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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/1/17 Site: HS Unobligated Account Balance: 456⁸⁸

Account Name: HS Cheer Account Number: #853

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) \$2 Candy Cane Grams

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: Uniforms and any other unforeseen need.

Name/Address of Vendor: Walmart

Items to be purchased in order to conduct the fundraiser: Candy canes, cardstock, color ink, curling ribbon

Estimated INCOME: 300.00 Fundraiser start date: 12/1/18
Less Estimated EXPENSES: 50

Estimated PROFIT: 250.00 Fundraiser end date: 12/21/18

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? There will be no excess items Are

school district facilities required? no if yes a facility use permit must be completed.

Sponsor Signature: Sam Johnson Fields Date: 6/1/18

Principal's Signature: [Signature] Date: 6/5/18

Athletic Director's Signature (if applicable): [Signature] Date: 6-11-18

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

[Signature]
[Signature]

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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

456.88

Request Date: 6/1/17 Site: HS Unobligated Account Balance: _____

Account Name: HS Cheer Account Number: #853

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) \$2 Crush Grams

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: Uniforms and any other unforeseen need.

Name/Address of Vendor: Walmart

Items to be purchased in order to conduct the fundraiser: Crush soda, cardstock, color ink, curling ribbon

Estimated INCOME: 300.00 Fundraiser start date: 2/1/18
 Less Estimated EXPENSES: 50
 Estimated PROFIT: 250.00 Fundraiser end date: 2/21/18

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? There will be no excess items Are _____

school district facilities required? no if yes a facility use permit must be completed.

Sponsor Signature: Sam Johnson Fields Date: 6/1/18

Principal's Signature: [Signature] Date: 6/5/18

Athletic Director's Signature (if applicable): [Signature] Date: 6-1-18

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

45688
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Request Date: 6/1/17 Site: HS Unobligated Account Balance: _____

Account Name: HS Cheer Account Number: #853

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Little Cheer Clinic, T-Shirts, & Bows
\$25 includes a t-shirt for the child. Additional shirts can be purchased for \$10 and bows for \$3.

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

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

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

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

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

Manufacturer: N/A

Purpose for which funds will be used: Uniforms and any other unforeseen need.

Name/Address of Vendor: T-Shirt Nerds 420 W Vilas Guthrie, OK 73044

Items to be purchased in order to conduct the fundraiser: T-Shirts, Ribbon, Hair Ties, Zip Ties, and Hot glue

Estimated INCOME: 2000.00 Fundraiser start date: 9/1/18
Less Estimated EXPENSES: 600.00

Estimated PROFIT: 1400.00 Fundraiser end date: 12/1/18

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? There will be no excess items Are

school district facilities required? no if yes a facility use permit must be completed.

Sponsor Signature: [Signature] Date: 6/1/18

Principal's Signature: [Signature] Date: 6/5/18

Athletic Director's Signature (if applicable): [Signature] Date: 6-11-18

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

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BY: [Signature]

[Signature]
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6-5-18

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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/1/17 Site: HS Unobligated Account Balance: _____
Account Name: HS Cheer Account Number: #853

Select One: Soliciting in School Only Soliciting in school & community Community Only
Describe the fundraiser to be conducted (items sold/activity planned, etc.) World's Finest Chocolate Candy Bars \$1

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

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

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

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

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

Manufacturer: N/A

Purpose for which funds will be used: Uniforms and any other unforeseen need.

Name/Address of Vendor: Worlds Finest Chocolate

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

Estimated INCOME: <u>2000.00</u>	Fundraiser start date: <u>8/1/18</u>
Less Estimated EXPENSES: <u>1000.00</u>	
Estimated PROFIT: <u>1000.00</u>	Fundraiser end date: <u>12/1/18</u>

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? There will be no excess items Are _____

school district facilities required? no if yes a facility use permit must be completed.

Sponsor Signature: Sam Johnson Fullers Date: 6/1/18

Principal's Signature: [Signature] Date: 6/5/18

Athletic Director's Signature (if applicable): [Signature] Date: 6-11-18

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

[Signature]
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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/18/2018 Site: HS Unobligated Account Balance: ~~7,186.13~~ 9441¹³ 5/22/18

Account Name: Tennis Account Number: 855

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

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

Polar Bear Tennis Classic

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

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

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

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

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

Manufacturer:

Purpose for which funds will be used: Uniforms, equipment, court repair, substitute teachers

Name/Address of Vendor:

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

Estimated INCOME: 400.00 Fundraiser start date: January 27, 2019
Less Estimated EXPENSES:

Estimated PROFIT: 400.00 Fundraiser end date: January 27, 2019

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? NA Are

school district facilities required? No if yes a facility use permit must be completed.

Sponsor Signature: Mary Hurd Date:

Principal's Signature: Date:

Athletic Director's Signature (if applicable): Date: 5/21/18

Board of Education Approval Date: AF Fundraiser Request 12/2017

M. Hurd



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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/18/2018 Site: HS Unobligated Account Balance: ~~7,186.13~~ 9441¹³ 5-22-18
Account Name: Tennis Account Number: 855

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
McDonald's Pancake Dinner

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

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

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

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

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

Manufacturer: McDonald's

Purpose for which funds will be used: Uniforms, equipment, court repair, substitute teachers

Name/Address of Vendor: McDonald's Guthrie, OK

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

Estimated INCOME: 2,000 Fundraiser start date: February 1, 2019
 Less Estimated EXPENSES: 500
 Estimated PROFIT: 1,500 Fundraiser end date: February 27, 2019

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? NA Are

school district facilities required? No if yes a facility use permit must be completed.

Sponsor Signature: Mary Hurd Date: _____

Principal's Signature: _____ Date: _____

Athletic Director's Signature (if applicable): [Signature] Date: 5/21/18

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

[Signature]

[Signature]



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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/29/2018 Site: HS Unobligated Account Balance: 9441.13

Account Name: Tennis Account Number: 855

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

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

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

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

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

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

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

Manufacturer: Fanclath

Purpose for which funds will be used: Uniforms, equipment, court repair, substitute teachers

Name/Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser: Fanclath 4201 Cambridge Rad Ft. Worth, Tx 76155

Estimated INCOME: 4000 Fundraiser start date: Sept, 4
 Less Estimated EXPENSES: 2500
 Estimated PROFIT: 1500 Fundraiser end date: Sept. 18

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? NA Are _____

school district facilities required? NO if yes a facility use permit must be completed.

Sponsor Signature: Mary Ann Date: 5-29-18

Principal's Signature: _____ Date: _____

Athletic Director's Signature (if applicable): [Signature] Date: 5/29-18

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017



[Signature]
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5-21-18

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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/18/2018 Site: HS Unobligated Account Balance: ~~7,186.13~~ 9,441.13 ^B ₅₋₂₁₋₁₈

Account Name: Tennis Account Number: 855

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) _____
Bluejay Tennis Camp

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: Uniforms, equipment, court repair, substitute teachers

Name/Address of Vendor: _____

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

Estimated INCOME: 2,000 Fundraiser start date: October 8
 Less Estimated EXPENSES: 500
 Estimated PROFIT: 1,500 Fundraiser end date: October 12

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? NA Are _____

school district facilities required? No if yes a facility use permit must be completed.

Sponsor Signature: May [Signature] Date: _____

Principal's Signature: _____ Date: _____

Athletic Director's Signature (if applicable): [Signature] Date: 5/21/18

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

[Signature]

[Signature]



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5-21-18

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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/18/2018 Site: HS Unobligated Account Balance: ~~7,186.13~~ 9441.13 ¹³
Account Name: Tennis Account Number: 855 ₅₋₂₂₋₁₈

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
Lexi Hastings Memorial Tennis Tournament

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: Uniforms, equipment, court repair, substitute teachers

Name/Address of Vendor: _____

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

Estimated INCOME: <u>2,000</u>	Fundraiser start date: <u>October 28</u>
Less Estimated EXPENSES: <u>500</u>	
Estimated PROFIT: <u>1,500</u>	Fundraiser end date: <u>October 28</u>

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? NA Are _____

school district facilities required? No if yes a facility use permit must be completed.

Sponsor Signature: Mary Huds Date: _____

Principal's Signature: _____ Date: _____

Athletic Director's Signature (if applicable): [Signature] Date: 5/21/18

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

[Signature]

[Signature]



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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: June 4, 2018 Site: High School Unobligated Account Balance: 598.99

Account Name: Link Crew Account Number: 858

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

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

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: Purchasing supplies

Name/Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser: tshirts, office supplies, miscellaneous

Estimated INCOME: 700.00 Fundraiser start date: August 1, 2018
 Less Estimated EXPENSES: 0
 Estimated PROFIT: 700.00 Fundraiser end date: June 30, 2019

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? N/A Are

school district facilities required? no if yes a facility use permit must be completed.

Sponsor Signature: [Signature] Date: June 7, 2018

Principal's Signature: [Signature] Date: 6-11-18

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

[Handwritten Signature]



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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

\$ 7284.13
GP

Request Date: 5-23-18 Site: Band- HS, GUES, and JH Unobligated Account Balance:

Account Name: Band Account Number: 859

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

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

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

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

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) Assorted Nuts and Flavored Nuts

Manufacturer: Durham Ellis Pecan

Purpose for which funds will be used: Band Trips, Music, instruments, electronics, and other band equipment needs

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

Items to be purchased in order to conduct the fundraiser: Durham Products

Estimated INCOME: 14,000.00 Fundraiser start date: September 18th, 2018
 Less Estimated EXPENSES: 7,000.00
 Estimated PROFIT: 7,000.00 Fundraiser end date: October 2nd, 2018

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? They will be sold for a discount at the Winter Concert Are

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

Sponsor Signature: [Signature] Date: 5-24-18

Principal's Signature: [Signature] Date: 5-24-18

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

Board of Education Approval Date: AF Fundraiser Request 12/2017

[Signature]



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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

\$7284.13

Request Date: 5-23-18 Site: Band- HS Only Unobligated Account Balance:

Account Name: Band Account Number: 859

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Great American Opportunities Cookie Dough and Brochure Sale

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

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

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

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

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

Manufacturer: Southern Living

Purpose for which funds will be used: Band Trips, Music, instruments, electronics, and other band equipment needs

Name/Address of Vendor: Great American Opportunities P.O. Box 306047 Nashville, TN 37230-6047

Items to be purchased in order to conduct the fundraiser: Cookie Dough/Brochure items

Estimated INCOME: 3000.00 Fundraiser start date: August 16th, 2018
 Less Estimated EXPENSES: 1800.00
 Estimated PROFIT: 1200.00 Fundraiser end date: August 23rd, 2018

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? They will be sold Are

school district facilities required? NO if yes a facility use permit must be completed.

Sponsor Signature: [Signature] Date: 5-24-18

Principal's Signature: [Signature] Date: 5-24-18

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

[Signature]



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6-29-18

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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-23-18 Site: Band- HS Unobligated Account Balance: \$4771.36 7329 ¹³/₉₈

Account Name: Band Account Number: 859

Select One: Soliciting in School Only Soliciting in school & community Community Only
Describe the fundraiser to be conducted (items sold/activity planned, etc.) HS Band Dues and Colorguard Dues

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

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

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

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

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

Manufacturer: Dues

Purpose for which funds will be used: Uniform needs, T Shirt, Uniform Cleanings, Transportation, Band Trips, and any unforeseen expenses

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

Estimated INCOME: 6500.00	Fundraiser start date: August 1st, 2018
Less Estimated EXPENSES: 0	
Estimated PROFIT: 6500.00	Fundraiser end date: May 24th, 2019

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? _____ Are

school district facilities required? NO if yes a facility use permit must be completed.

Sponsor Signature: _____ Date: 6-22-18

Principal's Signature: _____ Date: 6-25-18

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017



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6-22-18

55

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/12/18 Site: HS Unobligated Account Balance: 4678.⁰⁹/₈

Account Name: Running Club Account Number: 882

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Selling water bottles
Selling water at school, school functions, and community events

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

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

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

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

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

Manufacturer: Sam's, Wal-Mart

Purpose for which funds will be used: Purchase of equipment, travel costs, team meals

Name/Address of Vendor: Water bottles

Items to be purchased in order to conduct the fundraiser: Water bottles

a. Estimated INCOME:	2500	Fundraiser start date:	July 10, 2018
b. Less Estimated EXPENSES:	700	Fundraiser end date:	May 24, 2019
c. Estimated PROFIT:	1800		

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? N/A

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

Sponsor Signature: [Signature] Date: 6/22/18

Principal's Signature: [Signature] Date: _____

Athletic Director's Signature (if applicable): [Signature] Date: 6/22/18

[Handwritten signature]



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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/23/18 Site: HS Unobligated Account Balance: _____
Account Name: Running Club Account Number: 882

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

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

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

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

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

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

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

Manufacturer: World's best chocolate

Purpose for which funds will be used: Purchase of equipment, travel costs, team meals

Name/Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser: candy bars

a. Estimated INCOME:	<u>2500</u>	Fundraiser start date:	<u>Oct. 8 10, 2018</u>
b. Less Estimated EXPENSES:	<u>700</u>	Fundraiser end date:	<u>Oct. 19, 2019</u>
c. Estimated PROFIT:	<u>1800</u>		

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? N/A

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

Sponsor Signature: Matt Date: 5/23/18

Principal's Signature: _____ Date: _____

Athletic Director's Signature (if applicable): John Date: 5/23/18

YmkChapple



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5-29-18

57

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: May 23, 2018 Site: G.H.S. Unobligated Account Balance: \$1,400.00

Account Name: Heritage Club Account Number: 883

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Ice cream sandwiches, popcicles, floats and freeze pops.

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

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

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) Ice Cream, freeze pops, popcicles and coke/rootbeer.

Manufacturer: Braum's, Wal-Mart/Sam's

Purpose for which funds will be used: Substitutes, transportation, fuel, mileage, trips, programs and cultural experiences.

Name/Address of Vendor: Guthrie Wal-Mart/Braum's Sams I-35

Items to be purchased in order to conduct the fundraiser: Ice cream, popcicles, freeze pops, drinks, cups, spoons, straws and napkins.

Estimated INCOME: \$400.00 Fundraiser start date: 9/10/2018
 Less Estimated EXPENSES: \$100.00
 Estimated PROFIT: \$300.00 Fundraiser end date: 9/21/2018

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? Donate to others Are

school district facilities required? No if yes a facility use permit must be completed.

Sponsor Signature: Joyce Pullen Date: 5/24/2018

Principal's Signature: Chris [Signature] Date: 5-24-18

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

[Signature]



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58

Request Date: 5/23/18 Site: HS Unobligated Account Balance: 2240.44

Account Name: Student Support Account Number: 885

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) sales of bottled water in office

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

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

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

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

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

Manufacturer: Great Value

Purpose for which funds will be used: Purchase of yearbooks for students (chosen by staff) who cannot afford to purchase them and to provide student scholarships

Name/Address of Vendor: Walmart 1068 S. Division Guthrie, OK 73044

Items to be purchased in order to conduct the fundraiser: bottled water

Estimated INCOME: 3000.00 Fundraiser start date: 9/3/18
 Less Estimated EXPENSES: 750.00
 Estimated PROFIT: 2250.00 Fundraiser end date: 5/24/18

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? Any unsold water will be stored for sale next year Are

school district facilities required? no if yes a facility use permit must be completed.

Sponsor Signature: [Signature] Date: 5/23/18

Principal's Signature: [Signature] Date: 5-23-18

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

[Signature]



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5.29.18

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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-24-18 Site: High School Unobligated Account Balance: 2351.95

Account Name: HS NHS Account Number: 886

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) NHS Dues \$15.00 for Membership

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

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

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

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

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

Manufacturer: N/A

Purpose for which funds will be used: N/A

Name/Address of Vendor: N/A

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

Estimated INCOME: 2500.00 Fundraiser start date: 1.7.19
Less Estimated EXPENSES: _____

Estimated PROFIT: 2500.00 Fundraiser end date: 6.30.19

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? N/A Are

school district facilities required? N/A if yes a facility use permit must be completed.

Sponsor Signature: [Signature] Date: 5-24-18

Principal's Signature: [Signature] Date: 5-23-18

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

[Signature]



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60

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/2/18 Site: Guthrie High School Unobligated Account Balance: 481.24 531.24

Account Name: 860 Class of 2021 Account Number: 860

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Sophomore Class Dues

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

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

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

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

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

Manufacturer:

Purpose for which funds will be used: To purchase class t-shirts and purchase supplies to create a class float

Name/Address of Vendor:

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

Estimated INCOME: 2500 Fundraiser start date: 8/1/18
Less Estimated EXPENSES: 0
Estimated PROFIT: 2500 Fundraiser end date: 4/28/19

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? Are

school district facilities required? yes if yes a facility use permit must be completed.

Sponsor Signature: Chris [Signature] Date: 6-15-18

Principal's Signature: Chris [Signature] Date: 6-15-18

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

Board of Education Approval Date: AF Fundraiser Request 12/2017

Handwritten signature: M. Chapple



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BY: GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-23-2018 Site: GHS Unobligated Account Balance: 651347 ^{6850.35} 

Account Name: Class of 2019 Account Number: 863

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

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

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: Items used for graduation ceremonies and the events surrounding that include but are not limited to Programs, Flowers and Banquet. Also T-Shirts, Homecoming supplies, awards and subs and bus fees.

Name/Address of Vendor: TBA

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

Estimated INCOME: 7000 Fundraiser start date: 8/1/2018

Less Estimated EXPENSES: 0

Estimated PROFIT: 7000 Fundraiser end date: 5/24/2019

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? _____ Are

school district facilities required? no if yes a facility use permit must be completed.

Sponsor Signature: Bill Pennington Date: 5-23-18

Principal's Signature: Chris L. Harde Date: 5-23-18

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

M. Crapple
89



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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/5/18 Site: GHS Unobligated Account Balance: 1000 1423.83

Account Name: English Club Account Number: 869

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) \$30 Dues, includes tshirts

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: purchasing t-shirts and field trip expenses

Name/Address of Vendor: _____

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

Estimated INCOME: 900 Fundraiser start date: 09/4/18
Less Estimated EXPENSES: 740

Estimated PROFIT: 260 Fundraiser end date: 5/1/19

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? n/a Are

school district facilities required? no if yes a facility use permit must be completed.

Sponsor Signature: [Signature] Date: 5/5/18

Principal's Signature: [Signature] Date: 6-11-18

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

[Signature]
90



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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/24/18 Site: GHS Unobligated Account Balance: 2204.30

Account Name: Class of 2020 Account Number: 872

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Collection of \$50 class dues

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

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

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

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

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

Manufacturer:

Purpose for which funds will be used:

Class shirts, homecoming/prom expenses and any unforeseen expenditures

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

Estimated INCOME: 10,000.00 Fundraiser start date: August 2018
Less Estimated EXPENSES:

Estimated PROFIT: 10,000.00 Fundraiser end date: May 2019

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? Are

school district facilities required? if yes a facility use permit must be completed.

Sponsor Signature: Michelle Reedus Date: 5-6-18

Principal's Signature: [Signature] Date: 6-11-18

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

Board of Education Approval Date:
AF Fundraiser Request 12/2017

[Signature]



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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/24/18 Site: GHS Unobligated Account Balance: 2204.30

Account Name: Class of 2020 Account Number: 872

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Sale of prom tickets

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

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

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

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

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

Manufacturer:

Purpose for which funds will be used: Prom expenses

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

Estimated INCOME: 4000.00 Fundraiser start date: August 2018
Less Estimated EXPENSES:
Estimated PROFIT: 4000.00 Fundraiser end date: May 2019

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? Are

school district facilities required? if yes a facility use permit must be completed.

Sponsor Signature: Michelle Blodius Date: 6-5-18

Principal's Signature: Chris Blodius Date: 6-11-18

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

Board of Education Approval Date: AF Fundraiser Request 12/2017

Handwritten signature and number 92



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MAY 24 2018

65

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/18/2018 Site: High School Unobligated Account Balance: 20,809.66
Account Name: FFA Booster 876 Account Number: 876

Select One: Soliciting in School Only Soliciting in school & community Community Only
Describe the fundraiser to be conducted (items sold/activity planned, etc.) Concession stand to be held during the local livestock show by selling food & drinks to exhibitors and show attendees

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: To raise money to support Guthrie FFA with trips, events, scholarships, awards, and other areas.

Name/Address of Vendor: Various based upon needs

Items to be purchased in order to conduct the fundraiser: food, drinks, utensils, and other concession items

Estimated INCOME: <u>4500</u>	Fundraiser start date: <u>January 30, 2019</u>
Less Estimated EXPENSES: <u>1500</u>	
Estimated PROFIT: <u>3000</u>	Fundraiser end date: <u>March 1, 2019</u>

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? NA Are school district facilities required? No if yes a facility use permit must be completed.

Sponsor Signature: [Signature] Date: 5-21-18

Principal's Signature: [Signature] Date: 5-21-18

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

[Signature]
93



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MAY 24 2018

66

BY: GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/18/2018 Site: High School Unobligated Account Balance: 20,809.66

Account Name: FFA Booster 876 Account Number: 876

Select One: Soliciting in School Only Soliciting in school & community Community Only
Describe the fundraiser to be conducted (items sold/activity planned, etc.) Pork Chop Dinner - Selling meal tickets, conducting live and silent auction

Tickets will be pre-sold, as well as sold the night of the event. Items will be auctioned the night of the event.

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

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

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) Pork chops, greenbeans, baked potato, garden salad

Manufacturer: _____

Purpose for which funds will be used: To raise money to support Guthrie FFA with trips, events, scholarships, awards and other areas.

Name/Address of Vendor: Various, dependent on needs for food, drinks and other items

Items to be purchased in order to conduct the fundraiser: food, utensils, building rental, auction items, incentives

Estimated INCOME: 20,000 Fundraiser start date: August 1, 2018
Less Estimated EXPENSES: 7500

Estimated PROFIT: 12500 Fundraiser end date: October 31, 2018

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? N/A Are school district facilities required? No if yes a facility use permit must be completed.

Sponsor Signature: [Signature] Date: 5-21-18

Principal's Signature: [Signature] Date: 5-21-18

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

[Signature]
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MAY 24 2018
BY: _____

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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/18/2018 Site: High School Unobligated Account Balance: 20,809⁶⁶ 8
Account Name: FFA Booster 876 Account Number: 876

Select One: Soliciting in School Only Soliciting in school & community Community Only
Describe the fundraiser to be conducted (items sold/activity planned, etc.) Purchase of a John Deere Gator and sell tickets, winnig ticket to be drawn night of the pork chop dinner

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: To raise money to support Guthrie FFA with trips, events, scholarships, awards, and other areas.

Name/Address of Vendor: John Deere

Items to be purchased in order to conduct the fundraiser: Gator, tickets to be sold, incentive prizes

Estimated INCOME: 20,000 Fundraiser start date: August 1, 2018
Less Estimated EXPENSES: 7500
Estimated PROFIT: 12,500 Fundraiser end date: October 31, 2018

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? NA Are _____
school district facilities required? No if yes a facility use permit must be completed.

Sponsor Signature: [Signature] Date: 5-21-18
Principal's Signature: [Signature] Date: 5-21-18
Athletic Director's Signature (if applicable): _____ Date: _____

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

[Signature]
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BY: GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/18/2018 Site: High School Unobligated Account Balance: 20,809⁶⁶ 98
Account Name: FFA Booster 876 Account Number: 876

Select One: Soliciting in School Only Soliciting in school & community Community Only
Describe the fundraiser to be conducted (items sold/activity planned, etc.) To collect money from members for membership dues for the FFA Booster Club

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: To raise money to support Guthrie FFA with trips, events, scholarships, awards, and other areas.

Name/Address of Vendor: Members

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

Estimated INCOME:	1000	Fundraiser start date:	August 1, 2018
Less Estimated EXPENSES:	0		
Estimated PROFIT:	1000	Fundraiser end date:	May 31, 2019

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? NA Are school district facilities required? No if yes a facility use permit must be completed.

Sponsor Signature: [Signature] Date: 5-21-18
Principal's Signature: [Signature] Date: 5-21-18
Athletic Director's Signature (if applicable): _____ Date: _____

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

[Signature]



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BY: _____

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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/18/2018 Site: High School Unobligated Account Balance: 9851⁰⁰
Account Name: FFA 877 Account Number: 877

Select One: Soliciting in School Only Soliciting in school & community Community Only
Describe the fundraiser to be conducted (items sold/activity planned, etc.) Selling meat products such as sausage, chicken, and bacon

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: To raise money to support Guthrie FFA with trips, events, scholarships, awards, and other areas.

Name/Address of Vendor: Blue & Gold Sausage, DJ's Meat, T&D Meas, Country Fundraising

Items to be purchased in order to conduct the fundraiser: Sausage bacon & chicken

Estimated INCOME: <u>105,000</u>	Fundraiser start date: <u>August 1, 2018</u>
Less Estimated EXPENSES: <u>85000</u>	
Estimated PROFIT: <u>20,000</u>	Fundraiser end date: <u>May 31, 2019</u>

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? NA Are _____

school district facilities required? No if yes a facility use permit must be completed.

Sponsor Signature: Clayton Date: 5-21-18

Principal's Signature: Chris Strando Date: 5-21-18

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

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BY: _____

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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/18/2018 Site: High School Unobligated Account Balance: 9,851.99
Account Name: FFA 877 Account Number: 877

Select One: Soliciting in School Only Soliciting in school & community Community Only
Describe the fundraiser to be conducted (items sold/activity planned, etc.) Selling flowers and floral arrangements made and grown by the horticulture classes

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: To raise money to support Guthrie FFA with trips, events, scholarships, awards, and other areas.

Name/Address of Vendor: Ball Horticulture, Hobby Lobby, American Plant, Guthrie Greenhouse

Items to be purchased in order to conduct the fundraiser: Plants, seeds, vegetables, growing containers

Estimated INCOME: <u>7500</u>	Fundraiser start date: <u>August 1, 2018</u>
Less Estimated EXPENSES: <u>3500</u>	
Estimated PROFIT: <u>4000</u>	Fundraiser end date: <u>May 31, 2019</u>

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? NA Are school district facilities required? No if yes a facility use permit must be completed.

Sponsor Signature: [Signature] Date: 5-21-18

Principal's Signature: [Signature] Date: 5-21-18

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

[Signature]



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BY: GPS **ACTIVITY FUND FUNDRAISER REQUEST FORM**
Site: High School

Request Date: 5/18/2018 Unobligated Account Balance: 9,851⁰⁹

Account Name: FFA 877 Account Number: _____

Select One: Soliciting in School Only Soliciting in school & community Community Only
Manufacturing & selling metal & wood

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
products made by the Ag mechanics classes

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: To raise money to support Guthrie FFA with trips, events, scholarships, awards, and other areas.

Name/Address of Vendor: Railroad Yard, ACE Hardware, Lowes

Items to be purchased in order to conduct the fundraiser: Metal, wood, hardware, accessories

Estimated INCOME: <u>5000</u>	Fundraiser start date: <u>August 1, 2018</u>
Less Estimated EXPENSES: <u>1500</u>	
Estimated PROFIT: <u>3500</u>	Fundraiser end date: <u>May 31, 2019</u>

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? NA Are _____
school district facilities required? No if yes a facility use permit must be completed.

Sponsor Signature: Clay Lys Date: 5-21-18

Principal's Signature: Chris Edwards Date: 5-21-18

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

Michelle Apple



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BY: _____ GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/18/2018 Site: High School Unobligated Account Balance: 9,851⁹⁹
Account Name: FFA 877 Account Number: 877

Select One: Soliciting in School Only Soliciting in school & community Community Only
Describe the fundraiser to be conducted (items sold/activity planned, etc.) Selling Homecoming Mums made by horticulture classes

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: To raise money to support Guthrie FFA with trips, events, scholarships, awards, and other areas.

Name/Address of Vendor: Hobby Lobby, Designs by Tammy, H&M Mum Supplies

Items to be purchased in order to conduct the fundraiser: Plants, seeds, vegetables, growing containers

Estimated INCOME: <u>2500</u>	Fundraiser start date: <u>August 1, 2018</u>
Less Estimated EXPENSES: <u>500</u>	
Estimated PROFIT: <u>2000</u>	Fundraiser end date: <u>October 31, 2018</u>

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? NA Are _____

school district facilities required? No if yes a facility use permit must be completed.

Sponsor Signature: [Signature] Date: 5-21-18

Principal's Signature: [Signature] Date: 5-20-18

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

[Signature]



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BY: _____

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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 05/15/2018 Site: GHS Unobligated Account Balance: 120.00

Account Name: FCCLA Account Number: 878

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Chocolate covered pretzel rods sold for \$1 each.
Each student will receive one container to sell on their own time.

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

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

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) Chocolate covered pretzel rods coated with sprinkles, toffee, or M&Ms

Manufacturer: Signature Chocolates

Purpose for which funds will be used: FCCLA Week and Regional STAR Events

Name/Address of Vendor: MPact Fundraising, 820 W Danforth Rd #152, Edmond, OK

Items to be purchased in order to conduct the fundraiser: Pretzel rods (10 cases, 240 rods per case)

Estimated INCOME: 2400 Fundraiser start date: 01/28/19
Less Estimated EXPENSES: 1200

Estimated PROFIT: 1200 Fundraiser end date: 02/8/19

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? Sold at a later date Are _____

school district facilities required? No if yes a facility use permit must be completed.

Sponsor Signature: Amanda B Moore Date: 5/15/18

Principal's Signature: Chris D. [unclear] Date: 5-15-18

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

[Signature]
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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 05/15/2018 Site: GHS Unobligated Account Balance: 120.00

Account Name: FCCLA Account Number: 878

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) FCCLA Club Dues

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

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

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

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

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

Manufacturer: N/A

Purpose for which funds will be used: T-shirts, National and State Affiliation, Meeting Lunches

Name/Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser: Nothing

Estimated INCOME: 1200 Fundraiser start date: 08/15/18
Less Estimated EXPENSES: 0

Estimated PROFIT: 1200 Fundraiser end date: 02/28/19

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? N/A Are _____

school district facilities required? No if yes a facility use permit must be completed.

Sponsor Signature: [Signature] Date: 5/15/18

Principal's Signature: [Signature] Date: 5-15-18

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

[Signature]
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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 05/15/2018 Site: GHS Unobligated Account Balance: 120.00
 Account Name: FCCLA Account Number: 878

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Regular and sour gummy bears sold for \$1 a pack.
Each student will receive one container to sell on their own time.

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

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

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) Gummy bears in 2.75 oz bags

Manufacturer: Signature Chocolates

Purpose for which funds will be used: FCCLA District Meeting and District STAR Events

Name/Address of Vendor: MPact Fundraising, 820 W Danforth Rd #152, Edmond, OK

Items to be purchased in order to conduct the fundraiser: Gummy bears (10 cases, 240 bags per case)

Estimated INCOME: 2400 Fundraiser start date: 10/01/18
 Less Estimated EXPENSES: 1200
 Estimated PROFIT: 1200 Fundraiser end date: 10/12/18

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? Sold at a later date Are school district facilities required? No if yes a facility use permit must be completed.

Sponsor Signature: Amanda B Moore Date: 5/15/18
 Principal's Signature: Cheri L. Frank Date: 5-15-18
 Athletic Director's Signature (if applicable): _____ Date: _____

Board of Education Approval Date: _____
 AF Fundraiser Request 12/2017


[Handwritten Signature]
103



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5-8-18

76

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: May 7th 2018 Site: High School Unobligated Account Balance: ~~\$~~ 2,410⁰⁰ 
Account Name: XC Bluecrew Account Number: 880

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) The cross country teams will be selling 2018 - 2019 school year calenders featuring pictures of all cross country kids.

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

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

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

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

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

Manufacturer: N/A

Purpose for which funds will be used: Funds will be used to purchase team apparel and equipment. Flags, tarps, bottles, shirts, shorts etc.

Name/Address of Vendor: Vistaprint

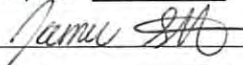
Items to be purchased in order to conduct the fundraiser: Customized Calendars

Estimated INCOME: <u>\$2,000</u>	Fundraiser start date: <u>August 1st</u>
Less Estimated EXPENSES: <u>\$1,050</u>	
Estimated PROFIT: <u>\$950</u>	Fundraiser end date: <u>October 1st</u>

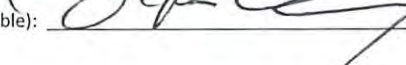
I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? I will sell for cheaper. Are _____

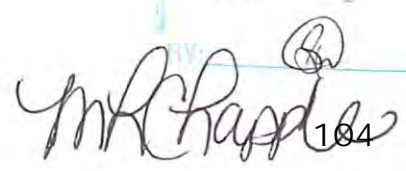
school district facilities required? No if yes a facility use permit must be completed.

Sponsor Signature:  Date: 5-7-18

Principal's Signature: _____ Date: _____

Athletic Director's Signature (if applicable):  Date: 5/7/18

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017


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77

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/14/2018 Site: GHS Unobligated Account Balance: 2,410 *ag*

Account Name: XC Bluecrew Account Number: 880

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) We will be hosting a HS and JH Cross Country Meet.

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

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

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

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

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

Manufacturer: n/a

Purpose for which funds will be used: We will use the funds to host the meet. We will use a race timing company. We will use it for team and individual medals, and the rest for cross country related items.

Name/Address of Vendor: n/a

Items to be purchased in order to conduct the fundraiser: Team and individual medals.

Estimated INCOME: \$2,000 Fundraiser start date: 8/18/2018
 Less Estimated EXPENSES: \$1,000
 Estimated PROFIT: \$1,000 Fundraiser end date: 8/18/2018

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? n/a Are

school district facilities required? no if yes a facility use permit must be completed.

Sponsor Signature: *James Stiles* Date: 6/14/2018

Principal's Signature: *Chris Standa* Date: 6-14-18

Athletic Director's Signature (if applicable): *John* Date: 6/18/18

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

M Schapple



78

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/28/17 Site: HS Unobligated Account Balance: 11642.97 12,749.39

Account Name: HS Activity Account Number: #884

Select One: Soliciting in School Only (selected) Soliciting in school & community Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Jostens School Store Program (see attachments)

Jostens will sell Guthrie branded merchandise through a webstore: they will handle all payments and handling of merchandise. Ghs will receive 12% commission on all sales.

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

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

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

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

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

Manufacturer:

Purpose for which funds will be used: Activity fund operation expense, substitute/trans. reimbursements, classroom/office materials, staff development costs.

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

Estimated INCOME: 250.00 Fundraiser start date: 8/1/2018
Less Estimated EXPENSES: 0.00
Estimated PROFIT: 250.00 Fundraiser end date: 6/30/18

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? n/a Are

school district facilities required? no if yes a facility use permit must be completed.

Sponsor Signature: [Signature] Date: 6-28-18

Principal's Signature: [Signature] Date: 6-28-18

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

Board of Education Approval Date: AF Fundraiser Request 12/2017

[Handwritten signature]



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MAY 24 2018
BY: _____

-79

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/21/28 Site: High School Unobligated Account Balance: 916.94 1011 22 60

Account Name: Mu Alpha Theta Account Number: 893

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) \$20 new members, \$15 renewal member: \$10 honorary members

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: Pay yearly membership fees, Substitutes & fel expenses for OU OSU Math Days & purchase additional honor stoles for graduation

Name/Address of Vendor: _____

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

Estimated INCOME:	<u>\$325</u>	Fundraiser start date:	<u>9/4/18</u>
Less Estimated EXPENSES:	<u>\$100</u>		
Estimated PROFIT:	<u>\$225</u>	Fundraiser end date:	<u>5/24/19</u>

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? _____ Are

school district facilities required? No if yes a facility use permit must be completed.

Sponsor Signature: [Signature] Date: 5/21/18

Principal's Signature: [Signature] Date: 5-23-18

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

[Signature]
107



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MAY 24 2018

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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/21/18 Site: High School Unobligated Account Balance: ~~946.94~~ 1011²²

Account Name: Mu Alpha Theta Account Number: 893

Select One: Soliciting in School Only Soliciting in school & community Community Only
Selling Water @ the school

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

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: Pay for AP &/or clep testing for students that would like to take the test(s) but do not have the financial stability to do so.

Name/Address of Vendor: Walmart or Crest

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

Estimated INCOME:	<u>\$500</u>	Fundraiser start date:	<u>9/4/18</u>
Less Estimated EXPENSES:	<u>\$120</u>		
Estimated PROFIT:	<u>\$380</u>	Fundraiser end date:	<u>5/24/19</u>

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? All items will be sold Are _____

school district facilities required? No if yes a facility use permit must be completed.

Sponsor Signature: [Signature] Date: 5/21/18

Principal's Signature: [Signature] Date: 5-23-18

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

[Signature]
108

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JUN 22 2018

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GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 21 Jun 18 Site Name: High School

Acct. Name & #: JROTC #895 Current Unobligated Account Balance: \$5,400.⁵² ap

Select One: Soliciting in school only Soliciting in school and community Community Only

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

Military Ball ticket sales and donations

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

Please supply the following information:

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

N/A

Manufacturer: N/A

Purpose for which funds will be used:

Pay for travel and entry fees for JROTC specific activities and competitions. Provide cadets an opportunity to plan, coordinate execute and evaluate and activity outside of the classroom.

Name of Vendor: N/A

Address of Vendor: N/A

Items to be purchased in order to conduct the fundraiser:

Decorations and refreshments

- a. Estimated INCOME: \$600.00
- b. Less Estimated EXPENSE: \$100.00
- c. Estimated PROFIT: \$500.00

NOTES:

First day of Fundraiser: 16 Jan 19 Last Day of Fundraiser: 16 Feb 19

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

What will happen to any items that are not sold? N/A

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

Sponsor's Signature: [Signature] Date: 21 Jun 18

Principal's Signature: [Signature] Date: 6-21-18

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016

[Signature]

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JUN 22 2018

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GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

BY: _____
Date of Request: 21 Jun 18 Site Name: High School
Acct. Name & #: JROTC #895 Current Unobligated Account Balance: \$5,400⁵² *00*

Select One: Soliciting in school only Soliciting in school and community Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
Lazy E Rodeo support by renting chair back seats to attendees

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

Please supply the following information:
Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies, soda)
N/A

Manufacturer: N/A

Purpose for which funds will be used:
Pay for travel and entry fees for JROTC specific activities and competitions. Provide cadets an opportunity to plan, coordinate execute and evaluate and activity outside of the classroom.

Name of Vendor: N/A

Address of Vendor: N/A

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

a. Estimated INCOME: \$2,500.00 NOTES:
b. Less Estimated EXPENSE: \$0
c. Estimated PROFIT: \$2,500.00

First day of Fundraiser: 1 Mar 19 Last Day of Fundraiser: 4 Mar 19
I understand that when this fundraiser is completed, an After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close date of the fundraiser.

What will happen to any items that are not sold? N/A

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

Sponsor's Signature: *Mark Sueduchan* Date: 21 Jun 18

Principal's Signature: *Chris Pultrando* Date: 6-21-18

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

Board of Education Approval Date: _____
Form: AF Fundraiser Request 4/2016

mt Chapple



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5-10-18

83



GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/9/18 Site: HS Unobligated Account Balance: 784.00
Account Name: Soccer Account Number: 897

3611.87
3

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) carwash to raise money for soccer program

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: soccer supplies (nets, balls, practice gear, targets, etc.)

Name/Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser: items will be donated by parents

Estimated INCOME: 500 Fundraiser start date: 8/24/18
Less Estimated EXPENSES: _____
Estimated PROFIT: 500 Fundraiser end date: 8/24/18

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? donate/keep for next fundraiser Are

school district facilities required? no if yes a facility use permit must be completed.

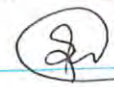
Sponsor Signature: [Signature] Date: 5/9/18

Principal's Signature: _____ Date: _____

Athletic Director's Signature (if applicable): [Signature] Date: 5/9/18

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

[Signature]



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5-10-18



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5-21-18

84

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/8/18 Site: HS Unobligated Account Balance: 734.00

\$611.81
5/22/18

Account Name: Soccer Account Number: 897

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.): Selling clothes, caps, chairs and other apparel (hats, leggings, shirts, etc.)

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

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

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

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

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

Manufacturer: FanCloth

Purpose for which funds will be used: soccer balls, nets and other soccer equipment

Name/Address of Vendor: FanCloth/ P.O. 200577 Arlington, TX 76006

Items to be purchased in order to conduct the fundraiser: clothing, socks, hats, chairs, caps

Estimated INCOME: 3000 Fundraiser start date: 9/3/18
Less Estimated EXPENSES: 1500

Estimated PROFIT: 1500 Fundraiser end date: 11/2/18

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? donated to program Are

school district facilities required? no if yes a facility use permit must be completed.

Sponsor Signature: [Signature] Date: 5/9/18

Principal's Signature: _____ Date: _____

Athletic Director's Signature (if applicable): [Signature] Date: 5/9/18

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

[Signature]

Stamp: [Signature]

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6-28-18



85

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/24/18 Site: GHS Unobligated Account Balance: 6047.26

654343
98

Account Name: Science Club Account Number: 898

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Collection of \$20 lab fees

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

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

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

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

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

Manufacturer:

Purpose for which funds will be used:

Consumable lab materials and any unforeseen expenditures

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

Estimated INCOME: 3000.00 Fundraiser start date: August 2018

Less Estimated EXPENSES:

Estimated PROFIT: 3000.00 Fundraiser end date: May 2019

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? Are

school district facilities required? if yes a facility use permit must be completed.

Sponsor Signature: Michelle Riedus Date: 6-5-18

Principal's Signature: Chris H. Brando Date: 6-11-18

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

Board of Education Approval Date: AF Fundraiser Request 12/2017

Handwritten signature: m. Riedus

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6-28-18

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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/24/18 Site: GHS Unobligated Account Balance: 6047.26 6543.43

Account Name: Science Club Account Number: 898

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Collection of \$15 dues

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

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

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

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

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

Manufacturer:

Purpose for which funds will be used: Shirts, field trips, gas/subsitutes and any unforeseen expenses

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

Estimated INCOME: 400.00 Fundraiser start date: August 2018

Less Estimated EXPENSES:

Estimated PROFIT: 400.00 Fundraiser end date: May 2019

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? Are

school district facilities required? if yes a facility use permit must be completed.

Sponsor Signature: Michelle Riedus Date: 6-5-18

Principal's Signature: [Signature] Date: 6-11-18

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

Board of Education Approval Date: AF Fundraiser Request 12/2017

[Signature]

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6-28-18

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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/24/18 Site: GHS Unobligated Account Balance: 6543.43

Account Name: Science Club Account Number: 898

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Collection of \$20 dues

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: _____

Shirts, field trips, gas/subsitutes and any unforeseen expenses

Name/Address of Vendor: _____

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

Estimated INCOME: 400.00 Fundraiser start date: _____
Less Estimated EXPENSES: _____

Estimated PROFIT: 400.00 Fundraiser end date: May 2019

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? _____ Are

school district facilities required? _____ if yes a facility use permit must be completed.

Sponsor Signature: Michelle Rudus Date: 5-24-18

Principal's Signature: Chris [Signature] Date: 6-11-18

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017



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5-29-18 BY: _____
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JUN 22 2018

88

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/22/18 Site: HS Unobligated Account Balance: 10,964.91
Account Name: Student Council Account Number: 899

Select One: Soliciting in School Only Soliciting in school & community Community Only
Selling of apparel

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
(Sell apparel from previous events sponsored by Student Council)

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: Provide Basic fees and supplies

Name/Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser: Items have been previously purchased

a. Estimated INCOME:	<u>500</u>	Fundraiser start date:	<u>July 10, 2018</u>
b. Less Estimated EXPENSES:	<u>0</u>	Fundraiser end date:	<u>May 17, 2019</u>
c. Estimated PROFIT:	<u>500</u>		

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? Reused at a later date

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

Sponsor Signature: [Signature] Date: 5/22/18

Principal's Signature: [Signature] Date: 5-24-18

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

[Signature]



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5.29.18

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JUN 22 2018
BY: _____

1189

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/22/18 Site: HS Unobligated Account Balance: 10,964.91
Account Name: Student Council Account Number: 899

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

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

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

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

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

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

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

Manufacturer: _____

Stuco shirts

Purpose for which funds will be used: _____

Name/Address of Vendor: Gandy ink, Body billboards

shirts

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

a. Estimated INCOME:	<u>1500</u>	Fundraiser start date:	<u>July 10, 2018</u>
b. Less Estimated EXPENSES:	_____	Fundraiser end date:	<u>May 17, 2019</u>
c. Estimated PROFIT:	<u>1500</u>		

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? _____

Yes

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

Sponsor Signature: [Signature] Date: 5/22/18

Principal's Signature: [Signature] Date: 5-24-18

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

[Signature]



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 5-29-18 JUN 22 2018
 BY: _____

-90

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/22/18 Site: HS Unobligated Account Balance: 10,964⁹¹
 Account Name: Student Council Account Number: 899

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Homecoming (parade entry fees, shirts, mums, decorations, etc)

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: Stuco events

Name/Address of Vendor: Wal-Mart, Gandy ink, Sam's, Party City

Items to be purchased in order to conduct the fundraiser: Shirts, decorations, wood, etc

a. Estimated INCOME:	<u>2200</u>	Fundraiser start date:	<u>July 10, 2018</u>
b. Less Estimated EXPENSES:	<u>2000</u>	Fundraiser end date:	<u>Oct. 1, 2018</u>
c. Estimated PROFIT:	<u>200</u>		

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? Reused at a later date

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

Sponsor Signature: [Signature] Date: 5/22/18

Principal's Signature: [Signature] Date: 5-24-18

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

[Signature]



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5-29-18 JUN 22 2018
BY: _____

912

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/22/18 Site: HS Unobligated Account Balance: 10,964.91
 Account Name: Student Council Account Number: 899

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Faculty shirt(s)
Teacher bundle or individual shirts)

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

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

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

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

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

Manufacturer: gandy ink, body billboards

Purpose for which funds will be used: purchase of shirts

Name/Address of Vendor: _____

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

a. Estimated INCOME: <u>6000</u>	Fundraiser start date: <u>July 10, 2018</u>
b. Less Estimated EXPENSES: <u>5000</u>	Fundraiser end date: <u>May 17, 2019</u>
c. Estimated PROFIT: <u>1000</u>	

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? Reused at a later date

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

Sponsor Signature: [Signature] Date: 5/22/18

Principal's Signature: [Signature] Date: 5-24-18

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

[Signature]



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5/22/18 JUN 22 2018
BY: _____

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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/22/18 Site: HS Unobligated Account Balance: 10,964.91
Account Name: Student Council Account Number: 899

Select One: Soliciting in School Only Soliciting in school & community Community Only
Describe the fundraiser to be conducted (items sold/activity planned, etc.) Pink Week (money chasers, pass the bucket, shirts, assemblies, food, match makers)

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

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

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) soda, water, sports drinks, concession food potatoes, ect.

Manufacturer: Gandy, amazon, body billboards, Walmart, Sam's, Party city

Purpose for which funds will be used: Donated to selected recipient

Name/Address of Vendor: _____
Items to be purchased in order to conduct the fundraiser: food, shirts, decorations, wristbands, tickets, posters, etc)

a. Estimated INCOME:	<u>5000</u>	Fundraiser start date:	<u>July 10, 2018</u>
b. Less Estimated EXPENSES:	<u>2000</u>	Fundraiser end date:	<u>Oct. 1, 2018</u>
c. Estimated PROFIT:	<u>3000</u>		

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? Reused at a later date
Yes

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

Sponsor Signature: [Signature] Date: 5/22/18
Principal's Signature: [Signature] Date: 5-24-18
Athletic Director's Signature (if applicable): _____ Date: _____

[Signature]



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5-29-18 JUN 22 2018
BY: _____

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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/22/18 Site: HS Unobligated Account Balance: 10,964.91
Account Name: Student Council Account Number: 899

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Santa Letters
Writing and mailing of Santa Letters to the community- did so in 2017.

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

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

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

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

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

Manufacturer: Amazon, One stop copy shop

Purpose for which funds will be used: Decorations, state fees

Name/Address of Vendor: _____
stationary, stamps, envelopes

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

a. Estimated INCOME:	<u>500</u>	Fundraiser start date:	<u>July 10, 2018</u>
b. Less Estimated EXPENSES:	<u>50</u>	Fundraiser end date:	<u>Jan 17, 2018</u>
c. Estimated PROFIT:	<u>450</u>		

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? Reused at a later date
Yes

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

Sponsor Signature: [Signature] Date: 5/22/18

Principal's Signature: [Signature] Date: 5-24-18

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

[Signature]



RECEIVED
 5-22-18 JUN 22 2018
 BY: _____

94...

