

FINANCIAL ADVISOR SERVICES AGREEMENT

THIS AGREEMENT is entered into as of June 12, 2017, by and among MUNICIPAL FINANCE SERVICES, INC. (“MFSOK”) and INDEPENDENT SCHOOL DISTRICT NUMBER 1, LOGAN COUNTY, OKLAHOMA (Guthrie Board of Education), Guthrie, Oklahoma (the “District” or the “School District”).

RECITALS

WHEREAS, the 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 District as outlined herein.

NOW, THEREFORE, the 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 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. 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.

- C. Conduct special studies as directed by the School District to assess innovative financing techniques required to fund proposed projects.
- D. 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.
- E. Upon passage of the bond issue and for each series of bonds to be issued, the Financial Advisor will assist Bond Counsel and the School District in the preparation of all necessary documents to sell the bonds in a timely manner. Any such services provided by MFSOK with regard to the preparation of any documents or advice in connection with such offerings does not constitute legal advice or legal services and does not substitute for the School District's obligation to seek and consult with such legal advisors as they may deem appropriate and necessary to ensure that the School District is in compliance with all applicable laws and regulations. In this regard, MFSOK's services are strictly limited to updating pre-existing offering documents, compilation of content that may be required and/ or as provided by the School District's financial management prepared with the assistance of the School District's staff and legal counsel. Such services would include:
 - (i) Prepare all election documents in accordance with forms prescribed by the Oklahoma Attorney General necessary to call and hold an election required to obtain voter approval of any financing vehicle for the review and approval of the legal counsel that regularly advises the School District;
 - (ii) Assist in the School District's preparation of a Preliminary and Final Official Statement for any future financings which will be based on the Official Statements utilized in prior School District offerings. Such documents will be submitted in a timely manner to the School District staff and Board who are solely responsible for the accuracy of the content set forth in any Official Statement for their preliminary and final 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) Assist the School District's staff in obtaining appropriate ratings and/or credit enhancement for the bonds, if deemed economically beneficial;
 - (v) Advise the School District along with any legal counsel that might be consulted 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 necessary documents to School District officials in a timely manner for review and comment prior to consideration by the Board of Education;

(vii) Oversee with the School District's financial management 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 the School District's legal counsel review 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;

F. Attend meetings of the School District as needed.

G. 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.

II. Compensation and Reimbursements

A. Compensation for Financial Advisor Services. For services as financial advisor to the 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 per each issue of bonds to cover expenses incurred as part of the 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, official statement printing and the cost of holding an election or other costs related thereto, are additional costs that shall be paid directly by the District.

C. Payment and Contingency. Fees and expenses shall be payable by 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 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 for Fiscal Year Ending June 30, 2018, 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 District, shall, at the option of 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 District except to a successor partnership or corporation to which all or substantially all of the assets and operations of MFSOK are transferred. 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 District). District shall not otherwise assign its rights and obligations under this Agreement without written consent of MFSOK. All references to MFSOK and District in this Agreement shall be deemed to refer to any successor of MFSOK and to any such assignee of 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

District hereby acknowledges that MFSOK is registered as a Municipal Advisor pursuant to applicable Securities and Exchange Commission (“SEC”) and Municipal Securities Rulemaking Board (“MSRB”) rules and regulations. 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. Conflict of Interest Statement

As of the date of this agreement, MFSOK has performed a reasonable diligence to determine if there are any conflicts of interest that should be brought to the attention of the District. During the diligence process, MFSOK has determined that no material conflict of interest has been identified.

Since the compensation arrangement included in Section II includes a component that is based on the completion of a transaction, this may be viewed as a conflict of interest regarding our ability to provide unbiased advice to enter into such transaction. This viewed conflict of interest will not impair MFSOK’s ability to render unbiased and competent advice to the District. The fee paid to MFSOK increases the cost of borrowing to the District. The increased cost occurs from compensating MFSOK for municipal advisory services provided.

If MFSOK becomes aware of any actual or potential conflict of interest not mentioned above during this agreement, MFSOK will promptly provide the District a supplement written disclosure with sufficient details of the change, if any, which will allow the District to evaluate the situation.

VI. Legal Events and Disciplinary History

MFSOK does not have any legal events and disciplinary history on its Form MA and Form MA-I, which includes information about any criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation. The District may electronically access MFSOK's most recent Form MA and each most recent Form MA-I filed with the Commission at the following website:

www.sec.gov/edgar/searchedgar/companysearch.html.

There have been no material changes to a legal or disciplinary event disclosure on any Form MA or Form MA-I filed with the SEC.

VII. Fiduciary Duty

MFSOK is registered as a Municipal Advisor with the SEC and Municipal Securities Rulemaking Board ("MSRB"). As such, MFSOK has a Fiduciary duty to the District and must provide both a Duty of Care and a Duty of Loyalty that entails the following.

Duty of Care:

- A. exercise due care in performing its municipal advisory activities;
- B. possess the degree of knowledge and expertise needed to provide the District with informed advice;
- C. make a reasonable inquiry as to the facts that are relevant to the District's determination as to whether to proceed with a course of action or that form the basis for any advice provided to the District; and
- D. undertake a reasonable investigation to determine that MFSOK is not forming any recommendation on materially inaccurate or incomplete information; MFSOK must have a reasonable basis for:
 - a. any advice provided to or on behalf of the District;
 - b. any representations made in a certificate that it signs that will be reasonably foreseeably relied upon by the District, any other party involved in the municipal securities transaction or municipal financial product, or investors in the District securities; and
 - c. any information provided to the District or other parties involved in the municipal securities transaction in connection with the preparation of an official statement.

Duty of Loyalty:

MFSOK must deal honestly and with the utmost good faith with the District and act in the District's best interests without regard to the financial or other interests of MFSOK. MFSOK will eliminate or provide full and fair disclosure (included herein) to District about each material conflict of interest (as applicable). MFSOK will not engage in municipal advisory activities with the District as a municipal entity, if it cannot manage or mitigate its conflicts in a manner that will permit it to act in the District's best interests. As of the date of this agreement, MFSOK has performed a reasonable diligence to determine if there are any conflicts of interest that should be brought to the attention of the District.

VIII. Recommendations

If MFSOK makes a recommendation of a municipal securities transaction or municipal financial product or if the review of a recommendation of another party is requested in writing by the District and is within the scope of the engagement, MFSOK will determine, based on the information obtained through reasonable diligence of MFSOK whether a municipal securities transaction or municipal financial product is suitable for the District. In addition, MFSOK will inform the District of:

- A. the evaluation of the material risks, potential benefits, structure, and other characteristics of the recommendation;
- B. the basis upon which MFSOK reasonably believes that the recommended municipal securities transaction or municipal financial product is, or is not, suitable for the District; and
- C. whether MFSOK has investigated or considered other reasonably feasible alternatives to the recommendation that might also or alternatively serve the District's objectives.

If the District elects a course of action that is independent of or contrary to the advice provided by MFSOK, MFSOK is not required on that basis to disengage from the District.

IX. Record Retention

Pursuant to the Securities and Exchange Commission (SEC) record retention regulations, Municipal Finance Services, Inc. is required to maintain in writing, all communication and created documents between Municipal Finance Services, Inc. and the School District for five (5) years after the maturity of any obligation.

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X. 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 1
Logan County, Oklahoma
Attn: Superintendent
802 E. Vilas
Guthrie, OK 73044

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Acceptance

If there are any questions regarding the above, please do not hesitate to contact Municipal Finance Services, Inc. If the foregoing terms meet with your approval, please indicate your acceptance by executing all original copies of this letter and keeping one copy for your file.

The 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 on June 12, 2017 duly called and held in full compliance with the Oklahoma Open Meeting Act.

MUNICIPAL FINANCE SERVICES, INC.

By: _____
Rick A. Smith, President

INDEPENDENT SCHOOL DISTRICT NUMBER 1
LOGAN COUNTY, OKLAHOMA (GUTHRIE BOARD
OF EDUCATION)

By: _____
Title: President, Board of Education

ATTEST:

Clerk, Board of Education

(SEAL)



5637 N. Classen Blvd. • Oklahoma City, OK 73118
(405) 842-9200 • (405) 842-9213 Fax

Via Email: michelle.chapple@guthrie.net
If no email, Via Fax: 405-282-5904

March 1, 2017

Guthrie Public Schools
Attn: Michelle Chapple

Re: Amendment to Gas Sales Agreement (Contract #8047)

Thank you for choosing Clearwater Enterprises, L.L.C. as your natural gas supplier. We would like to renew our services and offer you an Amendment to extend the term of your Agreement. In lieu of your contract automatically extending per the existing Exhibit A-9, we would like to offer an extension through June 30, 2018.

Enclosed is one (1) unexecuted original of the above referenced Amendment which covers July 1, 2017 through June 30, 2018. Should you require duplicate originals to be sent via mail, please let me know and I will send originals to you.

Please return one partially executed original to the undersigned by June 15, 2017. Once fully executed, we will provide you with a copy for your files. If we do not receive a signed amendment by June 30, 2017, your contract will automatically extend per the provisions of the existing Exhibit A-9.

We appreciate this opportunity to do business with you. If you have any questions, please contact me at (405) 842-9200 x201.

Sincerely,

Regina Fort

Regina Fort
Vice President of Retail Sales
rfort@clearwaterenterprises.net

AMENDMENT

This Amendment is made and entered into as of July 1, 2017 by and between **Clearwater Enterprises, L.L.C.** ("Seller") and **Guthrie Public Schools** ("Buyer").

WITNESSETH:

WHEREAS, Seller and Buyer made and entered into that certain Gas Sales Agreement dated July 1, 2006 (the "Agreement"), Contract #8047; and

WHEREAS, Seller and Buyer wish to amend the Agreement in the manner specified below;

NOW, THEREFORE, in consideration of the premises and of the mutual covenants and agreements herein provided, the Parties hereby agree to amend the Agreement in the following respects only:

- Exhibit(s) A-9, B-9 and D-5 are hereby deleted in their entirety and the attached Exhibit(s) A-10, B-10 and D-6 are substituted therefore. All references in the Agreement to Exhibit(s) A-9, B-9 and D-5 shall be amended to reference Exhibit(s) A-10, B-10 and D-6.

This Amendment is effective July 1, 2017. Except as expressly amended hereby, all terms, conditions, and provisions of the Agreement, as amended, shall remain in full force and effect.

As evidence of the Parties' agreement to the terms and conditions set forth above, this Amendment is hereby executed by an authorized representative of each Party on the dates shown below.

Seller
Clearwater Enterprises, L.L.C.

Buyer
Guthrie Public Schools

By: _____
 Name: Jenny Thompson
 Title: Vice President,
Contract Administration & Gas Control
 Date: _____

By: _____
 Name: _____
 Title: _____
 Date: _____



EXHIBIT A-10
TRANSACTION CONFIRMATION

Clearwater Enterprises, L.L.C. ("Seller") and **Guthrie Public Schools** ("Buyer") agree to the purchase and sale of natural gas pursuant to this Transaction Confirmation and the general terms and conditions contained in the Gas Sales Agreement dated July 1, 2006 between Buyer and Seller as set forth below:

Term: July 1, 2017 through June 30, 2018; and automatically renewed year to year thereafter unless either Party notifies the other Party in writing at least forty-five (45) days prior to the expiration of the stated term or the then current renewal period that the Agreement shall not be renewed.

Facility: **As listed on Exhibit B-10**

Quantity: Full Facility Requirements

Nature of Quantity Obligation: Firm

Price: For all gas delivered by Seller the price Buyer shall pay Seller shall be calculated by adding \$0.12/MMBtu to the Inside FERC's Gas Market Report first of the month index posting for Oneok Gas Transportation LLC, Oklahoma plus a monthly administrative fee of \$25.00/month per Facility. In the event the referenced index posting for Oneok Gas Transportation LLC, Oklahoma is not published for any delivery month, the average of the index postings ANR Pipeline Co., Oklahoma, Natural Gas Pipeline Co. of America, Midcontinent zone, and Panhandle Eastern Pipe Line Co., Texas, Oklahoma (mainline) shall be substituted therefore. Buyer shall have the option to fix a price for a quantity of gas throughout the term of this Agreement at a price which is mutually agreeable to the Parties hereto.

Delivery Point/Point(s) of Sale: Oklahoma Natural Gas Company distribution system receipt point for delivery to the Facility listed above.

Local Distribution Company: Oklahoma Natural Gas Company

EVIDENCE OF AGREEMENT: This Transaction Confirmation documents an oral agreement previously reached by representatives of the Parties. Therefore, although Clearwater Enterprises, L.L.C. would prefer that either this Transaction Confirmation or some other written confirmation be signed and returned by facsimile transmission, or that written confirmation be provided in some other manner, this Transaction Confirmation will be deemed accepted if Clearwater Enterprises, L.L.C. receives no objections within two (2) business days of Clearwater's execution date shown below.

Seller
Clearwater Enterprises, L.L.C.

By: _____
Name: Jenny Thompson
Vice President,
Title: Contract Administration & Gas Control
Date: _____

Buyer
Guthrie Public Schools

By: _____
Name: _____
Title: _____
Date: _____



EXHIBIT B-10
Facility Listing and Estimated Monthly Usage

Clearwater Enterprises, L.L.C. ("Seller") and Guthrie Public Schools ("Buyer") agree to the purchase and sale of natural gas pursuant to any active Transaction Confirmation, this Exhibit B-10, and the general terms and conditions contained in the Gas Sales Agreement dated July 1, 2006 between Buyer and Seller as set forth below:

Facility(ies)														
ONG Contract #	Account Name					ONG Account #	Address							
Estimated Monthly Usage (MMBtus)														
4154	GUTHRIE PS COTTERAL ELEMENTARY					210185565		2001 W Noble Ave; Guthrie, OK 73044-2171						
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Volume	
	338	270	144	30	17	11	11	14	15	17	110	262	1239	
4155	GUTHRIE PS FOGARTY ELEMENTARY					211183566		902 N Wentz St; Guthrie, OK 73044-1882						
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Volume	
	474	352	158	25	10	0	0	2	6	8	149	387	1571	
4156	GUTHRIE PS HIGH SCHOOL					210186651		1615 N Walnut St; Guthrie, OK 73044-3910						
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Volume	
	319	246	92	29	22	10	5	15	31	33	137	490	1429	
4157	GUTHRIE PS JR HIGH					211184786		705 E Oklahoma Ave; Guthrie, OK 73044-3746						
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Volume	
	335	250	137	10	5	1	0	4	8	9	114	298	1171	
4158	GUTHRIE PS UPPER ELEMENTARY					211185109		1602 Crooks Dr; Guthrie, OK 73044-1803						
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Yearly Volume	
	1154	916	403	96	66	28	18	34	54	77	407	1074	4327	

Estimated Monthly Usage is for informational purposes and defined as historical consumption as represented by Buyer's Local Distribution Company or upon information supplied by Buyer.

EXHIBIT D-6
Buyer Addresses and Contacts

This Exhibit D-4 to the Gas Sales Agreement between **Clearwater Enterprises, L.L.C.** ("Seller") and **Guthrie Public Schools** ("Buyer"), dated July 1, 2006, is for all purposes made a part of said Agreement.

Main Address:

Guthrie Public Schools
Address: 802 East Vilas
Guthrie, OK 73044
Phone: 405-282-8900
Fax: 405-282-5904

Marketing Representative:

Attn: Michelle L Chapple
Phone: 405-282-8900
Fax: 405-282-5904
Email: michelle.chapple@guthrieips.net

Contractual Notices & Correspondence:

Attn: Michelle L Chapple
Address: 802 East Vilas
Guthrie, OK 73044
Phone: 405-282-8900
Fax: 405-282-5904
Email: michelle.chapple@guthrieips.net

Invoices and Payments:

Attn: Michele Hamby
Address: 802 East Vilas
Guthrie, OK 73044
Phone: 405-282-8900 ext 8946
Fax: 405-282-5904
Email: Michele.hamby@guthrieips.net

ONG PIPELINE COST OF GAS vs. CWE COST OF GAS

07/2016 - 04/2017

Guthrie Public Schools

Prod Month	Loc #	Location Name	ONG Pipeline Cost of Gas	CWE Cost of Gas	Savings/Dth	Dth/Month	Monthly Savings
07/16	4154	Guthrie PS Cotteral	\$ 4.5030	\$ 4.7630	\$(0.2600)	12	\$(3.12)
08/16	4154	Guthrie PS Cotteral	\$ 4.5400	\$ 4.5531	\$(0.0131)	13	\$(0.17)
09/16	4154	Guthrie PS Cotteral	\$ 4.5630	\$ 4.2524	\$ 0.3106	16	\$4.97
10/16	4154	Guthrie PS Cotteral	\$ 3.7930	\$ 4.2506	\$(0.4576)	17	\$(7.78)
11/16	4154	Guthrie PS Cotteral	\$ 4.0530	\$ 3.2514	\$ 0.8016	44	\$35.27
12/16	4154	Guthrie PS Cotteral	\$ 4.1880	\$ 3.2645	\$ 0.9235	313	\$289.06
01/17	4154	Guthrie PS Cotteral	\$ 4.6300	\$ 3.8885	\$ 0.7415	292	\$216.51
02/17	4154	Guthrie PS Cotteral	\$ 4.5150	\$ 3.4799	\$ 1.0351	142	\$146.99
03/17	4154	Guthrie PS Cotteral	\$ 4.5280	\$ 2.7113	\$ 1.8167	83	\$150.79
04/17	4154	Guthrie PS Cotteral	\$ 4.9430	\$ 3.4644	\$ 1.4786	36	\$53.23
Savings for Guthrie PS Cotteral							\$885.75
07/16	4155	Guthrie PS Fogarty E	\$ 4.5030	\$ 4.5030	\$ 0.0000	0	\$(25.00)
08/16	4155	Guthrie PS Fogarty E	\$ 4.5400	\$ 10.9633	\$(6.4233)	3	\$(19.27)
09/16	4155	Guthrie PS Fogarty E	\$ 4.5630	\$ 5.8155	\$(1.2525)	8	\$(10.02)
10/16	4155	Guthrie PS Fogarty E	\$ 3.7930	\$ 5.9055	\$(2.1125)	8	\$(16.90)
11/16	4155	Guthrie PS Fogarty E	\$ 4.0530	\$ 3.0354	\$ 1.0176	71	\$72.25
12/16	4155	Guthrie PS Fogarty E	\$ 4.1880	\$ 3.2397	\$ 0.9483	454	\$430.54
01/17	4155	Guthrie PS Fogarty E	\$ 4.6300	\$ 3.8633	\$ 0.7667	414	\$317.42
02/17	4155	Guthrie PS Fogarty E	\$ 4.5150	\$ 3.4375	\$ 1.0775	187	\$201.50
03/17	4155	Guthrie PS Fogarty E	\$ 4.5280	\$ 2.6481	\$ 1.8799	105	\$197.39
04/17	4155	Guthrie PS Fogarty E	\$ 4.9430	\$ 3.3651	\$ 1.5779	42	\$66.27
Savings for Guthrie PS Fogarty E							\$1,214.18
07/16	4156	Guthrie PS High Scho	\$ 4.5030	\$ 6.8463	\$(2.3433)	6	\$(14.06)
08/16	4156	Guthrie PS High Scho	\$ 4.5400	\$ 4.1925	\$ 0.3475	16	\$5.56
09/16	4156	Guthrie PS High Scho	\$ 4.5630	\$ 3.5830	\$ 0.9800	28	\$27.44
10/16	4156	Guthrie PS High Scho	\$ 3.7930	\$ 3.5611	\$ 0.2319	32	\$7.42
11/16	4156	Guthrie PS High Scho	\$ 4.0530	\$ 2.7968	\$ 1.2562	220	\$276.36
12/16	4156	Guthrie PS High Scho	\$ 4.1880	\$ 3.2114	\$ 0.9766	932	\$910.17
01/17	4156	Guthrie PS High Scho	\$ 4.6300	\$ 3.8670	\$ 0.7630	390	\$297.57
02/17	4156	Guthrie PS High Scho	\$ 4.5150	\$ 3.6014	\$ 0.9136	84	\$76.74
03/17	4156	Guthrie PS High Scho	\$ 4.5280	\$ 3.0856	\$ 1.4424	37	\$53.37
04/17	4156	Guthrie PS High Scho	\$ 4.9430	\$ 3.5054	\$ 1.4376	34	\$48.88
Savings for Guthrie PS High Scho							\$1,689.45
07/16	4157	Guthrie PS Jr High	\$ 4.5030	\$ 27.6830	\$(23.1800)	1	\$(23.18)
08/16	4157	Guthrie PS Jr High	\$ 4.5400	\$ 7.6300	\$(3.0900)	5	\$(15.45)
09/16	4157	Guthrie PS Jr High	\$ 4.5630	\$ 5.8155	\$(1.2525)	8	\$(10.02)
10/16	4157	Guthrie PS Jr High	\$ 3.7930	\$ 5.9055	\$(2.1125)	8	\$(16.90)
11/16	4157	Guthrie PS Jr High	\$ 4.0530	\$ 3.2267	\$ 0.8263	46	\$38.01
12/16	4157	Guthrie PS Jr High	\$ 4.1880	\$ 3.2485	\$ 0.9395	391	\$367.33
01/17	4157	Guthrie PS Jr High	\$ 4.6300	\$ 3.8764	\$ 0.7536	340	\$256.21
02/17	4157	Guthrie PS Jr High	\$ 4.5150	\$ 3.4762	\$ 1.0388	145	\$150.63
03/17	4157	Guthrie PS Jr High	\$ 4.5280	\$ 2.8007	\$ 1.7273	64	\$110.55
04/17	4157	Guthrie PS Jr High	\$ 4.9430	\$ 4.5559	\$ 0.3871	14	\$5.42
Savings for Guthrie PS Jr High							\$862.60
07/16	4158	Guthrie PS Upper Ele	\$ 4.5030	\$ 4.5030	\$ 0.0000	0	\$(25.00)
08/16	4158	Guthrie PS Upper Ele	\$ 4.5400	\$ 3.3653	\$ 1.1747	34	\$39.94
09/16	4158	Guthrie PS Upper Ele	\$ 4.5630	\$ 3.0745	\$ 1.4885	65	\$96.75
10/16	4158	Guthrie PS Upper Ele	\$ 3.7930	\$ 2.9071	\$ 0.8859	91	\$80.62
11/16	4158	Guthrie PS Upper Ele	\$ 4.0530	\$ 2.7851	\$ 1.2679	302	\$382.90

ONG PIPELINE COST OF GAS vs. CWE COST OF GAS

07/2016 - 04/2017

12/16	4158	Guthrie PS Upper Ele	\$ 4.1880	\$ 3.2049	\$ 0.9831	1,231	\$1,210.19
01/17	4158	Guthrie PS Upper Ele	\$ 4.6300	\$ 3.8264	\$ 0.8036	1,065	\$855.86
02/17	4158	Guthrie PS Upper Ele	\$ 4.5150	\$ 3.3411	\$ 1.1739	670	\$786.50
03/17	4158	Guthrie PS Upper Ele	\$ 4.5280	\$ 2.4901	\$ 2.0379	312	\$635.82
04/17	4158	Guthrie PS Upper Ele	\$ 4.9430	\$ 2.9716	\$ 1.9714	124	\$244.45

Savings for Guthrie PS Upper Ele

\$4,308.03

Savings for Guthrie Public Schools

\$8,960.01

*** If you have any questions please contact: Jeff Geis (jgeis@clearwaterenterprises.net)

AGREEMENT

The Offerer certifies that the FSMC shall operate in accordance with all applicable state and federal regulations.

