shall also state whether or not she intends to return to the district after the child is born and when she intends to return. A teacher who gives notice she desires to return to the district must reaffirm that intent by giving written notice to the Board within sixty (60) days of the child's birth. At the time of her return, the teacher shall be assigned to the same position which she had at the time her leave commenced, or if that position no longer exists, to a substantially equivalent position for which she is qualified, provided she returns within the same contract year. Up to thirty (30) days of sick leave with pay can be used for maternity leave. Any requested days beyond thirty (30) must be documented by a physician. Any substitute or teacher hired to replace a teacher on maternity leave shall be hired on a duration of need contract which will specify the dates of his/her employment.

If a teacher on sick leave for maternity reasons applies for and is granted extended use of sick leave pursuant to Section 142-School Laws of Oklahoma 1994, the teacher shall receive her salary less the amount normally paid a certified substitute teacher, if a certified teacher is hired; or normally paid a certified substitute teacher, if a certified substitute teacher is not hired.

### **D. Personal Leave**

Each teacher shall have three (3) days to be used as personal or emergency leave with the following restrictions:

1. Such leave shall be granted upon request of the teacher to the building administrator at least forty-eight (48) hours in advance of the requested leave. The time limit shall be waived in case of emergency
2. Cost of the substitute for three (3) personal days will be paid by the school system
3. These days are not cumulative
4. Any days taken over the allowed three (3) days will result in loss of a full day's pay for each day
5. The day immediately preceding and following a school holiday will not be allowed for personal leave, except as approved by the building principal
6. ~~No personal leave days will be granted the first or last weeks of class, except in case of emergency and approved by the principal~~  
**Personal leave cannot be used the first (5) and last (5) days of instruction.**
7. Unused personal leave days shall accumulate as sick leave for the following year; however, those teachers who have one hundred ten (110) unused sick leave days accumulated at the close of the school year may make a written request to receive fifty (\$50) dollars per day for each unused personal leave day, maximum of three (3) days. Eligible staff must request payment in writing to the office of the Superintendent by June 1 each year to receive reimbursement. Reimbursement for unused personal leave days is not cumulative

## E. Unpaid Leave of Absence

1. Career teachers with at least three (3) years of service to the district may apply to the Board for a one (1) year of unpaid leave of absence for the purpose of extended illness, advanced study, child rearing, travel or other reasons of value to the school system
2. Applications for unpaid leave of absence for the ensuing year must be filed prior to March 15. In the case of a request for extended illness, the application must be accompanied by a doctor's statement. In the case of a request for advanced study, the application must be accompanied by a statement from the teacher promising to enroll in and pursue at least sixteen (16) college credits
3. If, during the current school year, a catastrophic event occurs, a teacher may request an unpaid leave of absence for the period of time required to remedy the situation. The application must be accompanied by appropriate documentation. Upon return, if during the current school year, the teacher will be assigned to the same position held previous to the leave
4. Applications for reinstatement for the ensuing year following a leave of absence must be filed by March 15. If the teacher fails to apply for reinstatement by March 15, he/she will be deemed to have resigned from the district. Medical reinstatement applications must be accompanied by a physician's statement that the teacher is able to return to work and perform the essential functions of the job
5. Upon returning from an unpaid leave of absence, the teacher will be assigned to the school and/or department he/she was in prior to the leave if a vacancy exists, or to another position for which the teacher is qualified
6. Upon returning from an unpaid leave of absence, the teacher will be placed on the same salary step he/she was on prior to the leave. All accumulated leave benefits will be reinstated upon return from an unpaid leave of absence
7. When a teacher is placed on an unpaid leave of absence, provisions shall be made whereby the teacher can arrange payment for professional organization dues and insurance programs, if there is no conflict with the provisions of the insurance policy
8. Teachers shall receive Family and Medical Leave as required by Federal Law and covered by Board Policy

## F. Bereavement Leave

Non-cumulative bereavement leave of up to five (5) days per occurrence shall be granted to a teacher in the event of a death in the immediate family. The immediate family shall include spouse, parent, stepparent, child, stepchild, foster child, brother-in-law, sister-in-law, son-in-law, daughter-in-law, sibling, grandparent, grandchild, parent-in-law, ~~aunt, or uncle.~~ **aunt or uncle, and aunt or uncle-in-law.** (Bereavement leave need not be taken on consecutive days but must be initiated within fifteen (15) days and completed within thirty (30) days of the qualifying event.)

## **ARTICLE XII: SICK LEAVE**

- A. Ten (10) days of sick leave shall be granted annually for personal illness, accidental injury, pregnancy or temporary disability to the teacher or accidental injury or illness in the immediate family. (Immediate family shall include: spouse, parent, stepparent, child, step-child, foster child, brother-in-law, sister-in-law, son-in-law, daughter-in-law, sibling, grandparent, grandchild or parent-in-law.)
- B. If, after exhausting all sick leave, a teacher is absent from his or her duties due to personal accidental injury, illness or pregnancy, the teacher shall receive for a period of not to exceed twenty (20) days his or her full contract salary less the amount normally paid a certified substitute teacher if a certified substitute teacher is hired; or normally paid a certified substitute teacher if a certified substitute teacher is not hired.
- C. Career teachers who legally retire shall be paid for accrued sick leave upon written request at the rate of fifty (\$50) dollars per day. Those teachers who have resigned and have taught in the Guthrie Public School System for a minimum of ten (10) years shall also be paid for accrued sick leave at the rate of fifty (\$50) dollars per day. Written request by the teacher prior to the effective date of resignation (but not later than June 15<sup>th</sup>) shall be required. This can only be done once and the District shall pay on a maximum of one hundred twenty (120) days.



All sick leave days paid upon separation of employment through retirement must have been accrued in the service of Guthrie Public Schools. Sick leave days transferred from other employment will not be considered for reimbursement.

Requests for accumulated sick leave reimbursement received after the close of the fiscal year on June 30<sup>th</sup> will not be paid.

D. The Personnel Clerk shall provide each certified employee the following information:

1. Number of sick leave days accumulated
2. Number of sick leave days used during the year
3. Number of sick leave days in reserve

At the beginning of each school year, a list showing each teacher's accumulated sick leave will be given to each principal.

E. Unused sick leave days shall accumulate to a maximum of one hundred twenty (120) days per teacher. Official records of all days accumulated above one hundred twenty (120) shall be maintained by the school district for the purpose of teacher retirement.

Teachers who have accumulated one hundred twenty (120) days sick leave prior to the commencement of the school year earn an additional ten (10) days when the new school year begins which will be credited to their individual retirement reserve accounts.