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/22/18 Site: HS Unobligated Account Balance: 10,964⁹¹
 Account Name: Student Council Account Number: 899

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) United Week (3v3 basketball, golf, soda, dance, paint rave, carnival, tickets, wristbands, assemblies, talent show, shirts, etc)

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

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

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) soda, candy, concession foods, brownies, cookies, gum, coffee

Manufacturer: amazon, walmart, sam's, gandy ink, ticket printing.com

Purpose for which funds will be used: donated to charity

Name/Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser: food, shirts, decorations, wristbands, tickets, posters, etc)

a. Estimated INCOME: <u>13000</u>	Fundraiser start date: <u>Feb. 1, 2018</u>
b. Less Estimated EXPENSES: <u>5000</u>	Fundraiser end date: <u>Mar. 31, 2018</u>
c. Estimated PROFIT: <u>8000</u>	

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? Reused at a later date

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

Sponsor Signature: Matt Date: 5/22/18

Principal's Signature: Chris Brando Date: 5-24-18

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

Ms. Chapple



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5-29-18
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JUN 22 2018
BY: _____

95

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/22/18 Site: HS Unobligated Account Balance: 10,964.91
 Account Name: Student Council Account Number: 899

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Winter Formal Dance

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: State convention

Name/Address of Vendor: ticketprinting.com, dj services

Items to be purchased in order to conduct the fundraiser: DJ, tickets

a. Estimated INCOME:	<u>1800</u>	Fundraiser start date:	<u>Nov. 1, 2018</u>
b. Less Estimated EXPENSES:	<u>650</u>	Fundraiser end date:	<u>Jan 31, 2019</u>
c. Estimated PROFIT:	<u>1150</u>		

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? Reused at a later date

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

Sponsor Signature: [Signature] Date: 5/22/18

Principal's Signature: [Signature] Date: 5-24-18

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

[Signature]



96
\$10,964.91 ap
6-25-18

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/22/18 Site: HS Unobligated Account Balance: _____
Account Name: Student Council Account Number: 899

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) District convention
Hosting district 2 leadership convention- visiting schools will pay an entry fee

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: State registration fees

Name/Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser: shirts, speaker

a. Estimated INCOME:	<u>2500</u>	Fundraiser start date:	<u>July 10, 2018</u>
b. Less Estimated EXPENSES:	<u>500</u>	Fundraiser end date:	<u>Dec. 21, 2018</u>
c. Estimated PROFIT:	<u>2000</u>		

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? Reused at a later date

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

Sponsor Signature: [Signature] Date: 5/22/18 6/4/18

Principal's Signature: [Signature] Date: 6-11-18

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

[Signature]



RECEIVED



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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/22/18 Site: HS Unobligated Account Balance: 10,964.91
Account Name: Student Council Account Number: 899

6-25-18

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Popcorn and beverage sell
Selling of popcorn and beverages on Fridays during the 1st semester

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

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

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) Popcorn, soda, sport drinks, capri sun

Manufacturer: _____
Purpose for which funds will be used: Provide State fees and supplies

Name/Address of Vendor: _____
Items to be purchased in order to conduct the fundraiser: Popcorn, soda, sport drinks, capri sun

a. Estimated INCOME:	750.00	Fundraiser start date:	Sept 7, 2018
b. Less Estimated EXPENSES:	300.00	Fundraiser end date:	Dec. 14, 2018
c. Estimated PROFIT:	450.00		

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? Reused at a later date

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

Sponsor Signature: [Signature] Date: 6/22/18

Principal's Signature: [Signature] Date: 6-22-18

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

[Signature]



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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/22/18 Site: HS Unobligated Account Balance: 10,964.91
Account Name: Student Council Account Number: 899

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Popcorn and beverage sell
Selling of popcorn and beverages on Fridays during the 2nd semester

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

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

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) Popcorn, soda, sport drinks, capri sun

Manufacturer: Provide State fees and supplies
Purpose for which funds will be used:

Name/Address of Vendor: Popcorn, soda, sport drinks, capri sun
Items to be purchased in order to conduct the fundraiser:

a. Estimated INCOME: 750.00 Fundraiser start date: Jan 11, 2019
b. Less Estimated EXPENSES: 300.00
c. Estimated PROFIT: 450.00 Fundraiser end date: May 17, 2019

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? Reused at a later date

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

Sponsor Signature: [Signature] Date: 6/22/18
Principal's Signature: [Signature] Date: 6-22-18
Athletic Director's Signature (if applicable): Date:

[Handwritten signature]



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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-23-2018 Site: GHS Unobligated Account Balance: _____

Account Name: Vocal- Account Number: 902

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Lab Fees for Junior High Choirs

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: items used for producing musicals i.e. props, sets, costumes, T-Shirts, Music, Sound equipment, subs and busses, awards, uniforms, items necessary for rehearsal and performance of choirs and unforeseen items needed for the vocal music program

Name/Address of Vendor: TBA

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

Estimated INCOME: 1500 Fundraiser start date: 8/1/2018
 Less Estimated EXPENSES: 0
 Estimated PROFIT: 1500 Fundraiser end date: 5/24/2019

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? _____ Are school district facilities required? no if yes a facility use permit must be completed.

Sponsor Signature: Bill King Date: 5-23-18

Principal's Signature: Chris Williams Date: 5-23-18

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

Board of Education Approval Date: _____
 AF Fundraiser Request 12/2017

M. Apple
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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-23-2018 Site: GHS Unobligated Account Balance: _____

Account Name: Vocal- Account Number: 902

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Junior High Spring Musical Ticket Sales, Ad Sales and Donations

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: items used for producing musicals i.e. props, sets, costumes, T-Shirts, Music, Sound equipment, subs and busses, awards, uniforms, items necessary for rehearsal and performance of choirs and unforeseen items needed for the vocal music program

Name/Address of Vendor: TBA

Items to be purchased in order to conduct the fundraiser: Play Materials and Royalties

Estimated INCOME: 3500 Fundraiser start date: 4/28/2019
 Less Estimated EXPENSES: 1800
 Estimated PROFIT: 1700 Fundraiser end date: 5/24/2019

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? All Returned Are _____

school district facilities required? yes if yes a facility use permit must be completed.

Sponsor Signature: Bill Purner Date: 5-23-18

Principal's Signature: Chris Williams Date: 5-23-18

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

Board of Education Approval Date: _____
 AF Fundraiser Request 12/2017

M. Apple
 128



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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-23-2018 Site: GHS Unobligated Account Balance: _____

Account Name: Vocal Account Number: 902

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

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

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: items used for producing musicals i.e. props, sets, costumes, T-Shirts, Music, Sound equipment, subs and busses, awards, uniforms, items necessary for rehearsal and performance of choirs and unforeseen items needed for the vocal music program

Name/Address of Vendor: TBA

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

Estimated INCOME: 2000 Fundraiser start date: 1/15/2019
Less Estimated EXPENSES: 500

Estimated PROFIT: 1500 Fundraiser end date: 2/28/2019

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? _____ Are

school district facilities required? yes _____ if yes a facility use permit must be completed.

Sponsor Signature: Bill Penz Date: 5-23-18

Principal's Signature: Chris Y. Howard Date: 5-23-18

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-23-2018 Site: GHS Unobligated Account Balance: _____

Account Name: Vocal- Account Number: 902

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Spring Musical Ticket Sales, Ad Sales and Donations

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: items used for producing musicals i.e. props, sets, costumes, T-Shirts, Music, Sound equipment, subs and busses, awards, uniforms, items necessary for rehearsal and performance of choirs and unforeseen items needed for the vocal music program

Name/Address of Vendor: TBA

Items to be purchased in order to conduct the fundraiser: Play Materials and Royalties

Estimated INCOME: 3500 Fundraiser start date: 3/1/2019
 Less Estimated EXPENSES: 2000
 Estimated PROFIT: 1500 Fundraiser end date: 4/28/2019

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? All Returned Are _____

school district facilities required? yes if yes a facility use permit must be completed.

Sponsor Signature: Bill Kuyper Date: 5-23-18

Principal's Signature: Chris L. Harde Date: 5-23-18

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

Chris L. Harde
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BY: _____ GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-23-2018 Site: GHS Unobligated Account Balance: _____

Account Name: Vocal- Account Number: 902

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

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

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: Items used for producing musicals i.e. props, sets, costumes, T-Shirts, Music, Sound equipment, subs and buses, awards, uniforms, items necessary for rehearsal and performance of choirs ar _____

Name/Address of Vendor: _____

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

Estimated INCOME: 2000 Fundraiser start date: 8/1/2018

Less Estimated EXPENSES: 0

Estimated PROFIT: 2000 Fundraiser end date: 5/24/2019

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? _____ Are

school district facilities required? no if yes a facility use permit must be completed.

Sponsor Signature: Bill King Date: 5-23-18

Principal's Signature: Chris Brando Date: 5-23-18

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

M. Chapple
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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-23-2018 Site: GHS Unobligated Account Balance: _____

Account Name: Vocal- Account Number: 902

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Fall Musical Ticket Sales, Ad Sales and Donations

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: items used for producing musicals i.e. props, sets, costumes, T-Shirts, Music, Sound equipment, subs and busses, awards, uniforms, items necessary for rehearsal and performance of choirs and unforeseen items needed for the vocal music program

Name/Address of Vendor: TBA

Items to be purchased in order to conduct the fundraiser: Play Materials and Royalties

Estimated INCOME: 2500 Fundraiser start date: 8/1/2018
 Less Estimated EXPENSES: 2000
 Estimated PROFIT: 500 Fundraiser end date: 9/28/2018

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? All Returned Are _____

school district facilities required? yes if yes a facility use permit must be completed.

Sponsor Signature: Bill Perry Date: 5-23-18

Principal's Signature: Chris Williams Date: 5-23-18

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

Michelle
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BY: _____

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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/10/18 Site: GHS Unobligated Account Balance: 1782.26 1,997.00

Account Name: GHS Drama Account Number: 913

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Students will perform improv and skits for their peers

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: Fuel, lodging, props, costumes, fees, books, plays, materials, paint, subs, paper goods, food, drinks, misc. supplies, contest materials, workshops, markers, pens

Name/Address of Vendor: walmart

Items to be purchased in order to conduct the fundraiser: props, costumes

Estimated INCOME: 250.00 Fundraiser start date: May 2019
 Less Estimated EXPENSES: 50.00
 Estimated PROFIT: 200.00 Fundraiser end date: May 2019

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? n/a Are _____

school district facilities required? yes if yes a facility use permit must be completed.

Sponsor Signature: Sharon Benzner Date: 5/10/18

Principal's Signature: Chris [Signature] Date: 5-14-18

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

[Handwritten Signature]



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BY: _____

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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/10/18 Site: GHS Unobligated Account Balance: 1782.26 1,997.60

Account Name: GHS Drama Account Number: 913

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Dessert and a play

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

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

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) Students parents will supply desserts to be served that evening during the play.

Manufacturer: _____

Purpose for which funds will be used: Fuel, lodging, props, costumes, fees, books, plays, materials, paint, subs, paper goods, food, drinks, misc. supplies, contest materials, workshops, markers, pens

Name/Address of Vendor: walmart

Items to be purchased in order to conduct the fundraiser: costumes, props, paper goods, food, drink, supplies, misc.

Estimated INCOME: 250.00 Fundraiser start date: May 2019
 Less Estimated EXPENSES: 100.00
 Estimated PROFIT: 150.00 Fundraiser end date: May 2019

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? n/a Are

school district facilities required? yes if yes a facility use permit must be completed.

Sponsor Signature: Sheela Benjamin Date: 5/10/18

Principal's Signature: Chris H. [Signature] Date: 5-14-18

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

[Signature]



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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/10/18 Site: GHS Unobligated Account Balance: 1782.26

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Account Name: GHS Drama Account Number: 913

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Brochure Sales same as previous years.
chocolate candy, flower mats, cheese dip etc

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

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

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

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

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

Manufacturer: Century resources

Purpose for which funds will be used: Fuel, lodging, props, costumes, fees, books, plays, materials, paint, subs, paper goods, food, drinks, misc. supplies, contest materials, workshops, markers, pens

Name/Address of Vendor: Century Resources 3730 Lockbourne Rd. Columbus OH 43207

Items to be purchased in order to conduct the fundraiser: Items in the brochure are delivered after orders are sent in with money.

Estimated INCOME: 2000.00 Fundraiser start date: 1/31/18
 Less Estimated EXPENSES: 1000.00
 Estimated PROFIT: 1000.00 Fundraiser end date: 2/14/18

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? n/a Are _____

school district facilities required? n/a if yes a facility use permit must be completed.

Sponsor Signature: Shelley Berryman Date: 5/10/18

Principal's Signature: Chris [Signature] Date: 5-14-18

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

Mr. Chapple
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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/9/18 Site: GHS Unobligated Account Balance: 4782.26

1,997.⁰⁰/₁₀₀

Account Name: GHS Drama Account Number: 913

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) DUES And Shirts

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

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

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

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

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

Manufacturer:

Purpose for which funds will be used: shirts, subs, fuel, fees for trips, paint, sound equipment, supplies, props, costumes, food, drinks, paint brushes, paper, pens, markers, paper goods, misc.

Name/Address of Vendor: body billboard

Items to be purchased in order to conduct the fundraiser: t shirts

Estimated INCOME: 1500.00 Fundraiser start date: 8/20/18
Less Estimated EXPENSES: 1000.00
Estimated PROFIT: 500.00 Fundraiser end date: 5/20/19

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? n/a Are

school district facilities required? n/a if yes a facility use permit must be completed.

Sponsor Signature: Shelley Berryman Date: 5/9/18

Principal's Signature: Chris [Signature] Date: 5-15-18

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

Board of Education Approval Date: AF Fundraiser Request 12/2017

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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/1/2018 Site: Admin. Unobligated Account Balance: \$88.87

Account Name: Courtesy Committee Admin Account Number: 922

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Donation collection of \$10-\$20 from each staff member of central office

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: Funds collected will be used to purchase cards, plants, gifts to send to staff members at central office during illness, hospitalization or family deaths.

Name/Address of Vendor: Furrows Flowers, WalMart, Okie Flowers

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

Estimated INCOME: 320.00 Fundraiser start date: 8/1/2018
 Less Estimated EXPENSES: 0.00
 Estimated PROFIT: 320.00 Fundraiser end date: 12/31/2018

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? _____ Are school district facilities required? No if yes a facility use permit must be completed.

Sponsor Signature: [Signature] Date: 6-5-18

Principal's Signature: _____ Date: _____

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

[Signature]

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017



RECEIVED
6-25-18

110

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/25/18 Site: Transportation Unobligated Account Balance: \$2,598.09

Account Name: Transportation Activity Account Number: 934

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Goods will be vended to staff. Soda's, water, juice, sandwiches, various, candies, cookies, ice cream, popcorn, nuts, small piza's, breakfast sandwiches

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

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

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) Soda's, water, juice, sandwiches, various, candies, cookies, ice cream, popcorn, nuts, small piza's, breakfast sandwiches

Manufacturer: Various

Purpose for which funds will be used: Funds are used for purchases of flowers for ill or bereaved employees. Funds also cover employee luncheons and in-service meals. End of year awards are also purchased if given.

Name/Address of Vendor: Walmart, Sam's

Items to be purchased in order to conduct the fundraiser: Soda's, water, juice, sandwiches, various, candies, cookies, ice cream, popcorn, nuts, small piza's, breakfast sandwiches

Estimated INCOME: \$5000.00 Fundraiser start date: July 1, 2018
 Less Estimated EXPENSES: \$3000.00
 Estimated PROFIT: \$2000.00 Fundraiser end date: June 30, 2019

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? Sold in the following year or disposed of due to expiration date Are

school district facilities required? _____ if yes a facility use permit must be completed.

Sponsor Signature: [Signature] Date: 6-25-18

Principal's Signature: [Signature] Date: 6-25-2018

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

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

[Signature]



0117

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/1/2018 Site: Admin. Unobligated Account Balance: \$655.93

Account Name: Vending Machine Admin Account Number: 935

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

Describe the fundraiser to be conducted (Items sold/activity planned, etc.) Vending machines

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

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

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) Coke products, various chips, crackers & candy bars

Manufacturer: _____

Purpose for which funds will be used: Funds raised will be used to repurchase items for vending machines

Name/Address of Vendor: WalMart, Sam's

Items to be purchased in order to conduct the fundraiser: Vending supplies

Estimated INCOME: 800.00 Fundraiser start date: 7/9/2018
 Less Estimated EXPENSES: 450.00
 Estimated PROFIT: 350.00 Fundraiser end date: 6/30/18

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? Will be held over and sold until gone Are

school district facilities required? No if yes a facility use permit must be completed.

Sponsor Signature: [Signature] Date: 6-5-18

Principal's Signature: _____ Date: _____

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

[Signature]

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017



RECEIVED RECEIVED
 5-29-18 JUN 22 2018
 BY: _____

112

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-23-18 Site: High School Unobligated Account Balance: \$0
 Account Name: Freshman Class 2022 Account Number: #new acct. is approved

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Class dues of \$30 per student

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: Class t-shirts and go into their class account

Name/Address of Vendor: _____

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

Estimated INCOME: \$5,500 Fundraiser start date: 8-1-18
 Less Estimated EXPENSES: \$1,500 (cost of shirts)
 Estimated PROFIT: \$4,000 Fundraiser end date: May 2019

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? shirts will be given to sophomore class sponsor for next year Are

school district facilities required? no if yes a facility use permit must be completed.

Sponsor Signature: Daylan Edwards Date: 5-23-18

Principal's Signature: Chris Edwards Date: 5-24-18

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

Board of Education Approval Date: _____
 AF Fundraiser Request 12/2017

[Handwritten signature]



GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/03/18 Site: GHS Unobligated Account Balance: \$891.17

Account Name: Hall of Fame Account Number: 927

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

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

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: Buying plaques and furnishings for banquet

Name/Address of Vendor: _____

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

Estimated INCOME: 3000 Fundraiser start date: Aug 4 2018
 Less Estimated EXPENSES: \$250
 Estimated PROFIT: \$2750 Fundraiser end date: Aug. 4 2018

I understand that when fundraiser is completed and after Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser.

What will happen to any items that are not sold? retained for the next year Are

school district facilities required? no if yes a facility use permit must be completed.

Sponsor Signature: [Signature] Date: 7/3/18

Principal's Signature: [Signature] Date: 7/3/18

Athletic Director's Signature (if applicable): [Signature] Date: 7/3/18

Board of Education Approval Date: _____
AF Fundraiser Request 12/2017

[Handwritten Signature]



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

Amount 1000.00 Date Requested 6/22/18

Transfer to: Learn2Love #826
Account Name & Number

Transfer from: HS Student Council #899
Account Name & Number

State Reason for Transfer Below
United Week recipient

Sponsor's Signature: *Matt P.*

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: *Chris L. ...*

Transfer # _____

Board Approved _____



RECEIVED



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

Amount 5497.69

Date Requested 6/22/18

Transfer to: HS Food Pantry #871
Account Name & Number

Transfer from: HS Student Council #899
Account Name & Number

State Reason for Transfer Below

United Week recipient

Sponsor's Signature: *Max P. J.*

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: *Chris DeGrande*

Transfer # _____

Board Approved _____

RECEIVED
6-19-18



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

Amount 40.02

Date Requested 6/11/18

Transfer to: HS Activity - #884
Account Name & Number

Transfer from: SADD - #896
Account Name & Number

State Reason for Transfer Below

dissolving account

Sponsor's Signature: Chris Edwards

President / Vice-Pres. Signature: Chris Edwards

Treasurer/Secretary's Signature: _____

Principal's Signature: _____

Transfer # _____

Board Approved _____



RECEIVED
6-19-18



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

Amount 597.44

Date Requested 6/11/18

Transfer to: HS Activity - #884
Account Name & Number

Transfer from: Business Prof. of America - #912
Account Name & Number

State Reason for Transfer Below

dissolving account

Sponsor's Signature: Chris Delgado

President / Vice-Pres. Signature: Chris Delgado

Treasurer/Secretary's Signature: _____

Principal's Signature: _____

Transfer # _____

Board Approved _____



RECEIVED
6-19-18



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

Amount 51.94

Date Requested 6/11/18

Transfer to: HS Activity - #884
Account Name & Number

Transfer from: Youth and Government - #857
Account Name & Number

State Reason for Transfer Below

dissolving account

Sponsor's Signature: Chris Roberts

President / Vice-Pres. Signature: Chris Roberts

Treasurer/Secretary's Signature: _____

Principal's Signature: _____

Transfer # _____

Board Approved _____



RECEIVED
6-22-18



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

Amount 3913.00

Date Requested 6/22/18

Transfer to: HS Athletics #852
Account Name & Number

Transfer from: HS Running Club #882
Account Name & Number

State Reason for Transfer Below

Payment for travel warm ups

Sponsor's Signature: Matt [Signature]

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: [Signature]

Transfer # _____

Board Approved _____

Activity Fund 60
2017-2018 Year End Transfers to 2018-2019

ACCOUNT	ACCOUNT NAME	ACCOUNT BALANCE	<i>As of 6/30/18</i>
801	CENTRAL FACULTY	\$ 92.40	
802	CENTRAL ACTIVITY	\$ 15,999.50	
803	CENTRAL PTO	\$ 11,159.88	
804	COTTERAL PTO	\$ 10,101.68	
805	COTTERAL ACTIVITY	\$ 22,966.52	
806	COTTTERAL FACULTY	\$ 451.97	
808	FOGARTY PTO	\$ 12,795.25	
809	FOGARTY ACTIVITY	\$ 23,901.82	
810	FOCARTY FACULTY	\$ 629.27	
811	ELEM SNACK GRANT	\$ 1,505.89	
812	GUES ACTIVITY	\$ 25,409.98	
813	GUES FACULTY	\$ 1,322.45	
815	GUES PTO	\$ 14,918.44	
816	GHS SPECIAL KIDS	\$ 361.01	
817	JH ART CLUB	\$ 28.60	
818	JH BUILDERS CLUB	\$ 317.10	
819	JH ATHLETICS	\$ 12,889.75	
820	JH GOLF	\$ 2,483.49	
821	JH FCCLA	\$ 1,915.20	
822	JH HONOR SOCIETY	\$ 2,791.36	
823	JH ACCOUNT	\$ 3,608.77	
824	JH FACULTY	\$ 2,363.17	
825	JH LIBRARY	\$ 2,532.02	
826	LEARN 2 LOVE	\$ 18,390.35	
827	JH CHEERLEADERS	\$ 2,803.32	
830	JH STUCO	\$ 4,924.59	
831	JH TSA	\$ 1,481.46	
832	JH YEARBOOK	\$ 2,978.92	
834	JH ACADEMIC TEAM	\$ 170.74	
850	HS ACADEMIC TEAM	\$ 47.70	
851	HS ART CLUB	\$ 7,510.59	
852	HS ATHLETICS	\$ 44,178.59	
853	HS CHEER	\$ 4,417.27	
854	FOOTBALL CAMP	\$ 4,391.83	
855	HS TENNIS BOOSTERS	\$ 10,802.56	
856	HS LIBRARY	\$ 1,532.01	
857	HS YOUTH & GOV'T	\$ 51.94	
858	HS LINK CREW	\$ 613.99	
859	HS BAND	\$ 7,329.13	
860	CLASS OF 2021	\$ 531.24	
861	CLASS OF 2017	\$ 1,959.85	
862	HS CLASS OF 2018	\$ 2,112.72	
863	CLASS OF 2019	\$ 6,783.47	
864	GHS ALUMNI ACCOUNT	\$ 2,499.32	
869	HS ENGLISH CLUB	\$ 1,423.83	
870	HS COURTESY COMMITTEE	\$ 1,202.31	
871	HS STUDENT PANTRY	\$ 5,675.79	

Activity Fund 60
2017-2018 Year End Transfers to 2018-2019

872 CLASS OF 2020	\$	2,204.30
873 HS SPEECH	\$	503.25
876 HS FFA/4H BOOSTER CLUB	\$	27,109.66
877 HS FFA	\$	9,905.62
878 HS FCCLA	\$	110.60
879 HS FOREIGN LANGUAGE	\$	4,201.14
880 XC BLUECREW	\$	2,410.00
881 LADY JAYS BASKETBALL	\$	1,975.31
882 GUTHRIE RUNNING CLUB	\$	4,879.09
883 HS HERITAGE CLUB	\$	1,450.22
884 HIGH SCHOOL ACCOUNT	\$	12,749.39
885 STUDENT SUPPORT	\$	2,418.75
886 HS HONOR SOCIETY	\$	2,351.95
888 HS JOURNALISM	\$	387.30
889 HS KEY CLUB	\$	434.28
892 MATH OF FINANCE	\$	43.58
893 HS MU ALPHA THETA	\$	1,011.22
895 HS JROTC	\$	5,400.52
896 HS SADD	\$	40.02
897 HS SOCCER CLUB	\$	761.87
898 HS SCIENCE CLUB	\$	6,563.43
899 HS STUCO	\$	11,865.03
900 HS CAMPUS BEAUTIFICATION	\$	5,143.19
902 HS VOCAL	\$	3,290.34
904 HS YEARBOOK	\$	5,094.92
907 HS MEMORIAL FUND	\$	73.92
908 HS VOCAL TRIP ACCOUNT	\$	58.14
911 HS FFA BUILDING FUND	\$	3,335.38
912 HS BPA	\$	597.44
913 HS DRAMA	\$	1,997.60
922 ADMIN COURTESY COMM.	\$	79.53
927 HALL OF FAME BANQUET	\$	891.17
929 DISTRICT SPECIAL OLYMPICS	\$	30,044.89
933 FAVER C&C	\$	216.78
934 TRANSPORTATION C&C	\$	2,841.09
935 ADMIN VENDING MACHINE	\$	625.28
936 GUES HONOR CHOIR	\$	462.93
937 FAVER ACTIVITY	\$	72.27
938 NATIVE AMERICAN PARENTS	\$	205.72
940 ADMINISTRATION MISC	\$	7,810.25
GRAND TOTAL	\$	465,976.41



Staking A Claim in Our Students' Future

Mike Simpson, Ed.D.
Superintendent

Phone 405-282-8900
www.guthrie.k12.ok.us

June 6, 2018

Guthrie Board of Education

Please approve the account number change of the activity fund account 936, GUES Honor Choir to be changed to account 814. GUES currently has 812- Activity, 813- Faculty & 815-PTO. This would allow all the GUES activity fund accounts to be in numerical order.

A handwritten signature in cursive script, appearing to read 'Anita Paul'.

Anita Paul, Activity Fund Clerk

RECEIVED
6-13-18

Guthrie Public Schools
ACTIVITY FUND REQUEST FOR NEW ACCOUNT
Effective 7-2014

Date 5/30/18

Site High School

Desired Name of new Account Class of 2022

Purpose of account To deposit class dues and pay expenditures incurred during the four years the students will be at the high school.

Types of BOE allowable expenditures the account will incur (See page 11 of AF Handbook)
Activity fund operation expenses, banquet/reception expenses & supplies, rental fees, service projects, t-shirts, sweatshirts, hats, book bags, change, refreshments, parties, luncheons, contest entry fees, donations, ribbons, trophies awards, dues & fees, fundraising expenses, graduation expenses, homecoming expenses student transportation, subs & bus drivers, trips, printing expenses, prom expenses, refunds, registrations, reimbursements, student store, concession stand, supplies

Source of BOE allowable income that will support this account (See page 13 of AF Handbook)
On site bake sales, candy sales, concession sales, foo sales and dances. Donations, dues, fees & registrations, face painting, field trips, penny drives, prom fees, registration fees, scholarships, supply fees, testing fees, tournament entry fees, t-shirt, sweatshirts, backpacks, hate etc.

Be specific as all financial activity will be based on your response.
This form does NOT replace the fundraiser request form as required.

X [Signature]

X [Signature]

Sponsor Signature

Principal/Administrator Signature

Recommended by Anita Paul

Date 6-18-18

New Account Name Class of 2022

New Account Number 865

Board of Education Approval Date _____



Guthrie Public Schools
Category Report - Sales Total
7/1/2017 to 6/30/2018

6/27/2018 3:52:30 PM

Category Name	Total Sales
Food Service	\$73,736.40
Guthrie Education Foundation	\$40.00
Guthrie High School	\$5,701.00
Guthrie Junior High School	\$35.00
Sub Total:	\$79,512.40
Convenience Fee Total:	\$4,337.50
Total:	\$83,849.90

ACCOUNT	FUNDRAISER	APPROVAL DATE	START DATE	END DATE	EST. PROFIT	ACTUAL PROFIT	ACCOUNTABILITY REPORT DATE
Central, 802	Deanan Popcorn sales	6/12/2017	2/20/2018	3/6/2018	\$ 2,000.00	\$5,611.00	4/27/2018
Central, 802	Scholastic Book Fair	6/12/2017	4/19/2018	4/26/2018	\$ 1,000.00	\$1,052.73	5/2/2018
Central, 802	Scholastic Book Fair	6/12/2017	10/12/2017	10/20/2017	\$ 500.00	\$2,243.83	11/14/2017
Central, 802	Class/School T-shirt sales	6/12/2017	9/5/2017	9/15/2017	\$ 400.00	\$488.00	10/27/2017
Central, 802	Big Kahuna catalog sales	6/12/2017	9/8/2017	9/22/2017	\$ 5,000.00	\$5,297.79	11/29/2017
Central, 802	Reading for Education	6/12/2017	1/8/2018	1/19/2018	\$ 500.00	\$369.00	4/17/2018
Central, 802	Penny Drive	6/12/2017	4/16/2018	4/27/2018	\$ 500.00	\$0.00	Did not conduct f/r
Central PTO, 803	School Carnival "Bluejay Bash	6/12/2017	9/5/2017	10/2/2017	\$ 700.00	\$1,444.41	10/10/2017
Central PTO, 803	Christmas Store	6/12/2017	12/4/2017	12/18/2017	\$ 1,000.00	\$701.64	12/20/2017
Central PTO, 803	Candy/Valentines Grams	6/12/2017	2/5/2018	2/14/2018	\$ 200.00	\$94.91	2/23/2018
Central PTO, 803	Popcorn & Capri Sun sales	6/12/2017	8/16/2017	5/25/2018	\$ 1,000.00	\$3,881.81	5/24/2018
Cotteral PTO, 804	Popcorn/Capri Sun	6/12/2017	9/8/2017	5/18/2018	\$ 2,500.00	\$5,112.40	5/23/2018
Cotteral PTO, 804	Bluejay Decals	6/12/2017	8/21/2017	9/18/2017	\$ 500.00	\$0.00	Did not conduct f/r
Cotteral PTO, 804	Christmas Store	6/12/2017	11/27/2017	12/8/2017	\$ 1,250.00	\$943.10	3/2/2018
Cotteral PTO, 804	Valentine Grams	6/12/2017	1/29/2018	2/13/2018	\$ 350.00	\$238.65	3/2/2018
Cotteral, 805	Book Fair	2/12/2018	3/9/2018	3/15/2018	\$ 1,500.00	\$971.04	3/26/2018
Cotteral, 805	Southwest Fundraising Broch	3/6/2017	9/17/2017	9/19/2017	\$ 4,000.00	\$5,544.00	11/27/2017
Cotteral, 805	Scholastic Book Fair	6/12/2017	10/17/2017	10/24/2017	\$ 1,500.00	\$860.32	11/16/2017
Cotteral, 805	Class T-shirts sales	9/11/2017	9/12/2017	5/1/2018	\$ 100.00	-\$251.50	6/4/2018
Fogarty	Donors Choose-Classroom ite	10/9/2017	10/12/2017	1/31/2018	\$ -	\$0.00	Did not conduct
Fogarty	Donors Choose-Chromebook:	3/6/2017	3/14/2017	9/17/2017	\$ -	\$170.00	9/7/2017
Fogarty PTO, 808	Student Store	6/12/2017	9/1/2017	5/18/2018	\$ 2,500.00	\$2,681.77	5/16/2018
Fogarty PTO, 808	Sock Hop, Rootbeer floats, Sil	6/12/2017	3/8/2018	3/15/2018	\$ 1,900.00	\$0.00	Did not conduct f/r
Fogarty PTO, 808	Snack Shack	6/12/2017	9/1/2017	5/18/2018	\$ 3,500.00	\$4,581.79	5/16/2018
Fogarty, 809	Big Kahuna Cookie Dough & t	6/12/2017	9/15/2017	10/11/2017	\$ 8,800.00	\$9,056.40	1/5/2018
Fogarty, 809	Big Kahuna Spring brochure	6/12/2017	2/5/2018	2/23/2018	\$ 6,000.00	\$8,755.80	5/16/2018
Fogarty, 809	School T-shirts sales	6/12/2017	8/25/2018	9/13/2018	\$ 1,500.00	\$161.85	1/5/2018
Fogarty, 809	Spring Book Fair	6/12/2017	4/1/2018	4/30/2018	\$ 1,000.00	\$300.05	5/16/2018
Fogarty, 809	Fall Book Fair	6/12/2017	10/16/2017	10/27/2017	\$ 1,000.00	\$194.52	1/5/2018
Fogarty, 809	Happy Harvest Carnival & Sile	6/12/2017	11/8/2017	11/10/2017	\$ 3,250.00	\$2,580.27	5/16/2018
GUES, 812	Yearbook sales	6/12/2017	9/1/2017	5/30/2018	\$ 700.00	-\$995.87	5/31/2018
GUES, 812	Southwest Fundraising Broch	6/12/2017	8/24/2017	9/10/2017	\$ 5,500.00	\$8,063.10	12/20/2017

GUES, 812	GUES T-shirt sales	6/12/2017	9/1/2017	11/30/2017	\$ 500.00	\$1,066.15	12/20/2017
GUES, 812	Southwest Fundraising Spring	2/12/2018	3/14/2018	4/3/2018	\$ 5,500.00	\$2,233.10	6/4/2018
GUES, 812	Scholastic Book Fair	6/12/2017	10/16/2017	10/27/2017	\$ 2,200.00	\$1,285.04	12/8/2017
GUES Faculty, 813	Jean Pass	6/12/2017	9/1/2017	11/1/2017	\$ 2,000.00	\$1,674.50	12/20/2017
GUES Faculty, 813	Staff Lounge Snacks/Vending	6/12/2017	9/1/2017	5/25/2018	\$ 50.00	\$57.21	5/31/2018
GUES PTO, 815	School Carnival	12/11/2017	1/24/2018	2/3/2018	\$ 4,000.00	\$5,840.36	5/31/2018
GUES PTO, 815	Snack Shack	6/12/2017	9/8/2017	5/30/2018	\$ 3,500.00	\$6,918.98	5/31/2018
GUES PTO, 815	Christmas Store	6/12/2017	12/12/2017	12/14/2017	\$ 4,100.00	\$1,898.96	12/20/2017
GUES PTO, 815	Walk a Thon	6/12/2017	10/30/2017	11/10/2017	\$ 4,000.00	\$0.00	Did not conduct f/r
GUES PTO, 815	Boo Grams	6/12/2017	10/24/2017	10/26/2017	\$ 1,000.00	\$235.10	12/20/2017
Builders Club, 818	T-shirt sales	9/11/2017	10/26/2017	5/30/2018	\$ -	-\$118.00	6/8/2018
JH FCCLA, 821	Chipotle Family Night	2/12/2018	4/6/2018	4/6/2018	\$ 250.00	\$0.00	Did not conduct f/r
JH FCCLA, 821	Hello Spring Catalog fundrais	2/12/2018	3/19/2018	4/2/2018	\$ 500.00	\$303.26	6/6/2018
JH FCCLA, 821	FCCLA t-shirt sales	10/9/2017	10/10/2017	12/22/2017	\$ 246.00	-\$46.50	6/8/2018
JH Honor Society, 822	Dues (w/t-shirt)	6/12/2017	8/1/2017	5/30/2018	\$ 1,800.00	\$1,850.00	5/29/2018
JH Actiity, 823	Dunk tank	5/14/2018	5/22/2018	5/22/2018	\$ 200.00	\$114.00	5/29/2018
JH Faculty, 824	Garage sale	5/14/2018	6/1/2018	6/2/2018	\$ 1,000.00	\$503.52	6/11/2018
JH Library, 825	Scholastic Fall Book Fair	6/12/2017	9/28/2017	10/6/2017	\$ 1,500.00	\$0.47	5/15/2018
JH Library, 825	Scholastic Spring Book Fair	6/12/2017	2/21/2018	2/28/2018	\$ 1,500.00	\$0.00	Did not conduct f/r
Learn2Love, 826	Color run-Run4Lexi	10/9/2017	1/1/2018	3/31/2018	\$ 2,000.00	\$5,798.55	4/27/2018
Learn 2 Love, 826	Donation Solicitation	7/10/2017	8/1/2017	6/30/2018	\$ 5,000.00	\$6,924.78	6/11/2018
JH Stuco, 830	Valentines Day Dance	11/30/2017	2/12/2018	2/16/2018	\$ 400.00	\$924.01	3/5/2018
JH Stuco, 830	Crush Grams	11/30/2017	2/7/2018	2/16/2018	\$ 150.00	\$116.00	3/5/2018
JH Stuco, 830	Learn2Love Canned Food Dri	10/9/2017	10/24/2017	10/27/2017	\$ -	\$0.00	5/15/2018
JH Stuco, 830	Bedlam Links	10/9/2017	10/30/2017	11/3/2017	\$ 660.00	\$1,119.75	11/28/2017
JH Stuco, 830	After School dance concessio	12/11/2017	2/12/2018	2/16/2018	\$ 400.00	\$1,202.86	1/9/2018
JH Stuco, 830	Pennies for Pasta coin drive	12/11/2017	2/19/2018	2/23/2018	\$ 500.00	\$513.65	5/15/2018
JH Stuco, 830	JH Tshirt sales	12/11/2017	2/26/2018	3/16/2018	\$ 1,000.00	\$70.00	5/29/2018
JH Stuco, 830	8th grade Tshirt sales	12/11/2017	4/2/2018	4/13/2018	\$ 1,000.00	\$0.00	5/29/2018
JH Stuco, 830	End of the Year dance & conc	12/11/2017	4/30/2018	5/4/2018	\$ 400.00	\$924.66	5/15/2018
JH Stuco, 830	Membership dues	9/11/2017	10/1/2017	10/31/2017	\$ 620.00	-\$2.00	5/15/2018
JH Yearbook, 832	School Pictures & Yearbooks	6/12/2017	8/1/2017	5/30/2018	\$ 1,000.00	\$322.77	5/31/2018
Academic Team, 850	Club Dues	9/11/2017	10/26/2017	5/23/2018	\$ 200.00	\$20.00	5/31/2018
HS Art, 851	Dues	6/12/2017	7/1/2017	5/25/2018	\$ 3,250.00	\$2,645.00	5/31/2018

HS Athletics, 852	Chairback sales	5/14/2018	5/25/2018	5/25/2019	\$ 60,000.00		
HS Athletics, 852	Advertising/Donation request	5/14/2018	5/25/2018	12/25/2018	\$ 15,000.00		
HS Cheer, 853	Bake/Popcorn Sale	6/12/2017	7/1/2017	8/1/2017	\$ 760.00	\$0.00	Did not conduct f/r
HS Cheer, 853	Little Cheer Clinic/ T-shirt & B	6/12/2017	8/21/2017	9/21/2017	\$ 1,400.00	\$1,737.00	9/14/2017
HS Cheer, 853	Mixed Bag Desings shopping l	9/11/2017	10/26/2017	11/17/2017	\$ 3,000.00	\$370.50	6/5/2018
HS Football Camp, 854	Elementary Football Camp	6/12/2017	4/30/2018	5/4/2018	\$ 3,000.00		
Tennis, 855	Tennis Camp	6/12/2017	10/2/2017	10/6/2017	\$ 1,000.00	\$1,446.00	10/17/2017
Tennis, 855	McDonald's Pancake Supper	6/12/2017	2/1/2018	2/28/2018	\$ 1,000.00	\$1,720.00	5/8/2018
Tennis, 855	Thermal Cup sales	6/12/2017	11/6/2017	12/1/2017	\$ 1,000.00	\$240.00	5/21/2018
Tennis, 855	Mixed Doubles Tennis Tournæ	7/10/2017	10/1/2017	1/29/2018	\$ 1,000.00	\$1,111.20	10/17/2017
Tennis, 855	Polar Bear Tennis Classic	7/10/2017	1/28/2018	1/28/2018	\$ 1,000.00	\$180.00	5/21/2018
Youth in Gov't, 857	Dues	6/12/2017	8/10/2017	12/31/2017	\$ 200.00	\$0.00	Did not conduct f/r
Youth in Gov't, 857	Boo Grams	6/12/2017	10/15/2017	11/5/2017	\$ 100.00	\$0.00	Did not conduct f/r
Link Crew, 858	Dues	5/8/2017	5/9/2017	5/31/2018	\$ 600.00	\$720.00	6/13/2018
Band, 859	Great American Cookie Dougl	7/10/2017	8/8/2017	8/15/2017	\$ 1,200.00	\$3,530.80	6/13/2018
Band, 859	Durham Ellis Pecan "Nut Sale"	7/10/2017	9/19/2017	10/3/2017	\$ 7,000.00	\$5,859.09	6/13/2018
Band, 859	HS Band & Colorguard Dues	7/10/2017	7/17/2017	5/25/2018	\$ 6,500.00	\$5,310.00	6/25/2018
Band, 859	JH Band Dues	8/14/2017	10/5/2017	5/30/2018	\$ 4,000.00	\$1,950.00	6/25/2018
Class of 2018, 862	Class Dues	8/14/2017	9/28/2017	5/20/2018	\$ 7,000.00	\$4,300.00	6/13/2018
Class of 2019, 863	Prom Ticket sales	7/10/2017	3/1/2018	4/30/2018	\$ 3,050.00	\$2,300.00	6/13/2018
Class of 2019, 863	\$50 Class Dues	7/10/2017	8/1/2017	5/30/2018	\$ 9,000.00	\$7,600.00	6/13/2018
Class of 2020, 864	Dues	6/12/2017	8/1/2017	4/28/2018	\$ 2,500.00		
Class of 2021, 872	Dues w/shirt	6/12/2017	8/1/2017	5/25/2018	\$ 4,400.00	\$2,100.00	5/29/2018
HS English Club, 869	Dues	6/12/2017	8/15/2017	5/25/2015	\$ 700.00	\$765.00	6/13/2018
GHS Courtesy Fund, 870	Jean Pass	6/12/2017	8/15/2017	9/30/2017	\$ 1,000.00	\$825.00	5/29/2018
Student Pantry, 871	Solicitation of donations mon	9/11/2017	10/26/2017	6/20/2018	\$ 10,000.00	\$8,050.00	5/24/2018
FFA Boosters, 876	Pork Chop Dinner & Auctions	6/12/2017	8/1/2017	10/21/2017	\$ 12,500.00	\$6,227.85	5/31/2018
FFA Boosters, 876	Gator Raffle	6/12/2017	8/1/2017	10/21/2017	\$ 12,500.00	\$7,675.00	5/31/2018
FFA Boosters, 876	Concession Stands	6/12/2017	1/30/2018	2/27/2018	\$ 3,000.00	\$1,178.02	5/31/2018
FFA Boosters, 876	Membership dues	6/12/2017	8/18/2017	5/18/2018	\$ 1,000.00	\$50.00	6/13/2018
FFA Boosters, 876	Beef/Pork processing chance:	1/11/2018	2/15/2018	3/31/2018	\$ 8,000.00	\$1,310.00	5/31/2018
FFA, 877	Flowers & Arrangements	6/12/2017	8/18/2017	5/18/2017	\$ 4,000.00	\$3,438.42	5/31/2018
FFA, 877	Meat Products	6/12/2017	8/18/2017	5/18/2018	\$ 20,000.00	\$18,412.05	5/31/2018
FFA, 877	Student Dues	10/9/2017	10/15/2017	5/22/2018	\$ 4,000.00	\$350.00	6/13/2018

FFA, 877	Metal & Wood product sales	6/12/2017	8/18/2017	5/18/2018	\$ 3,500.00	\$179.00	5/31/2018
HS FCCLA, 878	LightWaves Bracelet sales	2/12/2018	3/12/2018	3/30/2018	\$ 600.00	\$0.00	Did no conduct
HS FCCLA, 878	\$30 Club Dues	7/10/2017	8/1/2017	2/28/2018	\$ 1,200.00	\$1,085.00	6/13/2018
HS FCCLA, 878	LightWaves Bracelet sales	7/10/2017	9/11/2017	9/22/2017	\$ 500.00	\$0.00	Did not conduct
HS FCCLA, 878	Face Painting @ Home FB gar	7/10/2017	9/1/2017	10/19/2017	\$ 500.00	\$81.00	11/13/2017
HS FCCLA, 878	MPACT cookie dough/frozen	7/10/2017	10/2/2017	10/31/2017	\$ 700.00	\$188.40	12/8/2017
HS FCCLA, 878	Fozen lemonades sold in HS c	7/10/2017	4/9/2018	4/27/2018	\$ 300.00		
Foreign Language, 879	T-shirt sales	10/9/2017	11/20/2017	5/10/2018	\$ 750.00		
Foreign Language, 879	Dues (w/t-shirt)	6/12/2017	8/25/2017	5/20/2018	\$ 450.00	\$1,042.00	6/19/2018
XC-Bluecrew, 880	Cheese Cake sales	2/12/2018	3/29/2018	4/10/2018	\$ 3,600.00	\$2,410.00	6/14/2018
Lady Jays BB, 881	Free Throw a thon	10/9/2017	10/10/2017	11/10/2017	\$ 2,000.00		
Lady Jays BB, 881	Apparel sale	10/9/2017	10/10/2017	11/10/2017	\$ 1,200.00		
Lady Jays BB, 881	Winter Calendar with adverti:	10/9/2017	10/10/2017	11/10/2017	\$ 1,200.00		
Lady Jays BB, 881	Concession sales at YMCA BE	10/9/2017	12/9/2017	2/24/2018	\$ 1,000.00		
Running Club, 882	Candy Bar sales	2/12/2018	2/19/2018	3/2/2018	\$ 700.00	\$1,005.68	4/2/2018
Running Club, 882	Candy Bar sales	4/9/2018	4/11/2018	4/25/2018	\$ 1,000.00	\$174.15	5/31/2018
Running Club, 882	Candy Bar sales	4/9/2018	5/9/2018	5/23/2018	\$ 1,000.00	\$0.00	5/31/2018
Running Club, 882	Cross Country Meet	7/10/2017	7/11/2017	12/17/2017	\$ 1,500.00	\$1,195.00	4/3/2018
Running Club, 882	Bluejay clothing attire sales	7/10/2017	7/11/2017	5/20/2018	\$ 800.00	\$0.00	Did not conduct f/r
Heritage Club, 883	Indian Taco Afternoon	12/11/2017	1/13/2018	2/10/2018	\$ 550.00	\$682.50	2/5/2018
Running Club, 882	Student Dues	7/10/2017	7/11/2017	5/19/2018	\$ 1,000.00	\$1,480.00	5/31/2018
Running Club, 882	Water Bottle sales	10/10/2017	11/14/2017	5/18/2018	\$ 550.00	\$716.52	5/31/2018
Running Club, 882	Snap-Raise Fundraising	1/11/2018	2/1/2018	2/28/2018	\$ 5,000.00	\$1,803.00	4/3/2018
Heritage Club, 883	Dues	6/12/2017	8/7/2017	10/2/2017	\$ 375.00	\$193.00	5/31/2018
Heritage Club, 883	Indian Taco Day #2	12/11/2017	2/10/2018	2/10/2018	\$ 550.00	\$198.71	5/31/2018
Heritage Club, 883	Suckers, Candy bars, pop, wa	1/11/2018	2/13/2018	2/23/2018	\$ 400.00	\$220.27	5/31/2018
HS Activity, 884	Josten School Store Program	6/12/2017	7/1/2017	6/30/2018	\$ 1,000.00	\$80.53	6/29/2018
Student Support, 885	Bottled water sales	7/10/2017	8/18/2017	5/25/2018	\$ 900.00	\$2,708.51	5/24/2018
HS NHS, 886	Dues	3/12/2018	4/2/2018	6/30/2018	\$ 2,500.00	\$2,340.00	5/31/2018
Key Club, 889	Christmas Ornament sales	11/13/2017	12/4/2017	12/20/2017	\$ 250.00	\$70.00	1/8/2018
Key Club, 889	Dues	6/12/2017	7/1/2017	12/20/2017	\$ 400.00	\$140.00	5/24/2018
Math of Finance, 892	Student Store	6/12/2017	8/29/2017	4/28/2018	\$ 250.00	\$16.00	5/29/2018
Mu Alpha Theta, 893	Club Dues	6/12/2017	7/1/2017	3/31/2018	\$ 200.00	\$660.00	6/13/2018
Mu Alpha Theta, 893	Walk a Thon	6/12/2017	9/1/2017	12/31/2017	\$ 860.00	\$0.00	Did not conduct