The Offerer certifies that all terms and conditions within the IFB/RFP shall be considered a part of the contract as if incorporated therein.

This Agreement shall be in effect for one year and may be renewed by mutual agreement for four additional one-year periods.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representatives.

ATTEST:

SCHOOL FOOD AUTHORITY:

Name of SFA

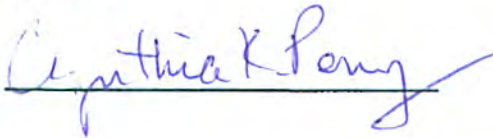
Signature of Authorized Representative

Typed Name of Authorized Representative

Title

Date Signed

ATTEST:



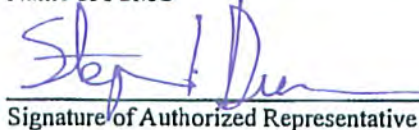


Cynthia K Perry
NOTARY PUBLIC
STATE OF FLORIDA
Comm# FF023641
Expires 6/3/2017

FOOD SERVICE MANAGEMENT COMPANY:

Sodexo. Inc. on behalf of itself and its affiliates

Name of FSMC



Signature of Authorized Representative

Stephen Dunmore

Typed Name of Authorized Representative

Chief Executive Officer, Schools, Sodexo, North America

Title

May 15, 2017

Date Signed

**APPLICATION FOR APPROVAL
OF TEMPORARY APPROPRIATIONS
FOR THE FISCAL YEAR OF 2017-18**

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 2017-18:

General Fund	
Current Expense	<u>\$ 20,000,000</u>
Building Fund	
Erecting, remodeling or repairing school buildings and purchase of furniture	<u>\$ 950,000</u>
Child Nutrition Fund	
Current Expense	<u>\$ 1,000,000</u>
School Age Care Fund	
Current Expense	<u>\$ 50,000</u>
Gifts & Endowments Fund	
Current Expense	<u>\$ 10,000</u>
Insurance/Casualty Fund	
Current Expense	<u>\$ 35,000</u>

Approved this _____ day of _____, 2017.

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 _____, 2017.

ATTEST:

CHAIRMAN

MEMBER

SECRETARY OF COUNTY
EXCISE BOARD

MEMBER

LEASE AGREEMENT

THIS LEASE AGREEMENT (“Agreement”) is made this 12th day of June, 2017, by and between **INDEPENDENT SCHOOL DISTRICT NO. 1 OF LOGAN COUNTY, OKLAHOMA** (the “Lessor”) and **NORTHchurch, Inc.** (the “Lessee”).

RECITALS:

Lessor is the owner of the Guthrie Upper Elementary School gymnasium and facilities located at 1615 N. Walnut, Guthrie, Oklahoma (the “Facilities”). Lessee desires to lease a portion of the Facilities for church meetings.

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained and intending to be legally bound, the parties agree as follows:

1. LEASE OF PREMISES. In consideration of the rentals and upon the terms and conditions hereinafter stated, Lessor hereby leases to Lessee, and Lessee hereby leases from Lessor, the following areas of the School on each Sunday and Wednesday for the duration and at the rates set forth below:

July 1, 2017-June 30, 2018 – Sundays, 7:30 a.m. to noon (4.5 hours)

Gymnasium	\$152.50
Choir Room	\$ 67.50
Custodian	<u>\$ 67.50</u>
Total	\$287.50

July 1, 2017-June 30, 2018 – Wednesdays, 5:00 p.m. to 9:00 p.m. (4.0 hours)

Gymnasium	\$135.00
Choir Room	\$ 60.00
Custodian	<u>\$ 60.00</u>
Total	\$255.00

(the “Leased Premises”).

2. TERM. The term (“Term”) of this Agreement is for a period from July 1, 2017, to June 30, 2018, unless this Agreement is terminated at an earlier date, as stated herein.

3. RENTAL. For the use and possession of the Leased Premises during the Term, Lessee agrees to pay Lessor the rental charges set forth above, one month in advance, commencing July 1, 2017. Lessee will be deemed to have used the Leased Premises on each Sunday unless Lessee gives Lessor at least two (2) weeks’ advance notice of Lessee’s intended non-use on any reserved Sunday. If the notice is properly given, Lessee’s rental for the applicable month will be reduced by a pro-rated amount. Otherwise, Lessee will be charged for the rental as if the Leased Premises were used. The monthly rental payment is due on the first

(1st) day of each month for all scheduled uses during that month and will be delinquent if the full monthly rental is not received by Lessor on or before the tenth (10th) day of each month. In the event any rental payment is not made by the tenth (10th) day of the month, Lessor shall have the right to terminate this Agreement and Lessee's right to use and occupy the Leased Premises without any further notice or demand, statutory or otherwise, all of which are waived by Lessee. All rentals shall be paid in advance without deduction or offset. Lessor shall be entitled to a "late charge" of five percent (5%) of the amount of any rental installment which is not paid on or before the delinquent date as a condition to reinstatement of this Agreement, which reinstatement shall be at Lessor's sole option. If Lessor elects to terminate this Agreement, the unpaid rental shall bear interest as herein provided and the "late charge" shall not be applicable. In the event any rental is paid by a check which is returned for any reason, Lessor shall have the right, by written notice to Lessee, to require that future rental installments be paid by cashier's check.

4. USE. The Leased Premises will be used by Lessee for religious meetings and services and for no other purpose. Lessee agrees that its use of the Leased Premises will be full and strict compliance with the requirements of applicable state, municipal and federal laws, rules and regulations. In the event Lessor determines that Lessee is not complying with the provisions of this Agreement concerning the nature and character of its use, Lessor shall give Lessee written notice. If Lessee fails to correct deficiencies in the operation within ten (10) days after receipt of Lessor's notice, Lessor shall have the right to terminate this Agreement. If Lessee violates any applicable provision of any state, municipal or federal law, rule or regulation governing its use of the Leased Premises, Lessor shall have the right to terminate this Agreement immediately and without notice to Lessee.

5. CODE COMPLIANCE. Lessee shall not use the Leased Premises in any manner which would constitute a change in use or occupancy, as that term is defined in the current edition of the International Building Code (the "Code"). In the event Lessee is required to have a license or a Certificate of Occupancy from any state or local regulatory agency as a condition to Lessee's use and occupancy of the Leased Premises, the cancellation, suspension, revocation or surrender of the license or the failure to obtain a Certificate of Occupancy shall constitute a basis for immediate termination of this Agreement by the Lessor.

6. HOURS. The Leased Premises will be used during the hours set forth in Section 1, above. Hours of use may be amended by mutual agreement of the parties.

7. UTILITIES AND CUSTODIAL SERVICES. The Lessor agrees to provide the following services to the Leased Premises: water, heat, air conditioning (but only if the Leased Premises are air conditioned); sewer and electric. Custodial services will be provided by Lessor at the rates set forth in Section 1, above.

8. ADDITIONAL SERVICES. Lessee agrees to reimburse Lessor for the cost of any services provided by Lessor in addition to those described above. Lessor will invoice Lessee for the cost of any additional services, which shall be paid by Lessee as additional rent due and payable with the next regularly scheduled payment of rental in accordance with the provisions of paragraph 3 above.

9. IMPROVEMENTS TO LEASED PREMISES. Lessor shall have no obligation to make any improvements or to remodel, repair, alter, decorate, paint or perform any other work of any nature to make the Leased Premises ready for Lessee's use. Lessee has inspected the Leased Premises and accepts the same in its present condition.

10. ACCESS TO OTHER AREAS OF SCHOOL BUILDING AND GROUNDS. Lessee shall have no right of access to, or use of, other areas of the building or the grounds, except halls and restrooms.

11. INDEMNITY. Lessee agrees to indemnify and hold Lessor harmless of and from all claims, demands, actions and proceedings asserted against Lessor arising out of Lessee's use of the Leased Premises, except to the extent that such claims, demands, actions and proceedings are the result of the negligence or wrongful act of the Lessor or its agents or employees. This indemnity shall include defense costs and attorney's fees except to the extent Lessor and its employees are responsible for any loss.

12. NOTICES. Any notices required or contemplated under this Agreement shall be addressed to the parties as follows:

If to Lessor:

Ms. Michelle Chapple, Executive Director of Finance
Guthrie Public Schools
802 East Vilas
Guthrie, OK 73044

If to Lessee:

Mr. Clint Smith, Executive Director of Ministry
NORTHchurch, Inc.
PO Box 3307
Edmond, OK 73083-3307

All notices shall be sent by certified mail, return receipt requested. Notices mailed in accordance with the foregoing shall be deemed to have been delivered five (5) days after deposit in the U.S. Mail at Guthrie, Oklahoma.

13. ALTERATION OF LEASED PREMISES. Lessee shall have no right to make any alterations to the Leased Premises unless prior written approval for the alterations is obtained from Lessor. All approved alterations shall be made at the expense of Lessee.

14. RISK OF LOSS. Lessor shall have no responsibility for any loss of, damage to, destruction or disappearance of any of Lessee's property in the Leased Premises. Lessee assumes the entire risk of the foregoing. Lessee understands that Lessor does not, and will not, maintain any casualty or other insurance on Lessee's property. Lessee waives any right of subrogation on

behalf of its insurance carrier against Lessor for any loss of, damage to, destruction or disappearance of Lessee's property in the Leased Premises.

15. DESTRUCTION OF SCHOOL BUILDING. In the event the School building is damaged or destroyed by fire or other casualty to the extent that the continued operation of the Leased Premises is not practical, either party shall have the right to terminate this Agreement and the rental shall be paid to the date of termination.

16. LESSEE'S DEFAULT. The following shall constitute events of default on the part of Lessee:

- a. failure to pay the monthly rental by the tenth (10th) of the month;
- b. operating the Leased Premises in a manner contrary to any law, ordinance or regulation; or
- c. violation or non-performance of any other obligation of Lessee under this Agreement which is not corrected by Lessee within a reasonable time after Lessee's receipt of written notice from Lessor, except that written notice shall not be required for repeated violations or non-performance of the same nature.

Upon the occurrence of an uncorrected event of default, Lessor shall have the right to terminate this Agreement and Lessee's rights hereunder, including the right to occupy the Leased Premises, without notice or demand, statutory or otherwise, all of which are waived by Lessee.

If Lessor elects to terminate this Agreement because of an uncorrected event of default, Lessee shall be liable to Lessor for:

- d. all past due and unpaid rentals, plus interest from the due date(s) at the rate of 18% per annum; plus
- e. an amount equal to the present worth of the reasonable rental value of the Leased Premises from the date of Lessee's last rental payment to the normal expiration of the Agreement term, with no duty to mitigate damages; and
- f. Lessor's costs and expenses, including attorney fees, in recovering possession of the Leased Premises and reducing the amounts under subsections d. and e. to judgment.

17. WARRANTIES AND REPRESENTATIONS. Lessor makes and has made no warranties or representations concerning the Leased Premises, including, without limiting the generality of the foregoing, its suitability or fitness for any use and the condition or state of repair of the facilities serving the Leased Premises, including structural elements, plumbing, heating, ventilation, electrical, mechanical and systems controls. Lessee has inspected the Leased Premises and accepts the Leased Premises in "as is" condition.

18. LIABILITY INSURANCE. During the term of this Agreement, Lessee shall maintain and pay for public liability and property damage insurance specifically related to the Leased Premises and issued by companies authorized to do business in the State of Oklahoma, naming Lessor as a co-insured, and providing coverage in amounts not less than the amounts required to insure District's liability under the Oklahoma Governmental Tort Claims Act, including any amendments thereto subsequent to the date of this Agreement. Copies of the certificates of insurance shall be furnished to Lessor prior to the commencement of the Agreement term and replacement certificates shall be furnished from time to time during the Agreement term to evidence that liability insurance is in force at all times. All insurance certificates issued under this section shall provide for at least ten (10) days' prior written notice to Lessor before cancellation of the coverage for any reason, including non-payment of the premium.

19. ASSIGNMENT AND SUBLEASE. Lessee shall not assign this Agreement or any interest herein or sublease all or any part of the Leased Premises without the prior written consent of Lessor.

20. WAIVER. The failure of either party to seek redress against the other for violation of, or to insist upon strict performance of the terms and provisions of this Agreement, will not constitute a waiver of the right to seek redress for any subsequent violation of the terms and provisions, or of any right to insist on strict performance.

21. GOVERNING LAW. This instrument is entered into in Oklahoma and the law of Oklahoma shall govern the construction of this instrument.

22. SEVERABILITY. If any provision of this instrument or its application to any party, person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this instrument, or the application of the provision to the party, person or circumstances other than those as to which it is invalid or unenforceable, shall not be affected, and each provision of this instrument shall be valid and be enforced to the fullest extent permitted by law.

23. MISCELLANEOUS. This instrument represents the entire understanding between the parties hereto concerning the subject matter hereof and may be modified only by the mutual written agreement of the parties. This Agreement shall be binding upon the parties and their respective successors and assigns, except that Lessee shall not assign this Agreement or sublease the Leased Premises. Time is the essence of the obligations of the parties herein. Lessee shall not advertise or represent that Lessee is sponsored by Lessor. In the event any action is brought by either party to enforce this Agreement, or for breach of the terms of this Agreement, the prevailing party shall be entitled to recover a reasonable attorney's fee, to be fixed by the court, and its other costs.

IN WITNESS WHEREOF, Lessor and Lessee have signed this Agreement as of the date first above written.

Lessor:

**INDEPENDENT SCHOOL DISTRICT NO. 1
OF LOGAN COUNTY, OKLAHOMA**

By: _____
President, Board of Education

Lessee:

NORTHchurch, Inc.

By: _____
Name: _____
Title: _____

May 31, 2017

Board of Directors

Terry Davidson,
Chairman
Superintendent:
Comanche Schools

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

Rick Thomas,
Member
Superintendent:
Skiatook Schools

RE: Membership Proposal Effective 7/1/2017

Dear Dr. Mike Simpson:

Dr Kent
Shellenberger,
Treasurer
Superintendent:
Bethany Schools

We are very pleased to provide you with the attached proposal for insurance coverages with Oklahoma Schools Insurance Group (OSIG).

Dusty Ricks,
Secretary
Superintendent:
Mid America
Technology Center

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. We are pleased that 379 school districts are members of OSIG. Our membership is strong and committed.

Brad Overton,
Member
Superintendent:
Cordell Schools

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.

Bill Seitter,
Member
Superintendent:
Watonga Schools

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

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

Dr. John Cox,
Member
Superintendent:
Peggs Schools

- Enhanced Property and Liability Coverage
- Cyber Liability, Crime, Pollution, School Violent Acts Extra Expense 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

Executive Director

David Marfin

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

Guthrie Public Schools
802 East Vilas
Guthrie, OK 73044

This is not an invoice.

Breakdown of Insurance Cost

Insurance Cost Breakdown

Property:	\$127,504
Boiler & Machinery:	\$1,326
Auto Physical Dmg:	\$5,201
General Liability:	\$20,005
Auto Liability:	\$26,674
Educators Legal:	\$20,006
Excess Liability:	\$0
Total Annual:	\$200,716

A 25% minimum earned premium applies.

Your historical billed premiums, total insured values and loss information are shown in the charts below.

Year	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
Total Values	\$63,574,231	\$67,727,017	\$71,302,340	\$71,508,733	\$73,048,486	\$73,660,206
Premium	\$174,378	\$210,751	\$220,357	\$204,779	\$194,997	\$192,444

Number of Claims:	Insurance Cost Paid to OSIG (incl Endts):	Incurred Claims:	Loss Ratio:
65	\$1,197,706	\$246,063	20.54%

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.

Payment Terms

Payment of the insurance cost is due the effective date of your coverage. **A copy of your purchase order encumbering funds for payment of your insurance should be provided to OSIG as soon as available.** A three (3) payment plan option is available.

Installment #1	1/3 of total	due 7/1/17
Installment #2	1/3 of total	due 8/1/17
Installment #3	1/3 of total	due 9/1/17

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, Contractors Equipment & Debris Removal Only adjusted at ACV
- No Coinsurance Clause
- No Cosmetic Damage Only Exclusion
- Real And Personal Property- Limit Per Occurrence \$1,000,000,000
- Blanket Coverage- subject to school statement of values 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 \$50,000,000
- 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 \$200,000,000

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
- 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.
- \$1,000 Auto Property Damage Deductible
- No charge for vehicles added/deleted during the policy term. Vehicle changes must be reported to OSIG.

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: 05/31/2017 12:59 pm

Guthrie Public Schools

Location	Occupied As	Bldg Value	Contents Val
1006 N. Wentz	Parking Lot (Liability Only)	\$0	\$0
1021 E. Perkins	Faver Greenhouse (No Contents)	\$3,024	\$0
1021 E. Perkins	Faver Gym	\$379,871	\$37,510
1021 E. Perkins	Faver Portable Class (2)	\$103,451	\$13,604
1021 E. Perkins	Faver School - Office	\$1,568,770	\$154,906
115 E. Harrison	Jelsma Stadium Goal Posts	\$7,387	\$0
115 E. Harrison	Jelsma Stadium Lights/Poles	\$158,280	\$0
115 E. Harrison	Jelsma Stadium PA System	\$36,932	\$0
115 E. Harrison	Jelsma Stadium Scoreboard	\$26,380	\$0
115 E. Harrison	Stadium Bleachers/Pressbox/Restrooms/Concessions/Ticketbooths/Storage	\$3,191,967	\$36,468
200 Crooks Dr.	*High School Outdoor Classroom Canopy	\$2,711	\$511
200 Crooks Dr.	*High School Outdoor Gazebo (No Contents)	\$3,103	\$0
200 Crooks Dr.	*Softball Storage Building	\$3,362	\$1,022
200 Crooks Dr.	Building for Champions and Weight Room	\$819,096	\$80,880
200 Crooks Dr.	Child Nutrition/Information Technology Building	\$303,897	\$78,145
200 Crooks Dr.	High School & Gym	\$16,138,289	\$2,083,877
200 Crooks Dr.	High School Canopy & Walk-In Freezer	\$25,863	\$5,108
200 Crooks Dr.	High School Classroom SE	\$341,883	\$33,759
200 Crooks Dr.	High School Fence	\$21,104	\$0
200 Crooks Dr.	High School Greenhouse	\$88,636	\$8,752
200 Crooks Dr.	High School JROTC	\$1,424,515	\$240,701
200 Crooks Dr.	High School Potting Shed	\$32,500	\$3,209
200 Crooks Dr.	High School Storage Building	\$4,432	\$438
200 Crooks Dr.	High School Vo-Ag	\$672,688	\$104,194
200 Crooks Dr.	HS Pole Vault Pit	\$15,828	\$0
200 Crooks Dr.	HS Scoreboard (2) Gym	\$8,969	\$0
200 Crooks Dr.	HS Track & Fence	\$211,039	\$0
200 Crooks Dr.	HS Track Concession/Restroom	\$21,104	\$2,084
200 Crooks Dr.	HS Track Storage Containers (2)	\$9,286	\$917
200 Crooks Dr.	Letters on HS & GUES	\$2,638	\$0
200 Crooks Dr.	New Maintenance Building	\$400,000	\$52,097
200 Crooks Dr.	Soccer Stadium Goal Posts	\$5,276	\$0
200 Crooks Dr.	Soccer Stadium Lights	\$52,760	\$0
200 Crooks Dr.	Soccer Stadium PA System	\$15,828	\$0
200 Crooks Dr.	Soccer Stadium Scoreboard	\$26,380	\$0
200 Crooks Dr.	Softball Batting Cage	\$7,387	\$0
200 Crooks Dr.	Softball Concession & Fence	\$26,380	\$2,605
200 Crooks Dr.	Softball Dressing Room Portable	\$72,387	\$8,336
200 Crooks Dr.	Softball Dugouts	\$5,276	\$0
200 Crooks Dr.	Softball Lights	\$47,484	\$0
200 Crooks Dr.	Softball Nets	\$1,796	\$0
200 Crooks Dr.	Softball Scoreboard	\$4,748	\$0
200 Crooks Dr.	Softball Storage Building	\$3,693	\$365
200 Crooks Dr.	Tennis Court Playing Surface	\$26,380	\$0
200 Crooks Dr.	Tennis Courts Light Poles (8)/Wind Screen/Fence	\$52,760	\$0
200 Crooks Dr.	Tennis Storage Building	\$5,909	\$583
200 Crooks Dr.	Vo-Ag Storage	\$44,318	\$7,815
200 E. Springer	25 Sec. Clock (2)	\$2,744	\$0
200 E. Springer	Athletic Building/Dressing Room	\$257,505	\$25,427
200 E. Springer	Baseball Dugouts	\$12,662	\$0
200 E. Springer	Baseball Grandstands/Press	\$184,659	\$18,234
200 E. Springer	Baseball Portable Building	\$4,432	\$438
200 E. Springer	Squires Field Lights/Poles	\$131,900	\$0
2001 W. Noble	Cotteral East Classroom	\$360,455	\$37,817
2001 W. Noble	Cotteral Portables (#3&4)	\$105,519	\$10,419
2001 W. Noble	Cotteral Portico - Kitchen	\$6,859	\$0