Board policy D13 – A defines the terms and conditions for shared sick leave.

### **ARTICLE XIII: TEACHER EVALUATION**

A. Notification—Within two (2) weeks after the beginning of each school year, the building principal or immediate supervisor shall acquaint all teachers under his/her supervision with the teacher district evaluation procedures, standards and instruments. Each teacher will be advised, in writing, as to who will observe and evaluate his/her performance. No evaluation, formal or informal, shall take place until such orientation has been completed. Teachers assigned to more than one school site may be observed and evaluated by each supervising principal, assistant principal or immediate supervisor.

A teacher newly employed or a teacher reassigned after the beginning of the school term shall be notified by his/her building principal or immediate supervisor of the evaluation procedures in effect. Such notification shall be within two (2) weeks of the first day in the new assignment.

B. Formal Observations—All formal observations of a teacher shall be conducted with the full knowledge of the teacher.

C. Informal Observations—Any informal observations which are to be used to evaluate the teacher shall be reduced to writing and within five (5) teacher work days following the informal observation shall be discussed with the teacher. A copy of the written compilation and an opportunity for written response to be attached to the original and the copy shall be given to the teacher.

D. Evaluations — Teachers:

- a. Every probationary teacher shall receive formative feedback from the evaluation process at least two times per school year, once during the fall semester and once during the spring semester.
- b. Every teacher will be evaluated once every year, except for career teachers receiving a “superior” or “highly effective” who may be evaluated once every two years.

The parties acknowledge that the Marzano Teacher Evaluation System (TLE) will be utilized by the school district as the exclusive (TLE). The procedures outlined in the Marzano (TLE) shall take precedent or any negotiated teacher evaluation procedure if there is a conflict.

E. Formal Evaluation: The building principal or immediate supervisor shall evaluate each teacher formally in writing using the following procedure:

1. Each formal written evaluation shall be preceded by at least ~~three~~ **two (2)** classroom observations **consisting of one informal and one formal.**
2. A copy of each formal written evaluation shall be given to the teacher and a conference shall be held between

the teacher and the building principal or immediate supervisor within ten (10) school days following the classroom observation. A copy signed by both parties shall be given to the teacher.

3. If the teacher feels his /her formal written evaluation is incomplete, inaccurate or unjust, the teacher may, within two (2) weeks after the evaluation, put any objections in writing and have them attached to the evaluation report and placed in his/her personnel file.
  4. If a plan for improvement is recommended by the evaluator, such plan shall be developed with input from the teacher as soon as possible after the evaluation conference, if it is not developed at the time of the conference. The teacher will be allowed a reasonable time to make such improvements, not to exceed two (2) months.
- F. Remediation — The building principal or immediate supervisor shall provide the teacher with definite, positive assistance to improve the quality of teaching and to eliminate difficulties noted in the evaluation.
- G. Recommendations for Renewal of Contract: When recommendations for renewal or non-renewal of teacher's contracts are approved by the Board of Education, teachers shall receive notifications, in writing, of that recommendation. The report shall not contain information which has not previously been known to and discussed with the teacher.
- H. Employment Procedures: The District will follow current statutes regarding employment, discipline and dismissal procedures.
- A conference will be held between the teacher and the appropriate administrator prior to any disciplinary action.
- I. Evaluation Instrument — The Board of Education has adopted the Marzano (TLE) Model for the ~~2012-13~~ 2014-15 school year.
- J. The standards of performance and conduct adopted by the State Board of Education shall be the same for the Guthrie Public Schools and will be made a part of this contract.

#### **ARTICLE XIV: PERSONNEL FILES**

- A. Official files shall be maintained in the offices of the Superintendent and the principal. Unofficial working files may be maintained in the office of each principal.
- B. Material that adversely affects the teacher's employment status may not be placed in the teacher's official files until the teacher has had the opportunity to read the material and to sign and date the actual copies to be filed. The teacher shall receive a copy of said material, at no cost to the teacher, at the time of filing. The teacher may, within ten (10) working days, affix a written response to said material.
- C. A teacher or, upon written authorization the teacher's designee, may review the non-confidential contents of the teacher's official files during normal business hours, but not during the duty time of the teacher or designee.
- D. Any allegation, anonymous charge or complaint which is unproven through a thorough documented investigation shall not be placed in a teacher's official file.
- E. The personnel records of the district are maintained as confidential files. All official records will be kept in a limited access area. Access to a teacher's official file will be limited to: the teacher or the teacher's designee, district employees who have a need to review the files in order to complete a job responsibility, members of the Board of Education and as otherwise required by law.
- F. Material in the teacher's personnel file may be removed after five (5) years upon mutual agreement of the teacher and the Superintendent with Board approval.

#### **ARTICLE XV: REPRESENTATION AT DISCIPLINARY CONFERENCE**

Teachers shall have the option of having a representative present as a witness whenever the teacher is receiving a written reprimand which will be placed in the teacher's permanent personnel file. If possible, the administrator conducting the meeting shall give reasonable notice so that the affected teacher may secure a witness, if desired.



When a scheduled conference becomes disciplinary in nature and the teacher will receive a written reprimand which will be placed in the teacher's permanent personnel file, the teacher may request that the meeting be delayed to allow the teacher the opportunity to secure a witness. However, in no case will the meeting be delayed beyond the end of the current work day.

Nothing in this section shall prohibit the administrator from having a witness when deemed necessary.

The above provisions do not apply to or restrict the district's statutory authority to suspend a teacher under O.S. 70-6-101.29 whenever the Superintendent of the district has reason to believe that cause exists for the dismissal of the teacher and is of the opinion that the immediate suspension of the teacher would be in the best interest of the children of the district.

## **ARTICLE XVI: GRIEVANCE PROCEDURE**

### **A. Definitions**

1. A "grievant" shall mean a teacher, a group of teachers, their G.A.C.T. representative or the G.A.C.T. filing a grievance.
2. A grievance shall mean an alleged violation, misinterpretation or misapplication of this Agreement, federal law, state law, Board policy or administrative policy.
3. A "party in interest" is anyone making a claim, participating in actions or having actions taken against them.
4. "Days" shall mean teacher employment days unless otherwise indicated. If time limits are not met, the grievant may take his/her grievance to the next level. If the grievant does not meet the time limits, his/her grievance is dropped.

### **B. Rights to Representation**

1. The Association reserves the right to have a representative present for any meetings related to a grievance which has been formally presented.
2. If, in the judgment of the Association, a grievance affects the Association, a grievance may be submitted in writing to the Superintendent directly and the processing of the grievance will begin at Level II.