Mu Alpha Theta, 893	Bath Bowl Tourn. Entry fees/c	3/12/2018	4/1/2018	4/30/2018	\$ 600.00	\$0.00	Did not conduct
JROTC, 895	Lazy E Arena Rodeo support	2/12/2018	3/2/2018	3/4/2018	\$ 2,000.00	\$2,413.76	4/3/2018
JROTC, 895	Military Ball ticket sales/dona	6/12/2017	1/16/2018	2/16/2018	\$ 1,100.00	\$480.00	6/19/2018
JROTC, 895	Chili Dinner ticket sales/dona	6/12/2017	11/15/2017	12/15/2017	\$ 400.00	\$370.00	1/10/2018
Soccer, 897	Worlds Finest Chocolate Bar I	7/10/2017	8/19/2017	12/15/2017	\$ 1,000.00	\$0.00	Did not conduct f/r
Soccer, 897	Fan Cloth Guthrie mdse. Sale:	7/10/2017	8/19/2017	1/31/2018	\$ 1,500.00	\$1,016.00	6/7/2018
Soccer, 897	Taco Dinner	7/10/2017	2/1/2018	2/27/2018	\$ 1,100.00	\$0.00	Did not conduct f/r
Soccer, 897	Silent Auction	7/10/2017	2/1/2018	2/27/2018	\$ 1,000.00	\$0.00	Did not conduct f/r
Science Club, 898	\$15 Dues	7/10/2017	8/1/2017	5/30/2018	\$ 375.00	\$980.00	6/28/2018
Science Club, 898	\$20 Lab Fee	7/10/2017	8/1/2017	5/30/2018	\$ 8,000.00	\$4,972.00	6/28/2018
STUCO, 899	Winter Homecoming Shirt sal	6/12/2017	11/13/2017	2/28/2018	\$ 1,000.00	-\$1,362.25	5/31/2018
STUCO, 899	Winter Formal	6/12/2017	10/2/2017	12/23/2017	\$ 1,600.00	\$734.78	4/2/2018
STUCO, 899	Dues	6/12/2017	7/1/2017	5/25/2018	\$ 2,000.00	\$325.00	5/29/2018
STUCO, 899	Pink Week	6/12/2017	7/1/2017	12/20/2017	\$ 3,500.00	\$3,138.03	4/2/2018
STUCO, 899	Fall Homecoming shirts/Parac	6/12/2017	7/1/2017	12/23/2017	\$ 1,000.00	\$159.24	3/29/2018
STUCO, 899	District Convention	7/10/2017	9/1/2017	12/1/2017	\$ 550.00	\$1,174.44	4/2/2018
STUCO, 899	Faculty Shirt/Bundles	7/10/2017	8/1/2017	5/19/2018	\$ -	\$3,628.40	6/19/2018
STUCO, 899	Letters to Santa	7/10/2017	10/20/2017	12/20/2017	\$ 425.00	\$441.76	4/2/2018
STUCO, 899	United Week	6/12/2017	1/4/2018	4/30/2018	\$ 8,000.00	\$8,466.69	4/2/2018
STUCO, 899	United Week	2/12/2018	3/5/2018	3/16/2018	\$ 5,500.00	See above	combined total
Vocal, 902	JH Choir dues	8/14/2017	9/28/2017	5/20/2018	\$ 1,200.00	\$1,145.00	6/13/2018
Vocal, 902	JH Spring Musical Tickets, Ad:	8/14/2017	4/1/2018	5/20/2018	\$ 2,000.00	\$1,018.00	6/13/2018
Vocal, 902	HS Choir Lab Fees	8/14/2017	9/28/2017	5/20/2018	\$ 2,000.00	\$1,155.00	6/13/2018
Vocal, 902	Concert/Show Cabaret Ticket	12/11/2017	2/1/2018	2/2/2018	\$ 1,500.00	\$2,154.05	6/13/2018
Vocal, 902	HS Spring Musical Tickets, Ad:	8/14/2017	3/1/2018	4/30/2018	\$ 2,000.00	\$2,844.38	6/13/2018
HS Yearbook, 904	Yearbook sales	7/10/2017	8/1/2017	5/31/2018	\$ 7,000.00		
HS Yearbook, 904	Ad Sales (Sr & Business)	7/10/2017	8/1/2017	5/31/2017	\$ 10,000.00	\$7,575.00	6/13/2018
Drama, 913	Dessert/Play ticket sales	1/11/2018	4/15/2018	5/15/2018	\$ 200.00	\$32.34	6/19/2018
Drama, 913	Follies	1/11/2018	5/1/2018	5/25/2018	\$ 200.00	\$0.00	Did not conduct f/r
Drama, 913	Century Resource Brochure	11/13/2017	2/8/2018	2/14/2018	\$ 1,000.00	\$738.39	4/27/2018
Drama, 913	Dues (w/t-shirt)	6/12/2017	8/1/2017	5/30/2018	\$ 200.00	\$159.00	6/19/2018
Campus Beautification	Staff/Faculty Parking pass	6/12/2017	8/15/2017	9/30/2017	\$ 1,600.00	\$260.46	5/29/2018
Campus Beautification	Faculty & Staff Parking Pass s:	6/12/2017	8/15/2017	9/30/2017	\$ 1,600.00		
Campus Beautification	Student Parking pass sales	6/12/2017	8/1/2017	5/30/2018	\$ 5,175.00	\$4,497.05	6/29/2018

Admin Coutersy Acct.	\$20 Donation request	6/12/2017	8/1/2017	12/31/2017	\$ 300.00	\$0.00	Did not conduct f/r
Hall of Fame, 927	Golf Tournament Entry Fee/H	7/10/2017	8/5/2017	8/5/2017	\$ 2,000.00	\$2,880.00	11/14/2017
Special Olympics, 929	Spring Fling ticket sales/dinne	12/11/2017	1/29/2018	4/14/2018	\$ 11,000.00	\$13,816.94	6/13/2018
Transportion, 934	Vending sales	7/10/2017	7/11/2017	6/30/2018	\$ 100.00	\$2,240.22	6/25/2018
Admin Vending, 935	Vending Machine sales	6/12/2017	7/1/2017	6/30/2018	\$ 250.00	\$26.59	6/29/2018
Faver Activit, 937	Sno-cone sales	3/12/2018	3/30/2018	5/25/2018	\$ 1,300.00		

Purchase Order Register

Options: Year: 2018-2019, Fund: GEN FUND-FOR OP, Date Range: 7/1/2018 - 6/30/2019

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2018	10611	CITY OF GUTHRIE	WATER, SEWER, AND GARBAGE FOR 2018-19	150,000.00
2	07/01/2018	12886	OKLAHOMA GAS & ELECTRIC COMPANY	ELECTRIC SERVICE FOR 2018-19	350,000.00
3	07/01/2018	12892	ONE GAS, INC.	NATURAL GAS FOR 2018-19	45,000.00
4	07/01/2018	17419	CLEARWATER ENTERPRISES, LLC	NATURAL GAS FOR 2018-19	36,000.00
5	07/01/2018	10711	COX COMMUNICATIONS SYSTEM	SERVICE FOR 2018-19	12,000.00
6	07/01/2018	10407	A T & T MOBILITY II LLC	CELL PHONES FOR 2018-19	22,000.00
7	07/01/2018	12744	MUNICIPAL ACCOUNTING SYSTEMS, INC.	DATA PROCESSING/SUPPLIES FOR 2018-19	48,223.00
8	07/01/2018	42812	PUTNAM & COMPANY, PLLC	AUDITING SERVICES FOR 2018-19	7,750.00
9	07/01/2018	14135	UNITED STATES POSTAL SERVICE	POSTAGE FOR 2018-19	8,200.00
10	07/01/2018	13181	PITNEY BOWES CREDIT CORP.	POSTAGE METER LEASE/SUPPLIES FOR 2018-19	1,520.00
11	07/01/2018	15132	POSTMASTER	BULK MAIL FOR 2018-19	1,100.00
12	07/01/2018	13431	ROSENSTEIN FIST & RINGOLD	ATTORNEY FEES FOR 2018-19	65,000.00
13	07/01/2018	11200	EUREKA WATER CO., INC.	MACHINE RENTAL/SUPPLIES FOR 2018-19	910.00
14	07/01/2018	13958	THE DAILY OKLAHOMAN	SUBSCRIPTION/ADS/SERVICE FOR 2018-19	775.00
15	07/01/2018	42573	LOGAN COUNTY COURIER	SUBSCRIPTION/LEGAL NOTICES FOR 2018-19	560.00
16	07/01/2018	14316	AHP OF OKLAHOMA	SUBSCRIPTION/LEGALS/ADS FOR 2018-19	770.00
17	07/01/2018	42267	AMERICAN FIDELITY	FICA FOR 2018-19	3,000.00
18	07/01/2018	15661	OKLAHOMA EMPLOYMENT SECURITY COMM	UNEMPLOYMENT FOR 2018-19	4,000.00
19	07/01/2018	42029	AM FIDELITY ASSURANCE CO., INC.	ADMINISTRATION FEE FOR 2018-19	1,000.00
20	07/01/2018	10018	IMAGE WORKS OF OKLAHOMA, INC	COPIER LEASE/MAINTENANCE FOR 2018-19	50,000.00
21	07/01/2018	12933	OKLAHOMA ASBO	MEMBERSHIP/REGISTRATIONS FOR 2018-19	2,175.00
22	07/01/2018	10117	ASBO INTERNATIONAL	MEMBERSHIP FOR M. CHAPPLE FOR 2018-19	230.00
23	07/01/2018	13021	OSSBA	MEMBERSHIP/ONLINE POLICY/REGISTRATION FOR 2018-19	6,850.00
24	07/01/2018	15124	COOPERATIVE COUNCIL FOR OKLAHOMA	DISTRICT LEVEL PROGRAM ASSIST/REGISTRATION 2018-19	6,500.00
25	07/01/2018	10931	GUTHRIE CHAMBER OF COMMERCE	MEMBERSHIP FOR 2018-19	300.00
26	07/01/2018	16091	USSA	MEMBERSHIP FOR 2018-19	1,100.00
27	07/01/2018	42370	VERNON FLORENCE CONSULTIN CO. INC.	SUBSCRIPTION FOR 2018-19	120.00
28	07/01/2018	13496	G. E. MONEY BANK	MEMBERSHIP/SUPPLIES FOR 2018-19	300.00
29	07/01/2018	14207	WALMART COMMUNITY	BLANKET FOR SUPPLIES FOR 2018-19	100.00

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30	07/01/2018	17940	PROSPERITY BANK	BLANKET FOR TRAVEL/REGISTRATION/SUPPLIES 2018-19	1,500.00
31	07/01/2018	12910	OFFICE DEPOT, INC.	BLANKET FOR SUPPLIES FOR 2018-19	1,000.00
32	07/01/2018	13229	QUILL CORPORATION	BLANKET FOR SUPPLIES FOR 2018-19	2,500.00
33	07/01/2018	12686	LOREN L JONES	BLANKET FOR SUPPLIES FOR 2018-19	1,000.00
34	07/01/2018	44091	RURAL WATER, SEWER, & WASTE MGMT	SERVICE FOR 2018-19/CHARTER OAK	24,000.00
35	07/01/2018	43993	CENTRAL RURAL ELECTRIC COOP	ELECTRIC SERVICE 2018-19/CHARTER OAK	50,000.00
36	07/01/2018	83465	MICHAEL L SIMPSON	EXPENSE REIMBURSEMENT FOR 2018-19	3,500.00
37	07/01/2018	83596	DOUGLAS ALLEN OGLE	EXPENSE REIMBURSEMENT FOR 2018-19	2,000.00
38	07/01/2018	83489	CARMEN L WALTERS	EXPENSE REIMBURSEMENT FOR 2018-19	800.00
39	07/01/2018	84047	MICHELLE LASHAWN CHAPPLE	EXPENSE REIMBURSEMENT FOR 2018-19	1,000.00
40	07/01/2018	82483	ANITA K PAUL	EXPENSE REIMBURSEMENT FOR 2018-19	800.00
41	07/01/2018	83452	JANA LYNN WANZER	EXPENSE REIMBURSEMENT FOR 2018-19	600.00
42	07/01/2018	83357	MICHELE DENISE HAMBY	EXPENSE REIMBURSEMENT FOR 2018-19	250.00
43	07/01/2018	83501	JANA MARIE FREY	EXPENSE REIMBURSEMENT FOR 2018-19	100.00
44	07/01/2018	83019	KARY LYN JARRED	EXPENSE REIMBURSEMENT FOR 2018-19	100.00
45	07/01/2018	82153	SANDRA JO SAVORY	EXPENSE REIMBURSEMENT FOR 2018-19	100.00
46	07/01/2018	14665	OKLAHOMA STATE UNIVERSITY	REGISTRATIONS FOR 2018-19	2,000.00
47	07/01/2018	15950	DEWART-GUMERSON INSURANCE AGENCY	POSITION BOND RENEWAL FOR 2018-19	371.00
48	07/01/2018	12505	CHEAP BROTHERS INSURANCE	BOND RENEWAL FOR 2018-19	4,850.00
49	07/01/2018	42047	WALKER COMPANIES	NEW/RENEWAL NOTARY FEES	300.00
50	07/01/2018	12335	LOGAN COUNTY TREASURER	RE-VAL FOR 2018-19	85,000.00
51	07/01/2018	12327	LOGAN CO. ELECTION BOARD	ELECTION EXPENSES FOR 2018-19	5,000.00
52	07/01/2018	17895	WILLOW CREEK HEALTH CARE, LLC	LEASE FOR 2018-19	1.00
53	07/01/2018	44174	GOLDEN AGE NURSING HOME, LLC	LEASE FOR 2018-19	1.00
54	07/01/2018	17960	THE OKLAHOMA OBSERVER	SUBSCRIPTION FOR 2108-19	50.00
55	07/01/2018	17520	LOGAN COUNTY ECONOMIC BOARD	MEMBERSHIP FOR 2018-19	500.00
56	07/01/2018	10142	BANCFIRST	2016 BOND FUND PAYING AGENT FEES	350.00
57	07/01/2018	16374	OKLAHOMA SCHOOL ASSURANCE GROUP	WORKERS COMP INSURANCE 2018-19	84,391.00

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58	07/01/2018	17261	OKLAHOMA SCHOOLS INSURANCE GROUP	LIABILITY/PROPERTY/VEHICLE INSURANCE FOR 2018-19	207,594.00
59	07/01/2018	80130	JON CHAPPELL	MILEAGE REIMBURSEMENT FOR 2018-19	4,000.00
60	07/01/2018	80335	MARSHA L HOLDERMAN	MILEAGE REIMBURSEMENT FOR 2018-19	500.00
61	07/01/2018	43810	CENTRAL TRUST BANK	DISTRICT LIGHTING RETROFIT	104,989.44
62	07/01/2018	10272	BODY BILLBOARDS	BLANKET FOR SUPPLIES/ADMIN	150.00
63	07/01/2018	44119	NATIONAL ASSOC. OF SCHOOL NURSES	MEMBERSHIP RENEWAL/SCHOOL NURSE	500.00
64	07/01/2018	43898	FORECAST 5 ANALYTICS, INC.	SOFTWARE FOR ADMINISTRATIVE REPORTS	4,500.00
65	07/01/2018	14116	UNITED SUBURBAN SCHOOLS ASSOC.	USAA MEMBERSHIP DUES FY19	1,100.00
66	07/01/2018	11200	EUREKA WATER CO., INC.	LEASE/SUPPLIES FOR 2018-19	470.00
67	07/01/2018	16459	X-CELL BADGE & ENGRAVING CO., INC.	NAMEPLATES/SUPPLIES/ADMIN	100.00
68	07/01/2018	11200	EUREKA WATER CO., INC.	WATER/MACHINE LEASE/CENTRAL	650.00
69	07/01/2018	10611	CITY OF GUTHRIE	SRO OFFICERS FOR 2018-19	72,000.00
70	07/01/2018	10611	CITY OF GUTHRIE	SRO OFFICER 2018-19/CHARTER OAK	30,000.00
71	07/01/2018	17261	OKLAHOMA SCHOOLS INSURANCE GROUP	ADDITIONAL INSURANCE FOR 2018-19	250.00
72	07/01/2018	17261	OKLAHOMA SCHOOLS INSURANCE GROUP	INSURANCE DEDUCTIBLES/TRANSPORTATION	3,000.00
73	07/01/2018	81228	APRIL LYNN DEVEREAUX	MILEAGE REIMBURSEMENT FOR 2018-19	500.00
74	07/01/2018	43981	OkAPP	CPO TRAINING/MEMBERSHIP/CHAPPLE	220.00
75	07/01/2018	44181	JAMES VAN ALLAN	KEYNOTE SPEAKER FEE AND EXPENSE REIMBURSEMENT	6,500.00
76	07/01/2018	17899	AURORA LEARNING COMMUNITY ASSOC.	DATA MANAGEMENT SYSTEM	4,760.00
77	07/01/2018	10407	A T & T MOBILITY II LLC	WAN NETWORK SERVICE 2018-19	12,000.00
78	07/01/2018	43647	ADMIN ARSENAL, INC	SOFTWARE/TECHNOLOGY	1,800.00
79	07/01/2018	43632	TONY GLOVER dba AJG INC.	BLANKET FOR PARTS/SUPPLIES/TECHNOLOGY	500.00
80	07/01/2018	15994	AMAZON CAPITAL SERVICES	BLANKET FOR PARTS AND SUPPLIES/TECHNOLOGY	1,500.00
81	07/01/2018	40791	APPLE, INC.	BLANKET FOR PARTS AND SUPPLIES/TECHNOLOGY	3,000.00
82	07/01/2018	81425	JAMES D BENSON	EXPENSE REIMB. FOR 2018-2019/TECHNOLOGY	2,500.00
83	07/01/2018	17249	S. T. BOLDING III	BLANKET FOR ELECTRICAL REPAIRS/TECHNOLOGY	2,000.00
84	07/01/2018	43236	CDI COMPUTER DEALERS INC.	BLANKET FOR PARTS, SUPPLIES AND EQUIP/TECHNOLOGY	2,000.00
85	07/01/2018	44110	CDW LLC	BLANKET FOR SUPPLIES/TECHNOLOGY	7,000.00

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86	07/01/2018	43408	SCOTT NORRIS COMPANY, INC.	IPAD & PHONE REPAIRS/TECHNOLOGY	2,000.00
87	07/01/2018	43320	CHICKASAW	ON SITE SUPPORT OF NETWORK/TECHNOLOGY	1,000.00
88	07/01/2018	17716	CISTERA NETWORKS, INC.,	SUPPORT MAINTENANCE RENEWAL/TECHNOLOGY	2,793.23
89	07/01/2018	15926	DELL MARKETING L.P.	BLANKET FOR PARTS, SUPPLIES AND EQUIP/TECHNOLOGY	20,000.00
90	07/01/2018	43580	DIGI SECURITY SYSTEMS LLC	BLANKET FOR PARTS AND REPAIRS/TECHNOLOGY	5,000.00
91	07/01/2018	11169	ENDEX OF OKLAHOMA, INC.	BLANKET FOR PARTS/REPAIRS/TECHNOLOGY	1,000.00
92	07/01/2018	43240	ENGHOUSE INTERACTIVE, INC	SOFTWARE SUPPORT/TECHNOLOGY	1,500.00
93	07/01/2018	11200	EUREKA WATER CO., INC.	MACHINE RENTAL/SUPPLIES/TECHNOLOGY	750.00
94	07/01/2018	14377	FOLLETT SCHOOL SOLUTIONS, INC	SOFTWARE SUPPORT/TECHNOLOGY	12,396.90
95	07/01/2018	17723	FRONTLINE TECHNOLOGIES GROUP, LLC	ABSENCE & SUBSTITUTE MANAGEMENT/TECHNOLOGY	10,867.10
96	07/01/2018	17723	FRONTLINE TECHNOLOGIES GROUP, LLC	VERITIME FOR 2018- 2019/TECHNOLOGY	8,552.14
97	07/01/2018	16105	GUITAR CENTER STORES, INC.	BLANKET FOR AUDIO/VISUAL SUPPLIES/TECHNOLOGY	2,000.00
98	07/01/2018	17549	SCHOOLDUDE.COM, INC.	FEES AND SUPPORT 2018- 2019/TECHNOLOGY	5,829.75
99	07/01/2018	10018	IMAGE WORKS OF OKLAHOMA, INC	LICENSE/ACTIVATION FEE/TECHNOLOGY	2,250.00
100	07/01/2018	43226	ID SPECIALISTS	BLANKET FOR BADGE SUPPLIES/TECHNOLOGY	5,000.00
101	07/01/2018	16938	INTERNATIONAL SOCIETY FOR	DUES/FEES 2018- 2019/TECHNOLOGY	125.00
102	07/01/2018	43361	KIMONO	SOFTWARE/TECHNOLOGY	891.50
103	07/01/2018	42601	LIGHTSPEED TECHNOLOGIES, INC.	BLANKET FOR PARTS/SUPPLIES- TECHNOLOGY	100.00
104	07/01/2018	43845	THE MAC MAN, LLC	BLANKET FOR REPAIRS/TECHNOLOGY	2,000.00
105	07/01/2018	43345	MIZUNI, INC	ZIS SERVER SOFTWARE AND SUPPORT/TECHNOLOGY	5,400.00
106	07/01/2018	83714	TREVOR LEE MOWDY	EXPENSE REIMB. FOR 2018- 2019/TECHNOLOGY	2,000.00
107	07/01/2018	12744	MUNICIPAL ACCOUNTING SYSTEMS, INC.	BLANKET FOR SERVICES/TECHNOLOGY	1,000.00
108	07/01/2018	42330	NEWEGG BUSINESS, INC	BLANKET FOR PARTS/TECHNOLOGY	7,500.00
109	07/01/2018	12910	OFFICE DEPOT, INC.	BLANKET FOR SUPPLIES/TECHNOLOGY	1,000.00
110	07/01/2018	12967	OKLAHOMA HOME CENTERS, INC.	BLANKET FOR SUPPLIES/TECHNOLOGY	1,000.00

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111	07/01/2018	15532	ONENET	INTERNET SERVICES/TECHNOLOGY	5,000.00
112	07/01/2018	15324	OKLAHOMA TECHNOLOGY ASSOCIATION	DUES AND FEES FOR 2018-2109/TECHNOLOGY	300.00
113	07/01/2018	42240	PERSONAL COMPUTER SYSTEMS, INC.	BLANKET FOR PARTS/TECHNOLOGY	5,000.00
114	07/01/2018	43787	FOUNDATION FOR ED SERVICES, INC.	ANNUAL WEB SITE HOSTING FOR 2018-2019/TECHNOLOGY	5,000.00
115	07/01/2018	43165	SOLARWINDS	SOFTWARE/MAINT/TECHNOLOGY	535.00
116	07/01/2018	43489	PIRAINO CONSULTING, INC.	SMART NOTEBOOK LICENSE/TECHNOLOGY	1,400.00
117	07/01/2018	43489	PIRAINO CONSULTING, INC.	BLANKET FOR PARTS AND SUPPLIES/TECHNOLOGY	1,000.00
118	07/01/2018	13496	G. E. MONEY BANK	BLANKET FOR SUPPLIES/TECHNOLOGY	1,500.00
119	07/01/2018	43784	WEST INTERACTIVE SERVICES CORP.	LICENSE RENEWAL/SOFTWARE SUPPLIES/TECHNOLOGY	4,586.56
120	07/01/2018	13832	SYNERGY DATACOM SUPPLY, INC.	BLANKET FOR PARTS/TECHNOLOGY	10,000.00
121	07/01/2018	16371	TWOTREES TECHNOLOGIES, LLC	BLANKET FOR SUPPLIES/FIREWALL/TECHNOLOGY	20,940.00
122	07/01/2018	16371	TWOTREES TECHNOLOGIES, LLC	VISION SOFTWARE/TECHNOLOGY	1,245.00
123	07/01/2018	16395	UNITED PARCEL SERVICE INC.	SHIPPING FOR 2018-2019/TECHNOLOGY	1,000.00
124	07/01/2018	82236	GREGORY DUANE SULLAWAY	EXPENSE REIMB. FOR 2018-2019/TECHNOLOGY	1,500.00
125	07/01/2018	81192	MARIA E WILSON	EXPENSE REIMB. FOR 2018-2019/TECHNOLOGY	1,000.00
126	07/01/2018	10272	BODY BILLBOARDS	EMPLOYEE OF MONTH PLAQUES 2018-19	500.00
127	07/01/2018	42721	FORTITUDE DOGS, INC.	CONTRABAND DETECTION SERVICES 2018-19	3,000.00
128	07/01/2018	17296	NETCHEMIA, LLC/A PEOPLEADMIN CO.	RECRUITMENT SERVICES 2018-19	3,996.99
129	07/01/2018	17810	LEARNING SCIENCES INTERNATIONAL	MARZANO PROTOCOL 2018-19	4,500.00
130	07/01/2018	44151	PEOPLEFACTS, LLC	BACKGROUND CHECKS 2018-19	1,200.00
131	07/01/2018	40923	OKLAHOMA STATE UNIV	JOB FAIR REGISTRATION	150.00
132	07/01/2018	14122	STATE OF OKLAHOMA	JOB FAIR REGISTRATION	125.00
133	07/01/2018	12635	MERIDIAN TECHNOLOGY CENTER	EDGENUITY VIRTUAL CLASSROOM 2018-19	21,000.00
134	07/01/2018	17727	PROJECT LEAD THE WAY, INC.	REGISTRATION/ STEM TRAINING/PETERMAN	3,200.00
135	07/01/2018	83966	SCOTT W PETERMAN	MEAL PER DIEM & MILEAGE/PLTW WORKSHOP/PETERMAN	100.00
136	07/01/2018	83903	TERRANCE M DARCY	MEAL PER DIEM & MILEAGE/PLTW WORKSHOP/DARCY	100.00
137	07/01/2018	17727	PROJECT LEAD THE WAY, INC.	PARTICIPATION FEE 2018-19	750.00
138	07/01/2018	14207	WALMART COMMUNITY	SUPPLIES FOR ESY	300.00

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139	07/01/2018	43966	TINA RAMEY	SPEECH THERAPY FOR JULY 2018 ESY	3,800.00
140	07/01/2018	44163	LORI WILLIAMS	OT THERAPY FOR JULY ESY 2018	1,500.00
141	07/01/2018	13229	QUILL CORPORATION	OFFICE SUPPLIES/HS	2,000.00
142	07/01/2018	12910	OFFICE DEPOT, INC.	OFFICE SUPPLIES/HS	1,000.00
143	07/01/2018	17901	SYN-TECH SYSTEMS, INC.	RENEWAL AGREEMENT 2018- 19/TRANSPORTATION	550.00
144	07/01/2018	17806	CPM INSURANCE SERVICES LLC	ANNUAL FEE FOR TOOL INSURANCE/TRANSPORTATION	400.00
145	07/01/2018	12940	OKLAHOMA CORPORATION COMMISSION	TANK INSPECTIONS/REGISTRATION 2018 -19	50.00
146	07/01/2018	14107	UNIFIRST HOLDING INC.	UNIFORM CLEANING/TRANSPORTATION	3,000.00
147	07/01/2018	17940	PROSPERITY BANK	OUT OF TOWN FUEL & EMERGENCY REPAIRS/TRANSP.	500.00
148	07/01/2018	13173	OKLAHOMA TURNPIKE AUTHORITY	TOLL FEES/2018- 19/TRANSPORTATION	1,000.00
149	07/01/2018	17908	MCBRIDE CLINIC ORTHOPEDIC HOSPITAL	BLANKET FOR DRUG/ALCOHOL TESTING 2018-19/TRANSP	2,500.00
150	07/01/2018	17730	DR. DAWN'S CHIROPRACTIC CARE CENTER	CDL HOLDER PHYSICALS/TRANSPORTATION	1,600.00
151	07/01/2018	12173	LAMPTON WELDING SUPPLY COMPANY, INC	TANK RENTAL 2018- 19/TRANSPORTATION	500.00
152	07/01/2018	17797	TALK RADIO, LLC	TOWER USAGE/TRANSPORTATION	7,050.00
153	07/01/2018	17358	STATEWIDE COMPLIANCE SERVICES, INC	FUEL TANK COMPLIANCE INSPECTION/TRANSPORTATION	300.00
154	07/01/2018	43550	SUMMIT HOLDINGS INC.	TANK MONITORING FEES/TRANSPORTATION	480.00
155	07/01/2018	12899	O'REILLY AUTOMOTIVE STORES, INC.	BLANKET FOR PARTS & SUPPLIES/TRANSPORTATION	1,000.00
156	07/01/2018	43886	3D E-CONSULTING GROUP, LLC	EZ ROUTING PROGRAM ACCESS/TRANSPORTATION	6,900.00
157	07/02/2018	12173	LAMPTON WELDING SUPPLY COMPANY, INC	GAS BOTTLE LEASE/AG	3,500.00
158	07/02/2018	14693	SCHOLASTIC, INC.	MAGAZINE SUBSCRIPTION/MESHEW/HS	290.00
159	07/02/2018	12173	LAMPTON WELDING SUPPLY COMPANY, INC	EQUIPMENT FOR AG PROGRAM/HS	650.00
160	07/02/2018	10011	SOUTHPOINTE VETERINARY CLINIC	MEDICINE/SUPPLIES FOR AG PROGRAM/HS	300.00
161	07/02/2018	11610	HOBBY LOBBY STORES, INC.	BLANKET FOR SUPPLIES/AG/HS	200.00
162	07/02/2018	12967	OKLAHOMA HOME CENTERS, INC.	BLANKET FOR SUPPLIES/AG/HS	300.00
163	07/02/2018	42456	STILLWATER MILLING COMPANY	BLANKET FOR AG PROGRAM SUPPLIES/HS	300.00
164	07/02/2018	42541	TERESA EWING	CONTRACT FOR PHYSICAL THERAPY SERVICES FOR 2018-19	65,000.00
165	07/02/2018	43789	NANCY ELIZABETH MCLEAN	CONTRACT FOR OT MONITORING FOR ESY JULY 2018	250.00

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166	07/02/2018	13704	BSN SPORTS, INC.	FOOTBALL UNIFORMS/HS/ATHLETICS	900.00
167	07/02/2018	13704	BSN SPORTS, INC.	FOOTBALL UNIFORM SOCKS/HS/ATHLETICS	1,108.00
168	07/02/2018	44172	MOBILE SHRED, INC	SHREDDING OF EXPIRED CONFIDENTIAL FILES/SPED	750.00
169	07/02/2018	81574	ANGIE KAYE SMEDLEY	EXPENSE REIMBURSEMENT 2018- 19	500.00
170	07/02/2018	82157	LISA C WOODS	MILEAGE REIMBURSEMENT 2018- 19	500.00
171	07/02/2018	10707	COUNTRY FORD MERCURY, INC.	REPAIRS TO AG TRUCK/TRANSPORTATION	500.00
172	07/02/2018	43809	E3 DIAGNOSTICS, INC	AUDIOMETER CALIBRATION/SPED	455.00
173	07/02/2018	17549	SCHOOLDUDE.COM, INC.	TRIPDIRECT ANNUAL RENEWAL	2,425.23
174	07/02/2018	16475	PEARSON EDUCATION, INC.	PSYCH TESTING MATERIALS/SPED	4,136.55
175	07/02/2018	17836	MULTI-HEALTH SYSTEMS, INC.	PSYCH MATERIALS/SPED	449.00
176	07/02/2018	11565	HAWTHORNE EDUCATIONAL SERVICES, INC	PSYCH MATERIALS/SPED	388.00
177	07/02/2018	11642	HOUGHTON MIFFLIN HARCOURT PUB. CO.	PSYCH MATERIALS/SPED	1,949.60

Non-Payroll Total:	\$1,891,495.99
Payroll Total:	\$0.00
Report Total:	\$1,891,495.99

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1	07/01/2018	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	1,000.00
2	07/01/2018	17852	ROBERT L & BRUCE L WYCKOFF	TRACTOR SERVICE	800.00
3	07/01/2018	44013	CENTRAL OKLAHOMA WINNELSON	RESTROOM TOILETS AND URINALS FOR TRANSITION	2,053.65
4	07/01/2018	44129	OKLAHOMA FLOORING AND	REPAIR FOGARTY GYM FLOOR	4,000.00
5	07/01/2018	44065	FIRETROL PROTECTION SYSTEMS, INC.	REPLACE COTT KITCHEN HOOD SUPPRESSION SYSTEM	4,370.00
6	07/01/2018	13646	CAROLYN BLACK HALLER	HANDICAP SIGNS FOR ADMIN BLDG	100.00
7	07/01/2018	43827	ED HUMES LOCKSMITH SERVICE, INC.	DISTRICT KEYS AND LOCKS	100.00
8	07/01/2018	17249	S. T. BOLDING III	DISTRICT ELECTRICAL REPAIRS	1,000.00
9	07/01/2018	10110	HENKE & WANG PLUMBING	DISTRICT PLUMBING REPAIRS	1,000.00
10	07/01/2018	10234	MAKER'S GLASS, INC.	DISTRICT GLASS REPAIRS	1,000.00
11	07/01/2018	10129	NORTHUP AUTO PARTS & MACHINE	DISTRICT PARTS AND SUPPLIES	1,000.00
12	07/01/2018	10110	HENKE & WANG PLUMBING	INSTALL TOILETS AND URINALS FOR TRANSITION	2,600.00
13	07/01/2018	41813	OKLAHOMA DEPARTMENT OF LABOR	STATE INSPECTIONS	650.00
14	07/01/2018	17764	SOONER PEST MANAGEMENT	DISTRICT PEST CONTROL	2,700.00
15	07/01/2018	14207	WALMART COMMUNITY	OFFICE AND CUSTODIAL SUPPLIES	500.00
16	07/01/2018	17491	ENGINEERED EQUIPMENT, INC.	FILTERS FOR FOGARTY HVAC	243.03
17	07/01/2018	15842	TERMINIX INTERNATIONAL COMPANY LP	TERMITE PLAN RENEWALS	937.00
18	07/01/2018	13013	ORKIN, INC.	TERMITE PLAN RENEWALS	4,760.61
19	07/01/2018	11619	CITIBANK, NA dba HOME DEPOT CREDIT	CEILING TILES	652.80
20	07/01/2018	13203	PRECISION TESTING LABORATORIES	3 YEAR AHERA	900.00
21	07/01/2018	11453	W. W. GRAINGER	DISTRICT PARTS AND SUPPLIES	500.00
22	07/01/2018	15969	SOUTHWEST PAPER, INC - OKC	RESTROOM PARTITION BOYS RR FOGARTY	2,392.93
23	07/01/2018	15969	SOUTHWEST PAPER, INC - OKC	CUSTODIAL SUPPLIES	865.30
24	07/01/2018	12910	OFFICE DEPOT, INC.	EXECUTIVE DESK	399.98
25	07/01/2018	43973	CHRISTOPHER CODY HAYES	REMOVE TREE AT JR HIGH	1,200.00
26	07/01/2018	10110	HENKE & WANG PLUMBING	REPLACE WATER HEATER AT GUES	600.00
27	07/01/2018	44013	CENTRAL OKLAHOMA WINNELSON	EYE WASH VALVE & FAUCET FOR HS	304.80
28	07/01/2018	11163	H-I-S PAINT MFG. CO, LLC	FLOOR PAINT	1,409.00
29	07/01/2018	40596	JAMES C. MCGEE	PARKING AND DRIVEWAY GRAVEL	1,500.00
30	07/01/2018	44165	A-1 FREEMAN MOVING & STORAGE LLC	AUGUST TEACHER MOVES, PER QUOTE	6,164.00
31	07/01/2018	16626	JOHN HUDSON	MOWING SERVICES	5,760.00
32	07/01/2018	43970	SWIFT LAWNS, LLC	MOWING SERVICES	15,664.00
33	07/01/2018	44177	JUDITH E. BAKER	MOWING SERVICES	5,600.00
34	07/01/2018	44065	FIRETROL PROTECTION SYSTEMS, INC.	DISTRICT FIRE SYSTEM INSPECTIONS AND SERVICE	6,887.00
35	07/01/2018	17152	TIME SPENT LLC	DISTRICT CARPET CLEANING PER QUOTE	14,985.22
36	07/01/2018	15369	SCHINDLER ELEVATOR CORPORATION	ELEVATOR AND LIFT INSPECTIONS AND SERVICE	5,400.00

Purchase Order Register

Options: Year: 2018-2019, Fund: Building, Date Range: 7/1/2018 - 6/30/2019

PO No	Date	Vendor No	Vendor	Description	Amount
37	07/01/2018	42501	EARTHSMART CONTROLS, LLC	HVAC CONTROLS SERVICE AND REPAIRS	1,000.00
38	07/01/2018	16766	CONSTRUCTION BUILDING SPECIALTIES, I	DOOR REPAIRS AT HS AND COTTERAL CAFE	3,724.86
39	07/01/2018	17450	ALL COMMERCIAL OPENINGS, INC.	DOOR AND HINGES FOR HS	303.00
40	07/02/2018	16978	ATHLON II ENTERPRISES, INC.	FURNITURE FOR BOC/ATHLETICS	2,006.00
41	07/02/2018	43749	TREAT'S SOLUTIONS, LLC	CUSTODIAL SUPPLIES	500.00
42	07/02/2018	17549	SCHOOLDUDE.COM, INC.	MAINTENANCEDIRECT & INVENTORYDIRECT RENEWALS	6,079.50
Non-Payroll Total:					\$113,612.68
Payroll Total:					\$0.00
Report Total:					\$113,612.68

Purchase Order Register

Options: Year: 2018-2019, Fund: CHILD NUTRITION FUND, Date Range: 7/1/2018 - 6/30/2019

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2018	12744	MUNICIPAL ACCOUNTING SYSTEMS, INC.	LUNCH ROOM SOFTWARE FOR 2018-19	6,824.00
2	07/01/2018	42264	FARMERS AND MERCHANTS BANK	START UP MONEY FOR CAFETERIAS	1,300.00
3	07/01/2018	43694	MIDSTATE SERVICES, INC	BLANKET FOR REPAIRS 2018-19	10,000.00
4	07/01/2018	43876	R. K. BLACK, INC.	BLANKET FOR MAINTENANCE FOR 2018-19	900.00
5	07/01/2018	15842	TERMINIX INTERNATIONAL COMPANY LP	BLANKET FOR PEST CONTROL 2018-19	4,000.00
6	07/01/2018	43982	SODEXO, INC.	FOOD SERVICE CONTRACT 2018-19	850,000.00
7	07/01/2018	43801	6-L MECHANICAL	BLANKET FOR REPAIRS 2018-19	5,000.00
8	07/01/2018	42258	OKLAHOMA STATE DEPT. OF HEALTH	LICENSE FOR HEALTH PERMITS 2018-19	875.00
9	07/01/2018	10130	AUTO-CHLOR SERVICES, LLC	EQUIPMENT REPAIRS 2018-19	5,000.00
Non-Payroll Total:					\$883,899.00
Payroll Total:					\$0.00
Report Total:					\$883,899.00

Purchase Order Register

Options: Year: 2018-2019, Fund: Building Bond 2017, Date Range: 7/1/2018 - 6/30/2019

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/02/2018	44157	POPE CONTRACTING, INC.	CHANGE ORDER/JH RENOVATION PROJECT	9,320.00
2	07/02/2018	43942	W. L. MCNATT & COMPANY	CHANGE ORDER/CHARTER OAK PROJECT	19,781.00
Non-Payroll Total:					\$29,101.00
Payroll Total:					\$0.00
Report Total:					\$29,101.00

Purchase Order Register

Options: Year: 2017-2018, Fund: GEN FUND-FOR OP, Date Range: 7/1/2017 - 6/30/2018, PO Range: 1134 - 1152

PO No	Date	Vendor No	Vendor	Description	Amount
1134	06/05/2018	12682	MIDWEST BUS SALES, INC.	DIAGNOSTIC ON BUS #5/TRANSPORTATION	500.00
1135	06/05/2018	12682	MIDWEST BUS SALES, INC.	DIAGNOSTIC ON BUS #3/TRANSPORTATION	500.00
1136	06/06/2018	43966	TINA RAMEY	ESY SPEECH THERAPY FOR JUNE 2018/SPEC ED	3,851.25
1137	06/06/2018	44163	LORI WILLIAMS	OT THERAPY FOR JUNE ESY 2018/SPEC ED	1,310.00
1138	06/06/2018	44170	THOMAS BRENTON MALOY	BUS SEAT REPAIRS/TRANSPORTATION	2,185.00
1139	06/11/2018	42234	CHALK'S TRUCK PARTS, INC.	BUS SEAT COVERS AND FOAM BACKING/TRANSPORTATION	1,220.96
1140	06/25/2018	13286	RED ROCK DISTRIBUTING CO.	UNLEADED FUEL PER QUOTE	2,386.90
1141	06/27/2018	12899	O'REILLY AUTOMOTIVE STORES, INC.	BRAKES AND BATTERY FOR DE VEHICLE	163.48
1142	06/27/2018	10407	A T & T MOBILITY II LLC	WAN NETWORK SERVICE	5,806.95
1143	06/27/2018	12682	MIDWEST BUS SALES, INC.	PURCHASE OF 5 BUSES PER QUOTE	337,500.00
1144	06/28/2018	42156	CABLE AUTOMOTIVE EQUIPMENT	LIFT INSPECTION/TRANSPORTATION	125.00
1145	06/29/2018	11933	JOHN VANCE MOTORS, INC.	DODGE GRAND CARAVAN, PER QUOTE	17,877.00
1146	06/29/2018	42911	ARCHWAY SCM LLC	TEXTBOOKS/SCIENCE & MATH/ALL SITES	275,234.92
1147	06/29/2018	15994	AMAZON CAPITAL SERVICES	TEXTBOOKS/MATH MANIPULATIVES	3,238.20
1148	06/29/2018	13991	THOMPSON SCHOOL BOOK DEPOSITORY	TEXTBOOKS/SCIENCE/JH	1,340.68
1149	06/29/2018	11933	JOHN VANCE MOTORS, INC.	DODGE RAM TRUCK/AG	41,359.00
1150	06/29/2018	11933	JOHN VANCE MOTORS, INC.	BOX TRUCK PURCHASE	54,333.00
Non-Payroll Total:					\$748,932.34
Payroll Total:					\$0.00
Report Total:					\$748,932.34

Purchase Order Register

Options: Year: 2017-2018, Fund: Building, Date Range: 7/1/2017 - 6/30/2018, PO Range: 342 - 1152

PO No	Date	Vendor No	Vendor	Description	Amount
342	06/05/2018	12967	OKLAHOMA HOME CENTERS, INC.	MATERIAL FOR FOGARTY REPAIRS	99.13
343	06/11/2018	12967	OKLAHOMA HOME CENTERS, INC.	SUMMER SUPPLIES	1,091.05
344	06/21/2018	10110	HENKE & WANG PLUMBING	WATER LEAK REPAIRS AT GUES	697.70
Non-Payroll Total:					\$1,887.88
Payroll Total:					\$0.00
Report Total:					\$1,887.88

Purchase Order Register

Options: Year: 2017-2018, Fund: CHILD NUTRITION FUND, Date Range: 7/1/2017 - 6/30/2018, PO Range: 24 - 24

PO No	Date	Vendor No	Vendor	Description	Amount
24	06/27/2018	43801	6-L MECHANICAL	WALK-IN FREEZER REPAIRS, PER QUOTE	8,875.00
Non-Payroll Total:					\$8,875.00
Payroll Total:					\$0.00
Report Total:					\$8,875.00

Purchase Order Register

Options: Year: 2017-2018, Fund: Building Bond 2017, Date Range: 7/1/2017 - 6/30/2018, PO Range: 10 - 24

PO No	Date	Vendor No	Vendor	Description	Amount
10	06/06/2018	15418	VIRCO INC.	FURNITURE PER QUOTE 8177210	205,710.31
11	06/13/2018	14117	UNITED SYSTEMS CABLING, INC.	ERATE WIRELESS/CHARTER OAK	10,062.43
12	06/13/2018	43489	PIRAINO CONSULTING, INC.	SMART PANELS/AUDIO/TECHNOLOGY/CH ARTER OAK	97,003.44
13	06/19/2018	44178	DREAM RANCH LLC	SUPPLIES FOR CHARTER OAK, PER QUOTE	10,949.06
14	06/19/2018	44176	TRANS-TEL CENTRAL LLC	DATA CABLE/CHARTER OAK/TECHNOLOGY	80,500.00
15	06/19/2018	13472	S & S WORLDWIDE INC	PE EQUIPMENT/CHARTER OAK	3,023.76
16	06/19/2018	44180	DALLAS MIDWEST, LLC	FURNITURE PER QUOTE/CHARTER OAK	16,703.88
17	06/28/2018	43489	PIRAINO CONSULTING, INC.	AUDIO INSTALLATION/CHARTER OAK/TECHNOLOGY	3,750.00
18	06/29/2018	44183	EDWARD DON & COMPANY HOLDINGS, LLC	KITCHEN SMALLWARE/CHARTER OAK	6,035.99
19	06/29/2018	12387	LOWE'S COMPANIES, INC.	KITCHEN EQUIPMENT FOR CHARTER OAK	1,206.91
Non-Payroll Total:					\$434,945.78
Payroll Total:					\$0.00
Report Total:					\$434,945.78

Purchase Order Register

Options: Year: 2017-2018, Fund: GIFTS FUND, Date Range: 7/1/2017 - 6/30/2018, PO Range: 3 - 5

PO No	Date	Vendor No	Vendor	Description	Amount
3	06/19/2018	44179	KURGAN WADE CORNWELL	89ER/SMITHSON SCHOLARSHIP	905.00
Non-Payroll Total:					\$905.00
Payroll Total:					\$0.00
Report Total:					\$905.00

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2017-2018, ReferenceDate: PO Approval Date, Date Range: 6/2/2018 - 6/30/2018, PO Range: 1 - 1133, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
5	07/01/2017	10711	COX COMMUNICATIONS SYSTEM	PHONE SERVICE FOR 2017-18	-9,263.26
10	07/01/2017	13181	PITNEY BOWES CREDIT CORP.	POSTAGE METER LEASE/SUPPLIES FOR 2017-18	-92.00
14	07/01/2017	13958	THE DAILY OKLAHOMAN	SUBSCRIPTION/ADS/SERVICE FOR 2017-18	-503.00
15	07/01/2017	42573	LOGAN COUNTY COURIER	SUBSCRIPTION/LEGAL NOTICES FOR 2017-18	-184.58
16	07/01/2017	14316	AHP OF OKLAHOMA	SUBSCRIPTION/LEGALS/ADS FOR 2017-18	-392.03
24	07/01/2017	13021	OSSBA	MEMBERSHIP/ONLINE POLICY/REGISTRATION FOR 2017-18	-700.00
25	07/01/2017	15124	COOPERATIVE COUNCIL FOR OKLAHOMA	DISTRICT LEVEL PROGRAM ASSIST/REGISTRATION 2017-18	-400.00
29	07/01/2017	13496	G. E. MONEY BANK	MEMBERSHIP/SUPPLIES FOR 2017-18	-150.00
32	07/01/2017	13229	QUILL CORPORATION	BLANKET FOR SUPPLIES FOR 2017-18	-478.38
33	07/01/2017	12686	LOREN L JONES	BLANKET FOR PRINTING FOR 2017-18	-60.70
34	07/01/2017	17940	PROSPERITY BANK	BLANKET FOR TRAVEL/REGISTRATION/SUPPLIES 2017-18	-589.85
36	07/01/2017	83465	MICHAEL L SIMPSON	EXPENSE REIMBURSEMENT FOR 2017-18	-222.91
37	07/01/2017	43445	DOUGLAS ALLEN OGLE	EXPENSE REIMBURSEMENT FOR 2017-18	49.65
38	07/01/2017	83489	CARMEN L WALTERS	EXPENSE REIMBURSEMENT FOR 2017-18	-173.70
39	07/01/2017	84047	MICHELLE LASHAWN CHAPPLE	EXPENSE REIMBURSEMENT FOR 2017-18	-220.74
40	07/01/2017	82483	ANITA K PAUL	EXPENSE REIMBURSEMENT FOR 2017-18	-55.38
41	07/01/2017	83452	JANA LYNN WANZER	EXPENSE REIIMBURSEMENT FOR 2017-18	-31.41
43	07/01/2017	83501	JANA MARIE FREY	EXPENSE REIMBURSEMENT FOR 2017-18	-26.03
44	07/01/2017	81874	JEAN VANISE WATTS-LACINA	EXPENSE REIMBURSEMENT FOR 2017-18	-68.93
45	07/01/2017	82153	SANDRA JO SAVORY	EXPENSE REIMBURSEMENT FOR 2017-18	-100.00
48	07/01/2017	42047	WALKER COMPANIES	NEW/RENEWAL NOTARY FEES	-72.50
54	07/01/2017	11200	EUREKA WATER CO., INC.	LEASE/SUPPLIES FOR 2017-18	-115.70
55	07/01/2017	10143	BANK OF OKLAHOMA	PAYING AGENT FEES FOR 2017-18	-200.00
59	07/01/2017	80335	MARSHA L HOLDERMAN	MILEAGE REIMBURSEMENT FOR 2017-18	-101.48
61	07/01/2017	11200	EUREKA WATER CO., INC.	WATER/MACHINE LEASE/CENTRAL	-16.20
62	07/01/2017	81425	JAMES D BENSON	EXPENSE REIMB. FOR 2017-2018	-575.99