Guthrie Public Schools

Location	Occupied As	Bldg Value	Contents Val
2001 W. Noble	Cotteral Portico - Playground	\$1,794	\$0
2001 W. Noble	Cotteral School Building	\$3,644,002	\$359,822
2001 W. Noble	Cotteral South Classroom	\$141,790	\$15,765
2001 W. Noble	Cotteral South Classroom	\$141,790	\$15,765
2001 W. Noble	Cotteral Southwest Classroom	\$141,790	\$15,765
2001 W. Noble	Cotteral Southwest Playground	\$21,104	\$0
2001 W. Noble	Cotteral Storage Building	\$2,955	\$292
2001 W. Noble	Fence	\$3,377	\$0
317 E. Grant	Indoor Baseball	\$219,375	\$21,662
321 E. Noble	Central Elem.-Playground Equip.	\$21,104	\$0
321 E. Noble	Central Elementary	\$2,768,322	\$273,355
321 E. Noble	Fence	\$18,888	\$0
455 W. Beemer Rd.	Vo-Ag Farm Fence	\$15,326	\$0
455 W. Beemer Rd.	Vo-Ag Sheep/Goat Barn	\$122,608	\$12,005
455 W. Beemer Rd.	Vo-Ag Swine Barn	\$122,608	\$12,005
455 W. Beemer Rd.	Vo-Ag Well House (No Contents)	\$5,109	\$0
520 Crooks Dr.	Bus Barn	\$230,391	\$31,258
520 Crooks Dr.	Bus Barn Annex Portable	\$38,065	\$2,808
520 Crooks Dr.	Fuel Pumps (3), Storage Tanks (2)	\$36,932	\$0
520 Crooks Dr.	Transportation Storage Building	\$60,937	\$6,017
702 Crooks Dr.	GUES Portable Classrooms (1)	\$52,760	\$5,210
702 Crooks Dr.	Guthrie Upper Elem. Playground	\$21,104	\$0
702 Crooks Dr.	Guthrie Upper Elementary	\$11,069,211	\$1,736,564
702 Crooks Dr.	Portico Canopy GUES	\$15,828	\$0
702 Crooks Dr.	Walk In Freezer	\$20,690	\$5,108
705 E. Oklahoma	Junior High - Gym	\$1,455,093	\$143,681
705 E. Oklahoma	Junior High Main Building	\$6,751,628	\$729,357
705 E. Oklahoma	Portable Building	\$100,454	\$9,919
722 E. Harrison	DRO-Junior High Annex	\$8,014	\$11,605
802 E. Oklahoma	Maintenance Building	\$220,374	\$62,516
802 E. Vilas	Administration	\$1,310,174	\$156,291
802 E. Vilas	Fence	\$10,024	\$0
852' East of Dougla	Vacant Land - 25 acres (Liability Only)	\$0	\$0
902 N. Wentz	Fence	\$19,247	\$0
902 N. Wentz	Fogarty Annex	\$340,301	\$33,603
902 N. Wentz	Fogarty Building	\$4,576,490	\$470,748
902 N. Wentz	Fogarty Playground	\$21,104	\$0
902 N. Wentz	Fogarty Portable Classroom	\$79,139	\$7,815
902 N. Wentz	Fogarty Portable Classroom	\$79,139	\$7,815
902 N. Wentz	Fogarty Portico	\$2,321	\$0
929 E. Perkins	Faver Athletic Annex	\$317,354	\$35,284
		\$61,721,218	\$7,232,256

Floater Limit	<u>\$250,000</u>	Auto Values:	<u>\$2,678,028</u>
EDP Limit	<u>\$1,500,000</u>	Total Values:	<u>\$73,881,502</u>
Extra Expense Limit	<u>\$500,000</u>		

Auto Schedule

Report Printed: 05/31/2017 12:59 pm

Guthrie Public Schools

Vehicle No	Year	Make	Model	Capacity	VIN	Actual Value
1	2002	International	Bus	71	4DRBRABP32B947101	\$25,000
2	2014	Freightliner	Bus	71	4DRBRABPX2B947094	\$74,000
3	2002	International	Bus	71	4DRBRABP12B947095	\$25,000
4	2002	International	Bus	71	4DRBRABP52B947116	\$25,000
5	2002	International	Bus	71	4DRBRABP62B947108	\$25,000
6	2002	International	Bus	71	4DRBRABP12B947100	\$25,000
7	2002	International	Bus	71	4DRBRABP12B947114	\$25,000
8	2002	International	Bus	71	4DRBRABP72B947117	\$25,000
9	2002	International	Bus	71	4DRBRABP02B947119	\$25,000
10	2002	International	Bus	71	4DRBRABP72B947120	\$25,000
11	2002	International	Bus	71	4DRBRABP52B947102	\$25,000
12	2002	International	Bus	71	4DRBRABP32B947115	\$25,000
13	2002	International	Bus	71	4DRBRABP92B947099	\$25,000
14	2002	International	Bus	71	4DRBRABP82B947109	\$25,000
15	2002	International (A	Bus	71	4DRBRABP92B947121	\$25,000
16	2002	International (A	Bus	71	4DRBRABP02B947122	\$25,000
17	2002	International	Bus	48	4DRBRABM52B947123	\$25,000
18	2002	International	Bus	48	4DRBRABM72B947124	\$25,000
19	2000	Freightliner	Bus w/Lift	48	4UZ6CJAC8YCGO1259	\$25,000
20	2002	International w/	Bus	48	4DRBRABP12B947125	\$25,000
21	1999	Chevrolet	Pickup	3	1GCCS1446XK206349	\$3,600
22	2005	Ford	F350 Pickup	6	1FDWF36545EA59541	\$27,500
23	1999	Chevrolet	Pickup	3	1GCCS1442XK205117	\$3,600
24	2005	Ford	F350 Pickup	6	1FTWW32P15EA61579	\$40,500
25	1996	Ford	Van	8	1FMEE11H5THB10979	\$5,000
26	2005	Ford	E150 Van	8	1FMRE11L25HA23243	\$41,200
27	1999	Ford	F150 Pickup	3	1FTZF1721XKA97842	\$17,355
28	1997	Ford	Escort	5	1FALP13P7VW407606	\$12,000
29	1995	Ford	F-700	3	1FDNF70J7SVA9643	\$15,000
30	1973	Bullmobile	Trailer		13819	\$4,000
31	1980	Shopmade	Trailer		1001GFFA	\$4,000
32	1988	Van	Trailer		1WC200E1XJ2011732	\$2,000
33	1991	Barrett	Trailer		1B9P20205M1014201	\$15,688
34	1990	WW	Trailer		11WHS1628RW19	\$3,000
35	1998	Flatbed	Trailer		4P5SH1621W101	\$1,000
36	2004	Chevrolet	Malibu	5	1G1ND52F04M570533	\$10,616
37	2006	Freightliner	Bus	16	4UZAAXDCX6CV23480	\$40,000
38	2006	Dodge	Caravan	7	1D4GP24R46B723011	\$18,382
39	2006	Dodge	Caravan	7	1D4GP24R66B723012	\$18,382
40	2002	Dodge	Pickup	3	1D7HA16N12J218895	\$6,775
41	2008	Ford	F350	3	1FTWW32Y18EA78508	\$36,510
42	1985	16'	Trailer			\$800
43	1990	Lawn Utility	Trailer			\$800
44	2006	Bleacher	Trailer			\$30,000
45	2006	Bleacher	Trailer			\$30,000
46	1967	AMG	Cargo Truck	3	NK00RC-7225547	\$0
47	2005	Ford	F350 Pickup	3	1FDWF36585EA31502	\$10,000
48	2010	Freightliner	Bus	23	4UZABPDT2ACAR5820	\$55,000
49	2011	Freightliner	Bus	71	4UZABRDT1BCAR8320	\$40,000
50	2011	Freightliner	Bus	71	4UZABRDT3BCAR8321	\$40,000
51	2011	Freightliner	Bus	71	4UZABRDT5BCAR8322	\$40,000
52	2011	Freightliner	Bus	71	4UZABRDT7BCAR8323	\$40,000
53	2011	Freightliner	Bus	71	4UZABRDT9BCAR8324	\$40,000
54	2011	Freightliner	Bus	71	4UZABRDT0BCAR8325	\$40,000
55	2011	Freightliner	Bus	71	4UZABRDT2BCAR8326	\$40,000
56	2008	Freightliner	Bus	20	4UZABRDT08CZ54311	\$50,000

Guthrie Public Schools

Vehicle No	Year	Make	Model	Capacity	VIN	Actual Value
57	2012	Thomas	Bus	53	4UZABPDT2CCBM8891	\$55,000
58	2008	Haulmark	Box Trailer		16HGB20238A029320	\$5,076
59	2012	Ford	F350 Crewcab Pickup		1FT8W3CT1CEC95643	\$22,000
60	2013	Ford	Expedition		1FMJK1F58DEF33757	\$23,725
61	2013	Ford	Expedition		1FMJK1F5XDEF33758	\$23,725
62	2012	Dodge	Ram		3C7WDSAT6CG213234	\$25,000
63	2013	Cimarron	Livestock Trailer		5PASG2422DC008280	\$29,980
64	2013	Ford	Expedition XL		1FMJK1F5XDEF60149	\$29,814
65	2013	Ford	Cargo Van		1FTNE1EW8DDB18029	\$16,000
66	2014	Thomas	Bus	71	4UZABRDU4ECFF9888	\$74,500
67	2014	Thomas	Bus	71	4UZABRDUOECFF9886	\$74,500
68	2013	Thomas	Bus	71	4UZABRDU5DCBT1251	\$69,500
69	2013	Thomas	Bus	71	4UZABRDU7DCBT1249	\$50,000
70	2013	Thomas	Bus	71	4UZABRDUXDCBT1245	\$69,500
71	2013	Thomas	Bus	71	4UZABRDU5DCBT1248	\$69,500
72	2012	Thomas	Bus	71	4UZABRDU9CCBA2099	\$48,000
73	2014	Thomas	Bus	71	4UZABRDU3ECFF9901	\$74,500
74	2014	Thomas	Bus	71	4UZABRDU1ECFF9895	\$74,500
75	2014	Thomas	Bus	71	4UZABRDU4ECFF9891	\$74,500
76	2014	Thomas	Bus	71	4UZABRDU7ECFF898	\$74,500
77	2012	Thomas	Bus	71	UZABRDU8CCBA2269	\$48,000
78	2014	Freightliner	Bus	71	4UZABRDU2ECFF9789	\$74,000
79	2014	Thomas	Bus	71	4UZABRDU8ECFF9778	\$69,500
80	2014	Thomas	Bus	71	4UZABRDU8ECFF9800	\$69,500
81	2014	Thomas	Bus	71	4UZABRDU0ECFF9791	\$69,500
82		Washer	Trailer		GPS	\$1,500
83		Elite	Sheep Trailer		TBD	\$8,500
84	2012	Ford	F350 Crewcab		1FT8W3CT1CEC95643	\$22,000

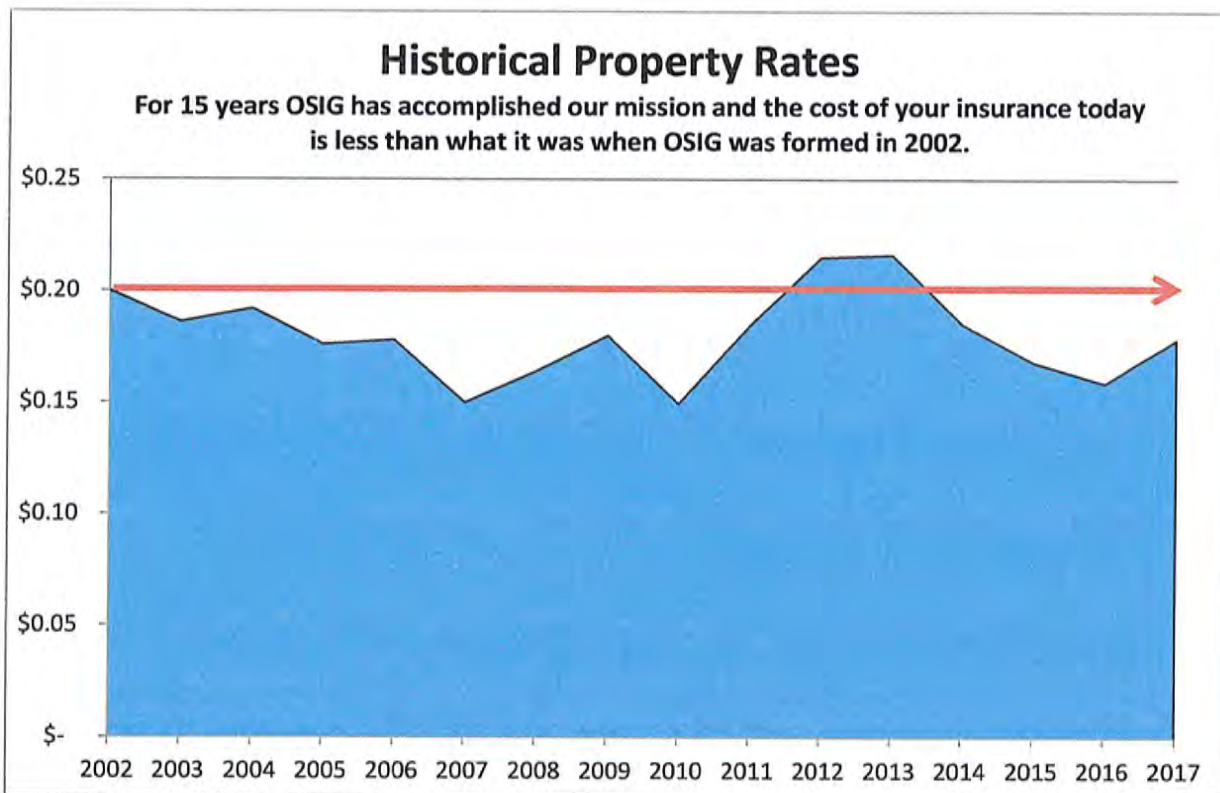
Total Value of All Autos for Guthrie Public Schools: \$2,678,028

17/18 Renewal Changes and Developments

During the recent OSIG board meeting, the Board of Directors reviewed quotes for insurance coverage from its reinsurers, the claims history of OSIG members and the current financial statement. At that meeting, based on the data reviewed and our administrator's (Arthur J. Gallagher & Co.) recommendation the board voted to approve some modifications to the insurance program.

These modifications include a modest rise in the cost of the insurance and the addition of a \$1,000 deductible applicable to the Auto Liability Property Damage insurance coverage. We have been monitoring the upward trend in auto property damage claims for the last several years and feel that the addition of this deductible will reduce both insurance costs and could possibly assist in reducing the frequency of these claims.

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



*Rates are per \$100 of Total Insured Values

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 14 years, OSIG's membership has grown to 379 and the program insures more than \$9.3 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, OSIG 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 \$7.5 million to our members over the years as dividends. Surplus at year ended 6/30/16 was more than \$12.6 million and our assets were more than \$23 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 6/30/16</i>	
Cash	\$ 21,194,784
Other Assets	\$ 2,581,909
Total Assets	\$ 23,776,693
Notes Payable	\$ -
Other Liabilities	\$ 11,110,261
Total Liabilities	\$ 11,110,261
Total Net Assets/Surplus	\$ 12,666,432

We urge you to obtain and review audited financial statements from every insurance provider that may offer your school district a quote. Financial statements are required by law and can be obtained at www.ok.gov/oid. Click on Interlocals under the Quick Links section of the home page. 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. Additional excess liability limits are available for members requiring higher limits.

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 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 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 insurance cost is due the effective date of your coverage. A copy of your purchase order encumbering funds for payment of your insurance should be provided to OSIG as soon as available. A three (3) payment plan option is available.

Installment #1	1/3 of total	due 7/1/17
Installment #2	1/3 of total	due 8/1/17
Installment #3	1/3 of total	due 9/1/17

A 25% minimum earned premium applies.

Risk Management And Loss Control Tools

Loss Control Site Consultation

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)
- Workplace Harassment Prevention
- Short Term International Programs
- Teaching Science Safely
- Contracting and Risk Allocation
- Driver Safety
- Youth Athletics
- Crisis Response Planning

Contacts For Questions

Coverage Questions

Your Local Agent 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: 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

Terry Davidson - Chairman	Comanche Schools	(580) 439-2900
Rick Thomas - Vice Chairman	Skiatook Schools	(918) 396-1792
Dr Kent Shellenberger - Treasurer	Bethany Schools	(405) 789-3801
Dusty Ricks - Secretary	Mid America Technology Center	(405) 449-3391
Bill Seitter - Member	Watonga Schools	(580) 623-7364
Brad Overton - Member	Cordell Schools	(580) 832-3220
Dr. John Cox - Member	Peggs Schools	(918) 598-3412

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

Mike Cheap

From: Holtz Jr., Thomas <Thomas.Holtz@LibertyMutual.com>
Sent: Wednesday, May 31, 2017 2:43 PM
To: Mike Cheap
Subject: RE: Guthrie Schools

Mike.

We would not be interested in quoting the Guthrie Public Schools. We should not be writing any public schools in our office. Liberty is working on a school program, but I do not think it will be rolled out in the Southwest due to the wind/hail exposure.

Tom

From: Mike Cheap [mailto:mcheap@cheapbrothers.com]
Sent: Wednesday, May 31, 2017 11:06 AM
To: Holtz Jr., Thomas <Thomas.Holtz@LibertyMutual.com>
Subject: Guthrie Schools

Hi Tom,

Did not hear back from Barbara. I need some type of declination from Liberty Mutual on quoting Guthrie Schools.

Let me know..

Thanks...

Mike Cheap

Cheap Brothers Insurance Agency

Throckmorton Insurance Agency

Martin Insurance Agency

An ARM Partners Agency

405 282-3770

405 375-6516 Fax



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Mike Cheap

From: Adams,Thomas L <TADAMS@travelers.com>
Sent: Friday, May 12, 2017 8:46 AM
To: mcheap@cheapbrothers.com
Subject: Guthrie Public Schools

Mike:

Travelers is not currently a market in Oklahoma for K-12 public school districts so, we would be unable to offer a quote on this account.

Sorry I cannot be of assistance in your marketing efforts for this client.

Tom Adams | Territory Manager | Public Sector Services Travelers
7465 W. 132nd Street
Overland Park, KS 66213-1138
W: 913.402.5460 F: 800.397.1467
<https://www.linkedin.com/in/tom-adams-49730043>

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Mike Cheap

From: Candi Edmundson <Candi.D.Edmundson@EMCIns.com>
Sent: Tuesday, May 09, 2017 2:37 PM
To: Mike Cheap
Subject: Guthrie Public Schools

Mike,

After reviewing the submission for the insured named above, find that I will have to decline to offer a quote. Due to underwriting standards, regarding concentration of large property values EMC already writes in this area, will have to decline. I do appreciate the opportunity, and look forward to others. Please let me know if you have any questions.

Thank you,
Candi

Candi Edmundson

Commercial Underwriter

EMC Insurance Companies

245 N. Waco | Wichita, KS 67202

P.O. Box 1739 | Wichita, KS 67201-1739

316-352-5738 | candi.d.edmundson@emcins.com

www.emcins.com

Be sure to send all new submissions to wichita.clunderwriting@emcins.com



Ask me about EMC's [CyberSolutions](#).

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"Setting the standard that others strive for..."™

May 15, 2017

Mike Cheap
Throckmorton Insurance Agency
P.O. Box 297
Kingfisher, OK 73750

Re: Guthrie Public Schools.

Dear Mike:

Thank you for your interest in a quote from National American Insurance Company for Guthrie Public Schools. As we discussed, National American no longer has a school program and will not be offering quotes on new business for Oklahoma Schools this year for package or workers compensation coverages.

If you have any questions or if I can be of any further assistance, do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink that reads "Tina Christy".

Tina Christy, CIC
Senior Underwriter



Oklahoma School Assurance Group

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

May 26, 2017

Re: 2017/2018 OSAG Workers' Compensation Insurance Quote

Dear Dr. Simpson,

Thank you for helping to make OSAG the largest provider of workers' compensation to public schools in Oklahoma. Your 2017/2018 OSAG renewal quote is as follows:

2017/2018 OSAG Premium BEFORE Discounts:	\$140,817.00
Membership Dividend Award/Credits for 2017/18:	\$20,000.00
Total 2017/2018 OSAG Workers' Compensation Renewal Premium Minus Awards/Credits:	<u>\$120,817.00</u>

**Your OSAG policy also contains Employers' Liability Limits of \$1,000,000/\$1,000,000/\$1,000,000*

Active membership in the Oklahoma School Assurance Group provides an array of benefits for your district, including continued membership *performance dividend awards*. The following example reflects the **potential** dividend awards for Guthrie School District **if** membership remains active:

2018/2019 Possible Membership Dividend	\$59,362.00
2019/2020 Possible Membership Dividend	\$38,589.00
2020/2021 Possible Membership Dividend	\$32,337.00
Total Possible Membership Dividend:	<u>\$130,288.00</u>

About the OSAG Proposal:

*The Membership Dividend is the maximum amount that may be awarded to an active member as a performance dividend. This figure is based on individual district loss performance.

*All members that renew with OSAG have a *Membership Dividend* associated with active membership. **In order to receive the Membership Dividend, a member must be active with paid premium for the 2017/2018 policy year.**

P.O. Box 18858, Oklahoma City, Oklahoma 73154
Ph: 800-699-5905 Fx: 405-842-0051 www.okschoolassurancegroup.org



Workers' Compensation Specialists

EXPERIENCE. COMMITMENT. INNOVATION.
EXCELLENCE. STABILITY.