### **C. Individual Rights**

1. This agreement does not limit the rights of an individual teacher to discuss a grievance with proper administrators and have the problem solved without the intervention of the Association (if such action does not conflict with the terms of this agreement).
2. A grievant may represent himself/herself or be represented by an Association member or a person of the grievant's choosing.
3. Any grievance shall be submitted no later than ten (10) school days after the incident has occurred or no later than ten (10) days after such time as the incident becomes known to the individual.

### **D. Procedure:**

The Association feels it is most desirable for an employee and his/her immediate supervisor to resolve the problems, if possible. When requested by an employee, the building representative may join in the discussions to help solve the problem. If this process does not satisfy the teacher, then the grievance shall be processed as follows:

**Level I**—The employee or Association presents a grievance, in writing, to the principal who arranges for a meeting to take place within five (5) days after receiving the grievance. Within five (5) days after this meeting, the principal must provide the teacher a written decision on the grievance. The answer shall include the reason upon which the decision was based.

**Level II**—If the teacher is not satisfied with the Level 1 decision or if no decision is given within five (5) days after the hearing, the teacher may forward the grievance to the Superintendent. The Superintendent shall arrange for a meeting with the grievant and/or Association to take place within five (5) days after he received the appeal. Witnesses and counselors may be present at the hearing if they have information concerning the grievance. The Superintendent will have five (5) days to give his/her written decision, together with the reasons for the decision, to the grievant.

If the alleged grievance has not been solved by the conclusion of the Level II hearing, an Alternative Solution Panel consisting of two members appointed by the GACT shall meet with the grievant(s) and the administrator within ten (10) days in an attempt to find a solution to the grievance prior to the Level III hearing before the Board of Education.

**Level III**—If the teacher or the Association is not satisfied with the decision at Level II or, if no decision is given within five (5) days, then the grievance may be referred to the Board of Education. The Board will arrange for a meeting with the grievant and/or Association to take place at the next Board Meeting or within thirty (30) days of the receipt of the appeal. Within five (5) days after the hearing, the Board shall give a written decision on the grievance.

E. Exception to Time Limits

When a grievance is submitted at any level on or after May 1, the time limits shall consist of all week days so that the matter may be resolved before the end of the school term or as soon as possible thereafter.

F. No Reprisals

No reprisals will be taken against any teacher because of his/her participation in this grievance procedure.

G. The Board and Administration will cooperate with the Association in its investigation of any grievance and further, will furnish the Association with such information as is required for the processing of any grievance.

H. If the processing of any grievance requires a teacher or an Association representative to be released from his/her regular assignment, he/she shall be released without loss of pay or benefits. Payment of a substitute shall be made by the Board or the Association determined by which party asks for release time.

I. All documents, communications and records dealing with the processing of a grievance shall be filed separately from the personnel files of a participant.

## **ARTICLE XVII: REDUCTION IN FORCE**

### **I. Prompting Oklahoma Legislation**

Oklahoma Statutes at Section 6-101.31 of Title 70, provide as follows: "The primary basis used in determining the retention or reassignment of affected teachers and administrators when a school district implements a reduction-in-force plan shall be the ratings of the teachers and administrators as measured pursuant to the Oklahoma Teacher and Leader Effectiveness Evaluation System (TLE) as set forth in Section 6 of this act."

### **II. General**

1. Reasons for a Reduction in Force. Any teacher in the District may be non-reemployed for the following fiscal year when the board decides that due to (a) a financial necessity or (b) a program change or (c) a decline in enrollment or (d) other business inevitability as determined by the board, a reduction in the teaching staff for the following fiscal year is necessary.

2. Definitions. For the purpose of this section, the following terms have the stated meanings:

"Financial necessity" means a reduction in the District's financial resources that in the sole judgment of the board of education will result in a reduction in the District's current or future operating budget.

"Program change" means any elimination, curtailment or reorganization of a curricular / instructional offering, program or school operation or a reorganization or closing of a school or a consolidation of two or more individual schools or school districts.

"Declining enrollment" means a decrease in the District's total enrollment or enrollment in a particular program or curricular / instructional offering which in the sole judgment of the board of education may adversely affect the District's current or future funding and/or the necessity of maintaining certain current or future class sections or curricular / instructional offerings.

3. Criteria for Eliminating Positions. The primary standard in implementing any reduction in force shall be the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of the District. In deciding which positions to eliminate, the superintendent and the board will consider the curriculum,

instructional focus and the unique / multi-dimensional needs of students. Natural attrition will always be used as the first means of reducing the force.

### **III. Criteria for Non-reemployment of Teachers in Affected Positions.**

1. Once a determination has been made as to which positions should be eliminated then the primary basis that will be used in determining which teachers to retain in the affected position(s) will be the composite evaluation rating of the teachers holding such positions as measured (to the nearest hundredth of a decimal point) by the District's Teacher and Leader Effectiveness Evaluation System (TLE) for each year in which the TLE has been in effect. If the composite ratings of the teachers in the affected positions are identical then the following, **in this order**, shall control:
  - a) Seniority in the District.
  - b) The number of certifications held.
  - c) Total years of teaching experience.
  - d) A lot drawing made by the Superintendent of Schools in the presence of an authorized representative of the GACT.

### **IV. "Bumping" Rights**

Only those teachers who have an average three year ranking that falls at the effective rating of 2.80 or above will be given bumping rights. If three years of rankings are not available, the district will use an average of available years. In order to bump, a teacher must be certified in the position they seek to move into and must meet all state and federal requirements necessary to hold that position.

In the event a teacher eliminated through RIF is certified to hold a position other than the one being eliminated, said teacher may bump another teacher in that position, as long as the teacher has seniority over that person and has an average composite ranking score that is greater than the other teacher as measured to the nearest hundredth of a decimal point.

If the composite ratings of the teachers in the affected positions are identical then the following, **in this order**, shall control bumping:

- a. Seniority in the District (as stated above).
- b. The number of certifications held.
- c. Total years of teaching experience.
- d. A lot drawing made by the Superintendent of Schools in the presence of an authorized representative of the GACT.

