

AGENDA WITH COMMENTARY

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

**MONDAY
JUNE 08, 2015
7:00 P.M.**

AGENDA:

- 1. Call to Order**
- 2. Roll Call**
- 3. Establish a Quorum**
- 4. Pledge of Allegiance**
- 5. Comments to the Board by:**
 - A. Citizens registered to speak to the Board**
 - B. Board Members**
- 6. Superintendent's Reports**
- 7. Presentation by Office of Educational Quality and Accountability**
- 8. Consent Agenda.....Pages 9-105**

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

 - A. Minutes of regular meeting held on May 11, 2015**
 - B. Treasurer's Report**
 - C. Activity Fund Fundraisers as per attached list**
 - D. Activity Fund Transfers as per attached list**
 - E. Encumbrances for General Fund #'s 1097-1122, Building Fund #'s 167-172 and Child Nutrition Fund #'s 38-41 and listed change orders and Activity Fund Reports**
 - F. Declare listed items as surplus**
 - G. Transportation requests from First Southern Baptist Church for June 29th-July 2nd for Vacation Bible School and for the weeks of July 13 and July 20 and the**

weekend of October 16-17 for Falls Creek Youth Camps

Commentary:

We have done this for a number of years because it involves District students. In the past, a Guthrie Public Schools' employee, who is also a church member, has driven the bus. The Church is charged \$.60 per mile. Transportation Director, Steve Cordell, has confirmed we have buses available at that time. **Dennis Schulz will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

H. Contracts/Agreements under \$10,000

1. Renewal agreement with Oklahoma State School Boards Association for membership dues for 2015-2016

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

2. Renewal agreement with Willow Creek Health Care, LLC for Intergenerational Pre-K classroom for the 2015-2016 school year

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

3. Renewal agreement with Frontline Technologies for Time and Attendance System for 2015-2016

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

4. Renewal agreement with Frontline Technologies for AESOP services for 2015-2016

Commentary:

This software tracks employee leave and assigns substitute teachers. There is an annual increase in cost of \$139.40. This is due to an increase in number of staff of

those individuals not requiring a substitute (168). **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

5. Renewal agreement with Netchemia for School Recruiter Services for 2015-2016

Commentary:

This is the software we use to accept online applications for employment with Guthrie Public Schools. There is a 5% increase (\$159.85) over last year's agreement. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

6. Agreement with Linda Johnson for Psychoeducational Services for 2015-2016

Commentary:

Ms. Johnson will provide Special Education evaluations for the 2015-2016 school year and will supplement services provided by the District's school psychologists and psychometrists. During the school year, anytime the number of assessment referrals exceed the amount our school psychometrists and psychologists can complete in a 45 day period, the additional assessments will be completed by Ms. Johnson. The contract reflects no increase in fees. **Eldona Woodruff will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

7. Agreement with Visual Senses to provide Visual Impairment and Orientation and Mobility Services for 2015-2016

Commentary:

This agreement with Nikki Keck will provide consultation services and orientation and mobility services for a student with visual impairment during the 2015-2016 school year. The cost of the service is approximately \$3,000.00 and will be paid through Special Education Project 621 Federal Flow Through funds. There has been no increase in the cost of this service for the past three school years. **Eldona Woodruff will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

8. Agreement with the State of Oklahoma, Department of Rehabilitation Services for Transition School-to-Work for 2015-2016

Commentary:

The transition school-to-work program is for eligible students with disabilities. The purpose of the agreement is to provide work-readiness training and work

experiences for the students. They cannot work more than 18 hours a week. They will receive school credit for participation and will be paid a stipend based on the federal minimum wage. The Department of Rehabilitation will reimburse the District for stipends paid to the students in the school work study program
Eldona Woodruff will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

9. Business Agenda:

- A. Recommendation, consideration and action upon renewal of financial advisor services agreement with Municipal Finance Services, Inc. for 2015-2016**

Page 106-110

Commentary:

This is a contract renewal. Their primary role is to advise the district on matters related to issuing bonds. This will be the third year we have contracted with MFS. **Dennis Schulz will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- B. Recommendation, consideration and action upon revised MAS Accounting Software Agreement.....Pages 111-115**

Commentary:

This contract is revised in order to upgrade our current system. This upgrade will be mandatory within the next two years. The new software is hosted on MAS servers, eliminating the need for district maintenance of hardware. If approved by the Board, the upgrade will take place in November. The cost increase for this upgrade is approximately \$7,000 but will be a major improvement to the workflow of our business office staff.

RECOMMENDED ACTION:

The Superintendent recommends approval.

- C. Recommendation, consideration and action upon agreement with TransPar Group for transportation management services for 2015-2016.....Page 116**

Commentary:

This will be the second year the district has used this company to provide management of our Transportation Department. There is no increase in cost from the previous year. **Dennis Schulz will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- D. Recommendation, consideration and action upon 2014-2015 Supplemental Appropriations for Child Nutrition Fund for.....Pages 117-118**
● Form 307

Commentary:

These documents add revenues that have become available in excess of the original estimates made by the auditor to our legal appropriations. This will allow us to make expenditures required to finish the 2014-2015 fiscal year. **Dennis Schulz will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- E. Recommendation, consideration and action upon Temporary Appropriations for 2015-2016 for the General Fund, Building Fund, Child Nutrition Fund, Gifts and Endowments Fund and Insurance/Casualty Fund.....Page 119**

Commentary:

Temporary Appropriations allows the school district to function until the final appropriations can be prepared and brought before the Board in the fall. Every public school district in the state must take this action to continue to operate. **Dennis Schulz will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- F. Recommendation, consideration and action upon renewal with OSIG for property, general liability, fleet vehicle and errors and omissions coverage for 2015-2016
Pages 120-133**

Commentary:

Mr. Schulz has stated that OSIG has been a good option for our school district. Public schools are not attractive to private insurance carriers at this time. OSIG's membership includes 346 school districts. 2015-2016 premiums show a decrease of \$9,902. **Dennis Schulz will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- G. Recommendation, consideration and action upon renewal with OSAG for workers' compensation insurance coverage for 2015-2016.....Pages 134-137**

Commentary:

Mr. Schulz has recommended that we renew our workers' compensation insurance coverage with OSAG. The renewal premium of \$241,061 reflects an increase of \$12,431 with a Loss Fund amount of \$38,589. The additional cost is directly related to an increase in total payroll from last year as well as 2 claims from previous years. He gave the following factors in his recommendation to renew with OSAG: 1) There is no year-end audit of the plan which could result in additional premiums 2) Any unused portion of our district's loss fund will be returned to us. Also, we are not subject to assessments due to losses incurred by other member districts and 3) OSAG is an association that serves to benefit school districts in the State of Oklahoma and not to generate profits for shareholders. **Dennis Schulz will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

H. Recommendation, consideration and action upon renewal agreement with Aurora Learning Community Association (ALCA) for 2015-2016.....Pages 138-145

Commentary:

ALCA provides districts an online test data service known as Comprehend which allows teachers to generate a multitude of test data graph reports in seconds and can show student cohort reports (performance and scores) of progress through multiple years. This service also includes interim assessments. There is a decrease in cost of \$7303.40 from last year. A complete explanation on the uses of this program is in your packet.

Carmen Walters will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

I. Recommendation, consideration and action upon:

- **Elementary Student Handbook for 2015-2016**
- **Handbook Supplements for Central, Cottler, Fogarty and GUES for 2015-2016**
Pages 146-196

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

J. Recommendation, consideration and action upon Jr. High School Student Handbook for 2015-2016.....Pages 197-231

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

K. Recommendation, consideration and action upon Guthrie High School/Faver Alternative School Student Handbook for 2015-2016.....Pages 232-297

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

L. Recommendation, consideration and action upon Guthrie High School Course Description Handbook for 2015-2016.....Pages 298-342

Commentary:

Deletions to last year's handbook are noted with a strike through and changes or

additions are noted in red. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

M. Recommendation, consideration and action upon renewal agreement with Ms. Teresa Ewing to provide Physical Therapy Services for 2015-2016

Pages 343-345

Commentary:

Ms. Ewing has provided Physical Therapy Services for Guthrie Public Schools for the last seven years – two years through an agreement with the University of Oklahoma Health Sciences Center and five years as an independent contractor. This contract reflects no increase in hourly fee amount. **Eldona Woodruff will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

N. Recommendation, consideration and action upon contract with Christine Hayes for Speech Language Services for 2015-2016.....Pages 346-347

Commentary:

This contract is for up to 21 hours per week for Speech Language Services and, combined with our other Speech Language Services contract, will enable us to serve our students 5 days per week. **Eldona Woodruff will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

O. Recommendation, consideration and action on the following appointments for 2015-2016:

- **Dennis Schulz – Purchasing Agent**
- **Vicki Biggs – Encumbrance Clerk**
- **Jana Wanzer – Treasurer**
- **Anita Paul – Assistant Treasurer**
- **Jana Frey – Clerk of the Board and Minutes Clerk**
- **Jean Watts – Deputy Clerk of the Board and Deputy Minutes Clerk**

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

P. Consider and vote to approve a resolution pertaining to the district’s \$2,000,000 Building Bonds, Series 2015; including fixing the amount of bonds to mature each year; fixing the time and place the bonds are to be sold; approving the preliminary official statement and authorizing distribution of same; authorizing the clerk to give notice of said sale as required by law; and approving other matters related to the issuance of bonds.....Pages 348-351

RECOMMENDED ACTION:

The Superintendent recommends approval.

- Q. Consider and vote to approve a contract with BOKF, NA dba Bank of Oklahoma, Tulsa, Oklahoma, to serve as registrar and paying agent on the district's \$2,000,000 Building Bonds of 2015**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- 10. Proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports, employment of temporary contract teachers as listed for 2015-2016, extra-duty assignments as listed for 2015-2016, and teacher negotiations for 2015-2016 disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1, 2 and 7**
 - A. Vote to go into executive session**
 - B. Acknowledge Board's return to open session**
 - C. Statement of minutes of executive session**
- 11. Vote on action as set out on the Personnel Reports.....Pages 352-353**
- 12. Action upon recommendation to employ temporary contract teachers as listed for 2015-2016.....Pages 354-356**
- 13. Action upon recommendation of extra-duty assignments as listed for 2015-2016
Pages 357-368**
- 14. Recommendation, consideration and action to accept any resignations offered since the posting of the agenda**
- 15. Discussion and possible action on new business not known about or could not have been reasonably foreseen at the time of the agenda posting**
- 16. Adjourn**

**Dr. Mike Simpson
Superintendent**

jf

Posted by: _____

Date: _____ Time: _____

Place: _____

**GUTHRIE PUBLIC SCHOOLS
BOARD MINUTES
REGULAR MEETING
MAY 11, 2015**

MINUTES OF THE GUTHRIE PUBLIC SCHOOLS BOARD OF EDUCATION REGULAR MEETING HELD AT 7:00 P.M. IN THE OFFICE OF THE BOARD, 802 EAST VILAS, GUTHRIE, OKLAHOMA ON MAY 11, 2015

Board Members Present:

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

District Level School Officials Present:

**Dr. Mike Simpson, Superintendent
Dennis Schulz, Ass't Superintendent
Doug Ogle, Executive Director of
Personnel/Secondary Ed
Carmen Walters, Executive Director of
Federal Programs/Elementary Ed
Eldona Woodruff, Director of Special Education
Jerry Gammill, Director of Facilities
Dee Benson, Director of Technology
Steve Cordell, Director of Transportation
Jean Watts, Deputy Minutes Clerk**

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

Mr. Doug Ogle, Executive Director of Personnel and Secondary Education, announced the award winners for April: Ms. Phyllis Creamer, GJHS Art Teacher, as certified employee of the month and Ms. Evelyn Lynn, GHS Athletic Department Secretary, as support employee of the month. Nomination letters were read by the staff member who submitted the nominations: Ms. Teresa Barbour for Ms. Phyllis Creamer and Ms. Susan Birdwell for Ms. Evelyn Lynn.

Mr. Ogle presented each award winner a plaque and a \$25.00 Sonic Gift Card donated by the Guthrie Lions Club.

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

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

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

Member Pierson thanked everyone for the positive thoughts, energy and support shown the last couple of weeks. She hopes we can keep the positive energy going in the future.

Member Sallee seconded Member Pierson's comments adding appreciation for the staff at recent public events.

President Pennington thanked Ms. Evelyn Lynn for her service as well as thanking the community and asking them to take the high road regardless of the outcome of the Bond Issue.

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

Superintendent Simpson reported on the following:

Important upcoming dates include the Bond Election tomorrow. The polls will be open from 7 a.m to 7 p.m. All registered voters inside the school district are eligible to vote. Senior Academic Awards will be held at the GHS Cafeteria beginning at 6 p.m. Tuesday, May 12. Friday, May 15th, GHS Graduation will be held at Jelsma Stadium, weather permitting, beginning at 7:30 p.m. He asked board members to arrive by 7 p.m. He reminded the board that May 22 is the last day of school.

Gave a spring sports update including: Girls HS Golf finished 12th at the State Tournament, Boys Baseball Regionals ended this afternoon with Guthrie being defeated 5-2 by Noble, Girls State Tennis begins tomorrow, Boys State Golf began today-representing Guthrie is Tyler Porter, Boys Tennis and Track Regionals started today with a win by our Boys Track Team, GHS FCCLA received a Silver Star Award-we are 1 of only 6 schools in the state to receive this award.

He gave a legislative update including the anticipation of an expected appropriations bill this week which gives us a better idea of next year's budget.

He announced that in honor of election awareness, everyone in the community is encouraged to wear Bluejay blue tomorrow.

- 8. President Pennington called for any items to be removed from the Consent Agenda for discussion.**

Item 8A, Minutes of regular meeting held on April 13, 2015, was pulled from the Consent Agenda for separate action.

A motion was made by Sallee and seconded by Pierson to approve the Consent Agenda excluding Item 8A, Minutes of regular meeting held on April 13, 2015.

The motion carried with 7 ayes and 0 nays.

A motion was made by Sallee and seconded by Pierson to approve Item 8A of the Consent Agenda.

The motion carried with 6 ayes and 1 abstention – Member Sallee abstaining.

- 9A. President Pennington called for recommendation, consideration and action upon the appointment of Ms. Jana Wanzer as District Treasurer for the remainder of the 2014-2015 school year to replace Ms. Donna Scheihing.**

A motion was made by Watts and seconded by Sallee to approve the appointment of Ms. Jana Wanzer as District Treasurer.

The motion carried with 7 ayes and 0 nays.

- 9B. Ms. Jana Frey, Minutes Clerk and Clerk of the Board, administered the oath of office to Ms. Jana Wanzer.**

- 9C. President Pennington called for recommendation, consideration and action upon amendment to renew agreement with Clearwater Enterprises for the purchase of third party natural gas for 2015-2016.**

A motion was made by Watts and seconded by Smedley to approve the renewal agreement with Clearwater Enterprises for the purchase of third party natural gas for 2015-2016.

The motion carried with 7 ayes and 0 nays.

- 9D. President Pennington called for recommendation, consideration and action upon National Purchasing Cooperative Interlocal Participation Agreement with BuyBoard National Purchasing Cooperative for 2015-2016.**

Discussion followed.

A motion was made by Smedley and seconded by Watts to approve the National Purchasing Cooperative Interlocal Participation Agreement with BuyBoard National Purchasing Cooperative for 2015-2016.

The motion carried with 7 ayes and 0 nays.

- 9E. President Pennington called for recommendation, consideration and action upon approval of teachers, aides, and administrator as listed for 2015 K-8 Remedial Summer School.**

A motion was made by Davis and seconded by Watts to approve the teachers, aides, and administrator as listed for 2015 K-8 Remedial Summer School.

The motion carried with 7 ayes and 0 nays.

- 9F. President Pennington called for recommendation, consideration and action upon approval of a new Activity Account for the Class of 2019.**

A motion was made by Sallee and seconded by Pierson to approve the new Activity Account for the Class of 2019.

The motion carried with 7 ayes and 0 nays.

- 9G. President Pennington called for recommendation, consideration and action upon ratification of a one year extension of the existing Group Purchasing Participation Agreement with American Purchasing Consortium for 2015-2016.**

Discussion followed.

A motion was made by Watts and seconded by Smedley to approve the ratification of a one year extension of the existing Group Purchasing Participation Agreement with American Purchasing Consortium for 2015-2016.

The motion carried with 7 ayes and 0 nays.

- 9H. President Pennington called for recommendation, consideration and action upon survey request for transportation improvements.**

Discussion followed.

A motion was made by Sallee and seconded by Bennett-Johnson to approve the survey request for transportation improvements.

The motion carried with 7 ayes and 0 nays.

- 9I. President Pennington called for recommendation, consideration and action upon request from Guthrie High School Cheerleaders Booster Club to become a sanctioned organization.**

Discussion followed.

A motion was made by Pierson and seconded by Davis to approve the request from Guthrie High School Cheerleaders Booster Club to become a sanctioned organization.

The motion carried with 7 ayes and 0 nays.

- 9J. President Pennington called for recommendation, consideration and action upon contract renewal with Southwest Foodservice Excellence, LLC for 2015-2016.**

Discussion followed.

A motion was made by Pierson and seconded by Smedley to approve the contract renewal with Southwest Foodservice Excellence, LLC for 2015-2016.

The motion carried with 7 ayes and 0 nays.

- 9K. President Pennington called for recommendation, consideration and action upon renewal agreement with Logan County Health Department for nursing services for 2015-2016.**

A motion was made by Smedley and seconded by Watts to approve the renewal agreement with Logan County Health Department for nursing services for 2015-2016.

The motion carried with 7 ayes and 0 nays.

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

Discussion followed.

A motion was made by Watts and seconded by Smedley to approve the School Improvement Plan for 2014-2015.

The motion carried with 7 ayes and 0 nays.

- 10. President Pennington called for proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports, rehiring of support personnel and administrator as listed for 2015-2016, teacher negotiations for 2015-2016, disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1, 2 and 7.**

- 10A. A motion was made by Sallee and seconded by Pierson to go into executive session.**

The motion carried with 7 ayes and 0 nays. Executive session began at 7:34 p.m.

- 10B. President Pennington acknowledged the Board's return to open session at 7:52 p.m.**

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

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

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

The motion carried with 7 ayes and 0 nays.

- 12. President Pennington called for recommendation, consideration and action to rehire support personnel as listed for 2015-2016.**

A motion was made by Pierson and seconded by Smedley to approve the rehiring of support personnel as listed for 2015-2016.

The motion carried with 7 ayes and 0 nays.

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

Superintendent Simpson stated he had received two resignations: Ms. Katie Datin, 2nd Grade Teacher at Fogarty Elementary School, and Mr. Tim Flanigan, Math Teacher at Guthrie High School announced their resignations effective the last day of the 2014-2015 school year.

A motion was made by Smedley and seconded by Sallee to accept the resignations of Ms. Katie Datin and Mr. Tim Flanigan, effective the last day of the 2014-2015 school year.

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

Superintendent Simpson stated there was one item under new business. He recommended the hiring of Mr. Russ Gilmore as the High School Boys Basketball Coach and Secondary Teacher at Faver Alternative School or Guthrie High School, dependent on the schedule adopted by the administration.

A motion was made by Sallee and seconded by Pierson to accept the recommendation of hiring Mr. Russ Gilmore as the High School Boys Basketball Coach and Secondary Teacher at Faver Alternative School or Guthrie High School dependent on the schedule adopted by the administration.

The motion carried with 7 ayes and 0 nays.

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

The motion carried with 7 ayes and 0 nays.

The meeting adjourned at 7:56 p.m.

Jana Frey, Minutes Clerk

Terry Pennington, Board President

WARRANTS PAID

GENERAL FUND:

2013-2014 \$ 00.00
2014-2015 \$ 1,998,626.26

BUILDING FUND:

2013-2014 \$ 00.00
2014-2015 \$ 47,450.86

CHILD NUTRITION FUND:

2013-2014 \$ 00.00
2014-2015 \$ 114,146.41

GIFTS & ENDOWMENTS FUND:

2014-2015 \$ 00.00

INS. LOSS RECOVERY FUND:

2014-2015 \$ 4013.28

SCHOOL AGE CARE:

2014-2015 \$ 00.00

SCHOLARSHIPS:

Smithson - BancFirst

C.D. \$ 745.27

Keri Fisher – F&M Bank

Balance \$ 4,956.78

Paula Bearden – F&M Bank

Balance \$ 6,262.44

Randy Biggs - F&M Bank

Balance \$ 1,711.62

Original 89ers – F&M Bank

C.D. \$ 7,152.61

Investment Club – F&M Bank

Balance \$ 500.00

Total Monies in BancFirst \$ 745.27

Total Monies in F&M Bank \$ 8,050,410.19

Pledged \$ 250,000.00 FDIC

Pledged \$ 8,816,866.91

\$ 250,000.00 FDIC

2014-2015 Fundraiser
After Sale Accountability Reports

ACCOUNT	FUNDRAISER	START DATE	END DATE	EST. PROFIT	PROFIT
802, Central	All American Fall Brochure	9/5/2014	10/23/2014	\$ 3,200.00	\$ 5,677.62
804, Central PTO	Spring Carnival	2/23/2015	3/6/2015	\$ 3,000.00	\$ 2,556.91
804, Cotteral PTO	BigMouth Foods Pizza Truck	1/20/2015	1/22/2015	\$ 500.00	\$ 183.00
805, Cotteral	Abby Candles	11/7/2014	11/21/2014	\$ 7,000.00	\$ 8,219.30
809, Fogarty	Otis Spunkmeyer Cookie Dough	9/9/2014	10/23/2014	\$ 9,500.00	\$ 11,650.40
812, GUES	Southwest Tailgator	8/25/2014	9/9/2014	\$ 12,000.00	\$ 7,927.70
812, GUES	Yankee Candle Brochure	2/20/2015	3/10/2015	\$ 4,000.00	\$ 4,739.92
815, GUES PTO	Legend's Restaurant Carnival	8/1/2014	10/1/2014	\$ 4,000.00	\$ 480.22
817, GJHS Art Stars	Bluejay Cookbook	7/6/1905	5/1/2015	\$ 500.00	\$ (228.70)
821, JH FCCLA	School Spirit Tumblers	10/14/2014	12/11/2014	\$ 640.00	\$ 1,117.20
852, Athletics	3rd-6th grade basketball camp	5/11/2015	5/13/2015	\$ 700.00	\$ 361.90
853, HS Cheer	Community Donation requests	8/31/2014	12/31/2014	\$ 1,000.00	\$ 537.20
853, HS Cheer	Little Cheer Clinic	9/29/2014	10/3/2014	\$ 600.00	\$ 1,725.50
853, HS Cheer	Glow Scented Candles	10/1/2014	12/1/2014	\$ 1,500.00	\$ 685.00
855, Tennis	McDonald's Pancake Supper	2/1/2015	2/28/2015	\$ 1,000.00	\$ 1,327.00
859, Band	Great American Cookie Dough	8/6/2014	8/13/2014	\$ 3,200.00	\$ 4,106.57
859, Band	Durham Ellis Nut Sale	9/23/2014	10/6/2014	\$ 6,500.00	\$ 6,242.32
876, 4H/FFA Booster	Gator Raffle	12/9/2014	1/30/2015	\$ 6,000.00	\$ 13,825.02
876, FFA Booster	Pork Chop Dinner	1/30/2015	1/30/2015	\$ 9,000.00	\$ 28,313.45
877, FFA	Plant Sale	4/9/2015	5/10/2015	\$ 745.00	\$ (21.39)
877, FFA	Meat Sales	8/30/2014	5/10/2015	\$ 13,000.00	\$ 18,627.04
878, FCCLA HS	Death by Chocolate Boxes	4/13/2015	4/24/2015	\$ 1,500.00	cancelled
878, FCCLA HS	Mpact Fundraisings Brochure	2/9/2014	2/13/2015	\$ 2,000.00	\$ 43.50
878, FCCLA HS	Throckmortan Rib Sale	2/2/2015	2/20/2015	\$ 1,500.00	cancelled
878, HS FCCLA	Throckmortan Rib Sale	10/1/2014	10/31/2014		cancelled
878, HS FCCLA	Throckmortan Rib Sale	2/2/2015	2/1/2015		cancelled
878, HS FCCLA	Death by Chocolate Boxes	9/29/2014	10/3/2014	\$ 1,500.00	\$ 216.00
878, HS FCCLA	Mpact Fundraisings Brochure	9/15/2014	9/30/2014	\$ 2,000.00	\$ 1,071.00
878, HS FCCLA	Death by Chocolate Boxes	3/9/2015	3/13/2015		\$ 169.00
897, HS Soccer	Ad Solicitation for Team Program	12/16/2013	2/1/2014	\$ 600.00	cancelled
897, Soccer	Taco Dinner	2/2/2015	2/20/2015	\$ 1,050.00	\$ 1,172.00
897, Soccer	Fan Cloth Guthrie apparel sales	2/12/2015	3/18/2015	\$ 500.00	\$ 1,012.00
899, HS Stuco	United Week Dance	3/1/2015	3/30/2015	\$ 700.00	cancelled

2014-2015 Fundraiser
After Sale Accountability Reports

899, HS Stuco	Winter Homecoming T-shirt Sales	1/20/2015	1/30/2015	\$ 500.00	\$ 320.50
899, HS Stuco	Pink Week T-shirt Sales	9/9/2014	9/13/2014		\$ 982.35
899, HS Stuco	Pink Week Pass the bucket donation	9/9/2014	9/13/2014		\$ 1,200.00
899, HS Stuco	Homecoming Parade Fees	10/1/2014	10/16/2014		\$ 490.00
899, HS Stuco	Homecoming T-shirt sales	10/1/2014	10/6/2014		\$ 1,000.00
899, HS Stuco	Winter Formal	12/10/2014	12/21/2014		\$ 1,175.00
899, HS Stuco	United Week-Tshirt, Donations, Etc.	3/6/2015	3/26/2015	\$ 4,600.00	\$ 7,962.54
899, HS Stuco	Valentine's Matchmakers	2/1/2015	2/28/2015	\$ 200.00	cancelled
902, Vocal	JH Christmas Musical	1/13/2015	1/13/2015	\$ 200.00	\$ 387.50
902, Vocal	2014-2015 Spring Musical	3/5/2015	4/6/2015	\$ 800.00	\$ 597.25
902, Vocal	JH Musical	5/11/2015	5/12/2015	\$ 500.00	\$ 720.00
911, FFA Bldg Fund	Donation pledge cards	11/15/2014	5/15/2015	\$ 80,000.00	\$ 108,400.00
913, Drama	Century Resources Brochure	1/27/2015	2/6/2015	\$ 800.00	\$ 1,068.35
913, Drama	Dessert Theater	5/2/2015	5/2/2015	\$ 200.00	\$ 32.62
929, Special Olympics	Silent Auction/Basketball Homecoming	1/30/2015	1/30/2015	\$ 1,000.00	\$ 551.00
937, Faver Activity	Embroidery Sales	8/22/2014	5/22/2015	\$ 225.00	\$ 284.81
929, Sp.Olympics	Silent Auction/Basketball Homecoming	1/30/2015	1/30/2015	\$ 1,000.00	\$ 551.00

**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST
June 08, 2015**

- a. Tennis, 855 McDonald's Pancake Supper ticket sales
- b. HS FCCLA, 878 MPact Fundraising-Cookie dough brochure
- c. HS FCCLA, 878 Death by Chocolate Box sales
- d. HS FCCLA, 878 Pasta for Pennies program
- e. HS FCCLA, 878 MPact Fundraising-Chocolate covered pretzel sale
- f. HS FCCLA, 878 Valentine Grams-Crush soda & candy sales
- g. HS FCCLA, 878 Death by Chocolate Box sales
- h. HS FCCLA, 878 Sale of Chips, Candy & Soda
- i. Cotteral PTO, 804 Weekly Popcorn/Capri Sun sales
- j. JHHS, 822 Dues
- k. JH Faculty, 824 Teachers Lounge Vending
- l. HS Band, 859 Dues
- m. HS Stuco, 899 Homecoming Shirt sales
- n. HS Stuco, 899 Homecoming Parade fees
- o. HS Stuco, 899 Pink Week T-shirt sales
- p. HS Stuco, 899 Pink Week pass the bucket for donations
- q. HS Stuco, 899 Winter Formal Dance

r.	HS Stuco, 899	Winter Homecoming T-shirt sales
s.	HS Stuco, 899	Matchmaker's survey
t.	HS Stuco, 899	United Week T-shirt sales
u.	HS Stuco, 899	United Week Dance
v.	HS Stuco, 899	United Week 3 on 3 basketball tournament
w.	HS Stuco, 899	United Week dodgeball tournament
x.	HS Stuco, 899	United Week donation cans in businesses
y.	Running Club, 882	Sale of Track shirts
z.	Admin. Vending, 935	Vending machines
aa.	Class of 2018, 862	Class dues
bb.	HS Courtesy Comm, 870	Jeans permission passes
cc.	HS Stuco, 899	Dues
dd.	HS Campus Beautif, 900	Parking Permit sales
ee.	Class of 2017, 861	Dues
ff.	Science Club, 898	Dues

a.



RECEIVED
5-22-15



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: HS Date of Request: 5/21/2015

Account Name & Number: Tennis 855

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

McDonald's Pancake Supper - McDonald's provides the tickets and the pancakes, we sell the tickets. The tickets are \$5 each and our profit is 2.50 a ticket. If a ticket is not redeemed we make all the profit off of the sale.

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

To pay for substitute teachers, travel, equipment, uniforms

Current Unobligated Account Balance (Cash Balance less Open PO's): 7140.⁰³

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: Feb 1 2014 - Feb - 28 2014

Profit Prediction	a - b = c	a. Estimated INCOME:	1,500.00	Notes:
		b. Less Estimated EXPENSE	750.00	
		c. Estimated PROFIT:	\$750.00	

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

Sponsor's Signature: Mary Hudson Date: 5/21/15 Sponsor's Name Printed: Mary Hudson

Principal's Signature: _____ Date: _____ Activity Fund Custodian's Signature: [Signature]

Athletic Director's Signature (if applicable): [Signature] Board Approval Date: _____

RECEIVED
MAY 21 2015
BY _____



b.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: GHS

Date of Request: 05/20/2015

Account Name & Number: FCCLA 878

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

MPact Fundraising - cookie dough from a flyer

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

Fall chapter and contest expenses

Current Unobligated Account Balance (Cash Balance less Open PO's): 641⁰⁵

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: September 1-30, 2015

Profit Prediction	a - b = c	a. Estimated INCOME:	3,000.00	Notes:
		b. Less Estimated EXPENSE	1,500.00	
		c. Estimated PROFIT:	\$1,500.00	

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

	05/20/2015	Amanda Moore
Sponsor's Signature	Date	Sponsor's Name Printed
	5-20-15	
Principal's Signature	Date	Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date



C.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: GHS Date of Request: 05/20/2015

Account Name & Number: FCCLA 878

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

Death by Chocolate Boxes

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

Pink Week

Current Unobligated Account Balance (Cash Balance less Open PO's): 641⁰⁵

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: Pink Week 2015

Profit Prediction	$a - b = c$	a. Estimated INCOME:	300.00	Notes: Profit will be donated to Pink Week
		b. Less Estimated EXPENSE	0.00	
		c. Estimated PROFIT:	\$300.00	

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

<u>Amanda B Moore</u>	<u>05/20/2015</u>	<u>Amanda Moore</u>
Sponsor's Signature	Date	Sponsor's Name Printed
<u>Chris [Signature]</u>	<u>5-20-15</u>	<u>[Signature]</u>
Principal's Signature	Date	Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date



d.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: GHS

Date of Request: 05/20/2015

Account Name & Number: FCCLA 878

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

Pasta for Pennies program. Students raise money for the LLS and the student/class that raises the most money gets Olive Garden gift cards.

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

National fundraiser for The Leukemia & Lymphoma Society

Current Unobligated Account Balance (Cash Balance less Open PO's): 641⁰⁵

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: November 2 - 23, 2015

Profit Prediction	a - b = c	a. Estimated INCOME:	600.00	Notes: Money will be donated to the LLS
		b. Less Estimated EXPENSE		
		c. Estimated PROFIT:	\$600.00	

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

	05/20/2015	Amanda Moore
Sponsor's Signature	Date	Sponsor's Name Printed <i>DS</i>
	5-20-15	
Principal's Signature	Date	Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date



e.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: GHS

Date of Request: 05/20/2015

Account Name & Number: FCCLA 878

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

MPact Fundraising - Chocolate covered pretzel sticks

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

Spring chapter and contest expenses

Current Unobligated Account Balance (Cash Balance less Open PO's): 641.95

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: January 11-29, 2016

Profit Prediction	a - b = c	a. Estimated INCOME:	864.00	Notes:
		b. Less Estimated EXPENSE	432.00	
		c. Estimated PROFIT:	\$432.00	

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

Amanda B Moore
Sponsor's Signature

05/20/2015

Amanda Moore

Chris D. ...
Principal's Signature

5-20-15
Date

Sponsor's Name Printed
[Signature] DS
Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date



f

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: GHS

Date of Request: 05/20/2015

Account Name & Number: FCCLA 878

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

Valentine Grams - Crush sodas and candy

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

Spring chapter expenses and contests

Current Unobligated Account Balance (Cash Balance less Open PO's): - 641.05

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: February 5-11, 2016

Profit Prediction	a - b = c	a. Estimated INCOME:	300.00	Notes:
		b. Less Estimated EXPENSE	30.00	
		c. Estimated PROFIT:	\$270.00	

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

Amanda B Moore 05/20/2015 Amanda Moore
Sponsor's Signature Date Sponsor's Name Printed DS

Chris Elthorn 5-20-15 Chris Elthorn
Principal's Signature Date Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date



g,

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: GHS

Date of Request: 05/20/2015

Account Name & Number: FCCLA 878

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

Death by Chocolate Boxes

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

United Week

Current Unobligated Account Balance (Cash Balance less Open PO's): 641⁰⁵

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: United Week 2016

Profit Prediction	a - b = c	a. Estimated INCOME:	300.00	Notes: Profit will be donated to United Week
		b. Less Estimated EXPENSE	0.00	
		c. Estimated PROFIT:	\$300.00	

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

	05/20/2015	Amanda Moore
Sponsor's Signature	Date	Sponsor's Name/Printed
	5-20-15	DS
Principal's Signature	Date	Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date



h.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: GHS

Date of Request: 05/20/2015

Account Name & Number: FCCLA 878

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

Chips, Candy, Sodas

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

FCCLA Nationals expenses

Current Unobligated Account Balance (Cash Balance less Open PO's): 641⁰⁵

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: EOI Testing (mid April - first week of May)

Profit Prediction	a - b = c	a. Estimated INCOME:	600.00	Notes:
		b. Less Estimated EXPENSE	150.00	
		c. Estimated PROFIT:	\$450.00	

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

	05/20/2015	Amanda Moore
Sponsor's Signature	Date	Sponsor's Name Printed

	5-20-15	
Principal's Signature	Date	Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date



**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND
FUNDRAISER REQUEST**

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

Site Name: Cotteral Elementary Date of Request: 5/26/15

Account Name & Number: Cotteral PTO # 804

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

Weekly sale of pocorn and Capri Sun

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

Teacher appreciation and funds for classroom materials

Current Unobligated Account Balance (Cash Balance less Open PO's): \$6,134.81

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: August 20, 2015 thru May 20, 2016

Profit Prediction	a - b = c	a. Estimated INCOME:	<u>250.00</u>	Notes: <u>Weekly estimate</u>
		b. Less Estimated EXPENSE	<u>125.00</u>	
		c. Estimated PROFIT:	<u>125.00</u> \$0.00	

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

[Signature] 5/26/15 Scott Graham
Sponsor's Signature Date Sponsor's Name Printed

[Signature] 5/26/15 [Signature] DS
Principal's Signature Date Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date



RECEIVED
5-27-15

J.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: Guthrie Junior High School Date of Request: 5-26-15

Account Name & Number: NJHS 822

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

Dues from each member of \$25.00

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

The \$25 dues will cover their t-shirt, cost of the induction ceremony and reception and the cost of sending the officers to the state convention.

Current Unobligated Account Balance (Cash Balance less Open PO's): ~~2576.82~~ 1969.22

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: August 1, 2015 Ends May 1, 2016

Profit Prediction	a - b = c	a. Estimated INCOME:	1,300.00	Notes:
		b. Less Estimated EXPENSE	1,200.00	
		c. Estimated PROFIT:	<u>1,300.⁰⁰</u> \$100.00	

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

Teresa Barbour 5-26-15 Teresa Barbour
 Sponsor's Signature Date Sponsor's Name Printed

[Signature] 5-26-15 [Signature] DS
 Principal's Signature Date Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date



RECEIVED

5-21-15

k.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: Guthrie Jr. High School Date of Request: 5-26-15

Account Name & Number: # 824 Jr. High Faculty Account

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

To purchase coke products through Great Plains Coca Cola for resale in the Teachers Lounge Vending Machine.

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

To provide revenue for - Faculty/Staff & Students- Supplies, Flowers, Plants, Memorials, Refreshments, Parties, Luncheons etc....

Current Unobligated Account Balance (Cash Balance less Open PO's): \$1204.51

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: 7/1/15 - 6/30/16

Profit Prediction

a - b = c

a. Estimated INCOME:	2,000.00
b. Less Estimated EXPENSE	1,500.00
c. Estimated PROFIT:	\$500.00

Notes:

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

Vickie Lawson 5-26-15 Vickie Lawson
 Sponsor's Signature Date Sponsor's Name Printed

[Signature] 5-26-15 [Signature] DS
 Principal's Signature Date Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date



8.

**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND
FUNDRAISER REQUEST**



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

Site Name: Band- High School 9th-12th Date of Request: 5-26-15

Account Name & Number: Band 859

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

HS Band Dues

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

Uniform cleaning and upkeep throughout the year and Band T-shirt

Current Unobligated Account Balance (Cash Balance less Open PO's): 6187.55 ~~8384.69~~

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: 2015-2016 School Year

Profit Prediction	a - b = c	a. Estimated INCOME:	6,325.00	Notes: HS Band Only Dues are \$55 per student
		b. Less Estimated EXPENSE	0)	
		c. Estimated PROFIT:	<u>6,325.00</u> \$0.90	

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

	5-26-15	Robert Blackburn
Sponsor's Signature	Date	Sponsor's Name Printed
	5-26-15	
Principal's Signature	Date	Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date

m.



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST



RECEIVED

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

Site Name: GHS Date of Request: 5/28/15

Account Name & Number: Student Council 899

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

Homecoming Shirt sales (GandyInk)

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

School Spirit for the whole community. Funds will be used for alumni programs, crowns and decorations.

Current Unobligated Account Balance (Cash Balance less Open PO's): 5263.45

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: September 1-20th

Profit Prediction	a - b = c	a. Estimated INCOME:	2,000.00	Notes:
		b. Less Estimated EXPENSE	1,000.00	
		c. Estimated PROFIT:	\$1,000.00	

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

Jordan Hodge
Sponsor's Signature

5/28/15
Date

Jordan Hodge
Sponsor's Name Printed

DS

Chris [Signature]
Principal's Signature

5/28/15
Date

[Signature]
Activity Fund Custodian's Signature

[Signature]
Athletic Director's Signature (if applicable)

Board Approval Date

n.



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST



RECEIVED

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

Site Name: GHS Date of Request: 5/28/15

Account Name & Number: Student Council 899

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

Homecoming Parade fees

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

To have the best parade for homecoming. This helps everyone be involved from school groups to community groups. Funds will help pay for Student Council state and future Alumni Assemblies.

Current Unobligated Account Balance (Cash Balance less Open PO's): 5263⁴⁵

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: September 1-20th

Profit Prediction	a - b = c	a. Estimated INCOME:	600.00	Notes:
		b. Less Estimated EXPENSE	0.00	
		c. Estimated PROFIT:	\$600.00	

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

Jordan Hodge
Sponsor's Signature

5/28/15
Date

Jordan Hodge
Sponsor's Name Printed

Chris L. Grande
Principal's Signature

5/28/15
Date

Christina Ball 05
Activity Fund Custodian's Signature

[Signature]
Athletic Director's Signature (if applicable)

Board Approval Date

9.



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST



RECEIVED

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

Site Name: GH Date of Request: 5/28/15

Account Name & Number: Student Council 899

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

Pink Week- T Shirt sales for cancer awareness football game.

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

Support cancer awareness and all proceeds go to the selected recipient.

Current Unobligated Account Balance (Cash Balance less Open PO's): 5263⁴⁵

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: Sept- Oct

Profit Prediction	a - b = c	a. Estimated INCOME:	2,000.00	Notes:
		b. Less Estimated EXPENSE	1,000.00	
		c. Estimated PROFIT:	\$1,000.00	

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

Jordan Hodge
Sponsor's Signature

5/28/15
Date

Jordan Hodge
Sponsor's Name Printed

Chris L. ...
Principal's Signature

5/28/15
Date

Anta Paul DS
Activity Fund Custodian's Signature

[Signature]
Athletic Director's Signature (if applicable)

Board Approval Date

P.



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST



RECEIVED

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

Site Name: GHS

Date of Request: 5/28/15

Account Name & Number: Student Council 899

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

Pink Week- pass buckets at the football game. This is the time for the community to help donate to our cancer patient.

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

No cost, donations all to patient.
Selected recipient will receive all funds raised during Pink week

Current Unobligated Account Balance (Cash Balance less Open PO's): 5263⁴⁵

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: Sept to October

Profit Prediction	a - b = c	a. Estimated INCOME:	1,000.00	Notes:
		b. Less Estimated EXPENSE	0.00	
		c. Estimated PROFIT:	\$1,000.00	

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

Jordan Hodge
Sponsor's Signature

5/28/15
Date

Jordan Hodge
Sponsor's Name Printed

Chris [Signature]
Principal's Signature

5/28/15
Date

[Signature]
Activity Fund Custodian's Signature

[Signature]
Athletic Director's Signature (if applicable)

Board Approval Date



9.

**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND
FUNDRAISER REQUEST**



RECEIVED

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

Site Name: GHS Date of Request: 5/28/15

Account Name & Number: Student Council 899

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

Winter Formal Dance

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

This is the only dance we have planned for the students besides prom. This gives the underclassman an opportunity to come to a dance.

Current Unobligated Account Balance (Cash Balance less Open PO's): 5263⁴⁵

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: December 20th

Profit Prediction	a - b = c	a. Estimated INCOME:	1,000.00	Notes:
		b. Less Estimated EXPENSE	100.00	
		c. Estimated PROFIT:	\$900.00	

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

Jordan Hodge
Sponsor's Signature

5/28/15
Date

Jordan Hodge
Sponsor's Name Printed

Chris [Signature]
Principal's Signature

5/28/15
Date

[Signature]
Activity Fund Custodian's Signature

[Signature]
Athletic Director's Signature (if applicable)

Board Approval Date



GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND
FUNDRAISER REQUEST

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

Site Name: GHS Date of Request: 5/28/15

Account Name & Number: Student Council 899

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

Winter Homecoming T-shirt sales

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

Promote our winter sports homecoming

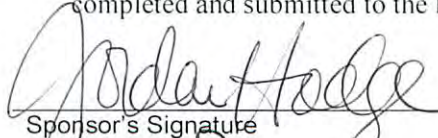
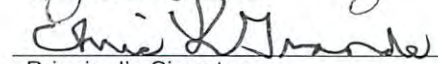
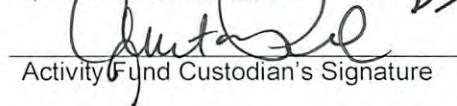

Current Unobligated Account Balance (Cash Balance less Open PO's): 5263.45

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: JAN 2016

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

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

 5/28/15 Jordan Hodge DS
 Sponsor's Signature Date Sponsor's Name Printed
 5/28/15 
 Principal's Signature Date Activity Fund Custodian's Signature
 _____
 Athletic Director's Signature (if applicable) Board Approval Date

S.

RECEIVED



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: GHS Date of Request: 5/28/15

Account Name & Number: Student Council 899

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

Matchmakers Valentine's Day

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

Fun matchmakers for students. The profit from the sales will go to whatever we see best fit for our school.

Current Unobligated Account Balance (Cash Balance less Open PO's): 5263⁴⁵

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: Feb 2-14th

Profit Prediction	a - b = c	a. Estimated INCOME:	600.00	Notes:
		b. Less Estimated EXPENSE	400.00	
		c. Estimated PROFIT:	\$200.00	

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

Jordan Hodge
Sponsor's Signature

5/28/15
Date

Jordan Hodge
Sponsor's Name Printed DS

Chris Hernandez
Principal's Signature

5/28/15
Date

[Signature]
Activity Fund Custodian's Signature

[Signature]
Athletic Director's Signature (if applicable)

Board Approval Date



t.

**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND
FUNDRAISER REQUEST**



RECEIVED

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

Site Name: GHS Date of Request: 5/28/15

Account Name & Number: Student Council 899

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

United Week- Shirt Sales

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

Promote whatever organization/group we choose for all of our donations to go to.
Helps raise money for that group.

Current Unobligated Account Balance (Cash Balance less Open PO's): 5263⁴⁵

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: march

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

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

Jordan Hodge
Sponsor's Signature

5/28/15
Date

Jordan Hodge
Sponsor's Name Printed

Chris [Signature]
Principal's Signature

5/28/15
Date

[Signature] **DS**
Activity Fund Custodian's Signature

[Signature]
Athletic Director's Signature (if applicable)

Board Approval Date

u.



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: GHS Date of Request: 5/28/15

Account Name & Number: Student Council 899

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

United Week- Dance

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

Promote whatever organization/group we choose for all of our donations to go to. Helps raise money for that group.

Current Unobligated Account Balance (Cash Balance less Open PO's): 5263⁴⁵

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: march

Profit Prediction	a - b = c	a. Estimated INCOME:	1,000.00	Notes:
		b. Less Estimated EXPENSE	300.00	
		c. Estimated PROFIT:	\$700.00	

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

Jordan Hodge
Sponsor's Signature Date 5/28/15

Jordan Hodge
Sponsor's Name Printed DS

Chris [Signature]
Principal's Signature Date 5/28/15

[Signature]
Activity Fund Custodian's Signature

[Signature]
Athletic Director's Signature (if applicable)

Board Approval Date



**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND
FUNDRAISER REQUEST**



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

Site Name: GHS Date of Request: 5/28/15

Account Name & Number: Student Council 899

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

United Week- 3 on 3 basketball tournament

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

Promote whatever organization/group we choose for all of our donations to go to. Helps raise money for that group.

Current Unobligated Account Balance (Cash Balance less Open PO's): 5263⁴⁵

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: march

Profit Prediction	a - b = c	a. Estimated INCOME:	300.00	Notes:
		b. Less Estimated EXPENSE	0.00	
		c. Estimated PROFIT:	\$300.00	

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

<u>Jordan Hodge</u> Sponsor's Signature	<u>5/28/15</u> Date	<u>Jordan Hodge</u> Sponsor's Name Printed	
<u>Chris [Signature]</u> Principal's Signature	<u>5/28/15</u> Date	<u>[Signature]</u> Activity Fund Custodian's Signature	<u>DS</u>
<u>[Signature]</u> Athletic Director's Signature (if applicable)			Board Approval Date

W.



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: GHS Date of Request: 5/28/15

Account Name & Number: Student Council 899

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

United Week- dodgeball tournament

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

Promote whatever organization/group we choose for all of our donations to go to. Helps raise money for that group.

Current Unobligated Account Balance (Cash Balance less Open PO's): 5263⁴⁵

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: march

Profit Prediction	a - b = c	a. Estimated INCOME:	1,300.00	Notes:
		b. Less Estimated EXPENSE	0.00	
		c. Estimated PROFIT:	\$1,300.00	

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

Jordan Hodge
Sponsor's Signature

5/28/15
Date

Jordan Hodge
Sponsor's Name Printed

Chris [Signature]
Principal's Signature

5/28/15
Date

[Signature] **DS**
Activity Fund Custodian's Signature

[Signature]
Athletic Director's Signature (if applicable)

Board Approval Date



λ.

**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND
FUNDRAISER REQUEST**



RECEIVED

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

Site Name: GHS Date of Request: 5/28/15

Account Name & Number: Student Council 899

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

United Week- cans in restaurants and stores in guthrie

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

Promote whatever organization/group we choose for all of our donations to go to. Helps raise money for that group. This helps the community be involved.

Current Unobligated Account Balance (Cash Balance less Open PO's): 5263⁴⁵

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: march

Profit Prediction	a - b = c	a. Estimated INCOME:	2,000.00	Notes:
		b. Less Estimated EXPENSE	0.00	
		c. Estimated PROFIT:	\$2,000.00	

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

Jordan Hodge
Sponsor's Signature

5/28/15
Date

Jordan Hodge
Sponsor's Name Printed

Chris [Signature]
Principal's Signature

5/28/15
Date

[Signature] DS
Activity Fund Custodian's Signature

[Signature]
Athletic Director's Signature (if applicable)

Board Approval Date



y.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST



RECEIVED
5-28-15 gp

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

Site Name: High School

Date of Request: 5/26/15

Account Name & Number: 882 Running Club

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

Gandy Ink- Selling track shirts

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

Raise funds for track equipment, uniforms, and supplies for meets

Current Unobligated Account Balance (*Cash Balance less Open PO's*):

\$2475⁷⁹

Location of Sales: School Facility Community Both

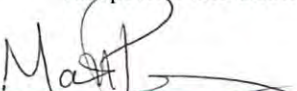
Start / End Dates of Fundraiser: September 2015/May 2016

Profit Prediction

a - b = c

a. Estimated INCOME:	500.00	Notes:
b. Less Estimated EXPENSE	300.00	
c. Estimated PROFIT:	\$200.00	

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


Sponsor's Signature

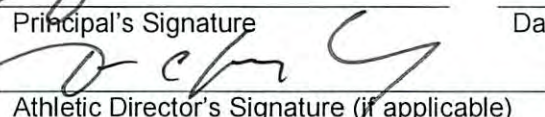
5/26/15
Date



Sponsor's Name Printed


Principal's Signature

Date


Activity Fund Custodian's Signature


Athletic Director's Signature (if applicable)

BY:  MAY 27 2015
Board Approval Date



2.

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: Admin. #050

Date of Request: 5/28/2015

Account Name & Number: 935, Admin. Vending

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

Sale of coke products & snacks (chips, cookies, crackers, candy bars) in vending machine.
Supplies will be purchased from Powell Confectionary, Wal Mart, Sam's & Staples

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

To fund the continuous sale of vending products for the district during events & meetings held at the administration bldg.

Current Unobligated Account Balance (*Cash Balance less Open PO's*): \$97.02

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: 07/01/15 - 06/30/16

Profit Prediction	a - b = c	a. Estimated INCOME:	500.00	Notes:
		b. Less Estimated EXPENSE	400.00	
		c. Estimated PROFIT:	\$100.00	

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

Sponsor's Signature

5/28/15
Date

Anita Paul
Sponsor's Name Printed

Principal's Signature

Date

Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date

RECEIVED
6-1-15

aa.



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: Guthrie High School Date of Request: 5-29-15

Account Name & Number: Class of 2018 #862

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

Purpose of Fundraiser (types of expenditures being funded with proceeds ; BE SPECIFIC):
Homecoming float supplies and expenses, class t-shirts


Current Unobligated Account Balance (Cash Balance less Open PO's): \$2394.17


Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: 7-1-15 through 5-15-2016

Profit Prediction	a - b = c	a. Estimated INCOME:	4,500.00	Notes:
		b. Less Estimated EXPENSE	1,500.00	
		c. Estimated PROFIT:	\$3,000.00	

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

 5-29-15 TAMARA Kurigae
 Sponsor's Signature Date Sponsor's Name/Printed DS

 5-29-15
 Principal's Signature Date Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date

RECEIVED
6-1-15-10

bb.



**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND
FUNDRAISER REQUEST**

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

Site Name: Guthrie High School Date of Request: 5/28/2015

Account Name & Number: Courtesy Committee 870

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

Jeans permission passes

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

Staff appreciation luncheon supplies and groceries, retirement parties, floral arrangements and gift baskets for grieving or ill staff members, and the like.

Current Unobligated Account Balance (Cash Balance less Open PO's): 656.06 ⁴⁶⁵²³

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: 7/31/2015 - 5/25/2016

Profit Prediction	a - b = c	a. Estimated INCOME:	1,500.00	Notes:
		b. Less Estimated EXPENSE	750.00	
		c. Estimated PROFIT:	\$750.00	

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

	5/28/2015	Jessica Eaves
Sponsor's Signature	Date	Sponsor's Name Printed
	5/28/2015	
Principal's Signature	Date	Activity Fund Custodian's Signature
_____	_____	
Athletic Director's Signature (if applicable)	_____	Board Approval Date



RECEIVED
6-1-15 CC

GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: GHS Date of Request: 5/28/15

Account Name & Number: Student council 899

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

Student Council Dues

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

Dues will cover the costs of all Stuco shirts and District entry fees for each individual.

Current Unobligated Account Balance (Cash Balance less Open PO's): 5273.45

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: July-September 2015

Profit Prediction	a - b = c	a. Estimated INCOME:	1,500.00	Notes:
		b. Less Estimated EXPENSE	1,500.00	
		c. Estimated PROFIT:	\$0.00	

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

Jordan Hodge
Sponsor's Signature

5/28/15
Date

JORDAN HODGE
Sponsor's Name Printed

Chris [Signature]
Principal's Signature

5-28-15
Date

[Signature]
Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date



**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND
FUNDRAISER REQUEST**

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

Site Name: Guthrie High School Date of Request: 5/28/2015

Account Name & Number: Campus Beautification - 900

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

Parking permit fees

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

Activity fund operation expenses, parking permits for staff and faculty, assemblies and speakers, building improvements, maintenance of grounds, awards, trophies and plaques, shirts, sweatshirts, hats, etc.

Current Unobligated Account Balance (*Cash Balance less Open PO's*): \$7120.63

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: 7/31/2015 - 5/25/2016

Profit Prediction	a - b = c	a. Estimated INCOME:	6,500.00	Notes:
		b. Less Estimated EXPENSE	3,000.00	
		c. Estimated PROFIT:	\$3,500.00	

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

	5/28/2015	Bret Stone
Sponsor's Signature	Date	Sponsor's Name Printed
	5/28/2015	
Principal's Signature	Date	Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date



RECEIVED
6-1-15 *es*

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND
FUNDRAISER REQUEST

ee.

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

Site Name: GHS Date of Request: 5/28/15

Account Name & Number: Class of 2017 #861

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

Collection of \$50 dues

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

Class shirt, homecoming/prom expenses and any unforeseen expenditures

Current Unobligated Account Balance (Cash Balance less Open PO's): 3,578²⁹

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: August 10th 2015-April 15th 2016

Profit Prediction	a - b = c	a. Estimated INCOME:	7,500.00	Notes: Income is based on students that pay dues.
		b. Less Estimated EXPENSE	5,000.00	
		c. Estimated PROFIT:	\$2,500.00	

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

Michelle Redus 5/28/15 Michelle Redus
Sponsor's Signature Date Sponsor's Name Printed *DS*

Chris D. Hanks 5-28-15 Chris D. Hanks
Principal's Signature Date Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date



**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND
FUNDRAISER REQUEST**

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

Site Name: GHS Date of Request: 5/28/15

Account Name & Number: Science Club #898

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

Collection of \$20 dues

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

Shirts, field trips, gas/substitiutes and any unforeseen expenditures

Current Unobligated Account Balance (*Cash Balance less Open PO's*): 5061¹⁸

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: August 19th 2015-May 2016

Profit Prediction	a - b = c	a. Estimated INCOME:	2,500.00	Notes: Income is based on students that pay dues.
		b. Less Estimated EXPENSE	2,500.00	
		c. Estimated PROFIT:	\$0.00	

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

Michelle Redus
Sponsor's Signature

5/28/15
Date

Michelle Redus
Sponsor's Name Printed

Chris D. Grande
Principal's Signature

5-28-15
Date

[Signature]
Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date

**END OF YEAR
TRANSFERS FOR BOARD APPROVAL
June 08, 2015**

TO:	FROM:	REASON	\$AMOUNT
JH Golf, 820	HS Tennis, 855	to correct deposit	\$90.00
HS Courtesy Fund, 870	Class of 2016, 860	Donation in lieu of	\$80.00
HS Account, 884	English Club, 869	Contribute to test fees	\$195.00



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



RECEIVED
 5-20-15

Amount 90.00 Date Requested 5-19-2015

Transfer to: JH Golf #820
 Account Name & Number

Transfer from: HS- Tennis #855
 Account Name & Number

State Reason for Transfer Below

Entry fee check was deposit into tennis. Should have been JH golf.

Sponsor's Signature: Mary Hudson

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: [Signature]

Transfer # _____

Board Approved _____

MAY 19 2015
 BY: _____

RECEIVED
5-20-15



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

Amount 80.00 Date Requested 5/18/15

Transfer to: GHS Courtesy Fund # 870
Account Name & Number

Transfer from: Class of 2016 #860
Account Name & Number

State Reason for Transfer Below

Donation from patron in lieu of payment for driving bus for prom

Sponsor's Signature: Michelle Reckus

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: Chris L. Grande

Transfer # _____

Board Approved _____



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

Amount \$195.00

Date Requested 5/19/15

Transfer to: AP 884
Account Name & Number

Transfer from: Eng Club 869
Account Name & Number

State Reason for Transfer Below

Help pay for Test Fees

Sponsor's Signature: Mark

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: Chris Howard

Transfer # _____

Board Approved _____

GUTHRIE PUBLIC SCHOOLS
Purchase Order Register
GEN FUND-FOR OP 2014-2015

Year	Fund	P.O. Number	Date	To Whom Issued	Description	Amount
2015	11	1097	05/06/2015	OFFICE IMAGES, INC	SUPPLIES/FOUND. GRANT/GUES	356.62
2015	11	1098	05/08/2015	SCHOOL SPECIALTY, INC.	SUPPLIES/FOUN.GRANT/GUES	592.38
2015	11	1099	05/08/2015	LAXMI INN INC.	ROOMS/ATHLETICS/HS	380.00
2015	11	1100	05/08/2015	BOOKS BY THE BUSHEL	BOOKS/OPAT	189.60
2015	11	1101	05/08/2015	TAMBRA LYNN ADAMS	MILEAGE REIMB./HOMEBOUND	250.00
2015	11	1102	05/11/2015	EVERBIND, INC	BOOKS/EDUC. FOUND/HS	786.78
2015	11	1103	05/14/2015	LOWE'S COMPANIES, INC.	SHOP SUPPLIES/VO-AG/HS	200.00
2015	11	1104	05/14/2015	OKLAHOMA HOME CENTERS, INC.	SHOP SUPPLIES/VO-AG/HS	200.00
2015	11	1105	05/14/2015	DELL MARKETING L.P.	COMPUTERS/TITLE VII	2,099.23
2015	11	1106	05/14/2015	APPLE STORE	COMPUTOR / TITLE VII	999.00
2015	11	1107	05/14/2015	WAL MART COMMUNITY	TUTORING SUPPLIES/TITLE VII	3.97
2015	11	1108	05/14/2015	LAZY E ARENA	RENTAL OF BUILDING FOR GRADUAT	0.00
2015	11	1109	05/14/2015	AMAZON.COM LLC	SUPPLIES/ENV. GRANT/COTTERAL	47.53
2015	11	1110	05/14/2015	TIFFANY ANNETTE STEPHENS	GRADUATION SECURITY	60.00
2015	11	1111	05/14/2015	SHAWN LEWELLIN	GRADUATION SECURITY	60.00
2015	11	1112	05/14/2015	KENTON WESTERMIER	GRADUATION SECURITY	60.00
2015	11	1113	05/14/2015	JAMES BATTLES	GRADUATION SECURITY	60.00
2015	11	1114	05/14/2015	DANIEL FALCO	GRADUATION SECURITY	60.00
2015	11	1115	05/14/2015	PORTA PHONE CO, INC.	WIRELESS HEADSETS/FOOTBALL	1,300.00
2015	11	1116	05/18/2015	HOOTEN OIL COMPANY, INC	SUPPLIES/TRANSPORTATION	238.50
2015	11	1117	05/18/2015	RIVERSIDE PUBLISHING COMPANY	COGAT TESTING/SPECIAL ED	1,300.00
2015	11	1118	05/21/2015	OFFICE DEPOT, INC.	OFFICE SUPPLIES/VO-AG/HS	800.00
2015	11	1119	05/21/2015	BIOCHECK CORPORATION	AIR QUALITY TESTING/JH	0.00
2015	11	1120	05/21/2015	LEADERSHIP OKLAHOMA	MEMBERSHIP/REGISTRATION/SIMPSC	2,500.00
2015	11	1121	05/26/2015	LOGICAL RAM SOLUTIONS, INC	COMPUTER MEMORY/TECHNOLOGY	8,640.00
2015	11	1122	05/26/2015	IMPORTED BRANDS OF CANADA, INC	HARD DRIVES/TECHNOLOGY	8,700.00
Report Total :						29,883.61

GUTHRIE PUBLIC SCHOOLS
Purchase Order Register
Building 2014-2015

Year	Fund	P.O. Number	Date	To Whom Issued	Description	Amount
2015	21	167	05/18/2015	GLYNES LARUE	PA SYSTEM REPAIRS/GUES	1,500.00
2015	21	168	05/22/2015	BIOCHECK CORPORATION	AIR QUALITY TESTING/JH	2,250.00
2015	21	169	05/29/2015	SIMPLEX GRINNELL	FIRE ALARM/SPRINKLER SERV	2,000.00
2015	21	170	05/29/2015	AMERICAN PLANT PRODUCTS & SER'	GREENHOUSE REPAIR & EQUIPMENT	3,250.00
2015	21	171	06/02/2015	BUILDER SERVICES GROUP, INC	FFA WELDING SHOP INSULATION	6,500.00
2015	21	172	06/02/2015	OPUBCO COMMUNICATIONS GROUP	BID NOTICES/MAINTENANCE	72.25
Report Total :						15,572.25

GUTHRIE PUBLIC SCHOOLS
Purchase Order Register
CHILD NUTRITION FUND 2014-2015

Year	Fund	P.O. Number	Date	To Whom Issued	Description	Amount
2015	22	38	05/18/2015	JESSICA FREEMAN	REFUND PER PARENT REQUEST	10.95
2015	22	39	05/29/2015	GPS GENERAL FUND	REFUND TO GENERAL FUND	120,000.00
2015	22	40	05/29/2015	CHRIS FRISBY	MEAL REFUND	47.00
2015	22	41	05/29/2015	MEAGAN COAKLEY	MEAL REFUND	18.56
Report Total :						120,076.51

GEN FUND-FOR OP 2014-2015
 Detail Change Order Listing
 As of 06/02/2015

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
3	07/01/2014	O.N.G.	NATURAL GAS FOR 2014-15	
		NATURAL GAS FOR 2014-2015	009-2620-627-000-0000-000-050	-17,874.47
			009-2620-627-000-0000-000-050	16,874.47
		TRANSPORTATION OF NATURAL GAS FOR 5 SITES FOR 2014-2015	009-2620-627-000-0000-000-050	-369.13
			009-2620-627-000-0000-000-050	659.85
			009-2620-627-000-0000-000-050	709.28
			Total Purchase Order	0.00
7	07/01/2014	MUNICIPAL ACCOUNTING SYSTEMS, INC.	DATA PROCESSING FOR 2014-2015	
		CHECKS, W2'S ETC FOR 2014-2015	007-2511-619-000-0000-000-050	-1,294.75
			Total Purchase Order	-1,294.75
10	07/01/2014	PITNEY BOWES CREDIT CORP.	POSTAGE METER LEASE FOR 2014-2	
		POSTAGAE METER LEASE FOR 2014-2015	029-2511-440-000-0000-000-050	-2,144.18
			029-2511-440-000-0000-000-050	1,904.90
		SUPPLIES FOR POSTAGE METER	029-2511-619-000-0000-000-050	-23.34
			029-2511-619-000-0000-000-050	262.62
			Total Purchase Order	0.00
15	07/01/2014	THE DAILY OKLAHOMAN	SUBSCRIPTION/ADS FOR 2014-2015	
		SUBSCRIPTION AND ADS FOR 2014-2015	045-2571-540-000-0000-000-050	-512.80
			Total Purchase Order	-512.80
33	07/01/2014	WAL MART COMMUNITY	SUPPLIES FOR 2014-2015	
		SUPPLIES FOR 2014-2015	041-2511-619-000-0000-000-050	-250.00
			Total Purchase Order	-250.00
35	07/01/2014	QUILL CORPORATION	SUPPLIES FOR 2014-2015	
		SUPPLIES FOR 2014-2015	041-2511-619-000-0000-000-050	-930.62
			041-2511-619-000-0000-000-050	937.13
			Total Purchase Order	6.51
36	07/01/2014	MIDWEST PRINTING & PUBLISHING CO.	PRINTING FOR 2014-2015	
		PRINTING FOR 2014-2015	041-2530-550-000-0000-000-050	-737.50
			Total Purchase Order	-737.50
37	07/01/2014	PROSPERITY BANK	TRAVEL EXPENSES/SUPPLIES/REGIS	
		TRAVEL EXPENSES, REGISTRATIONS AND SUPPLIES FOR 2014-2015	006-2573-860-000-0000-000-050	780.00
			031-2511-619-000-0000-000-050	-284.35
			031-2511-619-000-0000-000-050	-127.00
			031-2511-619-000-0000-000-050	-1,215.40
			031-2511-810-000-0000-000-050	-45.00
			031-2573-580-000-0000-000-050	-1,736.54
			031-2573-580-000-0000-000-050	1,259.74
			031-2573-860-000-0000-000-050	-780.00
			136-2511-619-000-0000-000-050	284.35
			136-2511-619-000-0000-000-050	127.00
			136-2511-619-000-0000-000-050	76.80
			136-2511-619-000-0000-000-050	1,215.40
			136-2511-810-000-0000-000-050	45.00
			Total Purchase Order	-400.00
38	07/01/2014	OKLAHOMA STATE UNIVERSITY	REGISTRATION FOR 2014-2015	
		REGISTRATION FOR 2014-2015	006-2573-860-000-0000-000-050	-1,035.00
			Total Purchase Order	-1,035.00
43	07/01/2014	VICKI BIGGS	EXPENSE REIMB. FOR 2014-2015	
		EXPENSE REIMB. FOR 2014-2015	031-2573-580-000-0000-000-050	-74.38
			Total Purchase Order	-74.38
46	07/01/2014	WALKER COMPANY	NOTARY BOND RENEWAL FOR 2014-2	
		NOTARY BOND RENEWALS FOR 2014-2015	021-2511-525-000-0000-000-050	-247.50

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
46	07/01/2014	WALKER COMPANY	NOTARY BOND RENEWAL FOR 2014-2	
			Total Purchase Order	-247.50
52	07/01/2014	LOGAN CO. ELECTION BOARD	ELECTION EXPENSE FOR 2014-2015	
		ELECTION EXPENSE FOR 2014-2015	039-2314-340-000-0000-000-050	-10,903.80
			039-2314-340-000-0000-000-050	3,904.92
			Total Purchase Order	-6,998.88
75	07/01/2014	E-FILLIATE, INC.	BLANKET FOR PARTS/TECHNOLOGY	
		BLANKET FOR PARTS/TECHNOLOGY	026-2230-653-000-0000-000-050	-728.66
			Total Purchase Order	-728.66
81	07/01/2014	PEGGY JEAN HUGHES	EXPENSE REIMB. FOR 2014-15	
		EXPENSE REIMB. FOR 2014-15	026-2573-580-000-0000-000-050	-500.00
			Total Purchase Order	-500.00
93	07/01/2014	G.E. MONEY BANK	BLANKET FOR SUPPLIES/TECHNOLOG	
		BLANKET FOR SUPPLIES/TECHNOLOGY	026-2580-619-000-0000-000-050	-1,000.00
			Total Purchase Order	-1,000.00
108	07/01/2014	LISA C WOODS	EXPENSE REIMBURSEMENT FOR 2014	
		EXPENSE REIMBURSEMENT	044-2573-580-239-0000-000-050	-67.66
			Total Purchase Order	-67.66
109	07/01/2014	ANGIE KAYE SMEDLEY	MILEAGE REIMBURSEMENT FOR 2014	
		MILEAGE REIMBURSEMENT	044-2140-580-239-0000-000-050	-295.60
			Total Purchase Order	-295.60
110	07/01/2014	STACY A MCKINNEY	MILEAGE REIMBURSEMENT FOR 2014	
		MILEAGE REIMBURSEMENT	044-2140-580-239-0000-000-050	-293.36
			044-2140-580-239-0000-000-050	70.00
			Total Purchase Order	-223.36
111	07/01/2014	MARYLYN S STEFFENSEN	MILEAGE REIMBURSEMENT FOR 2014	
		MILEAGE REIMBURSEMENT	044-2140-580-239-0000-000-050	-77.76
			044-2140-580-239-0000-000-050	58.24
			Total Purchase Order	-19.52
112	07/01/2014	CAROLYN A BELL	MILEAGE REIMBURSEMENT FOR 2014	
		MILEAGE REIMBURSEMENT	044-2152-580-239-0000-000-050	-352.83
			044-2152-580-239-0000-000-050	32.37
			Total Purchase Order	-320.46
113	07/01/2014	TAMMY L BLEWETT	MILEAGE REIMBURSEMENT FOR 2014	
		MILEAGE REIMBURSEMENT	044-2152-580-239-0000-000-050	-280.37
			044-2152-580-239-0000-000-050	148.40
			Total Purchase Order	-131.97
114	07/01/2014	PATRICIA ELIZABETH CATLIN	HOMEBOUND MILEAGE FOR 2014-15	
		HOMEBOUND MILEAGE REIMBURSEMENT 5TH GRADE	044-1000-580-239-0000-000-125	-1,000.00
			Total Purchase Order	-1,000.00
116	07/01/2014	SUSAN KAY MURRAY	HOMEBOUND MILEAGE FOR 2014-15	
		HOMEBOUND MILEAGE REIMBURSEMENT	044-1000-580-239-1050-000-120	-336.48
			Total Purchase Order	-336.48
118	07/01/2014	ADVANCED PLACEMENT PROGRAM	BLANKET FOR PARA TESTING FOR 2	
		BLANKET FOR PARAPORFESSIONAL TESTING	044-2213-810-239-0000-000-050	-100.00
			Total Purchase Order	-100.00
119	07/01/2014	OKLAHOMA HEARING SOLUTIONS, LLC	AUDIOLOGY SERVICES AND EAR MÓ	