Proposal # R06HSDA
Date: 05/19/2017
Guthrie Public Schools
802 East Vilas Ave
Guthrie, OK 73044

Becky Boykin
ASSOCIATED RISK MANAGERS OF MID
AMERICA INC
Prod Cd:093359A
(405) 848-9605
2601 NW Expressway
Oklahoma City, OK 73112

About Zenith Insurance Company

Zenith Insurance Company and its wholly owned subsidiary ZNAT Insurance Company (together, "Zenith") are a team of experienced workers' compensation specialists. Unlike other insurers who offer an array of product lines, Zenith commits its resources and expertise to workers' compensation.

Zenith's service team is professional, experienced and knowledgeable. Our executive team has more than 100 years of combined workers' compensation experience. As the industry has changed, our focus on quality has not wavered. We have continuously insured businesses since 1977 and have an A.M. Best financial strength rating of A (Excellent).

Workers' Compensation Proposal

Policy Period:	07/01/2017 at 12:01 a.m. to	Manual Premium :	\$134,483
	07/01/2018 at 12:01 a.m.	Adjustment:	\$1,196
Underwriting Company:	Zenith Insurance Company	Total State Fees & Assessments:	\$0
		Total Estimated Premium & Fees:	\$135,679

This proposal is good until 07/01/2017 at 12:01 a.m. and is subject to the terms and conditions of the policy for which this proposal is given, including any special conditions and/or exclusions that may apply. This proposal does not constitute an insurance policy.

* This proposal is based on information given to us. Please verify the information contained in this proposal and read the Proposal Disclaimer carefully.

* This proposal was issued by: Zenith Insurance Company, 805 Las Cimas Parkway, Suite 110, Austin, TX 78746 Phone: (512) 306-1700, Underwriter: Janet Modak

Estimated Manual Premium Calculation

Workers' compensation premium reflects the unique nature of a business. The price varies based on the amount of payroll a business has and the types of jobs its employees perform. Please review the following information carefully. Errors in classification and payroll estimates can lead to under-payments that can result in additional premium billings, or over-payments, which can affect a business' working capital.

State	From	Through	Class Code	Description	No. of Employees FT/PT	Est. Payroll	Manual Rate	Est. Manual Premium
STATE COVERAGE								
OK	07/01/17	07/01/18	7380-3	DRIVERS, CHAUFFEURS, MESSENGERS & HELPERS NOC -- COMMERCIAL	8/0	677,934	6.66	45,150
OK	07/01/17	07/01/18	8868-0	SCHOOL-PROFESSIONAL EMPLOYEES AND CLERICAL	30/15	11,197,410	0.48	53,748
OK	07/01/17	07/01/18	9101-0	SCHOOL-ALL OTHER EMPLOYEES	15/25	1,037,458	3.43	35,585

Adjustments and Calculation Details

07/01/17 to 07/01/18

State Manual Premium		\$134,483
Employers Liability Limits		
500,000 Per Accident	(1.10%)	\$1,479
500,000 Per Disease		
500,000 Policy Limit		
Scheduled Rating	(10.00%)	\$13,596
Premium Discount	(-11.10%)	\$-16,601
Expense Constant		\$140
Terrorism	12,912,802	\$1,291
Catastrophe (Other Than Certified Acts Of Terrorism)	12,912,802	\$1,291
Total State Assessments		\$0
Total Estimated Policy Premium & Fees		\$135,679

Selected Payment Plan

Selected Payment Option:	Installment Plan	
Billing Type:	Direct Bill	You will be billed directly by Zenith Insurance Company.
Frequency:	Annual	
Deposit Premium:	\$135,679 / 100%	
State Fees & Assessments:	\$0	
Total Due:	\$135,679	

Dividend Plan

We are pleased to provide you with the following dividend options for their choosing:

1. K1 - Slider Dividend

Please refer to each dividend exhibit for further explanation.

Notices and Disclaimers

PROPOSAL DISCLAIMER: *This proposal is subject to the information provided by you and/or the insurance agent, verification of this information and the applicable rates and underwriting guidelines applicable at the time. All proposals are for illustration purposes only; the actual premiums and coverage will be based on certain underwriting criteria, manuals, rates, rating plans and classifications. We reserve the right to change our manuals and apply the changes to the policy if authorized by law or a governmental agency regulating this insurance. The premium calculation details shown are estimates. The final premium will be determined after the policy ends by using the actual, not the estimated, premium basis and the proper classifications and rates that lawfully apply to the business and work covered by the policy. The final premium may also be affected by certain state legislative and/or regulatory changes. If the final premium is more than the premium you paid to us, you must pay us the balance. If the final premium is less, we will refund the balance to you. The final premium will not be less than the highest minimum premium for the classifications covered by this policy. You may be subject to a cancellation penalty in the event you cancel the policy prior to the policy expiration date. In the event any provision of this proposal and any provision of the policy, including endorsements, if any, are inconsistent or conflicting, the inconsistent or conflicting provision of the policy shall control.*

POLICYHOLDER DISCLOSURE NOTICE OF TERRORISM INSURANCE COVERAGE: *Coverage for acts of terrorism is included in the proposal. You are hereby notified that under the Terrorism Risk Insurance Act, as amended in 2015, the definition of act of terrorism has changed. As defined in Section 102(1) of the Act: The term "act of terrorism" means any act or acts that are certified by the Secretary of the Treasury - in consultation with the Secretary of Homeland Security, and the Attorney General of the United States - to be an act of terrorism; to be a violent act or an act that is dangerous to human life, property, or infrastructure; to have resulted in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and to have been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion. Under the coverage, any losses resulting from certified acts of terrorism may be partially reimbursed by the United States Government under a formula established by the Terrorism Risk Insurance Act, as amended. However, your policy may contain other exclusions which might affect your coverage, such as an exclusion for nuclear events. Under the formula, the United States Government generally reimburses 85% through 2015; 84% beginning on January 1, 2016; 83% beginning on January 1, 2017; 82% beginning on January 1, 2018; 81% beginning on January 1, 2019, and 80% beginning on January 1, 2020 of covered terrorism losses exceeding the statutorily established deductible paid by the insurance company providing the coverage. The Terrorism Risk Insurance Act, as amended, contains a \$100 billion cap that limits United States government reimbursement as well as insurers' liability for losses resulting from certified acts of terrorism when the amount of such losses exceeds \$100 billion in any one calendar year. If the aggregate insured losses for all insurers exceed \$100 billion, your coverage may be reduced. The portion of the annual premium that is attributable to coverage for acts of terrorism is \$0.03 per \$100 of payroll and does not include any charges for the portion of losses covered by the United States government under the Act.*

NOTICE OF MEDICAL PROVIDER NETWORK/PANEL: *Our medical management team maintains a comprehensive medical provider network or panel depending on the region, that includes a full range of health care providers, primary, and specialty care physicians, as well as hospitals and associated services. The health care service providers in our network have been selected based on their geographic location, specialty and credentials. All workers' compensation medical treatment provided under the policy will be administered by appropriately credentialed providers according to nationally accepted evidence-based treatment guidelines.*



Workers' Compensation Specialists

OKLAHOMA WORKERS COMPENSATION MANDATORY OPTIONAL DEDUCTIBLE ACCEPTANCE/REJECTION FORM

Oklahoma law requires carriers issuing a policy under the Administrative Workers' Compensation Act (AWCA) to offer deductibles, optional to the policyholder, for benefits payable under the AWCA.

This form is applicable to the optional deductibles required by 85A O.S. Section 95 and OAC 365:15-1-3.1.

All five deductible options set forth below must be fully disclosed to the prospective policyholder in writing. The policyholder is not required to select a deductible option, but if the policyholder chooses a deductible, the policyholder may choose only one combined (medical benefits and indemnity claims) deductible amount. Medical-only claims are included in the eligibility for a combined medical and indemnity deductible. The maximum combined deductible, including medical benefits and indemnity claims, will be \$5,000 per claim. Please carefully review the requirements for the deductible options outlined below.

DEDUCTIBLE OPTIONS

- \$1,000
- \$2,000
- \$3,000
- \$4,000
- \$5,000

EMPLOYER OBLIGATIONS IF A DEDUCTIBLE OPTION IS SELECTED

If the applicant employer chooses a deductible, the carrier must pay compensable claims to the person or medical providers entitled to the benefits conferred by the AWCA, and obtain reimbursement from the insured employer for the applicable deductible amount.

WARNING: The insured employer must reimburse the carrier within 60 days of a written demand. If the insured employer fails to reimburse the carrier within 60 days, the carrier may seek to recover the full amount of the claim from the insured employer. In addition, the nonpayment of deductible amounts must be treated in the same manner as nonpayment of premium for purposes of cancellation of the policy.

EXPERIENCE RATING MODIFICATION

Benefits paid by the insured employer under a deductible may not be treated as benefits paid so as to harm the experience rating of the employer, and will not be charged against the experience of the employer in accordance with OAC 365:15-1-3.1(d).

ACCEPTANCE/REJECTION.

Yes, I have read the optional deductible information summarized above and want the following deductible amount to apply to claims under the AWCA. I understand that this deductible applies to every claim for bodily injury by accident or disease filed by an injured employee.

MEDICAL AND INDEMNITY

- \$1,000
- \$2,000
- \$3,000
- \$4,000
- \$5,000

ACCEPTANCE/REJECTION

- Yes, I understand that I am responsible for reimbursing my insurance company for the amounts of any deductible it pays.
- No, I do not want the optional deductible described in this form.

NAMED INSURED Guthrie Public Schools

ADDRESS 802 East Vilas Ave, Guthrie, OK 73044

TITLE _____

SIGNATURE _____

DATE _____

THIS FORM IS NOT A PART OF YOUR POLICY AND DOES NOT PROVIDE COVERAGE.

Oklahoma Dividend Plan - K1

Prepared for: Guthrie Public Schools Policy Period : 07/01/2017 to 07/01/2018
 Agency: ASSOCIATED RISK MANAGERS OF MID Date Quoted: 05/19/2017
 AMERICA INC
 Estimated Direct Premium: \$135,679

Participation in the plan is contingent on producing final audited premium of at least \$100,000. The Oklahoma Dividend Plan - K1 is offered to a limited group of Zenith Policyholders who conduct their business in a manner that demonstrates an exemplary commitment to the prevention of workplace injuries.

These policyholders are willing to work with their insurer to reduce their employees' exposure to hazardous conditions, to work with their insurer to manage the cost of claims, and to cooperate in all reasonable ways to establish and maintain a business relationship that will be profitable to both parties. To remain eligible for any declared dividend, in addition to requirements in the workers' compensation policy, the policy must be in force for a 12-month period and all premiums must be paid at the time of valuation.

Based on a policy comparable to your size, similarly situated insureds have received dividends as follows:

Loss Ratio	Indicated Dividend
0.0% to 0.0%	14.5%
0.1% to 5.0%	13.5%
5.1% to 10.0%	10.5%
10.1% to 15.0%	7.5%
15.1% to 20.0%	4.5%
20.1% to 25.0%	1.5%
25.1% to 30.0%	0.0%
30.1% to 35.0%	0.0%
35.1% to 40.0%	0.0%
40.1% to 45.0%	0.0%
45.1% to 50.0%	0.0%
50.1% and Above	0.0%

Your first dividend calculation would be based on losses valued six months following the normal expiration of the policy. Your potential dividend may be higher or lower than indicated based on the final audited premium. After this first calculation, 50% of any indicated dividend would be paid, if declared. However, if all claims are closed at the first calculation, 100% of the dividend would be paid, if declared.

Your second dividend would be based on losses valued eighteen months following the normal expiration of the policy. The balance of the final calculated dividends would be paid if declared.

Timely payment of premiums is required for dividend eligibility. Payment of the dividend will be affected if an insured is issued a Notice of Cancellation as a result of nonpayment of premium in accordance with the following schedule: Three or more notices - Ineligible for dividend.

There is no recapture provision.

Acceptance of this proposal will include you in the Oklahoma Dividend Plan - K1. Zenith cannot guarantee the future payment of a dividend. Dividends are declared only at the option of the Board of Directors following policy expiration.



Guthrie Public Schools

Memo

To: Dr. Simpson and Guthrie Board of Education

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

Date: May 23, 2017

Re: Aurora Learning Community Association (ALCA) Agreement

Attached is a copy of the 2017-2018 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 OSTP 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 2017-2018 ALCA web based program is \$4,760.00 which is a decrease from last year of \$950.00. General funds will be utilized to cover the cost of the program.

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



Estimate

ALCA
 1001 East Elm Street
 Fairview, OK 73737

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

DETAILS
April 11, 2017 Guthrie Renewal 17-18

TOTAL DUE
\$4,760.00

Attn: Carmen Walters

Arch for Oklahoma 17-18

Item	Quantity	Price	Subtotal
Arch for Oklahoma 17-18 (1000+ Students) Arch curriculum, instruction, and Comprehend data management supports individual teachers and teams in building, sharing, delivering, assessing, and analyzing curriculum, instruction, and student learning. Arch Tools include standards and curricular mapping of concepts, plan books with unit, daily, weekly, and project plan options, LMS-based Classes, instructional Strategies, Assessment options (e.g., interim, unit, quizzes, real-time check, rubrics, checklists), Forms, Calendars, and Portfolios, all having community sharing options.	1910	\$2.00	\$3,820.00
Data - NWEA District 17-18 Setup / Importing of NWEA Data 16-17	1	\$250.00	\$250.00
Data - NWEA Students 17-18 Students taking NWEA 16-17	1380	\$0.50	\$690.00
Total:			\$4,760.00

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 Subscribe** 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 Customer

Aurora Learning Community Association

ALCA Arch Licensing Agreement

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

2.2.3 Shared Non-Profit Entity License The Shared Non-Profit Entity License is the same as a Non-Profit Entity License but it is shared among a number, to be determined by ALCA in its sole discretion, of small non-profit entities, such as public or private school districts, churches, charities, etc. It allows each of the non-profit entities to use the Software for religious, educational, or charitable purposes only, just as if each of the non-profit entities purchased its own Non-Profit Entity License. The Software shall be maintained on the Arch Platform. Each Customer is strictly prohibited from using the Software for any other purpose or for the benefit or on behalf of any Third Party other than the non-profit entities sharing the License. All of the small non-profit entities in a group sharing a Shared Non-Profit Entity License must have subscribed for the License within six months of the first invoice date of those small non-profit entities included in the group. If the group fails to attain the number of small non-profit entities required for the Shared Non-Profit Entity License, as determined by ALCA in its sole discretion, then the subscribing non-profit entities of the group may convert their Shared Non-Profit Entity License to a Non-Profit Entity License paying an 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

Aurora Learning Community Association

ALCA Arch Licensing Agreement

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

Aurora Learning Community Association

ALCA Arch Licensing Agreement

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

11. **RELEASE AND HOLD HARMLESS.**

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

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

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

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

13. **TERMINATION AND REMEDIES.**

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

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

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

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

13.1.4 Customer’s dissolution, either voluntarily or involuntarily;

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

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

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

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

14. **GENERAL.**

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

Aurora Learning Community Association

ALCA Arch Licensing Agreement

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

Mr. Gary Sacket, President
Aurora Learning Community Association
1001 East Elm Fairview, Oklahoma 73737
Phone: (580) 227-1007
Fax: (580) 227-1019
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: June 1, 2017

CUSTOMER

By: _____

Name: _____

Title: _____

Date: _____

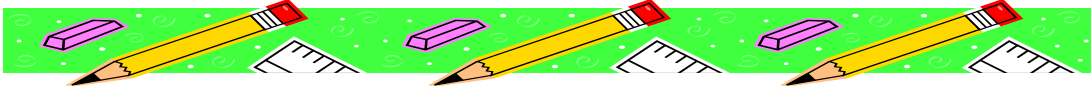


Staking a Claim in Our Students' Future

GUTHRIE ELEMENTARY SCHOOLS

STUDENT HANDBOOK

~~2016 – 2017~~ **2017-2018**



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!

TABLE OF CONTENTS

Section	Subject
A	Absence, Attendance & Tardies
B	Bicycles
C	Breakfast, Lunch and Snacks
D	Civil Rights Compliance & Assurance Due Process FERPA
E	Classroom Request/Change
F	Curriculum
G	Dangerous Weapons
H	Diabetes Plan
I	Discipline & Behavior
J	Dress Code
K	Enrollment
L	Field Trips
M	Freedom Week Curriculum
N	Grading Guidelines
O	Money & Valuables
P	No School - Delayed Start
Q	Parent Involvement
R	Playground
S	Proficiency-Based Promotion
T	Reading Sufficiency Act
U	Release of Records
V	Retention Policy
W	School Health & Medications
X	School Safety Drills
Y	Sexual Harassment
Z	Special Activities
AA	Standards of Conduct
BB	Student Drop Off and Pick Up
CC	Student Organizations
DD	Student Reports
EE	Student Work Homework Make-Up Work
FF	Telephone
GG	Textbooks & Library Books
HH	Vandalism
II	Visitors
JJ	Website
KK	Wellness Policy
LL	Wireless Communication Devices
	Disclaimer Site-Specific Handbook
	Asbestos Management Plan

A: ABSENCES, ATTENDANCE, & TARDIES

It is of utmost importance that students attend school every day. Irregular attendance is the most frequent cause of unsatisfactory work and school failures. When a student is unable to attend school, parents should notify the school by calling between 8:30 a.m. and 10:30 a.m. Parents should give the student's name and teacher's name. 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.

RECOMMENDED HEALTHY SNACK OPTIONS:

Nuts/peanuts	Dried fruits	Canned fruits	Trail mix
Whole-grain cereal bars	Pretzels	Baked chips or crackers	Animal crackers
Graham crackers	Baked cereal mix	Baked fish-shaped crackers	Granola bars
Whole-grain chips	String cheese	Fresh fruits	Raw vegetables
Popcorn	Low-fat yogurt	Low-fat baked goods	Low-fat crackers
Pudding	Beef jerky	Bagels	Multigrain bars
Fruit snacks	Bottled water	100 percent fruit juice	Tea (unsweetened or diet)
Skim milk	1 percent milk	Sports drinks	Electrolyte replacement drink
Fruit-based (no less than 50 percent fruit juice and no added sweeteners)			

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 its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The Guthrie Public School System also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

Name/Title: Superintendent of Guthrie Public Schools
Office Address: 802 E. Vilas, Guthrie, OK 73044
Phone Number (Voice/TDD): (405) 282-8900
Days/Hours Available: M-F 8:00 a.m. - 12:00 p.m. 1:00 p.m. - 4:30 p.m.

For questions regarding this notice, please contact the District Compliance Coordinator.

Procedural Requirements
Title VI, Title IX, Section 504, ADA
July 2000

AVISO DE DECLARACION NO-DESCRIMINATORIA

Escuela Publica de Guthrie no discrimina raza, color, nacionalidad, genero, edad o incapacidad de admision a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningun aspecto de sus operaciones. La Escuela Publica de Guthrie tampoco discrimina en sus contratos o practicas de empleados.

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

Nombre/Titulo: Superintendente de las Escuelas Publicas de Guthrie
Direccion de Oficina: 802 E. Vilas, Guthrie, OK 73044
Numero Telefono (correro de voz/TDD): (405) 282-8900
Dias/Horas de trabajo: L-V 8:00 a.m.-12:00 p.m. 1:00 p.m.-4:30 p.m.

Procedural Requirements
Title VI, Title IX, Section 504, ADA
July 2000

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 2016-2017 **2017-2018** 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 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, threat or possession of a dangerous weapon or any kind of instrument, on campus, parking lots, premises or property of the Guthrie Public Schools or during school sponsored activities, functions or events 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
9. Firearm shells, bullets or pellets

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 Student Behavior And Discipline in the GPS Policy Manual Located on the District Website.
- Bullying will not be tolerated. Please refer to section F-31 Policy Prohibiting Harassment, Intimidation and Bullying And Procedures For Combating These Behaviors in the GPS Policy Manual Located on the District Website.

Any of these violations shall result in a parent or guardian being contacted and/or a student's suspension from school. The length of the suspension will be assigned by the principal depending on the severity of the behavior. Administrators will conduct a suspension conference with the student and parent or guardians outlining the suspension and informing parents of their rights according to district policy

The goal of our Schools is to develop student self discipline in a positive manner. This means giving the student a chance to make choices, and giving him/her a time to discuss his/her problems. Parent communication and support is an important part of discipline.

All elementary schools will be utilizing the Responsive Classroom educational approach. This is a research based educational approach associated with greater teacher effectiveness, higher student achievement, and improve school climate. This approach consists of a set of practices that build academic and social-emotional skills that can be used with many other programs. The approach helps educators build on competencies in four interrelated domains: engaging academics, positive community, effective management, developmentally responsive teaching.

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 come to the school to make 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, address, telephone numbers, doctor or emergency contacts, the school should be informed immediately. 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.guthrieeps.net 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 **and automated phone system** will also be updated **and utilized** to include the newest information.

If weather conditions deteriorate during the school day and it becomes necessary to dismiss school early, the Superintendent will notify the local radio and television stations. When possible, the update will also be included on the District's website and automated phone system. Please remember not to phone the school to ask about closing or dismissal information. This will keep our telephone lines open in case of an emergency.

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: 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.

S: 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.

T: READING SUFFICIENCY ACT

Students' grades Kindergarten – 3rd that do not score proficient on the beginning of the year reading assessment will be placed on an Academic Progress Plan (APP). If your child's reading level does not improve by the end of the school year, he/she may need to attend the Summer Academy Reading Program.

3rd Grade Students:

The RSA law is intended to ensure that students have the necessary reading skills in order to be successful in grade four and beyond, where the rigors of reading in the content areas increase.

To be promoted to fourth grade, state law requires that your child must score above the Unsatisfactory and Limited Knowledge **level on the reading comprehension and vocabulary portion of the Oklahoma School Testing Program test. This means in the 2016-2017 school year. (i.e., your child will need to score Proficient, or Advanced in reading comprehension and vocabulary to meet RSA criteria. on the Reading portion of the Oklahoma Core Curriculum Test (OCCT).)** If your child scores Unsatisfactory or Limited Knowledge, he/she may still be promoted if one or more of the ~~six~~ **seven** good cause exemptions apply. It is important to note that ~~OCCT~~ **OSTP** results are the initial determinant for promotion decisions, but not the sole determiner. Portfolio reviews, alternative assessments and additional exemptions are available to assist the school district in knowing when a child is reading at or above grade level and ready for a grade promotion.