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2017-2018, ReferenceDate: PO Approval Date, Date Range: 6/2/2018 - 6/30/2018, PO Range: 1 - 1133, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
63	07/01/2017	82236	GREGORY DUANE SULLAWAY	EXPENSE REIMB. FOR 2017-2018	-423.02
64	07/01/2017	83714	TREVOR LEE MOWDY	EXPENSE REIMB. FOR 2017-2018	-500.00
84	07/01/2017	40791	APPLE, INC.	BLANKET FOR PARTS AND SUPPLIES	-2,732.00
87	07/01/2017	16667	CDW DIRECT LLC	BLANKET FOR SUPPLIES/TECHNOLOGY	-3,286.36
88	07/01/2017	43408	SCOTT NORRIS COMPANY, INC.	IPAD & PHONE REPAIRS	-724.00
89	07/01/2017	15926	DELL MARKETING L.P.	BLANKET FOR PARTS, SUPPLIES/EQUIPMENT	-3,129.87
90	07/01/2017	43580	DIGI SECURITY SYSTEMS LLC	SUPPLIES/REPAIRS/TECHNOLOGY	-1,582.50
96	07/01/2017	42330	NEWEGG BUSINESS, INC	BLANKET FOR PARTS/TECHNOLOGY	-718.55
102	07/01/2017	13496	G. E. MONEY BANK	BLANKET FOR SUPPLIES/TECHNOLOGY	-1,400.02
103	07/01/2017	13832	SYNERGY DATACOM SUPPLY, INC.	BLANKET FOR PARTS/TECHNOLOGY	-6,524.53
104	07/01/2017	16371	TWOTREES TECHNOLOGIES, LLC	BLANKET FOR SUPPLIES/FIREWALL	-2,550.00
105	07/01/2017	16395	UNITED PARCEL SERVICE INC.	SHIPPING FOR 2017-2018	-848.40
124	07/01/2017	10272	BODY BILLBOARDS	BLANKET FOR SUPPLIES/ADMIN	-102.00
142	07/01/2017	14107	UNIFIRST HOLDING INC.	BLANKET FOR CLEANING OF UNIFORMS	-181.44
149	07/01/2017	15956	ADVANCED PLACEMENT PROGRAM	BLANKET FOR PARA PRO ASSESSMENT	-400.00
150	07/01/2017	81574	ANGIE KAYE SMEDLEY	EXPENSE REIMB. FOR 2017-18	-644.00
151	07/01/2017	82157	LISA C WOODS	MILEAGE REIMB. FOR 2017-18	-384.44
152	07/01/2017	80069	TAMMY L BLEWETT	MILEAGE REIMB. FOR 2017-18	-422.50
153	07/01/2017	42541	TERESA EWING	PT CONTRACT FOR 2017-18	-4,336.40
154	07/01/2017	43789	NANCY ELIZABETH MCLEAN	OT CONTRACT FOR 2017-18	-2,041.34
155	07/01/2017	12565	MARYLYN S. STEFFENSEN	CONTRACT FOR PSYCHOMETRIST SERVICES 2017-18	-9,150.00
156	07/01/2017	42795	APRIL NEICHOLE KECK	CONTRACT FOR VISUAL SERVICES FOR 2017-18	-350.00
157	07/01/2017	17878	OKLAHOMA HEARING SOLUTIONS, LLC	CONTRACT FOR AUDIOLOGICAL SERVICES FOR 2017-18	-1,000.00
160	07/01/2017	12332	LOGAN COUNTY HEALTH DEPT	BLANKET FOR VACCINATIONS	-250.00
161	07/01/2017	83983	JERI LYNN BARD	MILEAGE REIMB. FOR 2017-18	-500.00
162	07/01/2017	84065	LINDA RAQUEL SANCHEZ	MILEAGE REIMB. FOR 2017-18	-500.00
163	07/01/2017	83916	JESSICA LYNN WEST	MILEAGE REIMB. FOR 2017-18	-130.02
164	07/01/2017	82250	SUSAN KAY MURRAY	MILEAGE REIMB. FOR 2017-18	-324.21
166	07/01/2017	83798	SONYA ALECIA ARNOLD	MILEAGE REIMB. FOR 2017-18	-500.00
168	07/01/2017	14207	WALMART COMMUNITY	BLANKET FOR 2017-18	-325.28
176	07/01/2017	10272	BODY BILLBOARDS	Plaques for Employee of Month	-228.00
177	07/01/2017	42721	FORTITUDE DOGS, INC.	BLANKET FOR CONTRABAND SEARCH	-330.00
257	08/02/2017	43984	SAMANTHA RAE BETCHAN	SPEECH LANGUAGE CONTRACT	-7,312.29
299	08/09/2017	14207	WALMART COMMUNITY	BLANKET FOR SUPPLIES/FACS/JH	-41.80

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2017-2018, ReferenceDate: PO Approval Date, Date Range: 6/2/2018 - 6/30/2018, PO Range: 1 - 1133, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
300	08/09/2017	11631	HAC, INC.	BLANKET FOR SUPPLIES/FACS/JH	-282.32
357	08/17/2017	81373	PHYLLIS SUZANNE WILSON	MILEAGE REIMBURSEMENT FOR 2017-18/S. WILSON	-175.00
376	08/21/2017	43996	JENNIFER JACKSON	MLG REIMBURS/PARENT TO OK SCH FOR BLIND	-750.00
383	08/22/2017	43990	COORDINATED CARE HEALTH SOLUTIONS	STUDENT DRUG TESTING/EXTRACURRICULAR PROGRAMS	-979.00
435	09/05/2017	83615	PATTI JO BOHLMAN	MILEAGE REIMBURSE FOR HOMEBOUND/SPEC ED.	-311.68
453	09/14/2017	14207	WALMART COMMUNITY	BLANKET FOR CLASSROOM SUPPLIES/SPEC ED.	-500.00
465	09/18/2017	15994	AMAZON CAPITAL SERVICES	MAGNIFIER FOR SPECIAL NEEDS STUDENT	-27.95
483	09/21/2017	40722	SHERYL MILES	MILEAGE REIMBURSEMENT FOR 2017-2018	-405.14
529	10/09/2017	44031	JUNIOR ACHIEVEMENT OF OK., INC.	JOB SHADOWING CURRICULUM	-500.00
547	10/13/2017	42234	CHALK'S TRUCK PARTS, INC.	UNDERSEAT HEATER, STARTER/TRANSPORTATION	-755.00
553	10/18/2017	11933	JOHN VANCE MOTORS, INC.	POWER STEERING PUMP/FLUID/BELT/TRANSPORTATION	-647.84
563	10/19/2017	43489	PIRAINO CONSULTING, INC.	PARTS/SUPPLIES/TECHNOLOGY	-137.00
564	10/19/2017	15994	AMAZON CAPITAL SERVICES	TITLE VI TUTORING SUPPLIES	-8.20
680	12/01/2017	16791	LAURA PORTER	MILEAGE REIMBURSEMENT/HOMEBOUND/L. PORTER/SPEC ED	-231.07
705	12/11/2017	12967	OKLAHOMA HOME CENTERS, INC.	PARTS AND SUPPLIES/TRANSPORTATION	-20.60
719	12/13/2017	16611	ATC HOLDCO	GOVERNOR, EXHAUST SENSOR, OIL DIP STICK/TRANSP.	-384.28
726	12/13/2017	40791	APPLE, INC.	APP FOR SPECIAL NEEDS STUDENT	-150.00
735	12/15/2017	17940	PROSPERITY BANK	OUT OF TOWN FUEL AND EMERGENCY REPAIRS/TRANSP	-432.88
900	03/06/2018	15994	AMAZON CAPITAL SERVICES	BLANKET FOR PARTS & SUPPLIES/TECHNOLOGY	-673.20
928	03/13/2018	81228	APRIL LYNN DEVEREAUX	MILEAGE REIMBURSEMENT FOR FY18	-416.62
935	03/26/2018	14207	WALMART COMMUNITY	CLASSROOM LAB SUPPLIES/FACS/MOORE/HS	-12.23
937	03/26/2018	42156	CABLE AUTOMOTIVE EQUIPMENT	LIFT REPAIRS/TRANSPORTATION	-19.00
946	03/28/2018	42234	CHALK'S TRUCK PARTS, INC.	RELAYS PER QUOTE 761986/TRANSPORTATION	-100.50
965	04/12/2018	15890	BERNARD LEE SHORT	A/C REPAIRS/TRANSPORTATION	-10.89
979	04/17/2018	10253	BMI EDUCATIONAL SERVICES	LIBRARY BOOKS/MANN/FOGARTY	-10.87
997	04/19/2018	12682	MIDWEST BUS SALES, INC.	ACCELERATOR PEDALS/TRANSPORTATION	-1,089.78

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2017-2018, ReferenceDate: PO Approval Date, Date Range: 6/2/2018 - 6/30/2018, PO Range: 1 - 1133, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
1009	04/20/2018	10015	SUPREME SHOW SUPPLY, LLC	CATTLE CHUTE FLOORS/AG/DRAKE/HS	-8.00
1011	04/20/2018	17856	MICRO FORMAT INC.	VISITOR BADGES FOR DISTRICT/TECHNOLOGY	3.52
1037	04/26/2018	16611	ATC HOLDCO	HEATER CORES PER QUOTE/TRANSPORTATION	-291.04
1050	04/30/2018	14207	WALMART COMMUNITY	CLASS SUPPLIES/FOUNDATION GRANT/LEE/HS	-100.00
1066	05/03/2018	15994	AMAZON CAPITAL SERVICES	MATH MATERIALS/FOUND.GRANT/MIDG ETT/FOGARTY	-42.94
1077	05/04/2018	44151	PEOPLEFACTS, LLC	BACKGROUND CHECKS FOR REM. OF YEAR	-84.00
1080	05/04/2018	15994	AMAZON CAPITAL SERVICES	SHIRTS & TIES/FOUNDATION GRANT/GUES	-192.00
1090	05/04/2018	12387	LOWE'S COMPANIES, INC.	SIDING FOR STAGE CLOSET/JH	-37.56
Non-Payroll Total:					(\$78,401.16)
Payroll Total:					\$0.00
Report Total:					(\$78,401.16)

Change Order Listing

Options: Fund: Building, Year: 2017-2018, ReferenceDate: PO Approval Date, Date Range: 6/2/2018 - 6/30/2018, PO Range: 1 - 341, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
14	07/01/2017	10234	MAKER'S GLASS, INC.	DISTRICT GLASS REPAIRS	-1,163.32
21	07/01/2017	11453	W. W. GRAINGER	DISTRICT PARTS AND SUPPLIES	-10.70
29	07/01/2017	17764	SOONER PEST MANAGEMENT	PEST MANAGEMENT	-50.00
74	08/08/2017	42501	EARTHSMART CONTROLS, LLC	DISTRICT HVAC CONTROLS REPAIRS AND SERVICE	-186.06
84	08/21/2017	41365	EWING IRRIGATION PRODUCTS INC	SPRINKLER SYSTEM REPAIRS/ATHLETICS/HS	-211.32
87	08/22/2017	43796	FRAZIER FIRE, LLC	DISTRICT FIRE SAFETY REPAIRS AND SERVICE	-777.00
123	10/04/2017	41794	CARRIER CORPORATION	JR HIGH CHILLER CONTROL REPAIRS	-550.15
151	11/03/2017	42501	EARTHSMART CONTROLS, LLC	HVAC CONTROLS REPAIRS	-947.27
175	12/06/2017	43801	6-L MECHANICAL	START BOILER AT GUES	-824.00
275	04/04/2018	10087	AMERICAN PLANT PRODUCTS & SERVICE I	CURTAIN LOUVER ACTUATOR	-195.00
278	04/10/2018	10129	NORTHUP AUTO PARTS & MACHINE	DISTRICT PARTS AND SUPPLIES	-17.60
287	04/17/2018	17249	S. T. BOLDING III	ELECTRICAL REPAIRS	-756.07
289	04/19/2018	10110	HENKE & WANG PLUMBING	REPLACE CLASSROOM WATER HEATER AT GUES	-181.20
291	04/19/2018	16626	JOHN HUDSON	APRIL MAY & JUNE MOWINGS	1,045.00
292	04/19/2018	43970	SWIFT LAWNS, LLC	APRIL MAY AND JUNE MOWINGS	-820.00
295	04/23/2018	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	-9.09
299	04/30/2018	44137	ACE TRANSFER AND STORAGE	MOVING BOXES FOR TRANSITION PER QUOTE	488.00
300	04/30/2018	17387	BRADFORD INDUSTRIAL SUPPLY CORP	HVAC PARTS FOR HS	-251.08
301	05/02/2018	15969	SOUTHWEST PAPER, INC - OKC	CUSTODIAL SUPPLIES	23.46
304	05/04/2018	10110	HENKE & WANG PLUMBING	PLUMBING REPAIRS	-1,035.00
Non-Payroll Total:					(\$6,428.40)
Payroll Total:					\$0.00
Report Total:					(\$6,428.40)

Change Order Listing

Options: Fund: CHILD NUTRITION FUND, Year: 2017-2018, ReferenceDate: PO Approval Date, Date Range: 6/2/2018 - 6/30/2018, PO Range: 1 - 23, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
4	07/31/2017	43694	MIDSTATE SERVICES, INC	BLANKET FOR REPAIRS/CHILD NUTRITION	-1,066.68
6	07/31/2017	43982	SODEXO, INC.	BLANKET FOR FOOD SERVICE CONTRACT 2017-18	-145,992.36
9	08/04/2017	10130	AUTO-CHLOR SERVICES, LLC	BLANKET FOR SUPPLIES FOR 2017-18	-11,500.00
11	08/04/2017	15842	TERMINIX INTERNATIONAL COMPANY LP	BLANKET FOR PEST CONTROL FOR 2017-18	-63.00
Non-Payroll Total:					(\$158,622.04)
Payroll Total:					\$0.00
Report Total:					(\$158,622.04)

Change Order Listing

Options: Fund: Building Bond 2017, Year: 2017-2018, ReferenceDate: PO Approval Date, Date Range: 6/2/2018 - 6/30/2018, PO Range: 1 - 9, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
2	11/06/2017	43942	W. L. MCNATT & COMPANY	GUTHRIE CHILLER REPLACEMENT PROJECT	-500,000.00
Non-Payroll Total:					(\$500,000.00)
Payroll Total:					\$0.00
Report Total:					(\$500,000.00)

Unpaid Encumbrances

Options: Year: 2017-2018, Fund: GEN FUND-FOR OP, As Of Date: 6/30/2018, Include Only Certified: False

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2017	10611	CITY OF GUTHRIE	WATER, SEWER, & GARBAGE 2017-18	13,635.93
2	07/01/2017	12886	OKLAHOMA GAS & ELECTRIC COMPANY	ELECTRIC SERVICE FOR 2017-18	50,325.65
3	07/01/2017	12892	ONE GAS, INC.	NATURAL GAS FOR 2017-18	1,963.25
4	07/01/2017	17419	CLEARWATER ENTERPRISES, LLC	NATURAL GAS FOR 2017-18	350.00
6	07/01/2017	10407	A T & T MOBILITY II LLC	CELL PHONES FOR 2017-18	1,800.00
12	07/01/2017	13431	ROSENSTEIN FIST & RINGOLD	ATTORNEY FEES FOR 2017-18	11,179.72
13	07/01/2017	11200	EUREKA WATER CO., INC.	MACHINE RENTAL/SUPPLIES FOR 2017-18	57.65
18	07/01/2017	42267	AMERICAN FIDELITY	FICA FOR 2017-18	502.99
20	07/01/2017	42029	AM FIDELITY ASSURANCE CO., INC.	ADMINISTRATION FEE FOR 2017-18	10.00
34	07/01/2017	17940	PROSPERITY BANK	BLANKET FOR TRAVEL/REGISTRATION/SUPPLIES 2017-18	170.08
35	07/01/2017	14665	OKLAHOMA STATE UNIVERSITY	REGISTRATION FOR 2017-18	485.00
54	07/01/2017	11200	EUREKA WATER CO., INC.	LEASE/SUPPLIES FOR 2017-18	9.50
61	07/01/2017	11200	EUREKA WATER CO., INC.	WATER/MACHINE LEASE/CENTRAL	12.50
66	07/01/2017	11200	EUREKA WATER CO., INC.	MACHINE RENTAL/SUPPLIES/TECHNOLOGY	33.35
98	07/01/2017	12967	OKLAHOMA HOME CENTERS, INC.	BLANKET FOR SUPPLIES/TECHNOLOGY	112.25
123	07/01/2017	17908	MCBRIDE CLINIC ORTHOPEDIC HOSPITAL	BLANKET FOR DRUG/ ALCOHOL TESTING 2017-2018	380.00
131	07/01/2017	13173	OKLAHOMA TURNPIKE AUTHORITY	BLANKET FOR TOLL FEES FOR 2017-2018	112.48
147	07/01/2017	43886	3D E-CONSULTING GROUP, LLC	ROUTING PROGRAM ACCESS	525.00
442	09/11/2017	43993	CENTRAL RURAL ELECTRIC COOP	BLANKET FOR ELECTRIC SERVICE	868.00
722	12/13/2017	10161	BARLOW EDUCATION MGMT SERVICES, LLC	NEGOTIATIONS FOR 2018-19	5,300.00
765	01/10/2018	43981	OkAPP	PURCHASING TRAINING/CHAPPLE	18.00
803	01/31/2018	44091	RURAL WATER, SEWER, & WASTE MGMT	MEMBERSHIP FEE/METERS/SERVICE/CHARTER OAK	197.50
913	03/09/2018	43580	DIGI SECURITY SYSTEMS LLC	REPLACEMENT LOCKS/BENSON/TECHNOLOGY	1,217.25
934	03/16/2018	11849	JERRY D. JONES	WRECKER SERVICE/TRANSPORTATION	300.00
1019	04/23/2018	12682	MIDWEST BUS SALES, INC.	DIAGNOSTIC AND REPAIRS TO BUS 23	1,000.00
1048	04/27/2018	17810	LEARNING SCIENCES INTERNATIONAL	NEW ADMINISTRATOR TRAINING/JH	399.00
1061	05/02/2018	12387	LOWE'S COMPANIES, INC.	COUNTERTOP MATERIALS/FACS/MAKER/JH	518.72
1069	05/03/2018	12930	OKLAHOMA CORRECTIONAL INDUSTRIES	FOLDING TABLES FOR CLASSROOM/FACS/MAKER/JH	599.97
1084	05/04/2018	16105	GUITAR CENTER STORES, INC.	MICROPHONE FOR PODIUM/HS	288.00
1099	05/09/2018	12635	MERIDIAN TECHNOLOGY CENTER	DISTRICT CPR TRAINING	161.00

Unpaid Encumbrances

Options: Year: 2017-2018, Fund: GEN FUND-FOR OP, As Of Date: 6/30/2018, Include Only Certified: False

PO No	Date	Vendor No	Vendor	Description	Amount
1121	05/24/2018	40923	OKLAHOMA STATE UNIV	REGISTRATION/LODGING TECH ENG. CONF/PETERMAN/DARCY	2,100.00
1122	05/24/2018	12682	MIDWEST BUS SALES, INC.	BUS WINDSHIELD/TRANSPORTATION	319.00
1128	05/25/2018	16611	ATC HOLDCO	INSTRUMENT CLUSTER/TRANSPORTATION	523.13
1131	06/01/2018	17363	TRAK-1 TECHNOLOGY, INC.	BACKGROUND CHECK FOR SPEECH LICENSURE/SPEC ED	25.99
1134	06/05/2018	12682	MIDWEST BUS SALES, INC.	DIAGNOSTIC ON BUS #5/TRANSPORTATION	500.00
1135	06/05/2018	12682	MIDWEST BUS SALES, INC.	DIAGNOSTIC ON BUS #3/TRANSPORTATION	500.00
1136	06/06/2018	43966	TINA RAMEY	ESY SPEECH THERAPY FOR JUNE 2018/SPEC ED	3,851.25
1137	06/06/2018	44163	LORI WILLIAMS	OT THERAPY FOR JUNE ESY 2018/SPEC ED	1,310.00
1138	06/06/2018	44170	THOMAS BRENTON MALOY	BUS SEAT REPAIRS/TRANSPORTATION	2,185.00
1139	06/11/2018	42234	CHALK'S TRUCK PARTS, INC.	BUS SEAT COVERS AND FOAM BACKING/TRANSPORTATION	1,220.96
1140	06/25/2018	13286	RED ROCK DISTRIBUTING CO.	UNLEADED FUEL PER QUOTE	2,386.90
1141	06/27/2018	12899	O'REILLY AUTOMOTIVE STORES, INC.	BRAKES AND BATTERY FOR DE VEHICLE	163.48
1142	06/27/2018	10407	A T & T MOBILITY II LLC	WAN NETWORK SERVICE	5,806.95
1143	06/27/2018	12682	MIDWEST BUS SALES, INC.	PURCHASE OF 5 BUSES PER QUOTE	337,500.00
1144	06/28/2018	42156	CABLE AUTOMOTIVE EQUIPMENT	LIFT INSPECTION/TRANSPORTATION	125.00
1145	06/29/2018	11933	JOHN VANCE MOTORS, INC.	DODGE GRAND CARAVAN, PER QUOTE	17,877.00
1146	06/29/2018	42911	ARCHWAY SCM LLC	TEXTBOOKS/SCIENCE & MATH/ALL SITES	275,234.92
1147	06/29/2018	15994	AMAZON CAPITAL SERVICES	TEXTBOOKS/MATH MANIPULATIVES	3,238.20
1148	06/29/2018	13991	THOMPSON SCHOOL BOOK DEPOSITORY	TEXTBOOKS/SCIENCE/JH	1,340.68
1149	06/29/2018	11933	JOHN VANCE MOTORS, INC.	DODGE RAM TRUCK/AG	41,359.00
1150	06/29/2018	11933	JOHN VANCE MOTORS, INC.	BOX TRUCK PURCHASE	54,333.00

Non-Payroll Total:	\$844,433.25
Payroll Total:	\$0.00
Report Total:	\$844,433.25

Unpaid Encumbrances

Options: Year: 2017-2018, Fund: Building, As Of Date: 6/30/2018, Include Only Certified: False

PO No	Date	Vendor No	Vendor	Description	Amount
280	04/12/2018	10087	AMERICAN PLANT PRODUCTS & SERVICE I	SHUTTER MOTOR FOR GREENHOUSE	200.00
291	04/19/2018	16626	JOHN HUDSON	APRIL MAY & JUNE MOWINGS	4,750.00
293	04/19/2018	17988	GUTHRIE LAWN CARE LLC	APRIL, MAY AND JUNE MOWINGS	825.00
313	05/15/2018	12967	OKLAHOMA HOME CENTERS, INC.	PADLOCKS FOR DISTRICT HVAC UNITS	1,116.08
315	05/16/2018	11619	CITIBANK, NA dba HOME DEPOT CREDIT	CONCRETE GRINDER RENTAL/ATHLETICS/HS	221.69
342	06/05/2018	12967	OKLAHOMA HOME CENTERS, INC.	MATERIAL FOR FOGARTY REPAIRS	99.13
343	06/11/2018	12967	OKLAHOMA HOME CENTERS, INC.	SUMMER SUPPLIES	1,091.05
344	06/21/2018	10110	HENKE & WANG PLUMBING	WATER LEAK REPAIRS AT GUES	697.70
Non-Payroll Total:					\$9,000.65
Payroll Total:					\$0.00
Report Total:					\$9,000.65

Unpaid Encumbrances

Options: Year: 2017-2018, Fund: CHILD NUTRITION FUND, As Of Date: 6/30/2018, Include Only Certified: False

PO No	Date	Vendor No	Vendor	Description	Amount
6	07/31/2017	43982	SODEXO, INC.	BLANKET FOR FOOD SERVICE CONTRACT 2017-18	2,300.00
8	08/04/2017	43876	R. K. BLACK, INC.	BLANKET FOR MAINTENANCE FOR 2017-18	66.31
21	05/09/2018	10757	CURTIS RESTAURANT SUPPLY	SERVING COUNTER/NSLP GRANT	7,100.19
24	06/27/2018	43801	6-L MECHANICAL	WALK-IN FREEZER REPAIRS, PER QUOTE	8,875.00

Non-Payroll Total:	\$18,341.50
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Payroll Total:	\$0.00
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Report Total:	\$18,341.50
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Unpaid Encumbrances

Options: Year: 2017-2018, Fund: Building Bond 2017, As Of Date: 6/30/2018, Include Only Certified: False

PO No	Date	Vendor No	Vendor	Description	Amount
1	11/03/2017	17929	THE STACY GROUP, INC.	CHILLER REPLACEMENT PROJECT	111.90
4	02/01/2018	44092	INNOVATIVE MECHANICAL LLC	CHILLER REPLACEMENT PROJECT/GHS	9,325.00
5	03/13/2018	43580	DIGI SECURITY SYSTEMS LLC	SECURITY UPGRADE/TECHNOLOGY	35,593.55
6	04/10/2018	42600	BEASLEY TECHNOLOGY, INC.	VIRTUALIZATION OF SERVERS/TECH	67,951.00
7	05/04/2018	17929	THE STACY GROUP, INC.	ARCHITECT FEES FOR JH PROJECTS	11,250.00
9	05/15/2018	44157	POPE CONTRACTING, INC.	RENOVATION PROJECTS AT JH	576,200.00
10	06/06/2018	15418	VIRCO INC.	FURNITURE PER QUOTE 8177210	205,710.31
11	06/13/2018	14117	UNITED SYSTEMS CABLING, INC.	ERATE WIRELESS/CHARTER OAK	10,062.43
12	06/13/2018	43489	PIRAINO CONSULTING, INC.	SMART PANELS/AUDIO/TECHNOLOGY/CHARTER OAK	97,003.44
13	06/19/2018	44178	DREAM RANCH LLC	SUPPLIES FOR CHARTER OAK, PER QUOTE	10,949.06
14	06/19/2018	44176	TRANS-TEL CENTRAL LLC	DATA CABLE/CHARTER OAK/TECHNOLOGY	80,500.00
15	06/19/2018	13472	S & S WORLDWIDE INC	PE EQUIPMENT/CHARTER OAK	3,023.76
16	06/19/2018	44180	DALLAS MIDWEST, LLC	FURNITURE PER QUOTE/CHARTER OAK	16,703.88
17	06/28/2018	43489	PIRAINO CONSULTING, INC.	AUDIO INSTALLATION/CHARTER OAK/TECHNOLOGY	3,750.00
18	06/29/2018	44183	EDWARD DON & COMPANY HOLDINGS, LLC	KITCHEN SMALLWARE/CHARTER OAK	6,035.99
19	06/29/2018	12387	LOWE'S COMPANIES, INC.	KITCHEN EQUIPMENT FOR CHARTER OAK	1,206.91
Non-Payroll Total:					\$1,135,377.23
Payroll Total:					\$0.00
Report Total:					\$1,135,377.23

Unpaid Encumbrances

Options: Year: 2017-2018, Fund: GIFTS FUND, As Of Date: 6/30/2018, Include Only Certified: False

PO No	Date	Vendor No	Vendor	Description	Amount
1	05/24/2018	44167	GAVIN DEJUAN BRISON	PAULA BEARDEN SCHOLARSHIP	1,320.00
2	06/01/2018	44171	ALYSSA MYRICK	ALIENE SCHOLARSHIP	750.00
3	06/19/2018	44179	KURGAN WADE CORNWELL	89ER/SMITHSON SCHOLARSHIP	905.00
Non-Payroll Total:					\$2,975.00
Payroll Total:					\$0.00
Report Total:					\$2,975.00

ACTIVITY FUND – FUND 60
BANK RECONCILIATION – FARMERS & MERCHANTS BANK
As of 6/30/2018

GENERAL LEDGER ACCOUNT

Balance (6/01/18) \$525,676.26

Add Receipts \$ 30,684.42

Less Checks Written \$ 90,384.27

Adjustments \$

Balance per Ledger \$465,976.41

BANK RECONCILIATION

Balance per bank statement \$478,504.66
As of (6/30/18)

Add Deposits in Transit \$ 0.00

less O/S Checks \$ 12,528.25

*Adjustments \$

Bank correction \$

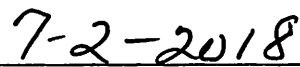
Balance per Ledger \$465,976.41

Adjustment/Correction explanations:

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



Activity Fund Clerk



Date

Guthrie Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2018 - 6/30/2018

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 CENTRAL FACULTY	\$92.40	\$0.00	\$0.00	\$0.00	\$92.40	\$0.00	\$92.40
802 CENTRAL ACTIVITY	\$16,581.16	\$0.00	\$0.00	\$581.66	\$15,999.50	\$0.00	\$15,999.50
803 CENTRAL PTO	\$12,144.03	\$0.00	\$0.00	\$984.15	\$11,159.88	\$0.00	\$11,159.88
804 COTTERAL PTO	\$10,250.70	\$0.00	\$0.00	\$149.02	\$10,101.68	\$0.00	\$10,101.68
805 COTTERAL ACTIVITY	\$19,472.02	\$3,546.50	\$0.00	\$52.00	\$22,966.52	\$0.00	\$22,966.52
806 COTTERAL FACULTY	\$402.17	\$49.80	\$0.00	\$0.00	\$451.97	\$0.00	\$451.97
808 FOGARTY PARENTS ORG.	\$13,741.90	\$0.00	\$0.00	\$946.65	\$12,795.25	\$0.00	\$12,795.25
809 FOGARTY ACTIVITY	\$23,639.81	\$382.00	\$0.00	\$119.99	\$23,901.82	\$0.00	\$23,901.82
810 FOGARTY FACULTY	\$735.37	\$0.00	\$0.00	\$106.10	\$629.27	\$0.00	\$629.27
811 Elem Snack Grant	\$2,057.81	\$0.00	\$0.00	\$551.92	\$1,505.89	\$0.00	\$1,505.89
812 GUES ACTIVITY	\$36,539.98	\$0.00	\$0.00	\$11,130.00	\$25,409.98	\$0.00	\$25,409.98
813 GUES FACULTY	\$1,401.81	\$58.25	\$0.00	\$137.61	\$1,322.45	\$0.00	\$1,322.45
815 GUES PARENTS ORG.	\$15,863.98	\$0.00	\$0.00	\$945.54	\$14,918.44	\$0.00	\$14,918.44
816 GHS SPECIAL KIDS	\$361.01	\$0.00	\$0.00	\$0.00	\$361.01	\$0.00	\$361.01
817 ART JUNIOR HIGH	\$28.60	\$0.00	\$0.00	\$0.00	\$28.60	\$0.00	\$28.60
818 JH BUILDERS CLUB	\$317.10	\$0.00	\$0.00	\$0.00	\$317.10	\$0.00	\$317.10
819 ATHLETICS JUNIOR HIGH	\$13,439.75	\$200.00	\$0.00	\$750.00	\$12,889.75	\$0.00	\$12,889.75
820 GOLF JUNIOR HIGH	\$2,388.49	\$95.00	\$0.00	\$0.00	\$2,483.49	\$0.00	\$2,483.49
821 FHA JUNIOR HIGH	\$2,239.20	\$0.00	\$0.00	\$324.00	\$1,915.20	\$0.00	\$1,915.20
822 HONOR SOCIETY JR HIGH	\$2,850.57	\$0.00	\$0.00	\$59.21	\$2,791.36	\$0.00	\$2,791.36
823 JR HIGH ACCOUNT	\$4,097.51	\$0.00	\$60.00	\$548.74	\$3,608.77	\$0.00	\$3,608.77
824 JR HIGH FACULTY	\$1,859.65	\$503.52	\$0.00	\$0.00	\$2,363.17	\$0.00	\$2,363.17
825 LIBRARY JR HIGH	\$2,532.02	\$0.00	\$0.00	\$0.00	\$2,532.02	\$0.00	\$2,532.02
826 LEARN 2 LOVE	\$18,733.36	\$10.00	(\$60.00)	\$293.01	\$18,390.35	\$0.00	\$18,390.35
827 CHEERLEADERS JR HIGH	\$2,803.32	\$0.00	\$0.00	\$0.00	\$2,803.32	\$0.00	\$2,803.32
830 STUCO JH	\$5,659.03	\$0.00	\$0.00	\$734.44	\$4,924.59	\$0.00	\$4,924.59
831 T.S.A. JR HIGH	\$1,481.46	\$0.00	\$0.00	\$0.00	\$1,481.46	\$0.00	\$1,481.46
832 YEARBOOK JR HIGH	\$2,978.92	\$0.00	\$0.00	\$0.00	\$2,978.92	\$0.00	\$2,978.92
834 JR HIGH ACADEMIC TEAM	\$170.74	\$0.00	\$0.00	\$0.00	\$170.74	\$0.00	\$170.74
850 ACADEMIC TEAM HS	\$47.70	\$0.00	\$0.00	\$0.00	\$47.70	\$0.00	\$47.70
851 ART CLUB HS	\$7,460.59	\$50.00	\$0.00	\$0.00	\$7,510.59	\$0.00	\$7,510.59
852 ATHLETICS HS	\$52,720.84	\$5,077.40	\$0.00	\$13,619.65	\$44,178.59	\$3,231.03	\$40,947.56
853 HS CHEER	\$6,591.14	\$5,632.18	\$0.00	\$7,806.05	\$4,417.27	\$1,660.00	\$2,757.27
854 FOOTBALL CAMP	\$4,391.83	\$0.00	\$0.00	\$0.00	\$4,391.83	\$0.00	\$4,391.83
855 TENNIS HS	\$12,049.46	\$360.00	\$0.00	\$1,606.90	\$10,802.56	\$0.00	\$10,802.56
856 GHS LIBRARY	\$1,532.01	\$0.00	\$0.00	\$0.00	\$1,532.01	\$0.00	\$1,532.01
857 YOUTH & GOVERNMENT HS	\$51.94	\$0.00	\$0.00	\$0.00	\$51.94	\$0.00	\$51.94
858 GHS LINK CREW	\$598.99	\$15.00	\$0.00	\$0.00	\$613.99	\$0.00	\$613.99
859 BAND (OPERATING) HS	\$14,233.04	\$430.00	\$0.00	\$7,333.91	\$7,329.13	\$0.00	\$7,329.13
860 CLASS OF 2021 HS	\$594.03	\$0.00	\$0.00	\$62.79	\$531.24	\$0.00	\$531.24
861 CLASS OF 2017 HS	\$1,959.85	\$0.00	\$0.00	\$0.00	\$1,959.85	\$0.00	\$1,959.85
862 CLASS OF 2018 HS	\$2,112.72	\$0.00	\$0.00	\$0.00	\$2,112.72	\$0.00	\$2,112.72
863 CLASS OF 2019 HS	\$7,120.35	\$0.00	\$0.00	\$336.88	\$6,783.47	\$0.00	\$6,783.47
864 GHS ALUMNI ACCOUNT	\$2,499.32	\$0.00	\$0.00	\$0.00	\$2,499.32	\$0.00	\$2,499.32
869 ENGLISH CLUB	\$1,423.83	\$0.00	\$0.00	\$0.00	\$1,423.83	\$0.00	\$1,423.83
870 HS FACULTY/COURTESY ACCOUNT	\$1,070.91	\$131.40	\$0.00	\$0.00	\$1,202.31	\$0.00	\$1,202.31
871 HS STUDENT PANTRY	\$5,675.79	\$0.00	\$0.00	\$0.00	\$5,675.79	\$0.00	\$5,675.79
872 CLASS OF 2020	\$2,204.30	\$0.00	\$0.00	\$0.00	\$2,204.30	\$0.00	\$2,204.30
873 SPEECH HS	\$503.25	\$0.00	\$0.00	\$0.00	\$503.25	\$0.00	\$503.25
876 FFA 4H BOOSTER CLUB HS	\$31,550.41	\$0.00	\$0.00	\$4,440.75	\$27,109.66	\$0.00	\$27,109.66
877 FFA HS	\$12,308.67	\$60.00	\$0.00	\$2,463.05	\$9,905.62	\$0.00	\$9,905.62
878 FCCLA (FHA) HS	\$110.60	\$0.00	\$0.00	\$0.00	\$110.60	\$0.00	\$110.60
879 FOREIGN LANGUAGE SPAN HS	\$4,201.14	\$0.00	\$0.00	\$0.00	\$4,201.14	\$0.00	\$4,201.14
880 XC Bluecrew	\$5,886.00	\$370.00	\$0.00	\$3,846.00	\$2,410.00	\$0.00	\$2,410.00

Guthrie Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2018 - 6/30/2018

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
881 Lady Jays Basketball	\$1,975.31	\$0.00	\$0.00	\$0.00	\$1,975.31	\$0.00	\$1,975.31
882 GUTHRIE RUNNING CLUB HS	\$5,108.57	\$0.00	\$0.00	\$229.48	\$4,879.09	\$0.00	\$4,879.09
883 HERITAGE CLUB HS	\$1,450.22	\$0.00	\$0.00	\$0.00	\$1,450.22	\$0.00	\$1,450.22
884 HIGH SCHOOL ACCOUNT	\$12,345.07	\$430.74	\$0.00	\$26.42	\$12,749.39	\$0.00	\$12,749.39
885 STUDENT SUPPORT HS	\$2,418.75	\$0.00	\$0.00	\$0.00	\$2,418.75	\$0.00	\$2,418.75
886 HONOR SOCIETY HS	\$3,285.20	\$0.00	\$0.00	\$933.25	\$2,351.95	\$0.00	\$2,351.95
888 JOURNALISM HS	\$387.30	\$0.00	\$0.00	\$0.00	\$387.30	\$0.00	\$387.30
889 KEY CLUB HS	\$434.28	\$0.00	\$0.00	\$0.00	\$434.28	\$0.00	\$434.28
892 MATH OF FINANCE	\$43.58	\$0.00	\$0.00	\$0.00	\$43.58	\$0.00	\$43.58
893 MU ALPHA THETA HS	\$1,011.22	\$0.00	\$0.00	\$0.00	\$1,011.22	\$0.00	\$1,011.22
895 JROTC HS	\$5,400.52	\$0.00	\$0.00	\$0.00	\$5,400.52	\$0.00	\$5,400.52
896 S.A.D.D. HS	\$40.02	\$0.00	\$0.00	\$0.00	\$40.02	\$0.00	\$40.02
897 SOCCER CLUB HS	\$761.87	\$0.00	\$0.00	\$0.00	\$761.87	\$0.00	\$761.87
898 SCIENCE CLUB HS	\$6,443.43	\$120.00	\$0.00	\$0.00	\$6,563.43	\$0.00	\$6,563.43
899 STUDENT COUNCIL HS	\$13,839.91	\$0.00	\$0.00	\$1,974.88	\$11,865.03	\$900.00	\$10,965.03
900 CAMPUS BEAUTIFICATION HS	\$5,143.19	\$0.00	\$0.00	\$0.00	\$5,143.19	\$0.00	\$5,143.19
902 VOCAL HS	\$3,426.23	\$55.00	\$0.00	\$190.89	\$3,290.34	\$0.00	\$3,290.34
904 YEARBOOK HS	\$5,039.92	\$55.00	\$0.00	\$0.00	\$5,094.92	\$0.00	\$5,094.92
907 HS MEMORIAL FUND	\$73.92	\$0.00	\$0.00	\$0.00	\$73.92	\$0.00	\$73.92
908 VOCAL TRIP ACCOUNT HS	\$58.14	\$0.00	\$0.00	\$0.00	\$58.14	\$0.00	\$58.14
911 FFA BUILDING FUND	\$3,335.38	\$0.00	\$0.00	\$0.00	\$3,335.38	\$0.00	\$3,335.38
912 GHS BUSINESS PROF OF AMERICA	\$597.44	\$0.00	\$0.00	\$0.00	\$597.44	\$0.00	\$597.44
913 DRAMA HS	\$1,997.60	\$0.00	\$0.00	\$0.00	\$1,997.60	\$0.00	\$1,997.60
922 COURTESY COMMITTEE ADMIN	\$88.87	\$0.00	\$0.00	\$9.34	\$79.53	\$0.00	\$79.53
925 GENERAL FUND REFUND	\$5,697.32	\$88.95	\$0.00	\$5,786.27	\$0.00	\$0.00	\$0.00
927 HALL OF FAME BANQUET	\$891.17	\$0.00	\$0.00	\$0.00	\$891.17	\$0.00	\$891.17
929 SPECIAL OLYMPICS	\$27,064.58	\$7,500.00	\$0.00	\$4,519.69	\$30,044.89	\$0.00	\$30,044.89
932 SUMMER SCHOOL HS	\$8,442.00	\$4,580.00	\$0.00	\$13,022.00	\$0.00	\$0.00	\$0.00
933 FAVER C&C	\$216.78	\$0.00	\$0.00	\$0.00	\$216.78	\$0.00	\$216.78
934 TRANSPORTATION C&C	\$2,943.35	\$460.50	\$0.00	\$562.76	\$2,841.09	\$0.00	\$2,841.09
935 VENDING MACHINE ADMIN	\$655.93	\$46.90	\$0.00	\$77.55	\$625.28	\$0.00	\$625.28
936 GUES HONOR CHOIR	\$587.93	\$0.00	\$0.00	\$125.00	\$462.93	\$0.00	\$462.93
937 FAVER ACTIVITY	\$78.27	\$0.00	\$0.00	\$6.00	\$72.27	\$0.00	\$72.27
938 NATIVE AMERICAN PARENT COM	\$205.72	\$0.00	\$0.00	\$0.00	\$205.72	\$0.00	\$205.72
940 ADMINISTRATION MISC	\$9,464.89	\$264.98	\$0.00	\$1,919.62	\$7,810.25	\$0.00	\$7,810.25
942 C.N. CLEARING ACCT	\$959.80	\$111.30	\$0.00	\$1,071.10	\$0.00	\$0.00	\$0.00
Total	\$525,676.26	\$30,684.42	\$0.00	\$90,384.27	\$465,976.41	\$5,791.03	\$460,185.38

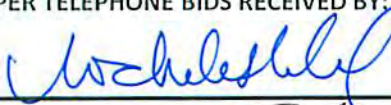

Transportation Department
Fuel Bids
2017-2018

DATE: <u>0-25-18</u>	TIME BIDS BEGAN: <u>8:00am</u>	AMOUNT NEEDED:
PO#: <u>2018-11-1140</u>	TIME BIDS CLOSED: <u>8:52 am</u>	DIESEL:
		UNLEADED: <u>1000 gal.</u>

COMPANY NAME	CONTACT PERSON	PHONE	UNLEADED	DIESEL
FUEL MASTERS	<u>Corey</u> KIT, BRIAN, CODY or HARDIN	1-866-455-3835	<u>2.57</u>	
PENLEY OIL COMPANY	MIKE, SCOTT or <u>GEORGEANN</u>	235-7553	<u>2.5660</u>	
RED ROCK	JOANIE or <u>TRICHA</u>	677-3373	<u>2.3869</u>	
TRUMAN ARNOLD COMPANIES	CASEY <u>Bob</u>	1-800-808-6500	<u>2.5931</u>	
EARNHEART OIL & PROPANE	DUSTIN	405-612-2650	<u>no bid</u>	

AMOUNT OF FUEL PURCHASED:	COMPANY BID AWARDED TO: <u>Red Rock</u>
---------------------------	--

UNLEADED FUEL: <u>1,000</u>	PRICE PER GALLON: <u>2.3869</u>	TOTAL AMT: <u>\$ 2,386.90</u>
DIESEL FUEL:	PRICE PER GALLON:	TOTAL AMT:
		TOTAL PURCHASE: <u>\$ 2386.90</u>

PER TELEPHONE BIDS RECEIVED BY: <u></u> <u></u>	COMMENTS:
---	-----------



**GUTHRIE PUBLIC SCHOOLS
FIELD TRIP REQUEST
Effective 2-08**

Today's Date 6/14/2018 Date of Activity 7/30 - 8/3

Destination Colorado Springs, CO

Class & Grade Level Cross Country Teams; 9th - 12th

Teacher(s) James Strahorn

Names of teacher assistants or other adults attending:

Clay Tarter, Nichah Henry

Number of students 12 Number of sponsors 3

Leave Time 7/30: 5AM Return Time 8/3: 8PM

Event Beginning Time if different _____ Event Ending Time if different _____

Emergency Phone Contact Number (580)399-1532

Cost to be paid per student \$180 Due when? 7/30 Cost to district \$0

Paid for by Activity Fund _____ Yes No
 Sub needed? _____ Yes No (If yes, please complete sub request.)
 Transportation request completed? Yes _____ No

Principal Signature

6/18/18
Date

If special needs students are involved, the Special Education Director must approve.

Special Education Director

Date

Every student must have a signed consent, indemnity and release form on file before going on any activity. List the State Curricular Objectives and the educational objective to be addressed by this field trip:



EMPLOYEE TRIP REQUEST

Check if Out of State

James Strahorn

6/14/2018

Name of Employee

Date

Employee's Current Assignment Math Teacher and Cross Country Coach

Title of Conference or Activity Cross Country Camp

Location Colorado Springs, CO

Date(s) of Conference 7/30 - 8/3

Full Legal Name (for air travel)

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

Departure Date 7/30 AM PM
(check one)

Return Date 8/3 AM PM
(check one)

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

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

We will be taking our Varsity Cross Country Teams up to Colorado Springs for a week. During this week we will be conducting a "team camp". We will use the time to run and train at a higher altitude, while preparing for our upcoming cross country season.

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

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

Travel*	\$	<u>1,000.00</u>	(mileage, air, ground, parking & toll) see below
Registration	\$	<u>0.00</u>	
Lodging	\$	<u>340.00</u>	
Meals	\$	<u>200.00</u>	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)
Substitute	\$	<u> </u>	(calculate @ \$65 per day)
Total	\$	<u>1,540.00</u>	

Personal Fund

Personal Fund

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

Principal's Approval

Signature

Date

Program Director's Approval

Signature

Date

Board of Education Approval

Date

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



EMPLOYEE TRIP REQUEST

Check if Out of State

Clay Tarter
Name of Employee

6/26/2018
Date

Employee's Current Assignment Coach

Title of Conference or Activity Cross Country and Track

Location GHS Date(s) of Conference 7/30 - 8/3

Full Legal Name (for air travel) _____

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

Departure Date 7/30 AM PM (check one) Return Date 8/3 AM PM (check one)

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

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

We will be taking our cross country kids to a running camp in Colorado Springs, CO.

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

Costs are covered by which fund? BE SPECIFIC PLEASE.

General Fund, Title I, Staff Development, Activity Fund, etc.

Travel* \$ ██████ (mileage, air, ground, parking & toll) see below
Registration \$ 0
Lodging \$ _____
Meals \$ 50.00 (overnight stay required; calculate at \$30 per day in state; \$50 out of state)
Substitute \$ _____ (calculate @ \$65 per day)
Total \$ 50 ██████

Total cost on Strohorns Request
personal

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

Principal's Approval Chris Y. [Signature] 6-26-18
Signature Date

Program Director's Approval [Signature] 6/26/18
Signature Date

Board of Education Approval _____
Date

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



EMPLOYEE TRIP REQUEST

Check if Out of State

Nicah Henry
Name of Employee

6/26/2018
Date

Employee's Current Assignment Coach

Title of Conference or Activity Cross Country and Track

Location GHS Date(s) of Conference 7/30 - 8/3

Full Legal Name (for air travel)

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

Departure Date 7/30 AM PM (check one) Return Date 8/3 AM PM (check one)

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

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

We will be taking our cross country kids to a running camp in Colorado Springs, CO.

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

Costs are covered by which fund?
BE SPECIFIC PLEASE.

General Fund, Title I, Staff Development, Activity Fund, etc.

Travel* \$ (mileage, air, ground, parking & toll) see below
Registration \$ 0
Lodging \$
Meals \$ 50.00 (overnight stay required; calculate at \$30 per day in state; \$50 out of state)
Substitute \$ (calculate @ \$65 per day)
Total \$ 50

Travel cost on Strahorn's Request
personal

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

Principal's Approval Chris P. [Signature] 6-26-18
Signature Date

Program Director's Approval [Signature] 6/26/18
Signature Date

Board of Education Approval _____
Date

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

EMPLOYEE TRIP REQUEST

Check if Out of State

Mick Fredrickson

21 Jun 2018

Name of Employee

Date

Employee's Current Assignment

High School JROTC Senior Army Instructor

Title of Conference or Activity

Top of Texas Drill Meet

Location

Wichita Falls, TX

Dates of Conference

6 Oct 18

Full Legal Name (for air travel)

Departure Date

6 Oct 18



AM

PM

(check one)

Return Date

6 Oct 18

AM

PM

(check one)

If applicable, a Field Trip/Transportation Request has been completed:



Yes

PLEASE INDICATE HOW THIS CONFERENCE OR WORKSHOP WILL RELATE TO YOUR PRESENT ASSIGNMENT.

Allow Drill Team, Color Guard, Physical Fitness Team, and Pellet Rifle Team to participate in competition.

Cost for attendance

(give a close estimate if necessary)

Costs are covered by which fund?

BE SPECIFIC PLEASE.

General Fund, Title I, Staff Development, Activity Fund, etc.

Travel*

\$ 350.00

(mileage, air, ground, parking & toll) see below

Registration

\$ 210.00

All costs to be paid by

Lodging

\$

Activity Fund #895

Meals

\$

(overnight stay required; calculate at \$30 per night)

Substitute

\$

(calculate @ \$60 per day)

Total

\$ 560.00

Will a substitute be needed?

Yes

No

(Remember to complete your sub request)

Principal's Approval

Signature

Chris [Signature]

Date

6-21-18

Program Director's Approval

Signature

Date

Board of Education Approval

Date

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

EMPLOYEE TRIP REQUEST

Check if Out of State

Cameron Campbell
Name of Employee

21 Jun 2018
Date

Employee's Current Assignment Army Instructor High School

Title of Conference or Activity Top of Texas Military Skills Meet

Location Wichita Falls, TX Dates of Conference 6 Oct 18

Full Legal Name (for air travel) _____

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

Departure Date 6 Oct 18 AM PM (check one) Return Date 6 Oct 18 AM PM (check one)

If applicable, a Field Trip/Transportation Request has been completed: Yes

PLEASE INDICATE HOW THIS CONFERENCE OR WORKSHOP WILL RELATE TO YOUR PRESENT ASSIGNMENT.