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
119	07/01/2014	OKLAHOMA HEARING SOLUTIONS, LLC	AUDIOLOGY SERVICES AND EAR MOL	
		AUDIOLOGY SEVICES AND EAR MOLDS	044-2153-336-239-0000-000-050	-500.00
			Total Purchase Order	-500.00
133	07/01/2014	HARMAN PROFESSIONAL	BLANKET FOR EQUIPMENT REPAIRS	
		BLANKET FOR REPAIR OF EQUIPMENT	026-2640-430-000-0000-000-705	-287.00
			Total Purchase Order	-287.00
138	07/01/2014	OKLA. ASSOC. FOR PUPIL TRANS.	BLANKET FOR DUES/TRANSPORTATIO	
		BLANKET FOR DUES AND FEES	018-2573-810-000-0000-000-070	-400.00
			018-2573-810-000-0000-000-070	-240.00
			018-2573-810-000-0000-000-070	270.00
			018-2573-860-000-0000-000-070	400.00
			Total Purchase Order	30.00
145	07/01/2014	D & M FRIDAY ENTERPRISES	SHOP PIT CLEANOUT/TRANSPORTATI	
		CLEAN OUT OF SHOP PIT	018-2740-430-000-0000-000-070	-500.00
			018-2740-430-000-0000-000-070	250.00
			Total Purchase Order	-250.00
151	07/01/2014	LOYAL SUPPLY, INC.	BLANKET FOR SUPPLIES/TRANSPORT	
		BLANKET FOR HARDWARE PARTS	018-2740-612-000-0000-000-070	-216.61
			018-2740-612-000-0000-000-070	1,000.64
			Total Purchase Order	784.03
165	07/01/2014	SUMMIT	BLANKET FOR PARTS/TRANSPOTATIO	
		BLANKET FOR BUS PARTS	018-2740-612-000-0000-000-070	-854.90
			018-2740-612-000-0000-000-070	487.33
			Total Purchase Order	-367.57
172	07/01/2014	WAL MART COMMUNITY	BLANKET FOR OFFICE SUPPLIES/TR	
		BLANKET FOR SUPPLIES	018-2740-619-000-0000-000-070	-1,813.13
			018-2740-619-000-0000-000-070	266.93
			Total Purchase Order	-1,546.20
187	07/01/2014	GALLUP	GALLUP CONTRACT FOR 2014-15	
		GALLUP CONTRACT FOR 2015-2016	045-2571-530-000-0000-000-050	-10,000.00
			Total Purchase Order	-10,000.00
262	07/23/2014	TINA MICHELLE JORDAN	MILEAGE REIMBURSEMENT FOR 2014	
		MILEAGE REIMBURSEMENT FOR DISTRICT DEAF ED TEACHER FOR 2014-15	044-2153-580-239-0000-000-050	-391.47
			Total Purchase Order	-391.47
263	07/23/2014	ANNA DANIELLE FREDERICK	MILEAGE REIMBURSEMENT FOR 2014	
		MILEAGE REIMBURSEMENT FOR DISTRICT SPEECH PATHOLOGIST FOR 2014-15	044-2152-580-239-0000-000-050	-451.84
			044-2152-580-239-0000-000-050	11.20
			Total Purchase Order	-440.64
335	08/11/2014	WAL MART COMMUNITY	BLANKET FOR FOODS/SEWING LABS	
		BLANKET PO FOR FOODS/SEWING LABS AS WELL AS OFFICE AND CLASSROOM SUPPLIES	412-1000-681-314-8400-000-610	-251.40
			Total Purchase Order	-251.40
336	08/11/2014	HAC, INC.	BLANKET FOR FOOD LAB/PAPER ECT	
		BLANKET PO FOR FOODS LAB- (INGREDIENTS, PAPER GOODS, ITEMS AND ECT...	412-1000-681-314-8400-000-610	-68.52
		SUPPLIES FOR CLASSROOM INSTRUCTION TO BE USED WITH FOOD LAB.	412-1000-681-314-8400-000-610	-185.56
			Total Purchase Order	-254.08
364	08/13/2014	MARSHA L HOLDERMAN	MILEAGE REIMB. FOR 2014-15	62

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
364	08/13/2014	MARSHA L HOLDERMAN	MILEAGE REIMB. FOR 2014-15	
		MILEAGE REIMB. FOR 2014-15	031-2240-580-000-0000-000-050	-86.80
			031-2240-580-000-0000-000-050	85.68
			031-2240-580-000-0000-000-050	51.52
			031-2240-580-000-0000-000-050	24.60
			Total Purchase Order	75.00
391	08/14/2014	REBECCA GWEN BROWN	MILEAGE REIMBURSEMENT	
		MILEAGE REIMBURSEMENT FOR 2014-2015	044-2152-580-239-0000-000-050	-500.00
			Total Purchase Order	-500.00
400	08/18/2014	EVA CORDERO	MILEAGE REIMB. FOR 2014-15	
		MILEAGE	031-1000-580-100-1050-000-130	-103.85
			Total Purchase Order	-103.85
414	08/18/2014	SONYA ALECIA ARNOLD	MILEAGE REIMB. FOR 2014-15	
		MILEAGE REIMBURSEMENT FOR 2014-2015	044-2135-580-239-0000-000-050	-500.00
			Total Purchase Order	-500.00
556	09/12/2014	JENNIFER L STEVENSON	HOMEBOUND MILEAGE REIMB. FOR	
		HOMEBOUND MILEAGE REIMB.FOR 2014-15	044-1000-580-239-1050-000-125	-500.00
			Total Purchase Order	-500.00
565	09/17/2014	LAURA JUNE PORTER	HOMEBOUND MILEAGE REIMB. FOR	
		HOMEBOUND MILEAGE REIMB. FOR 2014-2015	044-1000-580-239-1050-000-125	-362.24
			044-1000-580-239-1050-000-125	13.44
			Total Purchase Order	-348.80
566	09/17/2014	JULIE ANN MURRAY	HOMEBOUND MILEAGE REIMB. FOR	
		HOMEBOUND MILEAGE REIMB. FOR 2014-2015	044-1000-580-239-1060-000-705	-500.00
			Total Purchase Order	-500.00
601	09/25/2014	PATRICK HUGHES	EXPENSES REIMB. FOR 2014-15	
		MILEAGE REIMBURSMENT FOR 2014-15	031-2740-580-000-0000-000-710	-259.20
			031-2740-580-000-0000-000-710	52.08
			Total Purchase Order	-207.12
608	09/26/2014	DELL MARKETING L.P.	COMPUTER/SPECIAL ED/	
		COMPUTER	621-2140-653-239-0000-000-050	-323.97
			Total Purchase Order	-323.97
641	10/07/2014	COOP COUNCIL FOR OKLA SCHOOL ADMIN	REGISTRATION/DAYTON/JH	
		REGISTRATION FEE - OASSP FALL CONFERENCE 10-29-14 RYAN DAYTON	311-2573-860-271-0000-000-610	-110.00
			Total Purchase Order	-110.00
695	10/22/2014	PATRICIA WAGGONER	TUTORING/TITLE I/ST.MARY'S	
		ST MARY'S TUTORING	511-5500-320-494-0000-000-050	-1,760.00
			511-5500-320-494-0000-000-050	900.00
			Total Purchase Order	-860.00
714	10/28/2014	PATRICIA ELIZABETH CATLIN	MILEAGE TO TRANSPORT SP ED STU	
		MILEAGE TO TRANSPORT SPECIAL ED STUDENT	044-2720-513-239-1050-000-110	-300.00
			Total Purchase Order	-300.00
723	11/03/2014	O'REILLY AUTOMOTIVE INC.	BUS AND VEHIC PARTS & SUPPLIES	
		\$1500 VEHICLE PARTS - 2650	018-2650-612-000-0000-000-070	-286.59
			018-2650-612-000-0000-000-070	526.08
			018-2740-612-000-0000-000-070	-309.75
			018-2740-612-000-0000-000-070	49.44
			Total Purchase Order	-20.82

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
760	11/21/2014	OKLAHOMA HOME CENTERS, INC.	PAINT/SUPPLIES/ATHLETICS	
		PAINT AND SUPPLIES	119-2630-618-828-0000-000-705	-79.09
			Total Purchase Order	-79.09
763	11/21/2014	THE RAILROAD YARD, INC.	SUPPLIES/VO-AG/HS	
		MISCELLANEOUS BUILDING MATERIALS AND SUPPLIES FOR PROJECTS AND CONSTRUCTION IN SHOP	412-1000-681-311-8000-000-705	-1,342.57
			Total Purchase Order	-1,342.57
792	12/11/2014	COUGHLAN COMPANIES, INC.	BOOKS/LIBRARY/CREED/JH	
		BOOKS AS PER ATTACHED	073-2220-641-000-0000-000-610	-1,319.05
			Total Purchase Order	-1,319.05
816	12/19/2014	OLEN WILLIAMS SALES & SERVICE	SCOREBOARD REPAIR	
		BLANKET FOR PARTS AND SERVICE	119-2640-430-800-0000-000-705	-250.00
			Total Purchase Order	-250.00
840	01/15/2015	OKLAHOMA ASSOCIATION FOR THE GIFTED	MEMBERSHIP DUES/REGISTRATION	
		OAGCT INSTITUTIONAL MEMBERSHIP FOR DISTRICT-GIFTED AND TALENETED	043-2213-810-251-1050-000-050	-250.00
			Total Purchase Order	-250.00
844	01/16/2015	APPLE, INC.	I PADS/TITLE I/JH	
		IPADS	511-1000-653-494-0000-000-610	-1,197.00
			511-1000-653-494-0000-000-610	1,137.00
			Total Purchase Order	-60.00
858	01/23/2015	WAL MART COMMUNITY	BLANKET FOR SUPPLIES/SPECIAL ED	
		BLANKET FOR SPECIAL ED CLASSROOM SUPPLIES	044-1000-619-239-1050-000-125	-853.67
			044-1000-619-239-1050-000-125	39.50
			Total Purchase Order	-814.17
870	01/23/2015	BMI EDUCATIONAL SERVICES	BOOKS/LIBRARY/FOGARTY	
		BOOKS AS PER ATTACHED	063-2220-641-000-0000-000-110	51.71
			Total Purchase Order	51.71
874	01/26/2015	CHALK'S TRUCK PARTS, INC.	BUS PARTS/TRANSPORTATION	
		BUS PARTS AND SUPPLIES	018-2740-612-000-0000-000-070	-1,080.00
			018-2740-612-000-0000-000-070	929.08
			Total Purchase Order	-150.92
881	01/26/2015	ALEXANDRA ELIZABETH CERNIGLIARO	MILEAGE REIMB/PROF DEV/GUES	
		MILEAGE REIMBURSEMENT - LOVE AND LOGIC FEB 5, 2105 - OKC	311-2213-580-271-0000-000-125	-33.00
			Total Purchase Order	-33.00
887	01/30/2015	BETROLD ENTERPRISES, INC.	MUSIC FOR CHOIRS/PERRING/HS	
		CONCERT AND CONTEST MUSIC	116-1000-619-100-3000-000-705	-122.00
			116-1000-619-100-3000-000-705	147.00
			Total Purchase Order	25.00
902	02/13/2015	QUILL CORPORATION	HS- SUPPLIES (ALL SPORTS)	
		HS- (1) CASE- #215-720567 (PINK PAPER) 8- 1/2 X 11" LETTER SIZE.	119-2490-619-000-0000-000-705	-54.90
		FREE SHIPPING		
			Total Purchase Order	-54.90
912	02/18/2015	GLORIA E SALAS	MILAGE REIMB/PROF DEV/HS	
		MILEAGE REIMBURSEMENT - REACHING EVERY CHILD	311-2213-580-271-0000-000-705	64 -35.84

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
912	02/18/2015	GLORIA E SALAS TEACHING ENGLISH LANGUAGE ACCROSS THE CURRICULUM - FEB. 20, 2015	MILAGE REIMB/PROF DEV/HS	
			Total Purchase Order	-35.84
913	02/19/2015	AMERICAN PLANT PRODUCTS & SERVICE I PLANT CONTAINERS AND TRAYS (\$400) POTTING SOIL/GROWTH MEDIA (\$500) FOR GREENHOUSE LESSONS - NOT FOR RESALE (PLUS \$50 SHIPPING COST)	GREENHOUSE SUPPLIES/VO-AG/HS 412-1000-681-311-8000-000-705	-369.68
			Total Purchase Order	-369.68
925	03/02/2015	KRISTI KATHRYN BLAKEMORE MILEAGE REIMBURSEMENT 2015 CHILDREN'S BEHAVIORAL HEALTH CONFERENCE - APRIL 1, 2015 OKC	MILEAGE REIMB/PROF DEV/HS 311-2213-580-271-0000-000-705 311-2213-580-271-0000-000-705	-39.20 43.12
			Total Purchase Order	3.92
929	03/03/2015	NCS PEARSON 2 DAY SHIPPING (20%)	RSA ALTERNATIVE TEST 136-2240-614-427-0000-000-110	97.26
			Total Purchase Order	97.26
958	03/26/2015	PROSPERITY BANK FUEL FOR TRIPS RELATED TO AGRICULTURE ED.	FUEL FOR OUT OF TOWN TRIPS/VO- 412-2740-623-311-8000-000-705	-449.00
			Total Purchase Order	-449.00
965	03/27/2015	RACHEL FINK MILEAGE REIMBURSEMENT FOR STUDENT TRANSPORTATION 2014-2015 SCHOOL YEAR TO MUSKOGEE SCHOOL FOR THE BLIND	STUDENT TRANSP. MILEAGE REIMB. 044-2720-513-239-0000-000-050	-1,000.00
			Total Purchase Order	-1,000.00
967	04/01/2015	HOMETOWN RENTAL & FEED, INC. KW STIHL POWER SWEEP CONVERT ATTACHMENT	POWER SWEEP ATTCHMENT/ATHLET 119-2640-656-828-0000-000-705 119-2640-656-828-0000-000-705	-300.00 299.99
			Total Purchase Order	-0.01
972	04/01/2015	RESILITE SPORTS PROD. INC KEN CLEAN PLUS- CONCENTRATE (2) @ 36.00= \$72.00 RESILITE MAT TAPE 4" CASE (12) ROLLS @ \$103.35	CONCETRATE & TAPE/ATHLETICS 119-2630-618-811-0000-000-705 119-2630-618-811-0000-000-705	-200.00 195.35
			Total Purchase Order	-4.65
979	04/06/2015	DELL MARKETING L.P. SHIPPING	LAPTAPS / ST. MARY/TITLE I 511-5500-653-494-0000-000-050 511-5500-653-494-0000-000-050	-87.00 59.97
			Total Purchase Order	-27.03
981	04/06/2015	STANLEY'S GRADUATION SERVICE DIPLOMAS (214 @ \$4.10 EACH = \$877.40) BLANK DIPLOMAS (10 @ \$3.15 EACH = \$31.50) DIPLOMA COVERS (220 @ \$8 EACH = \$1760.00)	DIPLOMAS AND COVERS/HS 101-2490-619-000-0000-000-705 101-2490-619-000-0000-000-705	-2,668.90 2,678.00
			Total Purchase Order	9.10
988	04/07/2015	ARISTOTLE CORPORATION SHIPPING	SUPPLIES/SP ED/ST. MARY'S 642-5500-619-239-1013-000-050	-2.21
			Total Purchase Order	-2.21
995	04/09/2015	ECKROAT SEED CO FERTILIZER /ATHLETICS	FERTILIZER/ATHLETICS 119-2630-618-824-0000-000-705 119-2630-618-824-0000-000-705	-400.00 297.30
			Total Purchase Order	-102.70

<i>PurOrder</i>	<i>Date</i>	To Whom Issued / Detail Description	Po Description / Classification	
999	04/09/2015	PAUL PENLEY OIL COMPANY, INC.	FUEL AS PER ATTACHED/TRANSPORT	
		PURCHASE FUEL FOR BUSES AND VEHIC	019-2740-623-000-0000-000-070	-11,938.50
			019-2740-623-000-0000-000-070	11,924.85
		UNLEADED =\$1750.50		
		DIESLE =\$11,938.50		
Total Purchase Order				-13.65
1000	04/09/2015	WAL MART COMMUNITY	SUPPLIES/FACS/MOORE/HS	
		KITCHEN AND CLEANING EQUIPMENT IN PREPARATION OF SWITCH TO CULINARY TRACK:	412-1000-619-314-8400-000-705	-830.00
		GRIDDLES, KITCHEN-AID STAND MIXER, KNIFE BLOCKS, 52-PIECE SILVERWARE SETS, 32 PIECE DISH SETS, PUR WATERFILTERS, SWIFFER STARTER KITS, VACCUM, 8 PIECE GLASSES SETS, BROOM, ETC.	412-1000-619-314-8400-000-705	513.32
Total Purchase Order				-316.68
1001	04/10/2015	SHERI STEVENSON	HOMEBOUND MILEAGE REIMB./SP ED	
		TRAVEL REIMBURSEMENT FOR HOMEBOUND INSTRUCTION	044-1000-580-239-1050-000-610	-300.00
Total Purchase Order				-300.00
1005	04/13/2015	DELL MARKETING L.P.	PRINTERS/OFFICE/HS	
		4 DELL B2360dn LASER PRINTERS (225-4015 SKU) WITH 1 YEAR BASIC LIMITED WARRANTY AND 1 YEAR ADVANCED EXCHANGE SERVICE, PLUS \$79.96 SHIPPING COST	101-2580-653-000-0000-000-705	-863.59
			101-2580-653-000-0000-000-705	783.96
Total Purchase Order				-79.63
1007	04/13/2015	LAKESHORE LEARNING MATERIALS	RSA MATERIALS / FOGARTY	
		FF-502 GRAB & MATCH LEVELED MUTIPLE MEANINGS	367-1000-683-427-1130-000-110	-29.95
		QUICKIES GRADE LEVEL 2 - 3	367-1000-683-427-1130-000-110	29.99
Total Purchase Order				0.04
1021	04/20/2015	SUMMIT	REPAIRS/TRANSPORTATION	
		BLANKET FOR REPAIRS TO BUS 48	018-2740-430-000-0000-000-070	-3,000.00
			018-2740-430-000-0000-000-070	1,655.94
Total Purchase Order				-1,344.06
1025	04/20/2015	WAL MART COMMUNITY	SUPPLIES/FACS/MOORE/HS	
		SUPPLIES	412-1000-681-314-8400-000-705	-500.00
		COOKIES, CHILD DEVELOPMENT MEAL, AND PIZZA LAB. SNACKS TO SHOW PROPER SNACKS FOR CHILD DEVELOPMENT/CARE	412-1000-681-314-8400-000-705	455.03
Total Purchase Order				-44.97
1027	04/20/2015	WHOLESALE TRACK & FIELD SPORTS	POLE VAULT/ATHLETICS/HS	
		HS-POLE VAULT (TRACK)	119-1000-681-827-0000-000-705	-650.00
			119-1000-681-827-0000-000-705	599.00
Total Purchase Order				-51.00
1032	04/22/2015	FISHER SCIENTIFIC CO., LLC	SUPPLIES/SCIENCE/HOSKINS/HS	
		S96416 -ELECTRICITY ASSORTMENT- 4 @ \$41 = \$164 S90713	101-1000-681-100-5000-000-705	-224.26
		-DC HAND GENERATOR- 2 @ \$17.25 = \$34.50	101-1000-681-100-5000-000-705	145.65
		S66047 -MAGNET LAB- \$134	106-1000-681-100-5000-000-705	-492.05
		S95970 -IRON FILINGS- 5 @ \$7.80 = \$39	106-1000-681-100-5000-000-705	521.35
		S05823 -HELICAL WAVE FORM- \$25.25		
		S66046 -INVESTIGATING LIGHT- \$146		
		S07372 -POLARIZING FILM- \$35.50		
		S05908 -NEWTON DEMONSTRATOR- 4 @ \$21.25 = \$85 PLUS SHIPPING COST OF \$53.06		
Total Purchase Order				-49.31
1033	04/22/2015	ARTS ATTACK	SUPPLIES/ED FOUND GRANT/COTTER	

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
1033	04/22/2015	ARTS ATTACK	SUPPLIES/ED FOUND GRANT/COTTER	
		1 COMPLETE ARTS ATTACK CURRICULUM (DVD FORMAT)	061-1000-615-100-1024-000-120	-418.00
		\$400.00	061-1000-615-100-1024-000-120	418.21
		SHIPPING \$18.00		
Total Purchase Order				0.21
1034	04/22/2015	FLINN SCIENTIFIC, INC.	SUPPLIES/SCIENCE/O'NEILL/HS	
		GP1087 - bURETT- 4 @ \$59.90 = \$239.60	106-1000-681-100-5000-000-705	-41.30
		AP4533- CALORIMETER- 6 @ \$36.85 = \$221.10		
		AP1493- CONDUCTIVITY METER- 8 @21.35 = \$170.80		
		PLUS \$94.75 SHIPPING COST		
Total Purchase Order				-41.30
1036	04/22/2015	PROSPERITY BANK	ROOMS/FFA CONVENTION/VO-AG/HS	
		MOTEL ROOMS AT STATE CONVENTION	412-1000-580-311-8000-000-705	-2,500.00
		HILTON GARDEN INN	412-1000-580-311-8000-000-705	2,544.00
		328 E. SHERIDAN AVE, OKC, OK		
Total Purchase Order				44.00
1037	04/22/2015	FEDEX OFFICE AND PRINT SERVICES	PRINTING/VO-AG/HS	
		DISPLAY BOARD AND MATERIALS, AS WELL AS PRINTING	412-2530-550-311-8000-000-705	-300.00
		AND COPYING FOR FFA AGRISCIENCE FAIR	412-2530-550-311-8000-000-705	209.88
Total Purchase Order				-90.12
1039	04/22/2015	MORRIS PRINTING GROUP, INC	STUDENT PLANNERS/FOGARTY	
		STUDENT PLANNERS	062-1000-619-100-1050-000-110	-656.72
			062-1000-619-100-1050-000-110	650.00
		TOTAL \$1,656.72		
		\$1,000.00 PAID FROM AF PO #1940		
Total Purchase Order				-6.72
1040	04/22/2015	AFFORDABLE COMPUTER PRODUCTS,INC	SUPPLIES/BUSINESS/HS	
		SPEEDSKIN KEYBOARD COVER- 25 @ \$7.00 = \$199.75	101-1000-681-100-2400-000-705	-11.62
		PLUS \$9.95 SHIPPING COST	101-1000-681-100-2400-000-705	3.62
			106-1000-681-100-2400-000-705	12.00
Total Purchase Order				4.00
1042	04/22/2015	LAKESHORE LEARNING MATERIALS	SUPPLIES/ED FOUND GRANT/FOGART	
		1- FF335X SET OF 4 STUDENT CD PLAYERS	061-1000-619-100-1050-000-110	-402.50
		149.00	061-1000-619-100-1050-000-110	399.63
		1- RE225X READY TO READ READ-ALONGS LEVEL 2 139.00		
		1- RE524 SINGLE STUDENT READALONGS SET 4		
		75.00		
		1- CB783 LISTEN, READ AND RHYME W/ DR SUESS		
		39.50		
Total Purchase Order				-2.87
1044	04/22/2015	HERTZBERT-NEW METHOD, INC	LIBRARY BOOKS/ED FOUND GRANT/J	
		3 Sets of Oklahoma Sequoyoah Intermediate Booiks Award, 2016	061-2220-641-000-0000-000-610	-728.04
		-\$728.04	061-2220-641-000-0000-000-610	579.15
		PROCESSING FEE	061-2220-641-000-0000-000-610	-6.50
			061-2220-641-000-0000-000-610	6.48
		SHIPPING	061-2220-641-000-0000-000-610	-45.58
Total Purchase Order				-194.49
1046	04/22/2015	DEMCO, INC	SUPPLIES/LIBRARY/JH	
		SUPPLIES AS PER ATTACHED	073-2220-619-000-0000-000-610	-273.67
			073-2220-619-000-0000-000-610	254.25
Total Purchase Order				-19.42
1049	04/22/2015	QUILL CORPORATION	SUPPLIES/TITLE II	

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
1049	04/22/2015	QUILL CORPORATION	SUPPLIES/TITLE II	
901-5631 / MODEL 563		POST-IT SELF-STICK EASEL PAD FLIP CHART; WHITE, TABLE TOP	541-2212-619-000-0000-000-050 541-2212-619-000-0000-000-050	-231.12 184.88
Total Purchase Order				-46.24
1053	04/22/2015	WAL MART COMMUNITY	ENVIRONMENTAL GRANT/COTTERAL	
11 GARDEN SHOVELS, 22 ICE CREAM CONES, 2 PKGS OF FLOWER SEEDS, 1 BAG OF POTTING SOIL, 3 PKGS OF GUMMY WORMS, 22 CLEAR CUPS, 1 BAKING SODA, 1 VINEGAR, 1 SPRAY BOTTLE ITEMS FOR SCIENCE PROJECT WITH WORMS			083-1000-619-100-1024-000-120 083-1000-619-100-1024-000-120	-140.00 90.89
Total Purchase Order				-49.11
1056	04/23/2015	VEX ROBOTICS, INC	SUPPLIES/TECH ENG/SIEBER/JH	
4- 228-2500 Superkit VEX IQ	1199.96		412-1000-681-317-8700-000-610	-1,339.89
7- Smart Motor 228-2560	139.93		412-1000-681-317-8700-000-610	1,368.01
Total Purchase Order				28.12
1058	04/27/2015	AMERICAN PLANT PRODUCTS & SERVICE I	SUPPLIES/HORTICULTURE/HS	
HORTICULTURE TEACHING SUPPLIES - NOT FOR RESALE. VARIOUS CONTAINERS AND TRAYS, AND MISC. GREENHOUSE SUPPLIES. PLUS \$50 SHIPPING COST.			412-1000-681-311-8000-000-705	-650.00
Total Purchase Order				-650.00
1059	04/27/2015	QUILL CORPORATION	RSA SUPPLIES / COT / CEN / FOG	
901-05463 MODEL 05463 AVERY COLOR CODING LABELS; GREEN, 3/4" ROUND, 1008/PACK			367-1000-619-427-1130-000-110 367-1000-619-427-1130-000-110 367-1000-619-427-1130-000-120 367-1000-619-427-1130-000-120 367-1000-619-427-1130-000-125 367-1000-619-427-1130-000-125 367-1000-619-427-1130-000-130 367-1000-619-427-1130-000-130	-6.79 6.39 -6.79 6.39 -6.79 6.39 -6.79 6.39
901-740913GR QUILL BRAND 1/3 CUT LETTER -SIZE FILE FOLDERS: GREEN			367-1000-619-427-1130-000-120 367-1000-619-427-1130-000-120 367-1000-619-427-1130-000-130 367-1000-619-427-1130-000-130	-16.99 13.59 -16.99 13.59
901-740913RD QUILL BRAND 1/3 CUT LETTER SIZE FOLDERS; RED			367-1000-619-427-1130-000-130 367-1000-619-427-1130-000-130	-16.99 13.59
Total Purchase Order				-11.80
1061	04/27/2015	CAMBIUM LEARNING, INC.	SUMMER SCHOOL SUPPLIES/TITLE I	
SHIPPING			367-1000-683-441-1130-000-110 367-1000-683-441-1130-000-110	-4.05 5.88
Total Purchase Order				1.83
1063	04/27/2015	SEJAL HOSPITALITY	ROOMS/TENNIS(GIRLS)/HS	
HS- ROOMS (GIRLS TENNIS) REGIONALS MAY 3RD- ONE NIGHT			119-2720-515-833-0000-000-705 119-2720-515-833-0000-000-705	-352.00 332.00
Total Purchase Order				-20.00
1066	04/27/2015	RAMONA LIGGINS	TRANSPORTING OF SP ED STUDENT	
TRAVEL REIMBURSEMENT FOR PARENT TO TRANSPORT CHILD TO AND FROM SCHOOL			044-2720-513-239-0000-000-130 044-2720-513-239-0000-000-130	-593.20 313.60
Total Purchase Order				-279.60
1067	04/27/2015	WAL MART COMMUNITY	SEWING MACHINES/SUPPLIES/FACS/	
SINGER 100 STITCH STYLIST SEWING MACHINE 7258 (4) VARIOUS SEWING SUPPLIES			412-1000-656-314-8400-000-705 412-1000-656-314-8400-000-705	-847.17 832.24
Total Purchase Order				-14.93
1073	04/28/2015	PROSPERITY BANK	PROJECTOR/FOUND. GRANT/HS	68

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1073	04/28/2015	PROSPERITY BANK	PROJECTOR/FOUND. GRANT/HS	
		POWERLITE 99WH PRODUCT #V11H686020 - \$612	061-2230-653-100-3300-000-705	-736.00
		WIRELESS LAN 802.11 BGN MODULE PRODUCT #V12H418P12 - \$99	061-2230-653-100-3300-000-705	835.77
		PLUS \$25 SHIPPING		
Total Purchase Order				99.77
1074	04/28/2015	PROSPERITY BANK	PROJECTOR SUPPLIES/FOUND GRANT	
		ALLSHARE CAST WIRELESS HUB - \$60.67	061-2230-653-000-0000-000-705	-0.42
		TWISTED VEINS (50 FT) HIGH SPEED HDMI CABLE - \$18.96		
		SAMSUNG GALAXY NOTE PRO 12.2 32GB MHL/MICRO-USB TO HDMI HIGH SPEED ADAPTER - \$21.88		
Total Purchase Order				-0.42
1075	04/28/2015	RED DIRT GRAPHICS, LLC	WELCOME SIGN/ATHLETICS/HS	
		HS- SIGN (WELCOME TO THE ROCK) FOOTBALL	119-2630-654-805-0000-000-705	-640.00
			119-2630-654-805-0000-000-705	612.20
Total Purchase Order				-27.80
1077	04/30/2015	COUNTRY FORD MERCURY	REPAIRS/TRANSPORTATION	
		REPAIRS TO VEHICLE #63	018-2650-430-000-0000-000-070	-1,500.00
			018-2650-430-000-0000-000-070	1,472.26
Total Purchase Order				-27.74
1088	05/04/2015	MARTIN INSURANCE AGENCY	NEW TREASURER BOND	
		NEW TREASURER BOND	021-2313-525-000-0000-000-050	-2,500.00
			021-2313-525-000-0000-000-050	2,939.00
Total Purchase Order				439.00
1091	05/04/2015	RED ROCK DISTRIBUTING CO.	FUEL PER BID/TRANSPORTATION	
		1000 GALLONS UNLEADED FUEL @ 2.0397	019-2740-625-000-0000-000-070	-2,093.70
			019-2740-625-000-0000-000-070	2,027.72
		7000 GALLONS DIESEL FUEL @ 2.0007	019-2740-623-000-0000-000-070	-14,004.90
			019-2740-623-000-0000-000-070	13,975.38
Total Purchase Order				-95.50
1092	05/04/2015	QUILL CORPORATION	STUDENT SUPPLIES / RSA / FOG	
		901-870793LAG ZIPLOC RESEALABLE BAGS; FREEZER, 2 GAL CLEAR, 100/PACK	367-1000-619-441-1130-000-110	-52.99
			367-1000-619-441-1130-000-110	39.74
Total Purchase Order				-13.25
1093	05/04/2015	LIGHTSPEED TECHNOLOGIES	PARTS AND SUPPLIES/TECHNOLOGY	
		BLANKET FOR PARTS AND SUPPLIES	026-2230-653-000-0000-000-050	-100.00
			026-2230-653-000-0000-000-050	14.00
Total Purchase Order				-86.00
1095	05/04/2015	WAL MART COMMUNITY	SUPPLIES/OPAT	
		SUPPLIES AS PER ATTACHED	338-2194-653-000-0000-000-120	-450.00
			338-2194-653-000-0000-000-120	422.43
Total Purchase Order				-27.57
Total Fund				-43,386.94

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
19	07/01/2014	A & A MECHANICAL, INC.	DISTRICT BOILER/CHILLER REPAIR	
		DISTRICT BOILER/CHILLER REPAIRS	013-2640-430-000-0000-000-050	-2,450.00
			Total Purchase Order	-2,450.00
23	07/01/2014	CHARLES J. BARKER	DISTRICT LAMINATOR REPAIRS	
		DISTRICT LAMINATOR REPAIRS	013-2620-430-000-0000-000-050	-210.00
			Total Purchase Order	-210.00
28	07/01/2014	MAINTENANCE SUPPLY CO, INC.	BLANKET FOR DISTRICT SUPPLIES	
		DISTRICT CUSTODIAL SUPPLIES	013-2620-618-000-0000-000-050	-830.17
			Total Purchase Order	-830.17
44	07/01/2014	WATER SERVICES COMPANY, INC.	DISTRICT BOILER TREATMENT	
		DISTRICT BOILER TREATMENTS	013-2640-430-000-0000-000-050	-360.00
			013-2640-430-000-0000-000-050	260.00
			Total Purchase Order	-100.00
45	07/01/2014	WINFIELD SOLUTIONS, LLC	DISTRICT WEED KILLER	
		DISTRICT WEED KILLER	013-2630-618-000-0000-000-050	-400.00
			Total Purchase Order	-400.00
46	07/01/2014	WESTQUIP	FORKLIFT REPAIRS & SERVICE	
		FORKLIFT REPAIRS AND SERVICE	013-2620-430-000-0000-000-002	-2,000.00
			Total Purchase Order	-2,000.00
57	07/16/2014	H & H ENTERPRISES INT'L WIGS	FLOOR PRODUCTS FOR DISTRICT	
		FLOOR WAX, SEALER AND STRIPPER FOR DISTRICT	013-2620-618-000-0000-000-050	-1,460.00
			Total Purchase Order	-1,460.00
59	07/24/2014	H-I-S PAINT MFG. CO, LLC	PAINT SUPPLIES FOR DISTRICT	
		PAINT SUPPLIES FOR DISTRICT	013-2620-618-000-0000-000-050	-167.11
			Total Purchase Order	-167.11
61	07/31/2014	TKE CORPORATION	ELEVATOR & LIFT REPAIRS	
		DISTRICT ELEVATOR AND LIFT REPAIRS	013-2640-430-000-0000-000-050	-1,000.00
			013-2640-430-000-0000-000-050	1,863.50
			Total Purchase Order	863.50
69	08/11/2014	QUICK SERVICE STEEL	IRON FOR NEW AC UNIT STAND/BFC	
		IRON FOR NEW AC UNIT STAND AT BUILDING FOR CHAMPIONS	013-2620-618-000-0000-000-705	-1,307.20
			Total Purchase Order	-1,307.20
72	08/18/2014	HYDRONIC SYSTEMS, INC.	A/C MOTOR/GUES	
		MOTORS FOR GUES A/C UNITS	013-2640-618-000-0000-000-125	-678.00
			Total Purchase Order	-678.00
73	08/18/2014	CALVIN MAYS OILFIELD SERVICE	SET A/C UNIT AT BLDG FOR CHAMP	
		RENT CRANE TO SET A/C UNIT AT BUILDING FOR CHAMPIONS	013-2620-440-000-0000-000-705	-800.00
			Total Purchase Order	-800.00
89	09/23/2014	S. T. BOLDING III	ELECTRICAL FOR FFA	
		ELECTRICAL FOR FFA	138-2620-430-000-0000-000-705	-1,234.50
			Total Purchase Order	-1,234.50
91	10/06/2014	FEDERAL CORPORATION	DISTRICT HVAC PARTS & SUPPLIES	
		HVAC PARTS AND SUPPLIES FOR DISTRICT	013-2640-430-000-0000-000-050	-645.98
			Total Purchase Order	-645.98

<i>PurOrder</i>	<i>Date</i>	To Whom Issued / Detail Description	Po Description / Classification	
94	10/09/2014	AUTOMATED BUILDING SYSTEMS, INC.	CONTROL REPAIRS/GUES	
		GUES CONTROLS REPAIR	013-2640-430-000-0000-000-125	-500.00
			Total Purchase Order	-500.00
99	10/27/2014	SCOVIL & SIDES HARDWARE COMPANY	DISTRICT DOOR HARDWARE	
		DOOR HARDWARE	013-2620-618-000-0000-000-050	-375.00
			Total Purchase Order	-375.00
106	11/21/2014	A-1 RADIATOR SERVICE, INC.	COIL REPAIRS	
		REPAIR HEAT COILS FOR GUES	013-2640-430-000-0000-000-125	-230.00
			Total Purchase Order	-230.00
109	12/08/2014	FENTON OFFICE SUPPLY CO	CHAIR REPAIRS/SIMPSON/ADMIN.	
		CHAIR REPAIRS	041-2640-430-000-0000-000-050	-100.00
			Total Purchase Order	-100.00
112	12/11/2014	WINNELSON COMPANY	MAINT PARTS & SUPPLIES	
		MAINTENANCE PARTS AND SUPPLIES	013-2620-618-000-0000-000-002	-749.87
			Total Purchase Order	-749.87
113	12/15/2014	LAMPTON WELDING SUPPLY COMPANY, INC	WELDING SUPPLIES/MAINTENANCE	
		WELDING SUPPLIES	013-2620-618-000-0000-000-002	-300.00
			013-2620-618-000-0000-000-002	150.00
			Total Purchase Order	-150.00
119	12/19/2014	OSSBA	REGISTRATION/GAMMILL/MAINT.	
		REGISTRATION TO "SCHOOL SAFETY WORKSHOP" ON FEB. 13, 2015 FOR JERRY GAMMILL	013-2573-860-000-0000-000-050	-100.00
			Total Purchase Order	-100.00
131	01/28/2015	SOUTHWEST PAPER	DISTRICT CUSTODIAL SUPPLIES	
		DISTRICT CUSTODIAL SUPPLIES	013-2620-618-000-0000-000-050	-379.22
			013-2620-618-000-0000-000-050	210.00
			Total Purchase Order	-169.22
146	03/24/2015	MAGNUM MATERIALS, INC	DISTRICT CEILING TILE/MAINTENA	
		CEILING TILES FOR DISTRICT	013-2620-618-000-0000-000-050	-56.05
			Total Purchase Order	-56.05
156	04/16/2015	ONE BEAT CPR	AED BATTERY/CENTRAL	
		AED BATTERY FOR CENTRAL	013-2640-618-000-0000-000-130	-200.00
			013-2640-618-000-0000-000-130	147.00
			Total Purchase Order	-53.00
160	04/23/2015	HOME DEPOT/GEFC	DISTRICT CEILING TILES	
		CEILING TILES FOR DISTRICT	013-2620-430-000-0000-000-050	-650.00
			013-2620-430-000-0000-000-050	637.19
			Total Purchase Order	-12.81
165	05/05/2015	ROBERT BROOKE & ASSOCIATES	DOORSTOPS/DISTRICT	
		DOORSTOPS AND ENDS FOR DISTRICT	013-2620-618-000-0000-000-050	-112.00
			013-2620-618-000-0000-000-050	118.10
			Total Purchase Order	6.10
166	05/05/2015	HI-TECH	PLUMBING REPAIRS/JH	
		PLUMBING SERVICES AT JR. HIGH	013-2620-430-000-0000-000-610	-2,000.00
			013-2620-430-000-0000-000-610	750.00
			Total Purchase Order	-1,250.00

Total Fund -15,159.31

CHILD NUTRITION FUND 2014-2015
 Detail Change Order Listing
 As of 06/02/2015

<i>PurOrder</i>	<i>Date</i>	To Whom Issued / Detail Description	Po Description / Classification	
3	07/01/2014	DEPARTMENT OF HUMAN SERVICES	USDA COMMODITY FEES	
		PO FOR USDA COMMODITY FOOD YEARLY FEES	385-3190-599-700-0000-000-050	-3,150.00
			385-3190-599-700-0000-000-050	3,180.41
			Total Purchase Order	30.41
6	07/01/2014	BUSINESS WORLD	BLANKET FOR MAINTENANCE/SUPPLI	
		BLANKET PO FOR COPIER MAINTENANCE AND SUPPLIES	385-3190-440-700-0000-000-050	-40.24
			385-3190-440-700-0000-000-050	48.00
			385-3190-611-700-0000-000-050	-74.00
			Total Purchase Order	-66.24
14	07/01/2014	FLOWERS BAKING COMPANY OF DENTON	BLANKET PO FOR BREAD	
		BLANKET PO FOR BREAD	763-3150-630-700-0000-000-050	-3,375.73
			763-3150-630-700-0000-000-050	1,829.37
			763-3150-630-700-0000-000-050	202.48
			Total Purchase Order	-1,343.88
15	07/01/2014	GREAT PLAINS COCA COLA BOTTLING	BLANKET PO FOR BEVERAGES	
		BLANKET PO FOR BEVERAGES	763-3150-630-700-0000-000-050	-1,725.71
			763-3150-630-700-0000-000-050	410.24
			Total Purchase Order	-1,315.47
18	07/01/2014	LABATT INSTITIONAL SUPPLY COMPANY	BLANKET PO FOR FOOD & SUPPLIES	
		BLANKET PO FOR FOOD AND SUPPLIES	763-3120-617-700-0000-000-050	-1,614.78
			763-3120-617-700-0000-000-050	2,005.83
			763-3150-630-700-0000-000-050	-61,934.56
			763-3150-630-700-0000-000-050	8,682.58
			763-3150-630-700-0000-000-050	2,860.93
			Total Purchase Order	-50,000.00
19	07/01/2014	SOUTHWEST FOODSERVICE EXCELLENCE	FOOD SRVC MNGMNT COMPANY	
		BLANKET PO FOR FOOD SERVICE MANAGEMENT COMPANY FEES	764-3190-570-700-0000-000-050	-3,058.06
			764-3190-570-700-0000-000-050	33,058.06
			Total Purchase Order	30,000.00
25	10/21/2014	GEORGE VILLA	BLANKET FOP EQUIPMENT REPAIRS	
		BLANKET PO FOR EQUIPMENT SERVICE AND REPAIR	385-3190-430-700-0000-000-050	-3,886.04
			385-3190-430-700-0000-000-050	-211.46
			Total Purchase Order	-4,097.50
36	04/27/2015	TERINA KAY GRAHAM	MILEAGE REIMB. FOR REMAINDER O	
		MILEAGE REIMB FOR REMAINDER OF 2014-2015	385-3140-580-700-0000-000-050	-100.00
			Total Purchase Order	-100.00
			Total Fund	-26,892.68

ACTIVITY FUND – FUND 60
BANK RECONCILIATION – FARMERS & MERCHANTS BANK
05/31/2015

<u>GENERAL LEDGER ACCOUNT</u>		<u>BALANCE PER BANK STATEMENT</u>	
Balance (05/01/15)	\$606,452.82	Balance as of (05/31/15)	\$566,633.61
Add Receipts	\$69,889.63	Add Deposits in Transit	\$ 4,179.67
Less Checks Written	\$151,826.67	less O/S Checks	\$ 46,297.50
Adjustments	\$	*Adjustments/ Bank correction	\$
Bank Balance per	\$524,2515.78	Bank Balance per	\$524,515.78

Adjustment/Correction explanations:

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


 Activity Fund Clerk

6-1-15
 Date

GUTHRIE PUBLIC SCHOOLS
Custodians Analysis
SCHOOL ACTIVITY FUNDS

Report Options: As Of Date: 05/2015; Time Frame: For Month; Field Order: Project; Group Totals: ; Page Break: No

	Begin Balance	Receipts	Adjusting Entries	Checks	Cash End Balance	Unpaid Purchase Orders	End Balance
Project 801 CENTRAL FACULTY	\$389.93	\$135.75	\$0.00	\$194.00	\$331.68	\$0.00	\$331.68
Project 802 CENTRAL ACTIVITY	\$5,701.08	\$1,424.30	\$0.00	\$4,486.42	\$2,638.96	\$0.00	\$2,638.96
Project 803 CENTRAL PTO	\$6,248.78	\$322.20	\$0.00	\$1,248.12	\$5,322.86	\$317.19	\$5,005.67
Project 804 COTTERAL PTO	\$6,484.81	\$356.70	\$0.00	\$270.96	\$6,570.55	\$1,478.48	\$5,092.07
Project 805 COTTERAL ACTIVITY	\$17,777.61	\$2,247.16	\$0.00	\$5,174.76	\$14,850.01	\$1,689.92	\$13,160.09
Project 806 COTTERAL FACULTY	\$241.96	\$51.10	\$0.00	\$0.00	\$293.06	\$0.00	\$293.06
Project 808 FOGARTY PARENTS ORG.	\$10,743.54	\$1,578.53	\$0.00	\$1,186.82	\$11,135.25	\$7,231.81	\$3,903.44
Project 809 FOGARTY ACTIVITY	\$23,672.87	\$4,807.81	(\$150.00)	\$12,209.96	\$16,120.72	\$2,237.02	\$13,883.70
Project 810 FOGARTY FACULTY	\$861.53	\$38.75	\$0.00	\$0.00	\$900.28	\$0.00	\$900.28
Project 812 GUES ACTIVITY	\$18,242.42	\$3,484.33	\$0.00	\$1,779.08	\$19,947.67	\$2,291.64	\$17,656.03
Project 813 GUES FACULTY	\$1,310.48	\$128.75	\$0.00	\$0.00	\$1,439.23	\$200.00	\$1,239.23
Project 815 GUES PARENTS ORG.	\$13,619.15	\$3,320.98	\$0.00	\$2,426.36	\$14,513.77	\$1,200.00	\$13,313.77
Project 816 GHS SPECIAL KIDS	\$51.65	\$130.00	\$0.00	\$117.00	\$64.65	\$0.00	\$64.65
Project 817 ART JUNIOR HIGH	\$461.23	\$52.50	\$0.00	\$134.17	\$379.56	\$0.00	\$379.56
Project 818 JH BUILDERS CLUB	\$577.54	\$0.00	\$0.00	\$0.00	\$577.54	\$0.00	\$577.54
Project 819 ATHLETICS JUNIOR HIGH	\$13,321.74	\$0.00	\$0.00	\$490.00	\$12,831.74	\$1,805.00	\$11,026.74
Project 820 GOLF JUNIOR HIGH	\$1,177.13	\$520.00	(\$445.00)	\$0.00	\$1,252.13	\$0.00	\$1,252.13
Project 821 FHA JUNIOR HIGH	\$494.23	\$56.00	\$0.00	\$0.00	\$550.23	\$0.00	\$550.23
Project 822 HONOR SOCIETY JR HIGH	\$2,576.82	\$0.00	\$0.00	\$607.60	\$1,969.22	\$0.00	\$1,969.22
Project 823 JR HIGH ACCOUNT	\$17,338.17	\$2,415.00	\$0.00	\$10,600.47	\$9,152.70	\$3,131.27	\$6,021.43
Project 824 JR HIGH FACULTY	\$1,066.46	\$167.55	\$0.00	\$30.00	\$1,204.01	\$0.00	\$1,204.01
Project 825 LIBRARY JR HIGH	\$3,991.59	\$0.00	\$0.00	\$0.00	\$3,991.59	\$100.00	\$3,891.59
Project 826 NJHS STATE PRESIDENT AC	\$8,101.79	\$0.00	\$0.00	\$8,101.79	\$0.00	\$0.00	\$0.00
Project 827 CHEERLEADERS JR HIGH	\$3,282.73	\$895.00	\$0.00	\$0.00	\$4,177.73	\$104.50	\$4,073.23
Project 830 STUCO JH	\$5,564.82	\$15.00	\$0.00	\$471.07	\$5,108.75	\$64.00	\$5,044.75
Project 831 T.S.A. JR HIGH	\$3,243.27	\$0.00	\$0.00	\$1,080.00	\$2,163.27	\$0.00	\$2,163.27
Project 832 YEARBOOK JR HIGH	\$4,290.51	\$1,918.94	\$0.00	\$3,096.04	\$3,113.41	\$0.00	\$3,113.41
Project 834 JR HIGH ACADEMIC TEAM	\$448.14	\$0.00	\$0.00	\$0.00	\$448.14	\$0.00	\$448.14
Project 850 ACADEMIC TEAM HS	\$214.50	\$0.00	\$0.00	\$0.00	\$214.50	\$0.00	\$214.50
Project 851 ART CLUB HS	\$4,937.60	\$334.00	\$0.00	\$318.48	\$4,953.12	\$741.62	\$4,211.50
Project 852 ATHLETICS HS	\$43,175.46	\$6,557.08	\$445.00	\$9,580.78	\$40,596.76	\$9,535.13	\$31,061.63
Project 853 HS CHEER	\$4,661.92	\$1,240.92	\$0.00	\$2,286.34	\$3,616.50	\$5,641.00	(\$2,024.50)
Project 855 TENNIS HS	\$7,831.86	\$1,951.50	\$0.00	\$1,785.65	\$7,997.71	\$129.19	\$7,868.52
Project 856 GHS LIBRARY	\$1,266.54	\$20.00	\$0.00	\$0.00	\$1,286.54	\$0.00	\$1,286.54
Project 857 YOUTH & GOVERNMENT HS	\$682.34	\$0.00	\$0.00	\$0.00	\$682.34	\$0.00	\$682.34
Project 858 GHS Link Crew	\$186.29	\$115.00	\$0.00	\$0.00	\$301.29	\$0.00	\$301.29
Project 859 BAND (OPERATING) HS	\$8,759.23	\$2,335.00	\$0.00	\$2,521.75	\$8,572.48	\$187.79	\$8,384.69
Project 860 CLASS OF 2016 HS	\$3,322.56	\$0.00	\$0.00	\$147.92	\$3,174.64	\$0.00	\$3,174.64
Project 861 CLASS OF 2017 HS	\$3,548.49	\$30.00	\$0.00	\$0.00	\$3,578.49	\$0.00	\$3,578.49
Project 862 CLASS OF 2018 HS	\$2,394.17	\$0.00	\$0.00	\$0.00	\$2,394.17	\$0.00	\$2,394.17
Project 865 CLASS OF 2012 HS	\$428.87	\$0.00	\$0.00	\$0.00	\$428.87	\$0.00	\$428.87
Project 866 CLASS OF 2013 HS	\$1,169.15	\$0.00	\$0.00	\$0.00	\$1,169.15	\$0.00	\$1,169.15
Project 867 CLASS OF 2014 HS	\$509.26	\$0.00	\$0.00	\$0.00	\$509.26	\$0.00	\$509.26
Project 868 CLASS OF 2015	\$10,453.36	\$100.00	\$0.00	\$8,647.87	\$1,905.49	\$1,181.58	\$723.91
Project 869 ENGLISH CLUB	\$1,671.08	\$42.00	\$0.00	\$57.00	\$1,656.08	\$203.78	\$1,452.30
Project 870 COURTESY COMMITTEE HS	\$1,018.73	\$0.00	\$0.00	\$234.95	\$783.78	\$318.55	\$465.23
Project 873 SPEECH HS	\$1,194.33	\$0.00	\$0.00	\$671.08	\$523.25	\$0.00	\$523.25
Project 874 FACULTY LOUNGE HS	\$903.94	\$34.75	\$0.00	\$0.00	\$938.69	\$0.00	\$938.69
Project 876 FFA 4H BOOSTER CLUB HS	\$49,520.65	\$0.00	\$0.00	\$1,501.52	\$48,019.13	\$5,683.65	\$42,335.48
Project 877 FFA HS	\$13,076.48	\$4,465.76	\$150.00	\$4,736.61	\$12,955.63	\$1,100.00	\$11,855.63
Project 878 FCCLA (FHA) HS	\$895.80	\$0.00	\$0.00	\$139.75	\$756.05	\$115.00	\$641.05
Project 879 FOREIGN LANGUAGE SPAN	\$1,833.75	\$8.00	\$0.00	\$430.23	\$1,411.52	\$85.77	\$1,325.75
Project 882 GUTHRIE RUNNING CLUB H	\$2,903.42	\$180.00	\$0.00	\$554.80	\$2,528.62	\$52.83	\$2,475.79
Project 883 HERITAGE CLUB HS	\$1,124.39	\$0.00	\$0.00	\$223.61	\$900.78	\$44.59	\$856.19
Project 884 HIGH SCHOOL ACCOUNT	\$17,672.20	\$4,255.62	\$0.00	\$5,559.39	\$16,368.43	\$148.61	\$16,219.82
Project 886 HONOR SOCIETY HS	\$3,516.50	\$0.00	\$0.00	\$1,346.25	\$2,170.25	\$0.00	\$2,170.25
Project 888 JOURNALISM HS	\$387.30	\$0.00	\$0.00	\$0.00	\$387.30	\$0.00	\$387.30
Project 889 KEY CLUB HS	\$367.10	\$0.00	\$0.00	\$0.00	\$367.10	\$0.00	\$367.10
Project 893 MU ALPHA THETA HS	\$566.21	\$0.00	\$0.00	\$0.00	\$566.21	\$0.00	\$566.21
Project 895 JROTC HS	\$8,003.59	\$547.05	\$0.00	\$274.52	\$8,276.12	\$540.00	\$7,736.12
Project 896 S.A.D.D. HS	\$40.02	\$0.00	\$0.00	\$0.00	\$40.02	\$0.00	\$40.02
Project 897 SOCCER CLUB HS	\$5,196.26	\$538.60	\$0.00	\$0.00	\$5,734.86	\$2,475.00	\$3,259.86
Project 898 SCIENCE CLUB HS	\$6,305.74	\$315.00	\$0.00	\$1,539.42	\$5,081.32	\$20.14	\$5,061.18

GUTHRIE PUBLIC SCHOOLS
Custodians Analysis
SCHOOL ACTIVITY FNDS

Report Options: As Of Date: 05/2015; Time Frame: For Month; Field Order: Project; Group Totals: ; Page Break: No

	Begin Balance	Receipts	Adjusting Entries	Checks	Cash End Balance	Unpaid Purchase Orders	End Balance
Project 899 STUDENT COUNCIL HS	\$15,055.03	\$10.00	\$0.00	\$9,559.21	\$5,505.82	\$232.37	\$5,273.45
Project 900 CAMPUS BEAUTIFICATION	\$7,926.38	\$20.00	\$0.00	\$825.75	\$7,120.63	\$0.00	\$7,120.63
Project 902 VOCAL HS	\$3,899.56	\$1,872.35	\$0.00	\$2,082.25	\$3,689.66	\$286.26	\$3,403.40
Project 904 YEARBOOK HS	\$24,218.59	\$8,083.00	\$0.00	\$27,509.39	\$4,792.20	\$435.79	\$4,356.41
Project 907 HS MEMORIAL FUND	\$73.92	\$0.00	\$0.00	\$0.00	\$73.92	\$0.00	\$73.92
Project 908 VOCAL TRIP ACCOUNT HS	\$440.94	\$0.00	\$0.00	\$0.00	\$440.94	\$0.00	\$440.94
Project 911 FFA BUILDING FUND	\$111,400.00	\$0.00	\$0.00	\$0.00	\$111,400.00	\$0.00	\$111,400.00
Project 912 GHS BUSINESS PROF OF AI	\$597.44	\$0.00	\$0.00	\$0.00	\$597.44	\$0.00	\$597.44
Project 913 DRAMA HS	\$1,576.19	\$652.00	\$0.00	\$342.63	\$1,885.56	\$223.99	\$1,661.57
Project 921 BANQUET ACCOUNT	\$309.01	\$0.00	\$0.00	\$0.00	\$309.01	\$0.00	\$309.01
Project 922 COURTESY COMMITTEE AD	\$148.87	\$0.00	\$0.00	\$0.00	\$148.87	\$0.00	\$148.87
Project 925 GENERAL FUND REFUND	\$6,680.99	\$399.77	\$0.00	\$11.91	\$7,068.85	\$11.00	\$7,057.85
Project 927 HALL OF FAME BANQUET	\$736.17	\$0.00	\$0.00	\$0.00	\$736.17	\$0.00	\$736.17
Project 929 SPECIAL OLYMPICS	\$34,498.53	\$2,764.00	\$0.00	\$10,872.07	\$26,390.46	\$1,601.40	\$24,789.06
Project 930 DISTRICT ELEM. PTO	\$175.34	\$0.00	\$0.00	\$0.00	\$175.34	\$0.00	\$175.34
Project 932 SUMMER SCHOOL HS	\$5,625.00	\$3,450.00	\$0.00	\$0.00	\$9,075.00	\$0.00	\$9,075.00
Project 933 FAVER C&C	\$465.53	\$36.60	\$0.00	\$199.30	\$302.83	\$0.00	\$302.83
Project 934 TRANSPORTATION C&C	\$3,408.88	\$983.00	\$0.00	\$418.06	\$3,973.82	\$542.61	\$3,431.21
Project 935 VENDING MACHINE ADMIN	\$303.65	\$58.60	\$0.00	\$16.98	\$345.27	\$248.25	\$97.02
Project 936 GUES HONOR CHOIR	\$124.00	\$0.00	\$0.00	\$0.00	\$124.00	\$0.00	\$124.00
Project 937 FAVER ACTIVITY	\$325.81	\$0.00	\$0.00	\$0.00	\$325.81	\$0.00	\$325.81
Project 938 NATIVE AMERICAN PARENT	\$205.72	\$0.00	\$0.00	\$0.00	\$205.72	\$0.00	\$205.72
Project 940 ADMINISTRATION MISC	\$7,236.20	\$734.48	\$0.00	\$786.48	\$7,184.20	\$201.26	\$6,982.94
Project 942 C.N. CLEARING ACCT	\$0.00	\$3,689.20	\$0.00	\$2,940.10	\$749.10	\$380.75	\$368.35
Grand Total	\$606,452.82	\$69,889.63	\$0.00	\$151,826.67	\$524,515.78	\$54,218.74	\$470,297.04



Staking A Claim in Our Students' Future

Jerry Gammill
Director of Facilities

Phone 405-282-5944
jerry.gammill@guthrieeps.net

To: Dr. Mike Simpson and
Board of Education

Date: June 1, 2015

We would like to declare surplus the attached list of 9 International buses from the Transportation Department.

A handwritten signature in blue ink that reads "Jerry Gammill". The signature is fluid and cursive, written in a professional style.

Jerry Gammill



Linda Skinner <linda.skinner@guthrieips.net>

surplus buses

1 message

Steve Cordell <steve.cordell@guthrieips.net>
To: Linda Skinner <linda.skinner@guthrieips.net>

Mon, Jun 1, 2015 at 10:18 AM

Bus #	Year	Tag		Milage	Vin #	Make
14	2002	SD 12581	71 Passenger	128004	4DRBRABP72B947103	International
26	2002	SD12592	71 Passenger	147835	4DRBRABP52B947116	International
310	2002	SD 12583	71 Passenger	116691	4DRBRABP02B947105	International
411	2002	SD 12587	71 Passenger	140820	4DRBRABP52B947097	International
513	2002	4-36878	71 Passenger	120579	4DRBRABP32B947096	International
615	2002	4-36864	71 Passenger	124717	4DRBRABP42B947110	International
717	2002	4-36862	71 Passenger	125990	4DRBRABP62B947111	International
818	2002	4-33347	71 Passenger	131401	4DRBRABP92B947118	International
920	2002	4-33345	71 Passenger	141266	4DRBRABP72B947120	International

Admin has the titles on these buses.

—
Steve Cordell
Guthrie Public Schools
Transportation Director
office 405-282-5919
fax 405-282-5948
cell 405-269-0925



Staking A Claim in Our Students' Future

Jerry Gammill
Director of Facilities

Phone 405-282-5944
jerry.gammill@guthrieps.net

To: Dr. Mike Simpson and
Board of Education

Date: June 3, 2015

We would like to declare surplus the attached list of band instruments from the High School.

Jerry Gammill

Band Instruments for Surplus 2015

5-28-15

We, the band staff, determined that the following instruments are not worth fixing and must be put on the surplus list. Please note that we have a gentleman that calls on this part of the US and is willing to purchase said instruments for a fair price. Again, they are not worth anything to us but to take up space and must get rid of them.

<u>Instrument</u>	<u>Brand</u>	<u>Serial #</u>	<u>Comments</u>
Fiberglass Sousaphone	Conn	K43115	no case
Cornet	Bundy	424653	no case
Trumpet	First Act	39803103	with case
Trumpet	Blessing	C00515	with case
French Horn (single hn)	Yamaha	13728	with case
French Horn (single hn)	Yamaha	721212	with case
Bb Clarinet	Bundy	904554	with case
Flute	Elkhart	51784	with case
Sousaphone	Conn	926594	with case

Robert Blackburn

Grant Wells

Billy Richardson

Guthrie Band Staff

C. L. [Signature]
5-28-15

May 21, 2015

Dear Dr. Simpson,

First Southern Baptist Church would like to request the use of a bus for the week of **July 13, 2015**, the week of **July 20th, 2015** to take students to Falls Creek for church camp. Also we would like to request a bus for Fall Break weekend for Falls Creek **October 16 – 17**. Either one of our members that have their CDL will drive the bus or we will hire a driver from the bus barn.

Please do not hesitate to contact me if you have any questions.

Thank you so much for your consideration,



Mary Hudson

405-747-0295

Bus charge @ .60 per mile
Falls Creek is approximately 224 miles Roundtrip.
Using these figures cost will be \$134.40 for each
week. If transportation supplies the driver the
rate is \$10 per hour.



Jana Frey

From: Lacey Hudson
Sent: Tuesday, June 02, 2015 10:55 AM
To: jana.frey@guthriebs.net
Cc: Beth
Subject: First Southern Baptist Church bus rental

Hi Jana,

My church, First Southern Baptist of Guthrie would like to request a bus rental for June 29th through July 2nd for VBS. Mary Hudson will be driving it for us. Please let me know if you need anything else from me. Thanks!

Lacey Hudson
Nursery Coordinator
First Southern Baptist Church

Only charge would be 60¢ for each mile traveled.

Steve Codell



May 20, 2015

Guthrie Public Schools
802 East Vilas
Guthrie, OK 73044

Re: 2015-2016 Oklahoma State School Boards Association Membership

Dear Superintendent and Board President:

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

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

Renewing members receive:

- Access to the association's wide range of valuable programs, services support and legal guidance.
- Free legal information from OSSBA's four staff attorneys via phone or email.
- Attorney access during two on-call nights per month to make inquiries during board meetings.
- Free registration for spring and fall region meetings.
- Discounted registration for The Conference and other OSSBA-sponsored workshops.
- School law updates and columns in the OSSBA Journal.
- Eligibility for OPSCUCA, OSSBA's unemployment program. OPSUCA helps your district lower unemployment costs.
- Discounts on policy subscription services, online policy services and eMeeting, OSSBA's paperless meeting service.
- Access to the Oklahoma Schools Risk Management Trust (OSRMT). The OSRMT, which is endorsed by OSSBA, allows its member public schools to come together and jointly self-insure against property and casualty exposures.

OSSBA's variety of programs, products and services helps your district make the most of scarce resources, and we are proud to support your district.

Invoice number 85003 for Guthrie Public Schools in the amount of \$3,600.00 has been mailed to your accounting department. Prompt payment insures continued membership. A membership renewal form is also included for your convenience. We look forward to continuing to serve you. If you have any questions, please do not hesitate to call at (405) 528-3571 or toll free at (888) 528-3571.

Sincerely,

A handwritten signature in black ink, appearing to read "Shawn Hime", with a long horizontal flourish extending to the right.

Shawn Hime
Executive Director

OKLAHOMA STATE SCHOOL BOARDS ASSOCIATION
2801 N. Lincoln Blvd., Suite 125
Oklahoma City, OK 73105
405.528.3571 • 888.528.3571
405.528.5695 fax • www.ossba.org



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

Invoice	85003
Date	7/15/2015
Page	1
Amount Due	\$3,600.00

Customer:

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

Customer ID	Customer Name	Purchase Order No.		Due Date	
216	Guthrie Public Schools			8/14/2015	
Item Number	Description	Ordered	Discount	Unit Price	Ext. Price
1000	School Membership Dues 2015-2016	1.00	\$0.00	\$3,600.00	\$3,600.00

The membership fee covers the provision of various services by the Oklahoma State School Boards Association to boards of education. Such services include legal information, publications, in-office consultations, answers to telephone and letter inquiries from school officials and school patrons, monitoring of state and federal education legislation, and other services designed to improve the quality of management of public education in Oklahoma. Member boards of education also receive reduced rates for workshop registrations, subscriptions and fee service programs

Subtotal	\$3,600.00
Tax	\$0.00
Total	\$3,600.00



Membership Renewal

Fax

Attention: Membership 2015 - 2016

Fax Number: (405) 609-3091

School/Company: _____

Sent By: _____

Date: _____ Pages (with cover): _____

Comments:

Please continue _____

(School Name)

Public Schools membership in OSSBA for 2015-2016.

Purchase Order # _____

School board voted to join OSSBA on

_____ 2015.

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

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

Upcoming Events

OSSBA/CCOSA Golf Tournament
Thursday, August 27
Lake Hefner Golf Club
Oklahoma City

OSSBA/CCOSA Annual Conference
Friday – Sunday, August 28 – 30
Cox Convention Center
Oklahoma City

Delegate Assembly
Saturday, August 29
Cox Convention Center
Oklahoma City

For more information visit our website at www.ossba.org



Guthrie Public Schools

Memo

To: Dr. Simpson and Guthrie Board of Education

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

Date: May 29, 2015

Re: Willow Creek Health Care, LLC Agreement for Intergenerational
Pre-K

Attached is a copy of the renewal agreement with Willow Creek Health Care, LLC for maintaining an Intergenerational Pre-K classroom for the 2015-2016 school year. This will be year 4 for maintaining a Pre-K classroom at the Willow Creek facility located at 2300 West Noble. This continues to be a win-win situation for both parties.

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

AGREEMENT

THIS AGREEMENT, effective July 1, 2015, is made by and between the **WILLOW CREEK HEALTH CARE, LLC (“Willow Creek”)** and **INDEPENDENT SCHOOL DISTRICT NO. 1 OF LOGAN COUNTY, OKLAHOMA (“District”)**.

RECITALS:

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

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

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

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

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

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

1. **Lease of Classroom.** Willow Creek hereby leases to the District, and the District hereby leases from Willow Creek, one classroom located at Willow Creek’s Facility (the “Classroom”). Willow Creek shall designate and identify the Classroom and make the Classroom available for the District’s use during regular school hours throughout the 2015-2016 school term, as defined by the District’s official school calendar.

2. **Rent.** The District shall pay Willow Creek, as rent for the lease of the Classroom for the 2015-2016 school year, the total sum of One Dollar (\$1.00), payable in advance.

3. **Term.** The term of this Agreement shall be from the effective date set forth above, through June 30, 2016, unless terminated at an earlier date as provided herein. Upon termination of this Agreement by lapse of time or otherwise, the District agrees to surrender possession of the Classroom to Willow Creek in good condition and repair, normal wear and tear excepted. The term of this Agreement is subject to renewal by mutual agreement of the parties for additional periods of one (1) year each beginning July 1 and ending June 30 of each successive year.

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

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

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

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

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

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

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

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

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

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

DATED this ____ day of _____, 2015.

WILLOW CREEK HEALTH CARE, LLC

By: _____
Name: _____
Title: _____

“WILLOW CREEK”

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

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

“DISTRICT”



1400 Atwater Drive Malvern, PA 19355

VeriTime Customer Agreement

PRPUS249545613109A

05/21/2015

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

Customer:

Guthrie Public Schools
802 E. Vilas
Guthrie OK 73044

Contact: Dee Benson
Title: Director Of Technology
Phone: (405) 282-5959
Email: dee.benson@guthrieips.net

Agreement Details:

Pricing Expiration:
Account Manager: Lowell Ghosey

Initial Term: 2015-2016
Startup Cost Billing Terms: One-Time, Invoiced after signing
Subscription Start Date: 0 days after signed date
Subscription Billing Terms: Annually, based on 10 Months
Cancellation Terms: 30 Days Written Notice

Pricing Overview:

Startup Cost: One-Time cost due at signing	\$0.00
Subscription: Recurring cost	\$5,000.00

Itemized Description	Unit Price	Quantity	Total
2015-2016 Annual VeriTime Subscription - (End Users: 1)	\$5,000.00	1	\$5,000.00

Amount Due at Signing (Startup Cost) \$0.00

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

Customer: Guthrie Public Schools

Name:

Signature:

Title:

Date:

Frontline Technologies Group, LLC

Name:

Signature:

Title:

Date:

Special Instructions and Additional Terms: RENEWAL CONTRACT

ADDITIONAL TERMS

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



1400 Atwater Drive Malvern, PA 19355

Aesop Customer Agreement

PRPUS249545613109

05/21/2015

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

Customer:

Guthrie Public Schools
802 E. Vilas
Guthrie OK 73044

Contact: Dee Benson
Title: Director Of Technology
Phone: (405) 282-5959
Email: dee.benson@guthrieips.net

Agreement Details:

Pricing Expiration:
Account Manager: Lowell Ghosey

Initial Term: 2015-2016
Startup Cost Billing Terms: One-Time, Invoiced after signing
Subscription Start Date: 0 days after signed date
Subscription Billing Terms: Annually, based on 10 Months
Cancellation Terms: 30 Days Written Notice

Pricing Overview:

Startup Cost: One-Time cost due at signing	\$0.00
Annual Subscription: Recurring cost	\$8,476.60

Itemized Description	Unit Price	Qty	Mths	Total
Aesop Subscription - Employees needing replacement	\$2.74	254	10	\$6,959.60
Aesop Subscription - Employees not needing replacement	\$0.82	185	10	\$1,517.00

Amount Due at Signing (Startup Cost)	\$0.00
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BY SIGNING BELOW, CUSTOMER CERTIFIES THAT IT HAS READ AND AGREES WITH THE ADDITIONAL TERMS ATTACHED HERETO AND INCORPORATED HEREIN AND SHALL BE BOUND BY THE SAME. Customer also agrees that the terms and conditions of this Agreement and the Additional Terms are confidential information of Frontline Technologies Group, LLC. ("Frontline") and are not to be shared with any third party without the prior written consent of Frontline.

Customer: Guthrie Public Schools

Name:

Signature:

Title:

Date:

Frontline Technologies Group, LLC

Name:

Signature:

Title:

Date:

Special Instructions and Additional Terms: RENEWAL CONTRACT

ADDITIONAL TERMS

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

INVOICE



NETCHEMIA
Transforming the way education works

New Address

Please remit payment to:

Netchemia, LLC
PO BOX 205752
Dallas, TX 75320-5752

913-789-0996 X1000
Sarah.meehan@netchemia.com

Invoice Date: 07/01/2015
Invoice #: INV00004633
Payment Terms: Due Upon Receipt
Purchase Order #:
Sales Person: Katy Hagmeier

Account Number: 167-00
Account Information: Guthrie Public Schools
802 E. Vilas
Guthrie, Oklahoma 73044

CHARGE SUMMARY		
Description	Service Period	TOTAL
TalentEd Recruit & Hire Professional Annual Fee	07/01/2015-06/30/2016	\$3,356.85

INVOICE TOTALS

Your renewal includes 5% increase in your subscription price to help us enhance our products. Please remit payment to: Netchemia, LLC PO BOX 205752 Dallas, TX 75320-5752	Subtotal:	\$3,356.85
	Tax:	\$0.00
	Total:	\$3,356.85
	Invoice Balance:	\$3,356.85

MEMORANDUM:

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

FROM: Eldona Woodruff, Director of Special Education

SUBJECT: Contractual Agreement with Linda Johnson for Psychoeducational
Services

DATE: June 1, 2015

Attached is an agreement with Linda Johnson to provide Special Education evaluations for the 2015-2016 school year. Federal and state policies require that evaluations and eligibility meetings must be completed within 45 school days of parent permission for testing. This contract with Linda Johnson will supplement services provided by our school psychologist and psychometrist. During the school year, anytime the number of assessment referrals exceeds the amount our school psychometrist and psychologist can complete in a 45 day period, the additional assessments will be completed by Ms. Johnson.