If a student has not yet satisfied the proficiency requirements prior to the completion of third grade and still has a significant reading deficiency as identified based on assessments administered that meet the acquisition of reading skills, has not accumulated evidence of third-grade proficiency through a student portfolio, is not subject to a good cause exemption, then the student shall not be eligible for automatic promotion to fourth grade.

To be considered for “probationary promotion”, a student may be evaluated by a “Student Reading Proficiency Team” composed of:

- (1) the parent(s) and/or guardian(s) of the student

~~(2) the teacher assigned to the student who had responsibility for reading instruction in that academic year~~ **current teacher responsible for reading**

~~(3) a teacher in reading who teaches in the subsequent grade level~~ **future teacher responsible for reading**

~~(4) the school principal, and~~

~~(5)~~**(4) a certified reading specialist (if available)**

The student shall be promoted to the fourth grade if the team members unanimously recommend "probationary promotion" **and the principal and superintendent approve the recommendation of the SRPT.** ~~to the school district superintendent and the superintendent approves the recommendation that promotion is the best option for the student.~~

U: RELEASE OF RECORDS

The school will maintain records on all students. The signature of a parent/guardian must be obtained to request or release records to other school districts.

V: RETENTION POLICY

Recommendation for retention (declining a student the opportunity to advance to the next grade level) is a decision made carefully on an individual basis. This decision will be firmly focused on arriving at what is in the best interest of the student. The retention of a student shall be based upon the total growth of each individual student. Such factors as social, emotional, physical and mental growth, as well as attendance, shall be taken into consideration.

Whenever a teacher or teachers recommend that a student be retained at the present grade level or "not passed" in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent may prepare a written statement to be placed in, and become a part of, the permanent record of the student stating the reason(s) for disagreeing with the decision of the Board of Education.
70 O.S. 1991, Section 24-114.1

W: SCHOOL HEALTH & MEDICATIONS

HEAD LICE/ COMMUNICABLE DISEASE - Oklahoma Statute §70-1210.194 (2014) states that any child afflicted with a contagious disease or head lice may be prohibited from attending a public, private, or parochial school until such time as he/she is free from the contagious disease or head lice. Any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before the child may reenter school, certification from a health professional as defined by Section 2601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Department of Health that the child is no longer afflicted with head lice.

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.

PRESCRIPTION AND NONPRESCRIPTION MEDICATION

Prescription and nonprescription medication will only be administered by school staff with the completed medication authorization form, which may be obtained on the District's website under Enrollment. The prescription and nonprescription medication will be administered according to physician instructions. The prescription 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. The nonprescription medication must be in the original container with student name affixed to the container, ingredients, expiration date, dosage and frequency, directions for administration, and other directions as appropriate. It is the responsibility of the parent/guardian to maintain the supply. It is the responsibility of the parent/guardian to pick up any medication at the end of the school year. Any medication left at school after June 1st will be discarded utilizing the proper procedure.

X: SCHOOL SAFETY DRILLS

All emergency drills will be performed in accordance with State Department of Education accreditation regulations. Below is a list of drills.

1. Two lockdown drills referred to as "shelter in place" per school year. The purpose of the shelter in place drills is for a possible threat OUTSIDE the building.
2. Two intruder drills per school year. Intruder drills are conducted for the purpose of a threat INSIDE the building. Each intruder drill shall be conducted within the first fifteen (15) days of each semester.
3. Two fire drills per school year. Each fire drill shall be conducted within the first fifteen (15) days of each semester.
4. Two tornado drills per school year with at least one drill being conducted in the months of September and March.
5. The two remaining drills will be at the discretion of the district.

Y: SEXUAL HARASSMENT

Sexual harassment is any type of verbal/physical abuse of a sexual nature. Suggestive comments, unwanted touching, obscene hand/body gestures, suggestive notes, etc., would be considered sexual harassment. Since this covers such a wide range/degree of offenses, the punishment on the first offense will range from three (3) days suspension to suspension for the remainder of the semester and the following semester.

Z: SPECIAL ACTIVITIES

Each elementary site has 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 DROP OFF and PICK UP

Drop Off: There will be teacher Supervision starting at 7:30 a.m.

Pick Up: Children need to be picked up by 3:30 p.m. There is No Supervision after 3:40 p.m. We know there are emergencies that may happen, please contact the school before 3:30 p.m. to make arrangement for your child's pick up.

CC: STUDENT ORGANIZATIONS

Guthrie Public Schools believes school sponsored student organizations can advance educational goals. A list of school sponsored clubs and organizations are on the District website and in each site handbook. If you wish to withhold permission for your student to join or participate in one or more of the clubs or organizations that are necessary for a required course of instruction, you must notify the building principal in writing and retrieve your student from such participation. 70 §24-105 via H.B. 1826 (2009)

DD: STUDENT REPORTS

A student's progress is reported at the end of each fifth week period, and report cards are distributed at the end of each nine weeks. Parents are to take advantage of opportunities to communicate with their child's teacher through notes, email, calls, visits, or meetings at a mutually convenient time. Notes, calls, visits, and meetings will be kept in a teacher log.

District-wide parent/teacher conferences are held at the end of the first and during the third nine week period. In addition to communicating with the teacher, parents communicate an important message to their children about their interest in the child's progress and the importance of school. Our best partners in providing an outstanding educational program are our parents.

EE: STUDENT WORK

HOMEWORK

It is recommended that parents set aside a certain time each evening for the student to do his/her homework. When a child has an appointed time for homework, it helps him/her to remember to get it done. Homework should be done in a quiet setting away from television and other distractions.

MAKE UP WORK & WORK SUBMITTED LATE

Students, upon returning from an absence, will have one (1) day for each day missed plus one (1) day to turn in makeup work. After the allowed number of days have passed and the student has failed to turn in the missed work, he/she will be given a 0 grade for the

assignments.

FF: TELEPHONE

The office telephone is a business phone and is not to be used by students, except in an emergency. Students are not allowed to use the telephone to make personal arrangements (such as requesting permission to go to another student's home after school.) Parents calling to leave messages should do so by 2:30 p.m.

GG: TEXTBOOKS & LIBRARY BOOKS

Textbooks are loaned by the Guthrie Board of Education without charge. Teachers will distribute textbooks during the first few days of school. At the end of the year, all textbooks will be returned to the teachers. Replacement costs will be assessed for lost textbooks and/or library books and for damage through negligence or vandalism to books or other school property. If a student accidentally causes damage, they should report it to their teacher immediately so that the damage is not misconstrued as vandalism. If fines have been paid on books that are later found during the current school year, the money will be refunded to the student. (See Refund Policy)

REFUND POLICY

For auditing purposes, refunds must be approved and a check issued from the Board Office. Parents should receive a check within two weeks of the request. Cut-off date for all refunds is May 15.

HH: VANDALISM

Vandalism and defacing of property is prohibited. Any student committing an act of vandalism is subject to suspension.

II: VISITORS

Guthrie Public Schools welcomes and encourages parents to visit our schools. All visitors, parents, and guests need to report to the main office upon arrival to the school and issued a visitor badge if they will be remaining in the building.

JJ: WEBSITE

Guthrie Public Schools has created a website for students, parents, teachers and community members to access. The web address is www.guthrieeps.net. The website contains district information, school calendar, lunch menus, publications, school news, and teacher web pages.

KK: WELLNESS POLICY

Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well being. All students enrolled in Guthrie Public Schools shall possess the knowledge and skills necessary to make nutritious food choices and enjoyable physical activity choices. All playground and physical education equipment will meet the recommended safety standards for design, installation and maintenance. Classroom teachers and administrators will be encouraged not to use candy, sweets or gum as a reward. Guthrie Public Schools respectfully requests that parents and teachers who wish to provide snacks for students provide healthy choices. A

recommended list of healthy snack options may be accessed on the Guthrie Public Schools website.

LL: WIRELESS COMMUNICATION DEVICES

Students may possess a cellular telephone 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 the Director of Operations at the Maintenance Department located at 200 Crooks Drive, Bldg. #4, Guthrie, OK.

Cotteral Elementary School
Site Information, Procedures and Rules
~~2016-2017~~
2017 - 2018

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 **Pre-K and** 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.

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.

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~~ **\$1.30** per day; reduced price is \$.30 per day. Lunch is ~~\$2.50~~ **\$2.60** 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.~~ Check with your child's teacher for the actual time their class will be eating.

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.

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.

Please refer to Section F-41 Student Behavior and Discipline located in the GPS Policy Manual on the District Website

Bullying will not be tolerated. Please refer to Section F-31 Policy Prohibiting Harassment, Intimidation and Bullying Procedures for Combating These Behaviors located in the GPS Policy Manual on the District Website.

Responsive Classroom

All elementary schools will be utilizing the Responsive Classroom educational approach. This is a research based educational approach associated with greater teacher effectiveness, higher student achievement, and improve school climate. This approach consists of a set of practices that build academic and social-emotional skills that can be used with many other programs. The approach helps educators build on competencies in four interrelated domains: engaging academics, positive community, effective management, developmentally responsive teaching.

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 is at the doors 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 8:15 to 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.
- 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.
- Children need to be picked up by 3:30 p.m. There is NO Supervision after 3:40 p.m. We know there are emergencies that may happen, please contact the school before 3:30 p.m. to make arrangement for your child's pick up.

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 other items. Cotteral Elementary School will celebrate during classroom parties. All other celebrations should be done outside of school.

Asbestos Information

Asbestos plans are available for viewing during regular school hours, Monday thru Friday, by contacting the Director of Operations at the Maintenance Dept. located at 200 Crooks Drive, Bldg. #4, Guthrie, OK.

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 experiences so that they can help me to 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 for 20 minutes. ● 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). ● 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

		<p>student achieve the school's high academic standards.</p> <ul style="list-style-type: none"> • 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 at Cotteral. 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 ~~2016–2017~~ **2017 - 2018** 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.

Student Name

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

2017-2018

~~***2016-2017***~~

**321 East Noble
Guthrie, Oklahoma 73044**

Phone (405)282-0352

Fax (405)282-9988

Dani Watson, Principal

CENTRAL ELEMENTARY SCHOOL
Supplemental Handbook
~~2016-2017~~
2017-2018

The Central Staff is delighted to welcome you and your child to school. The first day will be one that you and your child will always remember. You, as the parent, can help make the first days go smoothly by doing a few things to prepare your child.

- To make your child more comfortable about going to school, conduct a “dress rehearsal.” Practice the best route to the school or bus stop. Show your child the school grounds. Find out the teacher’s name and make sure your child knows it.
- Do not pass off your child’s doubts and fears. Try to answer all the questions in a positive, reassuring manner. Talk about school in a friendly way so your child will think of it as a friendly place. Let him/her know there will be friendly people to help on those first uncertain days.

We are now partners, jointly dedicated to helping your child grow into a healthy, happy, fully aware person.

A. GUTHRIE PUBLIC SCHOOLS MISSION STATEMENT

It is the mission of the Guthrie Public Schools to empower all students with the tools necessary to become productive members of society through a cooperative effort between students, home, school, and community.

B. CENTRAL ELEMENTARY SCHOOL MISSION STATEMENT

Our mission is to provide ongoing access, for all students, to a variety of teaching tools and resources, which will enable our students to become independent learners.

C. CLASS SCHEDULES

Breakfast	7:30 - 8:10
Class instruction begins	8:15
Tardy Bell	8:15
Lunch A	11:00—11:25 11:10 – 11:35
Recess A	11:25—11:50 11:35 - 12:05
Lunch B	11:30—11:55 11:45 – 12:10
Recess B	11:55—12:20 12:10 – 12:40

(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 & 8:05 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 anytime 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 are the first car in the AM or the PM in Central's car line and you arrive prior to the designated drop off or pick up times please make sure you stop at the ~~sign in~~ **yellow line on** our parking lot. ~~by the sign that indicates where the car line begins.~~ You **MUST** leave enough room for other cars to maneuver through the parking lot and please do not block the handicap parking spots. The line may begin moving once drop off begins in the morning, or when the teachers bring the students out in the PM for dismissal. If you need to get out and come into the building, please park in a parking space to avoid holding up traffic. We share our parking lot with Cash Saver so please avoid parking in their spots which are marked with a C inside a white circle.

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~~ **\$1.30** per day; reduced price is \$.30 per day. Lunch is ~~\$2.50~~ **\$2.60** 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 as deemed appropriate by the principal

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 Student Behavior and Discipline located in the GPS Policy Manual
- Bullying will not be tolerated. Please refer to Section F-31 Policy Prohibiting Harassment, Intimidation and Bullying and Procedures For Combating These Behaviors located in the GPS Policy Manual

Any of these violations shall result in a parent or guardian being contacted and/or a student being assigned in school suspension (ISS) or suspension from the school. The length of the ISS or 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.

All elementary schools will be utilizing the Responsive Classroom educational approach. This is a research based educational approach associated with greater teacher effectiveness, higher student achievement, and improve school climate. This approach consists of a set of practices that build academic and social-emotional skills that can be used with many other programs. The approach helps educators build on competencies in four interrelated domains: engaging academics, positive community, effective management, developmentally responsive teaching.

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 the Director of Operations 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 ~~2016-2017~~ 2017-2018 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
~~2016-2017~~ **2017-2018**

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 7:30-8:15 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 ALL STUDENTS MUST BE PICKED UP NO LATER THAN 3:40

- 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 7:30 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 School Resource Officers and/or 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.
- Cafeteria Snack Shack Items are a separate charge. This is not the same "Snack Shack" that PTO sponsors on Fridays.

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 when necessary to practice skills that have already been taught in class, 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.

Social and Behavior Expectations

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 Responsive Classroom approach is to create a safe and effective positive learning environment for every child by explicitly teaching behavioral and social 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.

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!

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
- 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

All elementary schools will be utilizing the Responsive Classroom educational approach. This is a research based educational approach associated with greater teacher effectiveness, higher 271

student achievement, and improve school climate. This approach consists of a set of practices that build academic and social-emotional skills that can be used with many other programs. The approach helps educators build on competencies in four interrelated domains: engaging academics, positive community, effective management, developmentally responsive teaching.

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.

Please visit Section F-41 Student Behavior and Discipline located in the GPS Policy Manual

Bullying will not be tolerated. Please refer to Section F-31 Policy Prohibiting Harassment, Intimidation and Bullying and Procedures For Combating These Behaviors located in the GPS Policy Manual

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
~~2016-2017~~ 2017-2018**

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

~~2016-2017~~ 2017-2018

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. Doors do not open and students are not supervised until 7:30 am. 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 should call between 8:30 and 10:30 to report the absence. If requested, missed work can be picked up after 2:30 in the office.
6. Skateboards, roller blades, trading cards, radios, music devices, toys, electronic games, **spinners**, 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 non-instructional items. These items cause a distraction to the learning process. If damaged, 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.
8. **We understand the need for students to have cell phones for safety purposes. During the school day, the cell phone must be turned off. There will be disciplinary actions if a student uses a cell phone during the school day. If a parent needs to reach their child they may call the school office, 282-5924, and we will call for the student. GUES will not be responsible for lost, stolen, or damaged cell phones.**

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 twenty (20) 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.
- Grade level recess detention.
- Conference 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 may 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 cannot 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 and/or school staff 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.

Please refer to Section F-41 Student Behavior and Discipline located in the GPS Policy Manual on the district website.

Bullying will not be tolerated. Please refer to Section F-31 Policy Prohibiting Harassment, Intimidation and Bullying And Procedures For Combating These Behaviors located in the GPS Policy Manual on the district website.

All elementary schools will be utilizing the Responsive Classroom educational approach. This is a research based educational approach associated with greater teacher effectiveness, higher student achievement, and improve school climate. This approach consists of a set of practices that build academic and social-emotional skills that can be used with many other programs. The approach helps educators build on competencies in four interrelated domains: engaging academics, positive community, effective management, developmentally responsive teaching.

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 any time. 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.
- G. No games or activities that could result in injury or which actions are not appropriate for school.

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 and/or drinks may not be taken from the cafeteria unless arrangements are made by a classroom teacher.
- 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 (3:10 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.~~ **After a student has acquired 5 tardies within a semester they will receive a warning. When a student reaches 10 tardies, they will be assigned Lunch/Recess Detention in the ISS room for one day. After a student has acquired 15 tardies within a semester they will receive a week of Lunch/Recess Detention in the ISS room. If a student acquires 20 tardies in a semester, they will be assigned After School Detention. Any tardies beyond 20 within a semester may be addressed by Saturday School or ISS. 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.

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.

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 in front of the building will begin at the south end of the sidewalk and extend the length of the sidewalk. 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!~~

Today I will be Respectful, Responsible, Safe and I will strive for success.

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. **Items may be held in the office and delivered to the students within the last hour of the day.**

L. Listed below are activities that have been available to GUES students in recent years. (Availability of such activities is dependent 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.

Memorandum:

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

FROM: Eldona Woodruff, Director of Special Education

SUBJECT: Contractual Agreement with Beth McLean for Occupational Therapy

DATE: May 25, 2017

Attached is an agreement with Beth McLean, OTR/L to provide Occupational Therapy services for the 2017-2018 school year. Ms. McLean has agreed to continue to provide these services for \$60 per hour. As a private contractor, Ms. McLean has provided Occupational Therapy services for \$65 or greater per hour. She has agreed to reduce her usual hourly rate in order to provide this service. The cost of this service will be approximately \$45,000 for hourly services, mileage and travel time. There will be no increase in the hourly amount.

Additional Quotes Received:

Mediscan - \$62 - \$82 per hour depending on the cost/experience of the service provider

Career Staff Unlimited \$66 - \$72 per hour depending on the cost/experience of the service provider

ProCare Therapy \$65 - \$75 per hour depending on the cost/experience of the service provider

Supplemental Health \$62 per hour

Ardor Health Solution \$65 - \$72 per hour depending on the cost/experience of the service provider

**Contractual Agreement for Occupational Therapy Services
July 2017-June 2018**

The terms of a service agreement between Guthrie Public Schools and the Independent Contractor, Beth McLean, OTR/L, are as follows:

1. **Independent Contractor Status:**
 - a. Guthrie Public Schools engages Beth McLean, OTR/L to provide licensed occupational therapy services for the schools on a fee for services basis.
 - b. In providing services under this agreement, the independent contractor shall at all times act as an Independent contractor and not as an employee or agent of the contractor.
 - c. The independent contractor shall not bill Medicaid directly for any occupational therapy services Rendered in conjunction with this agreement. Medicaid billing is only to be submitted by the school.
2. **Independent Contractor Duties Shall Include:**
 - a. Occupational therapy services as indicated by an Individual Education Plan (IEP).
 - b. Occupational therapy evaluations and screenings as deemed appropriate by the therapist and Special Education Director.
 - c. Occupational therapy consultations with teachers and other staff regarding Occupational therapy techniques or modifications.
 - d. Training of staff as indicated regarding Occupational Therapy techniques, strategies and equipment for improved student success in classroom.
 - e. Attend eligibility and IEP meetings as indicated.
 - f. Provide supervision of COTA under policies of Oklahoma licensure and AOTA best practices.
3. **Guthrie Public Schools Responsibilities:**
 - a. Provide referrals for the therapist;
 - b. Provide access to student records;
 - c. Provide access to district owned equipment and materials;
 - d. Provide documentation of Occupational Therapy Services forms for Medicaid eligible students.
 - e. Provide timely reimbursement for appropriately invoices services.
4. **Compensation:**
 - a. Guthrie Public Schools will compensate for services as indicated above, including direct services, evaluations, meetings, documentation, supervisory duties, preparation time, at the rate of \$60.00/ hour.
 - b. Driving time for OTR will be paid at \$60.00 per hour round trip, plus mileage at the current Oklahoma State travel reimbursement rate.
 - c. OTR will bill Guthrie Public Schools monthly and Guthrie Public Schools agrees to pay within 30 days of invoice.
 - d. Check to be issued to Beth McLean and sent to 2324 W 10th Ave, Stillwater, OK 74074
5. **Confidentiality:** The Independent Contractor will retain as confidential all information relating to the students served under this agreement.
6. **Insurance** (Independent contractor is covered by Healthcare Providers Service; \$1,000,000 each incident and occurrence; \$5,000,000 per aggregate.)
7. **Effective Date and Term:** The effective date of this Agreement shall be July 1, 2017 through June 30, 2018.
8. **Termination:** Either party may terminate the agreement upon thirty (30) days written notice to the other party.

In witness where of, the parties execute this Agreement

Beth McLean, OTR/L

Beth McLean, OTR/L

Date

5/2/17

Guthrie Public Schools
Authorized signature

Date _____

MEMORANDUM:

TO: Members of the Board of Education and Dr. Mike Simpson, Superintendent
FROM: Eldona Woodruff, Director of Special Education
SUBJECT: Contractual Agreement with Logan County Health Department for School Nursing Services during the 2017-2018 school year.
DATE: May 25, 2017

Attached is an agreement with Logan County Health Department for School Nursing Services for the 2017-2018 school year. The Guthrie Public School District has maintained an agreement with Logan County Health Department to provide this service for several years. Through this agreement, the Logan County Health Department will provide nursing services a minimum of 24 hours a week for health education, family assistance, control of communicable disease, assistance with immunization records, screenings, conferences, first aid, and other services as needed. The cost of this service will be \$12,000.

Additional Quotes received:

Ardor Health Solutions – LPN \$48-\$55 per hour, RN \$65 - \$72 per hour @ 24 hours a week approximately \$42,624 - \$63,936 plus mileage
Mediscan – LPN or RN \$53 - \$73 per hour @ 24 hours a week approximately \$47,064 - \$64,824 plus mileage
Maxim HealthCare – LPN \$30 per hour, RN \$45 per hour @ 24 hours a week approximately \$26,640 - \$39,960 plus mileage
Solient – RN \$50.55 -\$60.55 per hour @ 24 hours a week approximately \$44,888.40 - \$53,768.40 plus mileage

MEMORANDUM OF AGREEMENT

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

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

The Logan County Health Department will provide Nursing Services for:

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

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


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

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

The Guthrie Public Schools will reimburse the Logan County Health Department \$12,000.00 for these services. The Reimbursement will be quarterly upon receipt of an invoice in September, November, February and April.