### **V. Procedures For Reduction in Force**

1. Action by Superintendent. The superintendent, upon receipt of the board's preliminary determination of the necessity for a reduction in force, or upon the superintendent's own decision, shall submit to the board the superintendent's written recommendations for eliminating particular teaching positions. In making recommendations, the superintendent (a) shall not be limited to considering only positions in the areas or programs designated by the board and (b) shall consult with the deputy superintendent, if any, and each relevant principal and administrator in whose school or unit a position elimination is proposed and (c) shall take into consideration the criteria set out herein.
2. Action by Board. In the absence of a recommendation from the superintendent pursuant to this section, or when the board of education chooses not to accept the superintendent's recommendation, the board may initiate action without such recommendation provided that it adheres to the other provisions of this Reduction in Force Agreement.
3. Notice and Hearing Procedures. Prior to taking any action to non-reemploy a teacher due to a reduction in force, whether acting on a recommendation of the superintendent or on its own decision, the board shall provide written notice and an opportunity for hearing to the affected teacher; provided however, because the law does not provide nonrenewal hearings for teachers on temporary contracts, no hearing opportunity shall be afforded any teacher on a temporary contract with notice of the expiration of the temporary teacher's contract at the end of the school year being provided to the temporary teacher. The notice and board hearing procedures for teachers other than temporary

teachers shall be the same as those provided by Oklahoma law regarding non-reemployment of teachers. Notice of a recommendation of non-reemployment shall be given to the teacher prior to the applicable deadline set by law.

4. Board Hearing. At the board hearing, evidence may be presented by the administration and the teacher, as to (a) whether a reduction in force is reasonably necessary and is being made in good faith and for the best interests of the District and (b) whether the recommendation to not renew the specific teacher is being made in good faith under this Reduction in Force Agreement.
5. Effect of Board Decision. The decision of the board based on the evidence presented at the hearing shall be final and non-appealable.

**VI. Re-employment or Other Employment After Reduction in Force**

1. Recall. For one school year after the effective date of non-reemployment due to a reduction in force, the board of education shall not fill positions eliminated through reduction in force without first offering such positions to the non-reemployed and eligible teachers. In order to be an “eligible teacher” for recall, the teacher, at the time of the reduction in force, must have had an overall composite evaluation rating, for the time period used, of at least 2.80 on a scale of 5.00 and be certified and qualified to teach in the open position. Recall shall be in the reverse order of the reduction in force. In the event one or more teachers eligible for recall are equal in all criteria used in the reduction procedure, the superintendent / superintendent designee shall have authority to select the teacher believed to best fit the needs of the district.
2. Recall Procedures. The offer of reemployment shall be made personally and by certified mail, return receipt requested, and the teacher shall be notified in such notice that if the teacher wishes to accept, the teacher must do so in writing within five (5) calendar days of his receipt of notice. It is the responsibility of the teacher to keep full, accurate and current mailing addresses / phone numbers up-to-date with the Personnel Office of the District. Failure to receive acceptance within five (5) calendar days or rejection of the offer of reemployment eliminates all reemployment rights of the teacher.
3. Status After Recall. A career teacher who has been non-reemployed and who is then reemployed within one school year shall be reinstated as a career teacher. A probationary teacher who is non-reemployed but is then reemployed within one school year shall be given credit for the time already served as a probationary teacher for the purpose of determining eligibility for career teacher status.

**ARTICLE XVIII: CLASSROOM SUPPLIES**

- A. For the ~~2013-14~~ **2104-15** school year, the Board will designate one hundred ~~twenty five (\$125)~~ and **fifty (\$150)** dollars per teacher to be spent on classroom supplies.
- B. The classroom supplies’ allocation shall be available until January 31<sup>st</sup> through the building site principal.
- C. Expenditures must comply with purchasing guidelines as defined by the State Department of Education requiring proper requisitions and purchase orders prior to purchase of supplies for the classrooms.
- D. Purchase guidelines adopted by the Board will be made available to each building staff.

**ARTICLE XIX: WORKING CONDITIONS**

The Board shall provide typing service at no cost to teachers for the typing of purchase requests and check requests that are required by the Administration to be submitted in type written format.

**ARTICLE XX: ASSOCIATION RIGHTS**

- A. The administration shall make available to the GACT president or designee copies of Board meeting agenda and proposed minutes. These items may be obtained at the receptionist’s desk at Central Office on the day of the Board meeting.

- B. The Board shall provide the Association with a total of ten (10) paid days per year for leave to conduct official Association business. Written request for the use of Association leave shall be made to the Superintendent or designee through the President of the Association twenty-four (24) hours in advance of the anticipated absence.
- C. The Association shall have the right to place GACT-related notices, circulars and other Association material on designated school bulletin boards and in teachers' mail boxes. A copy of each item so displayed, distributed or otherwise provided to teachers by the Association shall be provided to the building principal and the Superintendent's office.
- D. Any item posted or displayed shall bear the signature of an Association officer, building representative or the individual posting it, or carry the Association letterhead.
- E. Association representatives may visit teachers for the purpose of transacting official business of the Association. Teachers may not be interrupted or hindered in the performance of assigned duties.
- F. The Association will be permitted to use school facilities for Association meetings and/or business upon arrangement with the site administrator.

**ARTICLE XXI: WORK DAY/WORK YEAR**

- A. The teacher work year for ten (10) month employees shall correspond with the official Guthrie Public School calendar, but shall not exceed one hundred eighty (180) days. Each teacher shall be compensated 1/180th of his/her annual salary for each day he/she is required to work above one hundred eighty (180) days.
- B. One conference day without student attendance shall be scheduled for each semester.
- C. Providing that assigned duties and professional responsibilities related to the proper functioning of the school does not require otherwise, teachers shall report for work thirty (30) minutes before the student day begins and shall remain at work thirty (30) minutes after the student day ends. Teachers shall be in the building to which they are assigned no later than the beginning of the workday and at their duty station or classroom no later than ten (10) minutes prior to commencement of classes. Teachers assigned to perform duties prior to or after the workday are to report at the time directed by the building principal. Teachers may be required to remain after the workday to attend activities related to the proper functioning of the school. Such activities include, but are not limited to, staff meetings, parent conferences, open house and graduation exercises. Teachers shall attend promptly all meetings called by the principal or Superintendent. Except in the case of emergencies, teachers shall be notified of meetings and/or conferences in advance.

**ARTICLE XXII: CONTRACTS**

Individual contracts shall be delivered to all teaching personnel within thirty (30) working days of the ratification of the negotiated agreement, or no later than twenty (20) working days after the first payroll reflecting changes in the negotiated agreement.

**ARTICLE XXIII: ASSAULT ON SCHOOL DISTRICT TEACHERS**

In case of an assault, battery, or assault and battery upon a teacher as defined by Oklahoma Statutes, the District shall render assistance to the teacher in reporting the incident and communicating with law enforcement officials.