Escort various JROTC teams for competition.

Cost for attendance (give a close estimate if necessary)		Costs are covered by which fund? BE SPECIFIC PLEASE. General Fund, Title I, Staff Development, Activity Fund, etc.
Travel*	\$ _____ (mileage, air, ground, parking & toll) see below	Activity Fund _____
Registration	\$ _____	_____
Lodging	\$ _____	_____
Meals	\$ _____ (overnight stay required; calculate at \$30 per night)	_____
Substitute	\$ _____ (calculate @ \$60 per day)	_____
Total	\$ <u>0.00</u>	

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

Principal's Approval [Signature] 6-21-18
Signature Date

Program Director's Approval _____
Signature Date

Board of Education Approval _____
Date

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



**GUTHRIE PUBLIC SCHOOLS
FIELD TRIP REQUEST
Effective 11-08**

Today's Date 21 Jun 2018 Date of Activity 6 Oct 18

Destination Wichita Falls, TX

Class & Grade Level JROTC 9-12

Teacher(s) Fredrickson/Campbell

Names of teacher assistants or other adults attending:

Number of students 25 Number of sponsors 2

Leave Time 0800 Return Time 1800

Event Beginning Time if different 1200 Event Ending Time if different 1500

Emergency Phone Contact Number Fredrickson Cell (405) 625-5807

Cost to be paid per student 0 Due when? _____ Cost to district 0

Paid for by Activity Fund Yes No
 Sub needed? Yes No (If yes, please complete sub request.)
 Transportation request completed? Yes No

Activity information placed on your site's calendar & web page? Yes No

Chris [Signature]
Principal Signature

6-21-18
Date

If special needs students are involved, the Special Education Director must approve.

Special Education Director

Date

Every student must have a signed consent, indemnity and release form on file before going on any activity.

List the PASS objective and the educational objective to be addressed by this field trip:

ALLOW CADETS TO PARTICIPATE IN PELLET RIFLE, DRILL TEAM, COLOR GUARD AND PHYSICAL FITNESS COMPETITIONS

Must be completed at the site level for ANY trip out of the building, but only needs board approval for out-of-state trips.

MEMORANDUM:

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

FROM: Angie Smedley, Director of Special Education

SUBJECT: Special Services Agreement with United Community Action Head Start

DATE: June 27, 2018

Attached is an agreement with United Community Action Head Start to provide Special Education Services to eligible students ages 3-5. Through this agreement, Head Start personnel will participate in the referral, assessment, eligibility and IEP development of eligible students. Head Start will also provide services for students placed in the program by their IEP team. Through this agreement, Guthrie Public Schools will provide assessment and special education services to eligible students. This agreement does not place any additional financial expenses on Guthrie Public Schools. Federal regulations require Guthrie Public Schools to provide these special education services to all eligible children ages 3-5. Head Start is required to have this agreement with the local school district.

**SPECIAL SERVICES AGREEMENT BETWEEN
United Community Action Head Start & Guthrie Public Schools
2018-2019**

This is a local agreement between Guthrie Public Schools, hereinafter referred to as the local education agency (LEA), and United Community Action Head Start Program, hereinafter referred to as the local Head Start Program. The following information states the roles and responsibilities of parties regarding Head Start Program eligible children ages three through five identified as having disabilities in accordance with procedures established by the Oklahoma State Department of Education, Special Education Services (OSDE/SES) and by the Head Start Program Performance Standards (45 CFR 1304 and 1308). These regulations are promulgated under federal and state laws governing the education of children with disabilities.

This agreement is to describe the responsibilities of each entity, outline areas of cooperation and provide guidance for local cooperation, and coordination between and among all aforementioned parties in the implementation of the Individuals with Disabilities Education Improvement Act (IDEA) 2007 and (45 CFR Chapter XIII), Head Start Program Performance Standards and the Improving Head Start for School Readiness Act of 2007. Pertinent contact information for all agencies is included as Attachment A.

For the 2018-2019 School Year, Guthrie Public Schools will utilize: **Developmental Delay** , or **Categorical**, _____, eligibility for Head Start age children.

Guthrie Public Schools is _____ is not using Response to Intervention (RTI) for Head Start aged (3-5) children.

I. LEA RESPONSIBILITIES:

- A. The LEA ensures that IDEA Part B, Section 619, (preschool) funds received for the provision of services to eligible children with disabilities ages three through five who are served in the Head Start Program are expended in accordance with the requirements of the IDEA. Funds may be used for, but are not limited to, the following: cost of evaluation; materials and supplies; contractual arrangements for services when the Head Start Program has a qualified provider and/or the provision of qualified providers for IDEA Individualized Education Program (IEP) services.
- B. Upon referral from the Head Start Disabilities Services Manager or designee, the LEA shall provide a multidisciplinary team evaluation, when appropriate, for determination of the need for special education and related services under the IDEA.

- C. The LEA shall be responsible for the provision of procedural safeguards including due process and mediation procedures for any child determined to be eligible under the IDEA and enrolled in the Head Start Program.
- D. The LEA shall provide, through prior written notice of meetings, that the appropriate Head Start Program representative be directly involved and receive appropriate documentation throughout the process of referral, evaluation, IEP development, and/or placement of children with disabilities enrolled in the Head Start Program.
- E. The LEA shall ensure the provision of appropriate special education and related services to those eligible children with disabilities under IDEA enrolled in the Head Start Program. All IDEA services for which the child is eligible will be documented on the IEP with the responsible person(s)/agency specified for the provision of each service.
- F. The LEA will maintain and submit to the OSDE/SES the annual child count of IDEA eligible preschool children with disabilities served in the LEA and by the Head Start Program.

II. **LOCAL HEAD START RESPONSIBILITIES:**

- A. The Head Start shall provide screening and assessment for all children enrolled in the Head Start as required by Head Start Program Performance Standards 45 CFR 1304 and 1308, participate in Child Find activities under the IDEA with the LEA, and in coordination with the LEA shall provide parents with their rights under these programs.
- B. The Head Start shall provide all Head Start services to any child enrolled in Head Start who meets eligibility requirements in accordance with the Head Start Program Performance Standards.
- C. A Head Start representative will participate in the LEA referral procedures, multidisciplinary evaluation, IEP development, and implementation of the portions of the IEP's identified for the Head Start Program, and the IEP review as appropriate.
- D. The Head Start will provide a support system for families and children with disabilities through training, information dissemination and involvement in the program as well as collaboration with the LEA and other community services.
- E. The Head Start Disabilities Services Manager or designee shall work with the LEA for assurance of collaboration and coordination of services to preschool children with disabilities.
- F. The Head Start will provide the number of children receiving IEP services under the IDEA to the LEA for the child count report by October 1, annually.

- G. The Head Start agrees to provide and participate with the LEA in joint training of staff and parents as appropriate.

III. COORDINATION OF COST SHARING:

The local Head Start and Local Education Agency agreement will address planning of cost-sharing resources and funding to assure that integrated services are implemented in a manner which maintains State and Federal fiscal support for children with disabilities in these programs. The Head Start and the LEA agree to the following cost-sharing services (see Attachment B for examples)

IV. COORDINATION OF REQUIRED PAPERWORK:

To coordinate paperwork required by Head Start and the LEA special education program, the following process will be utilized:

- A. Parental consent must be obtained by the Head Start Program prior to referral to the LEA.
- B. The Head Start or the LEA will obtain parental consent for exchange of information between the two programs through use of the State of Oklahoma Standard Form: consent for Release of Confidential Information.
- C. The Head Start will release results of vision, hearing, developmental, health, and speech screenings as well as other relevant information as a part of the Head Start referral process developed in conjunction with the LEA.
- D. When Head Start refers a child for a multidisciplinary evaluation to the LEA, the LEA will first obtain parental consent, with assistance of the Head Start personnel as needed.
- E. The LEA special education program, with parental consent, will release copies of IDEA IEP's, multidisciplinary evaluations, multidisciplinary evaluation and eligibility team summary, necessary special education records and documentation of services provided to the Head Start.
- F. All personally identifiable information collected, used, or maintained by the Head Start will be kept in a secure manner, which prevents unauthorized access, in a central location adhering to confidentiality requirements under the Family Educational Rights and Privacy Act (FERPA) and state laws.

v. COORDINATION OF SCREENING:

In the coordination of screening between the Head Start and the LEA special education program, the following process is agreed upon:

- A. The LEA special education program and the Head Start will determine designated program personnel to be responsible for conducting screenings within each program to collaboratively implement requirements of the IDEA and Head Start Performance Standards (45 CFR 1308).
- B. This agreement will include the following time frame for completion of screening or transfer of information. The time frame includes the 45 calendar days timeline for screening of all children enrolled in the Head Start as mandated in the Head Start Performance Standards (45 CFR 1308).

One or more of the following methods has been considered: (Check one or more as appropriate)

- 1. Joint screening:-Screening will be conducted simultaneously by Head Start staff and LEA special education staff within the same location.
- 2. Shared staff: -Local implementation may incorporate coordination of shared staff (e.g., required vision, hearing, speech/language, health, and developmental screening may be conducted by the Head Start under Head Start Program Performance Standards, and the LEA special education program may complete required screening under the IDEA).
- 3. Shared Information-Screening will be provided for referrals as determined by both entities. Consent for release of information will be obtained at the time of screening.

vi. COORDINATION OF IEP REVIEW:

The Head Start and the LEA will conduct an IEP review at least annually or when a change of program or placement of a child is being considered. The parent, the Head Start staff or the LEA special education program staff at any time, may request a meeting. Procedural safeguards for notification will be followed.

VII. COORDINATION OF INSERVICE TRAINING:

The LEA and the Head Start program will agree to coordinate inservice training when feasible. Considerations for top priority training include:

1. IDEA procedural safeguards training for both entities
2. Overview of Head Start program requirements
3. Overview of LEA Special Education Program and requirements
4. Identified local training needs
5. Individual child needs.

VIII. TRANSITION

The LEA and Head Start Program will agree to coordinate transition of children with disabilities from the Head Start program to the LEA early in the school year of the child's last attending year in Head Start, no later than October. Meetings will be held between the LEA and Head Start program and child's family members in order to facilitate a smooth transition.

IX. RESOLUTION OF DISPUTE

In the event of disputes between the Head Start and the LEA special education program, the following process will be followed for resolution:

- A. The dispute will first be brought to the attention of the LEA special education director and the Head Start Director and/or the Head Start Disabilities Services Manager to seek resolution of the dispute.
- B. If the issue is not resolved, the matter will then be submitted in writing to the Head Start Director and the LEA special education director or the LEA superintendent to facilitate resolution.
- C. If the issue is not resolved, as described in section VIII.B, then the matter will be submitted in writing to OSDE/SES, for assistance in the resolution of any IDEA dispute between the Head Start and the LEA.
- D. If the issue is not resolved and is an issue under the Head Start Program Performance Standards 45 CFR 1308 the matter will be submitted in writing to the Administration on

Children Families Region VI office or the American Indian/Alaska Native Programs Branch.

Signatures:

Kim K. Rice
Head Start Director

6/21/18
Date

Superintendent, LEA

Date

**ATTACHMENT A:
CONTACT INFORMATION**

Head Start Program Name: UCAP, Inc.
Head Start Director: Kim Rice
Head Start Director's Email:
krice@ucapinc.org
Head Start Disabilities Services Manager:
Paula Brown
Head Start Disabilities Services Manager's
Email: pbrown@ucapinc.org
Disabilities Manager Address: 1601 S Main,
Stillwater, OK 74074
Disabilities Manager Phone Number: 405-747-
6681 (cell)
Head Start Fax Number: 405-707-9712
Head Start Site: PO Box 1203, Guthrie, OK
73044
Head Start Site Phone: 405-282-1257
Head Start Site Fax: 405-282-5247

LEA Superintendent: Mike Simpson
LEA Address: 802 E Vilas Ave, Guthrie, OK
73044-5228
LEA Superintendent's Phone Number: 405-
282-8900
LEA Superintendent's Fax Number: 405-282-
5904
LEA Superintendent's Email Address

Oklahoma Head Start Collaboration Office
Kay Floyd, Project Director
605 Centennial Blvd
Edmond, OK 73013
Phone 405-949-1495
Fax 405-949-0955
Email: kfloyd@okacaa.org

ACF Federal Region VI Office
Kimberly Chalk, Regional Program Manager
1301 Young Street, Ste 917
Dallas, TX 75202
Phone: (214) 767-9648
Fax: (214) 767-3743
Email: dallas@acf.hhs.gov

ACF/ACYF/Head Start Bureau/AI/ANPB
330 "C" Street, S.W., Room 2030 Main Office
Washington, D.C. 20047
Phone: (202) 205-8437
Fax: (202) 205-8436
AI/ANPB Toll-Free Phone: 877-876-2662

ATTACHMENT B:

EXAMPLES OF AREAS OF COST-SHARING

- Classroom assistants
- Transportation
- Adaptive equipment
- Assistive technology

Attachment C

D-1*
2018-2019

UCAP, Inc. Head Start/Early Head Start
Permission for Referral to LEA/SoonerStart for Evaluation

This form is completed in conjunction with the Release of Confidential Information
CFSUPP-3 with copies of both being forwarded to the Disabilities Manager

Center: _____ Teacher: _____

Child's Name: _____ DOB: _____

I, _____, (do) _____ (do not) _____
(Parent/Guardian Name) (mark one)

hereby give _____ Head Start/Early Head
(Name of Head Start/Early Head Start Center)

Start permission to refer my child _____ to the
(Child's Name)

_____ Public Schools/SoonerStart for further evaluation
(Name of LEA or Local SoonerStart Office)

and possible special or early intervention services.

_____(Parent/Guardian Signature) _____(Date)

_____(Teacher Signature) _____(Date)

Head Start/Early Head Start Use Only

Screening Results

ASQ-3 Indicate Score/Cutoff for each area: Communication:

___/___, Gross Motor: ___/___, Fine Motor: ___/___, Problem Solving: ___/___,

Personal-social: ___/___/ Comments: _____ Date _____

ASQSE: Indicate Total Score/Cutoff Score _____/_____ /Date _____

Hearing _____/_____/Date _____ Vision _____/_____/Date _____
(Indicate Child Results/Pass Results for both Hearing and Vision)

Physical _____ Date _____
(Most Recent)

Dental _____ Date _____
(Most Recent)

Other _____ Date _____

change order

Owner Architect Contractor Field Other

project: Charter Oak Elementary

change order no.: 2

owner: Guthrie Public Schools

date of issuance: 6.27.18

to: W.L. McNatt & Company
217 E Sheridan Ave.
Oklahoma City, OK 73104

architect: The Stacy Group
222 east 10th street plaza,
Edmond, OK 73034

architect's project no.: 1620

The Contract is changed as follows:

Items:

PR 3 Lagoon	\$48,256.00
COR 1 Serving Island	\$1,559.00
COR 2 Deduct Water Main Piping	(\$2,590.00)
COR 3 Deduct Grease Piping	(\$2,863.00)
COR 4 Kitchen Plumbing	\$1,595.00
Deduct Contingency	(\$28,475.00)
Total	\$19,781.00

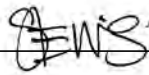
Not valid until signed by the Owner, Architect and Contractor.

The original Contract Sum	\$9,284,500.00
Net change by previously authorized Change Orders	\$46,525.00 Contingency
The Contract Sum prior to this Change Order was	\$9,284,500.00
The Contract Sum will be increased by this Change Order	\$19,781.00
The new Contract Sum including this Change Order will be	\$9,304,281.00
The Contract Time will be changed by	(0) Days
The Date of Substantial Completion as of the date of this Change Order therefore is increased by	(0) Days

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

Authorized:

<u>The Stacy Group</u>	<u>W.L. McNatt</u>	<u>Guthrie Public Schools</u>
ARCHITECT	CONTRACTOR	OWNER
<u>222 E. 10th St. Plaza</u>	<u>217 E Sheridan Ave.</u>	<u>802 E Vilas</u>
Address	Address	Address
<u>Edmond, OK 73034</u>	<u>Oklahoma City, OK 73083</u>	<u>Guthrie, OK 73044</u>

BY <u></u>	BY _____	BY _____
DATE <u>6.27.18</u>	DATE _____	DATE _____



Staking A Claim in Our Students' Future

June 14, 2018

To: Michelle Chapple, Chief Financial Officer

Due to the State Department of Education PLE Tool weighted average price requirement as proposed for Guthrie Public Schools, I am recommending a \$.10 increase for all Paid Student lunch meals as required by USDA.

This will increase PreK-6th Paid Student Breakfast Meals from \$1.30 to **\$1.40**.

This will increase 7th-12th Paid Student Breakfast Meals from \$1.40 to **\$1.50**.

This will increase PreK-3rd Paid Student Lunch Meals from \$2.60 to **\$2.70**.

This will increase 4th-6th Paid Student Lunch Meals from \$2.80 to **\$2.90**.

This will increase 7th-12th Paid Student Lunch Meals from \$2.90 to **\$3.00**.

I am also recommending a \$.10 increase for all paid Adult meals for District Staff.

This will increase District Staff Breakfast from \$1.55 to **\$1.65**.

This will increase District Staff Lunch from \$3.25 to **\$3.35**.

Sincerely,

A handwritten signature in black ink that reads "Susan Cox". The signature is written in a cursive, flowing style.

Susan Cox
Child Nutrition Director
Guthrie Public Schools

SY 2018-19 Price Adjustment Calculator

[Click for instructions](#)

SY 2018-19 Weighted Average Price Requirement	
Requirement price to the nearest cent	<i>Optional price requirement</i> ROUNDED DOWN to nearest 5 cent
\$ 2.92	\$ 2.90
<i>Note: Above prices are based on adjusting SY 2017-18 price requirement by the 2% rate increase plus the Consumer Price Index (2.31%)</i>	

SY 2017-18 Weighted Average Price Calculator			
Enter the paid prices and number of paid lunches sold at each price for October 2017			
Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	SY 2017-18 Weighted Average Price
1.	2,174	\$ 2.60	\$ 5,652.40
2.	2,087	\$ 2.80	\$ 5,843.60
3.	2,269	\$ 2.90	\$ 6,580.10
4.		\$ -	
5.		\$ -	
6.		\$ -	
7.		\$ -	
8.		\$ -	
9.		\$ -	
10.		\$ -	
TOTAL	6,530	\$ 18,076.10	\$ 2.77
<i>Note: SY 2017-18 Weighted Average Price equal to or above the target price of \$2.92 are compliant for SY 2017-18. \$2.92 is the difference between the Free and Paid reimbursement rates for SY 2017-18</i>			

Total Price Increase for SY 2018-19
\$ 0.13

Required price increase for SY 2018-19 (with 10 cent cap)
\$ 2.87

Remaining increase carried forward to SY 2019-20
\$ 0.03

Remaining credit carried forward to SY 2019-20
\$ -

[Go to SY 2019-20 Report](#)

Step 3 (Optional)

Pricing Estimation Calculator			
Below is a tool allowing users to manipulate prices to achieve the required new weighted average price			
Monthly # of Paid Lunches	Paid Lunch Price	Monthly Revenue	Weighted Average Price
1.	2,174	\$ 2.60	\$ 5,652.40
2.	2,087	\$ 2.80	\$ 5,843.60
3.	2,269	\$ 2.90	\$ 6,580.10
4.		\$ -	
5.		\$ -	
6.		\$ -	
7.		\$ -	
8.		\$ -	
9.		\$ -	
10.		\$ -	
TOTAL	6,530	\$ 18,076.10	\$ 2.77

Note: This tool is created to allow the user to only enter the number of paid lunches and the related prices. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality.
 April 2018



Guthrie Public Schools

Memo

To: Dr. Simpson and Guthrie Board of Education

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

Date: June 21, 2018

Re: FY 19 Federal Claims

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



Staking A Claim in Our Students' Future

Angie Smedley
Director of Special Education

Telephone 405-282-8900
angie.smedley@guthrieips.net

Memorandum:

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

FROM: Angie Smedley, Director of Special Education

SUBJECT: Federal Claims

DATE: June 27, 2018

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

Thank you.

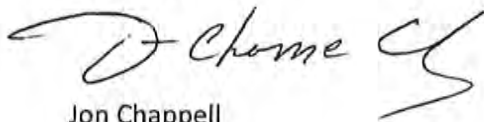
To: Dr. Mike Simpson and Guthrie Board of Education

St. Marys Catholic School of Guthrie would like to coop with Guthrie Schools in the following sports.

1. Jr. High football
2. Jr. High Boys and Girls Cross Country
3. Jr. High Wrestling
4. Jr. High Boys and Girls Track
5. Jr. High Boys and Girls Golf

For 2018-2019 School Year

Thank You

A handwritten signature in black ink that reads "Jon Chappell". The signature is written in a cursive style with a large initial "J" and a stylized "C".

Jon Chappell



~~2017-2018~~

2018-2019

PARENT & STUDENT

School Bus Rider Handbook with Rules and Guidelines

School Board Approved on ~~7/10/17~~

School Bus Rider Guidelines



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

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

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

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

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

2018-2019 ELEMENTARY BUS TRANSPORTATION CHANGES

GPS, beginning this school year, has changed from Grade Site Schools to Neighborhood Schools which include Pre-K – 4th grade at all four elementary schools Central, Charter Oak, Cotteral and Fogarty. Because of this new setup at our elementary schools, how we transport students has been revised

- Each Elementary School Site is assigned bus routes for their sites along with stops at GUES, the Junior High and High School
- Each student rider will be assigned a bus to the elementary school associated with their primary address
- There will be new bus stop locations throughout the district and school boundaries.
- Walk zone to each school is 1 1/2 miles from your house
- Walk distance to each stop is up to 1/2 mile from the bus stop to your house
- We will no longer provide transportation by shuttling students from school to school

RIDING A DIFFERENT BUS

Students who wish to ride another bus other than their assigned bus (i.e. from or going to a friend or relatives house, childcare, etc.) will provide their own transportation. This means parents are responsible for providing this type of transportation.

Registration of Riders

Each student must be registered as a bus rider before they can ride a school bus. Proof of residency is required, see the “Parent’s Backpack” on the website for more information.

The GPS Transportation Department has several ways to register your student(s).

1. **ONLINE** : We encourage each household to register their student(s) online at <http://guthrie.ezrouting.com>, with this option you can make any necessary changes (like phone numbers, address, etc) that might happen during the school year without having to come into our office. * With this option we can have your student(s) assigned to a bus in approximately 3 days.

2. **WEBSITE** : A link to EZRouting is available along with a registration that can be printed off and brought to the transportation office or faxed to (405) 282-5948 ~~Student Bus Rider Registration Form is available at the Transportation Office and/or on the school website.~~ **(www.guthrieips.net click on Departments then and drop down to Transportation).**

3. **OFFICE**: Paper registration forms will be available for those who choose this option.

Proof of residency is required, see the “Parent’s Backpack” on the website for more information.- Parents must complete this form and return it to the transportation office **at least 5 days before the student starts riding the bus.**

~~**Your signature on the Student Rider Registration Form acknowledges that you have been advised where to locate the Guthrie Public Schools Bus Rider Handbook, and that you and your student will comply with the rider policies which have been approved by the GPS Board of Directors.**~~

Upon completing the registration process. You and your student(s) have agreed to comply with the bus rider policies which have been approved by the GPS Board of Education.

Transportation Transfer/Shuttle and Route Students

Students will ride only their assigned bus. Students will only get on and off the bus at their assigned stop. If a Route student does not ride for two (2) consecutive mornings, **without notifying transportation the bus will not return or stop until you notify the Transportation Office (405-282-5919) that the student(s) will again be riding.**

RIDING A DIFFERENT BUS

Notes to the driver are not acceptable.

ANY Students who wish to ride another bus other than their assigned bus (i.e. coming from or going to a friend or relative's house, childcare, etc.) will provide their own transportation. **This means parents are responsible for providing this type of transportation.**

Emergency Rider Waiver: ~~form must be filled out and approved at GPS Transportation before changes are permitted.~~ A written request **MUST be submitted to GPS Transportation before a waiver will be considered (this wavier can be found on the district website under transportation).**

In special unforeseen circumstances (i.e. out-of-town, emergency, etc.), it **MAY be possible for a student to obtain permission ~~may be granted~~ to ride another bus or get off at another stop. **However the waiver will only be issued on a space available basis and on a case by case basis. These waivers are for **ONE DAY ONLY.** and ~~only in an emergency.~~****

~~In town students will have the option of riding as a school-to-school transfer/shuttle rider. A school-to-school transfer rider is a student who rides in the morning, from the school closest to his or her home to the school he or she is enrolled in for the school day and to return in the evening from the school he or she attends to the school that is closest to his or her home. Students riding shuttles inside the no-ride zone from one school to another may only ride to their designated school and may not ride the bus to a stop outside of the no-ride zone unless an Emergency Rider Waiver has been granted.~~

~~Transfer/Shuttle students should not be dropped off before 7:00 A.M. and never later than 7:15 A.M.~~

~~When the transfer students return in the afternoon they must immediately leave the school premises.~~

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

BUSTER SAYS

SEAT TO SEAT – BACK TO BACK -- STAY SEATED – ARMS AROUND BACKPACK!

BUS DISCIPLINE

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

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

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

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

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

It is the responsibility of the administrator to take disciplinary action when general transportation rules and school policies have been disregarded or when crimes under Oklahoma Statutes have been committed.

The administrators will also step in; after all other possibilities have been exhausted, to administer more severe consequences to

those students who continually disrupt the quality or safety of the transportation experience.

The disciplinary process is cumulative throughout the school year. Students are held responsible to be good bus citizens over the entire course of the school year.

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

The Rules

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

THE BUS DRIVER IS IN CHARGE OF THEIR BUS

(Just like the teacher in a classroom)

Student behavior is expected to be ~~like~~ **similar to** that in the classroom.

1. Cell phones and some other electronic devices (for music, and other appropriate uses) are allowed only if headphones / earbuds are used and it does not create a disturbance on the bus. NO Cameras and any other device that may disturb or distract the driver or students are not to be used on the bus. Taking pictures or videos or making voice recordings of another person on the bus **is prohibited** (device may be confiscated).
2. Disrespect, defiant conduct, obscene language, or gestures directed toward the driver or students can result in the student's suspension or expulsion from the bus.
3. A student will sit where he/she is asked to sit either permanently or temporarily at the driver's discretion.
4. Students shall ride only their assigned bus. Students will **only** be allowed to get on or off at their assigned stop location. Permission may be granted to ride another bus or get on or off at another location on a case by case basis however, this requires a parent/guardian signed form and approved by Transportation **BEFORE** a change can take place.
5. When requested by the driver, students must immediately and correctly identify themselves. Failure to do so will result in a 3 day suspension from ALL buses.
6. **Students must arrive at the bus stop ten (10) minutes prior to designated bus pick-up time** and wait in a safe and orderly manner out of the roadway and off private property. Students must not approach the bus until it has come to a complete stop and are signaled by the driver to board the bus.

7. Students must enter and leave the bus in an orderly manner in view of the driver. If they must cross the road, they must do so in front of the bus (never behind it) and wait for the driver to signal the student when it is safe to cross.
8. Students are to remain properly seated (seat to seat: back to back) facing the front of the bus at all times. No standing, no moving from seat to seat, no facing backward, no sitting on your knees, no sitting on your back pack or other personal items.
9. No student shall at any time extend head, hands, arms, or any body part out of the windows whether the school bus is in motion or standing still.
10. Students will reimburse the school district for damage to school buses resulting from student misconduct and may be subject to loss of riding privileges and suspension or expulsion from school.
11. Students will refrain from excessive noise, shouting, boisterous behavior, fighting, vulgar or obscene language or gestures, racial or sexual harassment, sexual misconduct and bullying.
12. Students must not have anything in their possession that might cause injury to another, no weapons of any kind, including but not limited to knives, guns, sharps, fighting gear, etc.
13. No smoking, vaping, chewing, or spitting of tobacco or use of any type of flame or sparking devices. Illegal substances or alcoholic materials or their paraphernalia are not allowed on school buses.

14. Eating or drinking on a school bus is not permissible: no gum, no candy, no pop, no pastries, no other types of food or confectionaries. In hot weather, one bottled water is permitted per student. Exceptions to this rule only apply to documented medical needs. Students must maintain clean bus interiors by keeping trash off the floor. Students may **not** throw refuse out of the windows.
15. **Aisles must be kept clear.** Personal belongings, books, instruments, projects, etc. must be held on a student's lap.
16. Large items which cannot be held in the student's lap will not be transported on the school bus; this includes large band instruments.
17. If a student does not ride for two (2) consecutive mornings, the bus will not return or stop until you notify the Transportation Office that the student will again be riding.
18. No hats, no hoodies or other garment that makes it difficult to identify the student is allowed to be worn on the bus.
19. No wearing gang colors, displaying gang tags, or making gang symbols.
20. No personal hygiene items such as body spray, cologne, perfume, or items that may affect allergies.
21. No animals, reptiles, fish, or fowl are permitted on the bus.
22. No teasing, bullying, cyber bullying, no sexual misconduct, no loud talking, no unacceptable language, no standing or moving while on the bus.

Disciplinary process: Improper Conduct

For any offense, the bus driver may choose to re-assign the student to a specific seat, confer with the student, or call the parent. If a verbal warning from the driver fails to improve the student's behavior, the offense will be written up by the driver and submitted to a Transportation Supervisor. When a write up is issued, the following progressive discipline process will be in effect:

1st offense – Driver issues bus citation to the student for parent notification. **A copy of the incident will be sent to the address on file.** A letter could be sent or a phone call placed to the parent or guardian by the Transportation Department.

2nd offense - ~~A letter will be sent~~ **A copy of the incident will be sent to the address on file and** a phone call placed to the parent or guardian. May require a conference with the student and/or parent. May also issue a mandatory suspension from **all** buses from one (1) to five (5) days. The parent or guardian will be notified of this by Transportation **or their school administrator.**

3rd offense – **A copy of the incident will be sent to the address on file and a phone call placed to the parent or guardian.** May require a conference with the student and/or parent. May also issue a mandatory suspension from **all** buses from six (6) days up to the remainder of the semester. The parent or guardian will be notified of this by Transportation **or their school administrator.**

4th offense - **A copy of the incident will be sent to the address on file and a phone call placed to the parent or**

guardian. May issue a mandatory suspension from **all** buses for the remainder of the school year and possibly extended to the following school year. The parent or guardian will be notified of this by ~~Transportation.~~ **their school administrator.**

Any of the above steps may be skipped dependent **up**on the severity of the offense. ~~Punishments will be designed to coordinate with the appropriate building level student handbook.~~ **Punishments may be designed to coordinate with the districts school building policies.**

Examples of Improper Conduct (All Offenses)

Examples include but are not restricted to, any of the following:

2. Yelling, or screaming
3. Putting your feet or other items in the aisle
4. Rude, disrespectful to anyone on the bus
5. Using bad words, cursing or profanity of any kind
6. Throwing things on the bus
7. Shouting or yelling out of the window.
8. Obscene gestures to other passengers or outside the bus.
9. Taking pictures or videos or making voice recordings on the bus of another person (device may be confiscated).
10. Wearing a hat, a hoodie, or other garment if it makes it difficult to identify the student.
11. Touching or putting hands on another student in an aggressive **or harassing** manner.
12. Violation of safety procedure that could endanger anyone.
13. Any instance of 'horseplay'

14. Arguing with or showing disrespect to the driver
15. Not sitting in their assigned seat
16. ~~Others as identified by transportation personnel.~~
17. Failure to immediately correctly identify themselves, to the driver.
18. Smoking, chewing, or possession of drugs or tobacco products
19. Vandalizing or damaging bus property is prohibited and students who do so **may** will be responsible for payment to cover the cost of damages.
20. Tampering with bus emergency or safety equipment, video cameras or DVRs.
21. Physical assault of another person.
22. Inappropriate displays of affection.
23. Improperly clothed or inappropriately changing or removing clothes, displaying gang colors, gang tags, or making gang symbols. School **classroom** dress code, per student handbooks, applies to the bus. **NO sports bras, spaghetti straps, short athletic shorts, men's tank-tops, or shirtless etc.**
24. Picking on other students
25. Getting on or off the bus at an incorrect location.
26. Any instance of major fighting (Taking part in a violent struggle involving the exchange of physical blows where punches were either thrown or landed or weapons were used).
27. Sexual misconduct (Sexual misconduct encompasses sexual assault, and any conduct of a sexual nature that is without consent, or has the effect of threatening or intimidating the person against whom such conduct is directed. For Example: exposing his or her genitals: soliciting or requesting another person to engage in sexual conduct under circumstances in which he knows that their requests or solicitation is likely to cause affront or alarm; forcing a victim to touch, directly or through clothing, another person's genitals, breast, groin, thighs or buttocks) or sexual harassment (the making of unwanted sexual advances or obscene remarks; intentional

touching without consent, requests for sexual favors, or other verbal or physical conduct of a sexual nature to such an extent that it alters the conditions of the person's environment.)

28. Possession of an object that may be considered dangerous or used as a weapon Verbal (to include cursing), threats of violence, or physical assault of the driver or other transportation official by a student or his or her parent, guardian, or representative will result in immediate termination of riding privileges.

There is no excuse for any offense

When a severe violation is believed to have occurred, bus riding privileges can be revoked immediately and indefinitely for safety purposes. A parent or guardian and the appropriate school principal will be notified by Transportation. The future disposition of the student's riding status will be determined after a thorough investigation is completed by the Transportation and School Administration.

~~GPS Driver Handbook~~
**School Bus Driver's
and Monitor's
Handbook**

**Transportation Department
Guthrie Public Schools**

~~2017-2018~~

2018-2019

Edited/Updated on August 14, 2017

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Guthrie Public School District is a Totally Tobacco Free Environment –Smoking, Dipping, Chewing or Other Use of Tobacco or Tobacco Products is Strictly Prohibited In or Around Any School Building, School, Grounds, or School Vehicles. THIS INCLUDES VAPOR PRODUCED BY AN ELECTRONIC CIGARETTE OR SIMILAR DEVICE

Aim

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

Applicability

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

Requirements for Guthrie Public Schools School Bus Driver

1. Hold a valid Oklahoma School Bus Driver's Certificate and CDL with appropriate endorsements. (P & S)
2. Demonstrate to the Director of Operations or Route Supervisor, or someone he/she appoints, the ability to operate a school bus to the Director's satisfaction.
3. Have an acceptable moral character.
4. Be courteous to parents and students, and cooperate with all transportation staff, principals, teachers, and other school officials.
5. Be a responsible driver.
6. Must comply with all laws, policies, rules, and regulations set forth by the legislature, State Board of Education, local Board of Education, local administration, and Transportation Department.
7. Be willing to accept necessary modifications to assigned routes.
8. Must maintain a standard school bus driver's certification.
9. Attend meetings called by the Director of Operations or Route Supervisor.
10. Show proper care and respect for equipment at all times.
11. Show proper respect for the students.
12. Carry a watch or timepiece of some kind at all times while on duty and keep its time correct.
13. Fill out all applicable forms completely, accurately, and in a timely manner.
14. DRESS ATTIRE must be neat in appearance.
 - a. Vulgar or suggestive language, pictures, or symbols shall not appear on any clothing worn. Maintain acceptable dress code standards for drivers.
 - b. Must wear shoes while on a school bus. All shoes must be secured to the feet at the heel and have a closed toe. No open toe shoes for either drivers or monitors are allowed.
 - c. Every driver must wear a shirt. No tank top or sleeveless undershirt on school property. Clothing which reveals undergarments or clothing of a similar nature is unacceptable.
 - d. If shorts are worn, they must be of Bermuda or walking short length (not more than 3 inches above the knee). No ripped jeans, shorts or cut offs, unless hemmed, are allowed.
 - e. Tight fitting pants or clothing so tight as to be considered "revealing" is unacceptable.
 - f. No halter-tops or tube tops.
 - g. No pajama pant.

Expected Conduct for Transportation Employees

1. Be on time for work.
2. Employees are expected to register their time only for themselves at the transportation terminal or as the Director of Operations approves.
3. Drivers and Monitors Clock In -
At least 30 minutes before your duties start. Otherwise you may be considered late and your duties could possibly be covered by a substitute.

Other Employees Clock In -

Are to adhere to their designated work hours.

4. **YOU MAY NOT CLOCK ANYONE ELSE IN OR OUT.**

Drivers and Monitors Clock Out -

Within 5 minutes of exactly 3 hours of start time.

Other Employees Clock Out -

Are to adhere to their designated work hours.

NOTES:

The use of remote clock in/out will not be allowed or accepted.

Times may vary IF unexpected delays occur during drive times (mechanical issues, accidents, etc).

There will be NO comp-time without approval first. ALL comp-time should be paid out each pay period for 9 month employees.

Time may vary as specified by the Director of Operations, Supervisor or their designee.

5. A minimum of two (2) hours notification to a Supervisor is required for any absence. If less than two (2) hours is provided, you may be considered a “no-show” unless the absence is considered an approved emergency as determined by the Director of Operations.

REMEMBER: Advance notice does not guarantee time off.

6. When an emergency arises, contact a Supervisor as soon as possible. Emergency absence approval is at the discretion of the Director. Drivers are placed on their honor to not abuse this accommodation. Absences for personal convenience or excessive absences could result in corrective action up to and including termination.
7. The Transportation Office and Maintenance Shop are business areas. Please do not carry on unnecessary conversation with the office personnel and the mechanics.
8. **NO SMOKING OR TOBACCO USE IS ALLOWED ON SCHOOL PROPERTY. THIS INCLUDES VAPOR PRODUCED BY AN ELECTRONIC CIGARETTE OR SIMILAR DEVICE.**
9. Profane, vulgar, or suggestive language is not permitted on the bus, during or around any school activity or on school property.
10. No drivers are allowed beyond the yellow line in the garage. This is a safety violation and could result in a fine from OSHA. Drivers are not permitted to congregate in the garage. The driver’s lounge is provided for drivers’ use prior to, and after running, their bus routes.

11. Report all school related injuries that happen either to yourself or a student, immediately to a supervisor. An accident/incident form is available in the Transportation office.

Use of Cellular Phones

Most drivers carry cellular phones; however, **they are not to be used while the bus is in motion**. They are to be used only for an emergency situation that may arise during the time the route is being driven. If a cellular phone must be used, pull over at a safe location, secure the bus, and then make the call or text (H.B. 1965 & S.B.183) Driver headsets and/or Bluetooth items are not permitted on a bus.

Child Check Procedure

Before exiting the bus, the driver will make a walk-through of the bus to inspect for sleeping students, lost or forgotten items, vandalism, or other damage to the interior of the bus. LEAVING A CHILD ON A BUS ALONE COULD RESULT IN CORRECTIVE ACTION UP TO AND INCLUDING TERMINATION.

Parking

Parking spaces will be provided for all school bus drivers along the drive. Please do not park in the grass alongside the bus lot.

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

Personal vehicles are to be parked in the lot on the west side of the football field, **the area west of the bus lot between the pavement and the maintenance dumpster**, or the upper parking lot to the east of the garage area. Cars may be **parked temporarily** in the office parking area while signing in or out in the dispatch office. Cars may not be left in this parking area otherwise. This area is reserved for office personnel and visitors. **No double parking**. Please park in the designated areas only.

Bus Assignments

Buses are assigned to routes by the Route Supervisor and are subject to change at any time. Proper care and/or lifespan of any bus are key factors when assigning or changing buses. All drivers are required to maintain their bus in excellent condition including cleanliness (inside and out), pre & post trip inspections, proper fluid and fuel levels at all times and submit work orders for any shop work when needed.

All drivers are required to fully clean their bus (per Directors instructions) at the end of school year and submit it for inspection approval. **IF necessary** drivers will be paid up to 4 hours extra for cleaning their assigned bus at the end of the school year after approval of inspection is obtained.

Route Assignments

Routes are assigned to drivers by the Route Supervisor and are subject to change at any time. Drivers **may** / will be consulted as a part of the change process, but must be willing to gracefully accept any required change in their route.

Route Openings

The following procedures are the method by which the Transportation Department will attempt to fill open routes. It should be noted, however, that this procedure is subject to change when deemed necessary. Openings will be posted for three days. At the end of three days, at 5:00pm, the posting will be closed.

1. Drivers desiring an open route will sign **apply for** the Open Route posting.
2. Selection will be based on attendance history, driving skills, accident record, adherence to District policies, professionalism, legitimate complaints received and student management, though not weighted in that order.
3. The Director of Operations or designee will make the final selection after review.

Substitute & Trip Drivers

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

There are three categories of substitutes:

1. Full time substitutes - 6 hour AM & PM drivers who report to the dispatch office at a specific time each day. They will drive any route assigned to them by the dispatch office.
2. Part-Time substitutes - 3 hour driver who report to transportation at a specific time each day. They can either driver or monitor any route assigned to them by dispatch.
3. On call substitutes - drivers who are used on an "as needed" basis, driving a specific route as assigned by the dispatch office.

Registration of Riders

Each student must be registered as a bus rider before they can ride a school bus. ~~The GPS-Transportation Department Student Bus Rider Registration Form is available at the Transportation Office and on the school website (www.guthriebs.net). Proof of residency is required, see the "Parent's Backpack" on the website for more information. Parents must complete this form and return it to the transportation office.~~

~~Student Rider Sheets~~

~~Every student riding a bus is required to have a "Student Bus Rider Registration Form" on file. This registration form or a print-out from the Transportation Office must be carried on the bus during each route and used to verify the rider list and create a bus seating chart. They are returned to the driver's inbox after each trip. **Do not leave them on the bus.**~~

Evaluations & Bus Observations & Discipline

All drivers will undergo a written evaluation of their performance annually. The Director of Operations will conduct this written evaluation. Drivers who are found deficient in any area will be put on a plan of improvement. Bus Observations may be conducted by the Director, a Supervisor or their assigns anytime and are used as part of the evaluation process.

Discipline procedures will follow a progressive pattern as follows:

- A. 1st Offense, Verbal Warning is issued and documented in Personnel File
- B. 2nd Offense, Written warning is issued with possible suspension without pay
- C. 3rd Offense, Written warning, corrective action up to and including termination.

Driving Regular Bus Routes

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

Dry runs, (practicing assigned routes on a bus) is mandatory within three (3) days prior to the first day of school. Check directions, timing and stops listed on your route sheet to ensure on-time performance and route information integrity. If edits are required, please see a supervisor immediately to set an appointment for revisions needed.

General Information and Requirements

Drivers will follow the designated route **exactly** as printed and will make no changes. Exceptions to this are roadwork/construction areas, accident, weather factors or an emergency as determined by a Supervisor. When this happens, the Transportation Office will be notified immediately and an alternate route may be formulated. When the exception is cleared, the designated route will again be followed.

1. Drivers will make their first stop exactly at the time printed on the route sheet and subsequent stops as printed or a couple of minutes later but never early. Update routes often with a supervisor.
2. Drivers will not arrive at the first school before 7:15 a.m. and will not unload students until an office radio all-call is made to release students at 7:20 am.
3. In the afternoon, **NO DRIVERS will be at their first school before 3:05 p.m.** ~~NO drivers will leave the bus lot before 3:00PM unless prior approval is obtained from a Supervisor.~~
4. **No drivers** will leave any school before ~~3:17pm~~ **3:20 p.m.** after an office radio all-call is made authorizing departure for all buses unless prior approval from is obtained from a Supervisor.
5. Stop for students to get on or off the bus only at the location designated by the route sheet. The Transportation Office must approve any exception in advance. Once departed, Drivers will not go back to schools or stops (AM&PM) without prior approval from a Supervisor. **CALL DISPATCH FOR PERMISSION**
6. Drivers will never pass a waiting bus without prior approval from a Supervisor. **CALL DISPATCH FOR PERMISSION**
7. Seat assignments **are mandatory** on all regular route buses. A seating chart must be provided to the Transportation office, kept on file and up to date as seating charts change.

NO DRIVER MAY CHANGE A ROUTE ON HIS OR HER OWN. ALL CHANGES WILL BE MADE BY A SUPERVISOR ONLY.

8. Drivers must wear their seat belts when driving a bus. Cited violations are the driver's responsibility.
9. All students must be seated before moving the bus.
10. Let no student on or off of the bus except at designated stops. The Transportation Office must approve any exception in advance. Should a student insist on disembarking at a stop that is not his own, do not physically try to stop the student. Follow district disciplinary procedures upon returning to the office.

11. Drivers should make every effort to control the students on their bus. Enforcement of the bus rules should be consistent and ~~carried out~~ **reported** in a timely manner.
12. Students are never allowed to sit in the driver's seat or operate any of the bus equipment.
13. Drivers do not have the authority to remove a student from the bus or deny them riding privileges if they are properly registered on that route. The District discipline policy will be followed to remove a student from the bus.

**DRIVERS CANNOT DISCHARGE A STUDENT FROM
A BUS FOR DISCIPLINARY REASONS. THIS
VIOLATION COULD RESULT IN TERMINATION.**

14. All drivers must use extreme caution about touching students. Unless it is absolutely necessary and for safety purposes only, bus drivers should never touch a student.

a. Document all counseling done with students.

15. Never swing, point, or throw any object at a student, or threaten to strike a student.
16. Observe all traffic laws.
17. If you exit the bus for any reason, turn the ignition off and take the key with you.
18. Backing a school bus requires prior approval from a Supervisor, except when backing into the bus lot. **CALL DISPATCH FOR PERMISSION**
19. Drivers are expected to abide by the same rules as the students in regard to eating and drinking on the bus. Drivers may only take bottled water on the route with them. Exceptions for students and drivers are for documented medical reasons only that may require food.

Traffic Violations

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

1. Drivers who receive citations or failure to devote full time and attention to driving while in the execution of their duties are subject to suspension or dismissal upon a plea of guilty, a forfeiture of bond, or conviction. Verified, formal complaints of the same will merit the same treatment.
2. Drivers who lose their CDL through Department of Public Safety action will immediately be suspended, pending investigation, and are subject to dismissal.
3. All other traffic violations not mentioned above will be addressed on a case-by-case basis, using these policies as guidelines.
4. Drivers must report any citation received, either on or off duty, immediately to their Supervisor. Failure to do so could result in corrective action up to and including termination.

Pre-Trip & Post-Trip Also see Addendums H & G

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

Safety is the most important reason you inspect your vehicle. Safety for yourself and for other road users.

Federal and state laws require that drivers inspect their vehicles prior to each trip. (FMCSR Part 396 Inspection and Repair) Failure to inspect your vehicle, as required by law, could result in corrective action up to and including termination. Federal and state inspectors may also inspect your vehicles. If they judge the vehicle to be unsafe, they will put it "out of service" until it is fixed.

Daily Trip Sheets & Work Orders

1. Fill out a Daily Trip Sheet for your regular routes each day. Complete it fully and place it in the basket located on the dispatcher's counter.
2. If you discover something on your bus that needs immediate attention, write the problem on a work order and notify a mechanic, if a discussion is needed.
3. **NO WORK ORDER = NO REPAIR**

Use of Two-Way Radios

Radios are to be used for school business only; personal use is not only against policy, it is also illegal. Your radio must be turned on with volume up at all times when you're in the bus. Always identify yourself when beginning and ending your conversation, i.e., "Bus 29 to Base" and "Bus 29 Clear".

1. Adjust the volume and squelch on your radio and leave them at that setting.
2. Leave the microphone in its hanger unless you are using it.
3. Do not say anything over the radio that would compromise our position as a school district or that could impact anyone in a negative way. Do not make jokes or wise cracks. Always be professional.

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

1. To report heavy traffic congestion.
2. To report vehicle accidents.
3. To report severe discipline problems -- on and off the bus.
4. To report breakdowns.
5. To report difficult or hazardous road conditions.
6. To ask for directions.
7. To report or receive rider information.
8. To report or receive weather conditions.
9. To report an angry patron approaching or attempting to board the bus.
10. To report bus loading zone problems.
11. To report or receive field trip information or problems.
12. To report vandalism.
13. To report medical problems.
14. To report questionable behavior on the part of a patron.
15. To report or receive route information.

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

Driver Accident Procedures

Drivers are required to know and follow district accident procedures.

The accident procedures, a driver checklist, and a seating assignment chart, should be included in a clipboard or expanding file and carried on each bus or school vehicle at all times during use.

ANY time a bus or another school vehicle is damaged in ANY way, it is considered an accident.

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

1. Stop and secure the vehicle - Be sure to properly place reflective triangles. Do not let your vehicle become involved in another accident or be the cause of another accident.
2. ASK IF THERE ARE ANY INJURIES, ETC.
3. Radio/Call into dispatch with location and a brief description of the accident. (fender bender etc.)
4. Make sure the students stay where they are seated.
5. Render aid - first to your students and then to any other injured people.
6. Fill out Seating Assignments report with the full name of student & grade.
AGAIN, ask each student individually if they are injured.
7. Do not leave the students unattended.
8. Follow all instruction from law-enforcement.
9. Do not release students to leave the bus or school vehicle until released by law enforcement. If transferring to another bus or school vehicle take pre-cautions for a safe transfer. If released to their parents (you must have positive identification and approval of the Director or Route Supervisor).
10. Make statements **only** to law-enforcement, school personnel, or our insurance company.
11. A report **must** be made, in writing, on all accidents no matter how minor the damage.
12. Failure to report an accident will be grounds for dismissal.