Ms. Johnson has agreed to continue to provide services for Guthrie Public Schools during the 2015-2016 school year for \$400.00 per test battery (including a written psycho-educational report) and \$50.00 per hour for eligibility meetings. Additional onsite or phone consultations will be billed \$50.00 per hour with a minimum \$25.00 charge. Ms. Johnson does not charge mileage. She also provides her own test kits and protocols. These services will be approximately \$10,000.00. This contract reflects no increase in fees. The fees will remain the same as the past six school years.

Through our Oklahoma Directors of Special Services Association, I obtained fee schedules provided for this service. Fifteen districts responded. The fees paid for this services range from \$250 - \$795 per assessment depending on the type of assessment and hourly wages of \$35 - \$175 per hour for consultations and participation in eligibility meetings. The fifteen responses with fee schedules are attached.

Thank you.

Questions:

1. What amount do other school districts pay to contract for a school psychologist/psychometrist to complete a re-eval and a full eval?
2. If so, is there a standard by which this amount was determined?
3. Do any districts just contract with someone to do re-evals only and, if so, what does that contract look like?

Responses:

We pay \$400 for either type. (Oklahoma County)

We contract with School Psychologists retired from our district. We pay \$250 per battery. (Tulsa County)

We contract with a school psychologist 3 days a week at \$50 per hour which includes any and all travel. We actually employ 2 FTE school psychs and 1 psychometrist but still need more help. The contract person is responsible for the evaluation and to attend the MEEGS meeting.

We contract and pay the following:

Educational Evaluation only - \$350

Psychological Evaluation only - \$500

Educational and Psychological together - \$700

Amount was determined by the agency with which we contract.

I contracted with schools for testing for several years. I based my fee on the amount of time it typically takes me to administer, score, write and the MEEGS parent meeting for an evaluation. This also included observations of the student. Initials were more than reevals, typically. SLD and ID were lesser in cost. Any potential evaluation requiring I interpret any behaviorally defined disorder was more costly. A guideline is SLD/ID Reeval/initial - \$240-\$300, Behaviorally defined disorder - \$440-\$500. I provided all of the testing materials.

We contract outside services for evaluations and reevaluations. I am attaching the fee schedule (Attachment A) that we go by. I do not know how her fees were determined. I received several bids and they were all very close in charges.

Our district has a contract with an agency to do all of our initial evaluations as well as re-evals. They charge us mileage, \$175 per hour on educational evals, (which is always \$350), \$85 per hour on psychological, \$85 per hour for scoring, interpretation, & write-up, plus \$65 per hour (sometimes more) for meetings. If the student is SoonerCare, then he charges Medicaid for testing but we still pay for the rest. Oh, and consultation is \$125. I am definitely in the wrong business!

1.-2. We pay an individual to conduct all of our initials and reeval. He charges \$400-\$600 for the testing based on the amount of data he must collect. (His contract has charges broken down by category.) He charges \$50 to attend the MEEGS meeting.

We contract with a retired school psych. Her fees are \$400 for a full evaluation, \$500 for a more extensive eval such as ED or Autism, and \$35 per meeting. (Tulsa County)

This is an example of a psych eval cost. _____ Schools agrees to pay _____ \$ 75.00 per hour for all services rendered under this contract, plus \$ 30 for travel time each visit.

Here is an example of an educational eval cost. _____ Schools agrees to pay _____ \$ 60.00 per hour for all services rendered under this contract. No charges will be made for mileage reimbursement. This person happened to reside in our district. The agency and the district agreed on the fee amount. I have a contract but it is not great. (Tulsa County)

We contract with an individual school psychologist. Her charges are listed below and all evaluations include her returning to the school for the MEEGS meetings. She determines her prices and lists them on her contract each year for us.

SLD evaluation \$395.00
ID evaluation \$495.00
ED evaluation \$695.00
Autism evaluation \$595.00
Consultation \$65.00

At xxxxxxxxx, I pay \$325 for an initial evaluation and formal re-evaluation. We are a small district and do not have a psychometrist on staff so we contract it out. I use a mini battery WJIII, for informal re-evaluation as I can do those myself. The amount is determined between myself and whom-ever I contract with. Generally, the amount is something that it a bit less than the norm because I agree to use this person throughout the school year. Our contract is done on school letter head stating the agreed time frame and cost of services, signed by myself, the superintendent, and the psychometrist.

\$350.00 SLD, OHI, ID
\$450.00 ED, Autism

My district employs a psychometrist and contracts with a clinical psychologist who takes care of our ED evals and re-evals, as well as some autism evals. We contract one 8 hour day per month. We schedule either evals, MEEGS, consultations or whatever we need for the full eight hours. We are charged additionally for report time 4 hours for typical eval and 6 hours for autism eval. The rate is \$85 per hour for on-site and report time, plus a \$50 trip charge.

I contract with a psychometrist for basic testing at \$300 an evaluation.

I contract with a school psychologist for \$500 for EC, Autism, and Non verbal and \$700 for ED.

**APPENDIX A
Fee Schedule**

Psychometric Evaluation for a Specific Learning Disability (WJ-III Cognitive, WJ-III Achievement, BENDER-2) Report and MEEGS meeting: \$ 395.00

Psychometric Evaluation for Specific Learning Disability and/or Intellectual Disability (WJ-III Cognitive, WNV, WJ-III Achievement, BENDER-2) Report and MEEGS meeting: \$ 495.00

Psychological and Psychometric Evaluation for Emotional Disturbance or Emotional Disturbance with Specific Learning Disability (WJ-III Cognitive, WJ-III Achievement, BENDER-2, BASC-2 (Parent, Teacher and/or Self-Rating) Social Developmental History, Current Symptoms Checklist, Teacher Perception of Problem) Reports and MEEGS meeting: \$ 595.00

Psychological and Psychometric Evaluation for Emotional Disturbance with Intellectual Disability (WJ-III Cognitive, WJ-III Achievement, WNV, BENDER-2, BASC-2 (Parent, Teacher and/or Self-Rating) Social Developmental History, Current Symptoms Checklist, Teacher Perception of Problem) Reports and MEEGS meeting: \$ 695.00

Evaluation for the possibility of Autism with one cognitive test or Autism with Specific Learning Disability (WJ-III Cognitive, WJ-III Achievement, BENDER-2, GARS-2, Parent and Teacher Interview) Report and MEEGS meeting: \$595.00

Evaluation for the possibility of Autism with two cognitive tests or Autism with Intellectual Disability (WJ-III Cognitive, WNV, WJ-III Achievement, BENDER-2, GARS-2, Parent and Teacher Interview) Report and MEEGS meeting: \$695.00

Evaluation for the possibility of Autism with Emotional Disturbance (WJ-III Cognitive, WJ-III Achievement, BENDER-2, BASC-2 (Parent, Teacher and/or Self-Rating) Social Developmental History, Current Symptoms Checklist, Teacher Perception of Problem) Reports and MEEGS meeting: \$795.00

Certified School Psychologist additional consultations, per hour \$ 65.00

LINDA B. JOHNSON
CERTIFIED SCHOOL PSYCHOMETRIST

6502 W. Canterbury St
Stillwater, OK 74074
okiewahini@suddenlink.net

405-377-7625-home
405-408-7217-cell
405-372-3780-fax

CONTRACT FOR PROFESSIONAL SERVICES

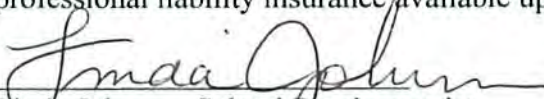
This contract is entered into by and between Linda Johnson and Guthrie Public Schools for psychoeducational services effective July 1st, 2015 and ending June 30th, 2016.

Linda Johnson agrees to perform the following services: psychoeducational testing *on a referral basis*; written psychoeducational report within reasonable time; serve on eligibility team as Qualified Examiner; special education consultation;

Compensations shall be at the rate of \$400 per test battery and \$50 per hour for eligibility meetings. Additional on site or phone consultations are billed at \$50 per hour with a minimum \$25 charge.

School is not responsible to provide test kits or protocols or encumber any other expenses.

Worker's compensation insurance, Oklahoma certification, felony check and proof of professional liability insurance available upon request.


Linda Johnson, School Psychometrist

Director of Special Services

Superintendent

MEMORANDUM:

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

FROM: Eldona Woodruff, Director of Special Education

SUBJECT: Contractual Agreement with Visual Senses to provide Visual Impairment
and Orientation and Mobility Services during the 2015-2016 school year.

DATE: June 1, 2015

Attached is an agreement with Nikki Keck of Visual Senses to provide consultation services and orientation and mobility services for students with Visual Impairments during the 2015-2016 school year. Ms. Keck has both Visual Impairment and Orientation and Mobility certification and will provide both of these services. The fee for these services will be \$70.00 per hour for services and travel time. Ms. Keck's agency provides this service to several school districts across the state. The cost of this service will be approximately \$3,000. The hourly rate for this service will remain the same as the last three school years. The cost of this service will come from Special Education Project 621 Federal Flow Through.

Additional Quotes received:

Pro Care Therapy starting at \$60 per hour for VI Teacher if someone can be found in our area. We need someone with both VI certification and Orientation and Mobility certification or we will have to contract for two separate individuals.

Thank you.

Fax Cover

May 5, 2015

TO: Dir. of Special Services

**FROM: Nikki Keck
405-615-5667
866-478-8847 (fax)**

RE: Contract for Visual Services

Please find attached the contract for the 2015-2016 school year. If you would like for us to provide visual services to your district, please sign and fax a copy back to me.

If you have any questions, please do not hesitate to contact me. We look forward to working with your district.

Contract Agreement

This agreement is established between Guthrie Public Schools and Visual Senses (a consulting firm owned by April "Nikki" Keck), educational consultants. It is mutually agreed that Guthrie Public Schools will pay Nikki Keck for specialized services as follows:

Consultation and assistance to educational staff with duties relating to the provision of special education for students who present a visual impairment – such services may include, but not be limited to, the review and study of education/confidential records, participation in IEP meetings and other staffings, completing of forms/reports, classroom observations, functional assessments, direct intervention, procurement of materials, assistive technology recommendations, team member contact, progress monitoring of student programs, and Orientation and Mobility training/consultation.

The fee for these services is agreed upon at \$70 per hour with time billed at 15 minute minimums. Fees are calculated from starting points of origin to site of service (Guthrie) and return to point of origin.

In order to achieve these purposes, the following general provisions apply:

1. *The scope of these services will be determined by the LEA team.*
2. *Consultation may include review of/access to individual student records as deemed necessary by the LEA team. Nikki Keck and any affiliations hereby agree to abide by all state and federal laws and district policies regarding confidentiality and other procedural safeguards.*
3. *A monthly itemized billing will be furnished by Nikki Keck to Guthrie Public Schools following rendering of services. Payment shall be remitted within 30 days of date of statement to Nikki Keck, PO Box 204, Blanchard, OK 73010.*
4. *If scheduled meeting or consults are canceled for any reason, a reasonable notice or 24 hours must be given to Nikki Keck or servicing consultant. A one hour minimum plus drive time will be charged for lack of notice.*
5. *This agreement may be modified at any time by mutual consent of both parties. Services may be canceled by either party, if a request is put in writing, giving thirty (30) day notice.*
6. *Guthrie Public Schools declares that there are no current litigations, due processes, or any other legal actions involving any of the current students being served with a Visual Impairment that Nikki Keck and/or Visual Senses consultants will be servicing.*
7. *This agreement becomes effective when the proper signatures are affixed below.*

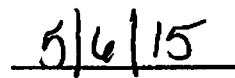
This agreement shall expire on June 30, 2016 unless review and renewed by both parties prior to that date.

**Authorized Representative
Guthrie Public Schools**

Date



Nikki Keck, TVI, COMS



Date

**Certification # 187920 Exp.: 6/30/2018
National O&M # 4086 Exp. 9/30/2016**

MEMORANDUM:

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

FROM: Eldona Woodruff, Director of Special Education

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

DATE: June 1, 2015

Attached is a renewal agreement with the State of Oklahoma Department of Rehabilitation Services to continue the transition school-to-work program for eligible students with disabilities during the 2015-2016 school year. The purpose of this agreement is to provide work-readiness training and work experiences for students with disabilities. Through this agreement, students with disabilities may be employed by the school or a private employer not more than 18 hours a week. The student will receive school credit for participation in the school work study program. The school district will pay the student a stipend for their work based on the federal minimum wage. The Department of Rehabilitation will reimbursement the school district for stipends of students in the school work study program. Also, The Department of Rehabilitation will participate in IEP meetings, confer with teachers and parents, and complete vocational evaluations.

Thank you.

May 15, 2015

Dear Contractor:

**ATTENTION: PLEASE READ THE REQUIREMENTS BELOW
BEFORE MAILING YOUR DOCUMENTS TO US**

1. For those school districts (vendors) that have a Transition School-to-Work: Work Study contract in place for the current year, 2014-2015, the one-page First Renewal Agreement must be signed and returned in order to continue the contract for next school year, 2015-2016.
2. **You must submit** two (2) copies of the Renewal Agreement, both with **original** signatures and the same date prior to DRS affixing its signatures. **WE CANNOT ACCEPT A PHOTOCOPY OF THE SIGNATURE ON EITHER COPY.** A signed original will be mailed back to you with the Award of Contract (Purchase Order).
3. **You must also submit** One (1) Vendor Information Form with all fields completed. The EIN number is your federal ID number.
4. We must receive the completed **Vendor Information Form** along with the **two (2) signed Renewal Agreements** before we can process your contract. Please note that the time period from submission of the above signed documents until receipt of the Award of Contract may be several weeks. Please submit as soon as possible.

Services may not be provided until the Award of Contract has been issued.

**Please return the two (2) signed Renewal Agreement forms
and the completed Vendor Information Form to:**

The Department of Rehabilitation Services
ATTN: Larry Hartzell
5813 South Robinson
Oklahoma City, OK 73109

If you have any questions, please contact Mr. Larry Hartzell, Program Field Representative for Transition, by phone at (405) 635-2759, or by e-mail at lhartzell@okdrs.gov.



Municipal Finance Services, Inc.

3325 French Park Drive, Suite 8
Edmond, OK 73034
Phone 405.340.1727
Fax 405.340.3807

FINANCIAL ADVISOR SERVICES AGREEMENT

THIS AGREEMENT is entered into as of _____, 2015, by and among MUNICIPAL FINANCE SERVICES, INC. (“MFSOK”) and INDEPENDENT SCHOOL DISTRICT NUMBER ONE, LOGAN COUNTY, OKLAHOMA (Guthrie Board of Education), GUTHRIE, OKLAHOMA (the “School District”).

RECITALS

WHEREAS, the School District desires to engage MFSOK as financial advisor to render on-going financial advice to the School District on certain financial matters; and

WHEREAS, MFSOK has demonstrated the necessary professional capabilities, experience and resources to provide financial advisory services required by the School District as outlined herein.

NOW, THEREFORE, the School District and MFSOK, in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, do hereby agree as follows:

AGREEMENTS

I. Scope of Services.

MFSOK will render the following services as financial advisor to the School District:

- A. Assist in the School District’s annual budget by providing projections of current and future debt service requirements and tax levies required to adequately repay any outstanding indebtedness.
- B. Assess refunding or refinancing opportunities for the School District on a continuous basis and recommend appropriate action when clear concise benefits accrue to the School District.
- C. Work with the School District to develop a long-term, comprehensive financing plan which will sufficiently fund major capital improvements identified by the School District. Assist in developing information to be presented to local voters prior to the election related to the approval of the proposed bonds. Such assistance would include, but not be limited to, the preparation of brochures/pamphlets for distribution to the public; providing information to local media groups; presentations to local civic organizations and other assistance as directed by the School District.

- D. Conduct special studies as directed by the School District to assess innovative financing techniques required to fund proposed projects.
- E. Analyze the issuance of General Obligation Bonds to finance specific improvements and recommended a financing structure which will limit as much as possible the total indebtedness incurred by the School District.
- F. Upon passage of the bond issue and for each series of bonds to be issued, the Financial Advisor will prepare all necessary legal and financial documents to sell the bonds in a timely manner. Such services would include:
 - (i) Prepare all election documents necessary to call and hold an election required to obtain voter approval of any financing vehicle;
 - (ii) Preparation of a Preliminary and Final Official Statement consistent with guidelines adopted by the Municipal Securities Rulemaking Board (MSRB); Securities and Exchange Commission (SEC) and the Government Finance Officer's Association (GFOA). Such documents will be submitted in a timely manner to the School District for review and approval prior to final printing and distribution;
 - (iii) Prepare a Notice of Sale and Instructions to Bidders in advance of competitive sale of the bonds, providing information on the bidding procedures and the manner in which the bonds would be awarded to the successful bidder. Such document would be distributed to potential purchasers in a timely manner to ensure adequate review and consideration prior to the actual sale and date;
 - (iv) Obtain appropriate ratings and/or credit enhancement for the bonds, if deemed economically beneficial;
 - (v) Advise the School District as to the amount and timing of any obligations to take advantage of any rebate exceptions available to municipal issuers and the ability to issue "bank qualified" obligations, if any;
 - (vi) Submit all legal and financial documents to School District officials and in a timely manner for review and comment prior to consideration by the Board of Education;
 - (vii) Conduct the actual sale of bonds and advise the School District on the adequacy of the rates received;
 - (viii) Prepare a written report after the sale containing a summary of the transaction, comparative sale data, an evaluation of market conditions and other pertinent data to enable the School District to quantitatively assess the results of the sale;
 - (ix) Prepare the Transcript of Proceedings for submission to the Oklahoma Attorney General for review and approval;
 - (x) Coordinate the bond closing with the purchaser of the bonds, School District officials and Bond Counsel to ensure timely receipt of the bond proceeds;

- G. Inform the School District of any national or state legislation impacting tax-exempt or taxable financing by municipalities.
- H. Attend meetings of the School District as needed to keep abreast of the economic and administrative climate of the School District.
- I. Remain fully accessible to any information requests or other related needs of the School District.

MFSOK's services are limited to those specifically set forth herein. MFSOK's services do not, for example, include services related to rebate compliance or continuing disclosure filings or otherwise related to the Bonds, Bonds proceeds or the Project after issuance of the Bonds.

II. Compensation and Reimbursements

- A. **Compensation for Financial Advisor Services.** For services as financial advisor to the School District, MFSOK shall be paid at the time of issuance a fee based on ½ of 1% of the par amount of each series of bonds issued; provided that, the minimum fee for each series of bonds shall be \$17,500.00.
- B. **Expenses.** MFSOK shall also be paid a fixed amount of \$2,000.00 to cover expenses incurred as part of the each bond transaction, provided that any filing, publication, recording or printing costs or similar third party costs such as rating or credit enhancement fees, Attorney General Bond Examination fees, registrar-paying agent fees, bond counsel fees and the cost of holding an election or other costs related thereto, are additional costs that shall be paid directly by the School District.
- C. **Payment and Contingency.** Fees and expenses shall be payable by School District at the time of issuance of the Bonds. Payment for all fees and expenses hereunder shall be made at closing from proceeds of the Bonds or from other available funds of the School District and shall be contingent upon issuance of the Bonds, except for publication costs associated with the election.

III. Term, Termination and Successors

- A. **Term of Agreement.** Unless otherwise terminated as provided herein, this Agreement shall be in force and effect from the date below from July 1, 2015 through June 30, 2016, inclusive, and may be renewed for successive fiscal years beginning July 1 and ending June 30 upon mutual consent of both parties.
- B. **Termination of Agreement and Services.** This Agreement and all financial advisor services to be rendered hereunder may be terminated at any time by written notice from either party, with or without cause. In that event, all finished and unfinished documents prepared for the School District, shall, at the option of School District, become its property and shall be delivered to it or any party it may designate, provided that MFSOK shall have no liability whatsoever for any subsequent use of such documents.

- C. Successors and Assigns. MFSOK may not assign its obligations under this Agreement without the written consent of School District except to a successor partnership or corporation to which all or substantially all of the assets and operations of MFSOK are transferred. The School District may assign its rights and obligations under this Agreement to (but only to) any other public entity that issues the Bonds (if not the School District). The School District shall not otherwise assign its rights and obligations under this Agreement without written consent of MFSOK. All references to MFSOK and the School District in this Agreement shall be deemed to refer to any successor of MFSOK and to any such assignee of the School District and shall bind and inure to the benefit of such successor and assignee whether so expressed or not.

IV. Municipal Advisor Registration and Acknowledgement

School District hereby acknowledges that MFSOK is registered as a Municipal Advisor pursuant to applicable Securities and Exchange Commission ("SEC") rules and regulations. The School District further acknowledges receipt of MFSOK's Form ADV Part 2A Brochure and 2B Brochure Supplements as required by the SEC and Oklahoma Department of Securities prior to entering into this Agreement.

V. Notices

Any and all notices pertaining to this Agreement shall be sent by U.S. Postal Service, first class, postage prepaid to:

MFSOK:

Municipal Finance Services, Inc.
Attn: Jon Wolff, Vice-President
P.O. Box 747
Edmond, OK 73083-0747

SCHOOL DISTRICT:

Independent School District Number One,
Logan County, Oklahoma
Attn: Superintendent
802 E. Vilas
Guthrie, OK 73044

IN WITNESS WHEREOF, the School District and MFSOK have executed this Agreement by the duly authorized representatives as of the date provided hereof and such Agreement was approved at a meeting duly called and held in full compliance with the Oklahoma Open Meeting Act.

MUNICIPAL FINANCE SERVICES, INC.

By: Jon Wolff
Jon Wolff, Vice President

INDEPENDENT SCHOOL DISTRICT NUMBER ONE,
LOGAN COUNTY, OKLAHOMA

By: _____
Title: President, Board of Education
Date: _____, 2015

ATTEST:

Clerk, Board of Education

(Seal)



Software Service Order Agreement

Term of Agreement: 2015-2016 Fiscal Year

Customer: GUTHRIE PUBLIC SCHOOLS

Addr: 802 EAST VILAS
GUTHRIE OK 73044

October Membership: 3514

MAS: MUNICIPAL ACCOUNTING SYSTEMS, INC.

Addr: 908 EAST 35TH STREET
SHAWNEE, OK 74804

Phone: (800)749-5691 **Fax:** (405)275-7091

Email: dhumphrey@wengage.com

Up-Front Charges	
Description	Total
Installation	\$500.00
Data Conversion	\$3,514.00
Total 2015-2016 Up-Front Charges:	
	\$4,014.00

Re-Occurring Fiscal Year Charges	
Re-Occurring Fiscal Year Charges are based on the membership (200 minimum) from the latest October 1 count.	
Description	Total
Appropriated Funds/Payroll	\$10,000.00
Treasurer	\$1,757.00
Activity Funds	\$878.50
Personnel	\$1,757.00
Purchase Requisition	\$1,757.00
Fixed Assets	\$878.50
Total 2015-2016 Fiscal Year Charges:	
	\$17,028.00
	16,149.50

Terms and Conditions

- The software charge includes phone support for one (1) designated contact per application. Additional contacts can be added at an additional cost. MAS shall provide the phone support during normal business hours of 8:00 a.m. to 5:00 p.m. CST, Monday through Friday, exclusive of holidays. MAS shall have full and free access to the Customer equipment and software to provide support.
- The software charge includes interactive online training via training videos and webinars.
- On-site training (by appointment only) will be charged \$750.00 per day from 9:30 a.m. through 3:30 p.m. CST and \$.55/mile roundtrip. Additional time is \$100.00 per hour.
- Customer agrees that MAS shall not be liable to Customer for any incidental or consequential damages, loss, or other liabilities arising out of the use or inability to use the software.
- The terms and conditions of this agreement supersede those of all previous agreements between the parties with respect to the use of the software and such use hereafter is subject to the terms and conditions of this agreement.
- This agreement shall be governed by the Laws of the State of Oklahoma.

Software as a Service

- Definitions.
 - Application means the software and other material used by MAS to access, configure, and provide the Services.
 - Charges means the fees payable by Customer pursuant to the Software Service Order Agreement.

- (c) Customer Data means any data that Customer sends to the Service and any data that Customer receives from the Service in fulfillment of a request, excluding any content deemed to be Intellectual Property.
 - (d) Documentation means instructions and examples pertaining to appropriate integration with and proper use of the Services.
 - (e) Intellectual Property Rights means all intellectual property rights, including patents, trademarks, trade name, service mark, copyright, trade secrets, know-how, process, technology, development tool, ideas, concepts, design right, domain names, moral right, database right, methodology, algorithm and invention, and any other proprietary information (whether registered, unregistered, pending, or applied for).
 - (f) Privacy Policy and Terms of Service means the MAS Privacy Policy and Terms of Service in effect at the time of this Agreement, which is incorporated herein by reference and which is subject to change without notice.
 - (g) Service shall have the meaning set forth in the MAS Privacy Policy and Terms of Service.
 - (h) Service Order Agreement means the Software Service Order Agreement delivered by MAS to Customer which sets forth the service and fees for the current fiscal year.
 - (i) Usage Data means any data that MAS collects or generates during the performance of the Service, including non-confidential elements of Customer Data.
2. Service.
- (a) MAS Obligations. MAS hereby agrees, subject to and during the term of this Agreement and the Privacy Policy and Terms of Service: (i) to provide the Service to Customer; (ii) to grant or procure a right for Customer to access and use the Application as a part of the Service only; and (iii) to use all commercially reasonable efforts to prevent unauthorized access to, or use of, the Service.
 - (b) Customer Obligations. Customer hereby agrees, subject to and during the term of this Agreement: (i) to comply with the Privacy Policy and Terms of Service; (ii) not to reverse-engineer the Application; (iii) to use an appropriate integration method for the volume and/or nature of queries to the Service; (iv) that it is solely responsible for all of its activities and for the accuracy, integrity, legality, reliability, and appropriateness of all Customer Data; (v) to use all commercially reasonable efforts to prevent unauthorized access to, or use of, the Service, and notify MAS promptly of any such unauthorized use; (vi) to comply with all applicable laws in using the Service, wherever such use occurs, and not use, or require MAS to use, any Customer Data obtained via the Service for any unlawful purpose; and (vii), to accurately represent Customer's use of the Service and data obtained from the Service.
3. Service Order Agreement. The Service Order Agreement will be effective only when signed by Customer and MAS. Any modifications or changes to the Services under any executed Service Order Agreement will be effective only if and when memorialized in a mutually agreed written change order signed by both Parties.
4. Access to the Service, Attribution, and Charges.
- (a) Customer Accounts. Customer must provide MAS with valid contact information prior to receiving access to the Service in compliance with the Privacy Policy and Terms of Service.
 - (b) Data Preparation & Configuration. Customer will ensure that: (i) Customer Data is in proper format as specified by the Documentation; and (ii) no other software, data, or equipment having an adverse impact on the Service has been introduced.
5. Availability, Maintenance, and Technical Support.
- (a) Availability & Maintenance. MAS will use commercially reasonable efforts to make the Service available. Downtime for maintenance, upgrades, enhancement, or any other reason, may be scheduled at any time.
 - (b) Technical Support. Unless otherwise provided in the Service Order Agreement, MAS will offer technical and customer support on a first-come, first-served basis during regular business hours, Central Standard Time.
6. Intellectual Property Rights.
- (a) MAS Intellectual Property. MAS and its third-party licensors (as appropriate) shall retain all Intellectual Property Rights in the Service and Usage Data. Except as expressly set forth herein, no MAS Intellectual Property Rights are granted to Customer.
 - (b) Customer Intellectual Property. Customer retains all Intellectual Property Rights in Customer Data. Customer grants MAS a license: (i) to use the Customer Data to the extent necessary for the performance of the Services; (ii) to keep an archival copy subject to the provisions of the relevant data protection regulations; and (iii) to create Usage Data by collecting non-confidential elements of Customer Data, such as dates, location codes, equipment types, carriers, and other data as determined by MAS and in conjunction with automatically generated data such as IP address, time, and frequency of access.
 - (c) Feedback Relating to Services. MAS shall have a perpetual, royalty-free, irrevocable, worldwide license to use and incorporate into the Services any suggestions, ideas, modification requests, feedback, or other recommendations related to the Services provided by or on behalf of Customer.
 - (d) Derivatives and Compilations of Usage Data. MAS shall have a perpetual, royalty-free, irrevocable, world-wide license to use, sublicense, and publish derivative works and compilations resulting from collection and analysis of Usage Data.
7. Privacy and Personal Information.
- (a) MAS's Privacy Policy. MAS's Privacy Policy and Terms of Service, made a part hereof, is available at www.wengage.com.
8. Term; Termination.
- (a) Term. This Agreement is effective for the fiscal year set forth in the Software Service Order Agreement unless earlier terminated by either Customer or MAS.
 - (b) Termination Without Cause. Customer may terminate this Agreement by discontinuing use of the Service and paying any remaining charges. MAS may terminate this Agreement by discontinuing its provision of the Service to Customer, in which case Customer is not obligated to pay any remaining charges.
 - (c) Breach. MAS may terminate this Agreement if Customer breaches any material obligation provided hereunder, including Customer's obligations specified in Section 2(b), which breach is not cured within five (5) days of MAS's notice to Customer.



Software Lease Agreement

Term of Agreement: 2015-2016 Fiscal Year

Lessee: GUTHRIE PUBLIC SCHOOLS
 Addr: 802 EAST VILAS
 GUTHRIE OK 73044
 October Membership: 3514

Lessor: MUNICIPAL ACCOUNTING SYSTEMS, INC.
 Addr: 908 EAST 35TH STREET
 SHAWNEE, OK 74804
 Phone: (800)749-5691 Fax: (405)275-7091
 Email: dhumphrey@wengage.com

Re-Occurring Fiscal Year Charges				
Description	Licenses	Billing Type	Amount	Fiscal Year Total
Appropriated Funds/Payroll	1	MONTHLY	\$378.00	\$4,536.00
Treasurer	1	MONTHLY	\$115.50	\$1,386.00
Activity Funds	1	MONTHLY	\$63.00	\$756.00
Personnel	1	MONTHLY	\$115.50	\$1,386.00
Purchase Requisition	1	MONTHLY	\$105.00	\$1,260.00
Fixed Assets				NA

Total 2015-2016 Fiscal Year Charges: \$9,324.00

Terms and Conditions

- Lessor shall provide phone support in operating the software to one trained contact person for each system license. Lessee shall provide Lessor with the name of each contact person and insure each contact person has completed the software training requirements as offered by the Lessor. Additional contacts can be added at an additional cost. Lessor shall provide the phone support during normal business hours of 8:00 a.m. to 5:00 p.m. CST, Monday through Friday, exclusive of holidays. Lessor shall have full and free access to the Lessee equipment and software to provide support.
- The software lease fee includes remote computer-based training.
- On-site training (by appointment only) will be charged \$750.00 per day from 9:30 a.m. through 3:30 p.m. and \$.55/mile roundtrip. Additional time is \$100.00 per hour.
- The software will be kept by Lessee in its sole possession and control, at all times be kept at the administrative office of the Lessee, and will not be removed therefrom without the prior written consent of Lessor. Upon termination of this agreement, Lessee will immediately discontinue use of the software and return all copies and documentation to Lessor.
- Lessee may not make alterations in or attachments to the software.
- Lessee agrees that Lessor shall not be liable to Lessee for any incidental or consequential damages, loss, or other liabilities arising out of the use or inability to use the software.
- The terms and conditions of this agreement supersede those of all previous agreements between the parties with respect to the use of the software and such use hereafter is subject to the terms and conditions of this agreement.
- This agreement constitutes the entire agreement between the Lessee and Lessor, with respect to the furnishing of software use hereunder.
- This agreement shall be governed by the Laws of the State of Oklahoma.

Prepared By: *Darin Humphrey*

Date Prepared: 2/20/2015

Accepted By: _____

Date Accepted: _____

Title: _____

**SCHOOL FINANCIAL ACCOUNTING SOFTWARE VENDORS
COST COMPARISON BY SCHOOL DISTRICT
FYE 6-30-2015**

<u>School District</u>	<u>Software Vendor</u>	<u>Initial Cost</u>	<u>Annual Recurring Cost</u>	<u>Comments</u>
Ardmore	MAS	\$ -	\$ 8,000.00	
Bartlesville	MAS	\$ -	\$ 9,450.00	
Broken Arrow	MAS	\$ -	\$ 28,665.00	New MAS system will cost just less than \$50,000 annually.
Choctaw-Nicomma Park	MAS	\$ -	\$ 9,450.00	New MAS system will cost \$6,134 for conversion and \$19,155.60 annually.
Enid	MAS	\$ -	\$ 9,954.00	
Guthrie	MAS	\$ -	\$ 9,324.00	New MAS system will cost \$4,014 for conversion and \$17,028 annually.
Jenks	Tyler Technology/I-Visions	?	\$105,000.00	
Lawton	Allo	?	\$ 50,000.00	
Mid-Del	Tyler Technology/Munis	\$1,000,000.00	\$ 78,507.50	
Moore	Allo	?	\$ 68,000.00	
Muskogee	Allo	\$ 335,000.00	\$ 35,000.00	
Mustang	Allo	?	\$ 39,600.00	FY '16-convert back to MAS Wen-gage (\$12,348) / FY '17-new MAS system.
Norman	Tyler Technology/Munis	\$ 610,000.00	\$113,000.00	
Owasso	MAS	\$ -	\$ 10,335.00	
Pryor	Tyler Technology/Munis	\$ 54,800.00	\$ 32,883.00	
Sapulpa	MAS	\$ -	\$ 9,450.00	
Shawnee	MAS	\$ -	\$ 8,285.00	New MAS system will cost \$4,245 for conversion and \$18,000 annually.
Stillwater	ADPC/Trends	\$ -	\$ 14,000.00	
Tulsa	Tyler Technology/Munis	?	\$210,923.00	
Union	Tyler Technology/Munis	?	\$140,000.00	

ADDENDUM #1
TRANSPORTATION MANAGEMENT SERVICES
GUTHRIE OKLAHOMA

Now on this _____ Day of _____, 2015, and subject to the following changes:

1. Term July 1, 2015 through June 30, 2016.
2. All other terms and conditions remain the same.
3. In accordance to Section 6.2 "Option to Renew", the parties hereby exercise the option to renew the TRANSPORTATION MANAGEMENT SERVICES AGREEMENT dated July 1, 2014 between Independent School District No. 1 of Logan County a/k/a Guthrie Public Schools and TransPar Group, Inc., 18 SW 3rd Street, Suite 200, Lee's Summit, MO 64063.
4. In accordance to Section 7.1 "Compensation/Reimbursements/Payments/Etc.", the District shall pay to the Manager the sum of \$11,852 monthly.

IN WITNESS THEREOF, the parties have hereunto set their hands the day and year written above.

INDEPENDENT SCHOOL DISTRICT No. 1
OF LOGAN COUNTY, OKLAHOMA
a/k/a Guthrie Public Schools

By:

Title of Person Signing

ATTEST: _____
Clerk, Board of Education

Date: _____

TransPar Group, Inc.

By:

Title of Person Signing

ATTEST: _____

Date: _____

REQUEST FOR APPROVAL OF STATE AID AND/OR FEDERAL FUNDS FOR SCHOOLS
2014-2015 Child Nutrition FUND

S.A.&I.307(2006)

School District No. I-001

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

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

1. <u>Federal Lunch Reimbursement (May 2015)</u>	\$ <u>63,241.36</u>
2. <u>Federal Breakfast Reimbursement (May 2015)</u>	<u>22,445.17</u>
3. _____	_____
4. _____	_____
5. _____	_____
Total	\$ <u>85,686.53</u>

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

PURPOSE OF ITEM OF APPROPRIATIONS	Prior Approved Appropriations	Requested Application of Funds	Current Approved Appropriations	Added By County Clerk
1. Current Expense		85,686.53		85,686.53
2. Interest Reserve				
3. Grand Total		85,686.53		85,686.53

Submitted, by order of the Board, this 8th day of June 2015.

President of the Board

Clerk

CERTIFICATE OF COUNTY CLERK

STATE OF OKLAHOMA, COUNTY OF Logan, SS:

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

Done at _____ Oklahoma, this _____ day of _____, 20____.

County Clerk

(SEAL)

By _____ Deputy

OKLAHOMA STATE DEPARTMENT OF EDUCATION
 Child Nutrition Programs Electronics Claims Reimbursement System
 Claim for Federal Reimbursement

SFA	County	District	Month	Year
GUTHRIE	LOGAN	42-I001	May	2015

1. GENERAL DATA

Number of Schools Participating	Number of Enrolled Students
Lunch: 6	On Site Free: 1,737
Breakfast: 0	On Site Reduced: 277
Severe Need Breakfast: 6	On Site Paid: 1,450
Days Operated this claim period: 16	

- This district is claiming students who are not enrolled (visiting, adult education, or out-of-home placement)
- This district is claiming preprimary students who are not enrolled (preprimary children under the age of four).

2. LUNCH AND SNACK

Lunches Served				After School Snacks Served			
Free	18,053 *	3.0000 =	\$54,159.00	Free	0 *	0.8200 =	\$0.00
Reduced	2,363 *	2.6000 =	\$6,143.80	Reduced	0 *	0.4100 =	\$0.00
Paid	4,760 *	0.3000 =	\$1,428.00	Paid	0 *	0.0700 =	\$0.00
*NMP	25,176 *	0.0600 =	\$1,510.56				
Total	25,176		\$63,241.36	Total	0		\$0.00
Adults/Visitors 103	Contract 0	Adults/Visitors 0	Contract 0				
<i>*New Meal Pattern Compliance Performance Incentive</i>				Lunch Reimbursement		\$63,241.36	
				Adjustment		\$0.00	
				Warrant Amount		\$0.00	

3. BREAKFAST AND SEVERE NEED BREAKFAST

Breakfast Served				Severe Need Breakfast Served			
Free	0 *	1.6200 =	\$0.00	Free	10,462 *	1.9300 =	\$20,191.66
Reduced	0 *	1.3200 =	\$0.00	Reduced	1,141 *	1.6300 =	\$1,859.83
Paid	0 *	0.2800 =	\$0.00	Paid	1,406 *	0.2800 =	\$393.68
Total	0		\$0.00	Total	13,009		\$22,445.17
Adults/Visitors 0	Contract 0	Adults/Visitors 17	Contract 0				
				Breakfast Reimbursement		\$22,445.17	
				Adjustment		\$0.00	
				Warrant Amount		\$0.00	

4. SPECIAL MILK PROGRAM

Special Milk Reimbursement	\$0.00
Adjustment	\$0.00
Warrant Amount	\$0.00

5. REIMBURSEMENT SUMMARY

Warrant Effective Date	Total Reimbursements	Adjustments	Total Warrant Amount
5/26/2015	\$85,686.53	\$0.00	\$0.00

**APPLICATION FOR APPROVAL
OF TEMPORARY APPROPRIATIONS
FOR THE FISCAL YEAR OF 2015-16**

BE IT RESOLVED: that, in accordance with the provisions of 68 O.S., Section 3020, the County Excise Board is respectfully requested to approve the temporary appropriations listed below for the funds of the hereinafter named school district. It is certified that the amounts so requested do not exceed 100% of the School's Estimate of Needs for 2015-16:

General Fund	
Current Expense	<u>\$ 20,500,000</u>
Building Fund	
Erecting, remodeling or repairing school buildings and purchase of furniture	<u>\$ 1,100,000</u>
Child Nutrition Fund	
Current Expense	<u>\$ 1,000,000</u>
School Age Care Fund	
Current Expense	<u>\$ 78,860</u>
Gifts & Endowments Fund	
Current Expense	<u>\$ 15,000</u>
Insurance/Casualty Fund	
Current Expense	<u>\$ 45,000</u>

Approved this _____ day of _____, 2015.

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

ATTEST:

CLERK

PRESIDENT

COUNTY EXCISE BOARD

APPROVED BY THE _____ COUNTY EXCISE BOARD

THIS _____ DAY OF _____, 2015.

ATTEST:

CHAIRMAN

MEMBER

SECRETARY OF COUNTY
EXCISE BOARD

MEMBER



May 27, 2015

Board of Directors

Lloyd Snow,
Chairman
Superintendent:
Sand Springs Schools

Terry Davidson,
Vice Chairman
Superintendent:
Comanche Schools

Dr Kent
Shellenberger,
Treasurer
Superintendent:
Bethany Schools

Dusty Ricks,
Secretary
Superintendent:
Mid America
Technology Center

Brad Overton,
Member
Superintendent:
Cordell Schools

Bill Seitter,
Member
Superintendent:
Watonga Schools

John Cox,
Member
Superintendent:
Peggs Schools

Executive Director

David Martin

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

RE: Membership Proposal Effective 7/1/2015

Dear Dr. Mike Simpson:

We are very pleased to provide you with the attached proposal for property and casualty insurance coverages with Oklahoma Schools Insurance Group (OSIG). We are also pleased to announce a rate reduction to the members for 2015-2016.

OSIG is not a conventional insurance program. We are a public entity in the state of Oklahoma formed by an Interlocal Agreement and made up of member public school districts. Our organization is non-profit, member owned, and controlled by a board of your peers. Our sole mission is to serve our member schools. Our promise is to provide quality insurance coverage and superior service at stable pricing. OSIG continues to deliver on our promises. The financial success of the program provides opportunities for distributions to be made to return surplus funds to member schools or to help offset rate increases when they occur. We are pleased that 346 school districts are members of OSIG. Our membership is strong and committed.

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

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

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

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

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

Sincerely,

OSIG Program Administration
Cc: Martin Insurance

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



Guthrie Public Schools
802 East Vilas
Guthrie, OK 73044

This is not an invoice.

Breakdown of Insurance Cost

Premium Breakdown	
Property:	\$120,530
Boiler & Machinery:	\$1,298
Auto Physical Dmg:	\$5,747
General Liability:	\$20,191
Auto Liability:	\$26,921
Educators Legal:	\$20,190
Excess Liability:	\$0
Total Annual:	\$194,877

A 25% minimum earned premium applies.

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

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

Year	2009-2010	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015 Pro Rata Paid
Total Values	\$63,386,670	\$63,366,935	\$63,574,231	\$67,727,017	\$71,302,340	\$71,508,733
Premium	\$166,875	\$145,856	\$174,378	\$210,751	\$220,357	\$206,375
Dividend Received	\$8,344	\$0	\$0	\$0	\$0	\$0
Net Insurance Cost	\$158,531	\$145,856	\$174,378	\$210,751	\$220,357	\$206,375

Number of Claims:	Insurance Cost Paid to OSIG (incl Endts):	Incurred Claims: (2009-2015)	5.5 Yr Loss Ratio:
71	\$1,122,996	\$836,170	74.46%

We appreciate your business.

Thank you!

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



Coverages

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

Property

- Full Replacement Cost - Except Roofs over 15 years old and Autos adjusted at ACV
- No Coinsurance Clause
- No Cosmetic Damage Only Exclusion
- Real And Personal Property- Limit Per Occurrence
- Blanket Coverage - subject to school statement of values \$1,000,000,000
including:
 - Electronic Data Processing Equipment, and Media
 - Accounts Receivable
 - Valuable Papers
 - Fine Arts
 - Miscellaneous Property
 - Miscellaneous Unnamed / Undescribed Property
 - Builder's Risk
*Note All Builder's Risk projects must be reported to OSIG - Frame projects are subject to approval
 - Outdoor Property - covered all perils
 - Extra Expense
 - Business Income including Rental Income and Tuition Income
 - Ordinance or Law including Increased Cost of Construction and Demolition
 - Contractor's Equipment Coverage
 - Debris Removal Coverage
 - Covered Property In Transit
 - Personal Property of Others/Officers/Employees
 - Off Premises Services Interruption including Extra Expense
 - Vehicle Damage
 - Terrorism
- Newly Acquired Property Coverage - 90 days \$25,000,000
- Earthquake, Volcanic Eruption- Aggregate Any One Policy Year \$25,000,000
- Flood- Aggregate Any One Policy Year \$25,000,000
*Note Flood Zones A and V are excluded - Except for Automobiles
- Pollution Liability included
- Boiler And Machinery Coverage- Any One Occurrence \$100,000,000

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

Deductibles Optional increased deductible quotations are available upon request.

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



General Liability

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

School Board Legal Liability

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

Employee Benefit Liability

- Claims Made Form
- Unlimited Prior Acts / No retroactive date included
- *Any incidents or potential claims that have been reported to the superintendent, any associate superintendent, principal, assistant principal, personnel directors, dean or school attorney should be reported to your current carrier immediately.

Automobile Liability

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

Automobile Physical Damage

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



Crime

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

Cyber Liability

- Claims-Made Form
- Retro date - first effective date with OSIG
- Third Party Liability
 - \$2,000,000 Annual Aggregate Limit for Information Security and Privacy Liability
 - \$500,000 Annual Policy Aggregate Privacy Notification costs
 - \$2,000,000 Annual Aggregate Penalties for Regulatory Defense and Penalties
 - \$100,000 PCI Fines and Penalties
 - \$2,000,000 Annual Aggregate Website Media Content
- First Party
 - \$2,000,000 Policy Aggregate Sublimit Cyber Extortion Loss
 - \$2,000,000 Policy Aggregate Sublimit Data Protection Loss and Business Interruption Loss
 - First Party Business Interruption Sublimits
 - \$50,000 Hourly Sublimit and Forensic Expense Sublimit
 - \$150,000 Dependent Business Interruption Sublimit
- \$10,000 Deductible

Violent Malicious Acts Coverage

- \$1,000,000 Limit Each Occurrence
- \$2,000,000 Pool Annual Aggregate
- \$2,500 Deductible
- Insures the necessary extra expense you incur to continue the normal conduct of the school district's operations following a violent malicious act
- Coverage compensates the school if the school board determines that it will permanently cease use of the affected location as a direct result of the VMA and relocate elsewhere
- Coverage trigger is bodily injury

Disaster Management

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

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

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

Property Schedule

Report Printed: 05/27/2015 11:15 am

Guthrie Public Schools

Location	Occupied As	Bldg Value	Contents Val
1/10 mi. N. & 1/4 mi	Vo-Ag/Hog Building (5) & Fence	\$13,013	\$1,312
1006 N. Wentz	Parking Lot (Liability Only)	\$0	\$0
1021 E. Perkins	Faver Gym	\$371,790	\$37,495
1021 E. Perkins	Faver Portable Class (2)	\$101,250	\$13,598
1021 E. Perkins	Faver School - Office	\$1,535,400	\$154,844
115 E. Harrison	Jelsma Stadium Goal Posts	\$7,229	\$0
115 E. Harrison	Jelsma Stadium Lights/Poles	\$154,912	\$0
115 E. Harrison	Jelsma Stadium PA System	\$36,146	\$0
115 E. Harrison	Jelsma Stadium Scoreboard	\$25,819	\$0
115 E. Harrison	Stadium Bleachers/Pressbox/Restrooms/Concessions/Ticketbooths/Storage	\$3,124,069	\$36,453
200 Crooks Dr.	*High School Outdoor Classroom Canopy	\$2,653	\$511
200 Crooks Dr.	*High School Outdoor Gazebo (No Contents)	\$3,038	\$0
200 Crooks Dr.	*Softball Storage Building	\$3,291	\$1,021
200 Crooks Dr.	Building for Champions and Weight Room	\$801,672	\$80,848
200 Crooks Dr.	Child Nutrition/Information Technology Building	\$297,432	\$78,114
200 Crooks Dr.	High School & Gym	\$15,795,000	\$2,083,044
200 Crooks Dr.	High School Canopy & Walk-In Freezer	\$25,312	\$5,106
200 Crooks Dr.	High School Classroom SE	\$334,611	\$33,745
200 Crooks Dr.	High School Fence	\$20,655	\$0
200 Crooks Dr.	High School Greenhouse	\$86,751	\$8,749
200 Crooks Dr.	High School JROTC	\$1,394,212	\$240,605
200 Crooks Dr.	High School Potting Shed	\$31,809	\$3,208
200 Crooks Dr.	High School Storage Building	\$4,338	\$437
200 Crooks Dr.	High School Vo-Ag	\$658,378	\$104,152
200 Crooks Dr.	HS Pole Vault Pit	\$15,491	\$0
200 Crooks Dr.	HS Scoreboard (2) Gym	\$8,778	\$0
200 Crooks Dr.	HS Track & Fence	\$206,550	\$0
200 Crooks Dr.	HS Track Concession/Restroom	\$20,655	\$2,083
200 Crooks Dr.	HS Track Storage Containers (2)	\$9,088	\$917
200 Crooks Dr.	Letters on HS & GUES	\$2,582	\$0
200 Crooks Dr.	New Maintenance Building	\$206,550	\$52,076
200 Crooks Dr.	Soccer Stadium Goal Posts	\$5,164	\$0
200 Crooks Dr.	Soccer Stadium Lights	\$51,638	\$0
200 Crooks Dr.	Soccer Stadium PA System	\$15,491	\$0
200 Crooks Dr.	Soccer Stadium Scoreboard	\$25,819	\$0
200 Crooks Dr.	Softball Batting Cage	\$7,229	\$0
200 Crooks Dr.	Softball Concession & Fence	\$25,819	\$2,604
200 Crooks Dr.	Softball Dressing Room Portable	\$70,847	\$8,332
200 Crooks Dr.	Softball Dugouts	\$5,164	\$0
200 Crooks Dr.	Softball Lights	\$46,474	\$0
200 Crooks Dr.	Softball Nets	\$1,758	\$0
200 Crooks Dr.	Softball Scoreboard	\$4,647	\$0
200 Crooks Dr.	Softball Storage Building	\$3,615	\$365
200 Crooks Dr.	Tennis Court Playing Surface	\$25,819	\$0
200 Crooks Dr.	Tennis Courts Light Poles (8)/Wind Screen/Fence	\$51,638	\$0
200 Crooks Dr.	Tennis Storage Building	\$5,783	\$583
200 Crooks Dr.	Vo-Ag Storage	\$43,376	\$7,811
200 E. Springer	25 Sec. Clock (2)	\$2,685	\$0
200 E. Springer	Athletic Building/Dressing Room	\$252,027	\$25,417
200 E. Springer	Baseball Dugouts	\$12,393	\$0
200 E. Springer	Baseball Grandstands/Press	\$180,731	\$18,227
200 E. Springer	Baseball Portable Building	\$4,338	\$437
200 E. Springer	Squires Field Lights/Poles	\$129,094	\$0
2001 W. Noble	Cotteral East Classroom	\$352,787	\$37,802
2001 W. Noble	Cotteral Portables (#3&4)	\$103,275	\$10,415
2001 W. Noble	Cotteral Portico - Kitchen	\$6,713	\$0

Guthrie Public Schools

Location	Occupied As	Bldg Value	Contents Val
2001 W. Noble	Cotteral Portico - Playground	\$1,756	\$0
2001 W. Noble	Cotteral School Building	\$3,566,489	\$359,678
2001 W. Noble	Cotteral South Classroom	\$138,773	\$15,758
2001 W. Noble	Cotteral South Classroom	\$138,773	\$15,758
2001 W. Noble	Cotteral Southwest Classroom	\$138,773	\$15,758
2001 W. Noble	Cotteral Southwest Playground	\$20,655	\$0
2001 W. Noble	Cotteral Storage Building	\$2,892	\$292
2001 W. Noble	Fence	\$3,305	\$0
317 E. Grant	Indoor Baseball	\$214,709	\$21,653
321 E. Noble	Central Elem.-Playground Equip.	\$20,655	\$0
321 E. Noble	Central Elementary	\$2,709,435	\$273,245
321 E. Noble	Fence	\$18,486	\$0
520 Crooks Dr.	Bus Barn	\$180,731	\$31,246
520 Crooks Dr.	Bus Barn Annex Portable	\$27,833	\$2,807
520 Crooks Dr.	Fuel Pumps (3), Storage Tanks (2)	\$36,146	\$0
520 Crooks Dr.	Transportation Storage Building	\$59,641	\$6,015
702 Crooks Dr.	GUES Portable Classrooms (1)	\$51,638	\$5,208
702 Crooks Dr.	Guthrie Upper Elem. Playground	\$20,655	\$0
702 Crooks Dr.	Guthrie Upper Elementary	\$10,833,750	\$1,735,870
702 Crooks Dr.	Portico Canopy GUES	\$15,491	\$0
702 Crooks Dr.	Walk In Freezer	\$20,250	\$5,106
705 E. Oklahoma	Junior High - Gym	\$1,424,142	\$143,624
705 E. Oklahoma	Junior High Main Building	\$6,608,010	\$729,065
705 E. Oklahoma	Portable Building	\$98,318	\$9,915
722 E. Harrison	Junior High Annex	\$115,023	\$11,600
802 E. Oklahoma	Maintenance Building	\$312,861	\$62,491
802 E. Vilas	Administration	\$1,282,304	\$156,228
802 E. Vilas	Fence	\$9,811	\$0
852' East of Dougla	Vacant Land - 25 acres (Liability Only)	\$0	\$0
902 N. Wentz	Fence	\$18,837	\$0
902 N. Wentz	Fogarty Annex	\$333,062	\$33,589
902 N. Wentz	Fogarty Building	\$4,479,140	\$470,560
902 N. Wentz	Fogarty Playground	\$20,655	\$0
902 N. Wentz	Fogarty Portable Classroom	\$77,456	\$7,811
902 N. Wentz	Fogarty Portable Classroom	\$77,456	\$7,811
902 N. Wentz	Fogarty Portico	\$2,272	\$0
929 E. Perkins	Headstart	\$310,603	\$35,270

\$60,123,584 **\$7,206,669**

Construction Legend

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

Floater Limit	\$150,000	Auto Values:	\$3,017,598
EDP Limit	\$1,500,000	Total Values:	\$72,497,851
Extra Expense Limit	\$500,000		

Auto Schedule

Report Printed: 05/27/2015 11:15 am

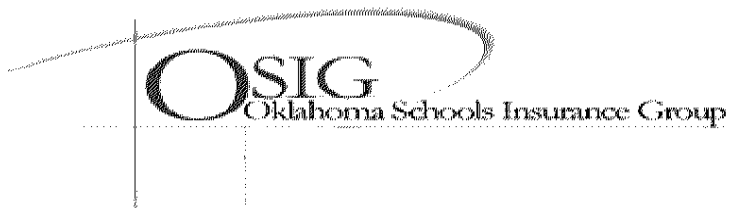
Guthrie Public Schools

Vehicle No	Year	Make	Model	Capacity	VIN	New ACV	Actual Value
1	2002	International	Bus	71	4DRBRABP32B947101		\$25,000
2	2002	International	Bus	71	4DRBRABPX2B947094		\$25,000
3	2002	International	Bus	71	4DRBRABP12B947095		\$25,000
4	2002	International	Bus	71	4DRBRABP42B947110		\$25,000
5	2002	International	Bus	71	4DRBRABP52B947116		\$25,000
6	2002	International	Bus	71	4DRBRABP62B947108		\$25,000
7	2002	International	Bus	71	4DRBRABP12B947100		\$25,000
8	2002	International	Bus	71	4DRBRABP02B947105		\$25,000
9	2002	International	Bus	71	4DRBRABP52B947097		\$25,000
10	2002	International	Bus	71	4DRBRABP32B947096		\$25,000
11	2002	International	Bus	71	4DRBRABP12B947114		\$25,000
12	2002	International	Bus	71	4DRBRABP22B947106		\$25,000
13	2002	International	Bus	71	4DRBRABP72B947117		\$25,000
14	2002	International	Bus	71	4DRBRABP02B947119		\$25,000
15	2002	International	Bus	71	4DRBRABP72B947120		\$25,000
16	2002	International	Bus	71	4DRBRABP52B947102		\$25,000
17	2002	International	Bus	71	4DRBRABP72B947103		\$25,000
18	2002	International	Bus	71	4DRBRABP62B947111		\$25,000
19	2002	International	Bus	71	4DRBRABP32B947115		\$25,000
20	2002	International	Bus	71	4DRBRABP92B947099		\$25,000
21	2002	International	Bus	71	4DRBRABP92B947118		\$25,000
22	2002	International	Bus	71	4DRBRABP82B947109		\$25,000
23	2002	International (A	Bus	71	4DRBRABP92B947121		\$25,000
24	2002	International (A	Bus	71	4DRBRABP02B947122		\$25,000
25	2002	International	Bus	48	4DRBRABM52B947123		\$25,000
26	2002	International	Bus	48	4DRBRABM72B947124		\$25,000
27	2000	Freightliner	Bus w/Lift	48	4UZ6CJAC8YCGO1259		\$25,000
28	2002	International w/	Bus	48	4DRBRABP12B947125		\$25,000
29	1999	Chevrolet	Pickup	3	1GCCS1446XK206349		\$12,495
30	2005	Ford	F350 Pickup	6	1FDWF36545EA59541		\$27,500
31	1999	Chevrolet	Pickup	3	1GCCS1442XK205117		\$12,995
32	1997	Chevrolet	Pickup	3	1GCHC33F2VF055873		\$28,176
33	1999	Ford	F350 Pickup	6	1FTWW32F1XEE86603		\$32,660
34	2005	Ford	F350 Pickup	6	1FTWW32P15EA61579		\$40,500
35	1996	Ford	Van	8	1FMEE11H5THB10979		\$15,000
36	2005	Ford	E150 Van	8	1FMRE11L25HA23243		\$41,200
37	1997	Ford	Van	5	1FMEE1129VHB96103		\$17,000
38	1999	Ford	F150 Pickup	3	1FTZF1721XKA97842		\$17,355
39	1997	Ford	Escort	5	1FALP13P7VW407606		\$12,000
40	1995	Ford	F-700	3	1FDNF70J7SVA9643		\$27,383
41	1973	Bullmobile	Trailer		13819		\$4,000
42	1980	Shopmade	Trailer		1001GFFA		\$4,000
43	1988	Van	Trailer		1WC200E1XJ2011732		\$2,000
44	1991	Barrett	Trailer		1B9P20205M1014201		\$15,688
45	1990	WW	Trailer		11WHS1628RW19		\$3,000
46	1998	Flatbed	Trailer		4P5SH1621W101		\$1,000
47	2004	Chevrolet	Malibu	5	1G1ND52F04M570533		\$10,616
48	2006	Freightliner	Bus	16	4UZAAXDCX6CV23480		\$75,000
49	2006	Dodge	Caravan	7	1D4GP24R46B723011		\$18,382
50	2006	Dodge	Caravan	7	1D4GP24R66B723012		\$18,382
51	2002	Dodge	Pickup	3	1D7HA16N12J218895		\$15,400
52	2008	Ford	F350	3	1FTWW32Y18EA78508		\$36,510
53	1985	16'	Trailer				\$800
54	1990	Lawn Utility	Trailer				\$800
55	2006	Bleacher	Trailer				\$30,000
56	2006	Bleacher	Trailer				\$30,000

Guthrie Public Schools

Vehicle No	Year	Make	Model	Capacity	VIN	New ACV	Actual Value
57	1967	AMG	Cargo Truck	3	NK00RC-7225547		\$0
58	2005	Ford	F350 Pickup	3	1FDWF36585EA31502		\$29,500
59	2010	Freightliner	Bus	23	4UZABPDT2ACAR5820		\$65,000
60	2011	Freightliner	Bus	71	4UZABRDT1BCAR8320		\$65,000
61	2011	Freightliner	Bus	71	4UZABRDT3BCAR8321		\$65,000
62	2011	Freightliner	Bus	71	4UZABRDT5BCAR8322		\$65,000
63	2011	Freightliner	Bus	71	4UZABRDT7BCAR8323		\$65,000
64	2011	Freightliner	Bus	71	4UZABRDT9BCAR8324		\$65,000
65	2011	Freightliner	Bus	71	4UZABRDT0BCAR8325		\$65,000
66	2011	Freightliner	Bus	71	4UZABRDT2BCAR8326		\$65,000
67	2008	Freightliner	Bus	20	4UZABRDT08CZ54311		\$65,000
68	1975	Chevy	Pickup w/Toolbox	2	CC22235J150972		\$0
69	2012	Thomas	Bus		4UZABPDT2CCBM8891		\$88,565
70	2008	Haulmark	Box Trailer		16HGB20238A029320		\$5,076
71	2012	Ford	F350 Crewcab Pickup		1FT8W3CT1CEC95643		\$34,265
72	2013	Ford	Expedition		1FMJK1F58DEF33757		\$29,414
73	2013	Ford	Expedition		1FMJK1F5XDEF33758		\$29,614
74	2012	Dodge	Ram		3C7WDSAT6CG213234		\$27,992
75	2013	Cimarron	Livestock Trailer		5PASG2422DC008280		\$29,980
76	2013	Ford	Expedition XL		1FMJK1F5XDEF60149		\$29,814
77	2013	Ford	Cargo Van		1FTNE1EW8DDB18029		\$18,536
78		Gooseneck	Trailer		TBD		\$0
79	2014	Thomas	Bus	71	4UZABRDU4ECFF9888		\$74,500
80	2014	Thomas	Bus	71	4UZABRDUOECFF9886		\$74,500
81	2013	Thomas	Bus	71	4UZABRDU5DCBT1251		\$69,500
82	2013	Thomas	Bus	71	4UZABRDU7DCBT1249		\$69,500
83	2013	Thomas	Bus	71	4UZABRDUXDCBT1245		\$69,500
84	2013	Thomas	Bus	71	4UZABRDU5DCBT1248		\$69,500
85	2012	Thomas	Bus	71	4UZABRDU9CCBA2099		\$67,500
86	2014	Thomas	Bus	71	4UZABRDU3ECFF9901		\$74,500
87	2014	Thomas	Bus	71	4UZABRDU1ECFF9895		\$74,500
88	2014	Thomas	Bus	71	4UZABRDU4ECFF9891		\$74,500
89	2014	Thomas	Bus	71	4UZABRDU7ECFF898		\$74,500
90	2012	Thomas	Bus	71	4UZABRDU8CCBA2269		\$67,500

Total Value of All Autos for Guthrie Public Schools: **\$3,017,598**



Overview

Background

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

OSIG obtained approval to operate from the Oklahoma Attorney General on June 28, 2001. Effective July 1, 2002, OSIG began full operation by providing its member districts with broad insurance coverage through "A" rated insurance carriers and professional risk management services. Over the past 12 years, OSIG's membership has grown to 346 and the program insures more than \$8.2 Billion in school property across Oklahoma.

Structure

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

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

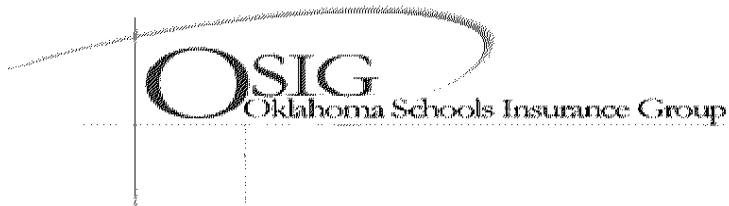
The group purchases insurance and reinsurance from "A" rated carriers. OSIG's insurance providers are long term partners and committed to OSIG and Oklahoma schools.

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

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

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

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



Financial Strength

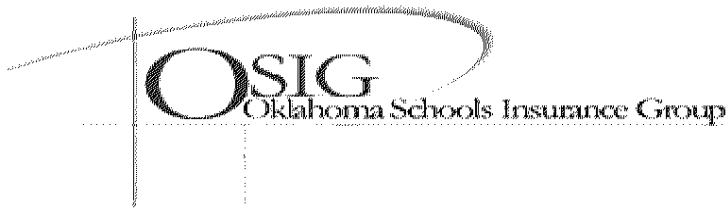
OSIG is financially solid and we have the funds (cash) we need to pay your claims. OSIG has returned more than \$6.5 million to our members over the years as dividends. Surplus at year ended 6/30/14 was more than \$10.9 million and our assets were more than \$18 million.

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

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

<i>Statement of Net Assets</i>	
<i>As of 6/30/14</i>	
Cash	\$ 15,342,828
Other Assets	\$ 2,833,013
Total Assets	\$ 18,175,841
Notes Payable	\$ -
Other Liabilities	\$ 7,201,016
Total Liabilities	\$ 7,201,016
Total Net Assets/Surplus	\$ 10,974,825

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



Important Plan Information

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

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

Actuarial Review

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

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



Procedure to Become A New Member

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

Procedure to Renew Coverage

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

Payment Terms

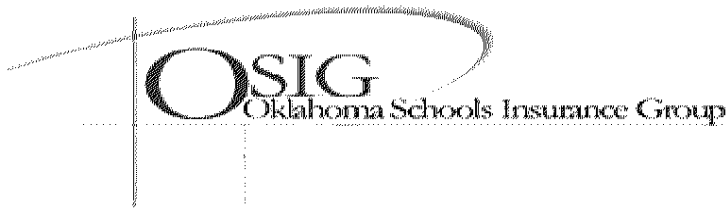
Payment of the membership fee is due the effective date of your coverage. A three (3) payment plan option is available.

Installment #1	1/3 of total	due 7/1/15
Installment #2	1/3 of total	due 8/1/15
Installment #3	1/3 of total	due 9/1/15

A 25% minimum earned premium applies.

Risk Management And Loss Control Tools

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



Contacts For Questions

Coverage Questions

Your Local Agent or:

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

Eastern Oklahoma Schools (East of I-35)

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

General Program Questions

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

OSIG Board Members

Lloyd Snow - Chairman	Sand Springs Schools	(918) 246-1400
Terry Davidson - Vice Chairman	Comanche Schools	(580) 439-2900
Dr Kent Shellenberger - Treasurer	Bethany Schools	(405) 789-3801
Dusty Ricks - Secretary	Mid America Technology Center	(405) 449-3391
Brad Overton - Member	Cordell Schools	(580) 832-3220
Bill Seitter - Member	Watonga Schools	(580) 623-7364
John Cox - Member	Peggs Schools	(918) 598-3412



Oklahoma School Assurance Group

May 27, 2015

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

Dear Dr. Simpson and District Board of Education:

Please find enclosed the Workers' Compensation proposal for your district's 2015-2016 school year from the Oklahoma School Assurance Group.

It is important to review the proposal completely, along with enclosures provided, i.e. Workers' Compensation General Information flyer, and an *Affidavit for Filing with Competitive Bid*. Please don't hesitate to call our office at 800-699-5905 for assistance with reviewing your proposal.

To ensure safety and coverage effective July 1, 2015, as a current member you will be automatically renewed unless we receive written notification by June 15, 2015.

OSAG is the largest provider of workers' compensation services to Oklahoma public schools, taking great pride in having saved our district members over \$90,576,012 since we began in 1994. Our motto is to provide "*the most efficient and economical workers' compensation services to Oklahoma public school districts*". We continue to strive to uphold this motto, and look forward to another year with Guthrie School District as a member of our program.

Sincerely,

Tina J. Wamsley, Secretary
Oklahoma School Assurance Group

TJW/vml

enclosure

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



Oklahoma School Assurance Group

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

May 27, 2015

Re: Workers' Compensation Insurance

Dear Dr. Simpson,

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

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

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

The advantages of the OSAG PLAN are:

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

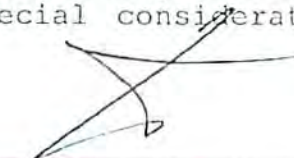
**Your total premium for the 2015/2016 Workers' Compensation is \$ 241,061.00
Which includes the Loss Fund amount of \$ 38,589.00**

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

AFFIDAVIT FOR FILING WITH COMPETITIVE BID

STATE OF OKLAHOMA)
) SS
COUNTY OF OKLAHOMA)

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



Tom Beckman

Subscribed and sworn to before me this 11th day of May, 2015.





Notary Public

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

NOTE:

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

Member Benefits of the Oklahoma School Assurance Group

The Oklahoma School Assurance Group (O.S.A.G.) is the largest provider of workers' compensation services to Oklahoma public schools, with four hundred ninety-six members in the 2014-2015 policy year. OSAG is an Interlocal Cooperative Act Agency of Schools, governed by a five-member board of trustees, all of which serve as superintendents of OSAG member school districts. OSAG operates under the motto "to provide the most efficient and economical workers' compensation services to Oklahoma public schools." Since OSAG inception in 1994, OSAG member school districts have accumulated a total savings of \$90,576,012. (See attached)

OSAG member benefits include the following:

- *Four Loss Control & Safety Training Seminars held annually at NO COST to membership. Various speakers include the Oklahoma Department of Labor, Oklahoma Safety Council, The Center for Education Law, as well as the OSAG third party administrator, marketing firm, private investigating firms, and so on.*
- *Online safety training video program provided at NO COST to membership. Accessible with assigned school-specific username and password. All videos are accessible through the OSAG webpage at www.okschoolassurancegroup.org, 24 hrs/day, 7 days/week. (List of video title selections attached)*
- *Monthly **OSAG REVIEW** newsletter providing current safety training tips, OSAG board correspondence, & notification of upcoming OSAG events.*
- *One premium quote for one year of coverage, with no potential for audit of adjusted payroll or differing classification code.*
- *Premiums based on individual school district's workers' compensation claim performance, and not based on group as a whole.*
- *Potential for a refund of a portion of premium if good loss control is maintained for that policy year.*
- *No risk policy! OSAG, as well as its members, assume ZERO risk or liability for claims made. OSAG is a fully insured program, backed by CompSource Mutual. All OSAG funds belong to OSAG membership.*



Guthrie Public Schools

Memo

To: Dr. Simpson and Guthrie Board of Education

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

Date: May 27, 2015

Re: Aurora Learning Community Association (ALCA) Agreement

Attached is a copy of the 2015-2016 agreement between Guthrie Public Schools and Aurora Learning Community Association (ALCA). Aurora Learning Community Association (ALCA) provides districts an online test data service known as Comprehend. Teachers can generate a multitude of test data graph reports (each in seconds) which: disaggregate their OCCT test data for any subgroup, down to objectives for the standards, determine objectives in which an individual student or the group as a whole are strong or weak, show student cohort reports (performance and scores) of progress through multiple years, provide standard and objective trend analysis of multiple years and allow for student tracking/inventories using other data sets such as NWEA (MAP) and interim assessments.

The cost for the 2015-2016 ALCA web based program is \$15,928.60 which is a decrease from last year of \$7,303.40. General funds will be utilized to cover the cost of the program.