**ARTICLE XXIV: SAVINGS CLAUSE**

- A. If anything in this and/or subsequent agreements are found to be contrary to law, it will not jeopardize any other articles (as per Procedural Agreement).
- B. A meeting between the two negotiations teams will be held after any such findings to work out a tentative agreement (subject to ratification by both GACT and the School Board) over said articles found to be illegal.

**ARTICLE XXV: DURATION OF AGREEMENT**

This Agreement represents the full and complete agreement between the Board and the Association and shall remain in effect until replaced by a subsequent Agreement negotiated in accordance with the provisions of the Procedural Agreement (APPENDIX A).

THIS DOCUMENT REPRESENTS THE FULL AND COMPLETE AGREEMENT ENTERED INTO BY THE ASSOCIATION AND THE BOARD.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
President, Guthrie ACT

\_\_\_\_\_  
President, Guthrie School Board

\_\_\_\_\_  
Spokesperson, Guthrie ACT

\_\_\_\_\_  
Superintendent, Guthrie Schools

APPENDIX A

**PROCEDURAL AGREEMENT  
BETWEEN  
THE GUTHRIE ASSOCIATION OF CLASSROOM TEACHERS  
AND  
THE GUTHRIE BOARD OF EDUCATION**

**I. PURPOSE**

- A. The Guthrie Association of Classroom Teachers and the Guthrie Board of Education do hereby agree that the welfare and educational opportunities of Guthrie students is the paramount goal surrounding all activities comprising operations of the Independent School District Number I-1, Logan County, State of Oklahoma
- B. The Guthrie Association of Classroom Teachers and the Board of Education of the Guthrie Public Schools recognize the need for an orderly process of communication for administering employer/employee relations which conform with Oklahoma Statutes, Title 70, Section 509.1 et seq., as amended.

**II. RECOGNITION**

- A. The Agreement is made and entered into by and between the Guthrie Association of Classroom Teachers, hereinafter termed the “Association”, and the Board of Education of the Guthrie Public Schools, hereinafter termed the “Board”.
- B. The Board hereby recognizes the Association as the exclusive representative for the bargaining unit consisting of all certified ~~and licensed~~ employees of the Guthrie Public Schools, excluding those employees who are required to hold an administrative certificate issued by the Oklahoma State Department of Education for their position. No individual member of the bargaining unit shall negotiate with the Board except through the duly recognized bargaining representatives and no member of the Board’s team or the administration shall attempt to negotiate with members of the bargaining unit except through the duly recognized bargaining representatives.
- C. All members of the bargaining unit shall have the right to join, participate in and assist the Association and the right to refrain from such activities. The Board and/or the Association shall not discriminate against persons for the exercise or nonexercise of rights under Oklahoma Statutes, Title 70, Section 509.1 et seq., as amended.
- D. The Board retains and reserves unto itself all powers, rights and authority conferred upon and vested in it by state and federal law, including the right to make policy, rules and regulations that are consistent with any law or the negotiated agreement.

**ARTICLE III: SCOPE OF BARGAINING**

- A. The Association and Board agree to negotiate in good faith on wages, hours, fringe benefits and other terms and conditions of employment.

**ARTICLE IV: NEGOTIATING PROCEDURES**

- A. Negotiation Teams
  - 1. The Association and the Board shall each designate persons, who shall serve as their respective representatives for negotiations pursuant to the provisions of this agreement. Each party shall also

designate the person on its team who will serve as spokesperson.

**B. Initiating Negotiations**

1. No later than April 15 of each year, either the Association or the Board shall submit a written request for negotiations pursuant to the provisions of this agreement. Each party shall also designate the person on its team who will serve as spokesperson. By mutual agreement, the Association and the Board may adopt an informal format for Bargaining. If tentative agreement cannot be achieved on all proposals with this format, unresolved items will be addressed according to the formal negotiations process as outlined in this agreement.
2. Upon receipt of the request for negotiations to commence, the spokespersons for the respective bargaining teams will select a date and place acceptable to both parties for the initial meeting. This initial meeting shall be held within thirty (30) days of the date of the receipt of the request for bargaining, provided that negotiations have been completed for the previous year. In such case, the initial meeting shall be held within fifteen (15) days of the ratification of the previous contract.
3. Requests for information shall be made through the respective spokespersons. In order to insure good faith bargaining, the Board will provide information according to the Open Records Act. The Association may provide information which will facilitate the bargaining process. Information shall be provided within ten (10) working days of the initial request. In the event information cannot be released, a written rationale will be given within the same time frame.
4. Both parties shall submit items for negotiations at the first session. Both teams shall attempt to present proposals in complete Language except in proposals dealing with finances. In these proposals, the desired categories will be indentified when items are initially submitted and specific language will be presented after the Legislature has adjourned. Subsequent proposals may only be submitted upon mutual agreement of both parties.

**C. Negotiations Sessions**

1. Only members of the respective negotiation teams, including legal or OEA counsel, may be present during negotiation sessions. Other parties may be permitted to be present by mutual agreement of the parties.
2. No recording or official transcripts shall be made without the mutual agreement of the parties.
3. Negotiations will be conducted at times, dates and places mutually agreed to by the parties through their respective spokespersons. The time, date and place of subsequent sessions may be set by mutual agreement of the parties prior to the close of each negotiating session.
4. Every attempt shall be made to schedule negotiations meetings at times which will not interfere with the school work day and the educational programs of the district.
5. A majority of each negotiations team must be present at negotiations meetings. Without a majority of each team, the spokespersons will reschedule a meeting to be held within three (3) calendar days. Each team member shall be notified by the respective spokesperson as to the time and place of the meeting.

**D. Tentative Agreement**

1. Both parties agree it is their mutual responsibility to empower their respective representatives with necessary authority to make proposals and counterproposals, to consider proposals and counterproposals in the course of negotiations and to reach tentative agreements subject to ratification by the Association and the Board.
2. When tentative agreement is reached on any item, it shall be reduced to writing and signed and dated by the spokespersons of each team. When tentative agreement is reached on all items, they shall be submitted first to the membership of the Association for ratification and then to the Board for ratification no later than the regularly scheduled Board meeting.