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

This agreement is in effect from August 1, 2017 to June 30, 2018.



 Dr. Mike Simpson
 Superintendent of Schools

 J. W. Smith, Administrator
 Logan County Health Department

Date

Date

APPROVED

CHAIR, Logan County Commissioners

Date

BID TABULATION

District Mowing

COMPANY	HI SCHOOL	JR HIGH	GUES	FOGARTY	CENTRAL	COTTERAL	FAVER	OPTN/TRAN	ADMIN	BASEBALL
Ben's Spraying	\$600.00	\$225.00	\$450.00	\$200.00	\$100.00	\$150.00	\$300.00	\$400.00	\$100.00	\$100.00
Guthrie Lawn Care	NO BID	NO BID	NO BID	NO BID	NO BID	\$120.00	\$275.00	\$375.00	\$125.00	\$90.00
Hudson Lawn Care	\$395.00	\$120.00	\$495.00	\$145.00	\$95.00	\$120.00	\$195.00	\$240.00	\$95.00	\$95.00
Swift Creek Lawn Care	\$520.00	\$125.00	\$420.00	\$180.00	\$85.00	\$150.00	\$250.00	\$240.00	\$110.00	\$75.00
SourceOne	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID	NO BID

OKLAHOMA SCHOOL LEASE-PURCHASE AGREEMENT

THIS OKLAHOMA SCHOOL LEASE-PURCHASE AGREEMENT No.7444 (hereafter referred to as "Agreement") dated as of June 13, 2016, by and between Government Capital Corporation, a Texas corporation (herein referred to as "Lessor"), and Independent School District No. I-001 of Logan County, Oklahoma (dba Guthrie Public School District), a political subdivision or agency of the State of Oklahoma (hereinafter referred to as "Lessee").

WITNESSETH: In consideration of the mutual covenants and conditions hereinafter set forth, the parties hereto agree as follows:

1. **Term and Payments.** Lessor hereby leases to Lessee and Lessee hereby leases from Lessor the property described in Exhibit A hereto (hereinafter, with all replacement parts, substitutions, proceeds, increases, additions, accessions, repairs and accessories incorporated therein or affixed thereto, referred to as the "Property") for the amounts to be paid in the sums (the "Lease Payments") and on the dates (the "Lease Payment Dates") set forth in Exhibit B hereto. Except as specifically provided herein, the obligation of the Lessee to make the Lease Payments called for in Exhibit B hereto shall be absolute and unconditional in all events and shall not be subject to any set-off, defense, counterclaim or recoupment for any reason. This Agreement will become effective upon the execution hereof by Lessee and Lessor and upon approval of the Agreement by the Board of Education of the Lessee. The term of this Agreement will extend for the Lessee's 2017-18, 2018-19, 2019-20, 2020-21 and 2021-22 fiscal years only if mutually ratified by Lessee and Lessor for each of those fiscal years. In accordance with 62 O. S. Section 430.1 and 70 O. S. Section 5-117, continuation of this Agreement past the current 2016-17 fiscal year is dependent upon mutual ratification by Lessee and Lessor. All rights afforded under title 70 section 5-117B of Oklahoma law are incorporated in this agreement by reference. The Lessee agrees the Board of Education of Lessee will take action to ratify or not ratify this Agreement for the next ensuing fiscal year at its regular July meeting and to notify Lessor as to whether the Agreement is ratified or not ratified for the next ensuing fiscal year. The Lessor hereby ratifies the continuation of the Agreement through the fiscal year ending June 30, 2023. The Lessor and Lessee agree that under no circumstances will the Agreement be extended beyond the fiscal year ending June 30, 2023. Lessee will evidence its acceptance of the Property by executing and delivering to Lessor a Certificate of Acceptance (hereinafter so called) in the form provided by Lessor.

2. **Non-Appropriation and Right of Termination.** The obligations of Lessee to make Lease Payments (called for in Exhibit B) and to make any other payments to Lessor (or to any other person) pursuant to this Agreement are subject to appropriation by the Lessee of funds that are lawfully available to be applied for such purpose. If Lessee fails to make such an appropriation prior to a fiscal period of Lessee, for the Lease Payments scheduled in such fiscal period, Lessor may terminate this Agreement. Lessee may terminate this Agreement by providing written notice of such termination to Lessor following its regular July Board of Education meeting. Upon any such termination of this Agreement, all of Lessee's rights, title and interest in and its obligation under this Agreement and to the Property shall terminate effective on the last day of the last fiscal period of Lessee for which such an appropriation was made. If Lessee ratifies and renews this Agreement for a subsequent fiscal year, Lessee agrees to encumber the required funds to make the Lease Payments due hereunder at the first meeting of Lessee's Board of Education in July of the then current fiscal year by approving an appropriate purchase order for this Agreement.

3. **Taxes.** Lessee shall keep the Property free and clear of all levies, liens and encumbrances except those created under this Agreement. Lessee shall pay, when due, all charges and taxes (local, state and federal) which may now or hereafter be imposed upon the ownership, leasing, rental, sale, purchase, possession or use of the Property, excluding, however, all taxes on or measured by Lessor's income. If Lessee fails to pay said charges and taxes when due, Lessor shall have the right, but shall not be obligated, to pay said charges and taxes. If Lessor pays any charges or taxes for which Lessee is responsible or liable under this Agreement, Lessee shall promptly reimburse Lessor therefor.

4. **Lessee's Covenants and Representations.** Lessee covenants and represents as follows:

(a) Lessee represents, and will provide an opinion of its counsel to the effect that, it has full power and authority to enter into this Agreement which has been duly authorized, executed, and delivered by Lessee and is a valid and binding obligation of Lessee enforceable in accordance with its terms, and all requirements for execution, delivery and performance of this Agreement have been, or will be, complied with in a timely manner;

(b) All Payments hereunder have been, and will be, duly authorized and paid when due out of funds then on hand and legally available for such purposes; Lessee will, to the extent permitted by State law and other terms and conditions of this Agreement, include in its budget for each successive fiscal period during the term of this Agreement a sufficient amount to permit Lessee to discharge all of its obligations hereunder, and Lessee has budgeted and available for the current fiscal period sufficient funds to comply with its obligations hereunder;

(c) There are no pending or threatened lawsuits or administrative or other proceedings contesting the authority for, authorization of performance of, or expenditure of funds pursuant to, this Agreement;

(d) Information supplied and statements made by Lessee in any financial statement or current budget prior to or contemporaneously with the Agreement are true and correct;

(e) Lessee has an immediate need for, and expects to make immediate use of, substantially all the Property, which need is not temporary or expected to diminish in the foreseeable future; specifically Lessee will not give priority or parity in the appropriation of funds for the acquisition or use of any additional property for purposes or functions similar to those of the Property.

(f) There are no circumstances presently affecting the Lessee that could reasonably be expected to alter its foreseeable need for the Property or adversely affect its ability or willingness to budget funds for the payment of sums due hereunder; and

(g) Lessee's right to terminate this Agreement as specified in Sections 1 and 2 hereof was not an independently bargained for consideration, but was included solely for the purpose of complying with the requirements of the laws of the State in which Lessee is located.



h) No lease, rental agreement, lease-purchase agreement, payment agreement or contract for purchase to which Lessee has been a party at any time during the past ten (10) years has been terminated by Lessee as a result of insufficient funds being appropriated in any Fiscal Year. No event has occurred which would constitute an event of default under any debt, revenue bond or obligation which Lessee has issued during the past ten (10) years.

(i) Lessee will pay the Lease Payment Due by check, wire transfer, or ACH only

5. **Use and Licenses.** Lessee shall pay and discharge all operating expenses and shall cause the Property to be operated by competent persons only. Lessee shall use the Property only for its proper purposes and will not install, use, operate or maintain the Property improperly, carelessly, or in violation of any applicable law, ordinance, rule or regulation of any governmental authority, or in a manner contrary to the nature of the Property or the use contemplated by its manufacturer. Lessee shall keep the property at the location stated on the Certificate of Acceptance executed by Lessee upon delivery of the Property until Lessor, in writing, permits its removal, and the Property shall be used solely in the conduct of the Lessee's operations. Lessee shall obtain, at its expense, all registrations, permits and licenses, if any, required by law for the installation and operation of the Property. Any license plates used on the Property shall be issued in the name of the Lessee. If a certificate of title is issuable with respect to the Property, it shall be delivered to the Lessor showing the interest of the Lessor.

6. **Maintenance.** Lessor shall not be obligated to make any repairs or replacements. At its own expense, Lessee shall service, repair and maintain the Property in as good condition, repair, appearance and working order as when delivered to Lessee hereunder, ordinary wear and tear from proper use alone excepted, and shall replace any and all parts thereof which may from time to time become worn out, lost, stolen, destroyed, or damaged beyond repair or rendered unfit for intended use, for any reason whatsoever, all of which replacements shall be free and clear of all liens, encumbrances and claims of others and shall become part of the Property and subject to this Agreement. Lessor may, at its option, discharge such costs, expenses and insurance premiums necessary for the repair, maintenance and preservation of the Property, and all sums so expended shall be due from Lessee in addition to rental payments hereunder.

7. **Alterations.**

(a) Lessee may, at its own expense, install or place in or on, or attach or affix to, the Property such equipment or accessories as may be necessary or convenient to use the Property for its intended purposes provided that such equipment or accessories do not impair the value or utility of the Property. All such equipment and accessories shall be removed by Lessee upon termination of this Agreement, provided that any resulting damage shall be repaired at Lessee's expense. Any such equipment or accessories not removed shall become the property of Lessor.

(b) Without the written consent of Lessor, Lessee shall not make any other alterations, modifications or improvements to the Property except as required or permitted hereunder. Any other alterations, modifications or improvements to the Property shall immediately become part of the Property, subject to the provisions hereof. Without the prior written consent of Lessor, Lessee shall not affix or attach any of the Property to any real property. The Property shall remain personal property regardless of whether it becomes affixed or attached to real property or permanently rests upon any real property or any improvement thereon.

8. **Liens.** Lessee shall not directly or indirectly create, incur, assume or suffer to exist any mortgage, security interest, pledge, lien, charge, encumbrance or claim on or with respect to the Property, title thereto or any interest therein, except the respective rights of Lessor and Lessee hereunder.

9. **Damage to or Destruction of Property.** Lessee shall bear the entire risk of loss, damage, theft or destruction of the Property from any and every cause whatsoever, and no loss, damage, destruction or other event shall release Lessee from the obligation to pay the full amount of the rental payments or from any other obligation under this Agreement. In the event of damage to any item of the Property, Lessee will immediately place the same in good repair, with the proceeds of any insurance recovery applied to the cost of such repair. If Lessor determines that any item of Property is lost, stolen, destroyed or damaged beyond repair, Lessee, at the option of Lessee, will either (a) replace the same with like property in good repair or (b) on the next Lease Payment Date, pay Lessor (i) all amounts then owed by Lessee to Lessor under this Agreement, including the Lease Payment due on such date, and (ii) an amount equal to the applicable Option to Purchase Value set forth in Exhibit B.

10. **Insurance.** Lessee shall either be self-insured with regard to the Property or shall purchase and maintain insurance with regard to the Property. Lessee shall indicate on each Certificate of Acceptance executed in relation to this Agreement its election to be self-insured or company insured with regard to the Property listed on that Certificate of Acceptance. Whether Lessee is self-insured or company insured, Lessee shall, for the term of this Agreement, at its own expense, provide comprehensive liability insurance with respect to the Property, insuring against such risks, and such amounts as are customary for lessees of property of a character similar to the Property. In addition, Lessee shall, for the term of this Agreement, at its own expense, provide casualty insurance with respect to the Property, insuring against customary risks, coverage at all times not less than the amount of the unpaid principal portion of the Lease Payments required to be made pursuant to Section 1 as of the last preceding Payment Date specified in Exhibit B on which a Lease Payment was made. If insurance policies are provided with respect to the Property, all insurance policies shall be with insurers authorized to do business in the State where the Property is located and shall name both Lessor and Lessee as insureds as their respective interest may appear. Insurance proceeds from casualty losses shall be payable solely to the Lessor, subject to the provisions of Section 9. Lessee shall, upon request, deliver to Lessor evidence of the required coverages together with premium receipts, and each insurer shall agree to give Lessor written notice of non-payment of any premium due and ten (10) days notice prior to cancellation or alteration of any such policy. Lessee shall also carry and require any other person or entity working on, in or about the Property to carry workmen's compensation insurance covering employees on, in or about the Property.

11. No Warranty. ALL WARRANTIES, PROMISES AND SERVICE AGREEMENTS, IF ANY, RELATING TO THE PROPERTY THAT THE MANUFACTURERS OR THE PARTY WHO SUPPLIED THE PROPERTY TO LESSOR (THE "VENDOR") HAVE MADE TO LESSOR IN CONNECTION WITH OR AS PART OF THE CONTRACT BY WHICH LESSOR ACQUIRED THE PROPERTY ARE HEREBY ASSIGNED TO LESSEE. Lessee may communicate with Vendor and receive an accurate and complete statement of all such warranties, promises and service agreements, if any. All claims or actions on any warranty so assigned shall be made or prosecuted by Lessee, at its sole expense, upon prior written notice to Lessor. Lessor may, but shall have no obligation whatsoever to participate in such claim or action on such warranty, at Lessor's expense. Any recovery under such a warranty shall be made payable jointly to Lessee and Lessor. Lessee acknowledges that Lessee has selected the Vendor and that Lessee has directed Lessor to acquire the Property from Vendor in connection with this Agreement. Lessee further acknowledges that this Agreement is a "Finance Lease" within the meaning of the Uniform Commercial Code and that Lessee is entitled to the Vendor's warranties and promises described above, if any. LESSOR HAS MADE AND MAKES NO REPRESENTATION OR WARRANTY, EXPRESS OR IMPLIED, AND ASSUMES NO OBLIGATION WITH RESPECT TO THE TITLE, MERCHANTABILITY, CONDITION, QUALITY OR FITNESS OF THE PROPERTY DESCRIBED IN EXHIBIT A FOR ANY PARTICULAR PURPOSE OR THE CONFORMITY OF THE PROPERTY TO ANY SPECIFICATION OR PURCHASE ORDER, OR AS TO THE PROPERTY'S DESIGN, DELIVERY, INSTALLATION OR OPERATION. All such risks shall be borne by Lessee without in any way excusing Lessee from its obligations under this Agreement, and Lessor shall not be liable to Lessee for any damages on account of such risks.

12. Purchase Option/Payment. Upon payment of the purchase price, plus interest as provided on Exhibit B, the Property shall belong to the Lessee and the Lessor shall execute and deliver a Quit Claim Bill of Sale to the Lessee conveying the Property "as is", but free and clear of any lien, encumbrance, or security interest created or permitted and not discharged by Lessor. The Lessee shall have an option to purchase the Property in whole but not in part, upon sixty (60) days written notice to Lessor by payment of the then applicable purchase price, plus interest, according to the attached Exhibit B. However, should Lessee have no purchase option or right to prepay the Lease according to the Option to Purchase column of the attached Exhibit B, any attempt to do so shall constitute an Event of Default. The purchase price shall convert to a nominal interest rate that shall not exceed 3.136%

13. Default and Lessor's Remedies.

(a) The occurrence of one or more of the following events shall constitute an Event of Default, whether occurring voluntarily or involuntarily, by operation of law or pursuant to any order of any court or governmental agency:

(1) Lessee fails to make any payment hereunder when due or within ten (10) days thereafter;
(2) Lessee fails to comply with any other covenant, condition or agreement of Lessee hereunder for a period of the ten (10) days after notice thereof;
(3) Any representation or warranty made by Lessee hereunder shall be untrue in any material respect as of the date made;

(4) Lessee makes, permits or suffers any unauthorized assignment, transfer or other disposition of this Agreement or any interest herein, or any part of the Property or any interest therein; or

(5) Lessee becomes insolvent; or admits in writing its inability to pay its debts as they mature; or applies for, consents to or acquiesces in the appointment of a trustee, receiver or custodian for the Lessee or a substantial part of its property; or, in the absence of such application, consent or acquiescence, a trustee, receiver or custodian is appointed for Lessee or a substantial part of its property and is not discharged within sixty (60) days; or any bankruptcy, reorganization, debt arrangement, moratorium, or any proceeding under any bankruptcy or insolvency law, or any dissolution or liquidation proceeding is instituted by or against Lessee and, if instituted against Lessee, is consented to or acquiesced in by Lessee or is not dismissed within sixty (60) days.

(b) Upon the occurrence of any Event of Default specified herein, Lessor may, at its sole discretion, exercise any or all of the following remedies:

(1) Enforce this Agreement by appropriate action to collect amounts due or to become due hereunder, by acceleration or otherwise, or to cause Lessee to perform its other obligations hereunder in which event Lessee shall be liable for all costs and expenses incurred by Lessor;

(2) Take possession of the Property, without demand or notice and without court order or any process of law, and remove and relet the same for Lessee's account, in which event Lessee waives any and all damages resulting therefrom and shall be liable for all costs and expenses incurred by Lessor in connection therewith and the difference, if any, between the amounts to be paid pursuant to Section 1 hereof and the amounts received and to be received by Lessor in connection with any such reletting;

(3) Terminate this Agreement and repossess the Property, in which event Lessee shall be liable for any amounts payable hereunder through the date of such termination and all costs and expenses incurred by Lessor in connection therewith;

(4) Sell the Property or any portion thereof for Lessor's account at public or private sale, for cash or credit, without demand on notice to Lessee of Lessor's intention to do so, or relet the Property for a term and a rental which may be equal to, greater than or less than the rental and term provided herein. If the proceeds from any such sale or rental payments received under a new agreement made for the periods prior to the expiration of this Agreement are less than the sum of **(i)** the costs of such repossession, sale, relocation, storage, reconditioning, reletting and reinstallation (including but not limited to reasonable attorneys' fees), **(ii)** the unpaid principal balance derived from Exhibit B as of the last preceding Lease Payment Date specified in Exhibit B, and **(iii)** any past due amounts hereunder (plus interest on such unpaid principal balance at the rate specified in Section 19 hereof, prorated to the date of such sale), all of which shall be paid to Lessor, Lessor shall retain all such proceeds and Lessee shall remain liable for any deficiency; or

(5) Pursue and exercise any other remedy available at law or in equity, in which event Lessee shall be liable for any and all costs and expenses incurred by Lessor in connection therewith. "Costs and expenses," as that term is used in this Section, shall mean, to the extent allowed by law: **(i)** reasonable attorneys' fees if this Agreement is referred for collection to an attorney not a salaried employee of Lessor or the holder of this Agreement; **(ii)** court costs and disbursements including such costs in the event of any action necessary to secure possession of the Property; and **(iii)** actual and reasonable out-of-pocket expenses incurred in connection with any repossession or foreclosure, including costs of storing, reconditioning and reselling the Property, subject to the standards of good faith and commercial reasonableness set by the applicable Uniform Commercial Code.

(e) Under no circumstances shall Lessee be liable under this subsection (b) for any amount in excess of the sum appropriated pursuant to Section 1 hereof for the previous and current fiscal years, less all amounts previously due and paid during such previous and current fiscal years from amounts so appropriated.

14. Termination. Unless Lessee has properly exercised its option to purchase pursuant to Section 12 hereof, Lessee shall, upon any earlier termination hereof pursuant to the terms of this Agreement, surrender the Property to Lessor unencumbered and in at least as good condition and repair as when delivered to Lessee, ordinary wear and tear resulting from proper use alone excepted.

15. Assignment. Without Lessor's prior written consent, Lessee will not either (i) assign, transfer, pledge, hypothecate, grant any security interest in or otherwise dispose of this Agreement or the Property or any interest in this Agreement or the Property; or (ii) sublet or lend the Property or permit it to be used by anyone other than Lessee or Lessee's employees. Lessor may assign its rights, title and interest in and to this Agreement, the Property and any other documents executed with respect to this Agreement and/or grant or assign a security interest in this Agreement and the Property, in whole or in part. Any such assignees shall have all of the rights of Lessor under this Agreement. Subject to the foregoing, this Agreement inures to the benefit of and is binding upon the heirs, executors, administrators, successors and assigns of the parties hereto. No assignment or reassignment of any of Lessor's rights, title or interest in this Agreement or the Property shall be effective with regard to Lessee unless and until Lessee shall have received a copy of the document by which the assignment or reassignment is made, disclosing the name and address of such assignee. No further action will be required by Lessor or by Lessee to evidence the assignment. During the term of this Agreement, Lessee shall keep a complete and accurate record of all such assignments in form necessary to comply with the United States Internal Revenue Code of 1986, Section 149 (a), and the regulations, proposed or existing, from time to time promulgated thereunder.

16. Personal Property. The Property is and shall at all times be and remain personal property.

17. Title. Lessor or its assignee will retain title to the Property during the lease term. Title to the Property will pass to Lessee upon (and only upon) Lessee's exercise of the purchase option provided in Section 12 hereof and the complete payment and performance by Lessee of all of Lessee's obligations under this Agreement, and in such case Lessor agrees to execute such instruments and do such things as Lessee reasonably requests in order to effectuate the passage of title to Lessee.

18. Lessor's Right to Perform for Lessee. If Lessee fails to make any payment or perform or comply with any of its covenants or obligations hereunder, Lessor may, but shall not be required to, make such payment or perform or comply with such covenants and obligations on behalf of Lessee, and the amount of any such payment and the expenses (including but not limited to reasonable attorneys' fees) incurred by Lessor in performing or complying with such covenants and obligations, as the case may be, together with interest thereon at the highest lawful rate, shall be payable by Lessee upon demand.

19. Interest on Default. If Lessee fails to pay any Lease Payment specified in Section 1 hereof within ten (10) days after the due date thereof, Lessee shall pay to Lessor interest on such delinquent payment from the due date until paid at the highest lawful rate.

20. Notices. Any notices to be given or to be served upon any party hereto in connection with this Agreement must be in writing and may be given by certified or registered mail, and shall be deemed to have been given and received forty-eight (48) hours after a registered or certified letter containing such notice, postage prepaid, is deposited in the United States mail, and if given otherwise shall be deemed to have been given when delivered to and received by the party to whom it is addressed. Such notice shall be given to the parties at their respective addresses designated on the signature page of this Agreement or at such other address as either party may hereafter designate.