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



Estimate

ALCA
 1001 East Elm Street
 Fairview, OK 73737

BILLED TO

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

DETAILS

May 26, 2015
 Guthrie Renewal 15-16

TOTAL DUE

\$6,673.00

Attn: Carmen Walters

Comprehend 2015-16

Item	Quantity	Price	Subtotal
Data - OCCT Sites 14-15 School Sites using Comprehend OCCT Data	4	\$250.00	\$1,000.00
Data - OCCT Site ADM 14-15 Students in Tested School Sites (Site ADM)	2295	\$1.50	\$3,442.50
Data Membership — 2015-16 ALCA members with Data Membership use Comprehend to analyze their students' OCCT or other third party assessment data sets. Other data sets may include EPAS, DIBELS, WIDA, NWEA, and others.	139	\$5.00	\$695.00
Data - NWEA District 15-16 Setup / Importing of NWEA 15-16 Data	1	\$250.00	\$250.00
Data - NWEA Students 15-16 Students taking NWEA 15-16	2571	\$1.00	\$1,285.50
Arch Instructional Management System (AIMS) Basic Planner (Free with ALCA Membership) Create and Share online Planbooks, Units, Lesson Plans, and Curriculum Resources.	139	\$0.00	\$0.00
AIMS Forms (5 Free Forms with ALCA Membership) Create and Share up to five online AIMS Forms (e.g., Administrative, Surveys, Behavioral, Instructional)	139	\$0.00	\$0.00
Total:			\$6,673.00



Estimate

ALCA
 1001 East Elm Street
 Fairview, OK 73737

BILLED TO	DETAILS	TOTAL DUE
Guthrie Public Schools 802 E Vilas Ave Guthrie, OK 73044-5228	May 26, 2015 Guthrie Renewal 15-16	\$9,255.60

Attn: Carmen Walters

Arch Instructional Management System 2015-16
 (Total includes a 40% Piloting Discount)

Item	Quantity	Price	Subtotal
Arch Instructional Management System (AIMS) (\$6 / Student)	2571	\$6.00	\$9,255.60
<ul style="list-style-type: none"> • Benchmark Assessment Tool - 1. Administer (Paper or Online) 2. Scan/Upload (Paper only) 3. Analyze Results in Comprehend • Planbooks (e.g., Units, Lesson Plans, Curriculum Resources) • Comprehend Planning (e.g., Pacing Calendars, Curriculum Maps, Standards Maps, Unit or Lesson Plan DOK Analysis, Vocabulary Lists, Learning Target Analysis, Parent Aids, Instructional Aids, and Curriculum vs. Assessment Alignment Analysis) • Unwrapped Standards Alignment (i.e., Content, Skills, DOK, Learning Targets, Big Ideas, Essential Questions) • Formative and Summative Assessment Creation Tools (e.g., Benchmarking, Unit Testing, Quizzes, Rubrics) • Forms (e.g., Administrative, Real-time Formative Assessments, Surveys, Behavioral, Instructional) • Portfolios (Professional and Learning Portfolios, Work Samples, Artifacts tied to Professional Plans and Student Learning) • Course Management (e.g., RTI Support, Assignments, Assessment Data, Teaming, Scheduling) • Student Access (e.g., Portfolios, Lesson Plans, Assignments, Learning Artifacts, Calendar View, Class Resources, Assessment Results, Learning Rubrics) • Parent Access (e.g., Lesson Plans, Calendar, Standards-aligned Parent Teaching Aids, Assessment Results) 			
Total:			\$9,255.60

Aurora Learning Community Association

ALCA Arch Licensing Agreement

This Arch License Agreement (“Agreement”) is by and between the Aurora Learning Community Association, 1001 East Elm, Fairview, Oklahoma 73737 (“ALCA”) and Customer (as defined in subsection 1.3 of this Agreement).

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

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

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

1.3 **Customer** means an individual, school, school district, career tech, college, university or other educational entity using the Software as designated on page 4 of this Agreement or anyone affiliated with the preceding (i.e. teachers, students, staff, evaluators, etc.), and each individual’s employer for those individuals using the Software within the scope of his or her employment, if any.

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

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

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

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

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

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

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

2. **LICENSE GRANT.**

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

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

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

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

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

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

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

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

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

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

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

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

3.1 Reverse engineer, decompile, disassemble, or alter in any way the Software;

3.2 Sublicense, sell, lease, rent, dispose of, assign, or otherwise transfer the License or Software to any Third Party;

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

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

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

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

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

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

8. CONTENT. The Software is designed to allow Customer and Third Parties having a License to use the Software, to publish and share educational information, materials and content with each

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other so there may be a free exchange of educational information and resources among those having a License to use the Software. As a result, Customer hereby understands and agrees as follows:

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

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

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

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

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

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

9. DATA MANAGEMENT.

9.1 **Data Source and Results.** ALCA will only import data

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

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

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

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

11. **RELEASE AND HOLD HARMLESS.**

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

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

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

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

13. **TERMINATION AND REMEDIES.**

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

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

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

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

13.1.4 Customer’s dissolution, either voluntarily or involuntarily;

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

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

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

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

14. **GENERAL.**

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

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

Mr. Gary Sacket, President
Aurora Learning Community Association
1001 East Elm Fairview, Oklahoma 73737
Phone: (580) 227-1007
Fax: (580) 227-2642
Mail: sacketg@alcaweb.org

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

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

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

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

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

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

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

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

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

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

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

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

AURORA LEARNING COMMUNITY ASSOCIATION

By: Gary Sacket

Name: Gary Sacket

Title: President, ALCA

Date: April 20, 2015

CUSTOMER

By: _____

Name: _____

Title: _____

Date: _____

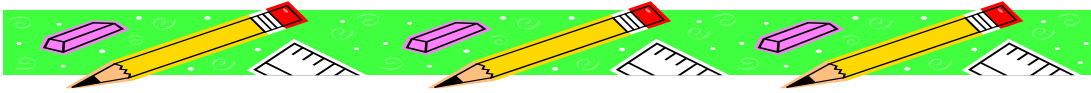


Staking a Claim in Our Students' Future

GUTHRIE ELEMENTARY SCHOOLS

STUDENT HANDBOOK

~~2014-2015~~
2015-2016



Dear Parents and Students,

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

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

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

THANK YOU FOR SHARING YOUR CHILD WITH US!

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A: ABSENCES, ATTENDANCE, & TARDIES

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

TARDIES

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

EARLY CHECKOUT

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

B: BICYCLES

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

C: BREAKFAST AND LUNCH

Guthrie Public Schools offers a breakfast and lunch program. These programs will be offered to the children without regard to race, color, or national origin. Children may eat in the lunchroom by one of the following methods:

1. He/she will pay full price.
2. He/she will pay a reduced price or no price provided parents have made a written request and completed the necessary forms. (The District Child Nutrition Department shall have the responsibility of approving applicant eligibility in accordance to the federal guidelines for free or reduced lunches.)
3. He/she may bring a sack lunch and may purchase milk.

Charging cannot be allowed. Students who have a negative lunch account balance will be served an alternative meal for a period of 3 days.

USDA regulations state "Schools shall make substitutions in foods listed in this section for students who are considered disabled under 7 CFR Part 15 (b) and whose disability restricts their diet. Schools may also make substitutions for non-disabled students who are unable to consume the regular lunch because of medical or other special dietary needs.

Substitutions shall be made on a case-by-case basis only when supported by a statement of the need for substitutions that includes recommended alternate foods, unless otherwise exempted by USDA Food and Nutrition Service. Such statement shall, in the case of a disabled student, be signed by a physician or, in the case of a non-disabled student, by a recognized medical authority.

School Food Service Responsibilities:

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

D: CIVIL RIGHTS COMPLIANCE & ASSURANCE

NOTICE OF NON-DISCRIMINATION

Guthrie Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The Guthrie Public School System also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator:

Name/Title: Superintendent of Guthrie Public Schools
Office Address: 802 E. Vilas, Guthrie, OK 73044
Phone Number (Voice/TDD): (405) 282-8900
Days/Hours Available: M-F 8:00 a.m. - 12:00 p.m. 1:00 p.m. - 4:30 p.m.

For questions regarding this notice, please contact the District Compliance Coordinator.

Procedural Requirements
Title VI, Title IX, Section 504, ADA
July 2000

AVISO DE DECLARACION NO-DESCRIMINATORIA

Escuela Publica de Guthrie no discrimina raza, color, nacionalidad, genero, edad o incapacidad de admision a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningun aspecto de sus operaciones. El Escuela Publica de Guthrie tampoco discrimina en sus contratos o practicas de empleados.

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

Nombre/Titulo: Superintendente de las Escuelas Publicas de Guthrie
Direccion de Oficina: 802 E. Vilas, Guthrie, OK 73044
Numero Telefono (correro de voz/TDD): (405) 282-8900
Dias/Horas de trabajo: L-V 8:00 a.m.-12:00 p.m. 1:00 p.m.-4:30 p.m.

Procedural Requirements
Title VI, Title IX, Section 504, ADA
July 2000

DUE PROCESS

Students have the right to due process. The due process procedure consists of the following steps:

1. Appeal to the Principal-A written appeal must be mailed within five school days.
2. Appeal to the Superintendent
3. Appeal to the Guthrie Board of Education

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

A parent or eligible student of Guthrie Public School District has a right to:

1. Inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. Request the amendment of the student's education records that the parent believes are inaccurate or misleading. Parents may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent, the District will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.
3. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations in this part authorize disclosure without consent; one exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. File a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office / U.S. Department of Education 600
Independence Avenue, SW / Washington, D.C. 20202-4605

E: CLASSROOM REQUEST AND PLACEMENT CHANGE

CLASSROOM REQUEST

Each year during the second semester Guthrie Public Schools allows parents of students currently enrolled in PK – 5 the opportunity to request a teacher for the next school year. Parents are to submit their request utilizing the ~~2014-2015~~ 2015-2016 Teacher Request Form which may be obtained from the office of your child's school for the upcoming school year. This form requires parents/guardians to choose a minimum of four (4) teachers you prefer to have as your child's teacher. A list of teachers to choose from is located on the Teacher Request Form. Should you request a teacher who has transferred to another grade or is no longer an employee of the district, that teacher's replacement will be considered for your child. Your request will not be recognized if you number your preferences or choose less than four (4) choices.

CLASSROOM PLACEMENT CHANGE

From time to time parents feel a need to request moving their child to a different classroom. A decision as to whether to change placement will only be made by the principal after every effort has been applied to resolve the problem. Consideration will not be given until a series of meetings have been held between the parent, teacher, and the principal, and a twenty (20) day action plan has been developed and implemented.

F: CURRICULUM

Guthrie Public Schools curriculum for grades Pre-K through 12 follows the Oklahoma State Department of Education guidelines for curriculum. A copy is available with the principal or teacher for viewing upon request. A copy of the Standards may be obtained online at the Oklahoma State Department of Education website: <http://ok.gov/sde>

G: DANGEROUS WEAPONS

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

The following instruments may be considered weapons:

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

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

H: DIABETES PLAN

Guthrie Public Schools provides nursing services that promote students ability to learn. Our goals are to:

- Assist students in learning how to take care of their health.
- Ensure a safe school environment.
- Promote good control of a student's health condition so they are ready to learn.

Diabetes can affect a student's ability to learn if it is not under good control. To help us meet these goals, Guthrie Public Schools has a nurse who is a certified diabetes educator. She works with school, personnel, individual students with diabetes and their families, and the student's health care provider.

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

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

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

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

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

I: DISCIPLINE AND BEHAVIOR

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

Severe Clause

Guthrie Public Schools is dedicated to providing a safe learning environment for our students. The following behaviors will not be tolerated:

- Behavior which threatens personal and /or public safety
- Disruption of students' rights to learn
- Verbal and/or physical abuse of others
- Damage or theft of personal or school property
- Any additional behaviors outlined in section F-41 of the Guthrie Public Schools Policy Manual.

Any of these violations shall result in a parent or guardian being contacted and/or a student's suspension from school. The length of the suspension will be assigned by the principal depending on the severity of the behavior. Administrators will conduct a suspension conference with the student and parent or guardians outlining the suspension and informing parents of their rights according to district policy

The goal of our Schools is to develop student self discipline in a positive manner. This means giving the student a chance to make choices, and giving him/her a time to discuss his/her problems. Parent communication and support is an important part of discipline.

ALTERNATIVE CLASSROOM

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

THREATS

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

LASER PENS AND LIGHTS

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

J: DRESS CODE

All students are expected to dress appropriately and modestly at all times during the school day and at school activities. Appropriate school clothes are conducive to better behavior in the classroom, in the halls, on campus, or any time students are actively representing the school. The dress code is applicable during the school day and at any school activity, home or away.

Examples of inappropriate attire are, **but are not limited to:**

1. Headwear worn in the building including, but not limited to: hats, bandanas, sweatbands and hoods of sweatshirts.
2. Clothing that inappropriately exposes the body. Any clothing that exposes the midriff. Shirts need to be long enough so that they can be tucked in or drop two (2) inches below

- the waistline without tugging on or stretching the shirt.
3. Clothing that allows undergarments to be visible.
 4. Under no circumstance is a student to wear clothing that is frayed or has holes above the knees.
 5. Clothing that has obscene, profane, or suggestive language.
 6. Sunglasses (including when worn as headwear.)
 7. Garments that display alcohol, drug or tobacco logos or paraphernalia.
 8. Mesh jersey or fishnet type clothing.
 9. All sleeveless shirts, blouses, and dresses whose straps are not at least 3 fingers wide and not fitted under the arm.
 10. Scooped neck and / or low cut front and back necklines that are not modest.
 11. Pants below the waistline (sagging and bagging).
 12. Shorts, dresses, and skirts shorter than fingertip length.
 13. Bicycle pants/spandex shorts.
 14. Clothing that is not worn in accordance with the design (such as both straps being worn on overalls or legs on pants being worn at their full length.)
 15. Chains or "spikes" on clothing, with wallets, or worn as a necklace or bracelet.
- Shoes must be worn at all times for health reasons. "House shoes" are not an acceptable alternative. Shoes with wheels imbedded in them are not acceptable as they are safety hazards.

When a student has worn inappropriate clothing to school, he/she will be sent to the office and parents or guardians may be requested to bring a change of clothing to school.

FADS

Each year there are a few things, including some "fads", which show up on our school sites. When a fad begins on campus and a "nuisance" develops, we shall immediately eliminate the nuisance.

K: ENROLLMENT

EMERGENCY INFORMATION - Should an emergency occur at school, parents are to have emergency contact information on the enrollment cards. Two alternative phone numbers should be given also in case no one is available at the home/work numbers. In the event that it is deemed necessary, 911 will be contacted as well as the parent.

ENROLLMENT CARDS - Please be sure to inform the school of any changes needed on a child's enrollment card during the school year. One of the most important uses of this card is to contact a parent when a child is injured or ill at school. If a parent changes employment, telephone numbers, doctor or emergency contacts, the school should be informed. The medical information on the enrollment card must be filled out.

IMMUNIZATIONS - State law requires that every student who is admitted to public school must have evidence of a successful series of vaccinations for

- Four or Five doses DTP/DTaP (Diphtheria, Tetanus, Whooping Cough)
- Three or Four doses Polio
- Two doses MMR (measles, mumps, rubella/rubeola vaccinations)

- Three doses Hepatitis B (hepatitis B)
- Two doses Hepatitis A (hepatitis A)
- Varicella immunization (Chicken Pox) or a parental history of a child having the disease.

VERIFICATION OF RESIDENCE – All new and currently enrolled students must provide 2 current proofs of residency each year. Any change of address or telephone number should be reported to the School Office.

GUARDIANSHIP - Proof of legal guardianship is required at the time of enrollment if the guardian is not the natural parent of the student.

Court appointed papers (signed by a judge) denoting custody for students not living with both parents listed on the birth certificate are required.

L: FIELD TRIPS

It is a privilege and honor for Guthrie Public School students to attend and represent our school at various activities through the course of the year. Only students with signed parent/guardian permission forms will be allowed to attend field trips approved by the school administration. If a parent or guardian of a student wishes to transport their child to the field trip they must: 1) inform the teacher in writing prior to the field trip 2) sign their child out of school and 3) sign their child in upon arrival at the field trip destination with the teacher or appointed staff member. If the parent wishes to transport their child from the field trip to home or back to school, they must sign out their child with their child's teacher or appointed staff member. Parents are not allowed to transport any other child but their own child. Guthrie Public Schools is not responsible for students transported by a parent to and from a school sponsored field trip. School dress code standards apply to all field trip activities. Inappropriate behavior on these trips may warrant severe disciplinary action. During any trip, any major inappropriate behavior may result in the student:

1. Being sent home at his/her own expense.
2. Suspension from school for an appropriate amount of time.
3. Loss of the privilege to go on any future school trips.

Participation in a field trip is a privilege, not a right. Throughout the year, students are expected to follow rules and procedures while being respectful to others. Listening and being able to follow directions is another expectation as we provide a proper learning environment for all students. If these basic requirements are not met on a daily basis your child may not be able to participate in a field trip. When deemed necessary by the building principal, a parent or guardian may also be required to attend with their child.

M: FREEDOM WEEK CURRICULUM

In order to educate students about the sacrifices made for freedom on behalf of this country and the values on which this country was founded, November 11 is designated "Veterans' Day" and the week in which November 11 falls is hereby designated "Celebrate Freedom Week". Appropriate instruction concerning this week will vary at different sites. (70 O.S. 2001, Section 24-152)

N: GRADING GUIDELINES FOR Pre-K – 6th

All homeroom teachers' names are to be written on the permanent folders alongside the school year.

The semester average will be recorded in the permanent record folder as required by state regulations.

In grades Pre-K – 2nd, primary importance will be placed upon the teaching of reading, writing, language arts, and the development of math skills. All subject areas will be graded with a score of

- 4 – Exceeds Expectations
- 3 – Meets Expectations
- 2 – Progressing Toward Expectations
- 1 – Does Not Meet Expectations

In grades 3rd-6th, the percent score and letter grade will be reported for each nine-week period. The semester average will be computed and reported at the end of each semester.

Grading Scale

- A – 90 – 100
- B – 80 – 89
- C – 70 – 79
- D – 60 – 69
- F – 59 – Below

In grades 3rd-6th, grades in physical education, music, art and handwriting will be reported accordingly:

S - Satisfactory **N** - Needs Improvement **U** - Unsatisfactory

Parents of students in grades Pre-K- 6th may access their child's grades by use of the Online Gradebook. Go to www.guthrie.k12.ok.us under the parent section and complete the request for Online Gradebook Access form.

O: MONEY & VALUABLES

Students are cautioned against bringing large sums of money to school. Radios, tape players, electronic devices and games, etc., belong at home. Toys of any kind also belong at home. School personnel will not be held responsible for toys, electronic equipment, or money lost or stolen when brought to school without teacher's request.

P: NO SCHOOL / DELAYED START

In the event school is closed or starting late because of inclement weather, parents are asked to listen to local radio and television stations. When possible, the District's website will also be updated to include the newest information.

If weather conditions deteriorate during the school day and it becomes necessary to dismiss school early, the Superintendent will notify the local radio and television stations. When possible, the update will also be included on the District's website and

automated phone system. Please remember not to phone the school to ask about closing or dismissal information. This will keep our telephone lines open in case of an emergency.

Q: PARENT INVOLVEMENT

Parent involvement is a vital part of any school. In order for us to serve both the community and the school, we must have active parents. Parents are cordially invited to become active members in the learning process for their child. Parents, students, community, and the school must play a team role in order for students to excel in education. Background checks are required for all school volunteers with direct contact with children.

R: PARENTS RIGHT TO KNOW

Parents of students enrolled in Guthrie Public Schools have a right to request information on the professional qualifications of their child's teacher(s).

Highly Qualified

No Child Left Behind (NCLB) Act of 2001 adds a "Parent Right to Know" provision requiring districts to annually notify parents of their right to request information on the professional qualifications of their child's teachers. NCLB requires principals to attest in writing that their schools are in compliance with the requirements for teacher and paraprofessional quality. All teachers in Guthrie Public Schools are "highly qualified" according to state qualifications at this time. All paraprofessionals in Title I schools whose duties include instructional support must become "highly qualified" by June 30, 2006. Notification is sent home to the parents of those children taught for 4 or more consecutive weeks by a teacher who does not meet the highly qualified requirements.

(Spanish)

Derechos Que Los Padres Deben Saber

Los parientes de los estudiantes matriculados en las Escuelas Publicas de Guthrie, tienen el derecho de requerir informacindn sobre las qualificacidnes professidnales de los maestros que ensenan sus ninos.

Altamente Quallficado

El Acto del 2001 "Ningun Nino se Queda Atras" (No Child Left Behind) N.C.L.B. agrega una provision "Derechos Que Los Padres Deben Saber" (Parents Right to Know) que exige a los distritos que notifiquen a los padres de su derechos para pedir la informacindn sobre la qualificacionls profesionales de los maestros de sus nifios anualmente. N.C.L.B. (Ningun Nino se Queda Atras) les exige a los principalis de las Escuelas Publicas de Guthrie que atesten por escrito que sus escelas esten con formes con

los requisitos de calidad de sus maestros y paraprofessionals en las escuelas. Todos los maestros en la Escuelas Publicas de Guthrie estan altamente qualificados segun las calificaciones estatales en este tiempo. Todos los paraprofessionals en los programas de estudios Titulo I quales sus deberes incluyen el apoyo instruccidnal, deben estar "altamente qualificados" antes de el dia 30 de julio 2006. Notificacidnes seran enviados a los hogares de los padres do esos ninos que han sido enseftados por mas de 4 semanas consecutivas por maestros que no reune las altas qualificaciones requeridas.

Parents Right to Review Teacher Qualifications

As a parent/guardian of a student enrolled in Guthrie Public Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether Oklahoma State Department of Education has a licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether Oklahoma State Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call the Board of Education office at (405) 282-8900.

Derecho de los Padres para revisar calificaciones de maestros

Como padre / tutor de un estudiante matriculado en las Escuelas Públicas de Guthrie, usted tiene el derecho de conocer sus títulos profesionales de los maestros que enseñan a su hijo. La ley federal le permite pedir cierta información acerca de los maestros de su hijo y exige que le demos esta información de una manera oportuna si usted lo solicita. Específicamente, usted tiene el derecho de pedir la siguiente información acerca de cada uno de los maestros de su hijo:

- Si el departamento de educación del estado de Oklahoma ha otorgado una licencia o si esta calificado el maestro para los grados y materias que enseña.
- Si el departamento de educación del estado de Oklahoma ha decidido que el maestro puede enseñar en un salón de clase sin tener licencia o si está calificado bajo las regulaciones estatales debido a circunstancias especiales.
- La especialidad universitaria del maestro, si el maestro tiene algún título de posgrado y, de ser así, el tema de las titulaciones.
- Si algunos asistentes de maestro o para profesionales similares ofrecen servicios a su hijo y, si lo hacen, sus títulos.

Si usted desea recibir esta información, por favor llame a la oficina de Educación (405) 282-8900.

S: PLAYGROUND

The playground is an ideal place for students to develop cooperation, interpersonal relationships, and good social skills. Playground supervision is provided during the school hours of 8:00 - 3:00. Make sure that your child is appropriately dressed for the weather.

T: PROFICIENCY BASED PROMOTION

All K-12 students are eligible to advance one or more levels in designated curriculum areas if they perform at 90% or higher on assessments designated by the Guthrie Public School District. This type of curriculum advancement is proficiency based promotion. Upon the request of a student, parent, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum as identified in *70.S & 11-103.6*. Proficiency will be demonstrated by testing with the Oklahoma Proficiency Tests by Riverside or with district approved teacher made criterion-referenced tests. Core areas are as follows:

- Social Studies
- Language Arts
- Mathematics
- Science

Testing for proficiency based promotion must be requested in writing by the parent/guardian to the site principal during the first month of the school year and during the month of April. Additional details can be obtained from the District policy on Proficiency Based Promotion or from the site principal.

U: READING SUFFICIENCY ACT

Students' grades Kindergarten – 3rd that do not score proficient on the beginning of the year reading assessment will be placed on an Academic Progress Plan (APP). If your child's reading level does not improve by the end of the school year, he/she may need to attend the Summer Academy Reading Program.

3rd Grade Students:

The RSA law is intended to ensure that students have the necessary reading skills in order to be successful in grade four and beyond, where the rigors of reading in the content areas increase.

To be promoted to fourth grade, state law requires that your child must score above the Unsatisfactory. (i.e., your child will need to score Limited Knowledge, Proficient, or Advanced on the Reading portion of the Oklahoma Core Curriculum Test (OCCT).) If your child scores Unsatisfactory, he/she may still be promoted if one or more of the six good cause exemptions apply. It is important to note that OCCT results are the initial determinant for promotion decisions, but not the sole determiner. Portfolio reviews, alternative assessments and additional exemptions are available to assist the school district in knowing when a child is reading at or above grade level and ready for a grade promotion.

If a student has not yet satisfied the proficiency requirements prior to the completion of third grade and still has a significant reading deficiency as identified based on assessments administered that meet the acquisition of reading skills, has not accumulated evidence of third-grade proficiency through a student portfolio, is not subject to a good cause exemption, then the student shall not be eligible for automatic promotion to fourth grade.

To be considered for "probationary promotion", a student may be evaluated by a

“Student Reading Proficiency Team” composed of:

- (1) the parent(s) and/or guardian(s) of the student
- (2) the teacher assigned to the student who had responsibility for reading instruction in that academic year
- (3) a teacher in reading who teaches in the subsequent grade level
- (4) the school principal, and
- (5) a certified reading specialist

The student shall be promoted to the fourth grade if the team members unanimously recommend “probationary promotion” to the school district superintendent and the superintendent approves the recommendation that promotion is the best option for the student.

V: RELEASE OF RECORDS

The school will maintain records on all students. The signature of a parent/guardian must be obtained to request or release records to other school districts.

W: RETENTION POLICY

Recommendation for retention (declining a student the opportunity to advance to the next grade level) is a decision made carefully on an individual basis. This decision will be firmly focused on arriving at what is in the best interest of the student. The retention of a student shall be based upon the total growth of each individual student. Such factors as social, emotional, physical and mental growth, as well as attendance, shall be taken into consideration.

Whenever a teacher or teachers recommend that a student be retained at the present grade level or "not passed" in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent may prepare a written statement to be placed in, and become a part of, the permanent record of the student stating the reason(s) for disagreeing with the decision of the Board of Education.
70 O.S. 1991, Section 24-114.1

RETENTION BASED ON THE READING SUFFICIENCY ACT

Beginning with students entering second grade in the 2012-2013 school year, a student identified as having a reading deficiency, based on MAP (Measures of Academic Progress) assessment, that is not remediated by the end of third grade, as demonstrated by scoring unsatisfactory on the Oklahoma Third Grade Criterion Referenced Test, shall be retained in the third grade as outlined by Senate Bill 346. No student may be assigned to the next grade based solely on age or other factors which constitute social promotion. However; Guthrie Public Schools may promote the student for good cause only. Good cause exemptions are outlined in section E-22 of the Guthrie Public Schools Policy Manual.

X: SCHOOL HEALTH & MEDICATIONS

HEAD LICE/ COMMUNICABLE DISEASE - The law states that any child absent from school because of head lice or communicable disease must show evidence the child has been properly treated and must submit certification from a physician, the Health Department, or local health personnel, confirming the child is free of head lice or disease before he/she will be allowed re-admission to school.

ILLNESS AND MEDICATION - We request that you adjust your child's schedule to eliminate the need to take medication during the school day. In the event it is necessary for a child to use medication during the school day, please bring all medication to the office with required documentation. A log of the student's medication will be kept at the school office.

NON-PRESCRIPTION MEDICATION

Nonprescription medication will only be administered by school staff with the completed medication authorization form, which may be obtained on the District's website in the Parent Backpack or at the school's office along with written instructions from the student's physician. The nonprescription medication will be administered according to written instructions from the student's physician. The medication must be in the original container with student name affixed to the container, ingredients, expiration date, dosage and frequency, administration method and other directions as appropriate.

PRESCRIPTION MEDICATION

Prescription medication will only be administered by school staff with the completed medication authorization form, which may be obtained on the District's website in the Parent Backpack. The prescription medication will be administered according to physician instructions. The medication must be in the original container with student name, physician name, and name of pharmacy along with pharmacy address and phone number, name and strength of medication, expiration date, dosage and directions for administration.

Y: SEXUAL HARASSMENT

Sexual harassment is any type of verbal/physical abuse of a sexual nature. Suggestive comments, unwanted touching, obscene hand/body gestures, suggestive notes, etc., would be considered sexual harassment. Since this covers such a wide range/degree of offenses, the punishment on the first offense will range from three (3) days suspension to suspension for the remainder of the semester and the following semester.

Z: SPECIAL ACTIVITIES

Each elementary site has four scheduled classroom activities during the year: Fall, Winter, Valentine's Day, and Spring. If you do not wish for your child to participate, please inform the classroom teacher in writing and alternate activities will be provided. Parents interested in being involved with these activities should contact the classroom teacher.

AA: STANDARDS OF CONDUCT

Each student is expected to behave in a manner which will add to the educational atmosphere at Guthrie Public Schools, and anything that detracts from the spirit of dignity at our schools will be subject to disciplinary actions. Students have the responsibility to know and respect the rules and regulations of the school.

We desire that all students accept the responsibility of self discipline. Students are to conduct themselves as young ladies and gentlemen at all times (i.e. halls, cafeteria, classrooms, assemblies, and or playground.) When a student demonstrates that he/she cannot conduct himself/herself in a positive manner and infringes upon the rights of the others to enjoy the freedom of self discipline, he/she must face the consequences of disciplinary actions.

The responsibility and authority for classroom management rest with the teacher. Any classroom rules, which are fair and enhance the educational process, will be upheld. If problems persist to a degree that the classroom rules are being repeatedly ignored, a referral may be made to the principal where appropriate action will be taken.

DRUGS AND ALCOHOL

Any student who is found to be in possession of, to have consumed, or to be under the influence of narcotic drugs, barbiturates, prescription or non-prescription medication without proper permission and documentation (see section X), alcohol or any stimulant, or distributes / has possession of any material or drawings that promotes the use of or gives instruction on how to make or use the above items enroute to school, while attending school, in or on school premises, or at school sponsored activities, is subject to the following:

- 1st Offense: Suspension from school for five (5) days. The student will not be allowed to attend school after suspension until documented evidence of educational counseling and/or rehabilitation treatment under the supervision of a legal agency is on file.
- 2nd Offense: Suspension from school for the remainder of the semester, or for the following semester, provided no suspension shall extend beyond the regular academic year.

Any student who distributes actual or represented controlled substances, prescription and non-prescription medication may be suspended for the remainder of the semester, or the following semester, provided no suspension shall extend beyond the regular academic year.

TOBACCO

In compliance with State Laws of Oklahoma, it shall be the policy of the Guthrie Board of Education that the use of, or possession of, tobacco products (including smokeless tobacco) in any form by students while attending school, on school premises, or at school sponsored activities, is prohibited. Any student in violation of said policy will face immediate disciplinary action:

- 1st Offense: Parent conference/phone contact and suspension from school for three (3) days.
- 2nd Offense: Parent conference/phone contact and suspension from school for

five (5) days.
3rd Offense: Suspension from school for ten (10) days.

DISCIPLINARY SANCTIONS: Disciplinary sanctions (consistent with local, state, and federal law), up to and including expulsion and referral for prosecution, shall be imposed on students who violate the standards of conduct.

BB: STUDENT ORGANIZATIONS

Guthrie Public Schools believes school sponsored student organizations can advance educational goals. A list of school sponsored clubs and organizations are on the District website and in each site handbook. If you wish to withhold permission for your student to join or participate in one or more of the clubs or organizations that are necessary for a required course of instruction, you must notify the building principal in writing and retrieve your student from such participation. 70 §24-105 via H.B. 1826 (2009)

CC: STUDENT REPORTS

A student's progress is reported at the end of each fifth week period, and report cards are distributed at the end of each nine weeks. Parents are to take advantage of opportunities to communicate with their child's teacher through notes, email, calls, visits, or meetings at a mutually convenient time. Notes, calls, visits, and meetings will be kept in a teacher log.

District-wide parent/teacher conferences are held at the end of the first and during the third nine week period. In addition to communicating with the teacher, parents communicate an important message to their children about their interest in the child's progress and the importance of school. Our best partners in providing an outstanding educational program are our parents.

DD: STUDENT WORK

HOMEWORK

It is recommended that parents set aside a certain time each evening for the student to do his/her homework. When a child has an appointed time for homework, it helps him/her to remember to get it done. Homework should be done in a quiet setting away from television and other distractions.

MAKE UP WORK & WORK SUBMITTED LATE

Students, upon returning from an absence, will have one (1) day for each day missed plus one (1) day to turn in makeup work. After the allowed number of days have passed and the student has failed to turn in the missed work, he/she will be given a 0 grade for the assignments.

EE: TELEPHONE

The office telephone is a business phone and is not to be used by students, except in an

emergency. Students are not allowed to use the telephone to make personal arrangements (such as requesting permission to go to another student's home after school.) Parents calling to leave messages should do so by 2:30 p.m.

FF: TEXTBOOKS & LIBRARY BOOKS

Textbooks are loaned by the Guthrie Board of Education without charge. Teachers will distribute textbooks during the first few days of school. At the end of the year, all textbooks will be returned to the teachers. Replacement costs will be assessed for lost textbooks and/or library books and for damage through negligence or vandalism to books or other school property. If a student accidentally causes damage, they should report it to their teacher immediately so that the damage is not misconstrued as vandalism. If fines have been paid on books that are later found during the current school year, the money will be refunded to the student. (See Refund Policy)

REFUND POLICY

For auditing purposes, refunds must be approved and a check issued from the Board Office. Parents should receive a check within two weeks of the request. Cut-off date for all refunds is May 15.

GG: VANDALISM

Vandalism and defacing of property is prohibited. Any student committing an act of vandalism is subject to suspension.

HH: VISITORS

Guthrie Public Schools welcomes and encourages parents to visit our schools. All visitors, parents, and guests need to report to the office upon arrival to the school.

II: WEBSITE

Guthrie Public Schools has created a website for students, parents, teachers and community members to access. The web address is <http://www.guthrie.k12.ok.us>. The website contains district information, school calendar, lunch menus, publications, school news, and teacher web pages.

JJ: WELLNESS POLICY

Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well being. All students enrolled in Guthrie Public Schools shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices. All playground and physical education equipment will meet the recommended safety standards for design, installation and maintenance. Classroom teachers and administrators will be encouraged not to use candy, sweets or gum as a reward. Guthrie Public Schools respectfully requests that parents and teachers who wish to provide snacks for students provide healthy choices. A recommended list of healthy snack options may be accessed on the Guthrie Public

Schools website.

KK: WIRELESS COMMUNICATION DEVICES

Students may possess a cellular telephone while on school premises or in transit under the authority of the school provided the device is turned off and out of sight during class time and during all school or school related activities. Students found to be using any electronic device for any illegal purpose, in a manner which violates privacy, or to in any way send or receive personal messages, data, or information that would constitute cheating on tests, or to harass or intimidate students or staff members shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. School personnel have the authority to detain and search or authorize the search of any student upon suspicion that the student is in violation of district policy. If a student violates district policy they may lose the privilege to possess a wireless communication device, or be suspended from school for a period not to exceed the current school semester and the succeeding semester.

DISCLAIMER

All of the preceding discipline steps are meant as a guide only. In severe or unusual cases, the judgment of the Administrator will take precedence. The Guthrie Public School Policy Manual will also be used in regard to school-student relationships.

Please refer to the site-specific handbook for more information about your child's school

ASBESTOS MANAGEMENT PLAN

In accordance with Federal law, Guthrie Public Schools has been inspected and approved for asbestos management.

Asbestos plans are available for viewing during regular school hours, Monday thru Friday, by contacting Jerry Gammill at the Maintenance Department located at 200 Crooks Drive, Bldg. #4, Guthrie, OK.

Cotteral Elementary School
Site Information, Procedures and Rules
~~2014-2015~~
2015-2016

The Cotteral Staff is delighted to welcome you and your child to school. The first day will be one that you and your child will always remember. You, as the parent, can help make the first days go smoothly by doing a few things to prepare your child.

- To make your child more comfortable about going to school, conduct a dress rehearsal. Practice the best route to the school or bus stop. Show your child the school grounds. Find out the teacher's name and make sure your child knows it.
- Do not pass of your child's doubts and fears. Try to answer all the questions in a positive, reassuring manner. Talk about school in a friendly way so your child will think of it as a friendly place. Let him/her know there will be friendly people to help on those first uncertain days.

We are now partners, jointly dedicated to helping your child grow into a healthy, happy, fully aware person.

Guthrie Public Schools Mission Statement

It is the mission of Guthrie Public Schools to empower all students with the tools necessary to become productive members of society through a cooperative effort between students, home, school, and community.

Cotteral Elementary School Mission Statement

Our mission is to provide ongoing access, for all students, to a variety of teaching tools and resources, which will enable our students to become independent learners.

State Standards

During Kindergarten every student will be exposed to the State Standards that have been adopted by the Oklahoma State Department of Education. To view these standards please visit the following website: <http://www.ok.gov/sde/>. If you do not have internet access, you can request a copy from Cotteral Elementary.

Breakfast and Lunch

Please send your child's breakfast and lunch money in a sealed envelope with your child's name and teacher's name on it. Indicate how many and which meals you are purchasing (breakfast, lunch, or both).

Breakfast is \$1.20 per day; reduced price is \$.30 per day. Lunch is ~~\$\$2.30~~ 2.40 per day; reduced price is \$.40 per day. Prices are subject to change. SCHOOL MEALS CAN'T BE CHARGED. Applications and information for free or reduced meals are available in the school office or Child Nutrition office. **If you have questions regarding the approval of the free and reduced meal applications please direct these calls to the Child Nutrition office. Their number is 282-5952. The school cafeteria cannot always answer questions regarding the status of these applications.** Parents are welcome to eat with their children.
(Parents are welcome to eat in the school cafeteria anytime. Check with your child's teacher for the actual time their class will be eating.)

Daily Schedules

Breakfast	7:30 – 8:10
School begins	8:15
A Lunch/Recess	10:50 – 11:15/11:15 – 11:45
B Lunch/Recess	11:25 – 11:50/11:50 – 12:20
C Lunch/Recess	12:00 – 12:25/12:25 – 12:55
School end	3:10

Certified staff arrives at school to monitor children starting at 7:30 a.m. **For safety purposes, children cannot be dropped off before that time.** Children arriving between 7:30 & 8:15 will go to the gym area. At 8:10 they will be dismissed to their classrooms.

Pre-K Start and Dismissal Time

A.M. Pre-K classes begin at 8:15 and dismiss at 10:45. If your child eats lunch at school, they need to be picked up at 11:15.

P.M. Pre-K classes begin at 12:40 and dismiss at 3:10. If your child needs to eat lunch, they may be dropped off at 12:10. All other children cannot be dropped off before 12:30.

Pre-Kindergarten Attendance

Cotteral's Pre-Kindergarten program is an optional school program provided by Guthrie Public Schools within the school setting. The program is optional; however attendance is required. The expectation is for regular attendance including on time arrival. When the students have been absent/tardy more than ten (10) days, the Cotteral staff will review the attendance records to

determine if program placement should be forfeited. If your spot is forfeited the spot will go to the next student on the waiting list. We encourage you to provide documentation of all absences.

Progress Reports, Report Cards, Parent/Teacher Conferences

Student progress is reported at the end of each nine weeks period. Parent-Teacher conference times are set aside at the end of the first and third nine-week periods to provide parent-teacher communication between parents and teachers. Parents can request a conference at any time by making an appointment with their child's teacher.

Discipline Procedures

Discipline procedures for Kindergarten are the same as those outlined in the Guthrie Elementary Schools Student Handbook.

All Pre-K children are given ample time to adjust to the new learning environment. If a child is having a difficult time adjusting to the point it disrupts and hampers the learning environment, the parent will be asked to assist by attending school with their child for a short period of time. If the behavior does not improve and causes the learning process to cease a meeting will be held with the teacher, parents and administrator to determine further action.

Cafeteria Guidelines

Breakfast is served from 7:30 AM to 8:10AM. Students eating breakfast at school should eat immediately upon arrival.

School meals cannot be charged.

The cafeteria starts serving breakfast at 7:30 a.m.

Please go over the following cafeteria rules & reminders with your child:

- **Enter the cafeteria quietly**
- **Keep your hands, feet and objects to yourself**
- **Wait in line patiently**
- **Stay in your seat while eating**
- **Use your inside voice when visiting with friends**
- **Eat your own food**
- **Clean up your space after eating**

Transportation

To ensure the safety of your child, we ask that you watch your child as they enter the building when you drop them off. If you need to come into the school for any reason, there is a parking lot at the back of the school facility, located on the southwest corner of the school grounds.

- All buses will load and unload in front of the school on 19th Street. NO PARKING IS ALLOWED FROM 7:00 – 9:00 A.M. & 2:30 – 4:00 Oklahoma State Law prohibits passing a school bus with its lights flashing.
- Bus riding is a privilege. Your child must obey the bus driver and rules on the buses (this includes the bus stops).
- NOTIFY THE COTTERAL OFFICE (282-5928 or 282-5929), if there is to be any change in your child's transportation. Bus information can be obtained by calling the Transportation Department at 282-5919.
- A.M. drop off and P.M. pick up for students will be on the west side of the school. Drop off in the morning will be at the door on the northwest corner. Traffic will be one way behind the school, entering from Cleveland on the south and exiting onto Noble to the north. Parents are encouraged to use the parking lot behind the school if they need to come into the building. This area will be chained from ~~8:40~~ **8:15- 2:40 3:00** daily so children can safely cross to the playground area throughout the day.
- **Morning car riders should only enter through the northwest doors; these doors are supervised by a staff member until 8:15.**
- **If your child arrives after 8:15, a red flag is mounted outside. Parents must park, come into the office sign a tardy slip, receive a visitors badge and walk your child to class.**
- **Students not checked in by the parent will remain in the office. We will contact you to come back for check-in.**
- **The only doors open after 8:15 for students and parents to enter are the northeast doors by the office.**
- **Parents needing to check-out students should sign-out students through the office and receive a visitor badge and go to the classroom.**
- **Parents arriving before 3:00 to pick up students from the classroom will remain in the office until dismissal starts.**

We will not call students out of class to wait for a parent to pick them up. Students must remain in class until parents/guardians are in the office and are ready to check them out. We want the students to be present for as much instructional time as possible during the day.

FIELD TRIPS

Participation in a field trip is a privilege, not a right. Throughout the year, students

are expected to follow rules and procedures while being respectful to others. Listening and being able to follow directions is another expectation as we provide a proper learning environment for all students. If these basic requirements are not met on a daily basis your child may not be able to participate in a field trip. When deemed necessary by the building principal, a parent or guardian may also be required to attend with their child.

Student Deliveries

No deliveries from outside companies and/or parents should be made to the school. The office will not accept any balloons, flowers or others items. Cotteral Elementary School will celebrate during classroom parties. All other celebrations should be done outside of school.

Parent-Student-Teacher Compact Cotteral Elementary

We at Cotteral Elementary School are committed to providing the best education possible for each of our students. It is our goal to give every child the opportunity to reach his/her full potential in intellectual, emotional, and physical growth. We know that learning can take place if there is a combination of effort, interest, and motivation on the part of the school, the home, and the community, working together toward that end.

This compact is a voluntary agreement and a promise of commitment to help _____ progress in school, promoting his/her achievement. We believe that this agreement can be fulfilled through our team effort.

As a student, I agree to:	As a parent, I agree to:	As a teacher, I agree to:
<ul style="list-style-type: none"> • Come to school ready to learn and work hard. • Bring necessary materials, completed assignments and homework. • Communicate regularly with my parents and teachers about my school 	<ul style="list-style-type: none"> • Provide a quiet time and place for homework and monitor TV viewing. • Read to my child or encourage my child to read everyday for 20 minutes. • Ensure that my child attends school every day, 	<ul style="list-style-type: none"> • Teach classes through interesting and challenging lessons that promote student achievement. • Endeavor to motivate my students to learn. • Have high expectations and help every child to

<p>experiences so that they can help me to be successful in school.</p> <ul style="list-style-type: none"> • Limit my TV watching and instead study or read every day after school. • Respect the school, classmates, staff, and families. 	<p>gets adequate sleep, regular medical attention and proper nutrition.</p> <ul style="list-style-type: none"> • Regularly monitor my child's progress in school. • Participate at school in activities such as school decision making, volunteering and/or attending parent/teacher conferences. • Communicate the importance of education and learning to my child. • Respect the school, staff, students, and families. 	<p>develop a love of learning.</p> <ul style="list-style-type: none"> • Communicate regularly with families about student progress. • Provide a warm, safe, and caring learning environment. • Provide meaningful, daily homework assignments to reinforce and extend learning (30 minutes). • Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community. • Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families which help each student achieve the school's high academic standards. • Respect the school, students, and families.
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As a team we can work together to carry out this agreement. Date: _____

Student Signature

Parent Signature

Teacher Signature

**COTTERAL ELEMENTARY
PARENT AND STUDENT HANDBOOK**

Dear Parent/Guardian:

This handbook has been prepared for your information, and to assist you with the expectations, responsibilities, guidelines, and procedures necessary for your child to be successful in the first grade. We hope you will use the book and become familiar with its contents. This will aid us in having a very productive year!

Respectfully,

**Scot Graham
Principal**

PLEASE SIGN AND RETURN THIS TO YOUR CHILD'S TEACHER

I have received and read my Cotteral Elementary Handbook for the ~~2014-2015~~ **2015-2016** school year. I have gone over its contents with my child and will make every effort to ensure that he/she abides by the guidelines set forth.

Parent/Guardian Signature

Date

****ATTACHED TO THIS HANDBOOK YOU WILL FIND A SIGNATURE PAGE FOR YOU TO SIGN AND RETURN TO SCHOOL INDICATING THAT YOU HAVE READ THE SCHOOL HANDBOOK AND HAVE GONE OVER ITS CONTENTS WITH YOUR CHILD. PLEASE RETURN IT TO SCHOOL AS SOON AS POSSIBLE.**

****ALSO ATTACHED TO THIS HANDBOOK IS A PARENT-STUDENT-TEACHER COMPACT. PLEASE READ AND REVIEW THIS WITH YOUR CHILD, SIGN AND RETURN TO SCHOOL, AS WELL.****

CENTRAL ELEMENTARY



HANDBOOK

2015-2016

2014-2015

**321 East Noble
Guthrie, Oklahoma 73044**

Phone (405)282-0352

Fax (405)282-9988

Dani Watson , Principal

CENTRAL ELEMENTARY SCHOOL
Supplemental Handbook
~~2014-2015~~
2015-2016

The Central Staff is delighted to welcome you and your child to school. The first day will be one that you and your child will always remember. You, as the parent, can help make the first days go smoothly by doing a few things to prepare your child.

- To make your child more comfortable about going to school, conduct a “dress rehearsal.” Practice the best route to the school or bus stop. Show your child the school grounds. Find out the teacher’s name and make sure your child knows it.
- Do not pass off your child’s doubts and fears. Try to answer all the questions in a positive, reassuring manner. Talk about school in a friendly way so your child will think of it as a friendly place. Let him/her know there will be friendly people to help on those first uncertain days.

We are now partners, jointly dedicated to helping your child grow into a healthy, happy, fully aware person.

A. GUTHRIE PUBLIC SCHOOLS MISSION STATEMENT

It is the mission of the Guthrie Public Schools to empower all students with the tools necessary to become productive members of society through a cooperative effort between students, home, school, and community.

B. CENTRAL ELEMENTARY SCHOOL MISSION STATEMENT

Our mission is to provide ongoing access, for all students, to a variety of teaching tools and resources, which will enable our students to become independent learners.

C. CLASS SCHEDULES

Breakfast	7:30 - 8:10
Class instruction begins	8:15
Tardy Bell	8:15
Lunch A	10:35-11:00 11:00 – 11:25
Recess A	11:00-11:25 11:25 – 11:50
Lunch B	11:10-11:35 11:30 – 11:55
Recess B	11:35-12:00 11:55 – 12:20

(Parents are welcome to eat in the school cafeteria anytime. Lunch and recess times are subject to change.)

Certified staff arrives at school to monitor children starting at 7:30 a.m. For safety purposes, children cannot be dropped off before 7:30. Children arriving between 7:30 & ~~8:00~~ **8:05** will be sent to the gym area. At 8:05 students will be dismissed to their classrooms.

We have a door security system. All doors will be locked at 8:15 daily. If you arrive at school after that time, you will need to park your car and **walk** your child into the school. To the right of the main door, there is a bell attached to the brick. Please ring the bell and the secretary will buzz you in. Once inside, please go to the office to sign your child in and get a tardy slip to give

to the classroom teacher. The doors will remain locked until 3:10. If you need to pick your child up before that time, follow the same procedure as listed above. If picked up before 3:10, your child will be counted tardy for the afternoon. The office gets hectic at the end of the day with phone calls, bus changes, etc. Please utilize the car rider line or walk-up option which will decrease the amount of office traffic. We will not call kids down at the end of the day on a daily basis. **We will also not call students out of class to wait for a parent to pick them up. Students must remain in class until parents/guardians are in the office and are ready to check them out. We want the students to be present for as much instructional time as possible during the day.**

Dismissal is 3:10.

All visitors and guests will be required to check into the office when they enter the school at any time of the day. Guests may check in with the office and receive a visitors badge to wear while in the school. Guests will also be required to check out with the office when they leave. This is for the safety of our students. Once school has started at 8:15 parents will not be allowed to go to classrooms to visit with their child's teacher. Instruction starts at this time and we ask that it not be interrupted.

D. CAR RIDER DROP OFF – PICK UP

Car riders are dropped off and picked up on the south side of the building. Please enter the parking lot from Cleveland and exit onto Broad. Because of the volume of car riders, it is imperative that you **remain in your car** and keep the flow of traffic moving. If you need to get out and come into the building, please park in a parking space to avoid holding up traffic.

You have been provided with a sign with your child's name on it to place in your car windshield. If several people pick your child up often, please ask for extras. This will ensure your child's safety and speed up the pick up process. Until the duty teachers get to know you and your child, you will be asked for identification if the provided sign is not present. If for some reason you (or whoever is picking your child up) choose to walk up to get your child, you (or whoever is picking your child up) **MUST** have an ID as well as be listed on the student's car rider tag.

E. BUS INFORMATION

- Bus loading and unloading will be on the east side of the school on Ash Street. Ash Street is one-way going south. We do not encourage you to use that side of the building to drop off or pick up your child because it interferes with the bus loading and drop off.
- Oklahoma State Law prohibits passing a school bus with its lights flashing.
- Bus riding is a privilege. Your child must obey the bus driver and rules on the buses and at the bus stops.
- NOTIFY THE CENTRAL OFFICE (282-0352), if there is to be any change in your child's transportation. Bus information can be obtained by calling the Bus Transportation office at 282-5919.

F. BREAKFAST AND LUNCH

Please send your child's breakfast and lunch money in a sealed envelope with your child's name and teacher's name on it. Indicate how many and which meals you are purchasing (breakfast, lunch, or both).

Breakfast is \$1.20 per day; reduced price is \$.30 per day. Lunch is ~~\$2.30~~ **\$2.40** per day; reduced price is \$.40 per day. Adult meals are available. Please check with the cafeteria for the current

cost. Prices are subject to change. **SCHOOL MEALS CANNOT BE CHARGED.** Applications and information for free or reduced meals are available in the school office, on the Guthrie Public Schools website or you may call 282-5952. **If you have questions regarding the approval of the free and reduced meal applications please direct these calls to the Child Nutrition office. Their number is 282-5952. The school cafeteria cannot always answer questions regarding the status of these applications.** Parents are welcome to eat with their children.

G. PROGRESS REPORTS, REPORT CARDS, PARENT/TEACHER CONFERENCES

Student progress is reported at the end of each nine weeks period. Parent teacher conference days are set on the school calendar. These dates are set aside to provide communication between parents and teachers. As always, you may schedule a time to speak with your child's teacher as needed. Working together, we can provide the very best educational program for our students.

H. STATE STANDARDS

During 1st grade every student will be exposed to the State Standards that have been adopted by the Oklahoma State Department of Education. To view these standards please visit the following website: <http://www.ok.gov/sde/>. If you do not have internet access, you can request a copy from Central Elementary.

I. DISCIPLINE

Control and discipline in our school depends upon the responsibility taken by the student, the parents, the teacher, the principal and the combined school personnel. While under the supervision of the school the teacher has the same authority as the parent in restraining, correcting and controlling the child. (*State law-Sections 125 and 670.*)

Each teacher will have their own individual classroom discipline procedures. These procedures will be discussed with you and your child and a list of these procedures will be sent home with your child at the beginning of the school year. Building discipline procedures will be applied according to the severity of the rules broken. Procedures may include:

- Conference with teacher and student
- Conference with teacher, student and principal
- Conference with teacher, student, principal and parent
- Conference with all of the above and possible disciplinary actions

Severe Clause

Central Elementary is dedicated to providing a safe learning environment for our students. The following behaviors will not be tolerated:

- Behavior which threatens personal and/or public safety
- Disruption of students rights to learn
- Verbal and/or physical abuse of others
- Damage or theft of school or personal property
- Any additional behaviors outlined in Section F-41 of the GPS Policy Manual

Any of these violations shall result in a parent or guardian being contacted and/or a student suspension from the school. The length of the suspension will be assigned by the principal depending on the severity of the behavior. Administrators will conduct a suspension conference

with the student and parent or guardians outlining the suspension and informing parents of their rights according to district policy.

J. OUTSIDE DELIVERIES

No deliveries from outside companies and/or parents should be made to the school. The office will not accept any balloons, flowers or others items. Central Elementary will celebrate during the classroom parties. All other celebrations should be done at home.

K. ATTENDANCE POLICY

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

L. Field Trips

Participation in a field trip is a privilege, not a right. Throughout the year, students are expected to follow rules and procedures while being respectful to others. Listening and being able to follow directions is another expectation as we provide a proper learning environment for all students. If these basic requirements are not met on a daily basis your child may not be able to participate in a field trip. When deemed necessary by the building principal, a parent or guardian may also be required to attend with their child.

M. ASBESTOS MANAGEMENT PLAN

In accordance with Federal law, Guthrie Public Schools has been inspected and approved for asbestos management.

Asbestos plans are available for viewing during regular school hours, Monday thru Friday, by contacting Jerry Gammill at the Maintenance Dept. located at 200 Crooks Drive, Bldg. #4, Guthrie, OK.

****ATTACHED TO THIS HANDBOOK YOU WILL FIND A SIGNATURE PAGE FOR YOU TO SIGN AND RETURN TO SCHOOL INDICATING THAT YOU HAVE READ THE SCHOOL HANDBOOK AND HAVE GONE OVER ITS CONTENTS WITH YOUR CHILD. PLEASE RETURN IT TO SCHOOL AS SOON AS POSSIBLE.****

****ALSO ATTACHED TO THIS HANDBOOK IS A PARENT-STUDENT-TEACHER COMPACT. PLEASE READ AND REVIEW THIS WITH YOUR CHILD, SIGN AND RETURN TO SCHOOL, AS WELL.****

**Central Elementary
Parent and Student Handbook**

Dear Parent/Guardian:

This handbook has been prepared for your information and to assist you with the expectations, responsibilities, guidelines, and procedures necessary for your child to be successful in the first grade. We hope you will use the book and become familiar with its contents. This will aid us in having a very productive year!

Respectfully,

Dani Watson
Principal

PLEASE SIGN AND RETURN THIS TO YOUR CHILD’S TEACHER

I have received and read my Central Elementary Handbook for the 2014-2015 2015-2016 school year. I have gone over its contents with my child and will make every effort to ensure that he/she abides by the guidelines set forth.

Parent/Guardian Signature

Date

FOGARTY ELEMENTARY SCHOOL
SITE INFORMATION, PROCEDURES, AND RULES
~~2014-15~~ **2015-2016**

SCHOOL HOURS

Class time: 8:15 a.m. – 3:10 p.m.

TRAFFIC CONTROL

It is our aim to keep traffic moving safely and smoothly at Fogarty. All decisions regarding drop-off and pick-up are made based on the safety of all students. During morning drop-off and afternoon pick-up, the designated streets are one way streets. Please utilize the designated pick-up and drop-off areas, and do not allow your child to cross the street in front of moving vehicles. Your cooperation in this matter is appreciated.

MORNING DROP-OFF

Fogarty Elementary uses the south entry for the parent drop-off between ~~7:15-7:30-8:15~~ **8:15** a.m. To drop off your child, please enter Jefferson at the east end and proceed west to Wentz. Children are to be let out along the yellow curb. For the safety of all students, please do not attempt to enter Jefferson Street from the west, thus requiring your child to cross Jefferson Street. **PLEASE WATCH YOUR CHILD ENTER THE BUILDING.** After 7:15 a.m., the north side of the school is zoned for bus loading and unloading **ONLY**. Do not drop off your child in this area.

AFTERNOON PICK-UP

- 3rd grade students are picked up on Jefferson in the same location as the morning drop off. Parents picking up students in the third grade car line should drive north on Broad, and then turn left onto Jefferson. Students can be picked up along the yellow curb. All traffic should flow west on Jefferson.
- 2nd grade pick up is on the east side of the playground. Parents should turn off Noble onto Ash. Take Ash to Jefferson. Turn left onto Jefferson and drive one block west to Broad. Turn right onto Broad and drive down to the gate by the covered area on the playground. After you pick up your child, exit east using Jackson. Please yield to the bus traffic.
- All students will be issued a car tag that should be prominently displayed in the window when picking a child up. Please make sure you get one for each vehicle that may be used for pick up.
- **Walk-Ups – All students will have a card that states who can pick them up with phone numbers in case of emergency. If you walk up to get your child you MUST come to the front door and wait outside the building until your child is called up and released to you. You will need to bring the tag that is issued to you by Fogarty that will have your child's name written on it. You may hold the card up for the duty teacher to read your child's name. They will call your child to the door and release them to you. If you do not have the card or photo ID that can be matched with your child's pick-up card, then you will have to go to the office to verify you are on the child's lists in our computer system. DO NOT ENTER THE BUILDING AND TAKE YOUR CHILD FROM THE WALK-UP LINE.**

FOGARTY SCHOOL PROCEDURES

- Children arriving to school between ~~7:15~~ **7:30** a.m. and 8:00 a.m. will be sent to the auditorium. On mornings that the weather is nice, they may go to the playground instead. There will be supervision at either place. At 8:00 a.m., there will be a morning assembly and then students will be dismissed to their classrooms.
- Breakfast is served from 7:30 a.m. to 8:15 a.m. Students eating breakfast at school should eat immediately upon arrival.
- Toys, skateboards, roller blades, Healy's, trading cards, music devices, electronic games, pets, etc., **are not allowed** at school with the exception of special activities that the principal and teacher are aware of and for which they have given permission. This covers any non-instructional items. These items cause a distraction to the learning process. If lost or stolen, the school will not investigate the missing item.
- Food, candy, gum, and drinks are not allowed at school with the exception of special activities that the principal and/or teachers are aware of and have given permission.

ATTENDANCE/TARDIES/ABSENCES

- Students arriving to class after 8:15 a.m. will be considered tardy. When a parent brings their child to school after 8:15 a.m., **they need to escort their child into the building and sign him or her in at the office. A tardy slip will be issued by the secretary.**
- Before taking students off school grounds during the school day, parents must check out their child through the school office. Leaving before 3:10 will result in a tardy.
- A half-day absence will result for students who are in attendance fewer than two hours for the morning session or fewer than two hours for the afternoon session.
- **If you need to check your child out early, you will need to come into the office and sign them out. Students will not be called out of class to wait in the office to be picked up. We will only call students out of class once a care giver arrives to sign them out. This will allow students to remain in the learning environment as long as possible before being checked out.**
- When a student is unable to attend school, parents should notify the school by calling between 8:30 a.m. and 10:30 a.m. If requested, missed work can be picked up after 2:30 p.m. in the school office on the day of absence.
- It is the policy of the Guthrie Board of Education that a student is required to be in attendance a minimum of 90% each semester. After the ninth unexcused absence during a semester, the parent or guardian will be reported to the District Attorney for violation of truancy laws.

CAFETERIA GUIDELINES

- Lunch and breakfast monies are to be paid to the cafeteria cashier upon arriving to school.
- School meals cannot be charged.
- The cafeteria starts serving breakfast at 7:30 a.m.

FIELD TRIP GUIDELINES

- **Participation in a field trip is privilege, not a right. Throughout the year, students are expected to follow rules and procedures while being respectful to others. Listening and being able to follow directions is another expectation as we provide a proper learning environment for all students. If these basic requirements are not met on a daily basis your child may not be able to participate in a field trip. When deemed necessary by building principal, a parent or guardian may also be required to attend with their child.**

HOMEWORK

Homework falls into three major categories: It may provide for completion of unfinished class work, for additional practice and reinforcement of essential skills, or for enrichment and extension of school experiences. Parents can help their child by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed and turned in on time. Homework is to be given at the discretion of the teacher. It is intended to be an extension of the learning that takes place in school. **Teachers will assign a reasonable amount of homework, not to exceed thirty (30) minutes per day.**

PARENT RESOURCE CENTER

Fogarty is proud to offer a Parent Resource Center. The center has many items to help parents with different issues they may be facing with their child. The inventory materials include books, bibliography books, videos, games, and audio tapes. Some of the popular topics are ADD, behavior problems, medicating students, step parenting, divorce, single parenting, student responsibility, learning disabilities, and many more issues that are facing families today. Items are available to parents every school day for overnight or weekly checkout. Please see the librarian or your child's teacher to take advantage of this wonderful resource.

THE BLUEJAY WAY

As we enter the school year, we are happy to let you know we will utilize a positive behavior approach at Fogarty Elementary School. The premise of the program is to create a safe and effective positive learning environment for every child by explicitly teaching behavioral expectations. Research has proven that schools are successful when they help students grow academically, socially, and emotionally. By setting forth clear social and behavioral expectations and holding students accountable for the following school wide expectations; we are confident we will see an increase in student learning and a decrease in classroom disruptions.

Our staff has been able to develop a unique system to ensure student success at Fogarty Elementary. There are four basic components to our program:

- The Behavior Matrix-Specific expectations for every student to follow.
- School Wide Tier 1 Behavior Management System-An acknowledgement system to recognize when students are following Fogarty Elementary School expectations and a classroom management system to increase student learning.
- Cool Tools-Lessons used to teach students the behavior expectations for every physical setting in the school.
- Office Referral Forms-Communication between school and home to open dialogue on how children can meet expectations.

This is a brief overview of our system. Our goal is to continue to have open lines of communication between home and school. Please do not hesitate to contact our school if you have questions.

Thank you for your partnership in teaching the children. We are looking forward to a fabulous Fogarty year!

The Blue jay Way Expectations

Just be respectful

Accept responsibility

You're ready

Stay Safe

It is our goal to make the Fogarty Expectations as clear and specific as possible. What you will find on the list of expectations is what you would expect to see happening in every physical setting at Fogarty School. Since the system is set up to promote a positive environment, you will find it is written to advise children on what it looks like to be caring, safe, and ready to learn at Fogarty Elementary School. Our staff will continuously help our children understand and learn the behavior expectations we have in place. We will explicitly teach, model, and practice the behavioral expectations in order to ensure our students are able to apply them in all settings.

Please review the list of expectations below. It would be wonderful if you could post the expectations in a visible place in your home. This will serve as a continuous reminder for your children.

The Bathroom

- Respect others' privacy (stay away from occupied stalls)
- Keep feet on the floor
- Use level 1 voices
- Flush, wash, and go
- Take turns
- Use walking feet
- Return to class or line quickly
- Report problems
- Throw away trash

The Hallway

- Walk in a single line
- Stay with your group or class
- Walk silently
- Go directly to your destination
- Keep hands, feet and objects to yourself

The Playground

- Share
- Take turns
- No play fighting
- Take care of equipment
- Report problems
- Respond to whistles

The Auditorium

- Listen
- Eyes on speaker
- Voices at a 0 level
- Follow exit and entering procedures
- Seat to seat, back to back

The Cafeteria

- Show appreciation (say please and thank you)
- Use level 1 voice
- Don't share food
- Clean up after yourself
- Carry tray with two hands
- Wait your turn
- Wait ready in line
- Follow enter and exit procedures
- Keep feet under table

STUDENT DISCIPLINE/SUSPENSION

Each teacher will have his/her own individual classroom discipline procedures. These individual procedures will be discussed with your child and a list of these procedures will be sent home for your signature at the beginning of the school year. Building discipline procedures will be used according to the severity of the rule or rules broken. Procedures may include:

- Parents contacted by phone
- Conference with the teacher and principal
- Lunch or recess detention with the principal
- In-School Supervision
- Suspension from school

Suspension

When other forms of discipline have been used and the student's behavior is not modified, suspension can occur. Anytime a student is physically endangering others or vandalizing school property, immediate suspension will occur. Field trips, special events, and parties are a privilege to attend. Students may lose these privileges if they are exhibiting negative behavior. If students are suspended from school, their work may be picked up each day at 2:30 p.m. in the office or sent home with a sibling.

Discipline procedures fighting/bullying/harassment

Fighting will not be tolerated. Fighting is defined as any situation in which one student makes aggressive contact in any manner on another student. The administrator will take disciplinary action if either person involved fits the above definition. Intimidation, threats, or harassment directed toward other students will not be tolerated. All students are expected to treat others with respect at school. Infractions may be handled in the following manner for all students involved.

1st offense – 3 days out of school suspension

2nd offense – 5 days out of school suspension

3rd offense – 10 days out of school suspension

****Each infraction will be dealt with on an individual basis. The school Administration is unable to discuss discipline consequences for any child with anyone other than that child's parents.****

Any additional offenses - The principal will decide the length of suspension after the third offense. This might include suspension for the remainder of the semester and the following semester.

Fogarty Elementary Parent - Student - Teacher Compact

We at Fogarty Elementary School are committed to providing the best education possible for each of our students. It is our goal to give every child the opportunity to reach his/her full potential in intellectual, emotional and physical growth. We know that learning can take place if there is a combination of effort, interest, and motivation on the part of the school, the home, and the community working together toward that end.

This compact is a voluntary agreement and a promise of commitment to help _____ progress in school, promoting his/her achievement. We believe that this agreement can be fulfilled through our team effort.

As a student I agree to:	As a parent I agree to:	As a teacher I agree to:
<ul style="list-style-type: none"> • Come to school ready to learn and work hard. • Bring necessary materials, completed assignments and homework. • Know and follow the school and class rules. • Communicate regularly with my parents and teachers about my school experiences so that they can help me be successful in school. • Limit my TV watching and instead study or read every day after school. • Respect the school, classmates, staff and families. 	<ul style="list-style-type: none"> • Provide a quiet time and place for homework and monitor TV viewing. • Read to my child or encourage my child to read every day (20 minutes K-3). • Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition. • Regularly monitor my child's progress in school. • Participate at school in activities such as school decision making, volunteering and/or attending parent/teacher conferences. • Communicate the importance of education and learning to my child. • Respect the school, staff, students and families. 	<ul style="list-style-type: none"> • Teach classes through interesting and challenging lessons that promote student achievement. • Endeavor to motivate my students to learn. • Have high expectations and help every child to develop a love of learning. • Communicate regularly with families about student progress. • Provide a warm, safe, and caring learning environment. • Provide meaningful, daily homework assignments to reinforce and extend learning (30 minutes 1-3). • Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community. • Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families which help each student achieve the school's high academic standards. • students and families.

As a team, we can work together to carry out this agreement

Teacher's Signature

Parent's Signature

Student's Signature

**FOGARTY ELEMENTARY SCHOOL
SITE INFORMATION, PROCEDURES, AND RULES
~~2013-14~~ 2015-2016**

Please sign and return this form to your child’s classroom teacher within the first week of school. This form indicates that you have read the school handbook and have gone over its contents with your child.

I HAVE READ AND GONE OVER THE GUTHRIE PUBLIC SCHOOL ELEMENTARY HANDBOOK AND THE FOGARTY HANDBOOK CONTENTS WITH MY CHILD.

I WILL WORK WITH THE SCHOOL PERSONNEL TO ENFORCE THE SCHOOL RULES.

I have read the Discipline Procedure for fighting/bullying and or harassment and understand the consequences of these behaviors.

Signed: _____
Parent / Guardian

Date: _____

G.U.E.S. SITE INFORMATION, PROCEDURES, AND RULES
~~2014-2015~~ **2015-2016**

A. SCHOOL HOURS

Guthrie Upper Elementary hours are from 8:15-3:10. Please have your child here by 8:10. If they are not in class by 8:15 they will be tardy. Please do not bring children to school before 7:30 am. Students that are walkers or bike riders will be dismissed once the car rider line has ended. Bus and car riding students will be dismissed at 3:10. Parents, please do not double park in front of the building. Also, pedestrians have the right of way.

B. GUTHRIE UPPER ELEMENTARY SCHOOL PROCEDURES

1. Please eat breakfast immediately upon arrival at school or have a seat in the hallway. The students are to remain in the assigned areas until 8:00. They will then go to their classrooms.
2. Students, on the playground, are to line up immediately when the bell rings and stand quietly.
3. Students must have a pass to be in the hall during the school day. (Example – lab class, library, restrooms, office, phone, etc.).
4. Students need to have permission from the office before they leave school grounds. Parents may sign them out in the office or notify the school giving permission for their child to leave.
5. If a student is sick and will be absent from school parents need to call in between 8:30 and 10:30 to report the absence. If requested, missed work can be picked up at 2:30 on the day of the absence.
6. Skateboards, roller blades, trading cards, radios, music devices, toys, electronic games, etc. are not allowed at school with the exception of special activities that the principal and teacher are aware of and have given permission. This covers any noninstructional items. These items cause a distraction to the learning process. If lost or stolen the school will not investigate the missing item.
7. Food, candy, gum, and drinks are not allowed at school with the exception of special activities that the principal and/or teachers are aware of and have given permission. **Water in a clear container is allowed in the classroom. All other beverages will only be allowed in the cafeteria.**

C. HOMEWORK

Homework falls into three major categories. It may provide for completion of unfinished classwork, for additional practice and reinforcement of essential skills, or for enrichment and extension of school experiences. We believe that children in the intermediate grades should have some responsibility for completing independent work during non-class time. It is an extension of the learning that takes place in school. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed and turned in on time.

Homework is to be given at the discretion of the teacher. It is intended to extend learning. Teachers will assign a reasonable amount of homework, not to exceed ten (10) minutes per subject per night, or not to exceed a total of one (1) hour for all subjects.

Completion of Work

If students do not complete work during class they are expected to take that work home and complete it at home. Incomplete work will result in a zero. **Any incomplete homework may result in the student attending lunch/recess detention.**

D. STUDENT DISCIPLINE/SUSPENSION

Each teacher will have his/her own individual classroom discipline procedures. These individual procedures will be discussed with your child and a list of these procedures will be sent home with your child at the beginning of the school year. Building discipline procedures will be used according to the severity of the rule or rules broken.