**ARTICLE V: IMPASSE**



- A. If negotiations are not successfully concluded by the first day of school, impasse shall exist. At an earlier time following initial negotiations, either party may declare impasse. By mutual agreement of the parties, the date for declaring impasse may be extended beyond the first day of school.
- B. Within five (5) working days of the declaration of impasse, the parties may, by mutual agreement, request the services of the Federal Mediation and Conciliation Service.
- C. If the mediation process has been utilized and has failed to bring about agreement on all items, or if the mediation process was not utilized, the unresolved items shall be submitted to fact finding as follows:
  - 1. A fact finding committee consisting of three (3) members shall be formed. One (1) member shall be selected by the Board, within five (5) days. The third member shall be selected by the first two (2) members within fifteen (15) days as follows:
 

The parties shall notify the State Superintendent of Public Instruction that a fact finder is needed and request a list of potential fact finders from the State Superintendent. If no name on the list is agreeable to both parties, a coin toss shall occur with the party winning the toss having the right to strike a name from the list. The parties will then continue alternately striking names from the list until only one (1) name remains. The person whose name remains on the list will serve as the chairperson of the fact finding committee.
  - 2. The committee shall meet with the Board or its duly designated representatives and with the Association representatives for the purpose of fact finding.
  - 3. Within five (5) days after the selection of a chairperson, the representatives of the parties shall meet to exchange written language on each item at impasse. The exchanged documents shall be furnished to the chairperson and other members of the committee. Each item being submitted to fact finding shall show the last position taken by each negotiating team.
  - 4. The cost for the services of the fact finding committee including per diem expenses, if any, and actual and necessary travel expenses shall be shared in the following manner: the Board shall assume the expenses of the representative selected by the Board; the Association shall assume the expenses of the representative selected by the Association; and the expenses of the third member shall be shared equally by the Board and the Association.
  - 5. The fact finding committee shall have authority to establish procedural rules, conduct investigations and hold hearings during which each party to the dispute shall be given opportunity to present its case with supporting evidence.
  - 6. All hearings by the fact finding committee shall be conducted in closed session.
  - 7. The chairperson shall convene the committee for fact finding. The committee shall meet with the representative of both parties and within twenty (20) days after the fact find hearing, shall present its written recommendations to the Board and the Association. The report shall set forth findings of fact and recommendations on the issues submitted.
  - 8. If either party decides it must reject one or more of the committee's recommendations, said party must, within seven (7) days after the committee has submitted its recommendations, request a meeting of the representatives who have been negotiating for the Board and the Association. The parties shall meet within seven (7) days of the request, unless both parties deem it unnecessary. At such meeting, the parties shall exchange written statements expressing each party's rationale for rejecting each recommendation found unacceptable and shall attempt to clarify any remaining differences. The representatives shall then resume a good faith effort to resolve the remaining differences, provided after fourteen (14) days after the exchange of written statements as provided for this action, either party may discontinue such effort.
  - 9. The Board shall file a copy of the fact finding report with the office of the State Superintendent of Public Instruction within fourteen (14) calendar days of its own receipt of such report and shall provide the Association with written proof of receipt by that office. If the effort to resolve differences is successful, the parties shall draft a written agreement and present the agreement to both parties for ratification and, upon ratification, such agreement shall also be forwarded to the State Superintendent. If the effort to

resolve differences is unsuccessful, the Board shall forward to the State Superintendent, in writing, its final disposition of the negotiations impasse process within thirty (30) days of the effective date of implementation and shall provide the Association with a true copy of said report.

**ARTICLE VI: PRIOR AGREEMENTS**

- A. The parties mutually agree that this Procedural Agreement supersedes procedural agreements that may have been in effect between the Association and the Board.

**ARTICLE VII: SAVINGS CLAUSE**

- A. If any provision of this Agreement or application of the Agreement to any employee covered hereby shall be found contrary to law, then all other provisions or application of the Agreement shall continue in full force and effect.

**ARTICLE VIII:**

- A. This Agreement shall continue in effect unless notice is given, in writing, by January 10 of any year by either party, that the party desires to amend or terminate this agreement. If either party elects to terminate, this agreement shall be terminated upon ratification of a new agreement to be completed with sixty (60) days of notification. If negotiations are in progress, the existing agreement will remain in effect until the contract is ratified.

December 12, 1994  
DATE

\_\_\_\_\_  
G.A.C.T PRESIDENT

\_\_\_\_\_  
GUTHRIE BOARD PRESIDENT

\_\_\_\_\_  
G.A.C.T. SPOKESPERSON

\_\_\_\_\_  
GUTHRIE SUPERINTENDENT

## ***Standards of Performance and Conduct for Teachers***

The following standards of conduct for teachers are adopted pursuant to HB 1017, 70 O.S.

Supp. 1990 6-101, 21 & 22.

Teachers are charged with the education of the youth of this State. In order to perform effectively, teachers must demonstrate a belief in the worth and dignity of each human being, recognizing the supreme importance of the pursuit of truth, devotion to excellence and the nurture of democratic principles.

In recognition of the magnitude of the responsibility inherent in the teaching process and by virtue of the desire for the respect and confidence of their colleagues, students, parents, and the community, teachers are to be guided in their conduct by their commitment to their students and their profession.

### **PRINCIPLE I**

#### ***COMMITMENT TO THE STUDENTS***

The teacher must strive to help each student realize his or her potential as a worthy and effective member of society. The teacher must work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the teacher:

1. Shall not unreasonably restrain the student from independent action in the pursuit of learning
2. Shall not unreasonably deny the student access to varying points of view
3. Shall not deliberately suppress or distort subject matter relevant to the student's progress
4. Shall make reasonable effort to protect the student from conditions harmful to learning or to health and safety
5. Shall not intentionally expose the student to embarrassment or disparagement
6. Shall not on the basis of race, color, creed, sex, national origin, marital status, political or religious beliefs, family, social or cultural background, or sexual orientation, unfairly:
  - a. Exclude any student from participation in any program
  - b. Deny benefits to any students
  - c. Grant any advantage to any student
7. Shall not use professional relationships with students for private advantage
8. Shall not disclose information about students obtained in the course of professional service, unless disclosure serves a compelling professional purpose and is permitted by law or is required by law

## **PRINCIPLE II**

### ***COMMITMENT TO THE PROFESSION***

The teaching profession is vested by the public with a trust and responsibility requiring the highest ideals of professional service.

In order to secure that the quality of the services of the teaching profession meets the expectations of the State and its citizens, the teacher shall exert every effort to raise professional standards, fulfill professional responsibilities with honor and integrity, promote a climate that encourages the exercise of professional judgement, achieve conditions which attract persons worthy of the trust to careers in education and assist in preventing the practice of the profession by unqualified persons.