Mechanical Breakdown

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

7. Take special care in the transferring of the students from your bus to the replacement bus.

Drug Testing

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

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

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

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

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

The Following Offenses could result in corrective action up to and including termination.

1. Excessive Absenteeism
2. Using a cell phone while driving a bus, includes headsets, Bluetooth and other distracting technology devices.
3. Using tobacco, alcohol or drugs while on school property, whether students are present or not.
4. Giving students cigarettes or tobacco in any form.
5. Knowingly allowing students to use tobacco, alcohol, drugs on school property at any time.
6. Giving students alcohol or drugs in any form.
7. Leaving school sites before the scheduled departure time in the afternoon.
8. Altering bus routes without prior approval, unless the roads are impassable.
9. Excessive accidents.
10. Knowingly letting a student off of or on the bus at any place except their assigned bus stop.
11. Failing to perform driver pre- and post-trip inspections and fluid level checks.
12. Any other offense as addressed by District policy.
13. Failure to report an accident in which the driver is involved.
14. Failure to report any traffic violation, on and off duty, or driver's license suspension.
15. Careless or reckless driving of a school bus.

16. Insubordination

Addendum A

Philosophy

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

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

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

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

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

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

Addendum B

Beyond Driving

Few people realize that school bus drivers and the Transportation Department as a whole are most vital to the education of students and also to the school system's public relations program. Transportation is so vital that school will be dismissed if the buses cannot run their routes. Since approximately eighty percent (80%) of Guthrie School students are transported, school bus drivers have a great opportunity to enhance public relations with the district's patrons. Also, those taxpayers who have no children riding the bus come in contact almost daily with school buses on the streets. Because of this, the Transportation Department, as much or more than any other single department, affects public opinion toward our schools.

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

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

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

This handbook is intended to provide Guthrie Public Schools bus drivers with the basic information, rules and regulations necessary to effectively operate and maintain a school bus. The

information contained in this book is to be used in conjunction with the District Support Personnel Handbook, School Bus Rider Handbook, Special Transportation Services Parent/Student Rider Handbook, the School Bus Driver Manual published by the State Department of Education and the Oklahoma Commercial Driver's Manual published by the Oklahoma Department of Public Safety.

Addendum C

State Department of Education Requirements for School Bus Drivers in Oklahoma

School Bus Driver Certification Standard Certificate

Qualifications of a School Bus Driver

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

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

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

Addendum D

Purpose of the Position

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

Scope

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

The School Bus Driver must also deal with district patrons, parents, and other members of the public in a courteous and respectful manner. This includes receiving complaints about schedules and

levels and quality of service. The School Bus Driver must make note of and report on any such complaints and respond in a courteous and respectful manner.

It is critical for School Bus Drivers to operate the School Bus in a safe manner.

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

Knowledge, Skills & Abilities

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

Knowledge

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

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

Skills

The school bus driver must demonstrate the following skills:

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

Personal Attributes

The school bus driver must demonstrate the following personal attributes:

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

Routine Responsibilities of the Bus Driver

1. Operate the school bus in a safe and effective manner in order to minimize the risk of injury, property damage or loss of life
2. Perform and record your pre- and post-trip inspections. If any of the following conditions are found during the pre-trip inspection, notify the Transportation Office, and the bus will be taken out of service until repairs are made:
Fluid leaks; cracked or broken glass; service door and/or emergency exits not functioning properly; flat tire; separated tread or cords showing; head light, stop light, or turn signal light burned out; load lights not working.
3. When you fuel your bus, **stay with it**. When the tank is full, replace the fuel cap, hang up the hose, and move your bus. Please be very careful that the information put into the computer at the pumps is correct. Never put the tenths of a mile shown on your odometer into the computer.
4. **YOU MUST SUBMIT A WORK ORDER FOR ALL MAINTAINENCE NEEDS**
5. Maintain the accuracy of your route sheets, student rider list, route map and seat assignments.

6. Follow your route and schedule as printed. When you are unable to do so, report the reason you cannot so that proper adjustment(s) can be made. Be sure you do not leave your first stop early. It is much better to run one or two minutes late than to run even one minute early.
7. If a child does not know where to disembark from the bus, notify the office as soon as you have made your discovery and you will be instructed as to what you should do.
8. While students should know how to operate the emergency door, no student is to enter or exit through this door except during emergency drills or in the event of a real emergency.
9. No one other than your normal route students will be allowed on your bus.
10. No buses are to be parked in the office area, including in front of the garage, except when fueling. Park your bus at the end of each run and after trips in its assigned parking area only.
11. Close all windows, doors, and top vents, and lock the emergency door and the loading door at the end of each run and after returning from field trips.
12. Before you move your bus, look around to be sure you can begin to move without hitting something. Stay away from canopies at drive-in restaurants and service stations. Pay attention to what you are doing at all times.
13. Follow the prescribed 15-step loading/unloading procedure as per state law 47 OS 15-109:
 - 1) Start amber warning lights 300-100 feet before the bus stop.
 - 2) Turn on the right directional signal.
 - 3) Pull completely off the road or as far to the right as possible and stop.
 - 4) Set the parking brake and shift to neutral gear.
 - 5) Turn off right directional signal.
 - 6) Visual search.
 - 7) On older buses crack door, start red loading lights, on newer buses flip the appropriate toggle switch to start the red loading lights.
 - 8) Visual search.
 - 9) Open door.
 - 10) Visual search (direct students).
 - 11) Close door.
 - 12) Select gear and release parking brake.
 - 13) Visual search.
 - 14) Turn on left directional signal.
 - 15) Visual search, then proceed.
14. Check the interior of your bus after every run to make certain there are no sleeping children, or forgotten items, and to make sure that the bus is clean.
15. Place a box or suitable container for trash in the right front corner of the bus under the glove box. Keep this trash can empty and clean after each trip.
16. Every bus is to be swept a minimum of once each day. If two people drive the same bus, the bus should be swept after every trip. Trash is not to be swept onto the lot or the ground. Put it in a trash can!
17. If it is not necessary for you to fuel your bus each day, please fuel it when it reads 1/2 full. Do not park a bus with less than 1/2 tank of fuel in it. There is no excuse for running out of fuel on your route.
18. Make certain your bus has a fire extinguisher, first-aid kit, clean up kit, and reflective triangles every time your bus leaves the bus lot. These items should be properly secured.
19. Inspect the fire extinguisher at least once a month to determine that it is still fully charged, if it is initial the tag. If the fire extinguisher is not charged notify a mechanic.

20. Never leave the ignition key in your bus while it is parked. If you must leave the bus unattended, even for a very short period of time, take the key with you.
21. If you are using a spare key return the key to the box after each trip. The only reason to take a spare key with you is if you have an after- hours trip. Regular drivers will have a key to their route bus issued to them, they are responsible for bringing and keeping the bus key.
22. The speed limit around the bus complex is 5 MPH.
23. Be sure your bus is parked in its proper place, the windows are closed, all lights are turned off, and all doors are locked.

Addendum E

Prohibited Items and Activities on the Bus

“The Rules”

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

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

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

1. Students are expected to be well behaved Student’s behavior is expected to be like in the classroom. Cameras may disturb the driver and others; they are not to be used on the bus.
2. The driver is in full charge of the bus and the students. The driver and the rules must be obeyed at all times. Disrespect, defiant conduct, or obscene language or gestures directed toward the driver will result in the student’s suspension or expulsion from the bus.
3. A student will sit where he/she is told to sit either permanently or temporarily at the driver’s discretion. **Assigned seating is mandatory.**
4. Students shall ride only their regularly assigned bus and are not permitted to ride to anyone else’s home.
5. When requested by the driver, students must immediately and correctly identify themselves.
6. Students must arrive at the bus stop ten (10) minutes prior to designated bus pick-up time and wait in a safe and orderly manner out of the roadway and off private property. Students must not approach the bus until it has come to a complete stop and are signaled by the driver to board the bus
7. Students must enter and leave the bus in an orderly manner in view of the driver. If they must cross the road, they must do so in front of the bus, never behind it. The driver will indicate when it is safe to cross.
8. Students who live in town are in the “no ride zone” and are assigned to a bus for shuttle purposes therefore; in-town students may not ride a school bus to another person’s address
9. Students are to remain properly seated (seat to seat: back to back) facing the front of the bus at all times. No standing, no moving from seat to seat, no facing backward, no sitting on your knees, no sitting on your back pack or other personal items.
10. No student shall at any time extend head, hands, arms, or any body part out of the windows whether the school bus is in motion or standing still.
11. Students will reimburse the school district for damage to school buses resulting from student misconduct and may be subject to loss of riding privileges and suspension or expulsion from school.

12. Students will refrain from excessive noise, shouting, boisterous behavior, fighting, vulgar or obscene language or gestures, racial or sexual harassment, sexual misconduct, and bullying.
13. Students must not have anything in their possession that might cause injury to another, no weapons of any kind, including but not limited to knives, guns, sharps, fighting gear, etc.
14. No smoking, chewing, or spitting of tobacco or use of any type of flame or sparking devices. No illegal substances or alcoholic materials or other paraphernalia are allowed on school buses.
15. Eating or drinking on a school bus is not permissible: no gum, no candy, no pop, no pastries, and no other types of food or confectionaries. In hot weather one bottled water is permitted per student. Exceptions to this rule are for documented medical needs only, i.e. diabetic needs. Students must maintain clean bus interiors by keeping trash off the floor. Students may not throw refuse out of the windows.
16. Aisles must be kept clear. Personal belongings, books, instruments, projects, etc. must be held on a student's lap. Large items which cannot be held in the student's lap will not be transported on the school bus.
17. Students will get on and off the bus only at the stop to which they are assigned.
18. If a student does not ride for two (2) consecutive days, without prior notice from the parent/guardian the bus will not return or stop until you the parent/guardian notifies the Transportation Office that the student will again be riding
19. No hats, no hoodies or other garment that makes it difficult to identify the student. is allowed to be worn on the bus.
20. No wearing gang colors, displaying gang tags, or making gang symbols.
21. No personal hygiene items such as body spray, cologne, perfume, or items that may affect allergies.
22. No animals, reptiles, fish, or fowl are permitted on the bus
23. No teasing, no unacceptable language, no loud talking, shouting or yelling, no horseplay, no standing or moving while on the bus.

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

Addendum F

Transportation for Special Needs, IEP's, and Other Student Concerns

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

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

1. A communication system must be clearly defined so that information can be shared quickly and efficiently, even on a day-to-day basis if necessary, between drivers and personnel responsible for the educational program of students with special needs and other concerns.
2. Prior to the first bus run, drivers should be told of students with any type of disability who may require a driver's assistance to get on/off the bus due to braces, prosthesis, vision, hearing, etc.

3. The parent (or their designee) is responsible for “door-to-curb,” “curb-to-door,” and “street crossing” of the child to the loading and unloading point, and should be advised to use extreme caution.
4. The bus driver needs to be told of their passengers with autism, allergies, behavior concerns, epilepsy, diabetes, cerebral palsy, etc. Specific procedures for pupils with such conditions should be clearly outlined and understood by the driver in case of a medical emergency on the bus.
5. Bus drivers should be trained in the proper way of lifting students with orthopedic braces, etc., and the techniques for strapping such students in the bus seat to assure a safe ride in consideration of their specific needs.
6. **If there is a student riding a school bus who needs social support or emotional support (for any reason), their district’s teachers should communicate the student’s needs with the bus driver and develop techniques to ensure the daily commute to and from school is safe and successful**
7. **Socialization is necessary for all children. Bus drivers should share in the responsibility of assisting children and youth with disabilities to remain as “normalized” as possible with other students by developing a posture of expectation, kindness, and understanding of each individual’s need while under their responsibility to and from school or other school-related activities.**

Responsibilities of the Monitor

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

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

Duties of the Monitor

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

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

7. The Special Needs monitors need to make sure seat belts are fastened properly and help with the harness.
8. Help with the tie down on the wheelchairs.

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

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

Skills needed to be a Bus Monitor

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

Knowledge needed to be a Bus Monitor

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

Working Conditions

Bus monitors have hours and a work schedule that are determined on an annual basis. They may have to deal with loud and unruly children and harsh weather conditions when helping children on and off the bus. Bus monitors usually work ~~part-time~~ **full-time (6 hours)** and sometimes on a seasonal basis, as they only work when school is in session. They usually are off on the holidays.

Addendum G new weekly report sheet

Pre-Trip Inspection

Oklahoma SDE Pre-Trip and Post Trip School Bus Inspection Report

This report is required each time students are transported in a school bus for any reason. Keep on file for at least ninety (90) days. *OAC 210:30-5-1*

These 14-steps are taken from the *SDE Oklahoma School Bus Driver Manual*. If any bus defect is found:

(1) Document details on the back of this form; (2) Report defects to the school district's designated supervisor; (3) Keep documentation of completed bus repairs.

A checkmark in each box below to indicate the step has been completed. In the right column, Indicate with an "X" if a repair is needed. PRE-TRIP Indicate with an "o" when repair is completed.

1. Raise the bus hood and check all fluid levels, each belt, and each hose. REPAIR NEEDED ____
 2. Examine each tire for proper inflation, adequate tread, and any wheel or tire damage. REPAIR NEEDED ____
 3. Check the exhaust system for leaks, fumes or defects. The exhaust pipe should be flush with the back bumper, or if it is located behind the rear wheel, flush with the side of the bus. REPAIR NEEDED ____
 4. Inside Bus: emergency reflectors, fire extinguisher, first-aid kit, bodily fluids clean-up kit (not expired) REPAIR NEEDED ____
 5. Check that each bus seat and cushion is secure and has no tears or protruding metal. REPAIR NEEDED ____
 6. Check that the bus's Emergency Exits open easily and the warning buzzers are operable. REPAIR NEEDED ____
 7. Turn on all bus lights. Use an assistant as needed to verify all are operable: (a) loading lights (b) directional signals (c) head-lights (d) tail-lights (e) clearance lights (f) reverse lights. REPAIR NEEDED ____
 8. From the driver seat, check that these items are operable: (a) windshield wipers (b) washer fluid (c) horn (d) parking brake (e) foot brake/air brakes (f) heater (g) defroster (h) steering/steering wheel (i) gauges REPAIR NEEDED ____
 9. Check each mirror for damage and assure each is properly adjusted. Check the driver's seat belt. REPAIR NEEDED ____
- SPECIAL EQUIPMENT (when applicable): Check the operation of the bus's wheelchair lift, adaptive equipment and straps. Verify that a "strap/belt cutter" is located within reach of the bus driver. REPAIR NEEDED ____

TRIP INSPECTION FORM USED BY DRIVERS

District _____

Dates _____ Bus _____

Starting Mileage _____

Ending Mileage _____

Driver _____

√ - satisfactory condition

X – repair needed

○ - Repair completed

Exterior Cross through days for weekend trips

	mo	tu	we	th	fr
Lights, Lenses and Reflective material					
Windshield					
Windows					
Wipers					
Service Door					
Mirrors					
Bumpers					
Fuel Cap/Door					
Drive Shaft					
Exhaust					
Frame					
Suspension					
Brakes					
Stop Arm					
Battery Box					
Optional equipment					

Engine Compartment

Fluids					
Belts and Hoses					
Fuses					
Wiring					
Air compressor					
Alternator					
Water pump					
Steering assembly					
Suspension					

Wheels

Tires (CTI)					
Rims/Lugs					
Hubs					

Inside

Step well					
Emergency Equipment					
Driver's Seat					
Mirrors					
Windshield					
Wipers					
Switches and gauges					
Lights (dome)					
Exits					
Seats					
Aisles					

Air Brake Test

Pressure Retention					
Low pressure warning					
Spring brake test					
Pressure build					
Parking brake hold					
5mph test					

Hydraulic Brake Test

Brake hold test (Emergency/Parking)					
Pedal pressure test					
Reserve system test (if equipped)					

Other Items (If equipped)

Lift					
Securement Equipment					
Crossing Gates					
A/C					

Comments on defects

Repairs complete by _____

Date _____

POST TRIP Child Check					
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Addendum H

Post-Trip inspections

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

1. **POST TRIP**
2. Inside: **The driver must walk the bus isle front-to-back and look in each seat for a child left onboard** (possibly asleep).
3. Inside: Check each seat cushion for tears, cuts, or protruding metal. REPAIR NEEDED ____
4. Inside: Check each bus window, and the windshield, for any defects and for cleanliness. REPAIR NEEDED ____
5. Outside: Examine each tire for proper inflation and for defects/damage to wheels. REPAIR NEEDED ____
6. Secure the bus according to district policy. Leaving **the keys in the bus is strongly discouraged**. REPAIR NEEDED ____

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

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

Field Trip Pre-Trip and Post Trip Inspection

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

Addendum I

Activity Trips

1. Activity trips are part of your job responsibilities, and as such, are not subject to the same parameters. Trips will be dealt with as much fairness as possible while making sure that the trips are covered in the best way possible.
2. **ALL activity trip drivers are required by law to conduct a pre-trip and post-trip inspection for every trip, including filling out the inspection sheet.** Make sure you have all of the required emergency equipment on your bus.
3. Drivers taking a trip after normal working hours should take all the steps necessary to be prepared to drive, i.e., taking keys, fueling bus, checking fluid levels, getting directions, checking out a credit card, etc.
4. Teachers, coaches, and sponsors are responsible for the discipline of the students on the trips and **for the cleanliness of the bus when the trip is over.** Make sure your sponsor understands what kind of conduct is expected.
5. It is the driver's responsibility to know the pickup times and directions to get to the destination; if the sponsor has a particular route they desire to go, have a cooperative attitude.

**Please remember:
You are hauling the most precious cargo in the world!
Drive carefully!**

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

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

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

GUTHRIE PUBLIC SCHOOLS

Activity Fund Policies and Procedures Handbook

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

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

REVISED JULY ~~2017~~2018

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INTRODUCTION

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

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

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

Activity Fund Purchasing Procedures

- Go to <https://ok.wengage.com/Guthrie> or on the GPS website under Staff Links, WenGage.
- Click purchase Requisition
- Choose Un-submitted
- Select New
- Leave **RQ No Blank**
- Choose the fund (60 for Activity Fund)
- Choose the Purchase Approval (Technology requests have a separate approval code).
- Choose Location (your site)
- Choose Vendor name by typing the Vendor name and clicking on the correct choice when it appears. Choose carefully because the vendor you choose is the vendor that will be paid.
- Enter a Description
- Click Save
- Click the word Requested
- Click New on the right side
- Enter a Description for the 1st item (Be specific, include as much information as possible including if it is for resale)
- Enter a Unit Price
- Optional: Enter the Item Number (Include this if someone other than yourself will be placing the order.)
- Change the Quantity
- Click Add New
- DO NOT Enter anything unless instructed to do so by the Financial Secretary or you know your Project (Account) number.
- Click Save
- Repeat the last 4 steps for each item you are buying
- Click Back to Requests
- Click the “Select “box next to Requisition you entered
- Click Submit
- A detailed description of items to be purchased is required and will assist in the OCAS coding required by the State Department of Education. (Ex. Resale/non-profit, resale fundraiser, instructional, field trip w/date of trip, etc.)
- Include shipping/handling charges in your total amount requested.
- Once processed an accounting copy will be emailed to the financial secretary and the purchase order will be emailed to the requesting employee.
- When your purchase order is received you may order or make purchase. Purchase only items listed on purchase order request. If purchase is going to be over the purchase order requested amount due to change in price, request an increase of purchase order prior to making purchase or placing order when possible. This must be done on a “Request PO Increase” prior to the purchase. If purchase exceeds 25% of the available balance, you may be required to sign an Acknowledgement of Violation form.

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

ACTIVITY FUND RECEIPTING/DEPOSITING PROCEDURES

- Sponsor/Teacher shall issue pre-numbered receipts to all individuals who have collected funds on behalf of the activity fund organization.
- Receipts must be issued each time money (\$5 and over) changes hands.
- All pre-numbered receipt books shall be checked out and returned to the Financial Secretary at the end of each school year.
- Multiple collections received of less than \$5.00 per person; the sponsor/teacher shall maintain a list of these collections. The list should include the date, individual’s name, and amount. At the end of the day, the sponsor/teacher shall issue a receipt for the total amount listed. The list shall be maintained with the receipt issued.
- Receipts can be voided by writing “VOID” across the receipt. **DO NOT REMOVE ORIGINALS OF VOIDED RECEIPTS FROM THE BOOK.**
- The receipts issued should reflect the following information:
 1. Date money received
 2. Person from whom the money is received.
 3. Amount received which should reflect the total checks & cash;

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

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

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

DISTRICT VISA CREDIT CARD

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

SAM’S CLUB CARD

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

START CHANGE

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

INSUFFICIENT FUND CHECKS

- In the event a check is returned to the District by the bank for insufficient funds, the Activity Fund Clerk will charge the check back to the proper sub-account and forward a receipt to the sponsor. Example page 31

- A letter will be sent to the patron notifying patron of returned check and instructions for paying. If there is no response a second letter will be sent after 1 week. If no response after 1 week of the second letter being sent, the check will be forwarded to the District Attorney's office for collection.
- Patrons should be referred to the Activity Fund Clerk with any questions or payments. Please do not collect on site unless instructed to by the Activity Fund Clerk.
- When funds are collected either from patron or the district attorney's office, they will be re-deposited into the sub-account, and a receipt will be forwarded to the sponsor. Example page 31
- A list will be sent to each site Financial Secretary periodically. If a check is accepted from a patron already on the "Do Not Accept" list, the check may be forwarded back to the sponsor that accepted the check for collection.
- All fees received from the collection of an insufficient check will be deposited into the Administration Misc. Account.

CASH INCENTIVES

- Monetary incentives are not an allowable expenditure.

GRATUITY

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

GIFT CARDS

Gift Cards are not to be used as incentives or reward to staff/employees. When they are used in this manner, they become taxable income. They can be presented to teachers during the school year for the purchase of class supplies. All gift cards must be signed for on a roster. The roster should then be forwarded to the Activity Fund Office. In addition, individual must return receipts to the Activity Office for items purchased with the gift card.

CONCESSION SALES

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

INTERNAL CONTROL PROCEDURES

Receipting & depositing game & event admissions

- Issue a pre-numbered ticket (available through the Activity Fund Custodian) to each individual attending the event. (The tickets should be a different color for adults, children, senior citizens or other reduced tickets.) Documentation of the beginning ticket numbers should be maintained by the Activity Fund Custodian or Site Secretary.
- If making or purchasing tickets the AF clerk must be informed of the beginning & ending ticket numbers prior to the sale of tickets. Also if any tickets are given away or disposed of in any way a signature by the person accepting/or disposing of the tickets must be obtained on a separate ticket report.
- The admission fee should be collected and tickets issued by one individual and then a second individual should monitor the gate and collect the ticket stubs.
- At the end of the event, the collections should be reconciled to the tickets issued and signed by the individuals involved.
- The collections should be given to the designated individual to be placed in the bank's night depository. This individual should issue a receipt to the gate personnel.

TRAVEL/FIELD TRIP GUIDELINES

- All field trips must have prior approval from Mr. Ogle or Mrs. Chapple unless OSSAA sanctioned.
- All out of state trips must have Board of Education approval. Requests are sent to Jana Frey by Requestor.
- All overnight activity trips requiring student payment must be paid in full prior to trip. Those students unable to pay prior will not be allowed to attend. The Activity Fund account responsible for payment of trip expenses must have the funds in the account to cover all expenses of trip, prior to the trip.
- Travel & meal payments for students **must be itemized**. It is your responsibility to verify that the receipt is accurate and no taxes charged before you sign for purchase. Tax cannot be reimbursed. To receive overnight per Diem (\$30 per night in state, \$50 out of state); attach a copy of the trip request to the "Out of District Travel Reimbursement" form.
- A signature log of all students & staff receiving a paid meal must be obtained and turned in with receipt.

GUIDELINES FOR RAFFLES/TICKET DRAWINGS

- Pre-numbered tickets must be issued. One ticket stub will be issued to the participant and the school will retain the other ticket stub which must be turned into the Activity Fund clerk with deposit for reconciliation.
- School officials must be actively involved in supervising the drawing of the ticket stub or stubs.

- All funds received in connection with the drawing shall be accounted for in accordance with district activity fund procedures.
- Cash & non-cash prizes may be used as drawing winnings.
- Drawing participants should be notified that the proceeds of the drawing may be considered taxable income for state & federal tax purposes. The fair market value of the winnings must be disclosed. The winning prize for drawings will be limited to a fair market value not to exceed \$5000.00.
- **Tax considerations must be followed.** If the fair market value of the winning cash prize is less than \$600 then there are no tax considerations to be followed. For cash or non-cash prizes that have a fair market value of \$600 or more and under \$5000 the winnings must be reported through the issuance of a 1099 to the IRS and the recipient. **Information such as name, address, and social security number must be obtained from the recipient for winnings greater than \$600.**
- Schools and affiliated organizations shall not conduct casino nights and other forms of gambling.

TRANSFERS

- Monies from school activity accounts may be transferred to other approved school account after Board approval. Transfers are only done monthly because they require Board approval. A “Request to Transfer” form can be found on the school district website under the heading of “Bluejay Bundle”. Request must be received in the Activity Fund office 1 week prior to the scheduled Board of Education meeting.

CASH ADVANCE FOR TRAVEL

- Cash advance for travel should be requested no later than a week prior to travel. The following forms should be completed:
 1. Request for Activity Fund Cash Advance Form, must be completed and signed by the administrator of the account. This form is available on the district website. Please read the form carefully before signing.
 2. A Purchase Order Request must be completed. The Vendor should be the name of the person accepting the cash advance.
 3. Original receipts must be turned into the Activity Fund clerk documenting travel expenses and unused monies re-deposited in the account immediately after the trip.

ACCOUNTS PAYABLE/CHECK PROCESSING

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

STAFF REIMBURSEMENT

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

STAFF EXPENDITURES

- Purchases of personal items for employees must be made from the faculty or PTO accounts only, with at least one non-employee parent PTO officer's approval.
- Expenditures that provide personal benefit to staff **must** be reasonable in cost.
- Purchase of apparel used in the performance of an employee's duties are allowable from other accounts but must be inventoried and returned to the school district at the end of useful life or at the end of employment relationship.

DONATED EQUIPMENT, SUPPLIES AND MATERIALS

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

SPONSOR RESPONSIBILITIES

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

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

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

BOOSTER CLUBS (SANCTIONED & UNSANCTIONED)

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

- No Account transactions will be processed without the signature of all of the following:
 1. Booster Club representative
 2. Account Sponsor
 3. Site Administrator
- No changes to original purchase order will be made without a change request with Unsanctioned Booster Club representative signature. (Ex. Increase in quantity, change of vendor, increase of dollar amount, etc.)
- Unsanctioned Booster Club representative will not be allowed to set up vendor accounts in their name. All purchases/orders will be done by either the Booster Club sponsor, Site Financial secretary or the Activity Fund Custodian.
- Sanctioning of a GPS Activity Fund account requires Board of Education approval.
- All sanctioned booster clubs shall provide Guthrie Public Schools with contact information of said booster club officers.
- Sanctioned Booster club accounts must be responsible for all expenses incurred by the booster club.
- A financial report of all sanctioned booster clubs must be submitted for Board of Education review for the September board meeting.

Types of Allowable Expenditures

Activity fund operation expenses (checks, purchase order forms, etc.)
Appliances (refrigerator, microwave, etc.)
Assemblies and speakers
Athletic equipment, uniforms, clothing and supplies for student/coach
Banquet/reception expenses & supplies
Building improvements
Camp fee's (cheerleading, student council, etc.)
Change (start change)
Classroom equipment/improvements
Classroom supplies/materials
Clothes for the needy
Club refreshments and parties (student)
Contest entry fees
Copier rental fees, repairs & expenses
Custodial supplies
Donations
Dues & fees
Expenses relating to competition or shows held for students (science fairs, track meets, band, FFA, etc.)
Film and developing expenses
Films & videos (rental and/or purchase)
First aid supplies
Flowers & Plants for student activities
Fund raising expenses
Graduation expenses
Homecoming festivity expenses
In-service training & workshop fees (professional development)
Incentives/rewards
Library books, periodicals, & newspapers
Luncheons
Maintenance of grounds
Marquee
Meeting expenses
Memorials
Office equipment, furniture & supplies
Physical education equipment & supplies
Postage & freight expenses
Printing expenses
Prom expenses
Refunds
Registrations
Reimbursements (Transfers to general fund at year end)
Rental fees
Repair & maintenance
Ribbons, trophies, awards, & plaques
Scholarships
School pictures
Service projects
Student productions (plays, concerts, etc.)
Student store, concession stand, supplies
Student transportation, substitutes & bus drivers
Student travel & related expenses (lodging, meals w/15% gratuity)
Student uniforms & accessories
Student workshops & conventions
Telephone expenses
Tests, tutoring
T-shirt, sweatshirts, hats, book bags, etc. (for resale or uniforms)
Vending supplies
Workers at student events (gate, security, officials, concessions, clock, ticket, bus drivers, etc.)

ACTIVITY FUND FUNDRAISERS PROCEDURES

All fundraisers must have the approval of the Board of Education.

The Board of Education requires a complete and accurate accounting of all inventory received for sale from the time it is received on site until the remaining product is either sold or returned for credit. These procedures must include a requirement to account for every item of product, by name of student or sponsor, from the point they receive possession to the point they turn in sales collection or unsold product.

It is a violation of Oklahoma State Law to use cash collections to purchase additional supplies and materials while conducting a school sponsored activity. All funds collected (cash & checks) must be receipted and deposited into a Board approved school activity fund. Also, all items purchased should be expended and coded through the schools' activity fund. You are not allowed to use money collected at an event (such as a car wash or carnival) to purchase additional items that are needed for that event. Although it may equal the same net profit at the end of the process, all funds must still be deposited in and out of the school activity fund in order to have a proper audit trail. It is a good practice for sponsors to prepare a purchase request in their name for misc. reimbursements at the beginning of each semester. Therefore, in the case you are at a school event and additional items are needed, we recommend that a sponsor purchase the items with their personal funds. After the event, the sponsor can submit an original, itemized receipt to obtain reimbursement from the activity fund. However, we cannot reimburse sales tax. Adhering to this policy protects teachers and sponsors from accusations of theft and/or fraud.

Additional procedures include the following:

- A Fundraiser Request Form can be found on the Bluejay Bundle on the school district website and must be completed and signed by sponsor & site principal.
- All requests must be typed and turned into the Activity Fund Clerk 45 days prior to the date of the fundraiser.
- Request should be received by the Activity Fund Custodian no later than the last Friday of the month prior to each monthly Board Meeting.
- All Fundraisers require an After Sale Accountability Form be completed at the close of the fundraiser. If After Sale Accountability is not received by the Activity Fund Clerk within 30 day from the close of the fundraiser, no future fundraiser requests will be accepted for Board approval until form is received.
- Activity Fund money belongs to the school district and is under their guidelines for disbursement. Money earned through fund raising activities may not be earmarked as belonging to individual students. To allow students to earn money for their personal use through fundraising activities has been determined to be improper by our auditor.

**BOARD OF EDUCATION APPROVAL REQUIRED FOR INCOME
PRODUCING ACTIVITIES INCLUDING THE FOLLOWING:**

Advertising (ads, programs, sponsorships)
Bake sales
Banquets (if tickets are sold)
Bazaars
Book fair
Brochure sales
Candy sales
Calendars
Car Wash
Carnivals/Field Days
Compatibility Survey/Matchmakers
Concert (admission)
Concessions (excluding athletic events)
Cookbooks
Dances
Discount vendor cards
Donations (if solicited, including social media request such as **Donors Choose**)
DVD sales Face Painting
Firework Stand
Food sale (if conducted in school cafeteria must have Food Service Director & BOE approval)
Garage Sale/Yard Sale
Golf Tournaments (Unless OSSAA sanctioned)
Holiday grams (Valentine grams, Boo grams)
Jump Rope/Walk a thons
Magazine subscription sales
Newspaper
Parking permits
Plant Sales
Plays/Musicals/Talent Show (Admission)
PTO Store
Raffle/Ticket Drawing
Recycling (Aluminum can, paper &/or ink cartridge collections)
Resale items with profit
Sale of student projects
School Pictures
Silent Auction
Snack sales (popcorn/Capri sun, etc.)
Sports Clinics
Student ID's
Student sales to the general public
Student store
Supply fees
T-shirts, sweatshirts, backpacks, hats, etc.
Ticket sale (plays, musicals, concerts, banquets, dinners, drawings, etc.)
Trophy Auction/Sponsor
Vending
Yearbooks

NON PROFIT RESALE GUIDELINES

The Board of Education does not consider funds collected for non-profit a fundraiser. Therefore, sources of revenue collected for non-profit do not require a fundraiser request to be approved by the Board of Education for the following activities:

Commissions & rebates

Copy fees

Donations -Unsolicited

Entry Fees

Employee contributions/donations (If other than monetary must provide documentation of donation)

Facility use fees

Field trip

GED fees

Grants

Interest

Library fees

Lost book fees

Petty cash (from General Fund)

Registration fees

Restitution (bogus checks & fees)

Scholastic Book orders

Scholarships

Summer school tuition (transferred to the General Fund)

Testing fees

Tutoring

SANCTIONING POLICY

The Board of Education of the Guthrie School District believes that student achievement programs and parent-teacher associations and organizations can advance the educational goals of the Board of Education and confer a benefit to the students of the School District. It is the purpose of this policy to establish guidelines for the sanctioning of student achievement programs and parent-teacher associations and organizations that raise money and collect revenues for the benefit of students. Only those student achievement programs and parent-teacher associations and organizations sanctioned in accordance with this policy will be exempt from the statutory controls over school activity funds found in the Oklahoma School Code OKLA. STAT.tit.70, Section 5-129.

Sanctioning Procedure for Student Achievement Programs And Parent-Teacher Associations and Organizations

1. The School District may sanction student achievement programs and parent-teacher associations and organizations that according to the Board's determination, advance the educational objectives of the School District, are beneficial to students and meet the requirements of this policy.
2. In determining whether a student achievement program or a parent-teacher association or organization should be sanctioned by the School District, the Board of Education may consider: (1) if the program, association, or organization promotes activities that are an extension, expansion, or application of the School District curriculum; (2) if the program, association, or organization assists student government or activities in carrying out special projects or responsibilities; (3) if the program, association, or organization assists student clubs organizations, and other student groups in raising funds to promote activities approved by the Board of Education; and (4) supplemental information provided by the student achievement program or by a parent-teacher association or organization in support of its application.
3. An application by a student achievement program or by a parent-teacher organization to the Board of Education requesting sanctioning shall include the following: (1) a statement of its purpose, goals, organizational structure, and membership requirements; (2) a detailed statement of how the School District and its students will benefit if the organization is sanctioned; (3) a statement of nondiscrimination consistent with all Oklahoma and federal laws; and (4) financial report as defined by Board of Education regulations, which has been performed on such.
4. The application shall be submitted to the principal for preliminary review. The principal shall forward the application to the superintendent; the superintendent shall make a recommendation to the Board of Education. The Board of Education shall review the application and shall sanction or decline to sanction the applicant.
5. The decision of the Board of Education is final and non-appealable. In order to maintain the status of a sanctioned program, association, or organization in accordance with this policy, the superintendent of schools or the Board of Education may require from any such program, association by an independent accounting firm at the expense of the sanctioned program, association or

- organization, on an annual basis, that a financial audit be performed on the program, association, or organization by an independent accounting firm at the expense of the sanctioned program, association, or organization. If required by the superintendent of schools or the Board of Education, the audit shall be submitted to the superintendent within ninety (90) days of the superintendent's request. The Board of Education shall review the audit submitted and determine if the program, association, or organization is entitled to continue to be sanctioned in accordance with this policy and if its funds should continue to be exempt from the statutory controls over student activity funds found in the Oklahoma School Code, OKLA.STAT. tit. 70 section 5-129. Otherwise, an annual financial report as defined by Board of Education regulations will be required. The financial report shall be submitted to the superintendent by September 1 of the year following the year of original approval and every year thereafter.
6. The superintendent of schools or the Board of Education may, at any time they deem warranted, request copies of any and all records maintained by the program, organization or association. Copies of records must be promptly provided upon request of the Board or superintendent.
 7. The Board may, at its discretion, withdraw sanctioning at any time it deems it is in the best interest of the School District. Any decision of the Board of Education to withdraw sanctioning is final and non-appealable.
 8. The organization may maintain bank, financial, and tax exempt status separate from the school. The organization will provide to the board of education, annually or upon request, a complete set of financial records or detailed treasurer's report.
 9. Any plan, project, or movement instituted to expand, modernize, renovate, or render maintenance to school-controlled and/or owned properties, or provide academic achievement awards and other educational recognition to students or student bodies will be presented to the board of education in official session for its consideration, comment, evaluation, approval, and sponsorship. This must be done before any public announcement is made.
 10. In no manner will board sanctioning of an organization preclude the organization from compliance with state and federal laws as they pertain to equal opportunity and treatment of all students. Gifts or services provided to the school should benefit both boys' and girls' activities.

Please let us know if any contact information changes from what was on your application. Anita Paul 282-8900 ext. 8947, or anita.paul@guthrieeps.net.

Recommended Practices

- Annual election or affirmation of officers.
- Periodic meetings open to the membership
- Full financial disclosure to the membership
- Surety bonds for treasurer and others who handle money
- Officer liability insurance
- System of internal controls over cash, including segregation of duties as much as possible.

Segregation of Duties

Ideally,

- The person who orders/purchases an item should not be the one who pays for it.
- The person making the purchase should not be the one who approves it.
- The person who collects money should not be the one who deposits it.
- The person who reconciles the bank account should not be the one who takes the collections.
- The person who writes the checks should not be the one who reconciles the bank account.

Recommended Minimum Internal Controls-Receipts

- Money kept safe with controlled access.
- Collections listed when received.
- Money deposited intact by a person other than the one collecting it.
- Listed collections verified to deposit total.
- Bank account reconciled monthly.
- Bank reconciliations reviewed by another.

Recommended Minimum Internal Controls-Disbursements

- All purchases approved in advance by someone other than the person making the purchase.
- Goods checked to see they are received as ordered.
- Invoice checked to items received and order pricing; signed by person who accepts responsibility.
- Signature and countersignature required on checks.
- Check signer reviews documentation before signing check.
- Cancelled checks listed and accounted for.

Good business practices protect your assets, your officers, and your members!

What is Sanctioning?

- Allows organization to operate for benefit of students
- Board of Education has complete discretion in the sanctioning of organizations.
Sanctioning Does NOT Equal control
- Board of Education does not control funds
- Board of Education does not ensure that organization complies with applicable state and federal laws
- Organizations may NOT use school district's tax-free status
Common Mistakes made by 501(c) 3
- Form 990: Sanctioned Organizations must file IRS Form 990. This is the annual "Return of Organization Exempt Form Income Tax." IRS form 990N may be filed in lieu of form 990 when gross receipts are less than \$25,000.

- Many organizations overlook the need to report compensation of \$600 or more to the IRS. Awards, fees, and similar payments must be reported on Form 1099-MISC, which must be sent to the recipient no later than January 31st, and to the IRS, with a Form 1096 transmittal, no later than February 28.

The IRS may deem payments to District employees by sanctioned organizations to be taxable compensation.

- If your organization would like to make a gift of any amount to a District employee, please contact the District to ensure the gift is processed through the payroll office.

Ways to Protect Against Liability

- Insurance and bonds
- Good procedures
- Written documents to provide club “memory”
- Well thought-out activities and services
- Consider national affiliation (PTA vs. PTO)
- Remain under the control of the school activity fund

Additional recommendations

- Club Treasurer should not be the coach/sponsor of organization
- Treasurer should countersign all checks
- Keep minutes of each club meeting on file.

Guthrie Public Schools Sanctioned Organizations

Guthrie Bluejay Boys Basketball Booster Club
 Guthrie Lady Jays Golf Booster Club
 Guthrie Hole-In-One Club, Inc.
 Guthrie Lady Jays Softball Booster Club, Inc.
 Guthrie Band Boosters Association
 Guthrie Lady Jays Booster Club
 Guthrie Football Booster Club
 Guthrie VIP (Vocally Involved Parents)
 Guthrie Wrestling Booster Club
 Guthrie Bluejay Summer Baseball
 Guthrie High School Cheer Booster Club

OKLAHOMA STATE LAW & DEPARTMENT OF EDUCATION REGULATIONS

The following words and terms, when used in this section, shall have the following meaning, unless the context clearly indicates otherwise:

“School activities” means cocurricular or extracurricular activities. Cocurricular activities are school-sponsored activities, under the guidance and supervision of LEA staff, designed to provide students such experiences as motivation, enjoyment, and improvement of skills. Activities normally supplement the regular instructional program.

“Extracurricular activities” means all direct & personal services for public school pupils for their enjoyment that are managed & operated under the guidance of an adult or staff member. Extracurricular activities are usually not offered for school credit nor required for graduation; are conducted outside school hours, or a time agreed upon by the participants if partly during school hours and approved by school authorities; and their content of activities is determined primarily by the student participants.

The board of education of each school district shall exercise control over all funds on hand or hereafter received or collected, as herein provided, from student or other extracurricular or cocurricular activities conducted in the school district. Such funds shall be deposited to the activity fund. Deposit of funds subject to the requirements of school activity accounts shall be made daily; however, if cumulative deposits total less than One Hundred Dollars (\$100.00), a school district may provide for the deposit of such funds not less than one time per week. Disbursements from each of the activity subaccounts shall be by check countersigned by the school activity fund custodian and shall not be used for any purpose other than that for which the subaccount was originally created. The board of education, at the beginning of each fiscal year and as needed during each fiscal year, shall approve all school activity fund subaccounts, all subaccount fund raising activities and all purposes for which the monies collected in each subaccount can be expended. Provided, the board of education may direct by written resolution that any balance in excess of the amount needed to fulfill the function or purpose for which a subaccount was established may be transferred to another subaccount by the custodian.

The board of education of each school district may designate that any of the following revenue be deposited for the use of specific student activity subaccount, or to a general activity subaccount, within the school activity fund.

- 1. admissions to athletic contests, school or class plays, carnivals, parties, dances and promenades;*
- 2. sale of student activity tickets;*
- 3. concession sales, including funds received from vending concession contracts and school picture contracts approved by the district board of education, and cafeteria or lunchroom collections;*
- 4. dues, fees and donations to student clubs or other organizations, provided that membership in organizations shall not be mandatory;*
- 5. income or revenue resulting from the operation of student organizations or club projects, provided such revenue is not derived from the sale of property, supplies, products, or other assets belonging to the school district;*
- 6. deposit for or collection for the purchase of class pictures, rings, pins, announcements, annuals, banquets, student insurance, and other personal items; provided the cost of such items shall not be charged against other school district funds.*

7. *Income collected for use by school personnel and other school-related adult functions.*
8. *all other income, revenue, deposits or collections of any nature, including, but not limited to Indian education support funds (parental cost); laboratory fees; fees for the use of equipment owned or rented by the school district; deposits or assessments for breakage or supplies used in instructional courses; sale, exchange, lease or rent of property, supplies or products originally acquired from funds belonging to the school district or through the management, use or production of property belonging to the school district shall be deposited with the school district treasure in accordance with the provision of 62 O.S. 2001~335.*

The board of education of such district may establish, by board resolution, a general fund refund subaccount within the school activity fund. The balance in the subaccount shall be determined by need, and it shall be provided by refunds and reimbursements received, including, but not limited to , rental income, reimbursements for lost and damaged textbooks, summer school and adult tuition, overpayments, and tax refunds. The subaccount may be expended only for the refund of revenues previously received and deposited either into the subaccount or activity fund be financed by depositing all or part of the applicable collections and that all refunds be make from that account. Any remaining balance in the refund subaccount shall be transferred to the school district general fund on or before June 30 each year.

The board of education of each district may establish a petty cash account to be used only for the purpose making small expenditures, such as postage, freight or express changes, provided no single expenditure from the petty cash account shall be made in excess of Seventy-five Dollars (\$75.00) and the total expenditures during any one fiscal year shall not exceed Two Thousand Five Hundred Dollars (\$2,500.00). The school activity fund custodian shall initiate the petty cash account by filing a purchase order/encumbrance against the general fund of the school district for the authorized amount of the petty cash account which shall not exceed Two hundred Dollars (\$200.00). The general fund warrant issued in payment of said claim shall be deposit in the petty cash account in the school activity fund.

All disbursements from the petty cash account shall be made in the same manner as other disbursements from the school activity fund, except no disbursement shall be make from the petty cash account unless a prenumbered, dated receipt be obtained and signed by the person receiving payment. A school board may designate a petty cash custodian to countersign petty cash checks in place of the school activity fund custodian. The school activity fund custodian shall file claims against the general fund of the school district for reimbursement of the petty cash account whenever the need shall arise. Each reimbursement to the petty cash account shall be coded to the appropriate function/object code as appropriate. Such claims shall be itemized in the same manner as other claims filed against the general fund, and shall have attached thereto the receipts covering each of the expenditures claimed for reimbursement. The total of the petty cash account balance and the receipts on hand awaiting reimbursement should equal at all item the authorized amount of the petty cash account.” (70 O.S. Supp 2001m ~5-129)

A prenumbered receipt shall be obtained when a check is drawn against the petty cash account, and all such prenumbered receipts shall be accounted for at the end of the fiscal year. If a prenumbered receipt is spoiled it should be marked “void” and attached along with others on which reimbursement is being claimed; the copy or stub should also be marked ‘void’ if one is being used.

None of the provisions pertaining to the petty cash account shall be construed to authorize the use of one fiscal year’s funds to pay obligations of another fiscal year. Therefore, any remaining balance in each petty cash account shall be transferred to the general fund on or before June 30 of each year.

The State Board of Education shall adopt appropriate rules and regulations and design standard forms for the proper conduct of the various student activity sub-accounts. (70 O.S. Supp. 2001, ~5-129).

The board of education of each district shall exercise control over all school activity funds except those funds which are collected by organizations chartered by the Oklahoma Congress of Parents and Teacher, Junior Achievement programs, and parent-teacher associations that are incorporated as a nonprofit

corporation. Board approval on school activity funds and sub-accounts shall be specific. However, the language for approval for the various methods for raising funds and the purpose for which they are to be expended can be a general nature, the board may delegate authority through a board policy to school administrators to approve specific fund-raising activities during the year to be approved by the board at the next regular board meeting.

Title 70 O.S. Supp. 2001, ~5-129.1 provides: “Those funds which are collected by programs for student achievement and by parent-teacher associations *and organizations that are sanctioned by the school district board of education shall be exempt from the provisions as outlined in Section 5-129 of this title.* Each school district board of education shall adopt policies provisions of this section. The guidelines may include but not be limited to examinations of financial and performance audits performed on each such organization and association.”

The board of education of each district may appoint a school activity fund custodian for each operational site within the district. If a school elects to have operational site school activity fund custodians, each site school activity fund custodian shall be bonded for no less than One Thousand Dollars (1,000.00). Each school activity fund custodian shall give a surety bond as determined by the board of education, but in no case less than One thousand Dollars (1,000.00). Such bond shall be filed with the clerk of the board of education (70 O.S. Supp. 2001, ~ 5-129).

Disbursements from the school activity fund shall be by check, countersigned by the school activity fund custodian and some other person or persons designated by the board of education. Deposits to or transfers from any account may be authorized by the board of education except the refund subaccount and petty cash accounts. The school activity fund custodian shall not use funds in one account for another purpose unless a transfer is granted as provide by law. Accounts may be established by the board of education of each district by whatever name or style it deems best suited to its needs for the revenue collected.

Purchases from activity funds for material or equipment shall not be paid for unless invoices or delivery tickets are furnished. Receipts for collections shall be given by the school activity fund custodian. *Pre-numbered tickets should be used for admissions in order to establish internal control. All tickets not sold by the gatekeeper should be accounted for at the end of each event and a written reconciliation made of tickets sold to actual revenues collected.* Reconciliation documents should be filed in date order as part of the documentation for the activity fund.

Standard forms are not prescribed. Many good forms are now in use and each board of education shall determine if its forms meet legal requirements. Sample forms are included in this manual as a reference only.

School districts shall report all school activity financial transactions using the Oklahoma cost Accounting System.

Specific procedures for all activity funds are as follows:

1. Pre-numbered school activity fund receipts shall be issued for every account for each fiscal year.
2. The secretary-treasurer of each organization or subaccount shall issue receipts and keep records of credits, debits and balances.
3. The books of each subaccount must reconcile with the records of the school activity fund.
4. Requisition or purchase request is presented to the school activity fund custodian or their designee.
5. Purchase order is then approved by purchasing agent and the order is placed with the vendor.
6. Checks will be issued only when invoice or supporting document and merchandise have been received.
7. All checks will be issued by the school activity fund custodian and countersigned. No check will be issued in excess of subaccount balance.