21. Tax Exemption. Lessee acknowledges and agrees that the Lease Payments have been calculated by Lessor assuming that the interest portion of each Lease Payment is exempt from Federal Income Taxation. Lessee represents, warrants and covenants that it will do or refrain from doing all things necessary or appropriate to insure that the interest portion of the Lease Payments is exempt from Federal Income Taxation, including, but not limited to, executing and filing all information statements required by Section 149 (e) of the Internal Revenue Code of 1986, as amended, and timely paying, to the extent of available funds, amounts required to be rebated to the United States pursuant to Section 148(f) of the Internal Revenue Code of 1986, as amended.

22. Continuing Disclosure. Specifically and without limitation, Lessee agrees to provide audited financial statements, prepared by a certified public accountant not later than six (6) months after and as of the end of each fiscal year. Periodic financial statements shall include a combined balance sheet as of the end of each such period, and a combined statement of revenues, expenditures and changes in fund balances, from the beginning of the then fiscal year to the end of such period. These reports must be certified as correct by one of Lessee's authorized agents. If Lessee has subsidiaries, the financial statements required will be provided on a consolidated and consolidation basis.

23. Miscellaneous.

(a) Lessee shall, whenever requested, advise Lessor of the exact location and condition of the Property and shall give the Lessor immediate notice of any attachment or other judicial process affecting the Property. Lessor may, for the purpose of inspection, at any reasonable time during regular business hours enter upon any job, building or place where the Property and the books and records of the Lessee with respect thereto are located.

(b) Lessee agrees to equitably adjust the payments payable under this Agreement if there is a determination for any reason that the interest payable pursuant to this Agreement (as incorporated within the schedule of payments) is not excludable from income in accordance with the Internal Revenue Code of 1986, as amended, such as to make Lessor and its assigns whole.

(c) Time is of the essence. No covenant or obligations hereunder to be performed by Lessee may be waived except by the written consent of Lessor, and a waiver of any such covenant or obligation or a forbearance to invoke any remedy on any occasion shall not constitute or be treated as a waiver of such covenant or obligation as to any other occasion and shall not preclude Lessor from invoking such remedy at any later time prior to Lessee's cure of the condition giving rise to such remedy. Lessor's rights hereunder are cumulative and not alternative.

(d) This Agreement shall be construed in accordance with, and governed by, the laws of the State in which the Property is located.

(e) This Agreement constitutes the entire agreement between the parties and shall not be modified, waived, discharged, terminated, amended, altered or changed in any respect except by a written document signed by both Lessor and Lessee.

(f) Any term or provision of this Agreement found to be prohibited by law or unenforceable shall be ineffective to the extent of such prohibition or unenforceability without, to the extent reasonably possible, invalidating the remainder of this Agreement.

(g) The Lessor hereunder shall have the right at any time or times, by notice to Lessee, to designate or appoint any person or entity to act as agent or trustee for Lessor for any purposes hereunder.

(h) All transportation charges shall be borne by Lessor. Lessee will immediately notify Lessor of any change occurring in or to the Property, of a change in Lessee's address, or in any fact or circumstance warranted or represented by Lessee to Lessor, or if any Event of Default occurs.

(i) Use of the neutral gender herein is for purposes of convenience only and shall be deemed to mean and include the masculine or feminine gender whenever and wherever appropriate.

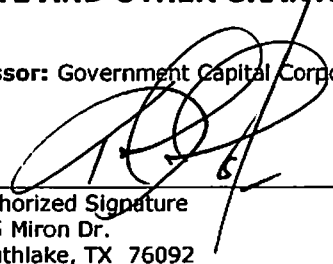
(j) The captions set forth herein are for convenience of reference only and shall not define or limit any of the terms or provisions hereof

(k) Except as otherwise provided herein, this Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective heirs, executors, administrators, legal representatives, successors and assigns, where permitted by this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the 21st day of July in 2016.

THIS OBLIGATION IS A PRESENT OBLIGATION OF THE LESSEE TO MAKE PAYMENTS AS DESCRIBED ON EXHIBIT B WITHOUT REGARD INCLUDING, BUT NOT LIMITED TO, FEDERAL, STATE AND OTHER GRANTS, GIFTS, ETC.

Lessor: Government Capital Corporation

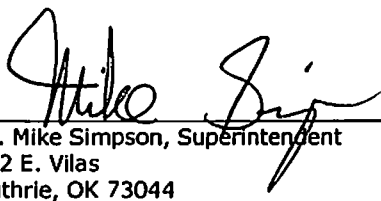


Keith Miller
Director of
Operations

Authorized Signature
345 Miron Dr.
Southlake, TX 76092

Witness Signature A. Elmore
Print Name Angelica Elmore
Print Title Rec. Coordinator

Lessee: Independent School District No. 1-001 of Logan County, Oklahoma (dba Guthrie Public School District)



Dr. Mike Simpson, Superintendent
802 E. Vilas
Guthrie, OK 73044

Witness Signature Jana Frey
Print Name Jana Frey
Print Title Administrative Assistant to Superintendent

GUTHRIE PUBLIC SCHOOLS WELLNESS POLICY

A significant amount of research exists showing the important roles nutrition and physical health play in student learning. To increase the likelihood for students to achieve their full academic potential, the district is committed to promoting health and wellness in all its school sites. This policy outlines the district's goals and procedures to ensure:

- Students have access to healthy foods at school in accordance with federal and state nutrition standards
- Students receive quality nutrition education to help them develop lifelong healthy eating behaviors
- Students have opportunities to be physically active before, during, and after school
- Individual school sites promote nutrition, physical activity and other behaviors which encourage wellness
- The community is welcome in the district's wellness program
- The smooth operation of the district's wellness program

The board encourages staff to engage in healthy eating and appropriate physical activity since staff members serve as role models for district students.

District Wellness Committee Membership and Leadership

The district's wellness program will be coordinated by a District Wellness Officer, to be assigned by the Superintendent. Each building principal will annually designate one (1) individual at their school site to be a liaison to the district's wellness committee which will meet at least once each semester. The name of the site liaison for each building will be publicized on the district's website, in school newsletters and by other means as is determined to be appropriate. Individual sites will publicize the name and contact information for their site liaison in school newsletters, as a part of routine parent updates, and through other appropriate methods.

Although the district's wellness program is coordinated by the District Wellness Officer, the program will be based on the work of the site safe and healthy schools committees. Committees will meet once each semester during the school year for the purpose of reviewing existing wellness activities, brainstorming new activities, reviewing and assessing the district's wellness policies and procedures, and related actions in order to make recommendations to the district wellness committee. The district wellness committee will then consider the recommendations and findings of site committees for the purpose of implementing appropriate activities, programs, and policies at the district level.

Membership on the site safe and healthy schools committees will be open to interested parents, students, health care providers, social service workers and school representatives. The committees will include, minimally, the site liaison, a school administrator, and a PE teacher.

Each site safe and healthy schools committee will also focus on providing wellness resources and strategies to teachers. This will be accomplished by making recommendations to the site principal regarding health, wellness, integrating kinesthetic learning and the overall connection between wellness and learning.

Assessment, Planning and Reporting

The District Wellness Officer is responsible for conducting a district assessment using tools available through the Centers for Disease Control. Once the assessment is completed, the committee will develop and maintain a plan to implement and manage the district's wellness program. The district's plan will be specific for each site (although the site plans may be substantially similar) and delineate the roles, responsibilities, actions and timelines for wellness activities. It will also include specific goals and objectives for nutrition standards for all foods and beverages available on campus, outside food/beverage marketing, nutrition promotion and education, physical activity and education and other wellness activities. The plan will be regularly assessed, reviewed and updated in light of district needs, emerging research and to ensure compliance with the latest local, state and federal standards.

The District Wellness Officer will ~~also~~ prepare a triennial progress assessment for the board. This assessment will include information such as the extent to which individual schools are in compliance with the policy, how the district's program compares with federal standards and a description of the overall progress in attaining the district's goals.

A copy of all assessments, plans and progress reports will be available through the District Wellness Officer. The District Wellness Officer will also maintain documentation demonstrating efforts to involve non-employees in the committee, minutes from the committee meetings, notes regarding wellness activities conducted, and information regarding how this information was made available to families and community members.

Open Communication

The District Wellness Officer, with input and assistance from site liaisons, is expected to make an effort to involve all district families, staff, and interested community members in the district's wellness initiatives. This includes providing information to these parties regarding health and wellness, the district's policy and plan, activities, involvement opportunities, school meal standards and available child nutrition programs. This information will be communicated through a variety of methods, including publication in newsletters and on the website, at enrollment, back to school nights and similar activities.

School Meals

The district participates in the following USDA child nutrition programs:

- National School Lunch Program (NSLP)
- School Breakfast Program (SBP)
- Summer Food Service Program (SFSP)

Participation in these programs is designed to ensure students receive plenty of fruits, vegetables, whole grains, and fat-free/low-fat milk to meet their nutrition needs. School meals are also calorically appropriate, moderate in sodium, low in saturated fat and have zero grams of trans fat.

Goals of the district's meal program include:

- Improving overall health
- Mitigating childhood obesity
- Modeling healthy eating in support of lifelong eating patterns
- Accommodating cultural food preference and special dietary needs

School meals:

- Are accessible to all students
- Are appealing and attractive to children

- Are served in clean and pleasant settings
- Meet or exceed current nutrition requirements established by local, state, and federal statutes and regulations
- Promote healthy food and beverage choices by:
 - Displaying whole fruit options in attractive bowls or baskets
 - Making sliced or cut fruit available daily
 - Displaying daily fruit options in students' line of sight/reach
 - Creatively naming vegetable options
 - Bundling daily vegetable options into all grab and go meals
 - Training servers to politely prompt students to select and consume the daily vegetable options with their meal
 - Placing white milk in front of other beverages in all coolers
 - Highlighting alternative entrée options (e.g., salad bar, yogurt parfaits, etc.) on signs within all service / dining areas
 - Creating a reimbursable meal in all service areas (e.g., salad bars, snack rooms, etc.)
 - Using student surveys and taste testing opportunities to inform menu development, dining space decor, and promotional ideas
 - Displaying student artwork in the service and/or dining areas
 - Marketing menu options through daily announcements

The district has taken the following steps in commitment to increasing student access to nutritious, appealing meals:

- Menus, with nutrition information, will be posted on the school website
- A certified nutrition professional will review/create menus
- Child nutrition professionals administer the district's program
- Special dietary needs will be accommodated
- Students will have at least 10 minutes to eat breakfast and at least 20 minutes to eat lunch (from the time they are seated with their meal)
- Students are served lunch at a reasonable time of day
- Families will be informed about available child nutrition programs

Qualifications and Training

All school nutrition employees will meet or exceed USDA hiring and annual continuing education/training requirements.

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day, including during mealtimes. Students may also bring and carry approved water bottles – filled only with water – throughout the day.

Competitive Foods and Beverages

Foods and beverages sold during the school day apart from the school meal programs (competitive items) will, at a minimum, meet the USDA Smart Snacks in School standards.

Competitive items at celebrations and parties are not required to meet USDA Smart Snacks in School standards, although the District Wellness Officer is responsible for annually disseminating healthy and non-food party ideas to teachers, who will provide this information to parents who are bringing classroom snacks.

No food or beverage will be used as a reward or withheld as a punishment, unless specified in a qualified student's IEP.

The district will provide healthy food options for a variety of dietary needs at all meetings when food is provided.

Fundraising

Competitive items may be sold during the school day as a fundraiser as long as those items meet USDA Smart Snacks in School standards.

Any site wishing to conduct fundraisers which are exempt from the Smart Snacks in School standards must follow the procedures and standards established by the Oklahoma State Department of Education. This includes designating a contact person to oversee and document the exempt fundraisers.

No exempt fundraiser may continue for more than fourteen (14) days or be conducted while school meals or snacks are being served. No more than thirty (30) exempt fundraisers may be held per site per semester. For purposes of this policy, fundraisers include, but are not limited to activities such as vending machines, snack shops, student stores, etc.

The site coordinator must maintain documentation related to all exempt fundraisers, including, but not limited to, the organization, activity, class, or group benefitting from the fundraiser, as well as the dates of the fundraiser.

The District Wellness Officer will annually provide staff and PTA representatives a list of healthy fundraising ideas.

The district encourages schools to utilize fundraisers which promote physical activity (e.g. walk-a-thons, jump rope for heart, fun runs).

Health and Nutrition Education

Good nutrition will be encouraged throughout the school day using evidence-based techniques, including creative marketing for nutritious food choices. This will create a food environment which encourages healthy eating and participation in school meal programs. Wellness committee employees and child nutrition workers will regularly consult federal and state resources for current tips and resources to implement these requirements.

All health education teachers will provide opportunities for students to practice or rehearse skills taught in their curricula.

Physical Activity

The district's physical activities include PE classes, recess, and afterschool activities. Physical activity, including recess, will not be withheld as a punishment. This does not include participation in extracurricular activities which are privilege based. The district will maintain safe and appropriate grounds and facilities to promote active students.

Physical Education Classes

All district students, except those excused due to medical necessity, will participate in age-appropriate, sequential PE classes as required by state and federal curriculum standards.

All district elementary students will participate in 90-149 minutes of physical education per week throughout the school year.

During PE class, students must be moderately to vigorously active for at least half of the class time during most or all PE class sessions.

A health unit will be taught in PE classes at each site. The curriculum for this unit will include nutrition, physical activity and general health information.

All PE classes are taught by teachers who are certified to teach PE.

Recess (Elementary School Students)

All elementary sites will offer at least twenty (20) minutes of recess every school day, except when early dismissal or similar scheduling requirements make this impractical. Recess is separate from PE classes.

Physical Activity in the Classroom

To increase attention to learning and to promote wellness, all students will be provided with brief, periodic activity breaks for stretching when possible.



Board of Education Personnel Reports

Employment Request

Classification		Certified				
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Copeland, Rachel	High School	English	08/15/17		6	Patricia Johnson
Crumpley, Amanda	Central	1st Grade	08/15/17		6	Emily Avila
Dablemont, Alexan	Junior High	7th/8th Gr Math	08/15/17		6	Leslie Inman
Davis, Elizabeth	Fogarty	Sp Ed Mild/Mod	08/15/17		6	Laura Porter
Dearman, Kasey	Junior High	Creative Writing	08/15/17		6	Sean Case
Karns, Kyle	Junior High	Assistant Principal	07/18/17		8	Ryan Dayton
Lowe, Allison	GUES	4th Grade	08/15/17		6	Debbie Longnecker
Nelson, Lauren	High School	English	08/15/17		6	Lauren Smith
Pound, Sarah	GUES	4th - 6th Music	08/15/17		6	Cynthia Gustafson
Rudek, Rachel	Fogarty	2nd Grade	08/15/17		6	DeAnna Allen
Sausser, Cory	High School	Computer Apps	08/15/17		6	Tonya Jones
Strahorn, James	High School	Algebra I	08/15/17		6	Alexander Tyler
Wood, Samantha	Junior High	Creative Writing	08/15/17		6	New Position

Classification		Support				
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Johnston, Stacey	Cotteral	Site Secretary	08/01/17	4	7.5	Carol Doles
Pollard, Stephanie	High School	Principals Secretary	08/01/17	4	7.5	Kary Jarred
Sanchez, Linda	GUES	Sp Path Assistant	08/15/17		7.5	Anna D. Frederick
Stanford, Maggie	Cotteral	Custodian	06/12/17	3	8	Daniel Dellenbaugh
Williams, Shelly	High School	Custodian	06/12/17	3	8	Darroll Howard

FMLA Request

Support: 0

Certified: 1

Transfer of Position Report

Classification		Certified			
Name	Transferred From	Transferred To	Replacing	Transfer Date	
Alexander, Jamie	2nd Grade	Interventionist	Traci Hartley	8/15/2017	
Mick, Jeri	Library Media Jr High	3rd Grade	Megan Breshears	8/15/2017	
Palmer, Jessica	Sp Ed Mild/Mod HS	Sp Ed Mild/Mod GUES	Nohemy Tautimer	8/15/2017	
Porter, Laura	Mild/Mod Fogarty	Mild/Mod HS	Jessica Palmer	8/15/2017	
Ritter, Patsy	3rd GR Fogarty	5th Gr GUES	Mallory Delaney	8/15/2017	

Classification		Support			
Name	Transferred From	Transferred To	Replacing	Transfer Date	
Bowie, Anthony	ISS Para GUES	Sp Ed Para HS	Eric Svare	8/15/2017	
Olson, Elizabeth	Sp Ed Para Cotteral	Sp Ed Para Central	N/A	8/15/2017	
Sweeney, Regina	Sp Ed Para GUES	Sp Ed Para Fogarty	N/A	8/15/2017	



Board of Education Personnel Reports

Separation of Employment

Classification		Certified			
Name	Site	Teaching Assignment	Reason for Separation	Effective Date	
Avila, Emily	Central	1st Grade	Resigning	5/23/2017	
Breshears, Megan	Fogarty	Third Grade	Resigning	5/23/2017	
Curfman, Stephanie	Fogarty	3rd Grade	Resigning	5/23/2017	
Frederick, Anna	Central	Speech Language Patholo	Resigning	5/23/2017	
Hodge, Stephen	High School	Geometry	Resigning	5/23/2017	
Inman, Leslie	Junior High	Math 8th Gr	Resigning	5/23/2017	
Johnson, Patricia	High School	English IV	Resigning	5/23/2017	
Jones, James	High School	Agriculture Education	Resigning	6/30/2017	
Tautimer, Nohemy	GUES	Sp Ed Mild/Mod	Resigning	5/23/2017	
Tyler, Alexander	High School	Algebra I	Resigning	5/23/2017	
Young, Kathleen	Cotteral	Kindergarten	Resigning	5/23/2017	

Classification		Support			
Name	Site	Teaching Assignment	Reason for Separation	Effective Date	
Calvert, AshLi	Junior High	Cafeteria Worker 6.5 Hrs	Resigning	5/23/2017	
Cox, Mary	Cotteral	Sp Ed Paraprofessional	Resigning	5/23/2017	
Dellenbaugh, Daniel	Cotteral	Full Time Sub Custodian	Retiring	5/12/2017	
Howard, Darroll	Junior High	Custodian	Terminated	5/19/2017	

Support Employees

Recommended for Rehire for 2017-2018

<i>Site</i>	<i>Last Name</i>	<i>First Name</i>	<i>Current Assignment</i>
<i>Central</i>			
	Williams	Shelly	Custodian
<i>Cotteral</i>			
	Stafford	Maggie	Custodian
	Wendt	Teresa	Cafeteria Worker 6 Hrs
<i>Fogarty</i>			
	Thornton	Donna	Custodian
<i>GUES</i>			
	Kroth	Natasha	Cafeteria Worker
<i>Transportation</i>			
	Powell	Alicia	Route Driver
	Wright	William	Route Driver

Teachers Recommended for Rehire on a Temporary Contract for the 1st Semester of the 2017-2018 School Year

<i>Site</i>	<i>Last Name</i>	<i>First Name</i>	<i>Current Assignment</i>
<i>Faver</i>			
	Villalva	Gina	Dir. Alternative Ed/Teacher
<i>Fogarty</i>			
	Bard	Jeri	Speech Language Pathologist
	Chambers	Julie	2nd Grade
	Harris	Elizabeth	3rd Grade
	Kliewer	Patricia	Special Ed Elementary
	Morgan	Tashina	3rd Grade
	Onley	Sandra	2nd Grade
<i>GUES</i>			
	Adams Payne	Catherine	Sp Ed Mild/Mod
	Braid	Lorrie	4th Grade
	Branson	Audra	6th Grade
	Crockett	Corbin	PE
	Morgan	Samantha	6th Grade
	Reynolds	Ashley	Sp Ed Mild/Mod
<i>High School</i>			
	Jordan	Jeffrey	English II
	Steier	Taylor	Asst. Band Director
<i>Junior High</i>			
	Harmon	Michael	Sp Ed Mild/Mod
	Lowe	Michael	Geography/History JH
	Ludlow	Janet	Sp Ed Mild/Mod
	Peterman	Scott	SMART Ed
	Vaughan	Scot	8th Gr Science

Tuesday, June 06, 2017

Teachers Recommended for Rehire on a Probationary Contract for the 2017-2018 School Year

<i>Site</i>	<i>Last Name</i>	<i>First Name</i>	<i>Current Assignment</i>
<i>Central</i>			
	Williams	Jacklyn	1st Grade
<i>Cotteral</i>			
	Benson	Jay	Pre-K
	Walsworth	Lara	Kindergarten
<i>Faver</i>			
	Gilmore	Russ	History
<i>Fogarty</i>			
	Davenport	Trier	3rd Grade
	Gallupe	Connie	Elementary Counselor
	Hurt	Sara	3rd Grade
	Midgett	Jenea	2nd Grade
<i>GUES</i>			
	Davis	Allyson	4th Grade
	Dement	Adam	6th Grade
	Goddard	Evangeline	5th Grade
	Robinson	Mark	6th Grade
	Wilson	Ashley	5th Grade
<i>High School</i>			
	Andrews	Stacie	Algebra II
	Edwards	Daylon	Environmental Science
	Hodge	Stephen	Geometry
	Metz	Dusten	Sp Ed Mild/Moderate
	Palmer	Jessica	Sp Ed Mild/Mod
	Peralta	Taylor	English I/ English II
	Sanders	Thomas	History
	Simonton	Angela	English III
<i>Junior High</i>			
	Darcy	Terrance	SMART Ed
	Knight	Bethany	Math 7th Grade

Tuesday, June 06, 2017

<i>Site</i>	<i>Last Name</i>	<i>First Name</i>	<i>Current Assignment</i>
	Petty	Jessica	Life Skills
	Workman	Catherine	8th Gr Reading

Tuesday, June 06, 2017

Teacher Rehire - Career & Probationary 2017-2018

<i>Site</i>	<i>Last Name</i>	<i>First Name</i>	<i>Current Assignment</i>	<i>In District Experience</i>	<i>Total Experience</i>	<i>Contract Type</i>
<i>High School</i>						
	Lee	Allison	German/Computer App	2	2	Probationary