In fulfillment of the obligation to the profession, the educator:

1. Shall not, in an application for a professional position, deliberately make a false statement or fail to disclose a material fact related to competency and qualifications
2. Shall not assist any entry into the profession of a person known to be unqualified in respect to character, education or other relevant attribute
3. Shall not knowingly make a false statement concerning the qualifications of a candidate for a professional position
4. Shall not assist an unqualified person in the unauthorized practice of the profession
5. Shall not disclose information about colleagues obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law
6. Shall not knowingly make false or malicious statements about a colleague
7. Shall not accept any gratuity, gift or favor that might impair or appear to influence professional decisions or actions

## ***Oklahoma Minimum Criteria for Effective Teaching Performance***

H.B. 1466, 1985, Title 70 O.S. Supp. 1985, 6-102.3

### **I. PRACTICE**

#### A. Teacher Management Indicators

1. The teacher plans for delivery of the lesson relative to short-term and long-term objectives.
2. Routine  
The teacher uses minimum class time for noninstructional routines thus maximizing time on task.
3. Discipline  
The teacher clearly defines expected behavior (encourages positive behavior and controls negative behavior).
4. Learning Environment  
The teacher establishes rapport with students and provides a pleasant, safe and orderly climate conducive to learning.

#### B. Teacher Instructional Indicators

1. Establishes Objectives  
The teacher communicates the instructional objectives to students.
2. Stress Sequence  
The teacher shows how the present topic is related to those topics that have been taught or that will be taught.
3. Relates Objectives  
The teacher relates subject topics to existing student experiences.
4. Involves All Learners  
The teacher uses signaled responses, questioning techniques and/or guided practices to involve all students.
5. Explains Content  
The teacher teaches the objectives through a variety of methods.
6. Explains Directions  
The teacher gives directions that are clearly stated and related to the learning objectives.
7. Models  
The teacher demonstrates the desired skills.
8. Monitors  
The teacher checks to determine if students are progressing toward stated objectives.
9. Adjusts Based on Monitoring  
The teacher changes instruction based on the results of monitoring.
10. Guides Practice  
The teacher requires all students to practice newly learned skills while under the direct supervision of the teacher.
11. Provides For Independent Practice  
The teacher requires students to practice newly learned skills without the direct supervision of the teacher.
12. Establishes Closure  
The teacher summarizes and fits into context what has been taught.

## **II. Products**

### **A. Teacher Product Indicators**

1. Lesson Plans  
The teacher writes daily lesson plans designed to achieve the identified objectives.
2. Student Files  
The teacher maintains a written record of student progress.
3. Grading Patterns  
The teacher utilizes grading patterns that are fairly administered and based on identified criteria.

### **B. Student Achievement Indicators**

1. Students demonstrate mastery of the stated objectives through projects, daily assignments, performance and test scores.

Attorney General Opinion No. 86-146, January 9, 1987: It is therefore, the official opinion of the Attorney General that all evaluation policies adopted by Oklahoma school districts be based upon minimum criteria developed by the State Board of Education; that in these school districts with previously existing professional negotiation agreements, the negotiated provisions must comply with the State Board of Education minimum criteria: that the provisions of the evaluation procedure are mandatory topics of professional negotiations; and that the criteria negotiated and adopted may exceed the minimum criteria promulgated by the State Board of Education pursuant to 70 O.S. Supp. 1936, 16-103.3(1).

**GRIEVANCE FORM**

Level (Check one): **One**\_\_\_\_, **Two**\_\_\_\_ or **Three**\_\_\_\_

Name of Grievant\_\_\_\_\_Assignment\_\_\_\_\_

Date or Occurrence giving rise to the Grievance\_\_\_\_\_

Citation of Article(s) and/or Section(s) alleged to have been violated\_\_\_\_\_

Statement of Grievance\_\_\_\_\_

Relief Sought\_\_\_\_\_

Signature of Grievant\_\_\_\_\_

\_\_\_\_\_Date

-----  
Date Received\_\_\_\_\_

Decision and Supporting Reason(s) \_\_\_\_\_

Signature and Title\_\_\_\_\_

\_\_\_\_\_Date

(If additional space is needed to complete any segment(s) of this form, attach and properly identify additional pages)



PROCLAMATION AND NOTICE OF ELECTION

Under and by virtue of Section 26, Article X of the Constitution and Title 70, Article XV, Oklahoma Statutes 2011, and other laws supplementary and amendatory thereto and a Resolution of the Board of Education of Independent School District Number 1 of Logan County, Oklahoma, also known as Guthrie School District, adopted on the 15th day of August, 2014, an election is hereby called to be held in said School District on the 4th day of November, 2014, for the purpose of submitting to the registered, qualified electors thereof the following proposition:

PROPOSITION

Shall Independent School District Number 1 of Logan County, Oklahoma, incur an indebtedness by issuing its bonds, to be issued in one or more series, in the sum of Two Million Four Hundred Thousand Dollars (\$2,400,000) to provide funds for the purpose of constructing, equipping, repairing and remodeling school buildings, acquiring school classroom technology equipment, and levy and collect an annual tax, in addition to all other taxes, upon all the taxable property in such District sufficient to pay the interest on such bonds as it falls due and also to constitute a sinking fund for the payment of the principal thereof when due, said bonds to bear interest at not to exceed the rate of ten (10%) percentum per annum, payable semiannually and to become due serially within two (2) years from their date?

The voting machines or voting devices used at said election shall set out the proposition as above set forth and shall also contain the words:

- Yes -- For the above Proposition
- No -- Against the above Proposition

The polls shall be opened at seven o'clock a.m. and remain open continuously until and be closed at seven o'clock p.m.

The number and location of the polling places and the names of the persons who shall conduct said election shall be designated by the Logan County Election Board. Such officers shall also act as counters.

The specific projects for which at least one hundred percent (100%) of the proceeds of the aforesaid \$2,400,000 building bonds shall be expended and the dollar amounts for each project shall be as follows:

Repairs, renovations and improvements to Central Elementary, Fogarty Elementary, Guthrie Upper Elementary School and Guthrie High School, including but not limited to, roof replacement, replacement of HVAC unit ventilators, window replacement, tuck point exterior repair and athletic track repair

\$2,100,000

Acquisition of classroom technology equipment, including but not limited to, additional computers, software licenses and service agreements at sites district wide

300,000

Total

\$2,400,000

(100% of \$2,400,000)

WITNESS our hands as President and Clerk of the above Board of Education and the seal of said School District this 15th day of August, 2014.