8. Record of all bad checks shall be kept and charged to proper sub-account.
9. School activity fund (Fund 60) shall be reported to the State Department of Education through curricular subject dimension of OCAS, where applicable. Reports will be transferred by magnetic media.
10. The school activity fund custodian shall furnish a report to the superintendent and board of education monthly this report shall show previous balance in each sub-account and total school activity fund balance.
11. Every teacher in the school system should be informed that all money received is to be turned into the school activity fund custodian.
12. The petty cash account is the only one that can be reimbursed from the general fund.
13. A general fund refund sub-account within the school activity fund may be established by board resolution.

(OAC 210:25-5-13)

GPS BOARD OF EDUCATION POLICY

C-20

ACTIVITY FUNDS

The Guthrie Board of Education shall exercise complete control over all activity funds and shall adopt appropriate rules and regulations for handling, expending, and accounting for all such funds.

At the beginning of each fiscal year and as needed during each fiscal year, the board shall approve all school activity fund subaccounts, all subaccount fund raising activities and all purposes for which the monies collected in each subaccount can be expended.

The superintendent shall cause the activity account to be audited annually by a certified public accountant that will be selected by the board. The audit shall be furnished to the board and the cost of the audit shall be paid from the general fund.

Every teacher and/or sponsor in the school system should be informed that all money received is to be turned in to the school activity fund custodian. Every teacher and/or sponsor shall receive a Guthrie Public School Activity Fund Procedure Handbook.

No expenditures shall be made from activity funds except by check and on the authorization of the sponsor of the group to whom the fund belongs. All such checks are to be issued and countersigned by the custodian of the activity fund and some other person or persons designated by the board of education. No checks will be issued in excess of a subaccount balance.

All activity monies shall be deposited daily with the activity fund custodian. Such funds shall be deposited to the credit of the account maintained for the benefit of the particular activity within the school activity fund. Deposits of funds shall be made daily by the activity fund custodian into an interest bearing checking account.

A record of all bad checks will be kept by the activity fund custodian. If the activity fund custodian is unsuccessful in collecting funds, the bad check will be charged back to the proper subaccount.

The activity fund custodian shall keep complete and accurate accounts of all activity funds, and shall see that monthly reports are made available to the activity fund subaccount sponsors. The activity fund custodian shall furnish a report to the superintendent and board of education each month. This report shall show the previous balance in each subaccount and the total district activity fund balance. The activity fund custodian shall reconcile the report to the superintendent and board of education.

The activity fund custodian, upon approval by the board of education, shall establish a petty cash account for each site to be used only for the purpose of making small cash expenditures, such as postage, freight or express charges. This account shall not exceed two hundred dollars (\$200) at one time, and no expenditure shall exceed seventy-five dollars (\$75). The total expenditures during any one fiscal year will not exceed two thousand five hundred dollars (\$2500) per school building.

The activity fund custodian will be appointed by the board of education. The custodian will provide a surety bond in an amount determined by the board, but not less than one thousand dollars (\$1000).

These provisions shall not apply to funds collected by student achievement programs or parent-teacher associations and organizations that are sanctioned by the board of education. Guidelines adopted by the board for the sanctioning of such organizations and associations may include, but not be limited to, examinations of financial and performance audits performed on each such organization and association.

The superintendent is directed to establish regulations governing activity funds. Such regulation, when approved by the board of education, shall become policy.

REFERENCE: 70 O.S. SECTION 5-129, SECTION 5-129.1

70 O.S. SECTION 5-135

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Section C

**GUTHRIE PUBLIC SCHOOLS PROJECT MASTER FILE LISTING
ACTIVITY FUND PROJECTS**

<u>PROJECT #</u>	<u>DESCRIPTION</u>
801	CENTRAL FACULTY
802	CENTRAL ACTIVITY
803	CENTRAL PTO
804	COTTERAL PTO
805	COTTERAL ACTIVITY
806	COTTERAL FACULTY
808	FOGARTY PARENT ORG.
809	FOGARTY ACTIVITY
810	FOGARTY FACULTY
811	ELEMENTARY SNACK GRANT
812	GUES ACTIVITY
813	GUES FACULTY
814	GUES HONOR CHOIR
815	GUES PARENTS ORG.
816	GHS SPECIAL KIDS
817	JH ART CLUB
818	JH BUILDERS CLUB
819	JH ATHLETICS
820	JH GOLF
821	JH FCCLA
822	JH HONOR SOCIETY
823	JH ACCOUNT
824	JH FACULTY
825	JH LIBRARY
826	LEARN 2 LOVE
827	JH CHEER
830	JH STUCO
831	JH T.S.A.
832	JH YEARBOOK
834	JH ACADEMIC TEAM
840	CHARTER OAK ACTIVITY
841	CHARTER OAK PTO
842	CHARTER OAK FACULTY
850	HS ACADEMIC TEAM
851	HS ART CLUB
852	HS ATHLETICS
853	HS CHEER
854	FOOTBALL CAMP
855	TENNIS
856	HS LIBRARY
857	HS YOUTH & GOVERNMENT
858	GHS LINK CREW
859	BAND (OPERATING)
860	HS CLASS OF 2021
861	HS CLASS OF 2017
862	HS CLASS OF 2018
863	HS CLASS OF 2019
864	GHS ALUMNI ACCOUNT
865	CLASS OF 2022
869	ENGLISH CLUB
870	HS FACULTY COURTESY COMMITTEE
871	STUDENT PANTRY HS

872	CLASS OF 2020 HS
873	HS SPEECH
875	ROBOTICS/STEM
876	FFA 4H BOOSTER CLUB
877	HS FFA
878	HS FCCLA
879	HS FOREIGN LANGUAGE SPANISH
880	XC BLUECREW
881	LADY JAYS BASKETBALL
882	GUTHRIE RUNNING CLUB
883	HS HERITAGE CLUB
884	HIGH SCHOOL ACCOUNT
885	HS STUDENT SUPPORT
886	HS HONOR SOCIETY
888	HS JOURNALISM
889	HS KEY CLUB
892	MATH OF FINANCE
893	HS MU ALPHA THETA
895	HS JROTC
896	HS S.A.D.D.
897	HS SOCCER CLUB
898	HS SCIENCE CLUB
899	HS STUDENT COUNCIL
900	HS CAMPUS BEAUTIFICATION
902	VOCAL
904	HS YEARBOOK
907	HS MEMORIAL FUND
908	HS VOCAL TRIP ACCOUNT
911	FFA BUILDING FUND
912	GHS BUSINESS PROF OF AMERICA
913	HS DRAMA
921	BANQUET ACCOUNT
922	COURTESY COMMITTEE ADMIN
925	GENERAL FUND REFUND
927	HALL OF FAME BANQUET
929	DISTRICT SPECIAL OLYMPICS
930	DISTRICT ELEMENTARY PTO
932	HS SUMMER SCHOOL
933	FAVER C&C
934	TRANSPORTATION C&C
935	VENDING MACHINE ADMIN
936	GUES HONOR CHOIR
937	FAVER ACTIVITY
938	NATIVE AMERICAN PARENT
940	ADMINISTRATION MISC
942	C.N. CLEARING ACCT

PROGRAM LISTING

<u>CODE</u>	<u>DESCRIPTION ATHLETICS PROGRAMS-COMPETITIVE</u>
801	Change/Change Return
802	Baseball
803	Basketball (Boys)
804	Basketball (Girls)
805	Football
806	Girls Golf
807	Soccer (Boys)
808	Soccer (Girls)
809	Tennis (Boys)
810	Track (Boys)
811	Wrestling
812	Cheerleaders
813	Tennis (Girls)
814	Track (Girls)
815	All Sport Passes
816	Golf (Boys)
817	Cross Country (Girls)
818	Playoffs
819	Cross Country (Boys)
820	Media Guide
821	Concessions
822	Misc. Fundraisers
823	Donations
824	Maintenance of Athletic Misc.
825	Vending
826	Advertising
827	Track Girls & Boys
828	All Sports
829	Sports summer camp
830	Basketball (Boys/Girls)
831	Girls Softball
832	Athletic Merchandise sold to students
833	Tennis (Girls & Boys)
834	Soccer (Girls & Boys)
835	Sub/Travel Reimbursement
836	Programs
837	Entry Fees
838	Sports Clinic
839	Game Security
840	Meals
841	Game Officials
842	Tournament Expenses
843	Gate Workers reimbursement
844	Coaches Uniforms
845	Equipment
846	Uniforms
847	Single Sport Passes
848	Student Sport Passes
849	Reserved Seats Passes
850	Athletics Misc.
851	Concession Worker reimbursement
852	Dues
853	Try Out Fee
854	Cross Country

<u>CODE</u>	<u>DESCRIPTION NON-ATHLETIC PROGRAMS</u>
901	Sucker/Lollipop/Candy sales
902	Student Incentives/Rewards
903	Book Fair
904	T-Shirts/Sweatshirts Sales
905	Picture Packages (Group/Individual)
906	Spring Fling Fundraiser
907	Postage
908	Book Orders
909	Field Trips
910	Mpact 4 Kids (Fundraiser)
911	Snacks (Popcorn/Capri Sun)
912	Field Day
913	ID Badges
914	Vending
915	Yearbook
916	Academic/ACT/PSAT Test
917	Magazine Subscription (Fundraiser)
918	Donations
919	Student Store/PTO Stores
920	Musical/Plays
921	Camp
922	Staff incentives/Awards
923	Weekly Readers/Time/Nat'l Geographic
924	Holiday grams
925	Recycling
926	Student Projects
927	Great American (Fundraiser)
928	Grant Money
929	Lab Fees/Class Dues
930	Peanuts /Pecans(Durham Fundraiser)
931	Discount Cards
932	Scholarships
933	Garage Sales/Yard Sales
934	Fireworks
935	Calendars
936	Cookbooks
937	Carnival
938	Film/Film developing
939	Trophy Sponsor/Auction
940	Pork Chop Dinner
941	Meat sales
942	Leadership Fees
943	Ag Mechanic Projects
944	Horticulture Projects
945	Car Wash
946	Silent Auction
947	Spirit Ribbons
948	United Week Fundraiser
949	Special Olympics
950	Talent Show/Follies
951	Misc. Reimbursements
952	Compatibility Survey/Matchmaker
953	PaySchools fee
954	Start Change/Change Return
955	Dance/Prom

956	All State -fees
957	Travel Reimbursements
958	DVD's
959	Yearbook PDA
960	Raffle/Drawings
961	Homecoming (fees, shirts, supplies, etc.)
962	Concessions
963	Brochure/Catalog Fundraiser
964	Library Fines/Lost Library Books
965	Penny War/Coin Collections
966	Balloons
967	Read-a-thon/Spell-a-thon/Walk-a-thon
968	Newspaper
969	Band/Music Concert
970	Meals/Luncheons/Refreshments
971	Advertising/Program Ads/Yearbook Ads
972	Christman (Fundraiser)
973	Misc. Fundraisers
974	Cookie Dough
975	Plant Sale (Flowers/Bulbs/Etc.)
976	Pink Week Fundraiser
977	Registration/Membership Fees
978	Damage to school property
979	Boxtops for Education
980	Parking Permits
981	All Region Fees
982	Petty Cash
983	Interest
984	Insufficient Check Charge
985	Lost Text Books
986	T-shirt Bundle
987	Copies
988	Supplies
989	Janitorial
990	Central
991	Cotteral
992	Fogarty
993	GUES
994	Misc. Activity
995	Banquet
996	Summer School/Drivers Ed.
997	Graduation expenses
998	Contest Entry Fees

SUMMARY

The goal of this manual is to provide each user of the Guthrie Public Schools Activity Fund a “how-to/hands-on” guide for collecting, depositing, and expending funds gathered for special purposes. The handling of all public funds is a sacred trust and many more audit tracks must be visible than in handling personal funds. The following are reminders to the sub-account sponsor’s for the most crucial procedures to follow:

1. All collections made by sponsors must first be receipted by the sponsor, be turned into the Site Financial Secretary each day and a receipt obtained from the secretary for all such collections.
2. There is no statutory authority for cashing personal checks from available collections, and, as a result, it is not legal to do so. Therefore, all sponsors, student groups and adult organizations who control sub-accounts within the school activity fund must clearly understand that this action is prohibited and do not cash personal checks under any circumstances.
3. Sufficient cash must be on hand to cover all outstanding checks, all unpaid bills, and all new indebtedness before any new debt can be incurred in any sub-account of the Activity Fund. If the sponsor is unsure, they must contact the School Activity Fund Custodian and acquire their net balance in the sub-account before any additional transactions or proposed new debt is incurred.
4. All bills incurred in any given sub-account of the Activity Fund should be promptly paid within one (1) month of the receipt of goods or services.
5. In the event of fund raisers, the Board of Education requires a complete and accurate accounting of all inventory received for sale from the time it is received on site until the last item is either sold or turned back in for credit. These procedures must include a requirement to account for every item or product, by name of student or sponsor, from the point they receive possession to the point they turn in sales collections or unsold product.

The school auditor will scrutinize funds very closely because most of the collections are in cash and most discrepancies that occur in school funds are within the activity fund. Spend a little more time; follow the law and this procedure manual, and fund-raising will be less stressful.

GUTHRIE PUBLIC SCHOOLS Receipt			
Date	Number	Amount	
6/25/2010	5039	\$295.00	
Received From: CHECK WRITER'S NAME NSF CK698			

Year	Fund	Type	Number	Receipt	Program	Project	Unit	Amount
2010	50	AR	1880	5039	845	853	705	\$275.00
2010	50	AR	1690	5039	084	940	705	\$20.00

SAMPLE

***** Notification of payment of returned check. Funds will be redeposited into project account that they were originally deposited.

GUTHRIE PUBLIC SCHOOLS Receipt			
Date	Number	Amount	
6/18/2010	5019	(\$178.00)	
Received From: CHECK WRITER'S NAME NSF CK698			

Year	Fund	Type	Number	Receipt	Program	Project	Unit	Amount
2010	50	AR	1880	5019	845	853	705	(\$178.00)

SAMPLE

***** Notification of a returned check. Funds will be deducted from project account that they were originally deposited.

**ACTIVITY FUND FORMS
FOUND ON GPS WEBSITE UNDER BLUEJAY BUNDLE**

1. AF PO Request
2. Request to Increase PO
3. Activity Fund Deposit Slip
4. Activity Fund Start Change Request
5. Activity Fund Money & Ticket Report
6. Activity Fund Sponsor Ledger Sheet
7. Activity Fund Request for Transfer of Funds
8. Activity Fund Fundraiser Request
9. Activity Fund After Sale Accountability Form
10. Activity Fund Request for New Account
11. Athletic Department Non-Commercial Vendor Claim
12. Parent/Student Refund Form
13. Request for Activity Fund Cash Advance
14. Request to Close/Void PO
15. PaySchools Product Listing Request
16. Non-Commercial Vendor Claim
17. Sponsor Affidavit of Responsibility form
18. Employee Affidavit of Responsibility form

FINANCIAL REPORT FOR SANCTIONED ORGANIZATIONS

(Must cover 12 month period, from July 1 to June 30 or months in existence if new organization)

	<i>Organization Name</i>	
A. BEGINNING BALANCE as of _____	\$ _____	(A)
B. REVENUES:		
<i>Fun Raiser, Merchandise sales, Etc.:</i>		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
<i>Donations:</i>		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
<i>Contributions:</i>		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
<i>Other:</i>		
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Revenues	\$ _____	
(B)		
C. TOTAL AVAILABLE (<i>A Plus B</i>)	\$ _____	(C)
D. EXPENDITURES:		
Fundraising Expenses	\$ _____	
Supplies/Materials	\$ _____	
Advertising	\$ _____	
Postage, Mailings, Etc.	\$ _____	
Equipment	\$ _____	
Donations/Contributions	\$ _____	
Other (list):	\$ _____	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	
Total Expenditures	\$ _____	
(D)		
E. ENDING BALANCE AS OF June 30, (<i>C minus D</i>)	\$ _____	(E)
<i>Year end bank statement and reconciliation must accompany report.</i>		

BANK RECONCILIATION FOR SANTIONED ORGANIZATIONS

Balance per Bank Statement, June 30, 20____ \$ _____
(A)

ADD:

Deposits in Transit \$ _____
 \$ _____
 \$ _____

(B) Total Deposits in Transit \$ _____

DEDUCT:

Outstanding Checks \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____

Total Outstanding Checks \$ _____ **(C)**

OTHER ADJUSTMENTS (+/-) \$ _____
 \$ _____

Total Adjustments \$ _____ **(D)**

BALANCE per financial records, June 30, 20____ \$ _____
 ===== **(E)**

(A + B - C (+/-) D = E)

ADMINISTRATION

BOARD OF EDUCATION

**Jennifer Bennett-Johnson
Gina Davis
Terry Pennington
Janna Pierson
Travis Sallee
Tina Smedley
Sharon Watts**



DISTRICT OFFICE

**Dr. Mike Simpson, Superintendent of Schools
Mrs. Michelle Chapple, Chief Financial Officer
Ms. Carmen Walters, Executive Director of Federal
Programs and Elementary Education
Mr. Doug Ogle, Executive Director of Personnel and Secondary Education
Ms. Angie Smedley, Director of Special Services**

JUNIOR HIGH SCHOOL

Robbie Rainwater, Principal	282-5936
Allison Young, Assistant Principal	282-5936
Bethany Knight, Counselor	282-5936
Kristi Blakemore, Counselor	282-5936
JH Cafeteria	260-6327

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Guthrie Public Schools

School Calendar 2018-2019

August

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October

S	M	T	W	T	F	S
						1
		2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November

S	M	T	W	T	F	S
					1	2
		3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1st Quarter **32+4**
 2nd Quarter **41**
 3rd Quarter **49+1**
 4th Quarter **45**
 167 Days Taught
 5 Professional Days
 172 Days Total
 *School will be dismissed
 if not used for bad weather

AUGUST
 28-29-30-31 Teacher In-Service

SEPTEMBER
 3 - Labor Day
 4 - First Day of Classes
 28 - Homecoming (1:10 PM Dismissal)

OCTOBER
 16 - P/T Conf (All Schools)
 17 - End of First Quarter
 18 and 19 Fall Break
 23 - P/T Conf (GHS and GJHS)
 25 - P/T Conf (Elementaries)

NOVEMBER
 19-23 Thanksgiving Break

DECEMBER
 21 - End of 2nd Quarter
 Dec 24 - Jan 4 Winter Break

JANUARY
 7 - Classes Resume
 21 - Martin Luther King Day
 29 and 31- P/T Conf (Elementaries)

FEBRUARY
 18 - Professional Day

MARCH
 12 and 14- P/T Conf (GHS and GJHS)
 15 - End of 3rd Quarter
 18-22 Spring Break

MAY
 24 - Last Day of Classes
 27 - Memorial Day
 28 - Snow Make-Up Day #1*
 29 - Snow Make-Up Day #2*

Administration - 282-8900
 High School - 282-5906
 Faver Alternative - 282-5941
 Junior High - 282-5936
 Upper Elementary - 282-5924
 Fogarty Elementary - 282-5932
 Cottler Elementary - 282-5928
 Central Elementary - 282-0352
 Child Nutrition - 282-5952
 Maintenance - 282-5944
 Technology - 282-5959
 Transportation - 282-5919

January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

S	M	T	W	T	F	S
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March

S	M	T	W	T	F	S
						1
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

S	M	T	W	T	F	S
						1
						2
						3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

May

S	M	T	W	T	F	S
						1
						2
						3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

□ Professional Day
 ○ Vacation Day
 △ Parent/Teacher Conferences
 (4:00 p.m. - 7:00 p.m.)
 [] Snow Make-Up Day
 (To be used in numbered order
 if days are needed)

NOTE: Any additional inclement weather days will be made up at the end of the school year

Guthrie Junior High School Title 1 School-Parent Compact

Guthrie Junior High School encourages parental involvement in the educational process and development of its students. The teachers and administrators of Guthrie Junior High School feel that the total educational experience is enhanced by a team effort with parents and school personnel working together to provide the best learning environment for each and every student. Guthrie Junior High School and the parents of students participating in activities, services, and programs funded by Title I agree that this compact outlines how the entire school staff, the parents, and the student share in the educational process. Each party involved will hold stock in the responsibility of improved student academic achievement. Furthermore, this compact will build and develop a school-parent partnership to help all students achieve the state's high academic standards.

Responsibilities of GJHS will include but not be limited to:

- *Provide high-quality curriculum and instruction in an appropriate learning environment that enables each student to achieve the state's high standards.*
- *Hold scheduled parent-teacher conferences during which your child's individual academic achievement will be discussed.*
- *Provide parents with frequent progress reports.*
- *Provide reasonable availability to parents for consultation with school staff.*
- *Provide opportunities for parents to volunteer, participate, and/or observe their child's classroom activities.*

Responsibilities of the parent/guardian will include but not be limited to:

- *See that my child attends school regularly and on time.*
- *Provide a home environment that encourages and is conducive to learning.*
- *See that my child's homework is completed.*
- *Monitor the amount of television my child watches at home.*
- *Promote positive use of my child's extracurricular time.*
- *Stay informed about my child's education and be aware of what my child is learning.*
- *Communicate regularly with the school staff about my child's educational experience at open house, conferences, or any other available time.*

Responsibilities of the student will include but not be limited to:

- *Attend school regularly and on time.*
- *Do my homework every day.*
- *Read at least 30 minutes every day outside of school time.*
- *Always give the appropriate effort to perform at exemplary standards in work and behavior.*
- *Respect other students as well as myself.*
- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school.*

TO THE STUDENT:

The faculty/staff of Guthrie Junior High School welcomes you! We look forward to another exciting and challenging school year. We feel that the importance of each individual student is our primary concern. We have designed a program of studies and activities which we believe will meet these individual needs, and help prepare you for the future. As junior high students, we encourage you to be active learners and active participants in all that we do. We want the years you spend with us to be the very best in your school career. The following pages in this handbook explain what you will need to know to make these years a success. Take time to go over these pages with your parents. Working with you as a team as you prepare for your future is an opportunity that is important to all of us.

GUTHRIE PUBLIC SCHOOLS MISSION STATEMENT

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

EXIT OUTCOMES (Our Vision for a Well Educated Student)

Our student's will-

- have a positive self-esteem
- have a strong knowledge base
- show concern for the welfare of others
- be self-directed, life-long learners
- be productive members of society
- be effective communicators
- be creative and complex thinkers
- be problem solvers
- be cooperative learners and workers

GJHS SCHOOL SCHEDULE

Students are not allowed in the building before 8:00 a.m. If a **student** desires to enter before this time, he/she must have a hall pass signed by a teacher, sponsor, or administrator. Students who enter the building before 8:00 a.m. or remain in the building after 3:30 p.m. must be participating in a supervised activity. If the student is going to eat breakfast, or enter the building before 8:00 a.m., he/she may enter only at the east door on the “A” floor. In the event of inclement weather, students ~~may enter through the east doors on A floor at 7:40 a.m.~~ **should report to the gym.**

2017-18 Bell Schedule

8:00	First Bell/Transition Time
8:10-8:55	Homeroom/1 st Hour
8:59-9:44	2 nd Hour
9:48-10:33	3 rd Hour
10:37-11:22	4 th Hour
11:22-11:52	8 th Grade Lunch
11:26-12:11	5 th Hour for 7 th Grade
11:57-12:42	5 th Hour for 8 th Grade
12:11-12:42	7 th Grade Lunch
12:47-1:32	6 th Hour
1:36-2:21	7 th Hour
2:25-3:15	8 th Hour

Each class period is 45 minutes in length. GJH requires that the middle 25 minutes be utilized for non-interrupted instruction unless of an emergency. If a student needs to be picked up for an appointment, we ask parents to plan accordingly.

ABSENCES

Any student who is absent and does not have a parent call the school on the day of the absence will ~~be placed on the do not admit list~~ **be assigned an unexcused absence (AU).** ~~Students will report to the “B” floor office and they will be required to explain the reason for their absence.~~ Upon verification from a parent, the student’s ~~will be removed from the do not admit list~~ **absence will be changed to an excused absence (AB for personal business, AM for undocumented illness, AD for documented absence).** ~~It is the student’s responsibility to clear the absence.~~

An absence is recorded when the student has missed 10 or more minutes of a class. If a student is 10 minutes or more late for class, or is checked out during a class with 10 minutes or more remaining before the bell, the student will be counted as absent.

ASSIGNMENTS WHEN ABSENT

When a student is absent from class, work assignments may be gathered by utilizing the lesson plans on teacher webpages. **If internet or a printer is not available at home, parents are encouraged to use the GJHS Parent Resource Center to gather work.**

ATTENDANCE

School is preparation for future life, and it is important that habits of regular attendance be developed. Parents are asked to telephone the attendance secretary at 282-5936 by 9:30 a.m. the morning of the absence to avoid the absence being recorded as truancy.

Students of Guthrie Junior High School are expected to maintain excellent attendance. The following criteria for attendance have been established by the Board:

1. A student must attend a minimum of 90% to receive credit for any course. Any Guthrie Junior High School student taking courses for high school credit **must** abide by the Guthrie High School attendance policy to receive credit.
2. A student is absent whenever he/she misses any 10 minutes of a class period.
3. School activities **or documented absences** are not included among the 9 absences allowed per semester.
4. A student will be given “no credit” in a class where the student has been absent 10 or more days.
5. Documented Absences
 - a. **Legal Documented** illness, injury, or death in the immediate family should be documented by physician, dentist, attorney, etc.
 - b. **Legal Documented** court appearance or medical appointments should be documented by physician, dentist, attorney, etc.: A letter signed by a doctor is the best form of documentation. Example: hospitalization for surgery or a chronic illness. Computer generated documentation from a doctor or dentist’s office is preferred. Examples include payment receipts and patient procedure history reports. **Handwritten appointment cards will not be accepted as documentation.**
 - c. Doctor’s notes will only be accepted up to five days after student’s absence. Anything after five days will be considered undocumented absence.

ACTIVITIES

Numerous extra-curricular activities are offered at Guthrie Junior High School. Some of these activities are as follows:

Sports Activities

Baseball
Basketball
Cheerleading
Cross Country Track
Football
Golf
Softball
Tennis
Track
Wrestling

Clubs & Organizations

Academic Team
Art Stars
Builders Club
FCCLA
Honor Society
Math Counts
Sequoyah Club
Speech / Drama Club
Student Council
Technology Student Assoc.
Yearbook

Requirements for these organizations can be obtained from the sponsors. Students are encouraged to participate in activities in which they can excel because of special interest, talent and/or ability.

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes the student from the classroom shall be ten (10) for any one class period of each school year. Excluded from this number are state and national levels of school sponsored contests. State and national contests are those for which a student must earn the right to compete. *Students participating in school activities will not be allowed to participate in these activities after missing class or a portion of a class during the day of the activity. If activities are completed prior to the end of the school day, students are required to return to school and complete the school day unless otherwise excused by the school principal.*

CHANGE OF ADDRESS

Any change of address or telephone number should be reported to the Attendance "B" Office.

CHEATING AND/OR FRAUD

Cheating will be considered the act or intent of gaining or giving knowledge for an assignment or to answer by fraudulent means. The penalty will be a zero for the assignment or test. Forged documents will result in administrative action. Plagiarism will fall under this category.

CHECKING OUT PROCEDURE

If it is necessary for a student to leave school during the day, ~~notification to the "B" floor office by the parent/guardian is required~~ **someone from the student's contact list must sign them out. Students WILL NOT be allowed to leave with anyone not listed on their contact list.** The student must then report to the "B" floor office to check out before leaving campus. Upon returning to school, the student is required to check in through the same office. *Failure to comply with this procedure will result in disciplinary action.*

NOTICE OF NON-DISCRIMINATION

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

Name/Title: Superintendent of Guthrie Public Schools

Office Address: 802 E. Vilas, Guthrie, OK 73044

Phone Number (Voice/TDD): (405) 282-8900

Days/Hours Available: M-F 8:00 a.m. - 12:00 p.m. 1:00 p.m. - 4:30 p.m.

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

Procedural Requirements

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

AVISO DE DECLARACION NO-DESCRIMINATORIA

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

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

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

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

CLASSROOM BEHAVIOR

The responsibility and authority for classroom management rest solely with the teacher. Any rules which are fair and enhance the educational process will be upheld. If problems persist to a degree that the classroom rules are being repeatedly ignored, then a referral may be made to the ~~assistant principal~~ **appropriate administrator** where appropriate action will be taken.

The failure to abide by school rules may result in the following CONSEQUENCES: detentions, written assignments, loss of privileges, and in-school or out-of-school suspension. The consequence will be dependent upon the severity of the problem and the decision of the administrator.

CLOSED CAMPUS

We operate a closed campus. Students will not be allowed to leave campus after arrival in the morning or during lunch time. Leaving campus will be a violation of this policy. Any violation will result in disciplinary action.

DETENTIONS

Detentions given by a teacher for classroom misbehavior will be served with that teacher before school, during lunch, or after school.

Noon detentions given for misbehavior in the hallways or outside will be served with the noon detention teacher. Students serving noon detentions will bring lunch from home or obtain lunch from school cafeteria.

**DISCIPLINE
BEHAVIOR AND CONDUCT
RESPONSIBILITIES**

One of the most important lessons education should teach is discipline. It is a part of every class, and it's the training which develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration of other people.

It is our goal at Guthrie Junior High School to provide an orderly and efficient atmosphere whereby the teaching and learning processes can take place. This can only be done through effective discipline. Discipline is the responsibility of parents, students, teachers, and administrators.

The student is responsible for his/her individual conduct. Because not every problem that may arise can be foreseen, students should use good common sense to govern their behavior. They should treat each other, faculty, staff and property with respect. They should be aware that when their behavior distracts from the basic purpose of school, which is learning, there will be consequences to face.

It is the responsibility of the parent to instill in their child the value of appropriate behavior, good conduct, and to reinforce the policies and goals of the school. Parents should communicate to school officials any concerns they may have regarding their child's social, as well as academic, performance while at school.

It is the teacher's responsibility to set classroom rules of conduct consistent with the goals of the school. Expectations can be communicated in writing with rules and consequences, as well as through the general atmosphere created by handling situations that may arise in a consistent manner.

It is the responsibility of the administrator to take disciplinary action when general school policies have been disregarded or when crimes under Oklahoma Statutes have been committed. The administrators will also step in, after all other possibilities have been exhausted, to administer more severe consequences to those students who continually disrupt the learning environment of the classroom.

DISCIPLINARY ACTIONS

Disciplinary actions which may be taken by a classroom teacher may include but may not be limited to: written assignments, detaining a student after class, conferencing with the student and/or parent, loss of privileges, or detentions assigned before school, after school, or at lunch.

Disciplinary action, which may be taken by an administrator, may include but may not be limited to: conferencing with student and parent, and/or suspension. Disciplinary actions will follow a cumulative process. Regardless of offense, each disciplinary step will be visited only once before moving to the next step.

The administrator will take into consideration the severity and frequency of infractions when taking disciplinary action.

Disciplinary action to be taken:

- Conference with student and parent contact

- 1st serious infraction – 3 Lunch Detentions and meeting with counselor
- 2nd serious infraction – 5 Lunch Detentions and meeting with counselor
- 3rd serious infraction – Home Suspension - 3 days
- 4th serious infraction – Home Suspension – 5 days
- 5th serious infraction and every one thereafter – Home Suspension - 10 or more days

The proceeding discipline steps are meant as a guide only. In severe or unusual cases, the judgment of the administrator will take precedence.

DRESS CODE

***Note to Parent(s)/Guardian(s):** The main purpose of school is to give your student the best education possible. Trends and fashions have no bearing on this issue.*

All students are expected to dress appropriately and modestly at all times during the school day and at school activities. Appropriate school clothes are conducive to better behavior in the classroom, in the halls, on campus, or any time students are actively representing the school. The dress code is applicable during the school day and at any school activity, home and away.

Examples of inappropriate attire are, ***but are not limited to:***

1. Headwear worn in the building including, but not limited to: hats, bandanas, sweatbands, scarves, earmuffs, hair picks. Hats and caps are only to be worn outside the building.
2. Any clothing that exposes the midriff. Shirts need to be long enough so that they can be tucked in or drop two (2) inches below the waistline without tugging on or stretching the shirt.
3. Clothing that allows undergarments to be visible. (See #19.)
4. Clothing that has obscene, profane, or suggestive language.
5. Sunglasses (including when worn as headwear.)
6. Garments that display alcohol, drug or tobacco logos or paraphernalia.
7. Mesh jersey or fishnet type clothing.
8. Jeans, shorts or other purposely-frayed clothing (including pants with holes cut out.)
9. All sleeveless shirts, blouses, and dresses whose straps are not at least one dollar bill's width and not fitted under the arm.
10. Scooped neck and / or low cut front and back necklines that are not modest.
11. Pants below the waistline (sagging and bagging).
12. Shorts that are not closer to the knee than the mid-thigh (Bermuda short length). Boxer shorts should not be worn, other than in the appropriate athletic classes. Shorts must be hemmed.
13. Skirts/dresses that are not long enough so that the hem touches the knee (Bermuda short length). Skirts/dresses must be hemmed.
14. Bicycle pants/spandex shorts.
15. Clothing that is not worn in accordance with the design (such as both straps being worn on overalls or legs on pants being worn at their full length.)
16. Chains or "spikes" on clothing, with wallets, or worn as a necklace or bracelet.

17. Shoes must be worn at all times for health reasons. "House shoes" are not an acceptable alternative. Shoes with wheels imbedded in them are not acceptable as they are safety hazards.
18. Apparel identifying a student as "security" or "police" is not to be worn.
19. Showing of underwear (thongs/etc.) or posterior being exposed while sitting.
20. No Pajamas (lounge pants/etc.)

Any clothing that disrupts the learning atmosphere of the school is prohibited. Clothing with possible implied meanings, such as exist with the rebel flag, intended or not, may be offensive and will fall under this policy.

When a student has worn inappropriate clothing to school, the parents of the students will be contacted. The students will be sent home to change clothing, or parents may be requested to bring appropriate clothing to school. If parents are unavailable, the student may be assigned to in-school supervision **use sweat pants and/or a t-shirt supplied by the school**. Time missed in procuring appropriate clothing will count against the student's attendance in accordance with the attendance policy.

DRUGS AND ALCOHOL

It is the policy of the Guthrie Public Schools that no student shall possess, use, transmit, share, provide, sell, conspire to sell or possess or be in the chain of sale or distribution or be under the influence of any prohibited or controlled substance including as narcotic drug, illicit drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substances, alcoholic beverage or non-intoxicating beverage (defined by law, i.e. 3.2 beer). Counterfeit drugs (turkey drugs), drug paraphernalia and chemicals which provide a mood-altering effect are included as controlled substances. Illicit drugs include steroids and prescription and over-the-counter medications being used for an abusive purpose. This prohibition applies to competitions on school transportation, on school premises, at school functions, school-sponsored activities, performances, contests, athletics competitions, during lunch, or while under the supervision of school personnel. This policy is adopted in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

It is the responsibility of all school personnel to report suspected violations of this policy to an administrator. The administrator will notify the parents, impose appropriate consequences according to the discipline policy and report the incident to the local authorities. School discipline will be imposed independent of any court action. A confidential drug/alcohol report, completed by the administrator, will be sent to the Superintendent or his/her designee and to the Drug Free Schools office.

Any student violating this policy and his/her parents will be provided a list of resources and encouraged to obtain drug/alcohol education, counseling, and/or chemical dependence treatment as appropriate and at the parents expense.

Copies of this Policy shall be provided to all students and their parents at the beginning of each school year.

CONSEQUENCES FOR STUDENT VIOLATION OF DRUG/ALCOHOL POLICY

- A. Conspiracy/Chain/Sale/Distribution/Delivery of Drugs or Alcohol (for personal gain, monetary privilege or gain): Student will be suspended out of school for the remainder of the current semester and all of the succeeding semester.
- B. Possession/Use/Sharing/Being under the influence of Drug or Alcohol.
1. **First Offense:** 90 school days out of school suspension (equivalent to 1 semester).
 - a. A reduction to a 30 school days (6 weeks) out of school suspension may be granted if the student and the parent/guardians agree to the following:
 - i. To meet with the District Counseling Service representative
 - ii. To obtain, from a licensed practitioner, an alcohol/drug use assessment which may recommend counseling, education, treatment, and /or drug testing. The cost of any assessment or recommended counseling, education, treatment, etc. will be the sole responsibility of the student's parent or guardian.
 - b. Nothing in this policy is intended to limit or restrict the ability of the school district to take other disciplinary action against a student in a particular case in accordance with other policies governing student discipline. A school principal or the principal's designee may devise an appropriate disciplinary plan for an individual student relating to the substance abuse in question and may submit that planned of the superintendent, superintendent's designee, or principal for approval. If such disciplinary plan is approved by the superintendent, superintendent's designee, or principal it may be implemented for the student in question.
 2. **Second Offense:** Suspension out of school for the remainder of the current semester and all of this is succeeding semester.

NOTE: Procedural Due Process Rights: For ALL out-of-school suspensions, the due process steps outlined in the GPS Policy Manual and this handbook will govern administrative procedures to be followed in the enforcement of this policy.

REPORTING STUDENT SUBSTANCE ABUSE

- A. The Board recognizes the complexity of problems which may be associated with student substance abuse. The concern is for the well-being and best interests of students at all times. Therefore, the following procedure will be utilized by teachers and administrators in reporting students who appear to be under the influence, as defined by law, of: low-point beer, alcoholic beverages, or controlled dangerous substances. This policy is adopted in compliance with Oklahoma Statue Title 70§24-138.
- B. When it appears to a teacher or administrator that a student may be under the influence of low-point beer, alcoholic beverages, or controlled dangers substances (drugs), the teacher or administrator will report the matter in writing to the school principal or his/her

designee. Whenever possible, the teacher or administrator should attempt to obtain a corroborative observation from another teacher or administrator.

- C. The report of the teacher or administrator will state the date, time, and place of the incident. It will also describe the actions of the student or other circumstances from which the teacher or administrator concluded that the student appeared to be under the influence of low-point beer, alcoholic beverages, or controlled dangerous substances.

DUE PROCESS

A. SUSPENSION OF TEN DAYS OR LESS

1. An appeal to the building level Appeals Committee can be requested, by letter, to the school principal within five (5) calendar days after the principal's out-of-school suspension decision is received by the student and/or his or her parent. The out-of-school decision becomes final and non-appealable if a request for appeal is not received within the time frame described above.
2. Upon receipt of the appeal request, the principal shall confirm that the student's out-of-school suspension falls within the category out-of-school suspensions for which an appeal to the Appeals Committee is authorized to hear. If for any reason the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to the long-term out-of-school suspension must be followed.
3. The Appeals Committee will conduct an investigation, in an informal manner, and make a decision (by majority vote) as to the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. **The Appeals Committee reserves the right to amend, rescind, or alter the length of suspension based on its findings.**
4. The decision of the Appeals Committee shall be final and non-appealable.

B. SUSPENSION IN EXCESS OF TEN DAYS:

1. A parent or student may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools.
2. An appeal must be submitted to the Superintendent of Schools at 802 East Vilas, Guthrie, OK.
3. If no appeal is received within five (5) calendar days by the parent or student, the principal's decision will be final.
4. The superintendent reserves the right to amend, rescind, or alter the length of suspension based on the findings of the investigation.

ELIGIBILITY

When co-curricular and/or interscholastic programs are scheduled during the school day, a student must be eligible according to the following guidelines of the Oklahoma Secondary Schools Activity Association:

A. ATTENDANCE REGULATIONS

1. School Activity: These are extra-curricular activities, whether sponsored by the school or outside agency, which removed the student from class for more than half a class period.
2. The total number of student activity absences allowed for one class period per student shall be ten.
3. Once a student has had ten student activity absences from any one class period, the student must be reported to the principal's office for consideration for further absences for student activities.
4. A student is expected to attend classes 90% of the time in order to participate in school sponsored activities.

B. SCHOLASTIC ELIGIBILITY

(Information from OSSAA RULES AND REGULATIONS)

Section 1: Semester Grades

- a. A student must have received a passing grade in all five subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. This requirement would be classified as five school credits for the 7th and 8th grade students.
- b. If a student does not meet minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next semester he/she attends.
- c. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
- d. Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

Section 2: Student Eligibility During a Semester

- a. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
- b. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of his/her probationary one-week period, he/she will be ineligible to participate during the next one-week period. The eligibility periods will begin Monday and end on Sunday.
- c. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).
- d. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

Section 3. Special Provisions

- a. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three (3) weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three (3) week period.
- b. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision Rule 3, Section 3-c, if the incomplete grade was caused by an unavoidable hardship. (Example of such hardships would be illness, injury, death in family and natural disaster). (Board policy allows a maximum of two (2) weeks to apply this exception).
- c. Schools may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

Section 4. Special Education Students

Special students who are enrolled in special education class, have an Individual Educational Plan and have been certified by the principal as doing a quality of work which may, with the approval of the Board of Directors, be accepted as eligible under this rule.

ENROLLMENT REGULATIONS

All students must be enrolled in seven hours per day. The only exception to this rule is a student on an IEP or those enrolled through the counselors' office in concurrent enrollment.

A **transfer student** is one who has a legal residence in a school district other than Guthrie and wishes to go to school in Guthrie. A transfer student **MUST PROVIDE:**

1. Proof of guardianship.
2. Signed transfer request originated in *sending* district and including signatures of the sending *and* receiving superintendents.
3. Complete immunization records.
4. Proof of legal withdrawal from sending district.
5. Transcripts from all schools in which student has attended.
6. Copy of Social Security card.

A **new resident student** is one that has established a legal residence within the school district.

New resident students **MUST PROVIDE:**

1. Proof of residence (utility bill, renter's agreement, real estate contract, etc.) & signed Enrollment Verification.
2. Proof of guardianship (legal document).
3. Complete immunization records.
4. Proof of legal withdrawal from sending district.
5. Transcripts from all schools which student has attended.
6. Copy of Social Security card.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

They are:

1. The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents of eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education record that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, D.C. 20202-4605

INCENTIVE TRIPS

It is a privilege and honor for Guthrie Public School students to attend and represent our school at various activities through the course of the year. Students must be academically eligible to participate in any school activity. School dress code standards apply to all incentive trip activities. Inappropriate behavior on these trips may warrant severe disciplinary action. Students must ride the school bus to and from the activity.

During any trip, any major inappropriate behavior (such as curfew being broken) may result in the student:

1. Being sent home at their own expense.
2. Suspension from school for an appropriate amount of time.
3. Loss of the privilege to go on any future school trips.

FIGHTING/ASSAULT

Fighting will not be tolerated at Guthrie Schools due to a chance of injury and/or property damage. Fighting is defined as any situation in which mutual participation in an incident involving physical violence. Assault is defined as a physical act and/or an act, criminal or tortious, that threatens physical harm to a person, whether or not actual harm is done.” Disciplinary action will be taken by the administrator if either persons involved fit the above definitions. Infractions may be handled in the following manner for all students involved (Administrator Reserves The Right To Modify Any Discipline Consequences). Parents of a student that has been suspended out of school must attend a conference with the principal before the student is allowed to return to his/her regular classes. If a student participates and/or is responsible for inciting, instigating, or encouraging a fight, the following may apply:

FIGHTING

- 1st Offense - Suspension from school for five (5) days.
- 2nd Offense - Suspension from school for ten (10) days.
- 3rd Offense - Suspension from school for the remainder of the semester.

ASSAULT

- 1st Offense - Suspension from school for fifteen (15) days.
- 2nd Offense - Suspension from school for forty-five (45) days.
- 3rd Offense - Suspension from school for the remainder of the year.

Students who film fights at school and promote the video online may be disciplined under both policies as the Administrator deems appropriate.

FINANCIAL OBLIGATIONS

It is the policy of the Guthrie Public Schools to not charge fees for classes. However, students may be expected to pay for special projects, materials, and activities (i.e. Art, Science, AP English, elective classes, etc.)

FIRE, TORNADO, INTRUDER & LOCKDOWN DRILLS

All drills will be conducted in accordance with state law and reported to the appropriate reporting agency on a yearly basis.

FIREWORKS

Fireworks are not permitted while attending school, on school premises, or at school sponsored activities. Any student in violation of said policy will face immediate disciplinary actions.

FOOD AND BEVERAGES

No food or beverages, except sack lunches in sacks or lunch boxes, will be allowed in the building except in the cafeteria. No glass containers, please.

GANG CODE / NON-SCHOOL SANCTIONED ORGANIZATIONS

The following are prohibited at Guthrie Public Schools during the school day and at all school events (home and away):

1. Possession, wearing, use, distribution or displaying of any sign, symbol, badge, color, or other item that is evidence of affiliation with, or membership in, an organization that is not sanctioned (approved of) by the school administration or a gang.
2. Wearing pants below the waistline (sagging and bagging).
3. Wearing of headgear that would associate a student with an organization that is not sanctioned by the school. This includes caps, bandannas, handkerchiefs, shoestrings or any other associated with gang-related behavior.
4. Participating in any act, either verbal or non-verbal, to include gestures, expressions, handshakes, signs, etc., that may indicate an affiliation with, or membership in, an unsponsored, unacknowledged organization.
5. Participating in any act that may further the interest of such an organization, including, but not limited to, membership, writing or inscribing graffiti, messages, symbols or signs on school property.

Violation of this policy will result in disciplinary actions up to and including the suspension for the current semester and the following semester and filing of criminal charges, depending on the severity of the infraction.

GRADING SYSTEM

Report cards will be given to the students the week following each nine weeks period. The final report card in May will be mailed home. The report cards contain an academic grade, attendance record, and teacher comments. Please check each area carefully to determine progress.

100-90	A
89-80	B
79-70	C
69-60	D
59 or below	F

Incomplete grades must be made up within two (2) weeks or convert to an F.

GUIDANCE COUNSELING

The Junior High counselors will perform classroom guidance to 7th & 8th grade students throughout the year on these topics: (1) Planning for High School and Beyond, (2) Alcohol and Choices, (3) Responsibility, (4) Sexually Transmitted Diseases, and (5) HIV/AIDS. The counselors will be teaching the students the importance of remaining abstinent and will be using the KEEP Program curriculum that is Federal and State approved. The counselors will separate students by gender when conducting these classroom guidance discussions. The curriculum is available for your review in the counselor's office during regular school hours. Parents will be given information to opt out their students at enrollment and also mailed an opt out letter two weeks after the start of the school year. All opt out forms must be returned to the Junior High by September 9. Alternative arrangements can be made for your student if you wish them not to

participate. You may call the counselors at 282-5936 with any questions or concerns you might have.

HALL CONDUCT

Since everyone uses the halls, there are some basic rules to be observed:

- Walk, do not run.
- Keep to the right.
- Do not block the halls by standing in groups.
- Avoid yelling and horseplay.
- Do not slam or kick lockers.
- Help keep the halls clean.

HALL PASSES

Students are not permitted in the halls during class periods unless a teacher accompanies them or have a hall pass from an authorized staff member. The pass must have your name, date, destination, time, and signature of a staff member on it. Any student in the halls without a pass during class time will be given detention.

HEALTH & MEDICATION

If a student is injured or becomes ill at school, he/she should report to the “B” Floor Office, and a parent/ guardian will be notified.

It is the policy of the Guthrie Public Schools that NO drugs or medication of any kind (including aspirin and similar products), except those prescribed by a physician, will be given to a pupil by school employees.

ILLNESS AND MEDICATION - We request that you adjust your child’s schedule to eliminate the need to take medication during the school day. In the event it is necessary for a child to use medication during the school day, the following procedure will be followed:

All medication is to be brought to the school secretary upon arrival and appropriately labeled by the pharmacy or physician as to the name of the medication, dosage instructions, doctor’s name and prescription date. A note, dated and signed by the parent, must accompany the medication, giving the child’s name, dosage amounts, specific dosage times, and other instructions if necessary. The Medication Authorization form is available on the District’s website in the Parent Backpack or at the school’s office.

Confirmed asthmatic patients with a note from the physician may keep their inhalers with them.

If you do not wish to send a large bottle of expensive medication to school, we suggest that you ask your pharmacist to label an additional container for use at school.

NON-PRESCRIPTION MEDICATION (for example, aspirin, stomach remedies, ointment, cold tablets or similar drugs) is not given without prior written permission of the physician. Medication must be in the original bottle (with the identification of the medication and dosage instructions) and a note signed and dated by the parent giving the child’s name, medication, dosage instructions, and other necessary instructions must accompany the medication.

A log of the student’s medication will be kept at the school office.

HOMEBOUND POLICY

Teachers are responsible for assigning adequate homework for their respective subjects. It is the student's responsibility to acquire the assignment and make up any work that is missed.

IMMUNIZATION

Oklahoma State Health Department requires all students to be immunized. The Guthrie Public Schools, in accordance with these laws, requires every student enrolling have proof of immunization.

State requirements are as follows:

Five (5) DPT/DTaP/Td/Tdap	Two (2) MMR
One (1) Tdap Booster	Two (2) Hepatitis A
Four (4) Polio	One (1) Varicella
Three (3) Hepatitis B	

Students will not be allowed to enroll without necessary immunizations. Should the Oklahoma State Department of Health change these requirements, their guidelines will supersede this list.

Free Clinics

Many insurance companies will pay for the required immunizations. If not covered by your insurance, there are free clinics available.