Procedures may include:

- Parents contacted by phone.
- ~~Lunch/Recess detention with teacher.~~ **Grade level recess detention.**
- Conference with the principal.
- ~~Parents contacted by phone and lunch/recess detention with the principal.~~
- After School Detention: a detention program (3:30-4:30).
- Saturday school: an alternative school detention program (8:00-12:00).
- In-school supervision: 1st offense 3 days, 2nd offense 5 days, 3rd offense 10 days

Suspension

When other forms of discipline have been used and the student's behavior is not modified then suspension will occur. Anytime a student is physically endangering others or vandalizing school property this will lead to immediate suspension. Field trips, special events, and parties are a privilege to attend. Students may lose these privileges if they are exhibiting negative behavior or poor work habits at school.

If students are suspended from school their work may be picked up each day at 2:30 in the office or sent home with a sibling. We do not want any student to get behind in their schoolwork and hope they will come back caught up and ready to start the instructional day without any missing work. If parents can not pick up the work the students will have a day plus another day to make up the missing work.

Field Trips

Participation in a field trip is a privilege, not a right. Throughout the year, students are expected to follow rules and procedures while being respectful to others. Listening and being able to follow directions is another expectation as we provide a proper learning environment for all students. If these basic requirements are not met on a daily basis your child may not be able to participate in a field trip. When deemed necessary by the building principal, a parent or guardian may also be required to attend with their child.

Discipline procedures for specific problems:

Fighting/Bullying/Harassment/Racial Comments

Fighting will not be tolerated at G.U.E.S. due to the chance of injury and/or property damage. Fighting

is defined as any situation in which one student makes aggressive contact in any manner on another student. The administrator will take disciplinary action if either person involved fits the above definition. Intimidation, threats, or harassment directed toward other students will not be tolerated. All students are expected to treat others with respect at school. Infractions may be handled in the following manner for all students involved.

1st offense – 3 days out-of-school suspension

2nd offense – 5 days out-of-school suspension

3rd offense – 10 days out-of-school suspension

Any additional offenses - The principal will decide the length of suspension after the third offense.

This might include out of school suspension for the remainder of the semester and the following semester.

Playground Discipline

A safe and bully-free playground is expected at GUES. Any students who are not following procedures or not exhibiting proper conduct will have their names added to the “Recess Discipline Sheet”. One of the duty teachers will pick up the “Recess Discipline Sheet” from the office at the beginning of each recess. If a student’s name is on the sheet, the student will need to serve the recess in a designated area.

Playground Rules

It will be the option of the duty teacher to suspend dangerous play. Students are to practice good judgment and safety standards at all times. The principal may suspend any recess activity or game that they see as unsafe for the length of time deemed necessary.

A. Students must ask a teacher’s permission to get a ball that has gone into the street.

B. For student’s safety, there are to be no contact sports at anytime. Touch football, soccer games, basketball, and tetherball games are allowed during lunch recess. For safety reasons, hard balls and wall ball games will not be allowed.

C. Students must play only within the playground boundaries.

D. Creating a danger to others is not permitted.

E. Due to safety there will be no penny drops from the monkey bars.

F. Jumping from bar to bar is dangerous. It is not allowed on monkey bars.

Cafeteria Discipline

The cafeteria is a nice place for the students to relax and enjoy a good meal. Talking with friends is fine as long as the cafeteria does not get too loud. At times our cafeteria gets too loud and the duty teachers need to get it quieter. The first step is to turn the lights off and the talking needs to stop immediately. When it has been quiet for a few minutes the lights will go back on and students may resume talking in lower voices. If the noise level goes back up the lights will be turned off until the duty teacher comes and takes the students outside to recess. Some helpful hints to a quiet cafeteria are to speak with an inside voice, only talk to the people that sit next to you, and refrain from disruptive behavior. Students may receive an After School Detention if they keep talking when the lights are off in the cafeteria.

Lunch Room

A. Lunch and breakfast monies are to be paid to the appropriate person immediately upon arrival at school.

B. Before leaving the cafeteria, each student must clean his/her area.

- C. Food may not be taken from the cafeteria.
- D. Appropriate behavior is expected when standing in line in the cafeteria.

Hall Discipline

If a student is talking, misbehaving, running, etc. in the hall a contact slip will be issued to the student. The contact slip will list the punishment according to the severity of the problem. The punishments may include the student's name recorded on the "Recess Discipline Sheet", or they may be assigned an After School Detention. These punishments are according to the severity of the problem.

E. TARDY/EXCESSIVE ABSENCES

School begins at 8:15. If a student is not inside the classroom by 8:15 they will be considered tardy. A parent must sign their child into the building after the 8:15 bell. A student will also be charged with a tardy if the student is checked out prior to the end of the school day (~~3:15~~ 3:10 pm). An excused tardy will only be permitted if a Doctor's note accompanies the student late for school and the parent signs the student into school. After a student has acquired 10 tardies within a semester they will have an After School Detention. After a student has acquired 15 tardies within a semester they will receive a Saturday School Detention. Saturday School will be re-assigned following each additional 5 tardies. Six tardies will equal an absence.

There will be times that GUES offers an "incentive" reward. Participation in the incentive will be dependent upon student behavior and attendance. In this situation "excused" and "unexcused" will apply to the expected attendance rate.

F. TRAFFIC CONTROL

It is our aim to keep traffic moving safely and smoothly in front of the school. All cars should turn west off of Walnut onto GUES Circle Drive. Parents should let their child out and pick the child up in the marked loading/unloading zones in front of the building. These zones will be clearly marked with paint or signs. Drop-off will start at the front of the curb by the walkway and extend east until the curb begins to curve. Multiple cars may unload at once to speed the process along. Pick-up will start at the front of the curb by the walkway and extend west along the curb for 4th and 6th graders. 5th grade students (and anyone who rides with a 5th grader) are to be picked up on the east side of GUES. The cars are to drive south on Walnut and students will begin loading at the pick-up sign. This way several students may load/unload at the same time. Please do not let your child out in the front parking lot and have them walk across the walking zone made for teachers. This will alleviate students crossing in front of moving vehicles. The parent can exit onto BlueJay Alley, which takes them to Crooks Drive or they may circle around in the front parking lot and exit back onto Walnut. Please do not drive around cars that are letting students out of their vehicle or pass other vehicles on Walnut. Walnut is a two-way street. Always be aware of students that are walking, riding bikes, or going to their car. Parents are not to let students off or pick students up on Walnut, at the high school, in the 6th grade parking lot, or by the GUES bus zone. Buses unload on the west side of the building and students enter through the cafeteria doors. Please do not drop off car riding students in or around this bus loading/unloading area.

G. GIFTED/TALENTED POLICY

Guthrie Upper Elementary School's committee will identify students for the gifted/talented program by reviewing I.Q. scores (97% or above). Letters will be sent to parents of students who qualify giving them the option for the participation in the Gifted and Talented Program. Parents who do not want their child to participate will sign a waiver, which will be kept on file at Guthrie Upper Elementary School.

H. PARENT RESOURCE CENTER

G.U.E.S. is proud to offer a parent resource center. The center has over 115 items on inventory to help parents with different issues they may be facing with their child. The inventory materials include books, bibliotherapy books, videos, games, and audio tapes. Some of the popular topics are ADD, behavior problems, medicating students, step parenting, divorce, single parenting, student responsibility, learning disabilities, and many more issues that are facing families today. Items are available to parents every school day for overnight or weekly checkout. Please take advantage of this wonderful resource.

I. SCHOOL CREED

I am unique!

There is no one in the world exactly like me therefore I can make responsible choices, share my knowledge and abilities with others, and be a successful, productive citizen of our world.

I accept my country's gift of education and believe with it I can achieve greater knowledge.

I believe by the power of my mind I can learn what is known and discover what is yet unknown.

My attitude, determination, and courage will measure the level of my success.

My actions show that I respect the rights of others to achieve their goals, as I continue to achieve my goals.

I believe in my abilities!

J. Visitors at GUES

Visitors at GUES must enter the building through the front doors. A doorbell system is in place and a school secretary will unlock the door after acknowledging guests. Once in the building all guests are required to check in at the office and wear a visitor's badge while in the building. All of these precautions are for the safety of our students.

K. Outside Deliveries

Outside deliveries from outside companies and/or parents will be accepted only if there is parental help to assist in the collection, organization, and distribution.

J. L. Listed below are activities that have been available to GUES students in recent years. (Availability of such activities is dependant upon securing an activity sponsor.)

ACADEMIC TEAMS

The Upper Elementary School fields a 5th grade and a 6th grade academic team. Each year students try out for the teams. Once selected the teams practice throughout the year. They attend several academic meets during the year. In the past our academic teams have experienced success by bringing home the district championship trophy.

HONOR CHOIR

We are very proud of our Honor Choir program at G.U.E.S. Early in the fall students can try out for our school choir. There is a set limit of students that can make it. Once a student is in Honor Choir they have to work very hard. First, a student has to maintain their grades and have good behavior at school to stay eligible. Then they practice 3-4 times a week in preparation of concerts and contests. Throughout the school year the choir participates in programs at various events around the state. Our Honor Choir usually receives excellent ratings at contests they attend. Each year several of our choir members receive individual honors for outstanding achievement.

~~**K. Visitors at GUES**~~

~~Visitors at GUES must enter the building through the front doors. A doorbell system is in place and a~~

~~school secretary will unlock the door after acknowledging guests. Once in the building all guests are required to check in at the office and wear a visitor's badge while in the building. All of these precautions are for the safety of our students.~~

ADMINISTRATION

BOARD OF EDUCATION

Travis Sallee
Terry Pennington
Gail Davis
E. Sharon Watts
Jennifer Bennett-Johnson
Janna Pierson
~~Tom Holtz~~ Tina Smedley



DISTRICT OFFICE

Dr. Mike Simpson, Superintendent of Schools
Mr. Dennis Schulz, Assistant Superintendent
Ms. Carmen Walters, Executive Director of Federal
Programs and Elementary Education
Mr. Doug Ogle, Executive Director of Personnel and Secondary Education

JUNIOR HIGH SCHOOL

Robbie Rainwater, Principal	282-5936
Ryan Dayton, Asst. Principal	282-5936
Teresa Barbour, Counselor	282-5936
Kristi Blakemore, Counselor	282-5936
JH Cafeteria	260-6327

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Guthrie Public Schools

School Calendar 2015-2016

August

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST
 14,17,18,19 Teacher In-Service
 20 - First Day of Classes

January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

SEPTEMBER
 7 - Labor Day

February

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

OCTOBER
 15 - End of First Quarter
 16 and 19 Fall Break
 22 - P/T Conf (All Schools)
 27 - P/T Conf (Elementaries)
 29 - P/T Conf (GHS and GJHS)

October

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER
 25-27 Thanksgiving Break

March

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

DECEMBER
 18 - End of 2nd Quarter
 Dec 21- Jan 1 Christmas Break

November

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JANUARY
 4 - Professional Day
 5 - Classes Resume
 18 - Martin Luther King Day
 21 and 26 - P/T Conf (Elementaries)

April

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH
 4 - End of 3rd Quarter
 8 and 10 - P/T Conf (GHS and GJHS)
 14-18 Spring Break

December

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL
 22 - Snow Make-Up Day #1*

May

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MAY
 20 - Last Day of Classes
 23 - Snow Make-Up Day #2*
 30 - Memorial Day

1st Quarter **40+4**
 2nd Quarter **42**
 3rd Quarter **43+1**
 4th Quarter **50**
 175 Days Taught
 5 Professional Days
 180 Days Total
 * School will be dismissed
 if not used for bad weather

Administration - 282-8900
 High School - 282-5906
 Faver Alternative - 282-5941
 Junior High - 282-5936
 Upper Elementary - 282-5924
 Fogarty Elementary - 282-5932
 Cottler Elementary - 282-5928
 Central Elementary - 282-0352
 Child Nutrition - 282-5952
 Maintenance - 282-5944
 Technology - 282-5959
 Transportation - 282-5919

Professional Day
 Vacation Day
 Parent/Teacher Conferences
 (4:00 p.m. - 7:00 p.m.)
 Snow Make-Up Day
 (To be used in numbered order
 if days are needed)

NOTE: Any additional inclement weather days will be made up at the end of the school year

Guthrie Junior High School Title 1 School-Parent Compact

Guthrie Junior High School encourages parental involvement in the educational process and development of its students. The teachers and administrators of Guthrie Junior High School feel that the total educational experience is enhanced by a team effort with parents and school personnel working together to provide the best learning environment for each and every student. Guthrie Junior High School and the parents of students participating in activities, services, and programs funded by Title I agree that this compact outlines how the entire school staff, the parents, and the student share in the educational process. Each party involved will hold stock in the responsibility of improved student academic achievement. Furthermore, this compact will build and develop a school-parent partnership to help all students achieve the state's high academic standards.

Responsibilities of GJHS will include but not be limited to:

- *Provide high-quality curriculum and instruction in an appropriate learning environment that enables each student to achieve the state's high standards.*
- *Hold scheduled parent-teacher conferences during which your child's individual academic achievement will be discussed.*
- *Provide parents with frequent progress reports.*
- *Provide reasonable availability to parents for consultation with school staff.*
- *Provide opportunities for parents to volunteer, participate, and/or observe their child's classroom activities.*

Responsibilities of the parent/guardian will include but not be limited to:

- *See that my child attends school regularly and on time.*
- *Provide a home environment that encourages and is conducive to learning.*
- *See that my child's homework is completed.*
- *Monitor the amount of television my child watches at home.*
- *Promote positive use of my child's extracurricular time.*
- *Stay informed about my child's education and be aware of what my child is learning.*
- *Communicate regularly with the school staff about my child's educational experience at open house, conferences, or any other available time.*

Responsibilities of the student will include but not be limited to:

- *Attend school regularly and on time.*
- *Do my homework every day.*
- *Read at least 30 minutes every day outside of school time.*
- *Always give the appropriate effort to perform at exemplary standards in work and behavior.*
- *Respect other students as well as myself.*
- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school.*

TO THE STUDENT:

The faculty/staff of Guthrie Junior High School welcomes you! We look forward to another exciting and challenging school year. We feel that the importance of each individual student is our primary concern. We have designed a program of studies and activities which we believe will meet these individual needs, and help prepare you for the future. As junior high students, we encourage you to be active learners and active participants in all that we do. We want the years you spend with us to be the very best in your school career. The following pages in this handbook explain what you will need to know to make these years a success. Take time to go over these pages with your parents. Working with you as a team as you prepare for your future is an opportunity that is important to all of us.

GUTHRIE PUBLIC SCHOOLS MISSION STATEMENT

It is the mission of the Guthrie Public Schools to empower all students with the tools necessary to become productive members of society through a cooperative effort between student, home, school, and community.

**EXIT OUTCOMES
(Our Vision for a Well Educated Student)**

Our student's will-

- have a positive self-esteem
- have a strong knowledge base
- show concern for the welfare of others
- be self-directed, life-long learners
- be productive members of society
- be effective communicators
- be creative and complex thinkers
- be problem solvers
- be cooperative learners and workers

GJHS SCHOOL SCHEDULE

Students are not allowed in the building before 8:00 a.m. If a **student** desires to enter before this time, he/she must have a hall pass signed by a teacher, sponsor, or administrator. Students who enter the building before 8:00 a.m. or remain in the building after 3:30 p.m. must be participating in a supervised activity. If the student is going to eat breakfast, or enter the building before 8:00 a.m., he/she may enter only at the east door on the "A" floor. In the event of inclement weather, students may enter through the east doors on A-floor at 7:40 a.m.

2015-16 Bell Schedule

8:00	First Bell/Transition Time
8:15-8:55	Homeroom/Flex Tutoring
8:59-9:44	1 st Hour
9:48-10:33	2 nd Hour
10:37-11:22	3 rd Hour
11:22-11:52	8 th Grade Lunch
11:26-12:11	4 th Hour for 7 th Grade
11:57-12:42	4 th Hour for 8 th Grade
12:11-12:42	7 th Grade Lunch
12:47-1:32	5 th Hour
1:36-2:21	6 th Hour
2:25-3:10	7 th Hour

Each class period is 45 minutes in length. GJH requires that the middle 25 minutes be utilized for non-interrupted instruction unless of an emergency. If a student needs to be picked up for an appointment, we ask parents to plan accordingly.

ABSENCES

Any student who is absent and does not have a parent call the school on the day of the absence will be placed on the do not admit list. Students will report to the "B" floor office and they will be required to explain the reason for their absence. Upon verification from a parent the student will be removed from the do not admit list. It is the student's responsibility to clear the absence.

An absence is recorded when the student has missed 10 or more minutes of a class. If a student is 10 minutes or more late for class, or is checked out during a class with 10 minutes or more remaining before the bell, the student will be counted as absent.

ASSIGNMENTS WHEN ABSENT

When a student is absent from class, work assignments may be requested by calling your student's counselor or attendance office in the morning. The assignments will be ready for pick up at 3:00 p.m. in the "B" office.

ATTENDANCE

School is preparation for future life, and it is important that habits of regular attendance be developed. Parents are asked to telephone the attendance secretary at 282-5936 by 9:30 a.m. the morning of the absence to avoid the absence being recorded as truancy.

Students of Guthrie Junior High School are expected to maintain excellent attendance. The following criteria for attendance has been established by the Board:

1. A student must attend a minimum of 90% to receive credit for any course. Any Guthrie Junior High School student taking courses for high school credit **must** abide by the Guthrie High School attendance policy to receive credit.
2. A student is absent whenever he/she misses any 10 minutes of a class period.
3. School activities are not included among the 9 absences allowed per semester.
4. A student will be given “no credit” in a class where the student has been absent 10 or more days.
5. Documented Absences
 - a. ~~Legal Documented~~ illness, injury, or death in the immediate family should be documented by physician, dentist, attorney, etc. ~~or note from parent/guardian with type of medication taken.~~
 - b. **Legal Documented** court appearance or medical appointments should be documented by physician, dentist, attorney, etc.: A letter signed by a doctor is the best form of documentation. Example: hospitalization for surgery or a chronic illness. Computer generated documentation from a doctor or dentist’s office is preferred. Examples include payment receipts and patient procedure history reports. **Handwritten appointment cards will not be accepted as documentation.**
 - c. Doctor’s notes will only be accepted up to five days after student’s absence. Anything after five days will be considered undocumented absence.

ACTIVITIES

Numerous extra-curricular activities are offered at Guthrie Junior High School. Some of these activities are as follows:

Sports Activities

Baseball
Basketball
Cheerleading
Cross Country Track
Football
Golf
Softball
Tennis
Track
Wrestling

Clubs & Organizations

Academic Team
Art Stars
Builders Club
FCCLA
Honor Society
Math Counts
Sequoyah Club
Speech / Drama Club
Student Council
Technology Student Assoc.
Yearbook

Requirements for these organizations can be obtained from the sponsors. Students are encouraged to participate in activities in which they can excel because of special interest, talent and/or ability.

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes the student from the classroom shall be ten (10) for any one class period of each school year. Excluded from this number are state and national levels of school sponsored contests. State and national contests are those for which a student must earn the right to compete. *Students participating in school activities will not be allowed to participate in these activities after missing class or a portion of a class during the day of the activity.*

CHANGE OF ADDRESS

Any change of address or telephone number should be reported to the Attendance "B" Office.

CHEATING AND/OR FRAUD

Cheating will be considered the act or intent of gaining or giving knowledge for an assignment or to answer by fraudulent means. The penalty will be a zero for the assignment or test. Forged documents will result in administrative action. Plagiarism will fall under this category.

CHECKING OUT PROCEDURE

If it is necessary for a student to leave school during the day, notification to the "B" floor office by the parent/guardian is required. The student must then report to the "B" floor office to check out before leaving campus. Upon returning to school, the student is required to check in through the same office. *Failure to comply with this procedure will result in disciplinary action.*

NOTICE OF NON-DISCRIMINATION

Guthrie Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The Guthrie Public School System also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

Name/Title: Superintendent of Guthrie Public Schools
Office Address: 802 E. Vilas, Guthrie, OK 73044
Phone No. (405) 282-8900
(Voice/TDD):
Days/Hours Available: M-F 8:00 a.m.-12:00 p.m.; 1:00 p.m.-4:30 p.m.

For questions regarding this notice, please contact the District Compliance Coordinator.

Procedural Requirements

Title VI, Title IX, Section 504, ADA July 2000

AVISO DE DECLARACION NO-DESCRIMINATORIA

Escuela Pública de Guthrie no discrimina raza, color, nacionalidad, genero, edad o incapacidad de admisión a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningún aspecto de sus operaciones. El Escuela Pública de Guthrie tampoco discrimina en sus contratos o practicas de empleados.

Esta noticia es provista y requerida por el Título VI del Acto de Derechos Civiles de 1964, Sección 504 del Acto de Rehabilitación de 1973, Titulo IX de la Enmienda Educativa de 1972, en el Acto de Era de Discriminación de 1975, y el Acto de los Estadounidenses con Habilidades Diferenciadas de 1990. Preguntas, quejas, o para más información con respecto a estas leyes pueden ser recibidas por el coordinador de quejas.

Nombre/Titulo: Superintendente de las Escuelas Publicas de Guthrie
Direccion de Oficina: 802 E. Vilas, Guthrie, OK 73044
Numero (404)282-8900
Telefono(correro de voz/TDD):
Dias/Horas de trabajo: M-F 8:00 a.m.-12:00 p.m. 1:00 p.m.-4:30 p.m.

Procedural Requirements
Title VI, Title IX, Section 504, ADA July 2000

CLASSROOM BEHAVIOR

The responsibility and authority for classroom management rest solely with the teacher. Any rules which are fair and enhance the educational process will be upheld. If problems persist to a degree that the classroom rules are being repeatedly ignored, then a referral may be made to the assistant principal where appropriate action will be taken.

The failure to abide by school rules may result in the following CONSEQUENCES: detentions, written assignments, loss of privileges, and in-school or out-of-school suspension. The consequence will be dependent upon the severity of the problem and the decision of the administrator.

CLOSED CAMPUS

We operate a closed campus. Students will not be allowed to leave campus after arrival in the morning or during lunch time. Leaving campus will be a violation of this policy. Any violation will result in disciplinary action.

DETENTIONS

Detentions given by a teacher for classroom misbehavior will be served with that teacher before school, during lunch, or after school.

Noon detentions given for misbehavior in the hallways or outside will be served with the noon detention teacher. Students serving noon detentions will bring lunch from home or obtain lunch from school cafeteria.

DISCIPLINE BEHAVIOR AND CONDUCT RESPONSIBILITIES

One of the most important lessons education should teach is discipline. It is a part of every class, and it's the training which develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration of other people.

It is our goal at Guthrie Junior High School to provide an orderly and efficient atmosphere whereby the teaching and learning processes can take place. This can only be done through effective discipline. Discipline is the responsibility of parents, students, teachers, and administrators.

The student is responsible for his/her individual conduct. Because not every problem that may arise can be foreseen, students should use good common sense to govern their behavior. They should treat each other, faculty, staff and property with respect. They should be aware that when their behavior distracts from the basic purpose of school, which is learning, there will be consequences to face.

It is the responsibility of the parent to instill in their child the value of appropriate behavior, good conduct, and to reinforce the policies and goals of the school. Parents should communicate to school officials any concerns they may have regarding their child's social, as well as academic, performance while at school.

It is the teacher's responsibility to set classroom rules of conduct consistent with the goals of the school. Expectations can be communicated in writing with rules and consequences, as well as through the general atmosphere created by handling situations that may arise in a consistent manner.

It is the responsibility of the administrator to take disciplinary action when general school policies have been disregarded or when crimes under Oklahoma Statutes have been committed. The administrators will also step in, after all other possibilities have been exhausted, to administer more severe consequences to those students who continually disrupt the learning environment of the classroom.

DISCIPLINARY ACTIONS

Disciplinary actions which may be taken by a classroom teacher may include but may not be limited to: written assignments, detaining a student after class, conferencing with the student and/or parent, loss of privileges, or detentions assigned before school, after school, or at lunch.

Disciplinary action, which may be taken by an administrator, may include but may not be limited to: conferencing with student and parent, and/or suspension.

The administrator will take into consideration the severity and frequency of infractions when taking disciplinary action.

Disciplinary action to be taken:

- Conference with student and parent contact
- 1st serious infraction – In-School Supervision – 3 days
- 2nd serious infraction – In-School Supervision - 5 days
- 3rd serious infraction – Home Suspension - 3 days
- 4th serious infraction – Home Suspension – 5 days
- 5th serious infraction and every one thereafter – Home Suspension - 10 or more days

The proceeding discipline steps are meant as a guide only. In severe or unusual cases, the judgment of the administrator will take precedence.

DRESS CODE

Note to Parent(s)/Guardian(s): The main purpose of school is to give your student the best education possible. Trends and fashions have no bearing on this issue.

All students are expected to dress appropriately and modestly at all times during the school day and at school activities. Appropriate school clothes are conducive to better behavior in the classroom, in the halls, on campus, or any time students are actively representing the school. The dress code is applicable during the school day and at any school activity, home and away.

Examples of inappropriate attire are, ***but are not limited to:***

1. Headwear worn in the building including, but not limited to: hats, bandanas, sweatbands, scarves, earmuffs, hair picks. Hats and caps are only to be worn outside the building.
2. Any clothing that exposes the midriff. Shirts need to be long enough so that they can be tucked in or drop two (2) inches below the waistline without tugging on or stretching the shirt.
3. Clothing that allows undergarments to be visible. (See #19.)
4. Clothing that has obscene, profane, or suggestive language.
5. Sunglasses (including when worn as headwear.)
6. Garments that display alcohol, drug or tobacco logos or paraphernalia.
7. Mesh jersey or fishnet type clothing.
8. Jeans, shorts or other purposely-frayed clothing (including pants with holes cut out.)
9. All sleeveless shirts, blouses, and dresses whose straps are not at least one dollar bill's width and not fitted under the arm.
10. Scooped neck and / or low cut front and back necklines that are not modest.
11. Pants below the waistline (sagging and bagging).
12. Shorts that are not closer to the knee than the mid thigh (Bermuda short length). Boxer shorts should not be worn, other than in the appropriate athletic classes. Shorts must be hemmed.
13. Skirts/dresses that are not long enough so that the hem touches the knee (Bermuda short length). Skirts/dresses must be hemmed.
14. Bicycle pants/spandex shorts.
15. Clothing that is not worn in accordance with the design (such as both straps being worn on overalls or legs on pants being worn at their full length.)
16. Chains or "spikes" on clothing, with wallets, or worn as a necklace or bracelet.
17. Shoes must be worn at all times for health reasons. "House shoes" are not an acceptable alternative. Shoes with wheels imbedded in them are not acceptable as they are safety hazards.
18. Apparel identifying a student as "security" or "police" is not to be worn.
19. Showing of underwear (thongs/etc.) or posterior being exposed while sitting.
20. No Pajamas (lounge pants/etc.)

Any clothing that disrupts the learning atmosphere of the school is prohibited. Clothing with possible implied meanings, such as exist with the rebel flag, intended or not, may be offensive and will fall under this policy.

When a student has worn inappropriate clothing to school, the parents of the students will be contacted. The students will be sent home to change clothing, or parents may be requested to bring appropriate clothing to school. If parents are unavailable, the student may be assigned to in-school supervision. Time missed in procuring appropriate clothing will count against the student's attendance in accordance with the attendance policy.

DRUGS AND ALCOHOL

It is the policy of the Guthrie Public Schools that no student shall possess, use, transmit, share, provide, sell, conspire to sell or possess or be in the chain of sale or distribution or be under the influence of any prohibited or controlled substance including as narcotic drug, illicit drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substances, alcoholic beverage or non-intoxicating beverage (defined by law, i.e. 3.2 beer). Counterfeit drugs (turkey drugs), drug paraphernalia and chemicals which provide a mood-altering effect are included as controlled substances. Illicit drugs include steroids and prescription and over-the-counter medications being used for an abusive purpose. This prohibition applies to competitions on school transportation, on school premises, at school functions, school-sponsored activities, performances, contests, athletics competitions, during lunch, or while under the supervision of school personnel. This policy is adopted in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

It is the responsibility of all school personnel to report suspected violations of this policy to an administrator. The administrator will notify the parents, impose appropriate consequences according to the discipline policy and report the incident to the local authorities. School discipline will be imposed independent of any court action. A confidential drug/alcohol report, completed by the administrator, will be sent to the Superintendent or his/her designee and to the Drug Free Schools office.

Any student violating this policy and his/her parents will be provided a list of resources and encouraged to obtain drug/alcohol education, counseling, and/or chemical dependence treatment as appropriate and at the parents expense.

Copies of this Policy shall be provided to all students and their parents at the beginning of each school year.

CONSEQUENCES FOR STUDENT VIOLATION OF DRUG/ALCOHOL POLICY

- A. Conspiracy/Chain/Sale/Distribution/Delivery of Drugs or Alcohol (for personal gain, monetary privilege or gain):
Student will be suspended out of school for the remainder of the current semester and all of the succeeding semester.
- B. Possession/Use/Sharing/Being Under the Influence of Drugs or Alcohol
 - 1. First Offense: Six-week out-of-school suspension

- a. A two-week reduction may be granted if the student and the parents/guardians agree to the following:
 - To meet with the District Counseling Service representative
 - To obtain, from a licensed practitioner, an alcohol/drug use assessment which may be recommend counseling, education, treatment, and/or drug testing. The cost of any assessment or recommended counseling, education, treatment, etc. will be the sole responsibility of the student's parent or guardian.
 - b. An additional week reduction may be granted if compliance with the assessment recommendation is verified with documentation.
 - c. If the student complies with both B.1.a(1) and (2) as stated above, the out-of-school suspension may be reduced to five (5) days out-of-school and ten (10) days in the In-School-Suspension Program.
 - d. Nothing in this policy is intended to limit or restrict the ability of the School District to take other disciplinary action against a student in a particular case in accordance with other policies governing student discipline. A school principal or the principal's designees may devise an appropriate disciplinary plan for an individual student relating to the substance abuse in question and may submit that plan to the Superintendent or the Superintendent's designee for approval. If such disciplinary plan is approved by the Superintendent or Superintendent's designee, it may be implement for the student in question.
2. Second Offense: Suspension out-of-school for the remainder of the current semester and all of the succeeding semester.

NOTE: Procedural Due Process Rights: For ALL out-of-school suspensions, the due process steps outlined in the GPS Policy Manual and this handbook will govern administrative procedures to be followed in the enforcement of this policy.

REPORTING STUDENT SUBSTANCE ABUSE

- A. The Board recognizes the complexity of problems which may be associated with student substance abuse. The concern is for the well-being and best interests of students at all times. Therefore, the following procedure will be utilized by teachers and administrators in reporting students who appear to be under the influence, as defined by law, of: low-point beer, alcoholic beverages, or controlled dangerous substances. This policy is adopted in compliance with Oklahoma Statue Title 70§24-138.
- B. When it appears to a teacher or administrator that a student may be under the influence of low-point beer, alcoholic beverages, or controlled dangers substances (drugs), the teacher or administrator will report the matter in writing to the school principal or his/her designee. Whenever possible, the teacher or administrator should attempt to obtain a corroborative observation from another teacher or administrator.
- C. The report of the teacher or administrator will state the date, time, and place of the incident. It will also describe the actions of the student or other circumstances from

which the teacher or administrator concluded that the student appeared to be under the influence of low-point beer, alcoholic beverages, or controlled dangerous substances.

DUE PROCESS

A. SUSPENSION OF TEN DAYS OR LESS

1. An appeal to the building level Appeals Committee can be requested, by letter, to the school principal within five (5) calendar days after the principal's out-of-school suspension decision is received by the student and/or his or her parent. The out-of-school decision becomes final and non-appealable if a request for appeal is not received within the time frame described above.
2. Upon receipt of the appeal request, the principal shall confirm that the student's out-of-school suspension falls within the category out-of-school suspensions for which an appeal to the Appeals Committee is authorized to hear. If for any reason the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to the long-term out-of-school suspension must be followed.
3. The Appeals Committee will conduct an investigation, in an informal manner, and make a decision (by majority vote) as to the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. **The Appeals Committee reserves the right to amend, rescind, or alter the length of suspension based on its findings.**
4. The decision of the Appeals Committee shall be final and non-appealable.

B. SUSPENSION IN EXCESS OF TEN DAYS:

1. A parent or student may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools.
2. An appeal must be submitted to the Superintendent of Schools at 802 East Vilas, Guthrie, OK.
3. If no appeal is received within five (5) calendar days by the parent or student, the principal's decision will be final.
4. The superintendent reserves the right to amend, rescind, or alter the length of suspension based on the findings of the investigation.

ELIGIBILITY

When co-curricular and/or interscholastic programs are scheduled during the school day, a student must be eligible according to the following guidelines of the Oklahoma Secondary Schools Activity Association:

A. ATTENDANCE REGULATIONS

1. School Activity: These are extra-curricular activities, whether sponsored by the school or outside agency, which removed the student from class for more than half a class period.

2. The total number of student activity absences allowed for one class period per student shall be ten.
3. Once a student has had ten student activity absences from any one class period, the student must be reported to the principal's office for consideration for further absences for student activities.
4. A student is expected to attend classes 90% of the time in order to participate in school sponsored activities.

B. SCHOLASTIC ELIGIBILITY

(Information from OSSAA RULES AND REGULATIONS)

Section 1: Semester Grades

- a. A student must have received a passing grade in all five subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. This requirement would be classified as five school credits for the 7th and 8th grade students.
- b. If a student does not meet minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next semester he/she attends.
- c. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
- d. Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

Section 2: Student Eligibility During a Semester

- a. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
- b. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of his/her probationary one-week period, he/she will be ineligible to participate during the next one-week period. The eligibility periods will begin Monday and end on Sunday.
- c. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).
- d. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

Section 3. Special Provisions

- a. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three (3) weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three (3) week period.
- b. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision Rule 3, Section 3-c, if the incomplete grade was caused by an unavoidable hardship. (Example of such hardships would be illness, injury, death in family and natural disaster). (Board policy allows a maximum of two (2) weeks to apply this exception).
- c. Schools may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

Section 4. Special Education Students

Special students who are enrolled in special education class, have an Individual Educational Plan and have been certified by the principal as doing a quality of work which may, with the approval of the Board of Directors, be accepted as eligible under this rule.

ENROLLMENT REGULATIONS

All students must be enrolled in seven hours per day. The only exception to this rule is a student on an IEP or those enrolled through the counselors' office in concurrent enrollment.

A **transfer student** is one who has a legal residence in a school district other than Guthrie and wishes to go to school in Guthrie. A transfer student **MUST PROVIDE:**

1. Proof of guardianship.
2. Signed transfer request originated in *sending* district and including signatures of the sending *and* receiving superintendents.
3. Complete immunization records.
4. Proof of legal withdrawal from sending district.
5. Transcripts from all schools in which student has attended.
6. Copy of Social Security card.

A **new resident student** is one that has established a legal residence within the school district.

New resident students **MUST PROVIDE:**

1. Proof of residence (utility bill, renter's agreement, real estate contract, etc.) & signed Enrollment Verification.
2. Proof of guardianship (legal document).
3. Complete immunization records.
4. Proof of legal withdrawal from sending district.
5. Transcripts from all schools which student has attended.
6. Copy of Social Security card.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

They are:

1. The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents of eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education record that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, D.C. 20202-4605

INCENTIVE TRIPS

It is a privilege and honor for Guthrie Public School students to attend and represent our school at various activities through the course of the year. Students must be academically eligible to participate in any school activity. School dress code standards apply to all field trip activities. Inappropriate behavior on these trips may warrant severe disciplinary action. Students must ride the school bus to and from the activity.

During any trip, any major inappropriate behavior (such as curfew being broken) may result in the student:

1. Being sent home at their own expense.

2. Suspension from school for an appropriate amount of time.
3. Loss of the privilege to go on any future school trips.

FIGHTING

Fighting will not be tolerated at Guthrie Schools due to a chance of injury and/or property damage. Fighting is defined as any situation in which one student makes aggressive contact in any manner on another student. Disciplinary action will be taken by the administrator if either persons involved fit the above definition. Infractions may be handled in the following manner for all students involved. If a student participates **and/or is responsible for inciting, instigating, or encouraging a fight**, the following will apply:

- 1st Offense - Suspension from school for five (5) days.
- 2nd Offense - Suspension from school for ten (10) days.
- 3rd Offense - Suspension from school for the remainder of the semester.

FINANCIAL OBLIGATIONS

It is the policy of the Guthrie Public Schools to not charge fees for classes. However, students may be expected to pay for special projects, materials, and activities (i.e. Art, Science, AP English, elective classes, etc.)

FIRE, TORNADO, EMERGENCY

- Fire – The alert for fire will be a series of short bells.
- Tornado – The alert will be a continuous long ringing of bell.
- Periodically, drills will be held. Detailed instructions will be published and posted for all buildings.

FIREWORKS

Fireworks are not permitted while attending school, on school premises, or at school sponsored activities. Any student in violation of said policy will face immediate disciplinary actions.

FOOD AND BEVERAGES

No food or beverages, except sack lunches in sacks or lunch boxes, will be allowed in the building except in the cafeteria. No glass containers, please.

GANG CODE / NON-SCHOOL SANCTIONED ORGANIZATIONS

The following are prohibited at Guthrie Public Schools during the school day and at all school events (home and away):

1. Possession, wearing, use, distribution or displaying of any sign, symbol, badge, color, or other item that is evidence of affiliation with, or membership in, an organization that is not sanctioned (approved of) by the school administration or a gang.
2. Wearing pants below the waistline (sagging and bagging).
3. Wearing of headgear that would associate a student with an organization that is not sanctioned by the school. This includes caps, bandannas, handkerchiefs, shoestrings or any other associated with gang-related behavior.
4. Participating in any act, either verbal or non-verbal, to include gestures, expressions, handshakes, signs, etc., that may indicate an affiliation with, or membership in, an unsponsored, unacknowledged organization.

5. Participating in any act that may further the interest of such an organization, including, but not limited to, membership, writing or inscribing graffiti, messages, symbols or signs on school property.

Violation of this policy will result in disciplinary actions up to and including the suspension for the current semester and the following semester and filing of criminal charges, depending on the severity of the infraction.

GRADING SYSTEM

Report cards will be given to the students the week following each nine weeks period. The final report card in May will be mailed home. The report cards contain an academic grade, attendance record, and teacher comments. Please check each area carefully to determine progress.

100-90	A
89-80	B
79-70	C
69-60	D
59 or below	F

Incomplete grades must be made up within two (2) weeks or convert to an F.

HALL CONDUCT

Since everyone uses the halls, there are some basic rules to be observed:

- Walk, do not run.
- Keep to the right.
- Do not block the halls by standing in groups.
- Avoid yelling and horseplay.
- Do not slam or kick lockers.
- Help keep the halls clean.

HALL PASSES

Students are not permitted in the halls during class periods unless a teacher accompanies them or have a hall pass from an authorized staff member. The pass must have your name, date, destination, time, and signature of a staff member on it. Any student in the halls without a pass during class time will be given detention.

HEALTH & MEDICATION

If a student is injured or becomes ill at school, he/she should report to the "A" Floor Office, and a parent/ guardian will be notified.

It is the policy of the Guthrie Public Schools that NO drugs or medication of any kind (including aspirin and similar products), except those prescribed by a physician, will be given to a pupil by school employees.

ILLNESS AND MEDICATION - We request that you adjust your child's schedule to eliminate the need to take medication during the school day. In the event it is necessary for a child to use medication during the school day, the following procedure will be followed:

All medication is to be brought to the school secretary upon arrival and appropriately labeled by the pharmacy or physician as to the name of the medication, dosage

instructions, doctor's name and prescription date. A note, dated and signed by the parent, must accompany the medication, giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary. The Medication Authorization form is available on the District's website in the Parent Backpack or at the school's office.

Confirmed asthmatic patients with a note from the physician may keep their inhalers with them.

If you do not wish to send a large bottle of expensive medication to school, we suggest that you ask your pharmacist to label an additional container for use at school.

NON-PRESCRIPTION MEDICATION (for example, aspirin, stomach remedies, ointment, cold tablets or similar drugs) is not given without prior written permission of the physician. Medication must be in the original bottle (with the identification of the medication and dosage instructions) and a note signed and dated by the parent giving the child's name, medication, dosage instructions, and other necessary instructions must accompany the medication.

A log of the student's medication will be kept at the school office.

HOMEBOUND POLICY

Teachers are responsible for assigning adequate homework for their respective subjects. It is the student's responsibility to acquire the assignment and make up any work that is missed.

~~HOMEWORK HOTLINE~~

~~Homework hotline is available for students who miss school because of illness or personal reasons, or for those parents who would like to check their child's homework assignments.~~

~~Terrapins ————— 390-5260
Ligers ————— 390-5261
Jaguars ————— 390-5262
Grizzlies ————— 390-5263~~

IMMUNIZATION

Oklahoma State Health Department requires all students to be immunized. The Guthrie Public Schools, in accordance with these laws, requires every student enrolling have proof of immunization.

State requirements are as follows:

Five (5) DPT/DTaP/Td/Tdap	Two (2) MMR
One (1) Tdap Booster	Two (2) Hepatitis A
Four (4) Polio	One (1) Varicella
Three (3) Hepatitis B	

Students will not be allowed to enroll without necessary immunizations. Should the Oklahoma State Department of Health change these requirements, their guidelines will supersede this list.

Free Clinics

Many insurance companies will pay for the required immunizations. If not covered by your insurance, there are free clinics available.

<u>Site</u>	<u>Hours</u>
Logan County Health Department	Daily ---- Monday thru Friday
215 Fairgrounds Road Guthrie, OK 73044 405-282-3485	8:00 a.m. – 11:00 a.m. and 1:00 p.m. – 4:00 p.m.

IN-SCHOOL SUPERVISION

In-school supervision will be used as an alternative to home suspension unless a student commits a serious violation (i.e., fighting, assault/verbal assault on school personnel, weapons violation, drug violation, etc.).

While serving in In-School Supervision (ISS), a student may not attend or take part in any school activity, including practice. A student is considered placed in ISS once the actual placement begins.

All ISS assignments must be completed in a satisfactory manner and cleared by the ISS instructor before the student will be allowed to return to the regular classroom

INSURANCE

Insurance is required for all student athletes, agricultural education students, industrial arts students, and vocational carpentry students before they take part in any practice, scheduled contest, or class. Students already covered by a family insurance policy may have a parent sign a waiver to this requirement. **THE SCHOOL ASSUMES NO RESPONSIBILITY FOR THE SETTLEMENT OF CLAIMS.** *The school must have proof of insurance by the start of the eighth day of class or the student will be dropped from that class and assigned another class/subject.* **NO EXCEPTIONS!**

INTIMIDATION / HARASSMENT (No-Bully Law)

Intimidation, threats, or harassment directed toward other students will not be tolerated. All students are expected to treat others with respect at school, school activities, and other extra-curricular activities.

- 1st Offense: Parent conference/phone contact and suspension from school for three (3) days.
- 2nd Offense: Parent conference/phone contact and suspension from school for five (5) days.
- 3rd Offense: Suspension for the remainder of the semester and the following semester.

LEWD AND/OR IMMORAL BEHAVIOR

Immoral and/or lewd behavior will not be tolerated. Infractions will result in administrative disciplinary action.

Examples of inappropriate behavior are, but are not limited to:

1. Writings
2. Drawings

3. Pictures
4. Magazine
5. Internet / Computer / System Peripherals

LOCKERS

Lockers are provided and assigned by the school for your use and convenience. Listed are some tips and suggestions which may assist you in the proper use of the lockers.

- Once you have been assigned a locker, you should not change lockers without proper approval through one of the administrators in the office.
- Make sure you tag, label, or mark all your personal items.
- Clean, arrange, and organize your locker at least once during the week. Most locker confusion is caused by an accumulation of unnecessary debris.
- Do not leave coats, shoes, or other clothing at school and then bring more from home.
- Do not bring valuable items to school. Even though you may believe they will be safe in your locker, they will be safer at home!
- Lockers are to be utilized for items you must have and will use during your classes. Items that do not positively contribute to the accomplishment of this goal should remain at home.
- Keep your locker locked and your combination a secret!!!

Pursuant to Title 70 O.S. 1987 § 24-102, students have no reasonable expectation for privacy rights from school officials in regard to school lockers, desks, and/or other school property.

LOST AND FOUND

Check in the “B” floor office for lost articles before and after school. Please!!!! Remember to label all your personal items.

LUNCH ROOM OFFENSES

Cutting in line, leaving a tray or dirty table, not following instructions of a staff member, and other minor offenses during lunch will result in lunch detentions per offense. Major infractions will be handled as outlined elsewhere in this handbook.

MAKE UP WORK

Students, upon returning from an absence, will have one day for each day missed to make up work. Major assignments that were assigned earlier in the semester will be due on the designated day whether the student is in attendance or not. **IT IS THE RESPONSIBILITY OF EACH STUDENT TO MAKE ARRANGEMENTS FOR MAKE UP WORK.**

NATIONAL HONOR SOCIETY / NATIONAL JUNIOR HONOR SOCIETY

To be a member of National Honor Society, a student's grade point average must be 3.5 or higher on a 4.0 scale. For High School NHS, averages are based on all grades received including those during the freshman year. High School eligibility begins the sophomore year (as per National Honor Society guidelines). Junior High eligibility is based upon grades beginning the first semester of Junior High. All students are expected to meet other criteria, such as leadership, service, and character.

OKLAHOMA STATE HONOR SOCIETY

The top ten percent of the High School student body is eligible for membership in the Oklahoma State Honor Society. Averages are based on all grades received; eligibility begins with the freshman year. Junior High membership is based on the State Regents Test scores.

OKLAHOMA STATUTES

Action(s) defined as crimes under OKLAHOMA STATUTES will result in suspension if the student commits the acts while in attendance at school, enroute to/from school, on school premises, or at school sponsored activities. Students may also be suspended with said suspension for the remainder of the semester and for the following semester on the first offense for the following:

1. Assault and battery of a school official.
2. Possession of a dangerous weapon or facsimile (with or without intent to do bodily harm).

For example:

- a. Knives
 - b. Firearms and/or facsimiles (i.e. including cap guns)
 - c. Explosives
 - d. Metal objects (chains, brass knuckles, etc.)
 - e. Clubs
 - f. Sharp or pointed instruments
3. Participation in an illegal demonstration on school property.

Students will be suspended for three (3) to five (5) days for the first offense and may be suspended from school for the remainder of the semester and for the following semester on the second offense for the following:

1. Verbal assault of a school official.
2. Defying a school official.
3. Inciting a fight.
4. Failure to identify oneself
5. Failure to comply with the request of a school official.

PLANBOOK.COM

Planbook.com is used by each teacher to enter lesson plans on a weekly basis. Students and parents have access to the lesson plans via www.planbook.com and selecting the "Student View" tab located next to the login button. Teacher email and student key (used for login) will be produced by each individual teacher and given to each student in class. Access is also obtained through teacher webpages.

PLEDGE OF ALLEGIANCE / NATIONAL ANTHEM

The Pledge of Allegiance and the National Anthem of the United States of America will be given at various times during the school year. It is the student's right not to participate, but the student **MUST** remain quiet, attentive, and respectful to the rights of others during the ceremony.

PRE-AP COURSES

Pre-AP courses are offered in the subject areas of Math, Science, and **English Reading for 7th grade and Science, English, Reading, and History for 8th grade** at Guthrie Junior High. These courses have been designed to meet the needs of the advanced student who wishes to pursue college level studies. Student and parent attendance at the site Pre-AP meeting is strongly encouraged to ensure placement. Completion of the course contract is required for enrollment.

PROFANITY

Profanity and/or obscene gestures will not be tolerated enroute to or from school, while attending school, on or in school premises, or at school sponsored activities. The first offense will result in ~~three (3)~~ **five (5)** detentions; the second, ~~five (5) detentions~~ **three (3) days ISS**; and the third infraction will result in administrative disciplinary action. However, if the profanity is directed toward a staff member, it will be treated as a verbal assault.

PROFICIENCY BASED PROMOTION

All K-12 students are eligible to advance one or more levels in designated curriculum areas if they perform at 90% or higher on assessments designated by the Guthrie Public School District. This type of curriculum advancement is proficiency based promotion.

Upon request of a student, parent or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum as identified in 70.S 11-103.6.

Proficiency will be demonstrated by testing with the Oklahoma Proficiency Tests by Riverside or with district approved, teacher-made criterion-referenced tests. In addition, a performance demonstration will be required in language arts, foreign language, and the arts. Lab sciences at the high school will require performance of relevant laboratory techniques.

Core areas are as follows:

- Social Studies
- Language Arts
- Mathematics
- Science
- Languages
- The Arts

More details can be obtained from the district policy on Proficiency-Based Promotion or from the site principal.

PUBLIC DISPLAY OF AFFECTION

It is assumed that all students have sufficient personal pride and respect. The school halls and campus are public places; therefore, it is expected that students will use discretion in relationships. (This discretion will be limited to hand holding.) Students who persist in other practices will be referred to the counselor, and if necessary, the parents will be called for a conference or other disciplinary action will be taken.

RACIAL SLURS

It makes no difference if the racial slurs are in jest or in earnest. "Flag words" are also considered racial slurs.

- 1st Offense: Three (3) day suspension
2nd Offense: Five (5) day suspension
3rd Offense: Five (5) day to one (1) year suspension.

RESTRICTED AREAS

A.M.

- Upon arrival to school, students are to remain outside, in front of the building. Students are to remain behind the blue lines on the front sidewalk and between the buildings and the trees. Students must stay away from the curb line for safety reasons.
- Students may play basketball or four squares in the morning. Please do not stand and talk on the basketball court while others are playing.
- Students are not permitted to be in the alley (behind the school) at any time during the school day.
- Students are not permitted to stand between the main building and the gym at the “A” floor level at any time during the school day.

Lunch

- After eating lunch, the students will move outside. All students must remain between the basketball court and the front of the gym steps.
- Students may play basketball or four squares during lunch. Please do not stand and talk on the basketball court while others are playing.

P.M.

- Students are to board the buses immediately after school. The buses leave the Junior High every day at 3:20 p.m.
- Students walking home need to leave the campus immediately after school. All students must be off campus by 3:30 p.m. No loitering on campus after school.

PROCEDURES AND RESPONSIBILITIES FOR STUDENTS IN SPECIAL AREAS

In order for students to function cooperatively, some basic procedures are needed in particular areas such as: in the cafeteria, at the lockers, in the media center, in the use of school facilities, materials, and restricted areas.

Bicycles & Skateboards

- Bikes should be parked in the bike area when school begins each day, and they should remain parked until school is dismissed. We recommend you buy a lock. We cannot assume responsibility for bicycles.
- Bike riding is appropriate for the street but not for the sidewalks surrounding the school.
- Please walk your bike so others will not be injured as they use the walks.
- Students should not congregate around the bike area. Bike riders only should use the parking space. After a bike is parked and secured, go directly to the appropriate area.
- Skateboards are not allowed at school or on school property at any time. These items will be confiscated and returned at the end of the school year unless a parent comes to the school to pick up the item during regular school hours. Repeat offenses of this policy will result in suspension and other disciplinary actions.

Media Center

The librarian is available to all students and will assist students as they make use of the many books that are available for studying and for recreational use. The following guidelines are important for each student to know and to follow:

- Hours: 8:10 a.m. to 3:30 p.m.
- Books circulate for two-weeks unless they are needed for a special class assignment. Some materials will be put on reserve and checked out overnight only.
- All materials have the due date stamped on them. It is the student's responsibility to return borrowed materials on the date due.
- All book fines must be cleared in order to receive your report cards.
- You assume responsibility for books or any library materials when you check them from the media center. Books or materials that may be lost, stolen, or damaged will be your responsibility since you are given the privilege of borrowing materials.
- The media center is a place to study, read, and do research, so appropriate behavior is necessary. It should be semi-quiet and should not be used as a place of visitation.

Cafeteria and Lunch

- Students may choose to purchase a lunch or bring a lunch from home.
- The cafeteria offers two (2) choices: fast food line and plate lunch. A student is expected to eat in the cafeteria. Milk may be purchased in the cafeteria. Neither food nor drinks are to be taken from the cafeteria.
- Free or reduced rate lunches are available for those who qualify. If you would like to apply, please come by the office for an application.
- The following procedures will assist students in making lunch a more pleasant experience for all concerned.
 - Eating areas should be left as clean as possible. Nothing should be left on the tables. All refuse, paper, etc. should be placed in the trash as you empty and return your tray and eating utensils.
 - All lunches are to be eaten in the cafeteria and nothing is to be taken from the cafeteria to be eaten later. Milk may be purchased if you bring your lunch from home.
 - Saving seats is not appropriate. The first person who arrives should have the seat.
 - Do not break into the lunch line. Take your turn and do not save places in line. This is unfair to those behind you.
- Please practice your good manners and be considerate of others.

SATURDAY / WEDNESDAY SCHOOL

Saturday /Wednesday School, if available, will be used as an alternative consequence for students who are in violation of school policy. Failure to serve Saturday/Wednesday School assignment will result in out of school suspension.

Wednesday School will occur for one hour immediately following the school day (3:20-4:20).

SCHOOL ACTIVITIES

Students who misbehave (i.e., run, roam, harass, fail to cooperate with school officials) at school activities will be dismissed from the activity without a refund and can face additional administrative action.

SEXUAL HARASSMENT

Sexual harassment is any type of verbal/physical abuse of a sexual nature. Suggestive comments, unwanted touching, obscene hand/body gestures, suggestive notes, etc., would be considered sexual harassment. Since this covers a wide range/degree of offenses, the punishment on the first offense will range from three (3) days suspension to suspension for the remainder of the semester and the following semester.

SOLICITING

No soliciting or selling may be done in the school without approval of the building principal. Only fundraising activities approved by the Board of Education are allowed.

STUDENT CONDUCT

Each student is expected to behave in a manner which will add to the educational atmosphere at Guthrie Public Schools, and anything that detracts from the spirit of dignity at our school will be subject to disciplinary action. Students have the responsibility to know and respect the rules and regulations of the school.

We desire that all students accept the responsibility of self discipline. Students are to conduct themselves as young ladies and gentlemen at all times (i.e. halls, cafeteria, classrooms, assemblies, and extra-curricular activities). When a student demonstrates that he/she cannot conduct themselves in a positive manner and infringes upon the rights of others to enjoy the freedom of self discipline, he/she must face the consequences of disciplinary action.

The responsibility and authority for classroom management rests solely with the teacher. Any classroom rules, which are fair and enhance the educational process, will be upheld. If problems persist to a degree that the classroom rules are being repeatedly ignored, a referral may be made to the discipline principal where appropriate action will be taken.

When students enroll in classes, the following obligations are assumed:

- To be present and on time each school day. (Attendance is a vital part of academic progress.)
- To be in the properly assigned area BEFORE the last class bell rings.
- To complete each assignment on time.
- To give complete attention in class.
- To participate in all class activities.
- To be respectful and cooperative.
- To bring the necessary equipment to participate.

Defiance of teacher authority will result in appropriate disciplinary action.

STUDENT SEARCH

School personnel have the authority to detain and search or authorize the search of any student upon suspicion that the student is in violation of district policy.

STUDENT WELFARE / CHILD ABUSE

Employees of the Guthrie Public Schools are required by law to report suspected child abuse victims to the Department of Human Services. In suspected cases of physical and sexual abuse, local authorities may question the victim at the school site without the principal obtaining permission from the victim's parent/guardian.

SUBSTITUTE POLICY

Since our school is judged by the way we act in class, substitutes can either take a positive or negative impression of our school with them when they leave. You are expected to conduct yourself as a host to these substitute teachers and show them the same respect expected of your regular teachers. Failure to comply with school rules while under the direct supervision of a substitute will result in immediate administrative disciplinary action.

SUSPENSIONS

It is the philosophy of the Guthrie Public Schools that no student be permanently suspended from school unless every means has been exhausted in trying to teach the student respect for policies and guidelines of the school.

However, when it is evident that a student has no interest in education, is a behavior problem, or is a chronic truant, the Administration must take action in suspending said student in the best interest of the school as a whole.

Any student who has accumulated in excess of three (3) suspensions for attendance or disciplinary action may be suspended for the remainder of the semester, for the following semester, or longer if allowed by law in extreme cases.

While serving a suspension, a student will not be allowed on campus or to attend or participate in any school sponsored activity. If this policy is violated, a suspension of three days, the remainder of the current semester and/or the following semester will be added to the current suspension. While suspended or in "In School Supervision" (ISS), a student may not attend or take part in any school activity, including extracurricular practices.

A student will not be allowed to participate in any school activity during the time of a suspension and until the day following the last day of the suspension.

TARDIES

Punctuality is an important part of maturity and reflects an attitude of courtesy toward others (oversleeping and missing the bus are examples of unacceptable reasons for being tardy to school). A student will be considered tardy if he or she is not in his or her properly assigned area when the class bell rings.

Tardiness to classes is not acceptable; however, there are times when it will occur. After ten (10) minutes the tardy will be counted as an absence.

Each teacher will keep a log for each semester of student tardies per class period. After the first tardy, the teacher will email administration and amount of tardies for student. The teachers will

discuss in their daily team meeting which students on their team have a tardiness problem. Administration will contact parents and follow discipline plan.

At that time, the following disciplinary actions will be taken:

- First offense: Warning by teacher
- Second offense: 1 Day Lunch Detention
- Third Offense: Wednesday School
- Fourth Offense: 1 Week Lunch Detention
- Fifth Offense: 3 Days ISS

If a student continues to be tardy after 5 tardies, out of school suspension will occur.

THREE tardies equals one unexcused absence.

TELEPHONE

The telephone is available for “EMERGENCY USE ONLY.” Students should not rely on using the school phone for making plans that can be arranged before or after school.

Basic phone procedures are:

- Student phone calls should be made in the “B” floor office.
- Students will be required to sign a daily log sheet when making telephone calls at school.
- You must have permission from your teacher and a hall pass to use the phone during school hours.
- DO NOT PLAN to make your personal after-school arrangements on the phone at school. Make pre-arrangements for after-school activities when transportation or other considerations will be necessary. Students should communicate with friends at home and only unusual situations should require “last minute” planning by phone.
- Calls are to be limited to two (2) minutes.
- If someone should call for you at school, you will not be brought from class to answer the phone. The person may leave a message, and the message will be delivered to you.

TEXTBOOKS

Textbooks will be issued through the teacher in your different classes. Textbooks are provided to the school through state funding, which means books must be utilized by the school for multiple years; therefore, it is your responsibility to treat books with care. Once you have been given books to use, you will be responsible for the books assigned specifically to you until you complete the school term or until you withdraw from school. A textbook which may be lost or damaged will be your responsibility. You must take care of replacement or damage costs before you receive your final grades. The school may hold grades and records if fines or replacement costs are not resolved.

THEFT

Theft will not be tolerated. Replacement and/or reimbursement will result as well as Administrative disciplinary action.

- 1st Offense: Parent conference and suspension from school for three (3) days.
- 2nd Offense: Parent conference and suspension from school for five (5) days.

3rd Offense: Suspension for the remainder of the semester and for the following semester.

THROWING OBJECTS

Due to the obvious danger, throwing of any objects will not be tolerated. If an item is thrown that could cause damage or injury, the penalty will be the same as fighting (the exception is if a serious injury is caused then the student may be suspended for the remainder of the semester and/or for the following semester.)

TITLE IX

The Guthrie Public School system hereby agrees that it will comply with Title IX of the Educational Amendments of 1972 which states that no person in the United States shall, on the basis of sex, be excluded from participation in, denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. The School District is an equal opportunity employer.

It is, therefore, the policy of the Guthrie Independent School District No. I-1, Logan County, to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to the Title IX Coordinator, Guthrie Public School Administration Building, 802 East Vilas, Guthrie, Oklahoma, 73044; telephone (405) 282-8900.

TOBACCO

In compliance with State Laws of Oklahoma, it shall be the policy of the Guthrie Board of Education that the use of, or possession of, tobacco products (including smokeless tobacco), including paraphernalia, in any form, by students while attending school, in/on school premises, and at school sponsored activities is prohibited. Any student in violation of said policy will face immediate disciplinary action:

1st Offense: Parent conference/phone contact and suspension from school for five (5) days.

2nd Offense: Parent conference/phone contact and suspension from school for ten (10) days.

3rd Offense: Suspension for the remainder of the semester, or suspension for the remainder of the school year.

TRANSPORTATION

Registration of Riders

Each student must be registered as a bus rider before they can ride the school bus. The GPS Transportation Department Student Bus Rider Registration Form is available at the Transportation Office and on the school website (<http://www.guthrie.k12.ok.us>). Proof of residency is required, see the "Parent's Backpack" on the website for more information. Parents must complete this form and return it to the transportation office. Once the form is entered the students will be issued a bus rider pass. They will need the bus pass to board the bus.

Transportation Transfers and Students Not Riding

In order to provide the safest possible care for your students while they ride the bus, and to control the number of students riding any given bus, *students will ride only their assigned bus*. Students who live in town are in the “no ride zone” and are not assigned to any bus; therefore in-town students may not ride a school bus to another person’s address. Students will also get on and off the bus only at their assigned stop. Students are not permitted to ride home to a friend or other students home.

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

TRUANCY

Any student is considered truant when absent from the school grounds without approval of the school and the permission of the parent or guardian. A student who fails to report to class or check out when leaving school anytime during the school day is subject to discipline for truancy.

TRUANCY LAW

Parents can be fined if they allow students to remain absent from school. Under the State Truancy Law, the district must report truancy to the District Attorney. Penalties may be assessed by the Logan County District Court.

UNWRITTEN REGULATIONS

Each year, there are a few things including some “fads” that appear on our campus. We are not listing any of these, nor are we making a regulation to cover all of the problems that may arise. When a fad begins on the campus and a “nuisance” develops, we shall immediately eliminate the nuisance.

VANDALISM AND OTHER OFFENSES

Any student committing an act of vandalism, theft, gambling or forgery is subject to suspension. Damaged or stolen school property must be paid for or replaced by the offending student. The use or possession of stink bombs and/or any other object that would be detrimental to the educational process or that might disrupt any event, class, etc., will also be considered vandalism. Offenses of the above may result in more severe penalties of suspension. Suspensions may range from ten (10) days to the remainder of the semester and the following semester, and/or appropriate Civil Action.

VENDING MACHINES

Vending machines are provided for your convenience. They are to be used **only at the appropriate times and not during class time**.

VISITORS (All visitors must report to the office)

We cannot accommodate student visitors during the school day. Parents are always welcome to visit the school but are asked to check in at the “B” floor office first. Parents, if you need to talk with your child, stop by the “B” floor office for a visitor’s pass.

WEAPONS

Students should not bring any type of instrument to school that is likely to be used as a weapon or tool which could be used to deface or vandalize school property. The following instruments may be considered weapons:

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

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

WEATHER

In the event school is closed or starting late because of inclement weather, parents are asked to listen to local radio and television stations. When possible, the District's website will also be updated to include the newest information.

If weather conditions deteriorate during the school day and it becomes necessary to dismiss school early, the Superintendent will notify the local radio and television stations. When possible, the update will also be included on the District's website. Please remember not to phone the school to ask about closing or dismissal information. This will keep our telephone lines open in case of an emergency.

WIRELESS COMMUNICATION & ELECTRONIC DEVICES

Students may possess a cellular telephone while on school premises and while in transit under the authority of the school. The term "cell phone" includes but is not limited to cellular phones, mobile phones, VoIP, iphones, smart phones, internet phones or similar devices. Students will keep cellular telephones turned off and out of sight during class time and during all school or school related activities. During these times students shall be restricted from text or picture messaging, calling electronic mailing, instant messaging, uploading, downloading, gaming, web-surfing, accessing social networking sites, or using any features or applications installed on communication devices. Students may only use cellular telephones before and after school and at lunch or during break periods. Likewise, students may have pagers and cellular telephones while attending a function sponsored or authorized by the school, subject to the same restrictions applicable to instructional periods.

Telecommunication devices shall be turned off and out-of-sight in locations deemed "private areas." "Private areas" include but are not limited to restrooms, changing rooms, and locker rooms or similar areas. The use of audio/video recording and camera features is strictly prohibited in these areas. A student who witnesses a cell phone or other telecommunication device out in a "private area" shall immediately report this behavior to a teacher or administrator.

The district has adopted policies regarding appropriate contact between staff and students via telecommunication devices and social networking sites. These policies are found at *Wireless*

Telecommunication Devices (Employees). Students shall only engage in approved and authorized contact with school employees and shall report any inappropriate contact immediately.

Students found to be using any electronic communications device for any illegal purpose, in a manner volatile of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations, or to harass or intimidate students or staff members shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Using a phone for harassment purposes includes using a phone's features such as text or picture messaging, internet uploading and downloading, camera, and/or audio/visual recording features. Acts such as "upskirting" or "downblousing" are prohibited and are considered harassment of an individual. Students violating this policy will not be allowed to carry any personal communication device following the incident unless a genuine health emergency exists, and may also be subject to other disciplinary action.

WARNING:

The taking, dissemination, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic communication) may constitute a CRIME under state and/or federal law. Any person taking, dissemination, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registries.

WITHDRAWAL FROM SCHOOL

When a student must withdraw from Guthrie Public Schools during the term, he/she must report to the registrar in the morning of the day he/she leaves to begin formal withdrawal from school. Students will not be withdrawn until the parent or guardian has made contact.

WHEN WITHDRAWING FROM SCHOOL, PLEASE ADHERE TO THE FOLLOWING PROCEDURE TO LEAVE GUTHRIE PUBLIC SCHOOLS WITH A CLEAR RECORD:

1. Arrange a conference with the counselor to explain the reason for withdrawal, leave a forwarding address, and secure a permit to withdraw from the appropriate office.
2. Secure teacher signatures on the withdrawal permit and return textbooks to those teachers. The locker should also be cleaned out.
3. Leave the signed withdrawal form in the office with the registrar showing a clear record.
4. A transcript of the student's work will be forwarded, upon request, to the new school.

ASBESTOS MANAGEMENT PLAN

In Accordance with Federal law, Guthrie Public Schools has been inspected and approved for asbestos management.

Asbestos plans are available for viewing during regular school hours Monday-Friday by contacting Jerry Gammill at the Maintenance Department located at 200 Crooks Drive, Bldg #4, Guthrie, OK 73044.

DISCLAIMER

The preceding discipline steps are meant as a guide only. In severe or unusual cases, the judgment of the Administrator will take precedence. The Guthrie Public School Policy Manual will also be used in regard to school-student relationships. A copy of this policy can be viewed at Guthrie High School, Guthrie Junior High, or the Guthrie Public Schools Administration Building.

GUTHRIE JUNIOR HIGH SCHOOL PARENT AND STUDENT HANDBOOK

Dear Student:

This handbook has been prepared for your information, and to assist you with the expectations, responsibilities, guidelines, and procedures necessary in becoming the best junior high student you can be. We hope you will use the book and become familiar with its contents. If each of our students will accept the responsibility of developing to their fullest potential, our school, our students, the parents and our community will have much of which to be proud.

Respectfully,

Robbie Rainwater
Principal

PLEASE SIGN AND RETURN THIS TO YOUR FIRST HOUR TEACHER.

I have received and read my Guthrie Junior High School Handbook for the ~~2014-15~~ 2015-16 school year. I understand the rules and will make every effort to abide by them.

Student Signature

Parent/Guardian Signature

ADMINISTRATION

BOARD OF EDUCATION

Jennifer Bennett-Johnson
Gail Davis
~~Tom Heltz~~
Terry Pennington
Janna Pierson
Travis Sallee
Tina Smedley
E. Sharon Watts



DISTRICT OFFICES

Dr. Mike Simpson	282-8900
Superintendent of Schools	
Mr. Dennis Schulz	282-8900
Assistant Superintendent	
Mr. Doug Ogle	282-8900
Executive Director of Personnel/Secondary Education	
Ms. Carmen Walters	282-8900
Director of Federal Programs/Elementary Education	

HIGH SCHOOL OFFICES

South Office (Main Office)	282-5906
North Office (Attendance)	282-5913
Chris LeGrande, Principal	282-5906
Bret Stone, Assistant Principal	282-5906
Dusty Throckmorton, Assistant Principal	282-5913
Pat Hughes, Director of Alternative Education	282-5941
Kristi Blakemore, Freshman Counselor	282-5913
Annie Chadd, Senior Counselor	282-5913
Maggie Wade, Junior Counselor	282-5913
Gary Bexley Jon Chappell , Athletic Director	282-5906

**GUTHRIE HIGH SCHOOL
STUDENT / PARENT HANDBOOK
2014-2015-2015-2016**

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Guthrie Public Schools

School Calendar 2014-2015

August

S	M	T	W	T	F	S
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September

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November

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1st Quarter **41+4**
 2nd Quarter **42**
 3rd Quarter **49+1**
 4th Quarter **43**

175 Days Taught
 5 Professional Days
 180 Days Total
 *School will be dismissed if not used for bad weather

AUGUST
 14-15-18-19 Teacher In-Service
 20 - First Day of Classes

SEPTEMBER
 1 - Labor Day

OCTOBER
 16 - End of First Quarter
 16-17 Fall Break
 23 - P/T Conf (All Schools)
 27 - P/T Conf (Cotteral, Central and Fogarty)
 28 - P/T Conf (GHS, GJHS, GUES)

NOVEMBER
 26-28 Thanksgiving Break

DECEMBER
 19 - End of 2nd Quarter
 Dec 23 - Jan 2 Christmas Break

JANUARY
 5 - Professional Day
 6 - Classes Resume
 9 - Report Cards
 19 - Martin Luther King Day
 20,22 - P/T Conf (All Elementaries)

MARCH
 10,12 - P/T Conf (GHS and GJHS)
 13 - End of 3rd Quarter
 16-20 Spring Break

MAY
 20 - Last Day of Classes (Report Cards)
 21 - Snow Make-Up Day #1*
 22 - Snow Make-Up Day #2*
 25 - Memorial Day

Administration - 282-8900
 High School - 282-5906
 Faver Alternative - 282-5941
 Junior High - 282-5936
 Upper Elementary - 282-5924
 Fogarty Elementary - 282-5932
 Cotteral Elementary - 282-5928
 Central Elementary - 282-0352
 Child Nutrition - 282-5952
 Maintenance - 282-5944
 SAC - 282-5964
 Technology - 282-5959
 Transportation - 282-5919

January

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- Professional Day
- Vacation Day
- Parent/Teacher Conferences (5:00 p.m. - 8:00 p.m.)
- Snow Make-Up Day (To be used in numbered order if days are needed)

NOTE: Any additional inclement weather days will be made up at the end of the school year

BOARD APPROVED 02-10-14

Guthrie Public Schools

School Calendar 2015-2016

August

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September

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October

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November

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December

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- 1st Quarter **40+4**
- 2nd Quarter **42**
- 3rd Quarter **43+1**
- 4th Quarter **50**
- 175 Days Taught
- 5 Professional Days
- 180 Days Total
- *School will be dismissed if not used for bad weather

AUGUST
14,17,18,19 Teacher In-Service
20 - First Day of Classes

SEPTEMBER
7 - Labor Day

OCTOBER
15 - End of First Quarter
16 and 19 Fall Break
22 - P/T Conf (All Schools)
27 - P/T Conf (Elementaries)
29 - P/T Conf (GHS and GJHS)

NOVEMBER
25-27 Thanksgiving Break

DECEMBER
18 - End of 2nd Quarter
22 Dec-1 Jan 1 Christmas Break

JANUARY
4 - Professional Day
5 - Classes Resume
18 - Martin Luther King Day
21 and 26 - P/T Conf (Elementaries)

MARCH
4 - End of 3rd Quarter
8 and 10 - P/T Conf (GHS and GJHS)
14-18 Spring Break

APRIL
22 - Snow Make-Up Day #1*

MAY
20 - Last Day of Classes
23 - Snow Make-Up Day #2*
30 - Memorial Day

- Administration - 282-8900
- High School - 282-5906
- Faver Alternative - 282-5941
- Junior High - 282-5936
- Upper Elementary - 282-5924
- Fogarty Elementary - 282-5932
- Cottler Elementary - 282-5928
- Central Elementary - 282-0352
- Child Nutrition - 282-5952
- Maintenance - 282-5944
- Technology - 282-5959
- Transportation - 282-5919

January

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February

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March

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April

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May

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- Professional Day
- Vacation Day
- Parent/Teacher Conferences
(4:00 p.m. - 7:00 p.m.)
- Snow Make-Up Day
(To be used in numbered order if days are needed)

NOTE: Any additional inclement weather days will be made up at the end of the school year

Guthrie High School Parent-Student-Teacher Compact

We at Guthrie High School are committed to providing the best education possible for each of our students. It is our goal to give every child the opportunity to reach his/her full potential in intellectual, emotional and physical growth. We know that learning can take place if there is a combination of effort, interest, and motivation on the part of the school, the home, and the community working together toward that end.