\_\_\_\_\_  
President, Board of Education

ATTEST:

\_\_\_\_\_  
Clerk, Board of Education

(SEAL)

RESOLUTION AUTHORIZING ELECTION

PURSUANT TO NOTICE GIVEN UNDER THE OPEN MEETING ACT, THE BOARD OF EDUCATION OF INDEPENDENT SCHOOL DISTRICT NUMBER 1 OF LOGAN COUNTY, STATE OF OKLAHOMA, MET IN SPECIAL SESSION AT THE BOARD OF EDUCATION BUILDING, 802 EAST VILAS, GUTHRIE, OKLAHOMA, IN SAID SCHOOL DISTRICT ON THE 15TH DAY OF AUGUST, 2014, AT 7:30 A.M.

PRESENT:

ABSENT:

Notice of this special meeting was given in writing to the County Clerk of Logan County, Oklahoma, at 8:52 o'clock a.m. on the 4th day of August, 2014, forty-eight (48) hours or more prior to this meeting and public notice of this meeting, setting forth the date, time, place and agenda was posted at the Board of Education Building in prominent view and open to the public twenty-four (24) hours each day, seven (7) days each week at \_\_\_\_\_ o'clock \_\_\_\_ .m. on the \_\_\_\_\_ day of \_\_\_\_\_, 2014, being twenty-four (24) hours or more prior to this meeting, excluding Saturdays, Sundays and State designated legal holidays, all in compliance with the Oklahoma Open Meeting Act. Notice of said meeting and agenda have also been posted on the School District's website in accordance with Title 74, Oklahoma Statutes, Section 3106.2.

(OTHER PROCEEDINGS)

The President introduced a Resolution by reading the Title, upon motion by \_\_\_\_\_  
\_\_\_\_\_ seconded by \_\_\_\_\_, said Resolution was adopted by the following vote:

AYE:

NAY:

and said Resolution was thereupon signed by the President, attested by the Clerk, sealed with the seal of said School District, and is as follows:

RESOLUTION

A RESOLUTION AUTHORIZING THE CALLING AND HOLDING OF AN ELECTION IN INDEPENDENT SCHOOL DISTRICT NUMBER 1 OF LOGAN COUNTY, OKLAHOMA, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED, QUALIFIED ELECTORS THEREOF THE QUESTION OF THE ISSUANCE OF THE BONDS OF SAID SCHOOL DISTRICT IN THE SUM OF TWO MILLION FOUR HUNDRED THOUSAND DOLLARS (\$2,400,000) TO PROVIDE FUNDS FOR THE PURPOSE OF CONSTRUCTING, EQUIPPING, REPAIRING AND REMODELING SCHOOL BUILDINGS, ACQUIRING SCHOOL CLASSROOM TECHNOLOGY EQUIPMENT AND LEVYING AND COLLECTING AN ANNUAL TAX IN SUCH DISTRICT FOR THE PAYMENT OF THE INTEREST AND PRINCIPAL OF SAID BONDS.

WHEREAS, it is deemed advisable by the Board of Education of Independent School District Number 1 of Logan County, Oklahoma, to construct, equip, repair and remodel school buildings, acquire school classroom technology equipment; and

WHEREAS, there are no funds in the treasury for such purposes, and power is granted said Board by Section 26, Article X of the Constitution and Title 70, Article XV of the Oklahoma Statutes 2011, and laws supplementary and amendatory thereto, to issue bonds to provide funds for such purposes provided the same be authorized by the registered qualified electors thereof, voting at an election held for that purpose.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF INDEPENDENT SCHOOL DISTRICT NUMBER 1 OF LOGAN COUNTY, OKLAHOMA:

SECTION 1. That a special election is hereby called in said School District to be held on the 4th day of November, 2014, for the purpose of submitting to the registered, qualified electors of such School District the following proposition:

PROPOSITION

Shall Independent School District Number 1 of Logan County, Oklahoma, incur an indebtedness by issuing its bonds, to be issued in one or more series, in the sum of Two Million Four Hundred Thousand Dollars (\$2,400,000) to provide funds for the purpose of constructing, equipping, repairing and remodeling school buildings, acquiring school classroom technology equipment, and levy and collect an annual tax, in addition to all other taxes, upon all the taxable property in such District sufficient to pay the interest on such bonds as it falls due and also to constitute a sinking fund for the payment of the principal thereof when due, said bonds to bear interest at not to exceed the rate of ten (10%) percentum per annum, payable semiannually and to become due serially within two (2) years from their date?

SECTION 2. That such call for said election shall be by proclamation and notice signed by the President or Vice-President and attested by the Clerk or Deputy Clerk setting forth the proposition to be voted upon, the number and location of the polling places, the hours or opening and closing of the polls, the names of the officers who shall conduct said election and the substance of Section 4 hereof; that the ballots shall set forth the proposition to be voted upon substantially as set out in Section 1 hereof and that the returns of said election shall be canvassed and certified to by the Logan County Election Board.

SECTION 3. That the number and location of the polling places and precinct officers for said election shall be as prescribed by the County Election Board.

SECTION 4. That the specific projects for which at least one hundred percent (100%) of the proceeds of the aforesaid \$2,400,000 Building bonds shall be expended and the dollar amounts for each project shall be as follows:

Repairs, renovations and improvements to Central Elementary, Fogarty Elementary, Guthrie Upper Elementary School and Guthrie High School, including but not limited to, roof replacement, replacement of HVAC unit ventilators, window replacement, tuck point exterior repair and athletic track repair

\$2,100,000

Acquisition of classroom technology equipment, including but not limited to, additional computers, software licenses and service agreements at sites district wide

300,000

Total

\$2,400,000

(100% of \$2,400,000)

SECTION 5. That a copy of this Resolution shall be personally delivered to the office of the County Election Board of Logan County, State of Oklahoma, at least seventy-five (75) days prior to the date of said election.

ADOPTED and APPROVED this 15th day of August, 2014.

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President, Board of Education

ATTEST:

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Clerk, Board of Education

(SEAL)

#### Information for the County Election Board

1. The proposition requires a three-fifths (60%) majority for approval.
2. Registered voters residing within the School District are authorized to vote.
3. Absentee voting permitted.

STATE OF OKLAHOMA        )  
                                          ) SS  
COUNTY OF LOGAN         )

I, the undersigned, the duly qualified and acting Clerk of the Board of Education of Independent School District Number 1, Logan County, Oklahoma, hereby certify that the foregoing is a true and complete copy of a Resolution authorizing the calling and holding of an election for the purpose therein set out adopted by said Board and transcript of proceedings of said Board at a special meeting thereof duly held on the date therein set out, insofar as the same relates to the introduction, reading and adoption thereof as the same appear of record in my office.

WITNESS my hand and seal this 15th day of August, 2014.

\_\_\_\_\_  
Clerk, Board of Education

(SEAL)