2017-2018 Administrative Extra Duty Assignments

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>ADMIN</i>			
	Additional Days (20)	\$4,415.00	Villalva, Gina
	Alternative Education Director - Faver	\$5,000.00	Villalva, Gina
	Athletic Director Coordinator - JH	\$5,000.00	Karns, Kyle
	Board Meeting Video Production	\$2,400.00	Sullaway, Greg
	Bus Discipline Coordinator (1st Semester)	\$3,000.00	Unfilled,
	Bus Discipline Coordinator (2nd Semester)	\$3,000.00	Unfilled,
	Clerk of the Board	\$6,000.00	Frey, Jana
	Counselor	\$6,250.00	Unfilled,
	Data Specialist	\$3,000.00	Savory, Sandra
	District Registrar	\$3,000.00	Watts Lacina, Jean
	Fixed Assets	\$3,000.00	Hamby, Michele
	Intern Assistant Principal	\$5,000.00	Unfilled,
	Webmaster - District	\$2,000.00	Savory, Sandra

2017-2018 HS Academic Extra Duty Assignment

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>HS</i>			
	Academic Coach - HS	\$1,500.00	Edwards, Daylon
	Additional Days (20)	\$4,200.00	Wade, Margaret
	Additional Days (20)	\$4,200.00	Gilmore, Russ
	Additional Days (20)	\$4,200.00	Blakemore, Kristi
	Additional Days (20)	\$4,200.00	Chadd, Joyce
	Additional Days VoAg	\$6,988.96	Drake, Clay
	Additional Days VoAg	\$6,050.24	UNASSIGNED, HS
	Additional Days VoAg	\$5,780.00	UNASSIGNED, HS
	AP Coordinator - HS	\$500.00	Chadd, Joyce
	AP Coordinator - HS	\$500.00	Wade, Margaret
	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
	Bus Loading Supervision - HS (1st Semester)	\$500.00	UNASSIGNED, HS
	Bus Loading Supervision - HS (2nd Semester)	\$500.00	UNASSIGNED, HS
	Competitive Drama - HS	\$2,500.00	Berryman, Shelley
	Counselor	\$600.00	Wade, Margaret
	Counselor	\$600.00	Gilmore, Russ
	Counselor	\$600.00	Blakemore, Kristi
	Counselor	\$600.00	Chadd, Joyce
	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	Fields, Monetta
	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	UNASSIGNED, HS
	Detention (PM)	\$450.00	Bronk, Tina
	Detention (PM)	\$450.00	Barrett, Kimberly
	Drama - HS	\$500.00	Berryman, Shelley
	English Club HS	\$500.00	Moffitt, Angela
	Foreign Lang. Club - HS	\$300.00	Salas, Gloria
	Foreign Lang. Club - HS	\$300.00	Bertels, Emily

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
	Freshman Class Sponsor	\$200.00	Edwards, Daylon
	Heritage Club - HS	\$300.00	UNASSIGNED, HS
	Heritage Club - HS	\$300.00	Allen, Joyce
	Honor Society - HS	\$725.00	Lee, Allison
	Journalism - HS	\$2,500.00	Simonton, Angela
	Junior Class Sponsor - HS	\$750.00	Redus, Michelle
	Junior Class Sponsor - HS	\$750.00	Baker, Lindsey
	Key Club	\$1,200.00	Baker, Lindsey
	Link Crew	\$500.00	Dement, Tiffany
	Link Crew	\$500.00	Simonton, Angela
	Mu Alpha Theta - HS	\$500.00	Fields, Monetta
	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, Matthew
	Senior Class Sponsor	\$750.00	Perring, Billy
	Sophomore Class Sponsor	\$200.00	Kuriger, Tamara
	Special Olympics - HS	\$300.00	Kinzie, Patsy
	Special Olympics - HS	\$300.00	Benham, Laura
	Student Council - HS	\$1,500.00	Perring, Matthew
	Student Council - HS	\$1,500.00	Hodge, Jordan
	Summer Band Pride	\$2,000.00	Blackburn, Robert
	Vocal Music - HS	\$5,000.00	Perring, Billy
	Vocational	\$2,400.00	UNASSIGNED, HS
	Vocational	\$2,400.00	UNASSIGNED, HS
	Vocational	\$2,400.00	Drake, Clay
	Vocational	\$2,000.00	Moore, Amanda
	Web Master - HS	\$1,500.00	Benson, Juana
	Youth in Government - HS	\$300.00	Barrett, Kimberly

2017-2018 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	UNASSIGNED, JH
	Additional Days (20)	\$4,200.00	Barbour, Teresa
	Art Stars - JH	\$300.00	Howard, Patrick
	Band (8th Gr) & HS Asst.	\$4,500.00	Steier, Taylor
	Band Music Assistant	\$4,500.00	UNASSIGNED, JH
	Builders Club	\$150.00	Blakemore, Kristi
	Builders Club	\$150.00	UNASSIGNED, JH
	Bus Loading Supervision - JH (1st Semester)	\$500.00	Stevenson, Sheri
	Bus Loading Supervision - JH (1st Semester)	\$500.00	UNASSIGNED, JH
	Bus Loading Supervision - JH (2nd Semester)	\$500.00	Stevenson, Sheri
	Bus Loading Supervision - JH (2nd Semester)	\$500.00	UNASSIGNED, JH
	Counselor	\$600.00	Barbour, Teresa
	Detention (PM)	\$450.00	UNASSIGNED, JH
	Detention Duty (Lunch) - JH	\$450.00	Anderson, Lynette
	Detention Duty (Lunch) - JH	\$450.00	Anderson, Lynette
	Drama - JH	\$600.00	Ross, Aubrey
	Honor Society - HS	\$300.00	LeGrande, Sharolyn
	Honor Society - JH	\$300.00	UNASSIGNED, JH
	Journalism - HS	\$1,000.00	LeGrande, Sharolyn
	Math Counts - JH	\$300.00	Maltz, Shurlyn
	Math Counts - JH	\$300.00	Knight, Bethany
	Newspaper - JH	\$300.00	Workman, Catherine
	Newspaper - JH	\$300.00	UNASSIGNED, JH
	Student Council - JH	\$650.00	Workman, Catherine
	Student Council - JH	\$650.00	Stepanek, Rosemary
	Student Council - JH	\$650.00	UNASSIGNED, JH
	Summer Band Pride	\$1,500.00	Way, Michael
	Summer Band Pride	\$1,500.00	Steier, Taylor
	Team Leader 7th	\$500.00	Ogle, Tina
	Team Leader 7th	\$500.00	Gillett, Ronald
	Team Leader 8th	\$500.00	Rife, Amanda
	Team Leader 8th	\$500.00	Maltz, Shurlyn
	Team Leader Elective	\$500.00	Stevenson, Sheri
	Vocal Music - JH	\$1,750.00	Ross, Aubrey

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
	Vocational	\$2,000.00	Peterman, Scott
	Vocational	\$2,000.00	Petty, Jessica
	Vocational	\$2,000.00	Darcy, Terrance
	Web Page Coordinator - JH	\$500.00	LeGrande, Sharolyn
	Yearbook Photographer - JH	\$200.00	LeGrande, Sharolyn

2017-2018 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	Durham, Christine
	Bus Loading Supervision - Central (1st Semester)	\$500.00	Williams, Jacklyn
	Bus Loading Supervision - Central (2nd Semester)	\$500.00	Durham, Christine
	Bus Loading Supervision - Central (2nd Semester)	\$500.00	Williams, Jacklyn
	Counselor	\$600.00	Gallupe, Connie
	Web Page Coordinator - Central	\$300.00	Cotton, Lesley

2017-2018 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	Stansbury, Tonya
	Bus Loading Supervision - Cotteral (1st Semester)	\$500.00	UNASSIGNED, COTT
	Bus Loading Supervision - Cotteral (1st Semester)	\$500.00	UNASSIGNED, COTT
	Bus Loading Supervision - Cotteral (1st Semester)	\$500.00	UNASSIGNED, COTT
	Bus Loading Supervision - Cotteral (1st Semester)	\$500.00	UNASSIGNED, COTT
	Bus Loading Supervision - Cotteral (2nd Semester)	\$500.00	UNASSIGNED, COTT
	Bus Loading Supervision - Cotteral (2nd Semester)	\$500.00	UNASSIGNED, COTT
	Bus Loading Supervision - Cotteral (2nd Semester)	\$500.00	UNASSIGNED, COTT
	Bus Loading Supervision - Cotteral (2nd Semester)	\$500.00	UNASSIGNED, COTT
	Web Page Coordinator - Cotteral	\$300.00	Beeby, Laura

2017-2018 GUES Academic Extra Duty Assignments

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>GUES</i>			
	Academic Coach - HS	\$300.00	UNASSIGNED, GUES
	Academic Team Coach - GUES	\$300.00	Pratt, Cheryl
	Bus Loading Supervision - GUES (1st Semester)	\$500.00	Good, Lisa
	Bus Loading Supervision - GUES (1st Semester)	\$500.00	UNASSIGNED, GUES
	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	UNASSIGNED, GUES
	Bus Loading Supervision - GUES (2nd Semester)	\$500.00	UNASSIGNED, GUES
	Counselor	\$600.00	Stone, Belinda
	Honor Choir - GUES	\$600.00	UNASSIGNED, GUES
	Web Page Coordinator - GUES	\$300.00	Hoskins, Stacie

2017-2018 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	Davenport, Trier
	Bus Loading Supervision - Fogarty (1st Semester)	\$500.00	Wright, Rogina
	Bus Loading Supervision - Fogarty (1st Semester)	\$500.00	Wright, Rogina
	Bus Loading Supervision - Fogarty (2nd Semester)	\$500.00	Davenport, Trier
	Bus Loading Supervision - Fogarty (2nd Semester)	\$500.00	Wright, Rogina
	Bus Loading Supervision - Fogarty (2nd Semester)	\$500.00	Wright, Rogina
	Honor Choir - FOG	\$300.00	Knapp, Kristin
	Web Page Coordinator - Fogarty	\$300.00	Perring, Amanda

2016-2017 Faver Academic Extra Duty Assignments

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>FAVER</i>			
	Additional Classroom Hour	\$5,477.07	Unfilled,
	Bus Loading Supervision - Faver (1st Semester)	\$500.00	Unfilled,
	Bus Loading Supervision - Faver (2nd Semester)	\$500.00	Unfilled,
	Noon Duty (1st Semester)	\$450.00	Wilson, Phyllis
	Noon Duty (2nd Semester)	\$450.00	Wilson, Phyllis

2017-2018 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	Daves, William
	Baseball Head Coach - 9th Gr	\$5,100.00	Porter, Casey
	Baseball Head Coach - 9th Gr	\$2,000.00	Morgan, Seth
	Baseball Head Coach - HS	\$2,000.00	Bennett, Terry
	Basketball Asst. Coach (Boys) - HS	\$2,700.00	UNASSIGNED, HS
	Basketball Asst. Coach (Boys) - HS	\$2,700.00	Bowie, Anthony
	Basketball Asst. Coach (Girls) - HS	\$2,700.00	UNASSIGNED, HS
	Basketball Asst. Coach (Girls) - HS	\$2,700.00	UNASSIGNED, HS
	Basketball Head Coach - 9th Gr (Boys)	\$1,700.00	Bowie, Anthony
	Basketball Head Coach - 9th Gr (Girls)	\$1,700.00	UNASSIGNED, HS
	Basketball Head Coach (Boys) - HS	\$6,000.00	Gilmore, Russ
	Basketball Head Coach (Girls) - HS	\$6,000.00	Sausser, Cory
	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	Tarter, Clay
	Cross Country Asst. Coach (Girls) - HS	\$1,100.00	UNASSIGNED, HS
	Cross Country Head Coach (Boys) - HS	\$2,800.00	UNASSIGNED, HS
	Cross Country Head Coach (Girls) - HS	\$2,800.00	UNASSIGNED, HS
	Football Asst. Coach - Grades 9-12	\$3,600.00	Sanders, Thomas
	Football Asst. Coach - Grades 9-12	\$3,600.00	Mick, Scott
	Football Asst. Coach - Grades 9-12	\$3,600.00	Harmon, Michael
	Football Asst. Coach - Grades 9-12	\$3,600.00	Woodard, Eric
	Football Asst. Coach - Grades 9-12	\$3,600.00	Young, Tyler
	Football Asst. Coach - Grades 9-12	\$3,600.00	Meshew, Ricky
	Football Asst. Coach - Grades 9-12	\$3,600.00	Rice, Jason
	Football Defensive Coordinator - HS	\$750.00	Woodard, Eric
	Football Defensive Coordinator - HS	\$750.00	Mick, Scott
	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	UNASSIGNED, HS
	Golf Asst.Coach HS Boys	\$550.00	UNASSIGNED, HS
	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 (Girls) - HS	\$1,500.00	UNASSIGNED, HS
	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	Tarrant, Kara
	Softball Asst. Coach - HS	\$2,300.00	UNASSIGNED, HS
	Softball Head Coach - HS	\$5,100.00	Lowe, Michael
	Summer Athletic Pride - HS	\$2,000.00	Gilmore, Russ
	Summer Athletic Pride - HS	\$2,000.00	Sausser, Cory
	Summer Athletic Pride - HS	\$1,000.00	Young, Tyler
	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
	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	UNASSIGNED, HS
	Track Asst. Coach (Girls) - HS	\$1,600.00	Tarter, Clay
	Track Asst. Coach (Girls) - HS	\$1,600.00	Perring, Matthew
	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	Sanders, Thomas
	Weightlifting Head Coach - HS	\$1,000.00	Beeby, Kelly
	Weightlifting Head Coach - HS	\$6,000.00	Stevens, Justin
	Wrestling Asst. Coach - HS	\$2,300.00	UNASSIGNED, HS

2017-2018 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	UNASSIGNED, JH
	Baseball Head Coach - 7th Gr	\$1,600.00	UNASSIGNED, JH
	Baseball Head Coach - 8th Gr	\$1,600.00	Geiser, Justin
	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	Vaughan, Scot
	Basketball Head Coach - 8th Gr (Girls)	\$1,700.00	Walter, Kenneth
	Cheerleading (Junior High) FB, BB, WR	\$975.00	UNASSIGNED, JH
	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	Bennett, Terry
	Football Asst. Coach - 7th Gr	\$1,600.00	Seifert, Hayden
	Football Asst. Coach - 8th Gr	\$1,600.00	Stevens, Justin
	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	UNASSIGNED, JH
	Softball Asst. Coach - JH	\$1,100.00	Vaughan, Scot
	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	UNASSIGNED, JH
	Track Head Coach - 7th & 8th (Girls)	\$1,600.00	Harmon, Michael
	Wrestling Asst. Coach - 7th-8th-9th	\$1,400.00	Young, Tyler
	Wrestling Head Coach - 7th-8th-9th	\$1,700.00	Howard, Patrick

Guthrie Public Schools
Property Committee Meeting
June 5, 2017 5:00 p.m.

Members present: Dr. Mike Simpson, Doug Ogle, Dennis Schulz, Michelle Chapple, Cody Thompson, Jennifer Bennett-Johnson, Terry Pennington, Sharon Watts, and Linda Skinner.

Mr. Thompson spoke on the following items:

Expenditure Reports:

- Summarized the expenses for May
- 20 new Purchase Orders for May

Completed Projects:

- 220 Work-Orders completed at Maintenance
- 67 Work-Orders completed at Transportation
- Electrical repairs/upgrades throughout the District (5)
- Plumbing repairs/upgrades throughout the District (30)
- HVAC repairs/replacements throughout the District (22)
- Made repairs to roof leaks at Central, Cotteral, and Fogarty
- Setup for Cotteral and HS Graduations and Ground Breaking Ceremony at Charter Oak ES
- Removed 4 trees in front of Central ES
- Repaired broken windows at Cotteral from hail damage
- Safety meetings with maintenance and transportation employees
- Installed new sump pump in Central ES basement
- Repaired 2 exhaust fans in HS main gym
- Removed rocks off GUES playground for safety reasons

Projects in Progress:

- Currently have 89 Maintenance Work-Orders in progress
- Currently have 117 Transportation Work-Orders in progress
- Outside wall repair to siding on Faver Athletic annex
- Replacing air filters and cleaning coils at all sites
- Water leak in the wrestling room shower area
- Inspecting and replacing defective door closures at all sites
- Beginning annual inspections of all buses to meet auditors requirements
- Replacing water trough with drinking fountains
- Continuing roof repairs at Cotteral, Faver, Fogarty, HS, and Jr. High gym
- District HVAC, electrical, and plumbing repairs
- Repairing chillers at Central ES and the HS
- Equipping custodial staff for summer project work
- Safety Training for all operations and building staff

Future Projects:

- Continue making repairs/upgrades to facilities and equipment recommended in the Performance Review Report
- Painting parking lots and curbs at the HS, GUES, and Bus lot
- Sidewalk repairs to north building area at the High School
- Continue to make repairs to HVAC units at all sites
- Roof repairs at Cotteral, Fogarty, and the JH gym
- Floor upgrades in classrooms at the HS, Bus Drivers Room, Central ES south halls and Fogarty office area and north portable
- Sidewalk and curb facelifts where they have dropped below grade
- Master lock/key system at Jr. High
- Paint north hall walls and floors at Central ES
- Landscaping around trees on Fogarty playground
- Entry door replacement at Fogarty
- Chiller replacement/repairs at GUES and HS
- Repair/Replace the siding on Cotteral Quad

Bond Projects Discussion:

Central ES

- Ceiling repairs scheduled to be completed this week
- Outside entry lights at the three new entry doors-changes being reviewed by architect

Charter Oak ES

- Dirt work for the project is progressing
- Installation of fence is underway

Guthrie Public Schools
Finance Committee Meeting

June 6, 2017

4:00 P. M.

In Attendance: Dr. Mike Simpson, Dennis Schulz, Michelle Chapple, Doug Ogle, Carmen Walters, Dee Benson, Eldona Woodruff, Angie Smedley, Janna Pierson, Gina Davis, Tina Smedley, Vicki Biggs and Michele Hamby.

Mr. Schulz opened the meeting informing the committee the first items were routine financial reports and if they had questions they could contact him.

Mr. Schulz spoke on the following:

Interest Rates

The interest rates are still up. Farmers and Merchants Bank will watch the rates before offering an increase. There is a possibility of us investing in T Bills and CD's.

Temporary Appropriations

Set up each year as a formality to give us the authority to spend while waiting for our Estimate of Needs.

Property/Liability/Fleet Auto Insurance Renewal

Oklahoma Schools Insurance Group will continue to provide this insurance to us. The Premium is up from last year.

Workers' Comp Insurance Renewal

Oklahoma School Assurance Group will continue to provide this insurance to us. The premium is reduced from last year.

Clearwater Gas Agreement Renewal

This is a continuation of our current agreement, with no change in cost.

Lease Purchase Agreement – LED Retrofit (Ratify)

This is a continuation of our current agreement that must be ratified yearly.

Municipal Finance Contract Renewal, 2017-2018

This is a continuation of our current agreement with no change in fee.

Approve Food Service Management Company Agreement

The Wellness Committee reviewed proposals and recommended to accept the proposal from Sodexo.

Transportation Request – First Southern Baptist Church

This was a request to use our school busses to transport students to Falls Creek. They will reimburse the cost of mileage and drivers.

Transportation Request – Chamber of Commerce

This was a request to use our busses to transport Little Britches contestants and their families to the Red Brick Nights event. They will reimburse the cost of mileage and drivers.

Wellness Policy Amendment, Pg. 4 – Exempt Fundraisers

This amendment will allow exemptions from the Smart Snacks in School standards as long as a designated employee documents the exempt fundraisers.

Dr. Simpson spoke on the following:

NorthChurch Lease Agreement at GUES

This is a continuation of our current agreement, with no change to times or cost.

Ms. Walters spoke on the following:

Agreement with Willow Creek, Pre-K Program

This is a renewal of our current agreement, with no change to cost.

Agreement with Logan County Health Dept. School Nurse

This is a renewal of our current agreement for 2017-18.

ALCA Agreement

This is a renewal for comparison of student testing retrieval software.

Mr. Ogle spoke on the following:

Frontline Technologies, Time & Attendance Renewal

This is a continuation of our current agreement for our timeclock system to insure proper guidelines for comp time and overtime are followed.

PeopleAdmin Agreement Renewal

This is a continuation of service for our TalentEd Recruit & Hire website service.

Ms. Woodruff spoke on the following:

Agreement with Nikki Keck, Visual Impairment

Ms. Keck will provide has both Visual Impairment and Orientation and Mobility Certification and will provide both of these services, saving the cost of hiring two Individuals.

Agreement with Beth McLean, Occupational Therapy Services

This is a continuation to Ms. McLean's current agreement for Occupational Therapy Services, with no increase in hourly cost.

Agreement with Tina Ramey, Speech Therapy Services/ESY

This is renewal of contract to provide Speech Therapy services during the months of June and July for the Extended School Year Service, with Tina Ramey as a new vendor.

Mr. Benson spoke on the following:

Agreement with Reliance Communications – School Messenger

This is a renewal of service for our phone messenger service. This service places our Automated calls related to attendance, lunch account balances, snow days, etc.

Agreement with SOCS Renewal

This is a continuation of our agreement with SOCS to provide our website services.

Guthrie Public Schools
Curriculum Committee Meeting Minutes
June 6, 2017
5:00 p.m.

In attendance: Dr. Simpson, Doug Ogle, Carmen Walters, Eldona Woodruff, Angie Smedley, Janna Pierson, Travis Sallee, and Gina Davis

Discussion Items

Ms. Walters

- Renewal Agreement with Willow Creek Health Care, LLC for the Intergenerational Pre-K Classroom for the 2017-2018 School Year
- Aurora Learning Community Association (ALCA) Agreement
 - The cost will be \$4,760.00 which is a decrease from last year of \$950.00
- District Elementary Student Handbook for 2017-2018 School Year
- Handbook Supplements for Cotteral, Central, Fogarty and GUES for the 2017-2018 School Year

Mr. Ogle

- Junior High Student Handbook for 2017-2018 – pulled for July meeting
- Cost of Printing Handbooks (thoughts about going online with them)
- 2017-2018 Job Openings and Hires
- Marzano Training Recap