This compact is a voluntary agreement and a promise of commitment to help _____ progress in school, promoting his/her achievement. We believe that this agreement can be fulfilled through our team effort.

AS A STUDENT I AGREE TO:

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments and homework.
- Know and follow the school and class rules.
- Communicate regularly with my parents and teachers about my school experiences so that they can help me be successful in school.
- Respect the school, classmates, staff and families.

AS A PARENT I AGREE TO:

- Provide a quiet time and place for homework and monitor TV viewing.
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate at school in activities such as school decision making, volunteering and/or attending parent/teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students & families.

AS A TEACHER I AGREE TO:

- **Teach classes through interesting and challenging lessons that promote student achievement.**
- **Endeavor to motivate my students to learn.**
- **Have high expectations and help every child to develop a love of learning.**
- **Communicate regularly with families about student progress.**
- **Provide a warm, safe, and caring learning environment.**
- **Provide meaningful assignments to reinforce and extend learning.**
- **Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.**
- **Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families which help each student achieve the school's high academic standards.**

AS A TEAM, WE CAN WORK TOGETHER TO CARRY OUT THIS AGREEMENT!!

GUTHRIE PUBLIC SCHOOLS' MISSION STATEMENT

It is the mission of the Guthrie Public Schools to empower all students with the tools necessary to become productive members of society through a cooperative effort between student, home, school, and community.

EXIT OUTCOMES (Our Vision for a Well Educated Student)

Our students will-

- have positive self-esteem
- have a strong knowledge base
- show concern for the welfare of others
- be self-directed, lifelong learners
- be productive members of society
- be effective communicators
- be creative and complex thinkers
- be problem solvers
- be cooperative learners and workers

SCHOOL INFORMATION	
CLASS:	5-A
CONFERENCE:	Suburban
NICKNAME:	Bluejays
COLORS:	Royal Blue & White
LOCATION:	200 Crooks Drive
	Guthrie, OK 73044
WEBSITE:	www.guthrie.k12.ok.us

PHONE NUMBERS

Attendance (North) Office	282-5913
Transcripts & Records Office	282-5913
Discipline (Main) Office	282-5906
GHS Main Office	282-5906
Main Office (Fax)	282-5909
Records/Registrar (Fax)	282-8823

GUTHRIE HIGH SCHOOL REGULAR BELL SCHEDULE

All Freshmen

A-Lunch

8:15	-	9:05	First Hour
9:10	-	10:00	Second Hour
10:05	-	11:00	Third Hour
11:05	-	11:30	Lunch
11:35	-	12:25	Fourth Hour
12:30	-	1:20	Fifth Hour
1:25	-	2:15	Sixth Hour
2:20	-	3:10	Seventh Hour

Grades 10-12

B A Lunch

8:15	-	9:05	First Hour
9:10	-	10:00	Second Hour
10:05	-	11:00	Third Hour
11:05	-	11:55	Fourth Hour
12:00	-	12:25	Lunch
12:30	-	1:20	Fifth Hour
1:25	-	2:15	Sixth Hour
2:20	-	3:10	Seventh Hour

Grades 10-12

C B Lunch

8:15	-	9:05	First Hour
9:10	-	10:00	Second Hour
10:05	-	11:00	Third Hour
11:05	-	11:55	Fourth Hour
12:00	-	12:50	Fifth Hour
12:55	-	1:20	Lunch
1:25	-	2:15	Sixth Hour
2:20	-	3:10	Seventh Hour

GUTHRIE HIGH SCHOOL ASSEMBLY/ADVISORY BELL SCHEDULE

A.M. Schedule

Freshmen – A Lunch

8:15	-	9:00	First Hour
9:05	-	9:40	Assembly/Advisory
9:45	-	10:30	Second Hour
10:35	-	11:20	Third Hour
11:25	-	11:50	A Lunch
11:55	-	12:40	Fourth Hour
12:45	-	1:30	Fifth Hour
1:35	-	2:20	Sixth Hour
2:25	-	3:10	Seventh Hour

Grades 10 9-12 – B A Lunch

8:15	-	9:00	First Hour
9:05	-	9:40	Assembly/Advisory
9:45	-	10:30	Second Hour
10:35	-	11:20	Third Hour
11:25	-	12:10	Fourth Hour
12:15	-	12:40	B A Lunch
12:45	-	1:30	Fifth Hour
1:35	-	2:20	Sixth Hour
2:25	-	3:10	Seventh Hour

Grades 10 9-12 – C B Lunch

8:15	-	9:00	First Hour
9:05	-	9:40	Assembly/Advisory
9:45	-	10:30	Second Hour
10:35	-	11:20	Third Hour
11:25	-	12:10	Fourth Hour
12:15	-	1:00	Fifth Hour
1:05	-	1:30	C B Lunch
1:35	-	2:20	Sixth Hour
2:25	-	3:10	Seventh Hour

P.M. Schedule

Freshmen – A Lunch

8:15	-	9:00	First Hour
9:05	-	9:50	Second Hour
9:55	-	10:40	Third Hour
10:45	-	11:10	A Lunch
11:15	-	12:00	Fourth Hour
12:05	-	12:50	Fifth Hour
12:55	-	1:40	Sixth Hour
1:45	-	2:20	Assembly/Advisory
2:25	-	3:10	Seventh Hour

Grades 10 9-12 – B A Lunch

8:15	-	9:00	First Hour
9:05	-	9:50	Second Hour
9:55	-	10:40	Third Hour
10:45	-	11:30	Fourth Hour
11:35	-	12:00	B A Lunch
12:05	-	12:50	Fifth Hour
12:55	-	1:40	Sixth Hour
1:45	-	2:20	Assembly/Advisory
2:25	-	3:10	Seventh Hour

Grades 10 9-12 – C B Lunch

8:15	-	9:00	First Hour
9:05	-	9:50	Second Hour
9:55	-	10:40	Third Hour
10:45	-	11:30	Fourth Hour
11:35	-	12:20	Fifth Hour
12:25	-	12:50	C B Lunch
12:55	-	1:40	Sixth Hour
1:45	-	2:20	Assembly/Advisory
2:25	-	3:10	Seventh Hour

PARENT-TEACHER CONFERENCES

Oct 23 & 27 **22 and 29** 5 - 8 p.m. Cafeteria
March 10 & 12 **8 and 10** 5 - 8 p.m. Cafeteria

School Song

*Oh, GHS, you are the one that we love best,
Our Royal Blue is all that's good and true,
So let us fling our colors high-
The victory depends on you,
In the halls of fame, we'll write your name
For the loyal, Royal Blue!*

Oh G.H.S.

Oh, G. H. S. you are the one that
we love best. Our roy - al
blue is all that's good and true.
So let us fling our col - ors high.
The vic - to - ry de - pends on you. In the
halls of fame we'll write your name for the
loy - al roy - al blue.

ACTIVITIES / SPORTS

Numerous extracurricular activities are offered at Guthrie High School.

Requirements for membership in these organizations can be obtained from the sponsors/coaches. Students are encouraged to participate in activities in which they can excel because of special interests, talent, and/or ability.

The maximum number of absences for activities, whether sponsored by the school or an outside agency/organization, which removes the student from the classroom shall be ten (10) for any one class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which students must earn the right to compete. Students participating in school activities will not be allowed to participate in these activities after missing class, or a portion of class, during the day of the activity except for ~~legally~~ documented reasons.

AIDS PREVENTION EDUCATION

A. Acquired Immune Deficiency Syndrome (AIDS) prevention education shall be taught in the public schools of this state. AIDS prevention education shall be limited to the discussion of the disease AIDS and its spread and prevention. Students shall receive such education:

1. at the option of the local school district, a minimum of once during the period from grade five through grade six;
2. a minimum of once during the period from grade seven through grade nine; and
3. a minimum of once during the period from grade ten through grade twelve.

B. The State Department of Education shall develop curriculum and materials for AIDS prevention education in conjunction with the State Department of Health. A school district may also develop its own AIDS prevention education curriculum and materials. Any curriculum and materials developed for use in the public schools shall be approved for medical accuracy by the State Department of Health. A school district may use any curriculum and material which have been developed and approved pursuant to this subsection.

C. School districts shall make the curriculum and materials that will be used to teach AIDS prevention education available for inspection by the parents and guardians of the students that will be involved with the

curriculum and materials. Furthermore, the curriculum must be limited in time frame to deal only with factual medical information for AIDS prevention. The school districts, at least one (1) month prior to teaching AIDS prevention education in any classroom, shall conduct for the parents and guardians of the students involved during weekend and evening hours at least one presentation concerning the curriculum and materials that will be used for such education. No student shall be required to participate in AIDS prevention education if a parent or guardian of the student objects in writing to such participation.

D. AIDS prevention education shall specifically teach students that

1. engaging in homosexual activity, promiscuous sexual activity, intravenous drug use, or contact with contaminated blood products is now known to be primarily responsible for contact with the AIDS virus;
2. avoiding the activities specified in paragraph 1 of this subsection is the only method of preventing the spread of the virus;
3. sexual intercourse, with or without condoms, with any person testing positive for human immunodeficiency virus (HIV) antibodies, or any other person infected with HIV, places that individual in a high risk category for developing AIDS.

E. The program of AIDS prevention education shall teach that abstinence from sexual activity is the only certain means for the prevention of the spread or contraction of the AIDS virus through sexual contact. It shall also teach that artificial means of birth control are not a certain means of preventing the spread of the AIDS virus and reliance on such methods puts a person at risk for exposure to the disease.

F. The State Department of Health and the State Department of Education shall update AIDS education curriculum material as newly discovered medical facts make it necessary.

ANNOUNCEMENTS

A daily bulletin will be read at the beginning of third hour on a regular basis. Students who are absent are responsible for keeping up with events by reading the posted agenda on the school website.

Announcements must be approved by the sponsor of an organization and must be submitted via the website. For the benefit of all students and parents, announcements will be posted on the HS website daily.

ASBESTOS MANAGEMENT PLAN

In accordance with Federal law, Guthrie Public Schools has been inspected and approved for asbestos management.

Asbestos plans are available for viewing during regular school hours, Monday thru Friday, by contacting Jerry Gammill at the Maintenance Dept. located at 200 Crooks Drive, Bldg. #4, Guthrie, OK.

ASSIGNMENTS WHEN ABSENT

When a student is absent from class for more than 3 days, homework assignments may be requested by calling your student's counselor or the attendance office in the morning. The assignments will be ready for pick up at 3:00 p.m. in the appropriate office.

ATTENDANCE

Policies and Procedures-

There is a close relationship between academic success and school attendance. Good attendance habits learned and developed in school will be carried over into the world of work. The rewards for good attendance at GHS are increased learning and an increased probability that students will be successful. Of equal importance is the development and practice of dependability and punctuality (two essential skills in the world of work.) Most important is the need to attend in order to learn from both teacher and classmates. To our knowledge, no student who had perfect attendance has ever failed in learning.

Definition of an absence-

An absence is defined as any time a student misses more than ten (10) minutes of a class period during the school day.

Notification of an absence by parents-

By state statute, it is the duty of the parent or guardian of a student to notify the school concerning the cause of any absence. This should be done between 7:00 a.m. and 9:00 a.m. on the day the student misses school. School personnel will make every reasonable effort to notify the parent or guardian via automatic calling system of an absence for any part of the school day unless the parent or guardian notifies the school of such absence. It is important for a student to accept responsibility for his/her behavior. Accordingly, if a student is out of school without his/her parent's permission, he/she will not be allowed

to make up the missed work. An absence of this nature is known as an UNEXCUSED absence.

Unexcused absence-

Examples of but not limited to:

1. If you leave campus and do not check out and receive an early dismissal slip.
2. Presenting an unacceptable verification or notes for excused absence (see excused absence).
3. Failing to have parent/guardian authorization.
4. Oversleeping
5. Missed bus or car trouble

Any unexcused absence becomes an unexcused/truancy if it is not cleared within 48 hours by parent or documentation.

Absences for extracurricular activity-

An absence for a student who has to miss school for a Guthrie High School activity will be counted as an activity absence. This absence will not count toward administrative failure. Students should pay close attention to the state's ten-day activity absence policy.

College Visits-

Guthrie High School seniors are given two days per year to visit a college of their choice, which could include residual ACT dates or enrollment. This absence does not count against the ten-day rule, administrative failure, or test exemptions. Documentation from the school visited may be required upon the student's return.

Parent-Verified Absence-

1. A parent must make contact by phone or in person to the North office.
2. A parent notifying the office does not make the absence a documented absence (see below).

Documented Absence-

1. A documented absence is necessary to keep the student out of administrative failure.
2. A documented absence can be defined as a doctor's note (document must be original. A faxed document must be received directly from the doctor's office, a court document, or funeral information (immediate family).
3. The North office must have this documentation; if not, the absence will count as a personal absence, which counts towards administrative failure.
4. Documentation must be turned in within five days of the absence or it will not count as a documented absence. The principal will make the determination if circumstances prevented the absence from being cleared within the time limit.
5. The principal will make final determination as to whether or not an absence is excused or unexcused and the acceptability of documentation.

Administrative Failure-

To implement the school policy of administrative failure and encourage attendance in school, the following procedures and guidelines shall be used:

1. No student shall be absent more than nine times in any one semester without proper documentation (see documented absence).
2. Any student who has more than nine absences (without proper documentation) may not receive a passing grade in the appropriate subjects or grade level for that semester.
3. If a student has an unexcused absence, the student will receive a zero for all work missed. The student is still expected to make up the work. Also, the student should expect disciplinary action.
4. When the student has accumulated five, seven, and ten undocumented absences, the school will notify the parents as soon as possible that the student is in danger of failure.

Attendance Reports-

1. High School students may request an attendance report from the North Office. A parent may come in and pick an attendance report up at any time in the Attendance Office.

Attendance Codes-

The following is a list of attendance codes as they pertain to student absences.

Attendance Codes

AB – personal business – **If documentation is turned in, this will be changed to an AD.**

AC – college day – **Seniors may use one college day per semester.**

AD – documented absence – **This does not count against student.**

AK – absence due to tardies – **6 tardies in the same class will count as an AK.**

AM – medical – **If documentation is turned in, this will be changed to an AD.**

AR – Vo-Tech absence – **Attendance taken at Vo-Tech is turned in to GHS to be entered on attendance record.**

AU – unaccounted-for – **Student is absent and was not called in by a parent.**

EG – testing. **This is not counted as an absence.**

EI – In-school suspension. **This is not counted as an absence.**

TU – tardy

T10 - +10 minutes tardy **or any 10-minute time frame within a class period. This counts as an ABSENCE, not a regular tardy.**

EC, ED, EE, EF, EL, EN, EO, ES, EX - **All of these codes are on- or off-campus student activities, and are not counted as an absence.**

BEFORE AND AFTER SCHOOL

No student will be in the building before 7:00 a.m. or after 3:30pm unless requested by a teacher or participating in a supervised activity.

CAFETERIA

Students are expected to behave in an appropriate manner while in the cafeteria. Students are responsible for maintaining their table, the area around their table, and for disposing all trays and trash in the designated cans.

Cafeteria Guidelines:

1. Students will be required to present ID numbers to purchase meals.
2. There will be No charging of meals in the cafeteria.
3. Students may deposit additional money to their account balances before school any morning.
4. Checks will be accepted for the full amount only or at any time online via Payschools. No change can be given.
5. Free or reduced accounts cannot be used more than once per day and can only be used by the appropriate owner.
6. Ala Carte is CASH only.
7. Cashiers are not allowed to make change without a purchase.
8. Federal and state laws govern reimbursable meals to the following:
 - a. Breakfast must be 3 or 4 items.
 - b. Lunch must be 3 to 5 items.
9. Extra items are CASH only.
10. Infractions of cafeteria rules (i.e., cutting in line, leaving your tray, leaving your table dirty, throwing objects, etc.) will result in cafeteria duty clean up or lunch detentions.
11. No food deliveries will be allowed on campus during the school day with the exception of parents bringing food to their own child.
12. No gambling in any form will be allowed (cards, dice, etc.).

CELEBRATE FREEDOM WEEK

Act 682 of 2003 created "Celebrate Freedom Week" in public schools the week of Nov.10-14, 2014

This law was created to educate students about the sacrifices made for freedom in the founding of this country and the values on which this country was founded. During "Celebrate Freedom Week" all social studies classes shall include instruction to help students focus on the freedoms offered in the United States of America. Suggested topics of study are included in the text of Act 682 of 2003, but the instruction is left up to the individual school district.

In an effort to assist educators and curriculum coordinators with programs and lesson plans for Celebrate Freedom Week, ADE has compiled the following ideas. These are only suggestions, and schools are encouraged to select their own creative ideas for “Celebrate Freedom Week.”

To view the wording of the law, please refer teachers in your district to <http://arkedu.state.ar.us/commemos/customer.cgi> which is the ADE web address to access commissioner’s memos.

CELL PHONES

STUDENT POSSESSION OF WIRELESS COMMUNICATION DEVICES

Students may possess a cellular telephone while on school premises and while in transit under the authority of the school. The term “cell phone” includes but is not limited to cellular phones, mobile phones, VoIP, iPhones, smart phones, internet phones or similar devices. Students will keep cellular telephones turned off and out of sight during scheduled class time and during all school or school related activities. During these times students shall be restricted from text or picture messaging, calling, electronic mailing, instant messaging, uploading, downloading, gaming, web-surfing, accessing social networking sites, or using any features or applications installed on communication devices. Students may only use cellular telephones before and after school and at lunch or during break periods. Likewise, students may use cellular telephones while attending a function sponsored or authorized by the school, subject to the same restrictions applicable to instructional periods.

Disciplinary Actions:

1st Offense: Phone is confiscated AND Saturday School.

****The phone will be returned at the END of the day.**

Subsequent Offenses – Phone confiscated & 2 days ISS.

****FAILURE to surrender a cell phone upon request will result in a three day out of school suspension.**

CHANGE OF ADDRESS

Any change of address or telephone number should be reported to the Attendance Office. Any phone number changes for the School Messenger system should be turned in immediately to the North Office.

CHEATING / PLAGIARISM

Cheating will be considered the act or intent of giving or gaining knowledge for an assignment or to answer by fraudulent means.

Consequences:

The penalty for cheating will be a zero for the assignment or test. Frequent acts of cheating will require further consequences as per teacher discretion.

Plagiarism is the intentional or accidental use of another's ideas, words, or writing as one's own without appropriate documentation or relying too heavily on outside resources for the completion of an assignment.

Disciplinary Action:

1st offense: Parents will be notified and a grade of "0" for the assignment or test will be given.

2nd offense: Above consequences apply plus a Saturday School will be given.

3rd offense: 3-day suspension

4th offense: Loss of credit in the respective class for the semester.

CHECKING OUT PROCEDURE

If it is necessary for a student to leave school, notification to the Attendance Office by the parent/guardian is required in order to check the student out. Students must sign out in the North Office before leaving campus. Upon returning to school, the student is required to check back in at the North Office. Failure to comply with this procedure may result in disciplinary actions. Students are only allowed to use the office telephone in case of illness or emergency.

Leaving campus without permission during lunch will result in disciplinary action from the Attendance Office. A student cannot check out from 11:00 – 1:25 UNLESS:

- (a) ~~Only~~ A parent/guardian ~~may come~~ comes to the North Office and check the student out.
- (b) The student is leaving for the remainder of the day.

**CIVIL RIGHTS COMPLIANCE AND ASSURANCES
NOTICE OF NON-DISCRIMINATION**

Guthrie Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The Guthrie Public School System also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

Name / Title:	Superintendent of Guthrie Public Schools Dr. Mike Simpson
Office Address:	802 E. Vilas, Guthrie, OK 73044
Phone No. (Voice / TDD):	(405) 282-8900
Days / Hours Available:	M-F 8:00 a.m.-12:00 p.m.; 1:00 p.m.- 4:30 p.m.

Procedural Requirements
Title VI, Title IX, Section 504, ADA July 2000

AVISO DE DECLARACION NO-DESCRIMINATORIA

Escuela Pública de Guthrie no discrimina raza, color, nacionalidad, genero, edad o incapacidad de admision a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningun aspecto de sus operaciones. El Escuela Publica de Guthrie tampoco discrimina en sus contratos o practicas de empleados.

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

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

Numero Telefono(correro de voz / TDD): (404) 282-8900

Dias / Horas de trabajo: M-F 8:00-12:00 1:00-4:30

Procedural Requirements

Title VI, Title IX, Section 504, ADA July 2000

CLASS OFFICERS AND QUEENS

It is the policy of the Guthrie Public Schools for every student to have an opportunity for leadership. With this in mind, no student can be elected or appointed to more than three (3) offices during the school year and may be president of only one (1) organization or class per year. This rule applies to the editors of the yearbook and the editor of the school newspaper.

During the course of the school year, a girl may be elected queen of one (1) team or organization and attendant of any two (2) organizations. No girl may be queen twice in one year.

This rule will be enforced through the mutual cooperation of faculty and students. If any student is elected to too many offices, he/she will be allowed to make a choice as to which office to keep. Any problems concerning the enforcement of this rule will be reported to the building principal for action.

COMPUTER AND INTERNET ACCEPTABLE USE POLICY

1. Internet-related systems (including but not limited to: computer equipment; software, operating systems; network accounts providing electronic mail, World Wide Web browsing software, File Transfer Protocol, network and intranet systems, etc.) are the property of Guthrie Public Schools. They are to be used for educational purposes, which serve the interests of the School District, our students, and patrons during the course of normal operations.
2. Communications on these systems are not private. While the school administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the District system remains the property of the District. Despite security precautions, there is no absolutely fail-safe way to prevent an unauthorized user from accessing stored files.
3. Monitoring: The District reserves the right to monitor all employee and student use to ensure proper working order, appropriate use

by students and employees, the security of school data, and the retrieval of the contents of any user' communications on these systems. Management may access user files, including archived material of present and former users, without the user's consent, for any purpose related to maintaining the integrity of the network, or the rights of the district or other users, or for any other reasonable purpose.

4. Personal use: Personal use of the systems is authorized within reasonable limits as long as it does not interfere with or conflict with educational purposes. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. School equipment may not be used for commercial purposes.
5. E-mail is the property of the School district. There should be no expectations of privacy where e-mail is concerned. E-mail is subject to disclosure under the Open Records Act, subpoena, or court order.
6. Users are responsible for backing up data on a daily basis. This is an important function designed to maintain records of communications and activity which replaced (or supplements) maintaining files containing memoranda, correspondence, etc.
7. Any attempt to violate the guidelines, terms and conditions for use of technology, the network or the Internet may result in revocation of user privileges, other disciplinary actions consistent with Board of Education Policy and existing practice regarding inappropriate language or behavior including suspension, expulsion, dismissal, or appropriate legal action.
8. No student or employee of the district may maintain a web presence on behalf of the school or related to the school other than that authorized by the school district. Any employee who wishes to publish a web page on behalf of the school or a school organization must attend the web page training provided by the district. FrontPage is the only web publishing software that is supported by the district technology staff.
9. School equipment may not be used to access or post to any material that is illegal, offensive, abusive, or slanderous, either in text or graphic format.
10. All software installed on school equipment must be properly licensed to the school district. Software that is not properly licensed may not be installed on district-owned equipment.
11. District software may not be copied for personal use except where explicitly provided for by the manufacturer's license agreements.
12. Users may not access or tamper with another users account.
13. The network may not be used for political activities.

14. The use of chain letters, “spam”, or “letter bombs” is prohibited.
15. All copyright laws must be observed at all times.
16. Every user of the network must have a signed Acceptable Use Policy document on file in the Principal’s office of their respective school.
17. The District makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service, for the accuracy, nature or quality of information stored on District diskettes, hard drives or servers, nor for the accuracy, nature or quality of information gathered through district-provided Internet access.
18. The District will not be responsible for unauthorized financial obligations resulting from district provided access to the Internet.
19. Access is a privilege, not a right. All users of the district’s network and other technological resources are responsible for respecting and adhering to local, state, federal and international laws and guidelines governing use of information and the available technologies.
20. Personal computers are the responsibility of the owner.
21. Any item being purchased with district funds must be approved by the Director of Technology. This includes hardware, software, and Professional Development training.

CONCURRENT ENROLLMENT

A senior student enrolled at Guthrie High School is eligible to participate in enrollment at high school and college simultaneously. Permission must be obtained from the Principal, and is subject to current Oklahoma State Department of Education regulations.

A high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. A student may enroll in a maximum of nine semester-credit-hours during a summer session or term at a college or university of the state system without the necessity of being concurrently enrolled in high school classes during summer term. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester-credit-hours of college work. Students wishing to exceed these limits may petition the selected higher education institution. The appropriate institutional officials will evaluate the student’s academic performance and potential for success in determining the student’s load, which may not exceed the number of semester-credit-hours 50 percent greater than the number

of weeks in the applicable semester/term. The college should provide appropriate academic advising prior to and continuing throughout the student's enrollment.

Any student who is enrolled in concurrent enrollment and quits or drops concurrent enrollment must re-enroll with Guthrie High School through a counselor immediately. A transcript is required at the end of each semester before approval will be given for the upcoming semester.

Failure to comply can result in a NC (no credit) on your transcript.

DANCES

Dances will be held periodically during the school year under the direction of various Guthrie High School organizations. Only those students enrolled at Guthrie High School are eligible to attend; junior high school age students will not be allowed to attend. All students wanting to attend prom that do not attend Guthrie Schools will be pre-approved by the Principal.

Any student attending a school-sponsored dance, including the Junior-Senior Prom, will be subject to a BAC (Breath Alcohol Content) Test.

Students are not allowed to gather in the parking lot or cars or drive around the parking lot during a dance. Once students leave the dance, they are to leave the school grounds / dance site. No readmission is allowed once students leave the dance site.

DETENTION

Students assigned detentions by an administrator are to report to the assigned detention area. The following rules apply to all administrator-assigned detentions:

1. In order to be counted present you must be in the detention class no later than 5 minutes after the first lunch bell.
2. If a student is on campus they must show up for detention.

Failure to show for detention will result in the following disciplinary action:

Two Days of ISS.

Detentions assigned by a teacher will be served with that teacher. Failure to serve such detentions will result in the following actions:

1. Detentions will double when given to the discipline office.
2. Failure to serve detentions assigned by the office will result in two days of ISS.

DIABETES MANAGEMENT

Guthrie Public Schools provides nursing services that promote students ability to learn. Our goals are to:

- Assist students in learning how to take care of their health.
- Ensure a safe school environment.
- Promote good control of a student's health condition so they are ready to learn.

Diabetes can affect a student's ability to learn if it is not under good control. To help us meet these goals, Guthrie Public Schools has a nurse who is a certified diabetes educator. She works with school, personnel, individual students with diabetes and their families, and the student's health care provider.

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

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

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

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

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

DRESS CODE

Note to Parent(s) / Guardian(s): *The main purpose of school is to give your student the best education possible. Trends and fashions have no bearing on this issue.*

All students are expected to dress appropriately and modestly at all times during the school day and at school activities. Appropriate school clothes are conducive to better behavior in the classroom, in the halls, on campus, or any time students are actively representing the school. The dress code is applicable during the school day and at any school activity, home or away.

Examples of inappropriate attire are, **but are not limited to:**

1. Headwear worn in the building including, but not limited to; hats, bandanas, sweatbands, scarves, earmuffs, hair picks.
2. Clothing that inappropriately exposes the body. Any clothing that exposes the midriff. Shirts need to be long enough so that they can be tucked in or drop two (2) inches below the waistline without tugging on or stretching the shirt.
3. Clothing that allows undergarments to be visible.
4. Under no circumstance is a student to wear clothing that has holes higher than mid-thigh.
5. Clothing that has obscene, profane, or suggestive language.
6. Sunglasses (including when worn as headwear.)
7. Garments that display alcohol, drug or tobacco logos or paraphernalia.
8. Mesh jersey or fishnet type clothing.
9. All sleeveless shirts, blouses, and dresses whose straps are not at least one dollar bill's width and not fitted under the arm. Shirts must be worn on both shoulders.
10. Pants below the waistline.
11. Shorts should be closer to knee length than mid-thigh. Boxer shorts should not be worn, other than in the appropriate athletic classes. Shorts must be hemmed.
12. Skirts / dresses should be closer to knee length than to mid thigh. Skirts / dresses must be hemmed.
13. Bicycle pants/spandex shorts.
14. Clothing that is not worn in accordance with the design (such as both straps being worn on overalls or legs on pants being worn at their full length.)

15. Chains or “spikes” on clothing, with wallets, or worn as a necklace or bracelet.
16. Shoes must be worn at all times for health reasons. “House shoes” are not an acceptable alternative. Shoes with wheels imbedded in them are not acceptable as they are safety hazards.
17. Apparel identifying a student as “security,” “staff,” or “police” is not to be worn.
18. For safety purposes, excessively baggy clothing is prohibited.
19. ~~Leggings or tight fitting pants that conform to the body that are not covered by a shirt that is closer to knee length than mid thigh.~~ Leggings, jeggings, yoga pants and similar types of pants, and any form fitting attire will not be permitted. Pants that conform to the body must have seams and both front and back pockets.

Any clothing that disrupts the learning atmosphere of the school is prohibited. Clothing with possible implied meanings, intended or not, may be offensive and will fall under this policy.

Disciplinary Action:

~~1st & 2nd Offense: One lunch detention.~~

~~Student can be given 2 days of ISS after multiple offenses.~~

1st offense: Tag and warning

2nd offense: Two lunch detentions

3rd and subsequent offenses: Two days of ISS

DRIVER'S LICENSE VERIFICATION

The Department of Public Safety requires all high school age applicants to obtain from their school a verification of attendance. These can be picked up in the Attendance Office. Students must allow twenty-four hours notice for processing. If a student is testing in the summer, it is recommended that the request for school attendance verification be made before the end of the school year. The same rule will apply in verifying Reading Proficiency.

DRUGS AND ALCOHOL

It is the policy of the Guthrie Public Schools that no student shall possess, use, transmit, share, provide, sell, conspire to sell or possess, be in the chain of sale or distribution or be under the influence of any prohibited or controlled substance including as narcotic drug, illicit drug, hallucinogenic drug, amphetamine,

barbiturate, marijuana or any other controlled substances, alcoholic beverage or non-intoxicating beverage (defined by law, i.e. 3.2 beer). Counterfeit drugs (turkey drugs), drug paraphernalia and chemicals which provide a mood-altering effect are included as controlled substances. Illicit drugs include steroids and prescription and over-the-counter medications being used for an abusive purpose. This prohibition applies to competitions on school transportation, on school premises, at school functions, school-sponsored activities, performances, contests, athletics competitions, during lunch, or while under the supervision of school personnel. This policy is adopted in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

It is the responsibility of all school personnel to report suspected violations of this policy to an administrator. The administrator will notify the parents, impose appropriate consequences according to the discipline policy and report the incident to the local authorities. School discipline will be imposed independent of any court action. A confidential drug/alcohol report, completed by the administrator, will be sent to the Superintendent or his/her designee and to the Drug Free Schools office.

Any student violating this policy and his/her parents will be provided a list of resources and encouraged to obtain drug/alcohol education, counseling, and/or chemical dependence treatment as appropriate and at the parents expense.

Copies of this Policy shall be provided to all students and their parents at the beginning of each school year.

CONSEQUENCES FOR STUDENT VIOLATION OF DRUG/ALCOHOL POLICY

- A. Conspiracy/Chain/Sale/Distribution/Delivery of Drugs or Alcohol (for personal gain, monetary privilege or gain): Student will be suspended out of school for the remainder of the current semester and all of the succeeding semester.
- B. Possession/Use/Sharing/Being Under the Influence of Drugs or Alcohol
 1. **First Offense:** Six-week out-of-school suspension
 - a. A two-week reduction may be granted if the student and the parents/guardians agree to the following:
 - (1) To meet with the District Counseling Service representative

- (2) To obtain, from a licensed practitioner, an alcohol/drug use assessment which may be recommend counseling, education, treatment, and/or drug testing. The cost of any assessment or recommended counseling, education, treatment, etc. will be the sole responsibility of the student's parent or guardian.
 - b. An additional week reduction may be granted if compliance with the assessment recommendation is verified with documentation.
 - c. If the student complies with both B.1.a (1) and (2) as stated above, the out-of-school suspension may be reduced to five (5) days out-of-school and ten (10) days in the In-School-Suspension Program.
 - d. Nothing in this policy is intended to limit or restrict the ability of the School District to take other disciplinary action against a student in a particular case in accordance with other policies governing student discipline. A school principal or the principal's designees may devise an appropriate disciplinary plan for an individual student relating to the substance abuse in question and may submit that plan to the Superintendent, Superintendent's designee, or principal for approval. If such disciplinary plan is approved by the Superintendent, Superintendent's designee, or Principal it may be implemented for the student in question.
2. **Second Offense**: Suspension out-of-school for the remainder of the current semester and all of the succeeding semester.

NOTE: Procedural Due Process Rights: For ALL out-of-school suspensions, the due process steps outlined in the GPS Policy Manual and this handbook will govern administrative procedures to be followed in the enforcement of this policy.

REPORTING STUDENT SUBSTANCE ABUSE

- A. The Board recognizes the complexity of problems which may be associated with student substance abuse. The concern is for the well-being and best interests of students at all times. Therefore, the following procedure will be utilized by teachers and administrators in reporting students who appear to be under the influence, as defined by law, of: low-point beer,

alcoholic beverages, or controlled dangerous substances. This policy is adopted in compliance with Oklahoma Statute tit. 70§24-138.

- B. When it appears to a teacher or administrator that a student may be under the influence of low-point beer, alcoholic beverages, or controlled substances (drugs), the teacher or administrator will report the matter in writing to the school principal or his/her designee. Whenever possible, the teacher or administrator should attempt to obtain a corroborative observation from another teacher or administrator.
- C. The report of the teacher or administrator will state the date, time, and place of the incident. It will also describe the actions of the student or other circumstances from which the teacher or administrator concluded that the student appeared to be under the influence of low-point beer, alcoholic beverages, or controlled substances.

DUE PROCESS

A. SUSPENSION OF TEN DAYS OR LESS

- 1. An appeal to the building level Appeals Committee can be requested, by letter, to the school principal within five (5) calendar days after the principal's out-of-school suspension decision is received by the student and/or his or her parent. The out-of-school decision becomes final and non-appealable if a request for appeal is not received within the time frame described above.
- 2. Upon receipt of the appeal request, the principal shall confirm that the student's out-of-school suspension falls within the category out-of-school suspensions for which an appeal to the Appeals Committee is authorized to hear. If for any reason the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to the long-term out-of-school suspension must be followed.
- 3. The Appeals Committee will conduct an investigation, in an informal manner, and make a decision (by majority vote) as to the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. **The Appeals Committee reserves the right to amend, rescind, or alter the length of suspension based on its findings.**

4. The decision of the Appeals Committee shall be final and non-appealable.

B. SUSPENSION IN EXCESS OF TEN DAYS:

1. A parent or student may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools.
2. An appeal must be submitted to the Superintendent of Schools, or designee, at 802 East Vilas, Guthrie, OK.
3. If no appeal is received within five (5) calendar days by the parent or student, the principal's decision will be final.
4. The superintendent reserves the right to amend, rescind, or alter the length of suspension based on the findings of the investigation.

EARLY GRADUATION

Guthrie High School affords an early graduation opportunity to highly motivated and high achieving students. To apply for early graduation, a student must have:

1. Completed a credit check with the Senior Counselor.
2. Completed a meeting with the student, the parent/guardian, and the principal.
3. Maintained a current grade point average of 3.5 (non-weighted.)
4. Achieved an ACT score of 25 or above.
5. Obtained a written recommendation from a previous instructor.
6. Placed an application on file with the building principal before October 1st of the student's Senior year, with documentation of all the above criteria.

All applicants will be notified in writing when a decision is made.

ELECTIONS

There will be a number of elections at Guthrie High School. Before an election is held, sponsors must submit qualifications, rules, and dates to the principal for approval. A copy of the written rules shall be posted on the student or class bulletin board for at least one week before students file for office or before they are nominated.

Written ballots must be prepared for all elections, and all ballots for any elections will be counted in the office of the Principal/Activities Coordinator where they will be tabulated and results will be determined. The sponsor and representatives of the organizations are

responsible for this tabulation. No student can be elected president of two school organizations during the same year.

Candidates for any office (including queens or attendants) must meet the following qualifications:

1. Meet the eligibility requirements of the Oklahoma Secondary Schools Activities Association.
2. Be regular in attendance.
3. Be free of recent disciplinary reports of a serious or chronic nature.
4. Not be president of any other organization or activity.
5. Not be president and queen of the same organization.

ELECTRONIC DEVICES

The school district will not be responsible for loss, damage, or theft of ANY electronic device brought to school.

Electronic devices, such as, iPods, CD/DVD players, personal radios, electronic games, MP3 players, cameras, and any other device that has these capabilities may **NOT BE** used during instruction/class time. Failure to comply with the above rule will result in the following disciplinary action.

Disciplinary Action

- 1st Offense – 3 lunch detentions
- 2nd & Subsequent Offenses – Two days ISS assignment.

*****Failure to surrender an electronic device upon request by a request by a school official will result in a 3 day out of school suspension.***

ELIGIBILITY

When co-curricular and/or interscholastic programs are scheduled during the school day, a student must be eligible according to the following guidelines of the Oklahoma Secondary Schools Activities Association:

A. ATTENDANCE REGULATIONS

1. School Activity: These are extracurricular activities, whether sponsored by the school or outside agency, which remove the student from class for more than half a class period.
2. The total number of student activity absences allowed for one class period per student shall be ten (10).

3. Once a student has had ten student activity absences (per school year) from any one class period, the student must be reported to the principal's office for consideration for further absences for student activities.
4. A student is expected to attend classes 90% of the time in order to participate in school-sponsored activities.

B. SCHOLASTIC ELIGIBILITY
(Information from OSSAA RULES AND REGULATIONS)

Section 1: Semester Grades

- a. A student must have received a passing grade in all five subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. If a student does not meet minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next semester he/she attends.
- b. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
- c. Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

Section 2: Student Eligibility during a Semester

- a. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
- b. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of his/her probationary one-week period, he/she will be ineligible to participate during the next one-week period. The eligibility periods will begin Monday and end on Sunday.
- c. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student

regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).

- d. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

Section 3: Special Provisions

- a. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three (3) weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three (3) week period.
- b. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision Rule 3, Section 3-c, if the incomplete grade was caused by an unavoidable hardship. (Example of such hardships would be illness, injury, death in family and natural disaster.) (Board policy allows a maximum of two (2) weeks to apply this exception).
- c. Schools may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

Section 4: Special Education Students

Students who are enrolled in special education class, have an Individual Educational Plan and have been certified by the principal as doing a quality of work which may, with the approval of the Board of Directors, be accepted as eligible under this rule.

ENROLLMENT REGULATIONS

All students must be enrolled in seven hours per day. The only exception to this rule is a student on an IEP or those enrolled through the counselors' office in concurrent enrollment.

All students **MUST PROVIDE:**

1. Two Proofs of Residence
 - a. A copy of a current utility bill, renter's agreement, or real estate contract.

A **new resident student** is one that has established a legal residence within the school district and is living with custodial parent or court-appointed guardian. New resident students **MUST PROVIDE:**

1. Two Proofs of Residence
 - a. A copy of a current utility bill, renter's agreement, real estate contract, etc.
 - b. Enrollment Declaration form certified by Guthrie Public Schools' Transportation Department.
2. Immunizations Records
3. Copy of Birth Certificate
4. The name, address, phone and fax number of the previous school attended
5. CDIB (Certified Degree of Indian Blood), if applicable
6. Official withdrawal form from previous school if enrolling after the start of school
7. Transcripts from previous school attended (high school students only)
8. Social Security Number, if available
9. Special Education Records or Gifted/Talented Records, if applicable, are helpful in ensuring the proper placement of student.

Other information that may be required:

Proof of custody / guardianship – court appointed papers (signed by a judge) denoting custody for students not living with both parents listed on the birth certificate.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents of eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education record that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly

identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to Comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, D.C. 20202-4605

FIELD TRIPS

It is a privilege and honor for Guthrie Public School students to attend and represent our school at various activities through the course of the year. Students must be academically eligible to participate in any school activity. School dress code standards apply to all field trip activities. Inappropriate behavior on these trips may warrant severe disciplinary action. Students must ride the school bus to and from the activity.

During any trip, any major inappropriate behavior (such as curfew being broken) may result in the student:

1. Being sent home at his/her own expense.
2. Suspension from school for an appropriate amount of time.
3. Loss of the privilege to go on any future school trips.

FIGHTING

Fighting will not be tolerated at Guthrie Public Schools due to a chance of injury and/or property damage. Fighting is defined as any situation in which one student makes aggressive contact in any manner on another student. Disciplinary action will be taken by the administrator if either persons involved fit the above definition. Infractions may be handled in the following manner for all students involved. If a student participates in a fight, the following will apply:

Disciplinary Action:

- 1st Offense - Suspension from school for five (5) consecutive days. (See Suspension Policy.)
- 2nd Offense - Suspension from school for ten (10) consecutive days. (See Suspension Policy.)
- 3rd Offense - Suspension from school for the remainder of the semester.

*Any student who engages in a fight may be subject to review and/or fine by the District Attorney's Office.

FINANCIAL OBLIGATIONS

It is the policy of the Guthrie Public Schools to not charge fees for classes. However, students may be expected to pay for special projects, materials, and activities (i.e., art, science, AP art, elective classes, etc.)

FIRE, TORNADO, AND EMERGENCY

FIRE --- The alert for fire will be the fire alarm.

TORNADO--The alert for a tornado will be a continuous long ringing of the bells.

INTRUDER -- The alert for intruder will be a series of long, short, long, short ringing of the bells.

EARTHQUAKE – The alert for earthquake will be an announcement via intercom.

SHELTER IN PLACE – The alert for Shelter In Place will be an announcement via the intercom.

Periodic drills will be held to familiarize the students with emergency procedures. All students are to remain with their teacher for roll to be taken once safely away from, or in secure area of, the building.

FIREWORKS

Fireworks are not permitted while students are attending school, on school premises, or at school-sponsored activities. Any student in violation of said policy will face immediate disciplinary actions.

FOOD AND DRINK

No outside drinks are to be brought into the building. No glass bottles are allowed in the building at any time. Only water bottles are allowed in the library and library lab/annex. No food or drink is allowed at or near any computer station.

GAMBLING

No gambling in any form will be allowed at Guthrie High School at any time.

GANG CODE / NON-SCHOOL SANCTIONED ORGANIZATIONS

The following are prohibited at Guthrie High School during the school day and at all school events (home and away):

1. Possession, wearing, use, distribution or displaying of any sign, symbol, badge, color, or other item that is evidence of affiliation with, or membership in, an organization that is not sanctioned (approved of) by the school administration or a gang.
2. Students will not be permitted to wear pants below the waistline (sagging and bagging).
3. The wearing of headgear that would associate a student with an organization that is not sanctioned by the school. This includes caps, bandannas, handkerchiefs, shoestrings or any other associated with gang-related behavior.
4. Participation in any act, either verbal or non-verbal, to include gestures, expressions, handshakes, signs, etc., that may indicate an affiliation with, or membership in, an unsponsored, unacknowledged organization.
5. Participation in any act that may further the interest of such an organization, including, but not limited to, membership, writing or inscribing graffiti, messages, symbols or signs on school property.

Violation of this policy will result in disciplinary actions up to and including the suspension for the current semester and the following semester and filing of criminal charges, depending on the severity of the infraction.

GRADE CLASSIFICATION

~~Sophomore: must have successfully completed four (4) units~~

Junior: _____ must have successfully completed eleven (11) units
Senior: _____ must have successfully completed seventeen (17)
units and have attended high school for six semesters

Students who are enrolled as regular high school students are classified as follows:

Freshmen: until 4 units are acquired.
Sophomores: until 11 units are acquired.
Juniors: until 17 units are acquired.
Seniors: those who have 17 units or more.

~~Classification requirements must be met by the first day of classes for the fall semester. Students not meeting the required number of credits will be reclassified to the lower grade level at the beginning of the school year and may remain at that level for the entire year.~~

GRADING SYSTEM

Report cards will be given to the students the week following each nine-week grading period. The report cards contain an academic grade and an attendance summary. Please check each area carefully to determine progress.

A: 90 – 100 B: 80 – 89 C: 70 – 79 D: 60 – 69 F: 59 or Below
NC – No Credit (Attendance Non-Compliance)

~~Pre AP & AP Courses will have five points added to the percentage grade and will not be weighted. To receive the additional 5 percentage points, students must maintain at least a 60% or higher in the course.~~ **be weighted on a 5.0 scale.** Mid-term and semester finals will not count for more than twenty percent (20%) of a student's grade.

GRADUATION POLICY

Guthrie High School recognizes that graduation ceremonies are important events for our students, parents, guests, and the community. To insure that graduation exercises are enjoyable and dignified for all participants and spectators, the Board of Education has approved the following requirements:

1. A student shall be a graduate of Guthrie High School and entitled to a High School diploma whenever that student has:
 - a. Successfully completed the minimum number of credits established by the district for graduation; and
 - b. If the student elects to participate in graduation ceremonies, completes such exercises in accordance with this policy.

Twenty-four units are required to participate in graduation exercises.

2. Any student who elects to participate in graduation exercises will still be considered a student of this district until such ceremonies have been completed. The graduation process is "completed" after the graduation program and the last student has exited the premises.
3. Any student who elects to participate in graduation and other related senior activities will be required to be in good disciplinary standing with Guthrie Public Schools, Meridian Technology Center, and any other concurrent enrollment institutions.
4. All students participating in graduation ceremonies will be required to abide by school regulations as outlined in the Student/Parent Handbook. In addition students shall not engage in the following conduct during graduation exercises:
 - a. Throwing objects into the air.
 - b. Engaging in any disruptive activity which substantially interferes with the graduation process or the rights of other individuals.
5. The administration shall have the power to impose discipline on any student who commits any act referred to above. It is recommended that the administration take necessary steps to impose discipline as soon as it is convenient after completion of graduation exercises.
6. Students who are found, after an informal hearing process conducted by the administration, to have committed any of the acts described in #3 4 (above) shall be subject to discipline. Such discipline may include, but is not limited to, ~~permanent denial of a diploma and~~ suspension from school for the remainder of the semester if the graduation ceremony is held prior to the end of school.
- ~~7. The administration may also require students who are found guilty of improper behavior to perform a period of "public service." This would be contracted with the student and would not be less than twenty hours.~~

GRADUATION: STATE, LOCAL, AND NCAA REQUIREMENTS

This section is for general information only. Each individual student is responsible for working with his/her counselor in progressing towards meeting the requirements set forth by the State Board of Education and Guthrie Public Schools.

NCAA requirements change yearly, and students should meet with the athletic director's office or senior counselor to receive information concerning NCAA institutions and athletic eligibility. This should begin during the student's freshman year and should be checked yearly for changes.

To receive senior status, a student must have successfully completed seventeen (17) units and have a reasonable expectation of completing the twenty-five (25) units required for graduation by the end of the summer term immediately following the current school year. The Guthrie Board of Education recognizes that a 12 year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is policy of the Board of Education that a minimum of twenty (25) units of credit be earned in the subject areas listed below to be eligible for graduation. Twenty-one (21) of the twenty-five (25) units must be earned in the 10th, 11th, and 12th grades.

College Prep/Work Ready Curriculum

Language Arts (4 years of English)	4 units
Mathematics (Algebra I and above)	3 units
Science (Lab sciences, Biology I and above)	3 units
Social Studies	3 units
American History	1 unit
Oklahoma History	½ unit
World History	1 unit
Government	½ unit
Foreign Language or Computer Technology	2 units
1 additional unit selected from the courses listed above.	1 unit
Fine Arts (such as music, art, drama or 1 unit of speech)	1 unit
Total Required Core Courses	17 units
Total Electives	8 units
TOTAL UNITS	25 units

Core Curriculum

(For those opting out of the College Preparatory/Work Ready Curriculum their Junior Year)

Language Arts (4 years of English)	4 units
Mathematics (Algebra I and above)	3 units
Science (Lab sciences, Biology I and above)	3 units
Social Studies	3 units

American History	1 unit	
Oklahoma History	½ unit	
World History	1 unit	
Government	½ unit	
The Arts (2 units or sets of competencies)		2 units
Total Required Core Courses		15 units
Total Electives		10 units
TOTAL UNITS		25 units

- All students are required to be enrolled in at least seven subjects each semester.
- Seniors are required to be enrolled in a full schedule, although this may include a combination of college and local hours if local requirements are met.
- A student may not be enrolled in more than two English classes in a semester.
- At least three units of the last five units completed must be in attendance in Guthrie High School.
- Correspondence courses may be applied toward graduation in compliance with Oklahoma state law and must be completed by April 15 to be eligible for graduation exercises.
- Students who need more than one unit for graduation SHALL NOT be permitted to participate in graduation exercises as per Oklahoma State Law.
- Concurrent enrollment will be available for Guthrie High School students as per state regulations.
- Students may not enroll in more than two like electives in any one semester without permission of all teachers involved and the principal's approval. (Ex: two art classes, two drama classes, two ag classes, etc.)
- ~~No student will be enrolled in any athletic and physical education class at the same time.~~

Testing Requirements

Every student shall demonstrate mastery of the state academic content standards in the following subject areas in order to graduate from a public high school with a standard diploma.

1. Algebra I;
2. English II; and
3. Two of the following five:
 - a. Algebra II
 - b. Biology I

- c. English III
- d. Geometry
- e. United States History

Passport to Personal Financial Literacy

Beginning with students entering 7th grade in the 2008-2009 school year, in order to graduate from a public high school accredited by the State Board of Education, students shall fulfill the requirements for Personal Financial Literacy Passport during Grades 7 through 12.

GUIDANCE SERVICES

Guidance services will be available for all students. The principals, counselors, and teachers are ready to give personal, educational, and vocational counseling and guidance whenever it is needed. The counselors are available to help with problems. Students are assigned to the following counselors:

- Mrs. Annie Chadd - Senior Class and Sophomore ~~A-K~~ **A - L**
- Mrs. Maggie Wade - Junior Class and Sophomore ~~L-Z~~ **M - Z**
- Mrs. Kristi Blakemore - Freshmen

While every effort will be made to keep parents and students informed of progress, programs, scholarships, units of credit, or records of attendance and academics, it is the responsibility of the student to acquire this information.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. The pass must contain the student's name, date, destination, time, and staff member's signature.

HEALTH & MEDICATION

If a student is injured or becomes ill at school, he/she should report to the High School North Office and a parent/ guardian will be notified.

It is the policy of the Guthrie Public Schools that NO drugs or medication of any kind (including aspirin and similar products) except those prescribed by a physician, will be given to a pupil by school employees.

ILLNESS AND MEDICATION - We request that you adjust your child's schedule to eliminate the need to take medication during the school day. In the event it is necessary for a child to use medication during the school day, the following procedure will be followed:

All medication is to be brought to the school secretary upon arrival and appropriately labeled by the pharmacy or physician as to the name of the medication, dosage instructions, doctor's name and prescription date. A note, dated and signed by the parent, must accompany the medication, giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary. The Medication Authorization form is available on the District's website in the Parent Backpack or at the school's office.

Confirmed asthmatic patients with a note from the physician may keep their inhalers with them.

If you do not wish to send a large bottle of expensive medication to school, we suggest that you ask your pharmacist to label an additional, smaller container for use at school. A log of the student's medication will be kept at the school office.

NON-PRESCRIPTION MEDICATION is NOT allowed at school. If a student needs to take a non-prescription medication, a parent/guardian must come to the Main Office to administer the medication.

HOMEBOUND POLICY

Teachers are responsible for assigning adequate homework for their respective subjects. It is the student's responsibility to acquire the assignment and make up any work that is missed.

HONOR CLASSES, HONOR ROLL, VALEDICTORIAN, SALUTATORIAN, AND RANK IN CLASS THROUGH 2016

Each semester those students making a 4.0 (+) will be placed on the Superintendent's Honor Roll. Those students having no grade(s) below a "C" and with a 3.0 average or better will be placed on the Principal's Honor Roll. Students must receive credit in all classes enrolled in to be eligible for an Honor Roll. All averages will be based on the unweighted grading scale.

A valedictorian is defined as a student who has achieved the highest degree of academic excellence in school. To be considered for valedictorian or salutatorian, students must be enrolled at Guthrie High School at the beginning of their senior year. Students wishing to be considered for valedictorian or salutatorian must have completed one advanced class from two of the core subject areas (English, Science, Math, Social Studies). Advanced classes shall be defined as AP, Pre-

AP, Honors, concurrent enrollment, math, or science that go beyond the Oklahoma State requirements. In determining these honors, as well as class rank for all seniors, grade point averages shall be based on grades earned during the first seven semesters and, averaged to one decimal place (ex. 3.9).

***8th grade courses transcribed for high school credit shall be calculated in overall GPA.**

****BEGINNING WITH THE CLASS OF 2017****

Candidates for Val/Sal must be students of good character. Therefore, they must not have had any disciplinary record of suspension and must not have earned any NC's (no credit) on their transcript.

In order to be considered for Val/Sal, students must have taken at least one AP course from each of the four core subject areas **or the highest level core class for which they are eligible** (English, Math, Science & Social Studies).

AP courses will be scored on a 5.0 grading scale. The current system of adding five points to the student's final semester average will become obsolete with the 5.0 scale.

In order to receive the 5.0 grade in an AP course, the student must make an A in the class and take the subsequent AP examination. If an A is earned in an AP course, and the AP exam is not taken, the student will receive a 4.0 in the class.

Students maintaining a 4.0 GPA will still be recognized as a valedictorian for scholarship purposes.

If taken, the AP exam will be considered the final examination in the course.

The student(s) with the highest GPA in the graduating class will be named valedictorian while the student(s) with the second highest GPA will be named salutatorian.

If any of the aforementioned regulations are compromised between May 1st and the date of graduation, then the Val/Sal candidate may forfeit their recognition of said academic distinction.

IMMUNIZATION

Oklahoma State Health Department requires all students to be immunized. Guthrie Public Schools, in accordance with these laws, requires every student enrolling to have proof of immunization. Students will not be allowed to enroll without necessary immunizations. Parents or students may check the school website for immunization guidelines.

Free Clinics

Many insurance companies will pay for the required immunizations. If not covered by your insurance, there are free clinics available.

Site

Logan County Health Department
215 Fairgrounds Road
Guthrie, OK 73044
405-282-3485

Hours

Daily ---- Monday thru Friday
8:00 a.m. – 11:30 a.m. and
1:00 p.m. – 4:30 p.m.

IN-SCHOOL SUPERVISION (ISS)

In-School Supervision (ISS), if offered, will not apply to the following offenses:

1. Fighting
2. Crimes under Oklahoma Statutes
3. Drug Offenses
4. Weapon Violations
5. Theft
6. Sexual Harassment

If a student is placed in ISS (In-School Supervision) and breaks the rules, he/she will be suspended pending review of the offense. When the suspended student returns, he/she will have to complete the original ISS placement.

Students assigned to ISS will participate in mandatory community service at the High School.

Students will not be able to participate in, or attend any, school activities while they are assigned to ISS.

All ISS assignments must be completed in a satisfactory manner and cleared by the ISS instructor before the student will be allowed to return to the regular classroom.

INSURANCE

Insurance is required for all student athletes and agricultural education students before they take part in any practice, scheduled contest, or

class. Students already covered by a family insurance policy may have a parent sign a waiver to this requirement. **THE SCHOOL ASSUMES NO RESPONSIBILITY FOR THE SETTLEMENT OF CLAIMS.** *The school must have proof of insurance by the start of the eighth day of class or the student will be dropped from that class and assigned another class/subject. NO EXCEPTIONS!*

INTERSCHOLASTIC SPORTS

Guthrie High School participates in a wide variety of varsity sports for both men and women as a Class 5A school. Students who wish to participate on a varsity team must make the squad and comply with the requirements set by the Oklahoma Secondary School Activities Association. Varsity sports include baseball, basketball, cheerleading, cross-country, golf, football, soccer, softball, tennis, track, and wrestling. Physicals, insurance or waivers are required.

INTIMIDATION / HARASSMENT (No-Bully Law)

Intimidation, threats, or harassment directed toward other students will not be tolerated. All students are expected to treat others with respect at school, at school activities, and at other extracurricular activities.

Disciplinary Action:

1st Offense: Parent conference/phone contact and suspension from school for three (3) consecutive days. (See Suspension Section.)

2nd Offense: Parent conference/phone contact and suspension from school for five (5) consecutive days. (See Suspension Section.)

3rd Offense: Suspension for the remainder of the semester and the following semester.

LEWD AND/OR IMMORAL BEHAVIOR

Immoral and/or lewd behavior will not be tolerated. Infractions will result in administrative disciplinary action.

Examples of inappropriate behavior are, but are not limited to:

1. Writings
2. Drawings
3. Pictures
4. Magazine
5. Internet / Computer / System Peripherals

LOCKERS

Lockers will be assigned during the time of enrollment.

STUDENTS, DO NOT GIVE THE LOCKER COMBINATION TO OTHER STUDENTS. Each student is responsible for keeping his/her locker clean and neat. Any vandalism, including stickers and writing on lockers, is prohibited. Violations will result in paying replacement costs and in administrative disciplinary action.

Pursuant to Title 70 O.S. 1987 S24-102, students have no reasonable expectation for privacy rights from school officials in regard to school lockers, desks, or other school property.

LUNCH

We operate a CLOSED CAMPUS. Students must stay on the school grounds from the time they arrive until dismissed. The cafeteria offers many choices. Milk may be purchased in the cafeteria. Snacks (i.e. chips and drinks) are available at the vending machines.

Food deliveries will be allowed on campus only if delivered through the Main Office. **NO OUTSIDE DRINKS** will be allowed on campus. All persons delivering food must check in at the main office; no loitering in the hallways or cafeteria. In addition, a parent may pre-coordinate with the administration for a special occasion arrangement. The Main Office will call the student to the office to pick up his/her lunch during the student's lunch period.

Leaving campus without permission during lunch will result in disciplinary action from the Attendance Office. A student cannot check out from 11:00 – 1:25

UNLESS:

- (a) A parent/guardian comes to the North Office and checks the student out.
- (b) The student is leaving for the remainder of the day.

LUNCHROOM OFFENSES

Cutting in line, leaving a tray or dirty table, not following instruction of a staff member, and other minor offenses during lunch will result in three (3) lunch detentions per offense. Major infractions will be handled as outlined elsewhere in this handbook.

MAKE UP WORK

Students, upon returning from an absence, will have one day for each day missed to make up work. Major assignments that were assigned earlier in the semester will be due on the designated day whether the

student is in attendance or not. IT IS THE RESPONSIBILITY OF EACH STUDENT TO MAKE ARRANGEMENTS FOR MAKE UP WORK.

MEDIA CENTER

The school has a well-equipped media center with a full-time librarian. Instruction in media usage is given to all students. Students are encouraged to use the media center regularly. The media center will be open for students thirty (30) minutes before and after school. Teachers may issue hall passes for students to visit the media center during class. *In addition, prior authorization from the librarian is required before students are allowed to visit the library computer lab.*

MERIDIAN TECHNOLOGY CENTER

Juniors and seniors may enroll at Meridian Technology Center. Students enrolled in the Vo-Tech school will receive four units of credit through Guthrie High School for that work. Four (4) hour blocks accomplish this in A.M. and P.M. classes. Students who have dropped Vo-Tech will lose those credits and will not be able to pick up classes at Guthrie High School until the beginning of the next semester.

NATIONAL HONOR SOCIETY / NATIONAL JUNIOR HONOR SOCIETY

To be a member of National Honor Society, a student's grade point average must be 3.5 or higher on a 4.0 scale. For High School NHS, averages are based on all grades received, including those during the freshman year. High school eligibility begins the second semester sophomore year (as per National Honor Society guidelines) and with a teacher recommendation required for prospective members. All students are expected to meet other criteria, such as leadership, service, and character.

OFF LIMITS AREAS

The following areas are off limits during the school day, including before school, during the lunch hour, and during passing periods:

1. Crooks Drive (south of building) except to unload when coming to school.
2. The area west of the vocal room.
3. The area north of the school and behind the gyms.
4. The tennis court and greenhouse area.
5. The parking lot except to load and unload before and after school. **NO LOITERING IN CARS.**
6. The area between the Vo-Ag Building and the nearest sidewalk.

7. Outdoor classroom without teacher present (small or large group).
8. The area east of the annex buildings.

Infractions will be dealt with in the Attendance Office.

OKLAHOMA STATE HONOR SOCIETY

The top ten percent of the high school student body is eligible for membership in the Oklahoma State Honor Society. Averages are based on all grades received; eligibility begins with the freshman year.

OKLAHOMA STATUTES

Action(s) defined as crimes under OKLAHOMA STATUTES will result in suspension if the student commits the acts while in attendance at school, enroute to/from school, on school premises, or at school-sponsored activities. Students may also be suspended with said suspension for the remainder of the semester and for the following semester on the first offense for the following:

1. Assault and battery of a school official.
2. Possession of a dangerous weapon or facsimile (with or without intent to do bodily harm).

For example:

- a. Knives
 - b. Firearms and/or facsimiles (including cap guns)
 - c. Explosives
 - d. Metal objects (chains, brass knuckles, etc.)
 - e. Clubs
 - f. Sharp or pointed instruments
3. Participation in an illegal demonstration on school property.

Students will be suspended for three (3) to five (5) days for the first offense and may be suspended from school for the remainder of the semester and for the following semester on the second offense for the following:

1. Verbal assault directed toward a school official.
2. Defying, or failure to comply with, a school official.
3. Inciting a fight.
4. Failure to identify oneself.

ORGANIZATIONS

The following organizations are sponsored by Guthrie High School: Academic Team, ~~Anime~~, Art Club, Band, BPA, Cheerleading, Drama Club, ~~English Club~~, FGA, FCCLA, FFA, Foreign Language Club, Heritage Club, Key Club, National Honor Society, JROTC Teams, ~~SADD~~, Science/Environmental Club, Student

Council, ~~Robotics Club~~, Vocal, Yearbook, LINK Crew and Youth and Government.

Sponsors must approve all club and class meetings. The president should contact the sponsor to obtain permission for a meeting. The sponsor is responsible for obtaining final approval from the Principal/ Activities Coordinator for a calendar date, etc., and to place the activity on the official school calendar. Sponsors must attend all functions of their group. No students will be allowed to drive themselves to any school-sponsored activity held out of town.

PARENT CONFERENCES WITH TEACHERS

These conferences are arranged through a counselor's office. Parents should phone in advance to avoid conflicting appointments. To schedule a conference, please contact your student's counselor or individual teacher.

PLEDGE OF ALLEGIANCE / NATIONAL ANTHEM

The Pledge of Allegiance and the National Anthem of the United States of America will be given at various times during the school year. It is the student's right not to participate, but the student **MUST** remain quiet, attentive, and respectful to the rights of others during the ceremony.

PROFANITY

Profanity and/or obscene gestures will not be tolerated while attending school, on school premises, or at school-sponsored activities.

Disciplinary Action:

1st Offense: Three (3) lunch detentions

2nd & subsequent Offense: 2 days ISS

If the profanity is directed toward a staff member, it will be treated as a verbal assault.

PROFICIENCY-BASED PROMOTION

All K-12 students are eligible to advance one or more levels in designated curriculum areas if they perform at 90% or higher on assessments designated by the Guthrie Public School District. This type of curriculum advancement is proficiency-based promotion.

Upon request of a student, parent, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum as identified in 70.S 11-103.6.

Core areas are as follows:

- Social Studies
- Language Arts
- Mathematics
- Science
- Languages
- The Arts

Proficiency will be demonstrated by testing with the Oklahoma Proficiency Tests by Riverside or with district approved, teacher-created criterion-referenced tests. In addition, a performance demonstration will be required in language arts, foreign language, and the arts. Lab sciences at the high school will require performance of relevant laboratory techniques.

More details can be obtained from the district policy on Proficiency-Based Promotion or from the site principal.

PROGRESS REPORTS

Progress reports are sent home with each student midway through each grading quarter. Parents are encouraged to arrange parent/teacher conferences and phone calls through the counselor's office at any time during the semester. Progress reports will be hand carried home by the student or mailed upon parent request.

PUBLIC / PERSONAL DISPLAY OF AFFECTION

Personal Displays of Affection will not be tolerated. Infractions will result in disciplinary action and counseling.

RACIAL SLURS

It makes no difference if the racial slurs are in jest or in earnest. "Flag words" are also considered racial slurs.

Disciplinary Action:

1st Offense: Three (3) consecutive days suspension
(See Suspension Section.)

2nd Offense: Five (5) consecutive days suspension
(See Suspension Section.)

3rd Offense: Five (5) consecutive days to one (1) year suspension. (See Suspension Section.)

SATURDAY SCHOOL

Saturday School will be held from 8:00 – 11:30 a.m. A Saturday School placement will take precedence over any other extracurricular

activity. Failure to attend Saturday School may result in In-School Supervision (ISS) or Out-of-School suspension.

Failure to attend Saturday School will result in the following disciplinary action:

1 st Offense:	Two days ISS
2 nd and subsequent Offense:	One day suspension

SCHEDULE CHANGES

Students are expected to honor their enrollment schedule.

Class changes or any type of schedule change will be made by the counselor only after thorough counseling, a very good reason established, and permission of the parents has been granted.

Schedule changes may be made only for the following reasons:

1. The course has been completed in summer school.
2. The course was completed the last school year.
3. The course level is incorrect or an enrollment error is evident.
4. The subject is repeated on the schedule.
5. The student wishes to attempt, under a different teacher, a course previously failed.
6. A particular course is required to graduate.
7. All AP schedule changes must be met with principal approval.

Any other changes must be with administrative approval based upon sound educational evaluation and in compliance with the 90% attendance policy. Students will not be allowed to make schedule changes for teacher. **ALL STUDENT CLASS CHANGES MUST BE WITHIN THE FIRST FIVE DAYS OF EACH SEMESTER TO RECEIVE CREDIT.**

SCHOOL ACTIVITIES

Students who misbehave (i.e., run, roam, harass, fail to cooperate with school officials) at school activities will be dismissed from the activity without a refund and can face additional administrative action.

SECURITY

While every attempt will be made to protect property, all cars should be locked and valuables left at home.

SEXUAL HARASSMENT

Sexual harassment is any type of verbal/physical abuse of a sexual nature. Suggestive comments, unwanted touching, obscene hand/body gestures, suggestive notes, etc., would be considered sexual harassment. Since this covers a wide range/degree of offenses, the punishment on the first offense will range from three (3) days suspension to suspension for the remainder of the semester and the following semester.

SIGNS

All signs posted in Guthrie High School must be approved by the Administration. Any signs posted improperly will be removed.

SOLICITING

No soliciting or selling may be done in the school without approval of the building principal. Only fundraising activities approved by the Board of Education are allowed.

STUDENT ID BADGES

If a student loses his/her badge, a replacement cost of \$5 will be incurred, and the student will be responsible for making arrangements to have a replacement badge made through the ~~North~~ Main Office.

STUDENT SEARCH

School personnel have the authority to detain and search or authorize the search of any student upon suspicion that the student is in violation of district policy.

STUDENT WELFARE / CHILD ABUSE

Employees of the Guthrie Public Schools are required by law to report suspected child abuse victims to the Department of Human Services. In suspected cases of physical and sexual abuse, local authorities may question the victim at the school site without the principal obtaining permission from the victim's parent/guardian.

SUBSTITUTE POLICY

Failure to comply with school rules while under the direct supervision of a substitute will result in immediate administrative disciplinary action.

SUSPENSIONS

It is the philosophy of the Guthrie Public Schools that no student be permanently suspended from school unless every means has been exhausted in trying to teach the student respect for policies and guidelines of the school.

However, when it is evident that a student has no interest in an education, is a behavior problem, or is a chronic truant, the Administration must take action in suspending said student in the best interest of the school as a whole.

Out-of-school suspensions shall be served on consecutive school days until completed.

A student will not be allowed to participate in any school activity during the time of a suspension and until the day following the last day of the suspension.

Any student who has accumulated in excess of three (3) suspensions for attendance or disciplinary action may be suspended for the remainder of the semester, for the following semester, or longer if allowed by law in extreme cases.

While serving a suspension, a student will not be allowed on campus or to attend or participate in any school sponsored activity. If this policy is violated, a suspension of three days, the remainder of the current semester and/or the following semester will be added to the current suspension. While suspended or in "In-School Supervision" (ISS), a student may not attend or take part in any school activity, including extra curricular practices.

TARDIES

Criteria for tardies:

1. A tardy is defined as not being in the classroom when the tardy bell rings.
2. A tardy will be counted as an absence 10 minutes after the tardy bell rings.
3. Six tardies in any one class will equal an absence in that class.
4. The counting of tardies for attendance purposes will be by individual class.

Offense:

- 6 tardies in a class
- 12 tardies in a class
- 18 tardies in a class
- 24 tardies in a class

Disciplinary Action:

- One absence
- One Saturday School
- Two days ISS and 3 absences
- Three days ISS and 4 absences

TELEPHONE USAGE

Classroom phones are not to be used by students. Messages will be delivered to students as necessary.

TESTING FOR INITIAL PLACEMENT OF HOME SCHOOLED / NON-STATE ACCREDITED SCHOOL STUDENTS

When a student transfers in from home/non-state accredited schools, they will be placed at the last level reached in an accredited high school. If proof is presented that home/non-state accredited private courses have been taken, testing will be given to that level.

The following rules apply:

1. Testing is by appointment only.
2. Passing scores on the test(s) will be ~~60~~ 90%. If the test(s) is (are) passed by at least that score, credit will be given on the high school transcript.
3. If the test(s) is (are) not passed, the student will be placed at the level last attained in a state accredited school.
4. Placement testing is given only once per subject.
5. If no testing is requested, the student will be placed at the ninth grade entry level or at the level indicated by their last state accredited school transcript.
6. Testing will be scheduled through a guidance counselor.

TESTING OUT OF CLASSES

Upon the request of the student, parent, guardian, or educator, a student will be given opportunity to demonstrate proficiency in one or more areas of the core curriculum.

1. Tests will be by appointment only. The contact point for testing will be in the Guidance Counselors' office.
2. Qualifying students are those who are legally enrolled in Guthrie High School.
3. The passing scores will be 90% with no retest during the same testing period.
4. Tests will cover:
 - a. The entire course content.
 - b. The Priority Academic Student Skills.
 - c. The subject matter taught at Guthrie High School.
5. No one will be allowed to test out of any class for which they have already taken a more advanced class in the same subject area.
6. A passing grade will result in the course being put on the transcript for credit but with no letter grade. Credit for graduation will be given as a class passed.
7. Failure to demonstrate proficiency will not be noted on the transcript.

TEXTBOOKS

Textbooks will be issued through the teacher in your different classes. Textbooks are provided to the school through state funding, which means books must be utilized by the school for multiple years; therefore, it is your responsibility to treat books with care. Once you have been given books to use, you will be responsible for the books assigned specifically to you until you complete the school term or until you withdraw from school. A textbook which is lost or damaged will be your responsibility. You must take care of replacement or damage costs before you receive your final grades. The school may hold grades and records if fines or replacement costs are not resolved.

THEFT

Theft will not be tolerated.

- 1st Offense: Parent conference, suspension from school for three (3) days, and replacement / reimbursement by student / parent, or charges may be filed.

- 2nd Offense: Parent conference, suspension from school for five (5) days, and replacement / reimbursement by student / parent, or charges may be filed.

- 3rd Offense: Suspension for the remainder of the semester and for the following semester, and replacement / reimbursement by student / parent, or charges may be filed.

THROWING OBJECTS

Due to the obvious danger, throwing of any objects (including snowballs and ice balls) will not be tolerated. If an item is thrown that could cause damage or injury, the penalty will be the same as fighting (the exception is if a serious injury is caused then the student may be suspended for the remainder of the semester and/or for the following semester.)

TITLE IX

The Guthrie Public School system hereby agrees that it will comply with Title IX of the Educational Amendments of 1972 which states that no person in the United States shall, on the basis of sex, be excluded from participation in, denied benefits of, or be subjected to discrimination under any education program or activity receiving

Federal financial assistance. The School District is an equal opportunity employer.

It is, therefore, the policy of the Guthrie Independent School District No. I-1, Logan County, to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to the Title IX Coordinator, Guthrie Public School Administration Building, 802 East Vilas, Guthrie, Oklahoma, 73044; telephone (405) 282-8900

TOBACCO

In compliance with State Laws of Oklahoma, it shall be the policy of the Guthrie Board of Education that the use of, or possession of, tobacco products (including smokeless tobacco), including paraphernalia, synthetic cigarettes (Vapes, electronic) in any form, by students while attending school, in/on school premises, and at school-sponsored activities is prohibited.

***Any student in violation of said policy will face immediate disciplinary action and a possible citation from the Oklahoma ABLE Commission.**

1st Offense: Parent conference/phone contact and suspension from school for five (5) consecutive days.

(See Suspension Section, also.)

2nd Offense: Parent conference/phone contact and suspension from school for ten (10) consecutive days.

(See Suspension Section, also.)

3rd Offense: Suspension for the remainder of the semester, or suspension for the remainder of the school year. (See Suspension Section, also.)

TRANSCRIPTS

Transcripts will be provided free of charge to transferring students and yearly graduates. Please allow twenty-four (24) hours working time to process. Transcripts will reflect all classes attempted. If a class is repeated, both grades will be represented on the transcript. Final transcripts will not be available until approximately June 15th after the close of the school year.

TRANSPORTATION

All bus-riding students must complete a Bus Rider Registration form and adhere to the Bus Rider Guidelines as set forth by the Guthrie Public Schools Transportation Department. Since the bus driver is fully responsible for matters of safety, he/she is given full authority over all students on his/her bus. Students are to ride only the bus assigned to them. The transportation department must approve any changes. Misbehavior endangers the safety of the riders and the driver. Since school transportation is a PRIVILEGE, you may be required to walk or provide your own transportation.

High School students attending Meridian Technology Center are provided transportation. Students will not be allowed to drive private vehicles to and from Meridian Technology Center.

TRUANCY

After the 10th consecutive day of unauthorized absence, students are truant and dropped from attendance rolls.

TRUANCY LAW

Parents can be fined if they allow students to remain absent from school. Under the State Truancy Law, the district must report truancy to the District Attorney. Penalties may be assessed by the Logan County District Court.

UNAUTHORIZED ABSENCE

A student who fails to check out when leaving school anytime during the school day, leaves class without permission, or does not report to a specific location is subject to disciplinary action.

Disciplinary action will include, but not be limited to:

- 1st Offense: One Saturday School
- 2nd Offense: Two (2) days of ISS
- 3rd Offense: Three (3) days of ISS
- 4th Offense: Three-day suspension
- 5th Offense: Five-day suspension

Any further offenses may result in suspension for the remainder of the semester and possibly the following semester.

UNWRITTEN REGULATIONS

Each year, there are a few things including some "fads" that appear on our campus. We are not listing any of these, nor are we making a regulation to cover all of the problems that may arise. When a fad begins on the campus and a "nuisance" develops, we shall immediately eliminate the nuisance.

VANDALISM AND OTHER OFFENSES

Any student committing an act of vandalism, theft, gambling, or forgery is subject to suspension. Damaged or stolen school property must be paid for or replaced by the offending student. The use or possession of stink bombs and/or any other object that would be detrimental to the educational process or that might disrupt any event, class, etc., will also be considered vandalism. Offenses listed above may result in more severe penalties of suspension. Suspensions may range from ten (10) days to the remainder of the semester and the following semester, and/or appropriate civil action.

VEHICLES

CAMPUS SPEED LIMIT IS 15 M.P.H.

Every vehicle must be parked inside the designated area and not be moved or used from arrival until departure at the end of the school day. The school will accept no responsibility for theft or vandalism of vehicles; all cars should be locked and valuables removed upon arrival at school. All student drivers must have a valid driver's license. No one is to be parked in any fire lane.

The first row (both sides) of the parking lot nearest the school is reserved for the staff or for other vehicles as marked. The parking places next to the building are reserved for adult visitors and handicapped individuals. ~~Students will be assigned a parking space that matches their parking permit number. Students may~~ **ONLY** park in their designated parking space ~~must purchase a parking permit in order to park in the school parking lot. Parking will be on a first come, first serve basis, and students must park in the lot west of the building.~~ Failure to comply may result in disciplinary action.

Students leaving their cars in the parking lot when going on a field trip, school-sponsored event, or overnight will follow parking regulations. However, the school will not assume or accept any responsibility for the vehicle.

~~The only vehicles allowed behind the annex buildings, bus lot and any dirt/grassed areas are school-owned vehicles.~~ If a student drives on a dirt/grassed area, parks other than the student area in the front parking

lot, parks in a fire lane (marked by a red line), or parks in an area that is not marked as a parking spot, they ~~will~~ may be subject to the following discipline:

- 1st Offense: Saturday School
- 2nd Offense: Loss of driving/parking privileges for 1 week
- 3rd Offense: Other administrative action

Students are not allowed in the parking lot or in parked cars during the school day. Each vehicle is to be registered with the Main Office by the student & obtain a parking permit at enrollment. Parking permits may be purchased for \$10 ~~\$15~~ until September 1st & ~~will be assigned by the office.~~ If a student wishes to PICK a specific parking spot, they may do so for a fee of \$25. After September 1st, ALL spots still available will be \$20, if assigned, or \$25 if chosen by the student. Students who do not get their license until later in the year may purchase a permit for \$10 if purchased within 30 days of the issue date on their license. Failure to acquire a decal, improper parking, or any driving infraction may result in your vehicle being towed at the owner's expense. Do not block traffic by double parking on the end of rows; these are emergency exits for fire and police vehicles. Vehicles may be towed if drivers do not abide by the parking regulations, and/or loss of parking/driving privileges may result. **Any towing fee will be at the car owner's expense.**

VENDING MACHINES

Vending machines are provided for your convenience. They are to be used **only at the appropriate times and not during class time.**

ALL VENDING MACHINES ARE USE AT YOUR OWN RISK!

VISITORS

ALL VISITORS MUST REPORT TO THE MAIN OFFICE or NORTH OFFICE, SIGN IN & WEAR A VISITOR BADGE IN THE BUILDING.

We cannot accommodate student visitors during the school day. Parents, if you need to talk with your child, report to the Main Office for assistance. Visitors with infants must remain in the Main Office.

WEAPONS

Students should not bring any type of instrument to school that can be used as a weapon or tool which could be used to deface or vandalize

school property. The following instruments may be considered weapons:

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

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

WEATHER

In the event school is closed or starting late because of inclement weather, parents are asked to listen to local radio and television stations. When possible, the District's website will also be updated to include the newest information.

If weather conditions deteriorate during the school day and it becomes necessary to dismiss school early, the Superintendent will notify the local radio and television stations. When possible, the update will also be included on the District's website. Please remember not to phone the school to ask about closing or dismissal information. This will keep our telephone lines open in case of an emergency.

WITHDRAWAL FROM SCHOOL

When a student must withdraw from Guthrie Public Schools during the term, he/she must report to the registrar on the morning of the day he/she leaves to begin formal withdrawal from school. There will be a 24 hour turnaround time to received grades and clearance from the teachers. Students will not be cleared for withdrawal until a parent or guardian has made contact and all textbooks and school property have been returned. Once records have been received with grades and clearance from each teacher, library, and cafeteria the student will be cleared for withdrawal. A transcript of the student's work will be forwarded, upon request, to the new school.

DISCLAIMER

The preceding discipline steps are meant as a guide only. In severe or unusual cases, the judgment of the Administrator will take precedence. The Guthrie Public School Policy Manual will also be used in regard to

school-student relationships. A copy of this policy can be viewed at Guthrie High School, Guthrie Junior High, or the Guthrie Public Schools Administration Building.

STUDENTS AND PARENTS:
PLEASE SIGN, REMOVE, AND
RETURN THE LAST PAGE OF THIS
BOOK TO YOUR ENGLISH TEACHER.

**GUTHRIE HIGH SCHOOL
PARENT AND STUDENT HANDBOOK
~~2014-2015~~ **2015-2016****

Dear Student:

This handbook has been prepared for your information and to assist you with the expectations, responsibilities, guidelines, and procedures necessary to become the best high school student you can be. We hope you will use the book and become familiar with its contents. If all of our students will accept the responsibility of developing to their fullest potential, our school, our students, the parents, and our community will have much of which to be proud.

Respectfully,

Chris LeGrande
Principal

.....

I have received and read my Guthrie High School Handbook for the ~~2014-2015~~ **2015-2016** school year. I understand the rules and will make every effort to abide by them.

Student Signature

Student Printed Name

Parent/Guardian Signature

GUTHRIE HIGH SCHOOL COURSE SELECTION HANDBOOK



~~**2014-2015**~~
2015-16

GUTHRIE PUBLIC SCHOOL DISTRICT MISSION STATEMENT

It is the mission of the Guthrie Public Schools to empower all students with the tools necessary to become productive members of society through a cooperative effort between the student, home, school, and community.

OUR BELIEFS

The Guthrie Public School District believes in the worth and dignity of each individual, because people are our greatest resource and children are our future. The following beliefs are based on this premise:

LEARNING:

- All people can learn, given appropriate opportunity and support.
- Prevention is preferable to remediation.

TEACHING:

- High expectations produce high achievers.
- The teaching-learning process is the primary function of this district.

LEARNING ENVIRONMENT:

- Everyone is entitled to a safe, caring educational environment.
- Education is a partnership with student, home, school, and community.
- Mutual trust will exist within the school environment.

EXIT OUTCOMES

(Our vision of a well-educated student)

- Have positive self-esteem.
- Have a strong knowledge base.
- Show concern for the welfare of others.
- Be self-directed, ~~life-long~~ **lifelong** learners.
- Be productive members of society.
- Be effective communicators.
- Be creative and complex thinkers.
- Be problem solvers.
- Be cooperative learners and workers.

~~GUTHRIE HIGH SCHOOL MISSION STATEMENT~~

~~To empower all students with the tools necessary to become productive members of society.~~

LEGAL NOTICE

The Guthrie School District hereby agrees that it will comply with Title IX of the Education Amendments of 1972, which states that no person in the United States shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. The school district is an equal opportunity employer. It is, therefore, the policy of the Guthrie Independent School District No. I-1 to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to Title IX Coordinator, Guthrie Public Schools, 802 East Vilas, Guthrie, Oklahoma 73044; Telephone 282-8900

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

- A. A parent or eligible student of the Guthrie Public School System has a right to --
 - 1. Inspect and review the student's educational records.
 - 2. Request the amendment to any student's educational records to insure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
 - 3. Consent to disclosure of personally identifiable information contained in the student's records, except to the extent that the Act and the regulations in this part authorize disclosure without consent.
 - 4. File with the U.S. Department of Education a complaint under 99.64 concerning alleged failures by the agency or institution to comply with the requirements of the Act and this part: and,
 - 5. Obtain a copy of the policy adopted under ~~99.6~~ **99.64**.
- B. Copies of the policy adopted under ~~99.6~~ **99.64** are located at the Administration Building, 802 East Vilas.
- C. Guthrie Public District will send this notice home with each student to inform the parents and eligible students of their rights.
- D. Guthrie Public School District shall provide an interpreter to effectively notify parents of students who have a primary or home language other than English.

INTRODUCTION

The purpose of this booklet is to help GHS students in planning their high school schedule. The booklet contains information on state and local graduation requirements, course offerings, course descriptions, and aptitude tests. Counselors will be available for curriculum planning assistance. Students and parents are expected to review this information and carefully make their course selections.

REGISTRATION

The Oklahoma State Health Department requires all students to be immunized. The Guthrie Public Schools, in accordance with these laws, requires that every student enrolling have proof of immunization. Immunization requirements can be found on the Guthrie Public Schools website or at the local health department.

Students are required to be legal residents of Guthrie School District I-1 or have on file in the Superintendent's office the necessary transfer forms from districts outside of Guthrie Public Schools District I-01. Any student, who has a legal residence in another district, will not be allowed to enroll without a transfer from the district in which the student resides. *A transfer can be canceled at any time.*

Students enrolling in Guthrie Public Schools from a school or situation not accredited by the State Department of Education (i.e., private school, home school) will be required to test in each subject for which they wish to obtain credit. Credit is issued for classes that are passed with a score of 60 or better. Testing is arranged by making an appointment in the Counselor's Office with the grade level counselor.

GUIDANCE

Students are encouraged to see a counselor to discuss schedule changes, the number of units accumulated, course selections, career choices, and college planning. Students should see the designated counselor for these services:

Seniors & Sophomores A thru ~~M~~ L
Mrs. Annie Chadd

annie.chadd@guthrieips.net

Juniors & Sophomores ~~N~~-M thru Z
Mrs. Maggie Wade

maggie.wade@guthrieips.net

~~Freshman~~-Freshmen
Mrs. Kristi Blakemore

kristi.blakemore@guthrieips.net

SCHEDULE CHANGES

Changes in class schedules will be made only with administrative approval and only for sound educational reasons. Anyone wishing to have a schedule change must initiate the process with the appropriate counselor. The change will require teacher and administrative input. Students will not be allowed to make schedule changes for teacher preference. *All changes must be made within the **first five days** of the semester to meet the attendance policy for full credit.*

STATE AND LOCAL REQUIREMENTS FOR GRADUATION

In order to earn a diploma, all freshmen entering Guthrie High School, must fulfill all the requirements below:

1. A minimum of 25 units must be earned, 21 of which must be earned in the 10th, 11th, and 12th grades.
2. All students must meet the following requirements:

Requirements for Standard Diploma:

4 years of English	4 units
3 years of Social Studies	
1 year of U.S. History	1 unit
1 semester of OK History	½ unit
1 semester of Government	½ unit
1 year of World History	1 unit
3 years Math	3 units
(If Algebra I was taken in Jr. High, only 2 units of Math will be needed in High School)	
3 years Science	
1 year Biology	1 unit
1 year Lab Science	1 unit
1 Elective Science from approved list	1 unit
Fine Arts (such as music, art, drama, or speech)	1 unit
Computer Technology or Foreign Language	2 units
TOTAL REQUIREMENTS	16 units
ELECTIVES	9 units
TOTAL UNITS	25 units

Should the State Department of Education raise the graduation requirements, our standards will be changed to come into compliance. All students will be informed of any such changes as soon as possible.

1. All students must be enrolled in no less than the number of hours offered per day. Concurrent enrollment students *must* meet this same requirement.
2. Students eligible for honors courses must have met the criteria set forth in the Guthrie Public School District Gifted and Talented Policy. AP enrollment will be open.
3. At least three units of the last five units completed must be in attendance in Guthrie High School.
4. Correspondence courses may be applied toward graduation in compliance with Oklahoma state law and **must be completed by April 15** to be eligible for graduation exercises.
5. Request for **early graduation** will be directed to the building principal. Applications can be picked up in the Main Office. Application deadline is October 1. All criteria must be met to be considered.
6. Students who need more than one unit for graduation WILL NOT be permitted to participate in graduation exercises as per Oklahoma State Law.
7. Only correspondence work pre-approved by the administration will be accepted for credit. A limit of three units by correspondence may be applied toward the 25 units required for graduation.

8. A student's transcript will reflect the actual grade of all classes taken during the student's ninth through twelfth grades. (If Algebra I was taken in Jr. High, only 2 units of Math will be needed in High School)
9. Concurrent enrollment will be available for Guthrie High School students as per state regulations.
10. Students may not enroll in more than 2 like electives in any one semester without permission of all teachers involved and the principal's approval. (Ex: two art classes, two drama classes, two ag classes, etc.).
- ~~11. No student will be enrolled in any athletic and physical education class at the same time.~~

GRADE CLASSIFICATION

Sophomores: must have successfully completed four (4) units
 Juniors: must have successfully completed eleven (11) units
 Seniors: must have successfully completed seventeen (17) units and have attended high school for six semesters

Classification requirements must be met by the first day of classes for the fall semester. Students not meeting the required number of credits will be reclassified to the lower grade level at the beginning of the school year and may remain at that level for the entire year.

GRADING SCALE

The grading scale for all classes is as follows:

A=	90-100
B=	80-89
C=	70-79
D=	60-69
F=	59 and below
I=	Incomplete (turns to an F in two weeks)
NC=	No Credit

Class of 2016: Semester grades of students enrolled in Honors and/or AP classes will reflect an adjustment of five additional percentage points at the end of the semester only.

BEGINNING WITH THE CLASS OF 2017

Candidates for Val/Sal must be students of good character. Therefore, they must not have had any disciplinary record of suspension and must not have earned any NC's (no credit) on their transcript.

In order to be considered for Val/Sal, students must have taken at least one AP course from each of the four core subject areas (English, Math, Science & Social Studies).

AP courses will be scored on a 5.0 grading scale. The current system of adding five points to the student's final semester average will become obsolete with the 5.0 scale.

In order to receive the 5.0 grade in an AP course, the student must make an A in the class and take the subsequent AP examination. If an A is earned in an AP course, and the AP exam is not taken, the student will receive a 4.0 in the class.

Students maintaining a 4.0 GPA will still be recognized as a valedictorian for scholarship purposes.

If taken, the AP exam will be considered the final examination in the course.

The student(s) with the highest GPA in the graduating class will be named valedictorian while the student(s) with the second highest GPA will be named salutatorian.

If any of the aforementioned regulations are compromised between May 1st and the date of graduation, then the Val/Sal candidate may forfeit their recognition of said academic distinction.

AMERICAN COLLEGE TESTING PROGRAM (ACT)

The ACT is a college entrance examination that is given nationally five times a year. All students are eligible to take the test. Registration forms are available in the counseling office and online at www.act.org. The test will be given five times a year (i.e., October, December, February, April, and June) at Guthrie High School. Sophomores and juniors are strongly advised to take the April exam. **Students who are eligible for Free and Reduced lunches may qualify for a discounted rate.**

NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST (PSAT/NMSQT)

This is a test given annually on a Tuesday in October to juniors wishing to participate in the National Merit Scholarship Program and some other scholarship programs. Other students are also encouraged to take the PSAT for test-taking experience.

OKLAHOMA'S PROMISE - OHLAP

~~Students who study and work hard, but whose families find it difficult to afford college, are now able to be rewarded through the Oklahoma Higher Learning Access Program / Oklahoma's Promise. The Oklahoma Legislature has set up a unique program for 8th, 9th and 10th grade students that will help pay for their college education if their families incomes, are \$50,000 or less.~~ **The Oklahoma Legislature has set up a unique program for eighth-, ninth- and 10th-grade students (homeschool students must be age 13, 14 or 15) that will help pay for their college education if their parents' income from taxed and untaxed sources is \$50,000 or less at the time the student applies for the program.* This program is Oklahoma's Promise.**

As the student progresses through the program, a cumulative GPA of at least 2.5 of all course work attempted in grades 9-12 is required. A 17-unit core curriculum has been established for this program. Students must agree to attend school regularly, do homework, refrain from substance abuse, and refrain from criminal or delinquent acts. More information and complete course outline can be obtained from Mrs. Chadd in the high school counseling office or via the web at www.okhighered.org.

CAREER EXPLORATION TESTING

Sophomores will participate yearly in the PLAN test. PLAN includes academic tests, an assessment of study skills knowledge, and an interest inventory. Students who participate in PLAN receive information that will help them plan for their remaining years in high school and consider career and educational goals for their life after high school.

OKLAHOMA SCHOOL TESTING PROGRAM

Guthrie High School will fully participate in the Oklahoma School Testing program implemented in 2000 by the state legislature. The purpose of these tests is to measure the state-mandated curriculum. These tests will be administered according to state-mandated schedules in the spring and fall of each school year. The End of Instruction test scores will be posted on all transcripts and are required to be taken for graduation. Students who take the EOI and are not satisfied with their score(s) may retake the test(s) only once and only during the testing windows.

College Prep/Work Ready Curriculum

Language Arts (4 years of English)	4 units	
Mathematics (Algebra I and above)	3 units	
Science (Lab sciences, Biology I and above)	3 units	
Social Studies		3 units
American History		1 unit
Oklahoma History		½ unit
World History		1 unit
Government	½ unit	
Foreign Language or Computer Technology		2 units
1 additional unit selected from the courses listed above.		1 unit
Fine Arts (such as music, art, drama or 1 unit of speech)		1 unit
Total Required Core Courses 17 units		
Total Electives		8 units
TOTAL UNITS		25 units

Core Curriculum

(For those opting out of the College Preparatory/Work Ready Curriculum their Junior Year)

Language Arts (4 years of English)		4 units
Mathematics (Algebra I and above)		3 units
Science (Lab sciences, Biology I and above)		3 units
Social Studies		3 units
American History		1 unit
Oklahoma History		½ unit
World History		1 unit
Government		½ unit
The Arts (2 units or sets of competencies)		2 units
Total Required Core Courses		
Total Electives		10 units
TOTAL UNITS		25 units

- All students are required to be enrolled in at least seven subjects each semester.
- Seniors are required to be enrolled in a full schedule, although this may include a combination of college and local hours if local requirements are met.
- A student may not be enrolled in more than two English classes in a semester.
- Students in their 11th (juniors) may apply at the beginning of their junior year for early graduation. Each application will be considered by the Board on an individual, case by case basis.
- At least three units of the last five units completed must be in attendance in Guthrie High School.
- Correspondence courses may be applied toward graduation in compliance with Oklahoma state law and must be completed by April 15 to be eligible for graduation exercises.
- Students who need more than one unit for graduation SHALL NOT be permitted to participate in graduation exercises as per Oklahoma State Law.
- Concurrent enrollment will be available for Guthrie High School students as per state regulations.
- Students may not enroll in more than two like electives in any one semester without permission of all teachers involved and the principal's approval. (Ex: two art classes, two drama classes, two ag classes, etc.)
- ~~No student will be enrolled in any athletic and physical education class at the same time.~~

Testing Requirements

Every student shall demonstrate mastery of the state academic content standards in the following subject areas in order to graduate from a public high school with a standard diploma.

1. Algebra I;
2. English II; and
3. Two of the following five:
 - a. Algebra II
 - b. Biology I
 - c. English III
 - d. Geometry
 - e. United States History

ACT/SAT scores and high school grade point averages are required for admission to Oklahoma Public Colleges and Universities.

ATTENTION: College entrance requirements exceed the minimum high school graduation requirements. COLLEGE BOUND STUDENTS NEED TO PLAN ACCORDINGLY. Students who plan on attending Vo-Tech during their 11th and/or 12th grades **must** see a counselor to pre-enroll for 9th grade and establish a four-year plan of study.

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION PERFORMANCE STANDARDS FOR COLLEGE BOUND STUDENTS

These are the current standards that the State Board of Regents requires for any student that is planning to attend college in the State of Oklahoma. **If these change, students will be notified in writing at the earliest possible time.**

Tier	Option 1			Option 2			Option 3
	ACT*	New SAT**		GPA	Class Rank		Core Class GPA
OU / OSU	24 or	1090		3.0 and	Top 30%		3.0
Comprehensive	22 or	1020		3.0 and	Top 33%		3.0
Regional	20 or	940		2.7 and	Top 50%		2.7
Two-year	No minimum required						

FOUR-YEAR PLAN OF STUDY

All students should fill out this plan with the courses they have taken since 9th grade plus the courses they are planning to take. Comparing your plan with “suggested schedules” listed on page 9 in this booklet will help you determine the courses you should be taking in the future. Please refer to page 7 for college entrance requirements.

Although you will change your mind several times as your progress, it is always wise to have a planned program. Long-range planning cannot be over emphasized as a way to avoid needless errors and omissions.

Grade 9	Grade 10
<ol style="list-style-type: none"> 1. English 2. Mathematics 3. Science 4. OK History 5. Computer Apps I & II 6. Elective or Foreign Language 7. Elective 	<ol style="list-style-type: none"> 1. English 2. Mathematics 3. Science 4. World History 5. Elective or Foreign Language 6. Elective 7. Elective
Grade 11	Grade 12
<ol style="list-style-type: none"> 1. English 2. US History 3. Upper Level Science 4. Mathematics 5. Elective 6. Elective 7. Elective 	<ol style="list-style-type: none"> 1. English 2. Government/Elective 3. Elective 4. Elective 5. Elective 6. Elective 7. Elective

REQUIRED SUBJECTS

English (Four Years of English)	4 units
Mathematics	3 units
Science	3 units
Biology	1 unit
Lab Science	1 unit
Elective Science from approve list	1 unit
Social Studies	3 units
American History	1 unit
Oklahoma History	½ unit
World History	1 unit
Government	½ unit
Fine Arts (such as Music, Art, or Drama, or 1 unit of Speech)	1 unit

Computer Technology or the same Foreign Language	2 units
TOTAL REQUIRED CORE COURSES	16units
TOTAL ELECTIVES	9 units
TOTAL UNITS	25 units

A full year of computers is an EXIT requirement for all Oklahoma colleges, including junior colleges. A student must demonstrate computer proficiency when LEAVING college. The computer requirement may be met by taking a full year (2 semesters) of computers in high school. Keyboarding is not counted as a semester of computers.

College bound students must be aware that minimum high school graduation requirements DO NOT meet all college entrance requirements.

GUTHRIE HIGH SCHOOL SUGGESTED SCHEDULES

These are samples only. Each student's plan may vary according to personal interests.

Career Tech Bound	State Graduation Requirements	College Bound
Grade 9		
English I	English I	English I
Algebra I	Algebra I	Algebra I / Geometry
Environmental Science	Environmental Science	Environmental Science
OK History	OK History	OK History
1 Sem Speech & 1 Sem Computer	Elective	Foreign Language
Apps 1		
Elective	Elective	1 Semester Speech / 1 Semester
Elective	Elective	Computer Apps 1
		Computer Apps 1 & 2
Grade 10		
English II	English II	English II
Geometry	Geometry	Algebra II
Biology	Biology	Chemistry
World History	World History	World History
Elective	Elective	Foreign Language II or Computer Apps
		III & IV
Elective	Elective	Elective **
Elective	Elective	Elective**
Grade 11		
English III	English III	English III
Geometry / Alg II	US History	US History
US History	Math Analysis	Math Analysis
Vo-Tech	Chemistry II, HumAnat, Bio II,	Chemistry II, HumAnat, Bio II,
Vo-Tech	Zoology, Physics	Zoology, Physics
Vo-Tech	Elective	Elective**
Vo-Tech	Elective	Elective **
Grade 12		
English IV	English IV	English IV
Science	Government / Elective	Math, Calculus
Government / Elective	Elective	Physics, Bio II, Zoology, HumAnat
Vo-Tech	Elective	Government / Elective

Vo-Tech	Elective	Elective **
Vo-Tech	Elective	Elective **
Vo-Tech	Elective	Elective

* College bound students may also attend Career Tech. They should see their counselor early to make a new plan of study that meets the requirements for each program.

See page 7 for college entrance requirements.

** College bound electives such as economics, computers (requires keyboarding pre-requisite), foreign language, additional math or science.

COURSE DESCRIPTIONS

	PAGE
Language Arts	11
Science	18
Foreign Languages.....	21
Mathematics	22
Social Studies.....	23
Technologies, Careers & PFL.....	26
Music	28
Art.....	30
Physical Education.....	32
U.S. Army JROTC.....	34
Special Education.....	36
Leadership	36
Agriculture Education	36
Family and Consumer Sciences	39
Meridian Technology Center	41

Advanced Placement (AP) Course Offerings

Advanced Placement courses are designed to allow students to receive both high school and college credit simultaneously. AP courses are intended to replace those normally taken during the freshman, sophomore, or junior years at the college level. Students who successfully pass a national examination during the spring semester can receive college credit. AP courses challenge the academically capable students while helping them gain analytical and study skills required to succeed in college courses. AP coursework motivates students to undertake more challenging work in both high school and college and provides direction in selecting college majors.

Students take AP courses and exams for a variety of reasons: the challenge, the sense of accomplishment, the strengthening of their college applications, and the time and money saved. Even if students decide not to take the AP examinations, they should be more than prepared to pass a CLEP exam that covers similar material at their chosen college.

Concurrent Credit Offerings

According to the Oklahoma State Department of Education, a high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. A student may enroll in a maximum of nine semester-credit-hours during a summer session or term at a college or university of the State System without the necessity of being concurrently enrolled in high school classes during the summer term. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester-credit-hours of college work. Students wishing to exceed these limits may petition the selected higher education institution. The appropriate institutional officials will evaluate the student's academic performance and potential for success in determining the student's load, which may not exceed the number of semester-credit-hours 50 percent greater than the number of weeks in the applicable semester/term. The college should provide appropriate academic advising prior to and continuing throughout the student's enrollment.

Guthrie High School is pleased to work with Northern Oklahoma College and other state universities in providing concurrent enrollment for juniors and seniors through the Interactive Video classroom.

Students may also participate in on-campus offerings from local universities such as the University of Central Oklahoma.

LANGUAGE ARTS

ENGLISH I

Course Number: 4051

Grade Level: 9

Synopsis: Objectives and activities are based on the Common Core Standards. The focus and skills will emphasize library use, research, vocabulary, and study skills, as well as exposure to all literary genres. Composition and grammar proficiency will be stressed.

Requirements: All students may be required to read an additional two or three novels, do book reports, and complete a minimum of four major writing assignments appropriate to this level.

Pre-AP ENGLISH I

Course Number: 4055

Grade Level: 9

Prerequisite: Open enrollment.

Students qualifying for the district's Gifted and Talented Program will be automatically enrolled.

Synopsis: This course prepares the student for the AP English curriculum through an analytical study of multiple literary genre in world literature, as well as an intensive study of grammar, research, and composition. Entrance to this class is gained through "open enrollment," and any student wanting a challenge is encouraged to sign up for the course. A novel and an assignment will be given the first day of class. Any student not completing it within the allotted time will be switched to an on-level English I class.

Conversely, students may be encouraged to transfer from an on-level class to the more difficult Pre-AP course. Because Pre-AP coursework is more challenging, a 5% bonus will be added to each student's grade at the end of each semester.

Requirements: All students will be required to read numerous texts outside of class time, do book reports, and write in a variety of modalities throughout the year. The initial novel assignment will be used as a foundation for discussion throughout first semester.

ENGLISH II Course Number: 4052

Grade Level: 10

Prerequisite: None

Synopsis: Objectives and instruction are based on the Common Core Standards. The focus and skills are based upon reading multicultural literature for the elements of literature and writing to develop analytical skills in composition. Basic literacy skills, vocabulary development, research skills, and reference material usage are also taught. Preparation for the state-mandated end-of-instruction test for English II is stressed.

Requirements: All students may be required to read a minimum of two additional novels, do book reports, and complete a minimum of four major writing assignments appropriate to this level. Upon completion of this course, the student is required to take a state-mandated "End-Of-Instruction-Test." The score is reported on the student's official transcript.

Pre-AP ENGLISH II

Course Number: 4056

Grade Level: 10

Prerequisite: Open enrollment.

Students qualifying for the district's Gifted and Talented Program will be automatically enrolled.

Synopsis: This course continues to prepare students for the AP English curriculum with a humanities approach to the study of multicultural literary genre as well as grammar review as it pertains to intensive composition and research. Entrance to this class is gained through "open enrollment," and any student wanting a challenge is encouraged to sign up for the course. A novel and assignment may be given the first day of class. Any student not completing it within the allotted time will be switched to an on-level English II class. Conversely, students may be encouraged to transfer from an on-level class to the more difficult Pre-AP course. Because Pre-AP coursework is more challenging, a 5% bonus will be added to each student's grade at the end of each semester.

Requirements: All students will be required to read numerous texts outside of class time, work in groups, complete projects, do book reports, and write in a variety of modalities throughout the year. The initial novel assignment will be used as a foundation for discussion throughout the first semester. Upon completion of this course, the student is required to take a state-mandated "End-Of-Instruction-Test." The score is reported on the student's official transcript.

ENGLISH III

Course Number: 4053

Grade Level: 11

Synopsis: Objectives and activities are based on the Common Core Standards. The focus and skills are based upon reading and writing to improve analytical skills. Library skills and vocabulary development are also taught. The student will develop the abstract analytical skills necessary for further literary study of American literature and how it reflects the ideals and moods of an ever-changing and growing nation.

Requirements: All students may be required to read an additional two or three novels, do book reports, and complete a minimum of four major writing assignments appropriate to this level. A minimum of one research paper is also required. Upon completion of this course, the student is required to take a state-mandated “End-Of-Instruction-Test.” The score is reported on the student’s official transcript.

AP ENGLISH III - LANGUAGE AND COMPOSITION

Course Number: 4057

Grade Level: 11

Prerequisite: Open enrollment.

Students qualifying for the district's Gifted and Talented Program will be automatically enrolled.

Book/Novel Fee \$20 (May be applied)

Synopsis: This junior course in AP Language and Composition will enhance the students’ abilities to analyze the style of prose passages and will ask students to demonstrate their skills in composing by writing essays in various rhetorical modes. Although entrance to this class is gained through “open enrollment,” students must complete a meeting with the course instructor, counselor, and parent BEFORE withdrawal from the course will be allowed. Students may be removed from the class at semester after attaining a failing grade. The only exception will be if a parent/teacher/student conference is held, and the teacher feels that it is appropriate for the student to remain in the class. Students may also be encouraged to transfer from an on-level class to the more difficult AP Language class. Because AP coursework is more challenging, a 5% bonus will be added to each student’s grade at the end of each semester.

Note: Students may be asked to complete a summer assignment before classes begin in August.

Requirements: All students will be required to read numerous texts outside of class time, do book reports, and write in a variety of modalities throughout the year. Summer enrichment reading will be completed prior to the beginning of the fall semester and will be used as a foundation for discussion when the school year begins. Students taking AP Language are strongly encouraged to take the national test in May to earn possible college credit for the course. Upon completion of this course, the student is required to take a state-mandated “End-Of-Instruction-Test.” The score is reported on the student’s official transcript.

ENGLISH IV

Course Number: 4054

Grade Level: 12

Synopsis: Objectives and activities are based on the Common Core Standards. This class serves as a bridge connecting the academic requirements of high school learning with college classes. The focus and skills will be on refining and honing skills that students have already learned but may not yet have mastered.

Requirements: All students will be required to read an additional three novels, do book reports, and complete a minimum of four major writing assignments appropriate to this level. A minimum of one research paper is also required.

AP ENGLISH IV – AP LITERATURE AND COMPOSITION

Course Number: 4058

Grade Level: 12

Prerequisite: Open enrollment

Students qualifying for the district's Gifted and Talented Program will be automatically enrolled.

Book/Novel Fee \$20 (May be applied)

Synopsis: This senior course in AP Literature and Composition will enhance students' abilities to read selected poems and prose passages analytically and require them to write critical or analytical essays based on poems, prose passages, novels, and plays. Although entrance to this class is gained through "open enrollment," students must complete a meeting with the course instructor, counselor, and parent BEFORE withdrawal from the course will be allowed. Students may be removed from the class at semester after attaining a failing grade. The only exception will be if a parent/teacher/student conference is held, and the teacher feels that it is appropriate for the student to remain in the class. Students may also be encouraged to transfer from an on-level class to the more difficult AP Literature course. Because AP coursework is more challenging, a 5% bonus will be added to each student's grade at the end of the semester.

Note: Students may be asked to complete a summer assignment before class begins in August.

Requirements: All students will be required to read numerous texts outside of class time, do book reports, and write in a variety of modalities throughout the year. Summer enrichment reading will be completed prior to the beginning of the fall semester and will be used as a foundation for discussion when the school year begins. Students will produce a lengthy, multi-faceted research project in the spring semester. Students taking AP Literature are strongly encouraged to take the national test in May to earn possible college credit for the course.

ACE READING

Course Number: 0006

Synopsis: This class is designed to help students become active readers. Strategies are taught to aid students while reading texts. For example, students will learn to preview the text, use context clues to find the meaning of unknown words, and question while reading. Students are also taught strategies to help their test-taking abilities.

ACT PREP

Course Number: 0022

(One semester)

Grade Level: 10, 11, 12

Synopsis: This course will prepare students for the ACT test. Students will learn test taking strategies, reasoning, organizational skills, memory techniques and interview skills. Students will practice taking tests, as well as, research colleges, careers, and scholarships.

CREATIVE WRITING I**Course Number: 4020**

Grade Level: 10, 11, 12

Synopsis: Students will learn descriptive writing, the art of dialogue, and the proper use of detail and imagery. Various forms and styles of poetry, prose, and mystery writing. Students will be expected to enter various contests throughout the year.

CREATIVE WRITING II**Course Number: 4021**

Grade Level: 11, 12

Prerequisite: Creative Writing I with a "B" or ~~above~~ **higher**

Synopsis: Students will write more extensively in poetry and prose styles, which include short stories, articles, essays, plays, and/or preliminary novel construction. Independent work is expected; a portfolio of written work for contest and anthology will be produced.

DIGITAL PHOTOGRAPHY**Course Number: 2885**

Grade Levels: 9, 10, 11, 12

Prerequisites: Introduction to Journalism

Synopsis: Students will learn and practice advanced photographic techniques, and will study significant the work of professional and influential photographers. Students will focus on composition and exposure. Artistic and journalistic photography will be introduced, and students will have assignments for each. While not a requirement, a personal D-SLR camera is suggested. Access to school cameras may be limited at times because of publication requirements.

DRAMA / ACTING I, II, III, IV**Course Numbers: 4041, 4042, 4043, 4044**

(One semester)

Grade Level: 9, 10, 11, 12

Companion Course: Drama/Improvisation

Synopsis: Students will demonstrate correct acting techniques and styles through a variety of assignments. They will write and perform skits and pantomimes. Students will learn about debate, commercials, storytelling and puppetry.

DRAMA / IMPROVISATION I, II, III, IV**Course Numbers: 4045, 4046, 4047, 4048**

Grade Level: 9, 10, 11, 12

Companion Course: Drama/Acting

Synopsis: Students will demonstrate correct acting techniques through a variety of assignments. They will learn to perform in various acting styles. Acting creativity, problem solving, and performance skills will be demonstrated through a series of exercises and assignments.

DRAMA PERFORMANCE I, II, III, IV**Course Numbers: 4035, 4036, 4037, 4038**

Grade Level: 9, 10, 11, 12

Synopsis: Students will use performance skills while competing and performing at many events. These courses require a commitment to outside of school rehearsals, as well as possible travel on weekends to compete. Students must submit an application and

possibly audition for these courses. Fees maybe required for costuming, scripts, and competitions.

FILM AS LITERATURE (One semester)

Course Number: 4066

Grade Level: 10, 11, 12

Synopsis: This course is an introduction to film analysis. Filmmakers tell their stories using visual clues—composition, different shots, camera angle and movement, color, lighting, music, production design, and various editing techniques—and students become familiar with these clues. We also study how a movie is made from the ground up. In addition to learning technical film terms, each student writes three film reviews, and a five-page screenplay. The class produces two movies from the best of these screenplays.

INTRODUCTION TO JOURNALISM

Course Number: 4111

(One semester)

Grade Level: 9, 10, 11, 12

Prerequisite: Keyboarding skills strongly suggested

Synopsis: This course is created around the goal of media literacy, which is the ability to interpret and understand the media's messages. Students learn to read news articles to find information, conduct a successful interview, write news articles, take quality photos, and create effective publication layouts. Students will be introduced to Adobe® Photoshop® and InDesign® software. This course also covers legal and ethical issues in journalism. Students interested in joining the yearbook or newspaper staff should take this course.

INTRODUCTION TO JOURNALISM II

Course Number: 4110

(One semester)

Grade Level: 9, 10, 11, 12

Prerequisite: Introduction to Journalism

Synopsis: Advanced journalism skills are taught in this course, including the roles of public relations and advertising in the media. Students will learn advanced photography techniques and basic to intermediate Photoshop® skills. Students in the class may have opportunities to create work for student publications.

INTRODUCTION TO MYTHOLOGY

Course Number: 4071

Synopsis: This class is an introductory course on the many different myths in a variety of cultures. We will look at the different theories of myth origin using texts from Edith Hamilton, Cary Jung and Joseph Campbell. We will begin by defining what a hero is and the hero's journey. This will lead us into the characteristics of the heroine. After the basics are established we will study Greek, Egyptian, Japanese, European, Native American, Mayan, African, and Norse mythology and ending with Modern Mythology in which we will examine the role of the "superhero" in today's culture.

NEWSPAPER I, II, III

Course Numbers: 4150, 4151, 4152

Grade Level: 10, 11, 12

Prerequisite: Keyboarding, Introduction to Journalism, Instructor Permission

Synopsis: Students use Adobe® InDesign® to create the BlueLine, Guthrie High School's student newspaper. Students are responsible for writing and editing stories, taking photos for stories, preparing page layouts, selling advertising, and distributing the final product. This course also covers advertising, photojournalism, and writing reviews, columns and editorials. Strong writing skills, dependability, and a good work ethic are crucial. After-school work is required.

READING FOR PLEASURE

Course Number: 4076

Synopsis: This class is designed for students to have the opportunity to explore different genres of printed text. Students are able to read fiction, non-fiction, magazines, manga, newspapers, biographies, etc. of their choosing. Students are encouraged to try new genres and improve their reading skills throughout the semester. Individual goals are set and students respond to what they read through journals, book reviews, book projects and class discussions.

SHAKESPEARE AND HIS PLAYS

Course Number: 4072

(One semester)

Grade Level: 11, 12

Synopsis: This class will be a study of William Shakespeare, his times, the Globe Theatre, and his plays. Works studied during this semester will include histories, tragedies, and comedies with an emphasis on the comedies as well as sonnets. Some performance work will be done in class. Students will also be expected to write analytical essays on the material, engage in outside reading, and complete a research project. This class is a preparatory class for college-bound students and supports work done in the AP classes.

SPEECH I

Course Number: 4049

(One semester)

Grade Level: 9, 10, 11, 12

Prerequisite: None

Synopsis: The student will learn to communicate with ease and self-confident whether addressing a small or large group. Speech will provide students the skills needed for communicating in real life situations, strategies used for public speaking and individual/group discussion; formal vs. informal speaking, leadership skills, oral presentations, and projects.

YEARBOOK I, II, III

Course Numbers: 4240, 4241, 4242

Grade Level: 10, 11, 12

Prerequisite: Instructor Permission

Synopsis: Students in this course produce Guthrie High School's student yearbook, the Kynewisbok. Students practice advanced photography, design, editing, and writing techniques. Josten's YearTech® Online program is used to create the yearbook. A strong work ethic, flexibility, dependability, and the ability to meet deadlines are crucial to this course. After-school work is required.

All speech and drama classes are one-semester courses. Please note the companion courses listed if you wish to remain in speech/drama for the entire school year. You will need to

enroll in both classes to get a full year of credit. Enrollment in more than one drama class per semester is discouraged and requires permission of the instructor.

SCIENCE

BIOLOGY I (Life)

Course Number: 5031

Grade Level: 10

Prerequisite: Algebra I (not concurrent), **Pre-AP Science**.—(No grade requirement) **B or higher – 9th only requirement**

Synopsis: Biology is the study of life. All living things, both animal and plant, are considered. The course is planned to develop appreciation and concepts of scientific procedure as applied to the biological structure and function of animals and plants. Emphasis is placed on the methodology in problem solving, through laboratory work, as the important factor that leads to understanding.

Upon completion of this course, the student is required to take a state-mandated “End-Of-Instruction-Test.” The score is reported on the student’s official transcript.

PRE-AP BIOLOGY I (Not offering 2015-2016)

Grade Level 9, 10

Prerequisite: 9th: Algebra I and/or Pre-AP Science

10th: Teacher recommendation accompanied by signature of the science teacher

Synopsis: This course is recommended for those students who express a special interest in life science. Topics include biochemistry, cell metabolism, cell structure and reproduction, genetics, animal behavior, and ecology. Emphasis is on use of the scientific method, problem solving, investigation inquiry and group discussions. An interest in an intellectually challenging atmosphere is a necessary qualification for this course.

Upon completion of this course, the student is required to take a state-mandated “End-Of-Instruction-Test.” The score is reported on the student’s official transcript.

BIOLOGY II

Course Number: 5241

Grade Level: 11, 12

Prerequisite: ~~Grade of “C” or better in Biology I and “C” or better in Chemistry I,~~
~~“C” or better in Algebra I~~ **Biology I**

Lab Fee \$20

Synopsis: This course is a year-long, advanced science class that is geared for the upper level science student. Topics will include higher level application of biology and chemistry concepts the first semester along with laboratory foundational skills. Second semester topics will include Biotechnology concepts in genetics, and laboratory exercises to increase depth of Biology understanding. (There is a \$20 lab fee for this class.)

BIOTECHNOLOGY (Not offering 2015-2016)

Course Number: 5166

(One Semester Only)

Grade Level: 11, 12

Prerequisite: Grade of “C” or **higher** in Biology I, “C” or **better higher** in Chemistry, & a “C” or **better higher** in Algebra II.

Lab Fee: \$20

Synopsis: This is a semester class. It is geared to upper level students with a deep interest in science. Topics include Biotechnology foundations, Bioinformatics, DNA, Genetics, Gel-electrophoresis, and human chemistry. Laboratory concepts and labs are a major part of this course. (There is a \$20 lab fee for this class.)

CHEMISTRY I (Physical)

Course Number: 5051

Grade Level: 10, 11, 12

Prerequisite: Grade of "C" or better higher in Algebra I, Geometry and Biology I (not concurrent)

Lab Fee \$20

Synopsis: Chemistry is the study of the interactions and properties of elements, compounds, and mixtures. Topics covered are atomic theory, naming systems, chemical reactions, solutions, states of matter, gas laws, and molecular structure. Laboratory experimentation and problem solving are employed as methods of instruction. (Meets the lab science requirement for college entrance.)

CHEMISTRY II (Physical)

Course Number: 5052

Grade Level: 11,12

Prerequisite: Chemistry I and Algebra II with a grade of "BC" or higher both semesters.

Lab Fee \$20

Synopsis: The Chemistry II course is designed to continue with more advance topics in basic chemistry such as Organic and Inorganic Chemistry, Acids and Basis, and Nuclear Chemistry along with studying the topics in Chemistry I in more depth. The laboratory work will be more detailed. Students will be required to construct their own laboratory towards the end of the year.

EARTH SCIENCE

Course Number: 5061

Grade Level: 11, 12

Lab Fee \$20

Synopsis: This is a year long physical science course about the planet Earth, and like Universe. Topics will include, but limited to, Rocks & Minerals, Earthquakes & Volcanoes, Earth History, Weather & Climate, our Solar System, and the Universe. (There will be a \$20 lab fee for this class.)

ENVIRONMENTAL SCIENCE

Course Number: 5121

Grade Level: 9

Prerequisite: Freshman Standing

Synopsis: This course is designed for students who are seeking to develop a foundation of knowledge about the scientific process by examining current environmental concerns as well as possible human impact. The course will include research and study of topics such as global warming, land use, pollution, energy resources, and environmental policies in addition to general Ecology.

AP ENVIRONMENTAL SCIENCE

Course Number: 5123

Grade Level: 11, 12

Prerequisites: Two years of high school laboratory science and Algebra I

Lab Fee \$20

Synopsis: This course provides students with the scientific principles, concepts, and methodologies required to understand the interrelationships of the natural world, to identify and analyze environmental problems both natural and human-made, to evaluate the relative risks associated with these problems, and to examine alternative solutions for resolving or preventing them.

FORENSIC SCIENCE

Course Number: 5158

(One Semester Only)

Grade Level: 11, 12

Prerequisites: Biology I

Lab Fee \$20

Synopsis: In lab exercises students draw upon previous scientific knowledge & forensic techniques employed by scientists such as fingerprinting, criminal profiling, and hair, fiber and handwriting analyses. Students also explore the practices of blood typing, DNA analysis, and toxicology. Through the study of notorious criminal cases, students become familiar with the development of criminal investigations and forensic science.

HUMAN ANATOMY

Course Number: 5220

Grade Level: 11, 12

Prerequisite: Grade of “C” or ~~better~~ **higher** in Biology I

Lab Fee \$20

Synopsis: This is a year long course and is designed for those interested in science-related fields. Anatomy & physiology is a discussion and laboratory based study of the human body. The study will range from molecules, cells, body systems, and processes. Dissection of a fetal pig and other appropriate organs will compliment course work. This course is designed for college preparation, especially for biology and health career majors. (There will be a \$20 lab fee for this class.)

PHYSICAL SCIENCE

Course Number: 5164

(One Semester Course)

Grade Level: 11, 12

Lab Fee \$20

Synopsis: This is a one-semester long science course that explores the relationship between matter & energy. Students investigate physical science concepts through an inquiry-based approach. Students will apply what they learn to everyday situations. Assessment of student’s progress is based upon daily assignments, laboratory reports, homework, quizzes, tests, projects and class participation. Embedded standards for Inquiry, Technology, and Mathematics are taught in the context of the content standards for Motion, Energy, Forces, Matter and Interactions of Matter.

PHYSICS

Course Number: 5215

Grade Level: 11, 12

Prerequisite: Algebra I and Chemistry I with a grade of “B” or higher, both semesters, plus passing grade or concurrently enrollment in Pre-Calculus.

Math teacher must sign off in order to enroll in this class.

Lab Fee \$20

Synopsis: Physics is the most fundamental science. It describes, often at the mathematical level, the behavior of the physical world. This course covers Newtonian physics through the modern view of light, nuclear physics, and quantum mechanics. Problem solving, laboratory discovery, and an enrichment project are employed as methods of instructions.

PRE-ENGINEERING AND ROBOTICS (A STEM Education Class) Course Number:

Grade Level: 10, 11, 12

Prerequisite:

Synopsis: Stem is an acronym for Science, Technology, Engineering and Mathematics. There are a tremendous amount of subjects that fall into those terms but we will specifically look at Computer Science, Mechanical Design and Robotics and how they are applied in the various fields available for careers. We will not only address questions involved in these disciplines including blueprint design and reading, drafting, and building of robots as well as a chosen mechanical apparatus that we use on a daily basis. (Bridges, Building, cars, etc). We will also look into the world of computers and how they not only drive our current industries and play a very large roll in many if not all fields of employment. This course will bring together the four major parts of study we will read about, write about and build these chosen items and also employ the math and science involved in developing working models.

ZOOLOGY

Course Number: 5240

Grade Level: 11, 12

Prerequisite: Grade of “C” or **better higher** in Biology I, “C” or **better higher** in Algebra I.

Lab Fee \$20

Synopsis: This is a year-long, advance science class. It is geared toward students with a deep interest in animals and diversity of life. Topics will include classification of species, adaptations and the members of the animal kingdom. First semester will include Biology/Zoology foundation with lab building exercises. Second semester will include dissections with live and preserved species.

FOREIGN LANGUAGES

Foreign language may be a requirement at certain comprehensive universities. Please check with your counselor if you have any questions.

GERMAN I

Course Number: 3121

(Two Semesters)

Grade Level: 9, 10, 11, 12

No Prerequisite

Synopsis: The goal of this course is to develop basic abilities in interpersonal, interpretive and presentational communication in German using the four skill areas of listening, speaking, reading and writing focusing on daily life and interests, and provide experience and information leading to a basic understanding of the culture. Students will participate in German-speaking communities at home and around the world.

GERMAN II

(Two Semesters)

Grade Level: 10, 11, 12

Prerequisite: German I

Course Number: 3122

Synopsis: The goal of this course is to continue the development of interpersonal, interpretive and presentational communication in German using the four skill areas of listening, speaking, reading and writing initiated in German I focusing on daily life and interests, and further learners' understanding and appreciation of the culture. Students will participate in German-speaking communities at home and around the world.

SPANISH I

Grade Level: 9, 10, 11, 12

Prerequisite: grade of "C" or **better higher** in English

Course Number: 3161

Synopsis: The goals of Spanish I are to present the following: a language in an interesting and stimulating context, a realistic view of all aspects of Hispanic cultures, varied exercises to provide personalized manipulation of the language, and a progression from spoken to written language.

SPANISH II

Grade Level: 10, 11, 12

Prerequisite: Grade of "C" or **better higher** in both semesters of Spanish I

Course Number: 3162

Synopsis: A continuation of Spanish I with added emphasis on speaking, reading comprehension, and composition.

Pre-AP SPANISH (Level III)

Grade Level: 11, 12

Prerequisite: Spanish I & Spanish II with a "B" or **higher above** both semesters in both courses. Teacher recommendation required.

Course Number: 3163

Synopsis: Spanish III provides a wide variety of topics and exercises to present all aspects of language learning including vocabulary development, reading comprehension, literature, civilization and culture, grammar review and enrichment, discussion and composition, and everyday conversational skills.

MATHEMATICS

ALGEBRA I

Grade Level: 9, 10, 11, 12

Prerequisite: Pass 8th grade math with "C" or higher

Course Number: 4411

*Synopsis: This course will cover the ~~Common Core~~ **Oklahoma** Algebra I content standards, which include the following: Relationships between quantities, reasoning with equations, linear & exponential relationships, descriptive statistics, expressions & equations, and quadratic functions & modeling. Upon completion of this course, the student is required to take a state-mandated "End-Of-Instruction-Test." The score is reported on the student's official transcript.*

ALGEBRA I SUPPORT**Course Number: 4409**

Grade Level: 9

Synopsis: Students who fail to obtain a satisfactory score on the 9th grade Curriculum Reference Test (CRT) will be enrolled in Algebra I Support in conjunction with Algebra I. Algebra I Support reinforces Pre-Algebra skills and provides small group/individualized instruction with Algebra I concepts.

INTERMEDIATE ALGEBRA**Course Number: 4417**

Grade Level: 10, 11, 12

Prerequisite: Algebra I (Teacher Approval)

Synopsis: Extends Algebra I with an emphasis on a review of the fundamental concepts covered in Algebra I: properties of numbers, linear equations and inequalities, systems of equations, factoring, exponents, radicals, graphing, matrices and rational expressions.

ALGEBRA II**Course Number: 4412**

Grade Level: 10, 11, 12

Prerequisite: Algebra I

Synopsis: This course will cover the ~~Common Core~~ Oklahoma Algebra II content standards, which include the following: Number Sense and Algebraic Operations, Relations and Functions, Data Analysis, Probability, and Statistics. Upon completion of this course, the student is required to take a state-mandated "End-Of-Instruction-Test." The score is reported on the student's official transcript.

ALGEBRA III**Course Number: 4420**

Grade Level: 11-12

Prerequisite: Algebra II with a "C" average or better **higher**

Synopsis: This course will cover the content standards aligned with College Algebra found at UCO. This is not an AP course, but will act as a college preparatory course for any college bound student. The content covered in this course includes the following: Real & imaginary numbers, quadratic functions, polynomials, systems of linear equations, parabolas, ellipses, hyperbolas, fundamental theorems of algebra, and graphing on a Cartesian plane.

PRE-CALCULUS**Course Number: 4614**

Grade Level: 11, 12

Prerequisite: Algebra II with a "C" average or better **higher**

*Synopsis: Pre-calculus is for above average students who would like a solid preparation for college mathematics, a review for College Board examinations, or simply further enrichment of their mathematical backgrounds. Throughout the course, applications of mathematics to various fields are stressed in both the text and the exercises. Throughout the course, written exercises stress graphic applications because of their importance and relevance in preparing students for Calculus. A scientific calculator is **required** for this class; see instructor before purchasing.*

CALCULUS**Course Number: 4610**

Grade Level: 12
Prerequisite: Pre-Calculus

Synopsis: High school Calculus is geared toward covering the topics required by the Committee on Mathematics of the Advanced Placement Program of the College Board for Calculus AP examination. After a unit on topics necessary for the study of calculus (primarily, the notion of function), the concept of limit of a function will be introduced intuitively and then by a more rigorous definition. Calculus consists of two main parts, differential calculus and integral calculus. A major portion of the course will be concerned with the derivative of a function, its applications, and the definite integral, the fundamental theorem of calculus, indefinite integrals, and applications of the definite integral using a large variety of applied problems.

MATH OF FINANCE

Course Number: 2170

Grade Level: 9, 10, 11, 12

Synopsis: Students will use the basic concepts of arithmetic, algebra, and geometry as they apply to a broad spectrum of real-life problem situations. Students will obtain knowledge in personal banking, investments, credit, taxes, purchases and vacation planning. Students will also receive information on how math is used in variety of occupations.

PLANE GEOMETRY

Course Number: 4530

Grade Level: 10, 11, 12

Prerequisite: Algebra I

*Synopsis: This course will cover the ~~Common-Core~~ **Oklahoma** cGeometry content standards, which include the following: Logical Reasoning, Properties of 2-Dimensional Figures, similar & congruent figures, Trigonometric Ratios, Properties of 3-Dimensional Figures, and Coordinate Geometry. Upon completion of this course, the student is required to take a state-mandated "End-Of-Instruction-Test." The score is reported on the student's official transcript.*

SOCIAL STUDIES

ECONOMICS

Course Number: 5521

(One semester)

Grade Level: 11, 12

Synopsis: In Economics, students will learn how economics affects their everyday life. Students will develop an understanding of their current and future roles as consumers and producers of goods and services. Students will examine such concepts as macroeconomics, microeconomics, capitalism, socialism, communism, laissez faire, and monopoly. Students will be exposed to influences on the economy such as the GNP, government, credit, and international trade. They will also study such economic factors as scarcity, supply and demand, and various economic markets and models. All state-mandated Common Core Standards will be covered in this course of study.

GEOGRAPHY

Course Number: 5531

Grade Level: 10, 11, 12

Synopsis: This elective course in physical and human geography will involve students in understanding the interrelationships of man and his environment. The course will identify the major world regions, nations and metropolitan areas, significant cultural groups, and analyze contemporary global issues.

GOVERNMENT

Course Number: 5541

(One semester)

Grade Level: 12

Synopsis: A one-semester course designed to investigate the origins and workings of America's unique system of government. Emphasis will be placed on, but not limited to, the reasons for writing the United States Constitution and the individual rights therein, the development of state and local governments, a comparison of our system of government and economy to other countries, an overview of our legal economy to other countries, and an overview of our legal system. All state-mandated Common Core Standards will be covered in this course of study.

AP GOVERNMENT

Course Number: 5542

(Full year course)

Grade Level: 12

*Synopsis: United States Government and Politics will give students an analytical perspective on government and politics in the United States. This course includes both the study of general concepts used to interpret U.S. government and politics and the analysis of specific examples. It requires familiarity with the various institutions, groups, beliefs, and ideas that constitute U.S. government and politics. Successful completion of the AP exam is equivalent to a one-semester college introductory course in United States government and politics. *Approximate cost of the AP exam is \$89.00.*

THE HISTORICAL SIGNIFICANCE OF THE BIBLE:

Course Number: 5750

Grade Level: 11, 12

Synopsis: The Bible has been the most influential book in the West. It has inspired writers, lawmakers, artists, musicians, and filmmakers. In this course, students will learn not only what each book of the Bible contains but also the literature, law, art, music, and film it has inspired. This is a non-sectarian course. Jewish, Roman Catholic, and Protestant views will be respected and taught.

PROBLEMS OF DEMOCRACY

Course Number: 5630

(One semester)

Grade Level: 11, 12

Synopsis: Problems of Democracy deals with contemporary issues in American society. The emphasis will be on issues that affect and influence student lives. Since many of these issues are controversial in nature, students will address these issues in an open classroom forum that stresses realistic discussion and inquiry. Historical information and social science concepts will be employed to explain the background of current situations. Students will be involved in the selection and analysis of information and the evaluation of possible solutions to the problems.

OKLAHOMA HISTORY**Course Number: 5620**Grade Level: ~~9, 10, 11, 12 (recommended for freshman year)~~

~~Synopsis: Oklahoma History is a survey of Oklahoma's past from prehistory to present. It includes units in anthropology, archaeology, geography of the state, and the traditional political history. Historical research skills will be offered to interested students.~~

OKLAHOMA HISTORY**Course Number: 5620**

Grade Level: 9, 10, 11, 12 (recommended for freshman year)

Prerequisite: Students with "C" average or higher above appear to have greater success

Synopsis: In Oklahoma History, the student will examine the people and events that have formed and transformed the landscape and cultures of the place and peoples that have become Oklahoma. The student will examine important political and ideological movements, as well as economic, cultural, and political accomplishments of state, national, and world significance. The learning of Oklahoma History should lead to students to link Oklahoma's history to local, national, and global contexts. Oklahoma History is a survey of Oklahoma's past from prehistory to present. It includes in anthropology, archaeology, geography of the state, and the traditional political history. Historical research skills will be offered to interested students.

PSYCHOLOGY**Course Number: 5641**

(One semester)

Grade Level: 11, 12

Synopsis: This is a one-semester survey course class which introduces the student to an overview of the discipline of psychology. This survey class addresses such issues as the various schools of psychology, behavioral psychology, evolutionary psychology, and psychology of personal adjustment. All state-mandated Priority Academic Student Skills (PASS) will be covered in this course of study.

SOCIOLOGY**Course Number: 5720**

(One semester)

Grade Level: 11, 12

Synopsis: This class introduces the students to the field of sociology. The survey course addresses such themes as group behavior, family, criminology, sociological methods, religion, culture, deviance, welfare, and other sociological institutions. All state-mandated Priority Academic Student Skills (PASS) will be covered in this course of study.

UNITED STATES HISTORY**Course Number: 5411**

Grade Level: 11, 12

Synopsis: The course offers a study of U.S. History from Post-reconstruction to the present. The course emphasizes the political, economic and cultural contributions of significant Americans, as well as the lasting impact of events on contemporary conditions of the nation. Upon completion of this course, the student is required to take a state-mandated "End-Of-Instruction Test." The score is reported on the student's official transcript.

AP UNITED STATES HISTORY

Course Number: 5417

Grade Level: 11, 12

*Synopsis: This course is designed to provide students with the analytical skills and knowledge necessary to deal critically with issues in American history. The program prepares students for college courses by assessing historical materials and weighing the evidence or interpretations presented in historical scholarship. The course will develop the skills necessary to arrive at conclusions on the basis of an informed judgment, by presenting reasons and evidence clearly and persuasively in essay format. At the end of the course, the student will be given the opportunity to take the advanced placement exam for college credit. * Upon completion of this course, the student is required to take the state-mandated "End-Of-Instruction-Test." The score is reported on the student's official transcript. *Approximate cost of the AP exam is \$86.00*

WORLD HISTORY

Course Number: 5731

Grade Level: 10, 11, 12

Synopsis: The student will examine the enduring philosophical and religious contributions from the ancient and classical eras to the modern world. The student will examine the impact of the European Renaissance and Reformation, various revolutionary movements, the Industrial Revolution, and the world that the World Wars helped create, the transformation of societies in the Post-World War Two Era, and recent contemporary events and issues.

TECHNOLOGIES, CAREERS & PFL

CAREER CHOICES

Course Number: 2220

(One semester)

Grade level: 9th

Prerequisite: None

Synopsis: A freshman orientation class that focuses on planning for their future in academics and careers. During the semester, the course creates a ten year plan that looks at high school academics, college/training, and the beginning a specific career field. Students will fill out an online and physical workbook that they will be able to reference and amend throughout their education in order to meet their specific goal. The online form will be available to their future teachers as a point of reference to make their specific subject relevant to the student. This course covers career goals, cost of living financials, available education opportunities and common problems on the road to success.

COMPUTER APPLICATIONS I

Course Number: 2551

Word Processing, Google Apps & Internet Usage

(One semester)

Grade Level: 9, 10, 11, 12

Prerequisite: Keyboarding

Synopsis: This course will be the first in a series to introduce students to Windows and MS Office & Google applications. Students will cover file management, word processing & Internet Safety.

COMPUTER APPLICATIONS II**Course Number: 2552****Excel & PowerPoint**

(One semester)

Grade Level: 9, 10, 11, 12

Prerequisite: Computer Applications I

Synopsis: This course is designed as the second in the Microsoft Office 2007 applications. Students will be introduced to Excel and PowerPoint.

KEYBOARDING**Course Number: 2553**

(One semester)

Grade Level: 9, 10, 11, 12

Synopsis: This course develops touch operation of keyboard characters through skill building for techniques, speed and accuracy. Students will produce documents for personal, business and academic activities. This course, or a prior equivalency, is required for admission to computer applications classes.

PERSONAL FINANCIAL LITERACY**Course Number: 2210**

(One semester)

Grade Level: 9, 10, 11, 12

Synopsis: The intent of personal financial literacy education is to inform students how individual choices directly influence occupational goals and future earnings potential. Successful money management is a disciplined behavior and much easier when learned earlier in life. The fourteen areas of instruction designated in the Passport to Financial Literacy Act of 2007 (70 O.S. § 11-103.6h) are designed to provide students with the basic skills and knowledge needed to effectively manage their personal finances. Passage of all 14 module exams required of all graduates beginning with the Class of 2014.

~~**COMPUTER APPS III - INTEGRATED APPLICATIONS**~~~~**Course Number: 2554**~~~~**All MS Office Applications plus Google Apps & Adobe**~~~~(One semester)~~~~Grade Level: 10, 11, 12~~~~Prerequisite: Computer Applications I & II.~~~~*Synopsis: This course will provide students with advanced skills in MS Office, Google Apps for Education & Adobe.*~~~~**COMPUTER APPLICATIONS IV - MULTIMEDIA**~~~~**Course Number: 2557**~~~~**PowerPoint, Publisher, Google Apps & Adobe**~~~~(One semester)~~~~Grade Level: 10, 11, 12~~~~Prerequisite: Computer Applications I & II.~~~~*Synopsis: This class provides students the opportunity to create and present multimedia projects, and develop desktop publishing units. Students will utilize various computer programs and utilities to produce projects.*~~

(One semester)

Grade Level: 10, 11, 12

Prerequisite: Computer Applications I & II.

Synopsis: This class is designed to provide students with a basic understanding of web page design. Higher order thinking skills are required.

MUSIC

APPLIED MUSIC I, II, III, IV

Course Number: 2954, 2955, 2956, 2957

(One semester)

Grade Level: 9, 10, 11, 12

Synopsis: This is a music performance enhancement course. It is open to any student enrolled in band or choir. Non-band and non-choir students may audition for enrollment at the discretion of the instructor. The focus of the class is on the development of musical technique and effective performance through daily individual practice. Students are required to follow a practice regimen tailored to their individual talent and skill levels. Students are required to participate in various solo and ensemble contests throughout the year. Students are also required to try out for appropriate honor groups such as All-State Choir or Band designated by the music staff. Each student in the class will have biweekly private evaluations with appropriate music staff members. Students will also be expected to mentor younger students at the beginning and intermediate levels of the music program. Evaluation will consist of a series of performance examinations and the fulfillment of the mentoring and tryout requirements.

JV CHOIR CHORALE

Course Number: 2960

Grade Level: 9, 10, 11, 12

Prerequisite: Approval of Director

Synopsis: (Name to be determined) – This choir replaces Kantorei and the Do You Like to Sing Choir. Beginning level choir for all HS students, focusing on incoming students and those who like to sing but need work to advance to Concert Choir. Attendance at concerts will be required as set forth in the Choral Handbook. Director approval needed. This course is by audition only in the spring. Lab fee required.

CONCERT CHOIR

Course Number: 2952

Grade Level: 9, 10, 11, 12

Prerequisite: Audition and Approval of Director

Synopsis: Advanced mixed choir by audition only. Members will perform advanced choral literature and learn advanced sight-reading and musical skills. Attendance at contests and concerts will be required as set forth in the Choral Handbook. Lab fee required.

INSTRUMENTAL MUSIC I, II, III, IV

Course Number: 2931, 2932, 2933, 2934

Grade Level: 9, 10, 11, 12

Prerequisite: Successful completion of a performing class

Synopsis: High School band is a performance-oriented, highly disciplined organization. Members are expected to attend all performances, which include but may not be limited to, football games, pep rallies, parades, concerts, and contests. Attendance of rehearsals outside the school day will also be required. Individual members will have the opportunity to audition and participate in honor groups and solo/ensemble competitions.

INSTRUMENTAL MUSIC THEORY Course Number: 2961

Grade Level: 10, 11, 12

Prerequisite: Membership in the High School band, previous membership in either All-Region or All-State Band, and written permission of the band director.

Synopsis: This class is intended for the most serious instrumental musician. All State/All-Region auditions and solo-ensemble participation are required. In addition, students will be expected to pass playing, written, and aural proficiencies each nine weeks. Students will need to own a tape recorder in order to prepare homework assignments. Fundamentals of music theory and history will be covered.

JAZZ CHOIR/VOICE CLASS (Rhythm & Blues) Course Numbers: 2954, 2955, 2956, 2957

Grade Level: 10, 11, 12

Synopsis: Focuses on voice development and All-State music and show music with the intent of performing multiple concerts.

MUSICAL PRODUCTIONS

Course Number:

Grade Level: 9, 10, 11, 12

Synopsis: This class returns to teach the technical side of theatre including sound, lights, costume props, set building and other production necessities. Requirement will include working backstage at the JH and HS musicals and cabarets.

MUSIC THEORY (Vocal)

Course Number: 2941

Grade Level: 10, 11, 12

Prerequisite: Approval of Director

Synopsis: This course is designed to prepare the student for college theory through music analysis and the teaching of the rudiments of song and part writing.

PIED PIPERS

Course Number: 2959

Grade Level: 9, 10, 11, 12

Prerequisite: Audition and Approval of Director

*Synopsis: A **Children's Improvisational Musical Drama troupe**. The Pipers will be improvisational, with every performance being a different and delightful blend of familiar fairy and folk tales, nursery rhymes, poems, games and songs. Every performance is designed for the age and number of children. The exposure to the world of children's literature ranges from Mother Goose to Shel Silverstein, Aesop to Sendak. Emphasis will be placed on performance and memorization and the ability to interact with kids and each other in a positive atmosphere. **This course is by audition only in the spring. Lab fee required.***

ART

ART I - INTRODUCTION TO ART

Course Number 2811

Grade Level: 9, 10

Synopsis: This two-semester course will consist of the fundamentals of drawing, color and design, printmaking, sculpture, and painting. Students will experiment with media including pencil, prisma, charcoal, oil pastels, watercolors, tempera, ink, and plaster. Art history is coordinated with the art assignments. Students are required to show satisfactory skill levels in at least three areas; an understanding of art and culture, and demonstrate knowledge of media. The expectation of exhibiting artwork is compatible with the curriculum for the second semester. (There will be a required lab fee plus required materials for this class.)

ART II

Course Number 2812

Grade Level 10, 11

Prerequisite: Successful completion of Art I and presentation of a satisfactory portfolio of completed art work, proof of portfolio, and art knowledge for transfers. Teacher recommendation required.

Synopsis: This two-semester course will build upon the fundamentals of drawing, color and design, printmaking, sculpture, and painting. Students will continue to use and experiment with media including pencil, prisma, charcoal, oil pastels, watercolors, tempera, and ink. Art history is coordinated with the art assignments. Students will broaden sculptural skills and have the option of silver jewelry construction. Students are required to show advanced skill levels in at least three areas, an understanding of art and culture, and demonstrate knowledge of media. Students will be expected to exhibit their artwork. (There will be a required lab fee plus required silver fee. Students may also be required to obtain minimum materials for selected projects.)

ART III

Course Number: 2833

Grade Level: 11, 12

Prerequisite: Successful completion of Art I, Art II and presentation of satisfactory portfolio of completed art work. Teacher recommendation required.

Synopsis: This two-semester course is designed for the serious art student who wishes to further master media and concepts in art. This course will evolve around the specific skills of the students and will be a continuation of experiences achieved in Art I and Art II. Students will develop additional levels of competency through printmaking, drawing, and sculpture. Students are required to show advanced skill levels in at least three areas, an understanding of art and culture, and demonstrate knowledge of media. Students will be expected to exhibit their artwork. (There will be a required lab fee plus required silver fee. Students may be required to obtain minimum materials for selected projects.)

ART IV

Course Number: 2993

Grade Level: 12

Prerequisite: Successful completion of Art I, Art II, Art III, and presentation of satisfactory portfolio of completed art work. Teacher recommendation required.

Synopsis: This two-semester course is designed for the serious art student who wishes to further master media and concepts in art. This course will evolve around the specific

skills of the students and will be a continuation of experiences achieved in previous years. Students will develop additional levels of competency through printmaking, drawing, and sculpture. Students are required to show advanced skill levels in at least three areas, an understanding of art and culture and demonstrate knowledge of media. Students will prepare a senior portfolio which demonstrates their ability and skill and provides the work for a senior exhibit. (There will be a required lab fee plus required silver fee. Students may be required to obtain minimum materials for selected projects.)

AP ART HISTORY

Course Number: 2835

Grade Level: 11, 12

Prerequisite: Recommendation of English teacher and/or world history teacher.

Synopsis: This is a two-semester course designed for the college bound student who is a devoted reader: “works of art are simultaneously material objects and historical documents and instruments of social communication.” In this course, students will learn to analyze art in all of these aspects. Through comparative analysis of artifacts drawn from many cultures and time periods, the course helps students develop the skills and knowledge essential to understanding the visual arts. Paintings, sculptures, collages, photographs, prints, and works in other media from the Americas, Europe, Africa, Asia, and Oceania are taken as case studies fueling our class discussions and study. There will be investigation into the various functions of art objects and the ways they acquire meanings and value for particular audiences. The guide for our study will be that of the College Board outline. Outline-a cumulative design by experienced AP Art History instructors. The goal and the expectation is that all art history students will successfully complete the AP Exam.

AP STUDIO ART I & II DRAWING or 2-D DESIGN

Course Number: 2826

Grade Level: 11, 12

Prerequisite: Successful completion of Art I, Art II and presentation of satisfactory portfolio of completed art work; students must demonstrate a strong sense of responsibility and self-motivation and be committed to fulfilling the expectation of a completed portfolio for testing. Teacher recommendation required.

Synopsis: This two-semester course is designed to fulfill the requirements set by the College Board. The student will complete a portfolio of a minimum of 24 works. Students will develop the quality and breadth of their work. (Some of these pieces may be pulled from the existing portfolio but must be of exceptional quality) This is a college level art course and should prepare students for further study at any art school or college art program. Students may select the drawing or the 2-dimensional portfolio to complete. This course requires extensive dedicated “home” time in order to complete the required amount of work. It is strongly suggested that students take two years of AP Studio Art in order to have the strongest portfolio. High standards for evaluation of work should be expected. (There will be a required lab fee plus required silver fee. Students may be required to obtain minimum materials for selected projects. The cost of the AP Portfolio fee is determined by scale of family income. Please inquire).

PHYSICAL EDUCATION

ADVENTURE SPORTS

Course Number: 3320

Grade: 11 and 12

Prerequisite: NONE

Synopsis: Adventure Sports is a class designed to expose students to a variety of outdoor activities that help promote a healthy lifestyle and respect for the outdoors. Portions of this class may require students to be physically active and participate in fitness-related assessments. An introduction to a variety of state and nationally recognized programs will be utilized, including but not limited to; Explore Bow-hunting, Explore Bow-fishing, Oklahoma Fishing in the Schools Program, Oklahoma Hunter Education, Oklahoma National Archery in the Schools Program.

CARE AND PREVENTION OF ATHLETIC INJURIES FOR HS TRAINERS

Grade Level: 9, 10, 11, 12

Course Number: 3361

Prerequisite: Instructor Permission – designed for athletic trainers

Synopsis: The class of Care and Prevention will develop a scientific background in introductory sections of anatomy, physiology, and kinesiology appropriately developed to provide students with a common background for understanding the various relationships of structure to function. Care and Prevention coursework will assist the athletic trainer in developing an integrated approach in terms of prevention, evaluation, and treatment of athletic injuries. This class will consist of hands-on labs, outside assignments, quizzes, and a detailed notebook.

COMPETITIVE ATHLETICS

Grade Level: 9, 10, 11, 12

Prerequisite: Coaches' recommendation

Synopsis: Students will participate in competitive interscholastic athletics. Participation is relative to OSSAA and local school board policies concerning eligibility and residency requirements. Continued participation in competitive athletics is contingent on acceptable levels of competition as evaluated by the coaching staff.

SPORT	GRADE LEVEL	COURSE NUMBER	SESSION
Boys' Athletics	9-12	3331	2 semesters
Baseball	HS	3336	Spring
Baseball	9	3348	Spring
Basketball – Boys	HS	3333	2 semesters
Basketball – Boys	9	3344	2 semesters
Cross Country –Boys	9-12	3339	Fall
Football	HS	3334	Fall
Football	9	3346	Fall
Golf – Boys	9-12	3338	Spring
9 th Wrestling	9	3347	2 semesters
Tennis – Boys	9-12	3349	Spring
Track - Boys	9-12	3340	Spring
Wrestling	HS	3335	2 semesters
Off-Season Weights	9-12	3342	2 semesters
Girls' Athletics	9-12	3330	2 semesters
Basketball - Girls	HS	3350	2 semesters
Basketball - Girls	9	3344	2 semesters
Cross Country - Girls	9-12	3351	Fall

Softball	9-12	3356	Fall
Golf - Girls	9-12	3353	Spring
Tennis - Girls	9-12	3353	Spring
Track - Girls	9-12	3345	Spring

DRIVER'S EDUCATION

Course Number: 2710

(Summer semester only)

Grade Level: 9, 10, 11, 12

Prerequisite: Students who enroll in Driver's Education must be 15 years old by the first day of class. Placement is determined by descending chronological age with an application deadline during pre enrollment.

Synopsis: Driver's education instructs the student regarding correct perception and decision-making techniques required for accident-free driving, plus attitudes essential for good citizenship on streets and highways. (A fee for summer school driver education will be assessed.)

HEALTH & WELLNESS

Course Number: 3311

Grade Level: 9, 10, 11, 12

Synopsis: A healthy life is where the components of health – physical, emotional, social, mental, spiritual, and environmental – are in balance. The Health curriculum will focus on the life skills necessary for a healthy life, and students will obtain tools for building a healthy life. Those tools include health assessments, effective communication practices, goal setting exercises, utilization of community resources, and practicing wellness.

INDIVIDUAL FITNESS AND INDIVIDUAL TEAM SPORTS (GIRLS)

Grade Level: 9, 10, 11, 12

Course Number: 3321, 3322, 3323, 3324

Prerequisite: Students who are not involved in any seventh hour varsity sport. Students are required to dress out, participate each day, and to furnish their own rubber-soled shoes (no black soles), towels, and other personal belongings.

Synopsis: A physical education class that develops and maintains strength, endurance, coordination, and efficiency in all body systems. Our goal is to develop the desire and knowledge to maintain physical fitness throughout life. Students will also gain an appreciation for lifetime recreational activities. This part of the program will include studies of a variety of team and individual sports and recreation activities. Physical fitness and weight training will be featured on three days and sports knowledge on the other days of the week. Grading will be based on dressing out, participation, and test scores.

PE / WEIGHT TRAINING (BOYS)

Course Number: 3325, 3326, 3327, 3328

Grade Level: 9, 10, 11, 12

Prerequisite: Cannot be enrolled in any varsity sports

Synopsis: Physical training will be emphasized during the first quarter with three days per week devoted to physical development. Two days a week will be devoted to understanding the concepts for the training schedule. Recreational activities will be added as the school term progresses. The student will gain an awareness of his physical needs, learn the value of physical conditioning, see the relationship that exists between health and physique, be able to work in groups toward a common goal, gain an

appreciation for lifetime recreational activities, and learn the value of safety during physical activity. The class will be graded on participation and the amount of improvement as each student progresses. Participation on a daily basis is required.

SPORTS OFFICIATING

Course Number:

Grade Level:

Synopsis: This course is designed to introduce young people to sports officiating. There is a constant need for new officials in all sports at all levels. This course will educate young people on the many benefits of sports officiating, including but not limited to lifetime health and wellness, financial gain, self-esteem and a feeling of accomplishment. This course will also enable students to develop long-term relationships in this area.

U.S. ARMY JROTC

The objectives of JROTC are to prepare high school students for responsible leadership roles while making them aware of their rights, responsibilities, and privileges as American citizens. The program is a stimulus for promoting graduation from high school, and it provides instruction and rewarding opportunities which will benefit the student, the community, and the nation.

The four-year JROTC program is divided into various sub-courses designed to prepare the cadet for the following year. Sub-courses included in the program include introduction to ROTC and the Army; service/ROTC opportunities; leadership, drill and ceremonies; hygiene and first aid; military map reading; marksmanship and weapons safety; oral communications; and military history.

Third or fourth year cadets are officers and non-commissioned officers of the Cadet Corps.

JROTC DRILL/COLOR GUARD COMPETITION TEAM

Course Number: 6506

Grade Level: 9, 10, 11, 12

Prerequisite: Currently enrolled in JROTC and receive instructor approval

*Synopsis: This course prepares JROTC cadets for future competitions within the realm of JROTC. Students learn and practice methods of instruction for both drill and color guard teams, preparing these teams based upon a specific sequence for a minimum of four competitions per year; knowing and understanding the manual of arms using the M1903 facsimile rifle; as well as knowing the manual of arms for Guideon. Class size is limited to 30 cadets and all **cadets must receive instructor approval to enroll** in this class. Students are required to maintain academic eligibility in order to compete. This class is two semesters and cadets receive .5 credits per semester as an elective.*

JROTC MARKSMANSHIP COMPETITION TEAM

Course Number: 6505

Grade Level: 9, 10, 11, 12

Prerequisite: Currently enrolled in JROTC and receive instructor approval

Synopsis: Cadets must be selected to the pellet rifle marksmanship team. These Cadets learn and practice proper shooting techniques, practice safety procedures to prepare for future competitions and conduct maintenance on equipment and shooting range as

required. Cadets fire the Daisy pellet rifle during this class. Class size is limited to 15 and all cadets must receive instructor approval to enroll in this class. Students are required to maintain academic eligibility in order to compete. This class is two semesters and cadets receive .5 credits per semester as an elective.

JROTC I

Course Number: 6507

Grade Level: 9, 10, 11, 12

JROTC I is an introductory course that encourages initiative and self confidence. Students in JROTC gain knowledge and develop skills in oral and written communication techniques, reading comprehension, leadership, physical fitness, first aid and health, map reading, citizenship, history, and math skills. This course develops attitudes of understanding and tolerance with a strong emphasis on developing personal responsibility and a strong sense of teamwork. Students participate in precision drill, color guards and other co-curricular activities. Students are required to wear the JROTC uniform once a week or when designated by the senior army instructor. Students will purchase a JROTC T-Shirt for PT and other activities. Students who successfully complete this course may be eligible to participate in a summer leadership camp. This course is two semesters, one credit.

Synopsis: Introduction to Leadership Education and Training (LET 1 first-year cadets)

JROTC II

Course Number: 6508

Grade Level: 10, 11, 12

Prerequisite: JROTC I

Students will gain an understanding of the importance for career planning, goal setting, and time management. Students practice leadership and the ability to live and work cooperatively with others through the effective understanding and application of the leadership traits, principle, styles and values. Students demonstrate the effective understanding and application of management techniques, the planning process, and the decision-making/problem solving process. Students assist instructors in teaching precision drill and other various classes to first year cadets. Students demonstrate knowledge of the ethical values and principles that underlie good citizenship. Students are required to wear the JROTC uniform once a week or when designated by the senior army instructor. Students will purchase a JROTC T-Shirt for PT and other activities. Students who successfully complete this course may be eligible to participate in a summer leadership camp. This course is two semesters, one credit.

Synopsis: Intermediate Leadership Education and Training (LET 2 second-year cadets)

JROTC III

Course Number: 6509

Grade Level: 11, 12

Prerequisite: JROTC I, II

This course exposes students to applied leadership and focuses on the effective leader. It provides an examination of the basic theories of leadership and leader behavior. It develops the student's abilities to analyze, evaluate and solve leadership problems through simulation exercises. Emphasis is placed on developing personal accountability and a strong sense of teamwork. Students are required to wear the JROTC uniform once a week or when designated by the senior army instructor. Students will purchase a JROTC

T-Shirt for PT and other activities. Students who successfully complete this course may be eligible to participate in a summer leadership camp. This course is two semesters, one credit.

Synopsis: Applied Leadership Education and Training (LET 3 third-year cadets)

JROTC IV

Course Number: 6510

Grade Level: 12

Prerequisite: JROTC I, II, III

In this capstone course, students practice the principals, objectives, and techniques of leadership/management. Emphasis is on problem analysis and decision-making, delegation and control, planning and organizing, and interpersonal skills required for effective management. Students experience the functions of leadership and the special problems associated with it. This course prepares students for responsible leadership roles while making them aware of their rights, responsibilities and privileges as American citizens. Students are required to wear the JROTC uniform once a week or when designated by the senior army instructor. Students will purchase a JROTC T-Shirt for PT and other activities. This course is two semesters, one credit.

Synopsis: Advanced Leadership Education and Training (LET 4 fourth-year cadets)

SPECIAL EDUCATION

Guthrie High School offers special education programs to ensure that all children with disabilities have access to a free and appropriate education. This includes special education and related services to meet their unique needs as required by the Oklahoma State Plan for Special Education and the Individuals with Disabilities Act. All programs require referral, testing, placement, an Individualized Education Program in the least restrictive environment, and transitional services. For further information consult the appropriate high school counselor or the Special Education Director at the Guthrie Public School Administration Building at 802 East Vilas.

LEADERSHIP

STUDENT LEADERS - STUCO

Course Number: 0010

Grade Level: 10, 11, 12

Prerequisite: Instructor Permission

Synopsis: The purpose of the leadership class is to develop good citizenship through experience in government and leadership and to promote and encourage activities for the best interest of the school. To also create a spirit of cooperation between students and the faculty. To coordinate and regulate student activities, and to promote excellence for the school by upholding high standards of personal conduct.

AGRICULTURE EDUCATION

The Guthrie AgED program consists of three elements:

Organized instruction is the classroom instruction carried out in the shop, the greenhouse, the school farm, the extended classroom, or on field trips.

Supervised agricultural experience is individual student application of knowledge and skills acquired through the classroom instruction and put to practical use outside the classroom and under the supervision of the agricultural education teacher.

FFA activities require a combination of classroom instruction, laboratory activities, and supervised agricultural experience.

The close correlation between instruction, experience, and activity makes the program vocational by nature. The FFA, as an integral part of each of the other program elements, has the unique characteristic of binding them together. It is a prerequisite of all agriculture education classes that a student become a member of the FFA.

AGRICULTURE COMMUNICATIONS

Course Number: 8253

Grade Level: 11, 12

Synopsis: This major area of study provides students interested in the field of communications with the skills necessary for an entry-level position in the industry and the knowledge base to continue into a related college degree program. Course content includes technical writing, photography, computer skills, news and radio reporting, public relations, and public speaking. Enrollment by pre-approval of instructor only.

AGRICULTURAL POWER AND TECHNOLOGY

Course Number: 8221

Grade Level: 10, 11, 12

Prerequisite: Due to the equipment used in this class, instructor approval is required and insurance is strongly suggested.

Synopsis: This course will consist of advanced arc welding, advanced oxyacetylene welding, cutting, plumbing, aluminum welding, plasma cutting, concrete and masonry, tool fitting, and project construction.

AGRICULTURAL POWER AND TECHNOLOGY II

Course Number: 8222

Grade Level: 11, 12

Prerequisite: Due to the equipment used in this class, instructor approval is required and insurance is strongly suggested.

Synopsis: This course will consist of electricity, tractor maintenance, small gas engines, advanced arc welding, oxyacetylene welding and cutting, inert gas welding, MIG welding, project construction, aluminum welding, and plasma cutting.

AGRISCIENCE I

Course Number: 8211

Grade Level: 9

Synopsis: Students will be introduced to the FFA and have the opportunity to participate in numerous FFA activities. Included are livestock shows, career development activities, speech contests, and parliamentary procedure contests. In addition, they will get to experience agriculture through animal science, plant science, agricultural economics, recordkeeping and agricultural mechanics.

AGRISCIENCE II

Course Number: 8212

Grade Level: 10, 11, 12

Synopsis: Students will receive instruction in leadership abilities, financial competency, plant and soil science, animal science, and agricultural mechanics. Agriscience II will continue the foundation of knowledge and skills begun in Agriscience I, a foundation students will need for assuming roles of leadership.

ANIMAL SCIENCE I

Course Number: 8231

Grade Level: 10, 11, 12

Synopsis: The student will be involved in the areas of production agriculture. Topics covered are animal care and management, artificial insemination and embryo transfer, feeds and feeding, marketing, and basic skills related to animal production.

ANIMAL SCIENCE II

Course Number: 8232

Grade Level: 11, 12

Synopsis: This course will focus on the agribusiness aspect of the AgEd program. Students will receive instruction in job responsibilities, human relationships, personal development, leadership, and parliamentary procedure. Students wishing to participate in public speaking and parliamentary procedure are encouraged to take this class.

ENVIRONMENTAL SCIENCE AND NATURAL RESOURCES

Course Number: 8270

Grade Level: 10, 11, 12

Synopsis: Curriculum emphasizes the principles and processes in conserving and/or improving natural resources such as air, water, land, wildlife, habitat, forestry, and energy for economic and recreational purposes.

HORTICULTURE I

Course Number: 8131

Grade Level: 10, 11, 12

Synopsis: Students are introduced to the broad field of horticulture. Areas to be covered include beginning a career in horticulture, introduction to safety, growing facilities, greenhouse watering, floral design, deciduous plants, plant growth media, fertilizers, plant propagation, transplanting, and fruits and vegetables. Basic knowledge and skills will be presented in the classroom and practical knowledge will be put to use in the greenhouses. FFA and supervised agricultural experience activities are an integral part of the course.

HORTICULTURE II

Course Number: 8132

Grade Level: 11, 12

Synopsis: Instruction focuses on ornamental horticulture, landscape design, interior plantscapes, greenhouse management, floral design, and chemical safety. Other areas to be covered include evergreens, pruning, fertilizers, garden and plant judging will be studied with the aid of the greenhouses. Individual projects will be carried out in the greenhouses. FFA activities are an integral part of this course.

HORTICULTURE III

Course Number: 8133

Grade Level: 11, 12

Synopsis: This class will provide students with practical knowledge about greenhouses that will make them better equipped to be successful in the work place. It is designed for the more serious horticulture student.

SOIL, PLANT AND CROP SCIENCE

Course Number: 8233

Grade Level: 10, 11, 12

Synopsis: This course will cover areas such as soils, fertilizers, soil conservation practices, land uses, legal descriptions, seed growth and reproduction, pest control, native and tame pastures, and price trends.

FAMILY AND CONSUMER SCIENCES

All students are expected to be a member of the Family Career and Community Leaders of America and to take an active part in the organization. FCCLA activities are an integral part of the vocational family and consumer science curriculum.

ADULT AND FAMILY LIVING

Course Number: 8610

(One semester)

Grade Level: 10, 11, 12

Prerequisite: FACS I

Synopsis: This course is designed to help prepare students for their roles as adults in the home and in their careers. Areas of instruction, activities, and practical application are in consumer education, nutrition, parenthood education, relationships, and management of resources.

FACS CAPSTONE

(One semester)

Grade Level: 10, 11, 12

Prerequisite: Teacher approval

Synopsis: The FACS CareerTech Capstone experience involves identifying a problem in a real-world setting, and developing the means to address it. Students will complete projects, portfolios, and presentations which are used to measure the attainment of curricular outcomes and competencies that fall within the FACS career pathways. Goals for the capstone experience include problem solving, synthesizing information, integrating technology, and furthering both personal and public interest in FACS areas. Final projects are interactive, and should be something that can be implemented within the community.

FAMILY AND CONSUMER SCIENCE I

Course Number: 8711

Grade Level: 9

Synopsis: This course is designed to provide students with basic information and skills needed to function effectively within the family and within a changing, complex society. Emphasis is given to the development of competencies related to: health and safety procedures related to child care; family and individual health; nutrition and food selection; meal planning, preparation, and service; and career skills. Upon completion of this course, the student should have developed basic life skills that promote a positive influence on the quality of life. Student leadership through Family, Career and Community Leaders of America (FCCLA), is an integral part of this course.

FOOD SCIENCE & PERSONAL NUTRITION

Course Number: 8650

(One semester)

Grade Level: 10, 11, 12

Prerequisite: FACS I

Synopsis: Food Science and Personal Nutrition is an in-depth course designed to increase knowledge and skills in nutrition, consumer food planning, purchasing, preparation, and preservation. Eating disorders and special diets are supplemental areas. Attention is also focused on employment in food-related occupations and in developing social and entertainment skills. Science concepts and theories are applied throughout the course.

HOUSING AND HOME FURNISHINGS

Course Number: 8660

(One semester)

Grade Level: 10-12

Prerequisite: FACS I

Synopsis: The focus of the Housing and Home Furnishings class is to increase knowledge and develop skills in living space and its design, home selection and home finance, housing exteriors and interiors, selection and purchase of furnishings, and employment opportunities in the area of housing and home furnishings.

MARRIAGE AND FAMILY LIFE

Course Number: 8670

(One semester)

Grade Level: 10, 11, 12

Prerequisite: FACS I

Synopsis: This course is designed to provide knowledge of family life and factors that influence lifestyles and decisions. Attention is focused on marriage and family skills, life choices, and parenthood and family changes. Marriage and Family Life is intended as the basic course from which students gain the knowledge to develop relationships effectively and deal with the many relationships that are a part of everyday life.

PARENTING AND CHILD DEVELOPMENT

Course Number: 8630

(One semester)

Grade Level: 10, 11, 12

Prerequisite: FACS I

Synopsis: This course is designed to provide basic knowledge of child development and to develop skills necessary to care for children and promote children's development. Students also examine theorists, child health, first aid and nutrition. Students should have

opportunities to guide children's behavior and meet the needs of special age groups. Careers in early childhood care and education are explored.

PERSONAL CLOTHING MANAGEMENT

Course Number: 8611

(One semester)

Grade Level: 10, 11, 12

Prerequisite: FACS I

Synopsis: This is a total clothing management course that develops planning, buying, and practical construction skills. Attention is focused on wardrobe planning, time- and money-saving techniques to stretch the clothing dollar, and clothing care and maintenance. This course is designed to encourage student creativity and develop practical skills through project construction.

CONCURRENT ENROLLMENT

Guthrie High School students who are concurrently enrolled in higher education course(s) will be awarded both high school and college credit for course work completed during the academic year. EOI tested subjects (Algebra II, Geometry, US History, English II & III, and Biology) will not be eligible for dual credit through concurrent enrollment.

If a student chooses to take a course that is approved on the State Department of Education's review list, but correlates credit to an EOI-tested subject, the concurrent course will be transcribed as an elective, with a P, F, or NC grade. The grade a student receives in a non-EOI tested concurrent class will be figured into the student's high school grade point average.

If a student withdraws from the college course by the "Withdraw without grade" (or equivalent) deadline, then the student will receive an NC on their transcript.

The following table will be used as a guide when considering dual academic credit:

College Algebra	Correlated to	1 unit HS Algebra III*
General Biology (w/ lab)	Correlated to	1 unit HS Biology II
English Comp 1	Correlated to	½ unit (1 st sem) HS English IV
English Comp 2	Correlated to	½ unit (2 nd sem) HS English IV
American Federal Government	Correlated to	½ unit HS American Government
Introduction to Speech	Correlated to	½ unit HS Speech

~~*Except for Algebra III, all correlations are on the approved list from SB 290 of 2009. We will need to ask for additional review from the SDE for this listing.~~

~~It is also recommended that in the future, additional courses in other areas, including but not limited to, the Arts and Humanities be reviewed for possible inclusion in this list.~~

It is the responsibility of the student to submit their final transcript upon completion of the course to receive credit. The transcript must be received in the counselor's office within two weeks of the ending of the high school semester. Any student, who is concurrently enrolled and withdraws or fails to attend the concurrently enrolled classes, must immediately return to Guthrie High School for enrollment.

MERIDIAN TECHNOLOGY CENTER

Juniors and seniors may enroll in Meridian Technology Center (MTC) courses. Students enrolled in the Technology Center will receive 4 units of credit (maximum) through Guthrie High School for each am/pm block. Students who drop MTC after the second week of school will lose those credits and will not be able to enroll in classes at Guthrie High School for credit until the beginning of the next semester.

Through cooperative alliance agreements, Meridian Technology Center students are eligible to earn college credit by successfully completing certain coursework within selected training programs.

Meridian Technology Center Course Offerings

Air Conditioning and Refrigeration

Automotive Technology

Biotechnology

Business Technology

Collision Repair Technology

Computed Aided Drafting

Cosmetology

Culinary Arts

Electrical Technology

Health Careers

Health Informatics Technology

Information Technology

Machine Tool/CNC Machining

Manufacturing Technology

Masonry

Pharmacy Technician

Precision Metal Fabrication

Pre-Engineering Technology

Residential & Commercial Construction

Welding Technology

MEMORANDUM:

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

FROM: Eldona Woodruff, Director of Special Education

SUBJECT: Professional Service Agreement with Teresa Ewing to provide Physical
Therapy Services

DATE: June 1, 2015

Attached is an agreement with Teresa Ewing to provide Physical Therapy services for Guthrie Public Schools during the 2015-2016 school year. Ms. Ewing has provided this service to Guthrie Public Schools for two years through an agreement with the University of Oklahoma Health Sciences Center and five years as an independent contractor. Ms. Ewing has agreed to continue to provide this service at a rate a \$60.00 per hour for services and travel time plus mileage reimbursed at the Oklahoma State Travel Reimbursement Act rate. There is no increase in the hourly rate. The cost of this service will be approximately \$48,000.

Additional Quotes

Career Staff \$69 per hour plus mileage at the IRS Reimbursement Rate
ProCare Therapy \$65-\$75 per hour
Ardor Health Solutions \$62 - \$72 per hour
Supplemental Health starting at \$62 per hour
National \$76 per hour

Thank you.

PROFESSIONAL SERVICES AGREEMENT

Period of Performance: July 1, 2015 to June 30, 2016

This Service Agreement is entered into on this 1st day of July 2015 by and between Teresa Ewing, Physical Therapist and Guthrie Public Schools (“Guthrie”).

Whereas, Guthrie desires Teresa Ewing, PT to provide certain services, and:

Whereas, Teresa Ewing, PT is uniquely situated to assist Guthrie in the provision of some of those services, as described below,

Now, therefore, in consideration of the foregoing and the mutual covenants contained herein, the parties agree as follows:

1. Teresa Ewing, PT will provide the following services for the referenced price to Guthrie:
 - a. Physical Therapy evaluations as needed
 - b. Physical Therapy interventions as needed
 - c. Training as needed:
 - i. Training on PT intervention techniques to paraprofessionals, teachers, or administration.
 - d. Consultation as needed
 - i. Consult with teachers about PT techniques to implement in the classroom setting.
 - e. Attend eligibility and IEP meetings upon request of teachers or the Director of Special Education.
 - f. Teresa Ewing, PT will provide reports as followed by the Oklahoma State Department of Education guidelines.
 - i. Progress reports as needed
 - j. Evaluations
2. Guthrie will pay Teresa Ewing, PT \$60.00/hour for services performed at Guthrie and preparation time plus mileage round trip and \$60/hour for travel time to and from the home of Teresa Ewing reimbursed at the current Oklahoma State Travel Reimbursement Act rate.
3. Teresa Ewing, PT will invoice Guthrie monthly for the services, and Guthrie will pay Teresa Ewing, PT no later than thirty (30)

days following the receipt of the invoice. Checks will be made payable to Teresa Ewing and sent to:

Teresa Ewing
2721 NW 206th
Edmond, Ok 73012

4. The term of this Agreement shall be from July 1, 2015 to June 30, 2016.
5. Either party may terminate the Agreement upon thirty (30) days written notice to the other party. Either party may terminate this Agreement immediately upon written notice in the event of material breach of this Agreement.

Agreed and Accepted:

Teresa Ewing, PT

Guthrie Public Schools

Authorized Signature

Printed Name: _____
2721 NW 206th
Edmond, OK 73012

Authorized Signature

Printed Name: _____
802 E. Vilas
Guthrie, OK 73044

MEMORANDUM:

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

FROM: Eldona Woodruff, Director of Special Education

SUBJECT: Agreement with Christine Hayes to provide Speech Language Services for the 2015-2016 school year.

DATE: June 1, 2015

Attached is an agreement with Christine Hayes to provide Speech Language Services for the 2015-2016 school year. Ms. Hayes has agreed to continue to provide this service at a rate of \$55 per hour. She has contracts with other agencies ranging from \$60 - \$72 per hour. She has agreed to provide this service for up to 21 hours a week at \$55 per hour plus mileage at the Oklahoma State Travel Reimbursement Act rate. There is no increase in the hourly rate. The approximate cost of this service will be \$41,580 plus mileage at \$1500 for a total of approximately \$43,080.

Additional Quotes received:

Career Staff \$69 per hour
Pro Care Therapy \$65-\$75 per hour
Ardor Health Solution \$62 - \$72 per hour
Supplemental Health starting at \$62 per hour
Solient \$67 per hour
Sunbelt Staffing \$68 per hour
Amy Burroughs \$60 per hour

Thank you.

CONTRACT FOR SPEECH LANGUAGE PATHOLOGY SERVICES
2015-2016

This contract is by and between Guthrie Public Schools District 1-001 and Christine Hayes M.S. CCC-SLP, for speech language pathology services for the 2015-2016 school year.

Term of Contract: The term of this contract shall commence the 20th day of August, 2015, and shall continue through the 30th day of June, 2016, at which time the contract shall automatically terminate.

Contracted Services: During the term of this contract, Christine Hayes, Speech Language Pathologist, agrees to provide the following services when and if requested by the Guthrie Public School District:

Provide speech language screenings and evaluations with written summary /report in compliance with procedural guidelines;

Provide appropriate and ethical speech language therapy as indicated by individual students' IEP or RTI plan, and provide consultation services;

Complete all required paperwork, and attend/coordinate IEP and eligibility meetings.

Compensation: Christine Hayes shall be paid compensation for contracted services rendered at the request of Guthrie Public Schools upon proper performance of services and receipt of billing and mileage claim. Christine Hayes, will provide such services for \$55.00 per hour plus mileage charged at the Oklahoma State Travel Reimbursement Act rate.

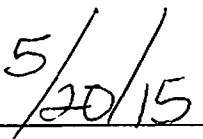
Termination: Either party may terminate this contract upon thirty (30) days written notice.

For Guthrie Public Schools

Date



Christine Hayes



Date

MINUTES AND RESOLUTION AUTHORIZING SALE OF BONDS

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 REGULAR SESSION AT THE BOARD OF EDUCATION BUILDING, 802 EAST VILAS, GUTHRIE, OKLAHOMA, IN SAID SCHOOL DISTRICT ON THE 8TH DAY OF JUNE, 2015, AT 7:00 O'CLOCK P.M.

PRESENT:

ABSENT:

Notice of the schedule of regular meetings of the School District for the calendar year 2015 was given in writing to County Clerk of Logan County, Oklahoma, at 9:44 o'clock a.m. on the 13th day of November, 2014, and public notice of this meeting was given in writing, setting forth the date, time, place and agenda was posted at the front entrance to 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 p.m. on the __ day of June, 2015, 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)

Thereupon, _____ introduced a Resolution by reading the Title and upon motion by _____, seconded by _____ said Resolution was adopted by the following vote:

AYE:

NAY:

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 FIXING THE AMOUNT OF BONDS TO MATURE EACH YEAR; FIXING THE TIME AND PLACE THE BONDS ARE TO BE SOLD; APPROVING THE PRELIMINARY OFFICIAL STATEMENT AND AUTHORIZING DISTRIBUTION OF SAME; AUTHORIZING THE CLERK TO GIVE NOTICE OF SAID SALE AS REQUIRED BY LAW; DESIGNATING A REGISTRAR/PAYING AGENT FOR THE BONDS AND APPROVING OTHER MATTERS RELATED TO THE ISSUANCE OF SAID BONDS.

WHEREAS, the issuance of bonds by Independent School District Number 1 of Logan County, Oklahoma, in the sum of Sixteen Million Two Hundred Thousand Dollars (\$16,200,000) to provide funds for the purpose of (i) repairing, renovating and making improvements to Central Elementary School, Fogarty Elementary School, Guthrie Upper Elementary School, Guthrie Jr. High School and Guthrie High School, including but not limited to, roof replacement, replacement of HVAC unit ventilators, window replacement and tuck point exterior repair, (ii) acquiring classroom technology equipment, including additional computers, software licenses and service agreements at sites district wide, and (iii) constructing, equipping, and furnishing a new elementary school to be located just East of the intersection of Douglas and Charter Oak to accommodate increased student growth in the southern part of the school district which will have a planned capacity of five hundred (500) students and will be approximately 50,000 square feet in size, has been duly authorized at an election held for that purpose and certified by the County Election Board of Logan County, Oklahoma on the 15th day of May, 2015; and

WHEREAS, the Board of Education of Independent School District Number 1 of Logan County, Oklahoma, pursuant to Title 62, Oklahoma Statutes 2011, Sections 353 and 354, as amended, has determined to issue at this time \$2,000,000 of the authorized bonds for the purpose of repairs, renovations and improvements to Central Elementary, Fogarty Elementary and Guthrie Upper Elementary School, including but not limited to, roof replacement, replacement of HVAC unit ventilators, window replacement and tuck point exterior repair as authorized at an election held on May 12, 2015, for such purposes.

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

SECTION 1. That the \$2,000,000 of building bonds of Independent School District Number 1 of Logan County, Oklahoma, voted on May 12, 2015, shall be offered for sale as authorized by Title 62, Oklahoma Statutes 2011, Sections 353 and 354, as amended, shall be sold at public sale and shall be called "Building Bonds, Series 2015".

SECTION 2. That the Building Bonds, Series 2015 in the amount of \$2,000,000 of Independent School District Number 1 of Logan County, Oklahoma, voted on May 12, 2015, shall be offered for sale and received in the form of sealed bid, facsimile bid, electronic (Parity[®]) bid or similar secure electronic bid at the office of the Assistant Superintendent, at the Board of Education Building located at 802 E. Vilas, Guthrie, Oklahoma, on the 13th day of July, 2015, at 11:00 o'clock, A.M., Central Time, and that said Bonds shall become due \$2,000,000 in two years from their date. The Board of Education intends to convene at 7:00 O'clock, P.M. on said date and at said location to consider and take action on the bonds.

SECTION 3. That BOKF, NA dba Bank of Oklahoma, Oklahoma City, Oklahoma, is hereby designated as Registrar /Paying Agent for said Bonds.

SECTION 4. That the Preliminary Official Statement pertaining to the Bonds is deemed by the Board of Education to be "near final" in accordance with the requirements of Rule 15c2-12 of the Securities and Exchange Commission promulgated pursuant to the Securities Exchange Act of 1934. The Board of Education further, authorizes distribution of the Preliminary Official Statement by the Financial Advisor in connection with the sale of the Bonds.

SECTION 5. That the President or Vice President of the Board of Education is hereby authorized and directed to approve and the Clerk or Deputy Clerk of the Board of Education is hereby ordered and directed to cause notice of the sale of said Bonds to be given as required by law.

PASSED AND APPROVED THIS 8TH DAY OF JUNE, 2015.

President, Board of Education

ATTEST:

Clerk, Board of Education

(SEAL)

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 of Logan County, Oklahoma, hereby certify that the foregoing is a true and complete copy of a Resolution authorizing the sale of bonds for the purposes therein set out, adopted by said Board and transcript of proceedings of said Board, at a regular 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 appears of record in my office.

WITNESS my hand and official seal this 8th day of June, 2015.

Clerk, Board of Education

(SEAL)



Board of Education Personnel Reports

Employment Request

Classification		Certified				
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Benson, Jay	Cotteral	Pre-K	08/14/15		6	Janice Hand
Curfman, Stephani	Fogarty	3rd Grade	08/14/15		6	Melissa Turney
Dayton, Tricia	Junior High	Title I Math	08/14/15		6	Julie Bertolino
Dees, Stacie	High School	Algebra II	08/14/15		6	Tim Flanagan
Dement, Adam	GUES	6th Gr Math	08/14/15		6	Alexandra Cernigliaro
Gallupe, Connie	Fogarty	3rd Grade	08/14/15		6	Shelayna Knott
Geurin, Mary	Central	Sp Ed Mild/Mod Central	08/14/15		6	Patricia Catlin
Goddard, Evangeli	GUES	5th Grade	08/14/15		6	James Fiddler
Lile, Amanda	Junior High	FACS	08/14/15		6	Jeanette Blevins
Midgett, Jenea	Fogarty	2nd Grade	08/14/15		6	Ashley Bryant
Palmer, Jessica	High School	Sp Ed Mild/Mod	08/14/15		6	Carolyn Hall
Robinson, Mark	GUES	Social Studies 6th Gr	08/14/15		6	Marc Cook
Rogers, Catherine	Junior High	8th Gr English	08/14/15		6	Jacque Rambo
Schneider, Trier	Fogarty	3rd Grade	08/14/15		6	Tricia Hunter
Wagner, Allyson	Central	1st Grade	08/14/15		6	New Position
Williams, Jaclyn	Central	1st Grade	08/14/15		6	Lesley Cotton
Wilson, Ashley	GUES	5th Grade	08/14/15		6	Joan Hagy

Classification		Support				
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Braggs, Naymon	Fogarty	Custodian	05/26/15	3	8	New Position
Gilmore, Deborah	Junior High	ELL Para 1/2 Time	08/14/15	3	4	New Position
Harmon, Michael	High School	Sp Ed Paraprofessional	08/14/15	3	7.5	Valerie Barham
Sells, Melissa	Fogarty	Deaf Interpreter	08/14/15		7.5	Rebecca Brown

FMLA Request

Support: 2

Certified: 0

Transfer of Position Report

Classification		Certified			
Name	Transferred From	Transferred To	Replacing	Transfer Date	
Bertolino, Julie	Title I Math	Sp Ed Mild/Moderate	Anthony Bowie	8/14/2015	
Brown, Carmen	Kindergarten Cotteral	2nd Grade Fogarty	Katie Datin	8/14/2015	
Cotton, Lesley	1st Grade	Fogarty Intern Asst. Princ	Letha Bauter	7/31/2015	
Field, Paige	Pre-K	Kindergarten	Carmen Brown	8/14/2015	
Geiser, Justin	ISS	7th Grade Geography	Mary Webb	8/14/2015	
Gilmore, Russ	OK History HS	History Faver	Thomas Sanders	8/14/2015	
Jones, Lisa	7th Grade English	8th Grade History	Patrick Howard	8/14/2015	
Knapp, Kristin	2nd Grade	Vocal Fogarty	Deborah Vogt	8/14/2015	
Sanders, Thomas	History Faver	OK History HS	Russ Gilmore	8/14/2015	



Board of Education Personnel Reports

Snow, Allison	History High School	Pre-K Cotteral	Brenda Prescott	8/14/2015
Turney, Melissa	3rd Grade	Teacher Interventionist	New Position	8/14/2015

Classification	Support			
Name	Transferred From	Transferred To	Replacing	Transfer Date
Mendoza, Beatriz	Districtwide Custodian	Jr. High Custodian	New Position	5/6/2015

Separation of Employment

Classification	Certified			
Name	Site	Teaching Assignment	Reason for Separation	Effective Date
Cloud, Ashleigh	High School	English I	Resigning	5/22/2015
Hunter, Trisha	Fogarty	3rd Grade	Resigning	5/22/2015
Knott, Shelayna	Fogarty	3rd Grade	Resigning	5/22/2015

Classification	Support			
Name	Site	Teaching Assignment	Reason for Separation	Effective Date
Brown, Rebecca	Fogarty	Deaf Interpreter	Resigning	5/22/2015
Travis, Toni	Maintenance	Full Time Sub Custodian	Terminated	5/22/2015

Recommendations on GPS 2014-2015 Temporary Contract Teachers for Employment for 2015-2016

<i>Temp to Prob</i>	<i>Temp to Temp 1 Sem</i>	<i>Last Name</i>	<i>First Name</i>	<i>Teacher Assignment</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Barrie	Amy	Reading 6th Grade
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bohlman	Patti	Sp Ed Mild/Mod 1/2 ID 1/2 LD
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Brandon	Brenda	Sp Ed EC
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Catlin	Patricia	Sp Ed Mild/Mod K-3 DD/ED
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Davidson	Tia	2nd Grade
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Fields	Monetta	Algebra I
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Geiser	Justin	In School Supervision
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hays	DaNena	5th Grade
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Higgins	Katie	Sp Ed Mild/Mod LD 4th Gr
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hoskins	Ryan	Biology
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Hoskins	Stacie	6th Grade Language Arts
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Howard	Patrick	US History 8th Grade
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jensen	Kathleen	Library Media Specialist
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Langley	Chase	Math
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Meek	Diana	English
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Myers	Monte	Algebra
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Reynolds	Rachael	Keyboarding/Computer Apps
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ross	Aubrey	Vocal Music
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Smith	Lauren	English
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stevenson	Jennifer	Sp Ed Mild/Mod 10-12 LD/Eng
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Strong	Rachael	Journalism/Yearbook
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Thompson	April	Counselor
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ward	Delma	1st Grade
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Wells	Cameron	Band Director
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Avila	Emily	1st Grade
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ball	Melanie	4th Grade
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bennett	Terry	Physical Education
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bertels	Emily	Spanish I
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Breshears	Megan	Third Grade
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Bronk	Tina	Science

<i>Temp to Prob</i>	<i>Temp to Temp 1 Sem</i>	<i>Last Name</i>	<i>First Name</i>	<i>Teacher Assignment</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Carris	Cindy	English 1/2 day
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delaney	Joni	3rd Grade
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dement	Tiffany	Biology I & II
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Drake	Clay	Vocational Agriculture
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Edwards	Daylon	Environmental Science
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Field	Paige	Pre-K
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Finnicum	Kristin	5th Grade
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Frederick	Anna	Speech Language Pathologist
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Freeman	Shelby	1st Grade
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Garrett	Carissa	6th Grade Language Arts
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Gustafson	Cynthia	Music 4th - 6th Grades
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hankins	Jacky	PE Teacher/Head Girls BB Co
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Helmberger	Mechelle	1st Grade
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Henderson	Ashley	1st Grade
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Hooper	Kristen	Sp Ed
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Johnson	Patricia	English IV
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Jones	James	Vocational Agriculture
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Jones	Lisa	7th Grade English
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Jordan	Tina	Deaf Ed/Hi Teacher
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lee	Allison	German/Computer Apps
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Longnecker	Deborah	4th Grade
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lucas	Lori	English II
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Miller	Jordan	Vo Ag Instructor
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Moffitt	Angela	English/ACE Remediation
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Moore	Amanda	FCCLA
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Murray	Julie	Mild/Mod HS
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Neely	Melissa	Kindergarten
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Porter	Laura	Secondary Sp Ed Mild/Mod
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Rife	Amanda	8th Grade English
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Senz	Elsbeth	English III
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Snow	Allison	US History
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Turney	Melissa	3rd Grade
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Walters	Kara	Sp. Ed. Elem. Severe/Prof.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Washington	Jonathan	7th Grade Geography
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Weir	Theresa	5th Grade

<i>Temp to Prob</i>	<i>Temp to Temp 1 Sem</i>	<i>Last Name</i>	<i>First Name</i>	<i>Teacher Assignment</i>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Williams	Stephanie	4th Grade
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Williamson	Jayne	Instructional Coach
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wright	Tracy	2nd Grade

2015-2016 Cotteral Academic Extra Duty Assignments

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>COTT</i>			
	Bus Loading Supervision - Cotteral (1st Semester)	\$500.00	Stansbury, Tonya
	Bus Loading Supervision - Cotteral (1st Semester)	\$500.00	Crockett, Russell
	Bus Loading Supervision - Cotteral (1st Semester)	\$500.00	Beeby, Laura
	Bus Loading Supervision - Cotteral (1st Semester)	\$500.00	Jensen, Kathleen
	Bus Loading Supervision - Cotteral (2nd Semester)	\$500.00	Stansbury, Tonya
	Bus Loading Supervision - Cotteral (2nd Semester)	\$500.00	Stansbury, Tonya
	Bus Loading Supervision - Cotteral (2nd Semester)	\$500.00	Crockett, Russell
	Bus Loading Supervision - Cotteral (2nd Semester)	\$500.00	Beeby, Laura
	Bus Loading Supervision - Cotteral (2nd Semester)	\$500.00	Jensen, Kathleen
	Web Page Coordinator - Cotteral	\$300.00	Beeby, Laura

2015-2016 Central Academic Extra Duty Assignments

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>CENT</i>			
	Bus Loading Supervision - Central (1st Semester)	\$500.00	Harry, Verlene
	Bus Loading Supervision - Central (1st Semester)	\$500.00	Avila, Emily
	Bus Loading Supervision - Central (1st Semester)	\$500.00	Freeman, Shelby
	Bus Loading Supervision - Central (2nd Semester)	\$500.00	Harry, Verlene
	Bus Loading Supervision - Central (2nd Semester)	\$500.00	Avila, Emily
	Bus Loading Supervision - Central (2nd Semester)	\$500.00	Freeman, Shelby
	Counselor	\$600.00	Thompson, April
	Web Page Coordinator - Central	\$300.00	Harry, Verlene

2015-2016 Fogarty Academic Extra Duty Assignments

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>FOG</i>			
	Bus Loading Supervision - Fogarty (1st Semester)	\$500.00	Mann, Elizabeth
	Bus Loading Supervision - Fogarty (1st Semester)	\$500.00	UNASSIGNED, FOG
	Bus Loading Supervision - Fogarty (1st Semester)	\$500.00	Bufford, Michele
	Bus Loading Supervision - Fogarty (2nd Semester)	\$500.00	Mann, Elizabeth
	Bus Loading Supervision - Fogarty (2nd Semester)	\$500.00	UNASSIGNED, FOG
	Bus Loading Supervision - Fogarty (2nd Semester)	\$500.00	Bufford, Michele
	Honor Choir - FOG	\$300.00	UNASSIGNED, FOG
	Web Page Coordinator - Fogarty	\$300.00	Perring, Amanda

2015-2016 GUES Academic Extra Duty Assignments

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>GUES</i>			
	Academic Team Coach - GUES	\$300.00	Pratt, Cheryl
	Academic Team Coach - GUES	\$300.00	Yost, Shari
	Bus Loading Supervision - GUES (1st Semester)	\$500.00	Good, Lisa
	Bus Loading Supervision - GUES (1st Semester)	\$500.00	Higgins, Katie
	Bus Loading Supervision - GUES (1st Semester)	\$500.00	UNASSIGNED, GUES
	Bus Loading Supervision - GUES (2nd Semester)	\$500.00	Good, Lisa
	Bus Loading Supervision - GUES (2nd Semester)	\$500.00	Higgins, Katie
	Bus Loading Supervision - GUES (2nd Semester)	\$500.00	UNASSIGNED, GUES
	Counselor	\$600.00	Keibler, Elizabeth
	Honor Choir - GUES	\$600.00	Gustafson, Cynthia
	Web Page Coordinator - GUES	\$300.00	Hoskins, Stacie

2015-2016 JH Academic Extra Duty Assignments

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>JH</i>			
	Academic Team - JH	\$375.00	UNASSIGNED, JH
	Academic Team - JH	\$375.00	Ice, Kathy
	Additional Days (20)	\$4,200.00	Barbour, Teresa
	Art Stars - JH	\$300.00	Howard, Patrick
	Band (8th Gr) & HS Asst.	\$4,500.00	Richardson, Billy
	Band Music Assistant	\$4,500.00	Wells, Cameron
	Builders Club	\$150.00	UNASSIGNED, JH
	Builders Club	\$150.00	UNASSIGNED, JH
	Bus Loading Supervision - JH (1st Semester)	\$500.00	Noe, Brenda
	Bus Loading Supervision - JH (1st Semester)	\$500.00	Dearing, Bryan
	Bus Loading Supervision - JH (2nd Semester)	\$500.00	Dearing, Bryan
	Bus Loading Supervision - JH (2nd Semester)	\$500.00	Noe, Brenda
	Counselor	\$600.00	Barbour, Teresa
	Detention (PM)	\$450.00	Stevenson, Sheri
	Detention Duty (Lunch) - JH	\$450.00	Anderson, Lynette
	Detention Duty (Lunch) - JH	\$450.00	Ice, Kathy
	Drama - JH	\$600.00	Ross, Aubrey
	Honor Society - JH	\$300.00	LeGrande, Sharolyn
	Honor Society - JH	\$300.00	Barbour, Teresa
	Journalism - JH	\$1,000.00	LeGrande, Sharolyn
	Math Counts - JH	\$300.00	Maltz, Shurlyn
	Math Counts - JH	\$300.00	UNASSIGNED, JH
	Newspaper - JH	\$300.00	UNASSIGNED, JH
	Newspaper - JH	\$300.00	UNASSIGNED, JH
	Student Council - JH	\$650.00	Barbour, Teresa
	Student Council - JH	\$650.00	UNASSIGNED, JH
	Summer Band Pride	\$2,000.00	Richardson, Billy
	Summer Band Pride	\$1,000.00	Wells, Cameron
	Vocal Music - JH	\$1,750.00	Ross, Aubrey
	Vocational	\$2,000.00	UNASSIGNED, JH
	Vocational	\$2,000.00	Sieber, Joseph
	Vocational	\$2,000.00	Barker, Van
	Web Page Coordinator - JH	\$500.00	UNASSIGNED, JH
	Yearbook Photographer - JH	\$200.00	LeGrande, Sharolyn

2015-2016 HS Academic Extra Duty Assignments

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>HS</i>			
	Academic Coach - HS	\$1,500.00	Meek, Diana
	Additional Days (20)	\$4,200.00	Chadd, Joyce
	Additional Days (20)	\$4,200.00	Wade, Margaret
	Additional Days (20)	\$4,200.00	Blakemore, Kristi
	Additional Days (20)	\$4,200.00	Gilmore, Russ
	AP Coordinator - HS	\$500.00	Wade, Margaret
	AP Coordinator - HS	\$500.00	Chadd, Joyce
	Art - HS	\$2,000.00	Baker, Lindsey
	Band Director	\$7,000.00	Blackburn, Robert
	Band Marching Assistant	\$2,300.00	Perring, Billy
	BPA - HS	\$1,200.00	UNASSIGNED, HS
	Competitive Drama - HS	\$2,500.00	Berryman, Shelley
	Counselor	\$600.00	Chadd, Joyce
	Counselor	\$600.00	Blakemore, Kristi
	Counselor	\$600.00	Wade, Margaret
	Counselor	\$600.00	Gilmore, Russ
	Dept Chair - Business - HS	\$700.00	Stevens, Justin
	Dept Chair - Fine Arts - HS	\$700.00	Perring, Billy
	Dept Chair - Lang Arts - HS	\$700.00	Perring, Matthew
	Dept Chair - Math - HS	\$700.00	Hodge, Stephen
	Dept Chair - Science - HS	\$700.00	Redus, Michelle
	Dept Chair - Social Studies - HS	\$700.00	Barrett, Kimberly
	Dept Chair - Special Ed - HS	\$700.00	Kinzie, Patsy
	Detention (AM)	\$450.00	Barrett, Kimberly
	Detention (PM)	\$450.00	UNASSIGNED, HS
	Detention (PM)	\$450.00	UNASSIGNED, HS
	Drama - HS	\$500.00	Berryman, Shelley
	Foreign Lang. Club - HS	\$300.00	Bertels, Emily
	Foreign Lang. Club - HS	\$300.00	Salas, Gloria
	Freshman Class Sponsor	\$200.00	Smith, Lauren
	Heritage Club - HS	\$300.00	Allen, Joyce
	Heritage Club - HS	\$300.00	UNASSIGNED, HS
	Honor Society - HS	\$725.00	Benson, Juana
	Journalism - HS	\$2,500.00	Strong, Rachael
	Junior Class Sponsor - HS	\$750.00	Redus, Michelle

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
	Junior Class Sponsor - HS	\$750.00	Baker, Lindsey
	Key Club	\$1,200.00	Baker, Lindsey
	Link Crew	\$500.00	Perring, Matthew
	Link Crew	\$500.00	Stevens, Justin
	Mu Alpha Theta - HS	\$500.00	UNASSIGNED, HS
	Online/Virtual Curriculum Coordinator	\$3,000.00	Benson, Juana
	Science Club	\$500.00	Redus, Michelle
	Science Club	\$500.00	Oneill, Jennifer
	Senior Class Sponsor	\$750.00	Perring, Billy
	Senior Class Sponsor	\$750.00	Johnson, Patricia
	Sophomore Class Sponsor	\$200.00	Kuriger, Tamara
	Special Olympics - HS	\$300.00	Kinzie, Patsy
	Student Council - HS	\$1,500.00	Hodge, Jordan
	Student Council - HS	\$1,500.00	Perring, Matthew
	Summer Band Pride - HS	\$2,000.00	Blackburn, Robert
	Vocal Music - HS	\$5,000.00	Perring, Billy
	Vocational	\$2,400.00	Jones, James
	Vocational	\$2,000.00	Moore, Amanda
	Vocational	\$2,400.00	Miller, Jordan
	Vocational	\$2,400.00	Drake, Clay
	Web Master - HS	\$1,500.00	Benson, Juana
	Youth in Government - HS	\$300.00	UNASSIGNED, HS

2015-2016 Faver Academic Extra Duty Assignments

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>FAVER</i>			
	Bus Loading Supervision - Faver (1st Semester)	\$500.00	Kinney, Lesli
	Bus Loading Supervision - Faver (2nd Semester)	\$500.00	Kinney, Lesli
	Noon Duty (1st Semester)	\$450.00	Kinney, Lesli
	Noon Duty (2nd Semester)	\$450.00	Kinney, Lesli

2015-2016 Administrative Extra Duty Assignments

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>ADMIN</i>			
	Athletic Director Coordinator - JH	\$5,000.00	Dayton, Ryan
	Board Meeting Video Production	\$2,400.00	Sullaway, Greg
	Bus Discipline Coordinator (1st Semester)	\$3,000.00	Hughes, Patrick
	Bus Discipline Coordinator (2nd Semester)	\$3,000.00	Hughes, Patrick
	Clerk of the Board	\$6,000.00	Frey, Jana
	Data Specialist	\$3,000.00	Savory, Sandra
	District Registrar	\$3,000.00	Watts Lacina, Jean
	Fixed Assets	\$3,000.00	Biggs, Vicki
	Intern Assistant Principal	\$5,000.00	Cotton, Lesley
	Webmaster - District	\$2,000.00	Savory, Sandra

2015-2016 JH Athletic Extra Duty Assignments

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>JH</i>			
	Baseball Asst. Coach - 7th Gr	\$1,100.00	UNASSIGNED, JH
	Baseball Asst. Coach - 8th Gr	\$1,100.00	Geiser, Justin
	Baseball Head Coach - 7th Gr	\$1,600.00	Morgan, Seth
	Baseball Head Coach - 8th Gr	\$1,600.00	Bennett, Terry
	Basketball Head Coach - 7th Gr (Boys)	\$1,700.00	Geiser, Justin
	Basketball Head Coach - 7th Gr (Girls)	\$1,700.00	Gillett, Ronald
	Basketball Head Coach - 8th Gr (Boys)	\$1,700.00	Washington, Jonathan
	Basketball Head Coach - 8th Gr (Girls)	\$1,700.00	Walter, Kenneth
	Cheerleading (Junior High) FB, BB, WR	\$975.00	Hooper, Kristen
	Cross Country Head Coach - 7,8,9 (Boys)	\$1,100.00	Dearing, Bryan
	Cross Country Head Coach - 7,8,9 (Girls)	\$1,100.00	Rife, Amanda
	Football Asst. Coach - 7th Gr	\$1,600.00	Washington, Jonathan
	Football Asst. Coach - 7th Gr	\$1,600.00	Bennett, Terry
	Football Asst. Coach - 8th Gr	\$1,600.00	Wagner, James
	Football Asst. Coach - 8th Gr	\$1,600.00	Perring, Matthew
	Football Head Coach - 7th Gr	\$3,000.00	Morgan, Seth
	Football Head Coach - 8th Gr	\$3,000.00	Porter, Casey
	Golf Head Coach - 7th-8th-9th (Boys)	\$1,200.00	Gillett, Ronald
	Golf Head Coach - 7th-8th-9th (Girls)	\$1,200.00	Gillett, Ronald
	Pep Club - JH	\$200.00	Hooper, Kristen
	Softball Asst. Coach - JH	\$1,100.00	UNASSIGNED, JH
	Softball Head Coach - JH	\$1,600.00	Gillett, Ronald
	Tennis Head Coach - 7th & 8th (Boys)	\$1,200.00	UNASSIGNED, JH
	Tennis Head Coach - 7th & 8th (Girls)	\$1,200.00	Berryman, Shelley
	Track Head Coach - 7th & 8th (Boys)	\$1,600.00	Washington, Jonathan
	Track Head Coach - 7th & 8th (Girls)	\$1,600.00	UNASSIGNED, JH
	Wrestling Asst. Coach - 7th-8th-9th	\$1,400.00	Young, Tyler
	Wrestling Head Coach - 7th-8th-9th	\$1,700.00	Howard, Patrick

2015-2016 HS Athletic Extra Duty Assignments

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>HS</i>			
	Baseball Asst. Coach - HS	\$2,000.00	Bennett, Terry
	Baseball Asst. Coach - HS	\$2,000.00	Daves, William
	Baseball Head Coach - 9th Gr	\$2,000.00	Morgan, Seth
	Baseball Head Coach - HS	\$5,100.00	Porter, Casey
	Basketball Asst. Coach (Boys) - HS	\$2,700.00	Wagner, James
	Basketball Asst. Coach (Boys) - HS	\$2,700.00	UNASSIGNED, HS
	Basketball Asst. Coach (Girls) - HS	\$2,700.00	Simek, Sherri
	Basketball Asst. Coach (Girls) - HS	\$2,700.00	UNASSIGNED, HS
	Basketball Head Coach - 9th Gr (Boys)	\$1,700.00	Simek, Sherri
	Basketball Head Coach - 9th Gr (Boys)	\$1,700.00	UNASSIGNED, HS
	Basketball Head Coach (Boys) - HS	\$6,000.00	Gilmore, Russ
	Basketball Head Coach (Girls) - HS	\$6,000.00	Hankins, Jacky
	Cheerleading (Freshman) FB, BB, WR	\$1,200.00	Johnson-Fields, Pamela
	Cheerleading (Varsity) FB, BB, WR	\$1,950.00	Johnson-Fields, Pamela
	Cross Country Asst. Coach (Boys) - HS	\$1,100.00	UNASSIGNED, HS
	Cross Country Asst. Coach (Girls) - HS	\$1,100.00	Simek, Sherri
	Cross Country Head Coach (Boys) - HS	\$2,800.00	Tarter, Clay
	Cross Country Head Coach (Girls) - HS	\$2,800.00	Tarter, Clay
	Football Asst. Coach - Grades 9-12	\$3,600.00	Sanders, Thomas
	Football Asst. Coach - Grades 9-12	\$3,600.00	Harmon, Michael
	Football Asst. Coach - Grades 9-12	\$3,600.00	Rice, Jason
	Football Asst. Coach - Grades 9-12	\$3,600.00	Woodard, Eric
	Football Asst. Coach - Grades 9-12	\$3,600.00	Meshew, Ricky
	Football Asst. Coach - Grades 9-12	\$3,600.00	Mick, Scott
	Football Asst. Coach - Grades 9-12	\$3,600.00	Young, Tyler
	Football Defensive Coordinator - HS	\$750.00	Mick, Scott
	Football Defensive Coordinator - HS	\$750.00	Woodard, Eric
	Football Head Coach - Grades 9-12	\$9,000.00	Beeby, Kelly
	Football Offensive Coordinator - HS	\$2,000.00	Mick, Scott
	Football Special Teams Coordinator- HS	\$750.00	Meshew, Ricky
	Football Special Teams Coordinator- HS	\$750.00	Rice, Jason
	Golf Asst. Coach HS Girls	\$550.00	Longstreth, Mike
	Golf Asst. Coach HS Boys	\$550.00	Longstreth, Mike
	Golf Head Coach (Boys) - HS	\$2,700.00	Meshew, Ricky
	Golf Head Coach (Girls) - HS	\$2,700.00	Rice, Jason

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
	Soccer Asst. Coach (Boys) - HS	\$1,500.00	Wagner, James
	Soccer Asst. Coach (Girls) - HS	\$1,500.00	Bronk, Tina
	Soccer Head Coach (Boys) - HS	\$3,300.00	Myers, Monte
	Soccer Head Coach (Girls) - HS	\$3,300.00	Lausen, Ted
	Softball Asst. Coach - HS	\$2,300.00	Snow, Allison
	Softball Asst. Coach - HS	\$2,300.00	Tarrant, Kara
	Softball Head Coach - HS	\$5,100.00	Langley, Chase
	Summer Athletic Pride - HS	\$1,000.00	Rice, Jason
	Summer Athletic Pride - HS	\$2,000.00	Mick, Scott
	Summer Athletic Pride - HS	\$2,000.00	Beeby, Kelly
	Summer Athletic Pride - HS	\$1,000.00	Young, Tyler
	Summer Athletic Pride - HS	\$2,000.00	Hankins, Jacky
	Summer Athletic Pride - HS	\$2,000.00	Gilmore, Russ
	Tennis Head Coach (Boys)	\$2,800.00	Hudson, Mary
	Tennis Head Coach (Girls)	\$2,800.00	Hudson, Mary
	Track Asst. Coach (Boys) - HS	\$1,600.00	Tarter, Clay
	Track Asst. Coach (Girls) - HS	\$1,600.00	Wagner, James
	Track Asst. Coach (Girls) - HS	\$1,600.00	Gilmore, Russ
	Track Head Coach - 9th Gr (Boys)	\$1,000.00	Beeby, Kelly
	Track Head Coach - 9th Gr (Girls)	\$1,000.00	Beeby, Kelly
	Track Head Coach (Boys) - HS	\$3,300.00	Perring, Matthew
	Track Head Coach (Girls) - HS	\$3,300.00	Perring, Matthew
	Weightlifting Head Coach - HS	\$1,000.00	Beeby, Kelly
	Wrestling Asst. Coach - HS	\$2,300.00	Hodge, Stephen
	Wrestling Head Coach - HS	\$6,000.00	Stevens, Justin

Guthrie Public Schools
Property Committee Meeting
June 1, 2015
5:00 p.m.

Members present: Dr. Mike Simpson, Doug Ogle, Jerry Gammill, Jennifer Bennett-Johnson, Terry Pennington, Sharon Watts, and Linda Skinner.

Mr. Gammill spoke on the following items:

Expenditure Reports:

- Summarized the expenses for May
- Outlined new Purchase Orders for May

Completed Projects:

- 191 Work-Orders in May
- High School bell system controller replacement
- In-service meeting with all Custodians and Maintenance personnel

Projects in Progress:

- Currently have 148 Work-Orders in progress
- Smart Board installation: 1) 3 remaining at High School
 - 2) 13 at Fogarty
 - 3) 1 at GUES
 - 4) 11 at Cotteral
- Summer cleaning
- FFA building construction
- Okla. Emergency Management closeout paperwork
- Items to be declared surplus included 9 International buses
- Jr. High classroom enlargement for science lab
- Jr. High air quality testing complete, waiting for results
- GUES PA amplifier replacement completed Monday

New Projects:

- Faver carpet replacement in offices and classrooms

Guthrie Public Schools

Finance Committee Meeting Minutes

June 2, 2015

In attendance: Dr. Mike Simpson, Dennis Schulz, Doug Ogle, Carmen Walters, Eldona Woodruff, Janna Pierson, Gail Davis, Tina Smedley, and Jana Frey.

Mr. Schulz opened by explaining the first items were the regular finance reports with the exception of some additional fundraiser reports that came in after the agenda was created.

Mr. Schulz spoke on the following:

Property/Liability/Fleet Auto Insurance Renewal

This is a contract renewal for 2015-16 and is \$11,500 less than last year's premium.

Workers' Comp Insurance Renewal

This is a contract renewal for 2015-16 which is an increase of approximately \$12,000 because of 2 large claims and increased payroll from last year.

Temporary Appropriations

This is a formality for the county to give us money to use to get started for 2015-16.

Supplemental Appropriations for Child Nutrition Fund

This is a formality to receive funds to begin 2015-16.

TransPar Student Transportation Management Agreement

This is a 2015-2106 renewal contract with everything remaining the same as 2014-15.

Revised MAS Accounting Software Agreement

This is a revision to our current contract for 2015-16 adding new software which will be mandatory in approximately 2 years.

OSSBA Contract Renewal

This is a contract renewal for 2015-16.

Carmen Walters spoke on the following:

ALCA Agreement

This is a contract renewal for 2015-16 with a decrease in price of \$7303.40.

Willow Creek, Pre-K Program Agreement

This is a contract renewal for 2015-16.

Doug Ogle spoke on the following:

Aesop Contract Renewal

This is a contract renewal for 2015-16 for a program which manages substitutes.

VeriTime Contract Renewal

This is a contract renewal for 2015-16 for a program the collects time and data for personnel.

Netchemia/School Recruiter Contract Renewal

This is a contract renewal for 2015-16 for this program we use as a recruiting tool.

Dennis Schulz spoke on the following:

Municipal Finance Services Contract Renewal

This is a contract renewal for 2015-16 with our bond advisors.

Eldona Woodruff spoke on the following:

Christine Hayes-Speech Therapy Contract

This is a 2015-16 contract renewal for speech services for 3 days per week with Ms. Hayes.

Teresa Ewing-Physical Therapy Contract

This is a 2015-16 contract renewal for Physical Therapy services with Ms. Ewing.

Linda Johnson-Pyschoeducational Services

This is a 2015-16 contract renewal for Psychoeducational Services with Ms. Johnson.

Nikki Keck-Visual Impairment Services

This is a 2015-16 contract renewal for Visual Impairment Services with Ms. Keck.

Oklahoma Department of Rehab Services-School to Work Program Agreement

This is a 2015-16 contract renewal for the School to Work Program.

Guthrie Public Schools
Curriculum Committee Meeting

June 2, 2015

5:00 P.M.

Members Present: Dr. Mike Simpson, Carmen Walters, Doug Ogle, Eldona Woodruff, Travis Sallee, Gail Davis and Sheryl Miles

Tina Smedley attended in the absence of Janna Pierson

Discussion Items:

Carmen Walters:

Willow Creek Renewal

- 4th year renewal to maintain space in its facility suitable for housing the Intergenerational Pre-K Program
- Rent for lease of the classroom for the 2015-2016 school year, the total sum of One Dollar (\$1.00)
- Term beginning July 1, 2015 and ending June 30, 2016

ALCA Agreement

- A decrease in cost from last year of \$7,303.40

Elementary Handbooks

- Changes for upcoming school year

Doug Ogle

Secondary Handbooks

- Changes for upcoming school year

GHS Course Selection Handbook

- Changes for upcoming school year