<u>Site</u>	<u>Hours</u>
Logan County Health Department	Daily ---- Monday thru Friday
215 Fairgrounds Road Guthrie, OK 73044 405-282-3485	8:00 a.m. – 11:00 a.m. and 1:00 p.m. – 4:00 p.m.

INSURANCE

Insurance is required for all student athletes, agricultural education students, industrial arts students, and vocational carpentry students before they take part in any practice, scheduled contest, or class. Students already covered by a family insurance policy may have a parent sign a waiver to this requirement. **THE SCHOOL ASSUMES NO RESPONSIBILITY FOR THE SETTLEMENT OF CLAIMS.** *The school must have proof of insurance by the start of the eighth day of class or the student will be dropped from that class and assigned another class/subject. NO EXCEPTIONS!*

INTIMIDATION / HARASSMENT (No-Bully Law)

Intimidation or harassment directed toward other students will not be tolerated. All students are expected to treat others with respect at school, school activities, and other extra-curricular activities.

1st Offense: Parent conference/phone contact and suspension from school for three (3) days.

2nd Offense: Parent conference/phone contact and suspension from school for five (5) days.

3rd Offense: Suspension for the remainder of the semester and the following semester.

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

LEWD AND/OR IMMORAL BEHAVIOR

Immoral and/or lewd behavior will not be tolerated. Infractions will result in administrative disciplinary action.

Examples of inappropriate behavior are, but are not limited to:

1. Writings
2. Drawings
3. Pictures
4. Magazine
5. Internet / Computer / System Peripherals

LOCKERS

Lockers are provided and assigned by the school for your use and convenience. Listed are some tips and suggestions which may assist you in the proper use of the lockers.

- Once you have been assigned a locker, you should not change lockers without proper approval through one of the administrators in the office.
- Make sure you tag, label, or mark all your personal items.
- Clean, arrange, and organize your locker at least once during the week. Most locker confusion is caused by an accumulation of unnecessary debris.
- Do not leave coats, shoes, or other clothing at school and then bring more from home.
- Do not bring valuable items to school. Even though you may believe they will be safe in your locker, they will be safer at home!
- Lockers are to be utilized for items you must have and will use during your classes. Items that do not positively contribute to the accomplishment of this goal should remain at home.
- Keep your locker locked and your combination a secret!!!

Pursuant to Title 70 O.S. 1987 § 24-102, students have no reasonable expectation for privacy rights from school officials in regard to school lockers, desks, and/or other school property.

LOST AND FOUND

Check in the “A” floor office for lost articles before and after school. Please!!!! Remember to label all your personal items.

LUNCH ROOM OFFENSES

Cutting in line, leaving a tray or dirty table, not following instructions of a staff member, and other minor offenses during lunch will result in lunch detentions per offense. Major infractions will be handled as outlined elsewhere in this handbook.

MAKE UP WORK

Students, upon returning from an absence, will have one day for each day missed to make up work. Major assignments that were assigned earlier in the semester will be due on the designated day whether the student is in attendance or not. IT IS THE RESPONSIBILITY OF EACH STUDENT TO MAKE ARRANGEMENTS FOR MAKE UP WORK.

NATIONAL HONOR SOCIETY / NATIONAL JUNIOR HONOR SOCIETY

To be a member of National Honor Society, a student's grade point average must be 3.5 or higher on a 4.0 scale. For High School NHS, averages are based on all grades received including those during the freshman year. High School eligibility begins the sophomore year (as per National Honor Society guidelines). Junior High eligibility is based upon grades beginning the first semester of Junior High. All students are expected to meet other criteria, such as leadership, service, and character.

OKLAHOMA STATE HONOR SOCIETY

The top ten percent of the High School student body is eligible for membership in the Oklahoma State Honor Society. Averages are based on all grades received; eligibility begins with the freshman year. Junior High membership is based on the State Regents Test scores.

OKLAHOMA STATUTES

Action(s) defined as crimes under OKLAHOMA STATUTES will result in suspension if the student commits the acts while in attendance at school, enroute to/from school, on school premises, or at school sponsored activities. Students may also be suspended with said suspension for the remainder of the semester and for the following semester on the first offense for the following:

1. Assault and battery of a school official.
2. Possession of a dangerous weapon or facsimile (with or without intent to do bodily harm).

For example:

- a. Knives
 - b. Firearms and/or facsimiles (i.e. including cap guns)
 - c. Explosives
 - d. Metal objects (chains, brass knuckles, etc.)
 - e. Clubs
 - f. Sharp or pointed instruments
3. Participation in an illegal demonstration on school property.

Students will be suspended for three (3) to five (5) days for the first offense and may be suspended from school for the remainder of the semester and for the following semester on the second offense for the following:

1. Verbal assault of a school official.
2. Defying a school official.
3. Inciting a fight.
4. Failure to identify oneself
5. Failure to comply with the request of a school official.

PLANBOOK.COM

Planbook.com is used by each teacher to enter lesson plans on a weekly basis. Students and parents have access to the lesson plans via www.planbook.com and selecting the “Student View” tab located next to the login button. Teacher email and student key (used for login) will be produced by each individual teacher and given to each student in class. Access is also obtained through teacher webpages.

PLEDGE OF ALLEGIANCE / NATIONAL ANTHEM

The Pledge of Allegiance and the National Anthem of the United States of America will be given at various times during the school year. It is the student's right not to participate, but the student **MUST** remain quiet, attentive, and respectful to the rights of others during the ceremony.

HONORS COURSES

Honors courses are offered in the subject areas of Math and Reading. These courses have been designed to meet the needs of the advanced student who wishes to pursue college level studies. Completion of the course contract is required for enrollment.

PROFANITY

Profanity and/or obscene gestures will not be tolerated enroute to or from school, while attending school, on or in school premises, or at school sponsored activities. Offenses will result in administrative disciplinary action. However, if the profanity is directed toward a staff member, it will be treated as a verbal assault.

PROFICIENCY BASED PROMOTION

All K-12 students are eligible to advance one or more levels in designated curriculum areas if they perform at 90% or higher on assessments designated by the Guthrie Public School District. This type of curriculum advancement is proficiency based promotion.

Upon request of a student, parent or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum as identified in 70.S 11-103.6.

Proficiency will be demonstrated by testing with the Oklahoma Proficiency Tests by Riverside or with district approved, teacher-made criterion-referenced tests. In addition, a performance demonstration will be required in language arts, foreign language, and the arts. Lab sciences at the high school will require performance of relevant laboratory techniques.

Core areas are as follows:

- Social Studies
- Language Arts
- Mathematics
- Science
- Languages
- The Arts

More details can be obtained from the district policy on Proficiency-Based Promotion or from the site principal.

PUBLIC DISPLAY OF AFFECTION

It is assumed that all students have sufficient personal pride and respect. The school halls and campus are public places; therefore, it is expected that students will use discretion in relationships. (This discretion will be limited to hand holding.) Students who persist in other practices will be referred to the counselor, and if necessary, the parents will be called for a conference or other disciplinary action will be taken.

RACIAL SLURS

It makes no difference if the racial slurs are in jest or in earnest. "Flag words" are also considered racial slurs.

- 1st Offense: Three (3) day suspension
- 2nd Offense: Five (5) day suspension
- 3rd Offense: Five (5) day to one (1) year suspension.

RESTRICTED AREAS

A.M.

- Upon arrival to school, students are to remain outside, in front of the building. Students are to remain behind the blue lines on the front sidewalk and between the buildings and the trees. Students must stay away from the curb line for safety reasons.
- Students may play basketball or four squares in the morning. Please do not stand and talk on the basketball court while others are playing.
- Students are not permitted to be in the alley (behind the school) at any time during the school day.
- Students are not permitted to stand between the main building and the gym at the "A" floor level at any time during the school day.

Lunch

- After eating lunch, the students will move outside. All students must remain between the basketball court and the front of the gym steps.
- Students may play basketball or four squares during lunch. Please do not stand and talk on the basketball court while others are playing.

P.M.

- Students are to board the buses immediately after school. The buses leave the Junior High every day at 3:20 p.m.
- Students walking home need to leave the campus immediately after school. All students must be off campus by 3:30 p.m. No loitering on campus after school.

PROCEDURES AND RESPONSIBILITIES FOR STUDENTS IN SPECIAL AREAS

In order for students to function cooperatively, some basic procedures are needed in particular areas such as: in the cafeteria, at the lockers, in the media center, in the use of school facilities, materials, and restricted areas.

Bicycles & Skateboards

- Bikes should be parked in the bike area when school begins each day, and they should remain parked until school is dismissed. We recommend you buy a lock. We cannot assume responsibility for bicycles.
- Bike riding is appropriate for the street but not for the sidewalks surrounding the school.
- Please walk your bike so others will not be injured as they use the walks.
- Students should not congregate around the bike area. Bike riders only should use the parking space. After a bike is parked and secured, go directly to the appropriate area.
- Skateboards are not allowed at school or on school property at any time. These items will be confiscated and returned at the end of the school year unless a parent comes to the school to pick up the item during regular school hours. Repeat offenses of this policy will result in suspension and other disciplinary actions.

Media Center

The librarian is available to all students and will assist students as they make use of the many books that are available for studying and for recreational use. The following guidelines are important for each student to know and to follow:

- Hours: 8:10 a.m. to 3:30 p.m.
- Books circulate for two-weeks unless they are needed for a special class assignment. Some materials will be put on reserve and checked out overnight only.
- All materials have the due date stamped on them. It is the student's responsibility to return borrowed materials on the date due.
- All book fines must be cleared in order to receive your report cards.
- You assume responsibility for books or any library materials when you check them from the media center. Books or materials that may be lost, stolen, or damaged will be your responsibility since you are given the privilege of borrowing materials.
- The media center is a place to study, read, and do research, so appropriate behavior is necessary. It should be semi-quiet and should not be used as a place of visitation.

Cafeteria and Lunch

- Students may choose to purchase a lunch or bring a lunch from home.
- The cafeteria offers two (2) choices: fast food line and plate lunch. A student is expected to eat in the cafeteria. Milk may be purchased in the cafeteria. Neither food nor drinks are to be taken from the cafeteria.
- Free or reduced rate lunches are available for those who qualify. If you would like to apply, please come by the office for an application.
- The following procedures will assist students in making lunch a more pleasant experience for all concerned.
 - Eating areas should be left as clean as possible. Nothing should be left on the tables. All refuse, paper, etc. should be placed in the trash as you empty and return your tray and eating utensils.
 - All lunches are to be eaten in the cafeteria and nothing is to be taken from the cafeteria to be eaten later. Milk may be purchased if you bring your lunch from home.
 - Saving seats is not appropriate. The first person who arrives should have the seat.
 - Do not break into the lunch line. Take your turn and do not save places in line. This is unfair to those behind you.
- Please practice your good manners and be considerate of others.

SATURDAY / WEDNESDAY SCHOOL

Saturday /Wednesday School, if available, will be used as an alternative consequence for students who are in violation of school policy. Failure to serve Saturday/Wednesday School assignment will result in out of school suspension.

Wednesday School will occur for one hour immediately following the school day (3:20-4:20).

SCHOOL ACTIVITIES

Students who misbehave (i.e., run, roam, harass, fail to cooperate with school officials) at school activities will be dismissed from the activity without a refund and can face additional administrative action.

SEXUAL HARASSMENT

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

SOLICITING

No soliciting or selling may be done in the school without approval of the building principal. Only fundraising activities approved by the Board of Education are allowed.

STUDENT CONDUCT

Each student is expected to behave in a manner which will add to the educational atmosphere at Guthrie Public Schools, and anything that detracts from the spirit of dignity at our school will be subject to disciplinary action. Students have the responsibility to know and respect the rules and regulations of the school.

We desire that all students accept the responsibility of self-discipline. Students are to conduct themselves as young ladies and gentlemen at all times (i.e. halls, cafeteria, classrooms, assemblies, and extra-curricular activities). When a student demonstrates that he/she cannot conduct themselves in a positive manner and infringes upon the rights of others to enjoy the freedom of self-discipline, he/she must face the consequences of disciplinary action.

The responsibility and authority for classroom management rests solely with the teacher. Any classroom rules, which are fair and enhance the educational process, will be upheld. If problems persist to a degree that the classroom rules are being repeatedly ignored, a referral may be made to the discipline principal where appropriate action will be taken.

When students enroll in classes, the following obligations are assumed:

- To be present and on time each school day. (Attendance is a vital part of academic progress.)
- To be in the properly assigned area BEFORE the last class bell rings.
- To complete each assignment on time.
- To give complete attention in class.

- To participate in all class activities.
- To be respectful and cooperative.
- To bring the necessary equipment to participate.

Defiance of teacher authority will result in appropriate disciplinary action.

STUDENT SEARCH

School personnel have the authority to detain and search or authorize the search of any student upon suspicion that the student is in violation of district policy.

STUDENT WELFARE / CHILD ABUSE

Employees of the Guthrie Public Schools are required by law to report suspected child abuse victims to the Department of Human Services. In suspected cases of physical and sexual abuse, local authorities may question the victim at the school site without the principal obtaining permission from the victim's parent/guardian.

SUBSTITUTE POLICY

Since our school is judged by the way we act in class, substitutes can either take a positive or negative impression of our school with them when they leave. You are expected to conduct yourself as a host to these substitute teachers and show them the same respect expected of your regular teachers. Failure to comply with school rules while under the direct supervision of a substitute will result in immediate administrative disciplinary action.

SUSPENSIONS

It is the philosophy of the Guthrie Public Schools that no student be permanently suspended from school unless every means has been exhausted in trying to teach the student respect for policies and guidelines of the school.

However, when it is evident that a student has no interest in education, is a behavior problem, or is a chronic truant, the Administration must take action in suspending said student in the best interest of the school as a whole.

Any student who has accumulated in excess of three (3) suspensions for attendance or disciplinary action may be suspended for the remainder of the semester, for the following semester, or longer if allowed by law in extreme cases.

While serving a suspension, a student will not be allowed on campus or to attend or participate in any school sponsored activity. If this policy is violated, a suspension of three days, the remainder of the current semester and/or the following semester will be added to the current suspension. While suspended, a student may not attend or take part in any school activity, including extracurricular practices.

A student will not be allowed to participate in any school activity during the time of a suspension and until the day following the last day of the suspension.

TARDIES

Punctuality is an important part of maturity and reflects an attitude of courtesy toward others (oversleeping and missing the bus are examples of unacceptable reasons for being tardy to school). A student will be considered tardy if he or she is not in his or her properly assigned area when the class bell rings.

Tardiness to classes is not acceptable; however, there are times when it will occur. After ten (10) minutes the tardy will be counted as an absence.

Each teacher will keep a log for each semester of student tardies per class period. After the first tardy, the teacher will email administration and amount of tardies for student. The teachers will discuss in their daily team meeting which students on their team have a tardiness problem. Administration will contact parents and follow discipline plan.

At that time, the following disciplinary actions will be taken:

- First offense: Warning by teacher
- Second offense: 1 Day Lunch Detention
- Third Offense: 3 Days Lunch Detention
- Fourth Offense: 1 Week Lunch Detention

If a student continues to be tardy after 4 tardies, out of school suspension will occur.

THREE tardies equals one unexcused absence.

TELEPHONE

The telephone is available for “EMERGENCY USE ONLY.” Students should not rely on using the school phone for making plans that can be arranged before or after school.

Basic phone procedures are:

- Student phone calls should be made in the “B” floor office.
- Students will be required to sign a daily log sheet when making telephone calls at school.
- You must have permission from your teacher and a hall pass to use the phone during school hours.
- DO NOT PLAN to make your personal after-school arrangements on the phone at school. Make pre-arrangements for after-school activities when transportation or other considerations will be necessary. Students should communicate with friends at home and only unusual situations should require “last minute” planning by phone.
- Calls are to be limited to two (2) minutes.
- If someone should call for you at school, you will not be brought from class to answer the phone. The person may leave a message, and the message will be delivered to you.

TEXTBOOKS

Textbooks will be issued through the teacher in your different classes. Textbooks are provided to the school through state funding, which means books must be utilized by the school for multiple years; therefore, it is your responsibility to treat books with care. Once you have been given books to use, you will be responsible for the books assigned specifically to you until you complete the school term or until you withdraw from school. A textbook which may be lost or

damaged will be your responsibility. You must take care of replacement or damage costs before you receive your final grades. The school may hold grades and records if fines or replacement costs are not resolved.

THEFT

Theft will not be tolerated. Replacement and/or reimbursement will result as well as Administrative disciplinary action.

- 1st Offense: Parent conference and suspension from school for three (3) days.
- 2nd Offense: Parent conference and suspension from school for five (5) days.
- 3rd Offense: Suspension for the remainder of the semester and for the following semester.

THROWING OBJECTS

Due to the obvious danger, throwing of any objects will not be tolerated. If an item is thrown that could cause damage or injury, the penalty will be the same as fighting (the exception is if a serious injury is caused then the student may be suspended for the remainder of the semester and/or for the following semester.)

TITLE IX

The Guthrie Public School system hereby agrees that it will comply with Title IX of the Educational Amendments of 1972 which states that no person in the United States shall, on the basis of sex, be excluded from participation in, denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. The School District is an equal opportunity employer.

It is, therefore, the policy of the Guthrie Independent School District No. I-1, Logan County, to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to the Title IX Coordinator, Guthrie Public School Administration Building, 802 East Vilas, Guthrie, Oklahoma, 73044; telephone (405) 282-8900.

TOBACCO

In compliance with State Laws of Oklahoma, it shall be the policy of the Guthrie Board of Education that the use of, or possession of, tobacco products (including smokeless tobacco), including paraphernalia, in any form, by students while attending school, in/on school premises, and at school sponsored activities is prohibited. Any student in violation of said policy will face immediate disciplinary action:

- 1st Offense: Parent conference/phone contact and suspension from school for five (5) days.
- 2nd Offense: Parent conference/phone contact and suspension from school for ten (10) days.
- 3rd Offense: Suspension for the remainder of the semester, or suspension for the remainder of the school year.

TRANSPORTATION

Registration of Riders

Each student must be registered as a bus rider before they can ride the school bus. The GPS Transportation Department Student Bus Rider Registration Form is available at the Transportation Office and on the school website (<http://www.guthriepls.net>). Proof of residency is required, see the "Parent's Backpack" on the website for more information. Parents must complete this form and return it to the transportation office. Once the form is entered the students will be issued a bus rider pass. They will need the bus pass to board the bus.

Transportation Transfers and Students Not Riding

In order to provide the safest possible care for your students while they ride the bus, and to control the number of students riding any given bus, *students will ride only their assigned bus*. Students who live in town are in the "no ride zone" and are not assigned to any bus; therefore in-town students may not ride a school bus to another person's address. Students will also get on and off the bus only at their assigned stop. Students are not permitted to ride home to a friend or other students home.

If a student does not ride for **two (2)** consecutive days, the bus will not return or stop until you notify the Transportation Office (405-282-5919) that the student will again be riding.

TRUANCY

Any student is considered truant when absent from the school grounds without approval of the school and the permission of the parent or guardian. A student who fails to report to class or check out when leaving school anytime during the school day is subject to discipline for truancy.

TRUANCY LAW

Parents can be fined if they allow students to remain absent from school. Under the State Truancy Law, the district must report truancy to the District Attorney. Penalties may be assessed by the Logan County District Court.

UNWRITTEN REGULATIONS

Each year, there are a few things including some "fads" that appear on our campus. We are not listing any of these, nor are we making a regulation to cover all of the problems that may arise. When a fad begins on the campus and a "nuisance" develops, we shall immediately eliminate the nuisance.

VANDALISM AND OTHER OFFENSES

Any student committing an act of vandalism, theft, gambling or forgery is subject to suspension. Damaged or stolen school property must be paid for or replaced by the offending student. The use or possession of stink bombs and/or any other object that would be detrimental to the educational process or that might disrupt any event, class, etc., will also be considered vandalism. Offenses of the above may result in more severe penalties of suspension. Suspensions may range from ten (10) days to the remainder of the semester and the following semester, and/or appropriate Civil Action.

VENDING MACHINES

Vending machines are provided for your convenience. They are to be used **only at the appropriate times and not during class time.**

VISITORS (All visitors must report to the office)

We cannot accommodate student visitors during the school day. Parents are always welcome to visit the school but are asked to check in at the “B” floor office first. Parents, if you need to talk with your child, stop by the “B” floor office for a visitor’s pass.

WEAPONS

Students should not bring any type of instrument to school that is likely to be used as a weapon or tool which could be used to deface or vandalize school property. The following instruments may be considered weapons:

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

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

WEATHER

In the event school is closed or starting late because of inclement weather, parents are asked to listen to local radio and television stations. When possible, the District’s website will also be updated to include the newest information.

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

WIRELESS COMMUNICATION & ELECTRONIC DEVICES

Students may possess a cellular telephone while on school premises and while in transit under the authority of the school. The term “cell phone” includes but is not limited to cellular phones, mobile phones, VoIP, iPhone, smart phones, internet phones or similar devices. Students will keep cellular telephones turned off and out of sight during class time and during all school or school related activities. During these times students shall be restricted from text or picture messaging, calling electronic mailing, instant messaging, uploading, downloading, gaming, web-surfing, accessing social networking sites, or using any features or applications installed on communication devices. Students may only use cellular telephones before and after school and at lunch or during break periods. Likewise, students may have pagers and cellular telephones while attending a function sponsored or authorized by the school, subject to the same restrictions applicable to instructional periods.

Telecommunication devices shall be turned off and out-of-sight in locations deemed “private areas.” “Private areas” include but are not limited to restrooms, changing rooms, and locker rooms or similar areas. The use of audio/video recording and camera features is strictly prohibited in these areas. A student who witnesses a cell phone or other telecommunication device out in a “private area” shall immediately report this behavior to a teacher or administrator.

The district has adopted policies regarding appropriate contact between staff and students via telecommunication devices and social networking sites. These policies are found at *Wireless Telecommunication Devices (Employees)*. Students shall only engage in approved and authorized contact with school employees and shall report any inappropriate contact immediately.

Students found to be using any electronic communications device for any illegal purpose, in a manner volatile of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations, or to harass or intimidate students or staff members shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Using a phone for harassment purposes includes using a phone’s features such as text or picture messaging, internet uploading and downloading, camera, and/or audio/visual recording features. Acts such as “upskirting” or “downblousing” are prohibited and are considered harassment of an individual. Students violating this policy will not be allowed to carry any personal communication device following the incident unless a genuine health emergency exists, and may also be subject to other disciplinary action.

WARNING:

The taking, dissemination, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic communication) may constitute a CRIME under state and/or federal law. Any person taking, dissemination, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registries.

WITHDRAWAL FROM SCHOOL

When a student must withdraw from Guthrie Public Schools during the term, he/she must report to the registrar in the morning of the day he/she leaves to begin formal withdrawal from school. Students will not be withdrawn until the parent or guardian has made contact.

WHEN WITHDRAWING FROM SCHOOL, PLEASE ADHERE TO THE FOLLOWING PROCEDURE TO LEAVE GUTHRIE PUBLIC SCHOOLS WITH A CLEAR RECORD:

1. Arrange a conference with the counselor to explain the reason for withdrawal, leave a forwarding address, and secure a permit to withdraw from the appropriate office.
2. Secure teacher signatures on the withdrawal permit and return textbooks to those teachers. The locker should also be cleaned out.
3. Leave the signed withdrawal form in the office with the registrar showing a clear record.
4. A transcript of the student's work will be forwarded, upon request, to the new school.

ASBESTOS MANAGEMENT PLAN

In Accordance with Federal law, Guthrie Public Schools has been inspected and approved for asbestos management.

Asbestos plans are available for viewing during regular school hours Monday-Friday by contacting Jerry Gammill at the Maintenance Department located at 200 Crooks Drive, Bldg. #4, Guthrie, OK 73044.

DISCLAIMER

The preceding discipline steps are meant as a guide only. In severe or unusual cases, the judgment of the Administrator will take precedence. The Guthrie Public School Policy Manual will also be used in regard to school-student relationships. A copy of this policy can be viewed at Guthrie High School, Guthrie Junior High, or the Guthrie Public Schools Administration Building.

**GUTHRIE JUNIOR HIGH SCHOOL
PARENT AND STUDENT HANDBOOK**

Dear Student:

This handbook has been prepared for your information, and to assist you with the expectations, responsibilities, guidelines, and procedures necessary in becoming the best junior high student you can be. We hope you will use the book and become familiar with its contents. If each of our students will accept the responsibility of developing to their fullest potential, our school, our students, the parents and our community will have much of which to be proud.

Respectfully,

Robbie Rainwater
Principal

PLEASE SIGN AND RETURN THIS TO YOUR FIRST HOUR TEACHER.

I have read my Guthrie Junior High School Handbook for the 2018-2019 school year. I understand the rules and will make every effort to abide by them.

Student Signature

Parent/Guardian Signature

Dear Parents and Guardians:

In accordance with the *Every Student Succeeds Act* PARENTS' RIGHT-TO-KNOW, this is a notification from Guthrie Public Schools to every parent of a student in a Title I school that you have the right to request and receive in a timely manner:

- a) information regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teachers shall include the following:
 - If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
 - If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
 - The teachers baccalaureate degree major, graduate certification, and field of discipline; and
 - Whether the student is provided services by paraprofessionals, and if so, their qualifications [ESSA 1112(e)(1)(A)(i)-(ii)]
- b) information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable. [ESSA 1112(e)(2)(A)]
- c) In addition to the above information you will be notified if your student has been taught for four or more consecutive weeks by a teacher who does not meet the applicable state certification for licensure requirements at the grade level and subject area in which the teacher has been assigned. [ESSA 1112(e)(1)(B)(ii)]

If you have questions or concerns, please feel free to contact your student's Principal.

Sincerely,

Mike Simpson, Ed. D.
Superintendent of Schools



GUTHRIE HIGH SCHOOL
200 Crooks Drive

Home of the Bluejays



2018-2019 Student-Parent Handbook

ADMINISTRATION
BOARD OF EDUCATION

Jennifer Bennett-Johnson
Travis Sallee
Tina Smedley
Janna Pierson
E. Sharon Watts
Gina Davis
Terry Pennington

DISTRICT OFFICE: 282-8900

Dr. Mike Simpson, Superintendent of Schools
Mrs. Michelle Chapple, **Chief Financial Officer**
Mr. Doug Ogle, **Assistant Superintendent**
Ms. Carmen Walters, Director of Federal Programs / Elementary Education

HIGH SCHOOL OFFICES

Main & South Office	282-5906
North Office (Attendance)	282-5913
Chris LeGrande, Principal	282-5906
Bret Stone, Assistant Principal	282-5906
Juana Benson , Director of Alternative Education	282-5941
Jon Chappell, Athletic Director	282-5906
Kristi Blakemore, Freshman Counselor	282-5913
Annie Chadd, Senior Class & Sophomore A-K Counselor	282-5913
Maggie Wade, Junior Class & Sophomore M-Z Counselor	282-5913

GUTHRIE PUBLIC SCHOOLS' MISSION STATEMENT

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

EXIT OUTCOMES

Our Vision of a Well-Educated Student:

Have positive self-esteem.	Be effective communicators.
Have a strong knowledge base.	Be creative and complex thinkers.
Show concern for the welfare of others.	Be problem solvers.
Be self-directed, lifelong learners.	Be cooperative learners and workers.
Be productive members of society.	

Oh G.H.S.



Oh, G. H. S. you are the one that



we love best. Our roy - al



blue is all that's good and true.



So let us fling our col - ors high.



The vic - to - ry de - pends on you. In the



halls of fame we'll write your name for the



loy - al roy - al blue.

SCHOOL INFORMATION

CLASS: 5A

CONFERENCE: Suburban

NICKNAME: Bluejays

COLORS: Royal Blue & White

LOCATION: 200 Crooks Drive
Guthrie, OK 73044

WEBSITE: www.guthrieeps.net

PHONE NUMBERS

Attendance / North Office	282-5913	Registrar / North Office FAX	282-8823
Transcripts & Records Office	282-5913		
Discipline / Main Office	282-5906	Main Office FAX	282-5909
Transportation	282-5919		
Child Nutrition	282-5952		

Bell Schedule – Standard

8:10	--	8:58	1st Hour
9:03	--	9:51	2nd Hour
9:56	--	10:44	3rd Hour
10:49	--	11:38	4th Hour
11:38	--	12:36	Power Hour / Lunch
12:41	--	1:29	5th Hour
1:34	--	2:22	6th Hour
2:27	--	3:15	7th Hour

Bell Schedule - Assembly

8:10	--	8:53	1st Hour
8:58	--	9:41	2nd Hour
9:46	--	10:29	3rd Hour
10:34	--	11:18	4th Hour
11:18	--	11:52	Assembly
11:53	--	12:51	Power Hour / Lunch
12:56	--	1:39	5th Hour
1:44	--	2:27	6th Hour
2:32	--	3:15	7th Hour

HIGH SCHOOL PARENT-TEACHER CONFERENCES

OCTOBER 16 & 23 4 p.m. – 7 p.m.

MARCH 12 & 14 4 p.m. – 7 p.m.

Guthrie Public Schools

School Calendar 2018-2019

August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST
28-29-30-31 Teacher In-Service

January

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER
3 - Labor Day
4 - First Day of Classes
28 - Homecoming (1:10 PM Dismissal)

September

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER
16 - P/T Conf (All Schools)
17 - End of First Quarter
18 and 19 Fall Break
23 - P/T Conf (GHS and GJHS)
25 - P/T Conf (Elementaries)

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

NOVEMBER
19-23 Thanksgiving Break

October

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

DECEMBER
21 - End of 2nd Quarter
Dec 24 - Jan 4 Winter Break

March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY
7 - Classes Resume
21 - Martin Luther King Day
29 and 31- P/T Conf (Elementaries)

November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

FEBRUARY
18 - Professional Day

April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MARCH
12 and 14- P/T Conf (GHS and GJHS)
15 - End of 3rd Quarter
18-22 Spring Break

December

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MAY
24 - Last Day of Classes
27 - Memorial Day
28 - Snow Make-Up Day #1*
29 - Snow Make-Up Day #2*

May

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1st Quarter **32+4**
2nd Quarter **41**
3rd Quarter **49+1**
4th Quarter **45**
167 Days Taught
5 Professional Days
172 Days Total

*School will be dismissed if not used for bad weather

Administration - 282-8900
High School - 282-5906
Faver Alternative - 282-5941
Junior High - 282-5936
Upper Elementary - 282-5924
Fogarty Elementary - 282-5932
Conteral Elementary - 282-5928
Central Elementary - 282-0352
Child Nutrition - 282-5952
Maintenance - 282-5944
Technology - 282-5959
Transportation - 282-5919

- Professional Day
- Vacation Day
- Parent/Teacher Conferences (4:00 p.m. - 7:00 p.m.)
- Snow Make-Up Day (To be used in numbered order if days are needed)

NOTE: Any additional inclement weather days will be made up at the end of the school year

Board Approved 5/14/2018

GUTHRIE HIGH SCHOOL PARENT-STUDENT-TEACHER COMPACT

We at Guthrie High School are committed to providing the best education possible for each of our students. It is our goal to give every child the opportunity to reach his/her full potential in intellectual, emotional, and physical growth. We know that learning can take place if there is a combination of effort, interest, and motivation on the part of the school, the home, and the community working toward that end. This compact is a voluntary agreement and a promise of commitment to help *your student* progress in school, promoting his/her achievement. We believe that this agreement can be fulfilled through our team effort.

AS A STUDENT I AGREE TO:

- Come to school ready to learn and work hard.
- Bring necessary materials, completed assignments, and homework.
- Know and follow the school and class rules.
- Communicate regularly with my parents and teachers about my school experiences so that they can help me be successful in school.
- Respect the school, classmates, staff, and families.

AS A PARENT I AGREE TO:

- Provide a quiet time and place for homework and monitor TV viewing.
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention, and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate at school in activities such as decision making, volunteering, and/or attending parent-teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students, and families.

AS A TEACHER I AGREE TO:

- Teach classes through interesting and challenging lessons that promote student achievement.
- Endeavor to motivate my students to learn.
- Have high expectations and help every child to develop a love of learning.
- Communicate regularly with families about student progress.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful assignments to reinforce and extend learning.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and communities.
- Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families which help each student achieve the school's high academic standards.

AS A TEAM, WE CAN WORK TOGETHER TO CARRY THIS OUT!

Dear Parents and Guardians:

In accordance with the *Every Student Succeeds Act* PARENTS' RIGHT-TO-KNOW, this is a notification from Guthrie Public Schools to every parent of a student in a Title I school that you have the right to request and receive in a timely manner:

- a) information regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teachers shall include the following:
 - If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
 - If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
 - The teachers baccalaureate degree major, graduate certification, and field of discipline; and
 - Whether the student is provided services by paraprofessionals, and if so, their qualifications [ESSA 1112(e)(1)(A)(i)-(ii)]
- b) information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 1111(b)(2) and by the State or local educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable. [ESSA 1112(e)(2)(A)]
- c) In addition to the above information you will be notified if your student has been taught for four or more consecutive weeks by a teacher who does not meet the applicable state certification for licensure requirements at the grade level and subject area in which the teacher has been assigned. [ESSA 1112(e)(1)(B)(ii)]

If you have questions or concerns, please feel free to contact your student's Principal.

Sincerely,

Mike Simpson, Ed. D.
Superintendent of Schools

ACTIVITIES / SPORTS

Numerous extra-curricular activities are offered at Guthrie High School.

Requirements for membership in these organizations can be obtained from the sponsors / coaches. Students are encouraged to participate in activities in which they can excel because of special interests, talent, and/or ability.

The maximum number of absences for activities, whether sponsored by the school or an outside agency / organization, which removes the student from the classroom shall be ten (10) for any one class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which students must earn the right to compete. Students participating in school activities will not be allowed to participate in these activities after missing class, or a portion of class, during the day of the activity except for documented reasons.

AIDS PREVENTION MOVED TO POLICIES.

ANNOUNCEMENTS

A daily bulletin will be read at the end of the fourth hour on a regular basis. The announcements are available on the HS website for parents and also for students who are absent. Announcements must be approved by the sponsor of an organization and must be submitted via the website.

ASBESTOS MANAGEMENT MOVED TO POLICIES.

ASSIGNMENTS WHEN ABSENT

When a student is absent from class for more than three (3) days, homework assignments may be requested by calling the Main Office (282-5906) in the morning. The assignments will be ready for pick up at 3:00 p.m. in the appropriate office.

ATTENDANCE

There is a close relationship between academic success and school attendance. Good attendance habits learned and developed in school will be carried over into the world of work. The rewards for good attendance at GHS are increased learning and an increased probability that students will be successful. Of equal importance is the development and practice of dependability and punctuality (two essential skills in the world of work.) Most important is the need to attend in order to learn from both teacher and classmates. To our knowledge, no student who had perfect attendance has ever failed in learning.

Parents can monitor a student's attendance through the District's online gradebook portal.

Definition of an absence:

An absence is defined as any time a student misses a class period during the school day.

Notification of an absence by parents:

By state statute, it is the duty of the parent or guardian of a student to notify the school concerning the cause of any absence. This should be done as early as possible on the day the student misses school. School personnel will make every reasonable effort to notify the parent or guardian via an automatic calling system of an absence for any part of the school day unless the parent or guardian notifies the school of such absence. It is important for a student to accept responsibility for his/her behavior. Accordingly, if a student is out of school without his/her parent's permission, he/she ~~will not be allowed to make up the missed work~~ **may receive a zero for all work missed**. An absence of this nature is known as an UNEXCUSED absence.

Unexcused absence:

Examples of but not limited to:

- Leaving campus and not checking out and receiving an early dismissal slip;
- Presenting an unacceptable verification or note for an excused absence; (see Excused Absence)
- Failing to have parent/guardian authorization;
- Oversleeping;
- Missing the bus or having car trouble.

Any unexcused absence becomes an Unexcused Truancy if it is not cleared within 48 hours by parent or documentation.

Absences for Extracurricular Activity:

An absence for a student who has to miss school for a Guthrie High School activity will be counted as an activity absence. This absence will not count toward administrative failure. Students should pay close attention to the state's ten-day activity absence policy.

College Visits:

Guthrie High School seniors are given two days per year to visit a college of their choice, which could include residual ACT dates or college enrollment. This absence does not count against the ten-day rule, administrative failure, or semester test exemptions. Documentation from the school visited may be required upon the student's return.

Parent-Verified Absence:

- A parent must make contact by phone or in person to the Attendance office.
- A parent notifying the office does not make the absence a documented absence (see below).

Documented Absence

A documented absence is necessary to keep the student out of administrative failure. A documented absence can be defined as:

- a doctor's note (document must be original; faxes must be received directly from the doctor's office);
- a court document;
- funeral information (immediate family).

The Attendance Office must have this documentation; if not, the absence will count as an unexcused absence, which counts towards administrative failure.

- Documentation must be turned in within five days of the absence or it will not count as a documented absence. The principal will make the determination if circumstances prevented the absence from being cleared within the time limit.
- The principal will make the final determination as to whether or not an absence is excused or unexcused and the acceptability of documentation.

Administrative Failure

To implement the school policy of administrative failure and encourage attendance in school, the following procedures and guidelines shall be used:

- No student shall be absent more than nine (9) times in any one semester without proper documentation (see Documented Absence.)
- Any student who has more than nine (9) absences (without proper documentation) may not receive a passing grade in the appropriate subjects or grade level for that semester.
- If a student has an unexcused absence, the student will receive a zero for all work missed. The student is still expected to make up the work. Also, the student should expect disciplinary action.
- **In the event a student has exceeded the allowable number of absences, the following is the appeal process that will be utilized: a written request must be made by the parent/guardian within 10 days of receipt of the appeal letter. An appeal committee will consider extenuating circumstances on an individual basis.**

Periodic attendance letters will be mailed throughout each semester. Students who accumulate more than nine (9) undocumented absences for the semester will be in danger of receiving No Credit for the classes in which excessive absences occur.

Attendance Reports:

High School students may request an attendance report from the Attendance Office. A parent may come in and pick up an attendance report at any time in the Attendance Office.

Attendance Codes:

The following is a list of attendance codes as they pertain to student absences.

- AB – personal business. If appropriate documentation is submitted, this will be changed to an AD.
- AC – college day. Seniors may use ~~one college day per semester~~ **two college days per year**.
- AD – documented absence. This does not count against the student's nine (9) allowable absences.
- AM – medical. If appropriate documentation is submitted, this will be changed to an AD.
- AR – vo-tech absence. Attendance taken at vo-tech is turned in to GHS for attendance recording.
- AU – unaccounted for. Student is absent and was not called in by a parent.
- EG – testing. This is not counted as an absence.
- EI – in school suspension. This is not counted as an absence.
- TU – tardy.

EC, ED, EE, EF, EL, EN, EO, ES, EX – these codes are on- or off-campus student activities and are not counted as an absence.

BEFORE AND AFTER SCHOOL

No student will be in the building before 7:00 a.m. or after 3:45 p.m. unless requested by a teacher or participating in a supervised activity.

CAFETERIA

Students are expected to behave in an appropriate manner while in the cafeteria. Students are responsible for maintaining their table, the area around their table, and for disposing all trays, plates, and trash in the designated cans.

Cafeteria Guidelines:

- Students will be required to present ID numbers to purchase meals.
- There will be no charging of meals in the cafeteria.
- Students may deposit additional money to their account balance any morning before school.
- Checks will be accepted for the full amount only. No change can be given.
- Payment can be made anytime online via the PaySchools link on the Guthrie Public Schools' website.
- Free or reduced accounts cannot be used more than once per day and can only be used by the appropriate owner.
- Ala Carte is CASH only.
- Extra items are CASH only.
- Cashiers are not allowed to make change without a purchase.
- Federal and state laws govern reimbursable meals to the following:
 - Breakfast must be 3 or 4 items.
 - Lunch must be 3 to 5 items.
- Infractions of cafeteria rules (i.e., cutting in line, leaving your tray/plate on the table, leaving your table dirty, throwing objects, etc.) will result in cafeteria duty clean up or lunch detentions.
- No food deliveries will be allowed on campus during the school day with the exception of parents bringing food to their own student.
- ~~No gambling in any form will be allowed (cards, dice, etc.)~~

Cafeteria Offenses:

Cutting in line, leaving a tray or dirty table, not following instruction of a staff member, and other minor offenses during lunch will result in three (3) lunch detentions per offense. Major infractions will be handled as outlined elsewhere in this handbook.

CELEBRATE FREEDOM MOVED TO POLICIES.

CELL PHONES / STUDENT POSSESSION OF WIRELESS COMMUNICATION DEVICES

Students may possess a cellular telephone while on school premises and while in transit under the authority of the school. The term "cell phone" includes but is not limited to cellular phones, mobile phones, VoIP, iPhones, smart phones, smart watches, internet phones, or similar devices.

Students will keep cellular telephones turned off and out of sight during scheduled class time and during all school or school-related activities. During these times, students shall be restricted from text or picture messaging, calling, electronic mailing, instant messaging, uploading, downloading, gaming, web surfing, accessing social networking sites, or using any features or applications installed on communication devices.

Students may only use cellular telephones before and after school and at lunch or during break periods. Likewise, students may use cellular telephones while attending a function sponsored or authorized by the school, subject to the same restrictions applicable to instructional periods.

Due to safety concerns, the use or display of earbuds or headphones while on campus, with the exception of use during online coursework, is prohibited. The use of earbuds or headphones during extra-curricular activities is up to the discretion of the activity sponsor.

Disciplinary Actions:

- 1st Offense: phone or ear device is confiscated AND Saturday School. The phone will be returned at the END of the day.
- Subsequent Offenses: device confiscated AND two days ISS.

Failure to surrender a device upon request will result in a three (3) day out-of-school suspension.

CHANGE OF ADDRESS

Any change of address or telephone number should be reported to the Attendance Office. Any phone number changes for the School Messenger system should be turned in immediately to the North Office.

CHEATING / PLAGIARISM

Cheating will be considered the act or intent of giving or gaining knowledge for an assignment or test or to answer by fraudulent means.

Consequences:

The penalty for cheating will be a zero for the assignment or test. Frequent acts of cheating will require further consequences as per teacher discretion.

Plagiarism is the intention or accidental use of another's ideas, words, or writing as one's own without appropriate documentation or relying too heavily on outside resources for the completion of an assignment.

Disciplinary Action:

- 1st Offense: parents will be notified and a grade of "0" for the assignment or test will be given.
- 2nd Offense: above consequences apply plus a Saturday School will be assigned.
- 3rd Offense: 3-day suspension
- 4th Offense: loss of credit in the respective class for the semester.

CHECKING OUT PROCEDURE

If it is necessary for a student to leave school, notification to the Attendance Office by the parent/guardian is required before the student will be allowed to check out. Students must sign out in the Attendance Office before leaving campus. Upon returning to school, the student is required to check back in at the Attendance Office. Failure to comply with this procedure may result in disciplinary actions. Students are only allowed to use the office telephone in case of illness or emergency.

Guthrie High School operates under a closed campus policy. Leaving campus without permission during lunch will result in disciplinary action from the Attendance Office. A student cannot check out during the lunch period UNLESS:

1. A parent guardian comes to the Office and checks the student out.
or
2. The student is leaving for the remainder of the day.

CIVIL RIGHTS COMPLIANCE MOVED TO POLICIES.

CLASS OFFICERS AND QUEENS

It is the policy of the Guthrie Public Schools for every student to have an opportunity for leadership. With this in mind, no student can be elected or appointed to more than three (3) offices during the school year and may be president of only one (1) organization or class per year. This rule applies to the editor(s) of the yearbook and the editor(s) of the school newspaper.

During the course of the school year, a girl may be elected queen of one (1) team or organization and attendant of any two (2) organizations. No girl may be queen twice in one year.

This rule will be enforced through the mutual cooperation of faculty and students. If any student is elected to too many offices, he/she will be allowed to make a choice as to which office to keep. Any problems concerning the enforcement of this rule will be reported to the building principal for action.

[The following came from the Elections section.](#)

Candidates for any office (including queens or attendants) must meet the following qualifications:

- Meet the eligibility requirements of the OSSAA.
- Be in regular attendance.
- Be free of recent disciplinary reports of a serious or chronic nature.
- Not be president of any other organization or activity.
- Not be president and queen of the same organization.

COMPUTER AND INTERNET ACCEPTABLE USE MOVED TO POLICIES.

CONCURRENT ENROLLMENT

A junior or senior enrolled at Guthrie High School is eligible to participate in enrollment at high school and college simultaneously. Permission must be obtained by the principal and is subject to current Oklahoma State Department of Education regulations. See the Course Selection Handbook for complete information.

DANCES

Dances will held periodically during the school year under the direction of various Guthrie High School organizations. Only those students enrolled at Guthrie High School are eligible to attend; junior high school age students will not be allowed to attend. All students wanting to attend prom who do not attend Guthrie Schools must be pre-approved by the Principal.

Any student attending a school-sponsored dance, including the Junior-Senior Prom, will be subject to a BAC (Breath Alcohol Content) Test.

Students are not allowed to gather in the parking lot or cars or drive around the parking lot during a dance. Once students leave the dance, they are to leave the school grounds / dance site. No readmission is allowed once students leave the dance site.

DETENTION

Students assigned detention by an administrator are to report to the assigned detention area. The following rules apply to all administrator-assigned detentions.

- In order to be counted present you must be in the detention class no later than 5 minutes after the first lunch bell.
- If a student is on campus, they must show up for detention.

Failure to show for detention will result in the following disciplinary action: **two (2) days of ISS.**

Detentions assigned by a teacher will be served with that teacher. Failure to serve such detentions will result in the following actions:

- Detentions will double when given to the Discipline Office.
- Failure to serve detentions assigned by the office will result in two days of ISS.

DIABETES MGMT MOVED TO POLICIES.

DRESS CODE AND APPEARANCE

The educational process includes preparing students to deal with rules and laws outside the school setting. By recognizing that appropriate dress is an issue which is addressed in the "real world" by workplace requirements or professional standards and expectations, students have an opportunity to learn that what is acceptable and appropriate in one situation is not acceptable in other situations. Clothing that may be fun or appropriate on the weekend may not be appropriate for school. Standards of dress are provided so clothing does not distract from the educational process. It is hoped that a minimum amount of time and effort is spent on enforcement; however, it is the responsibility of the student and parent to adhere to these guidelines.

APPEARANCE:

- All students are required to wear shoes. House shoes, house slippers, cleated shoes, or wheeled shoes are not permissible in the school building.
- Skirts, dresses, and shorts should be no shorter than the longest fingertip when held at sides. The length of these items must be the appropriate length all the way around the body.
- Leggings and other stretchy clothing are allowed but should be covered by an outer garment that reaches the longest fingertip when held at sides. The length of these items must be the appropriate length all the way around the body.
- Headwear is not to be worn in the building. This includes, but is not limited to, hats, bandanas, earmuffs, and hair picks.
- The principal may make exceptions for spirit days or special activities.

Examples of inappropriate attire are, but are not limited to:

1. Clothing that inappropriately exposes the body.
 - a. Clothing that allows undergarments to be visible.
 - b. Pants with holes/rips/tears above the longest fingertip point of the thigh.
 - c. Clothing that exposes the midriff.
 - d. Shirts not long enough to be tucked in or to drop two (2) inches below the waistline without tugging or stretching the shirt.
 - e. Sleeveless shirts, blouses, and dresses whose straps are not at least one dollar bill's width.
 - f. Sleeveless shirts, blouses, and dresses not fitted under the arm.
 - g. Shirts not worn on both shoulders.
 - h. Mesh jersey or fishnet type clothing unless a t-shirt or other appropriate lining is underneath.
 - i. Pants below the waistline. Pants, sweats, skirts, or shorts rolled at the waist.
2. Sunglasses (including when worn as headwear.)
3. Bandanas.
4. Gang related attire or paraphernalia.
5. Clothing, badges, jewelry, or other items advertising drugs, alcohol, tobacco products or practices. Clothing, badges, jewelry, or other items reflecting messages of a suggestive, immoral, derogatory, hateful, or vulgar nature.
6. Apparel identifying a student as "security," "staff," "police," or comparable position.
7. Onesie pajamas.
8. Blankets used as coats.
9. Chains or "spikes" on clothing, attached to wallets, or worn as a necklace or bracelet.
10. Clothing not worn in accordance with the design (such as both straps being worn on overalls, or legs on pants being worn at their full length.)
11. Clothing that is excessively baggy or long, including trench coats.

Any clothing that disrupts the learning atmosphere of the school is prohibited. Clothing with possible implied meanings, intended or not, may be offensive and will fall under this policy.

DRESS CODE POLICY:

When a student has worn inappropriate clothing to school, the parent(s) of the student will be contacted. The student will be sent home to change clothing, or parents may be requested to bring appropriate clothing to school. If parent(s) are unavailable, the student will be

assigned to in-school supervision. Time missed in procuring appropriate clothing will count as an unexcused tardy or absence in accordance with the attendance policy.

DRIVER'S LICENSE VERIFICATION.

The Department of Public Safety requires all high school age applicants to obtain from their school a verification of attendance. These can be picked up in the Attendance Office. Students must allow 24 hours' notice for processing. If a student is testing in the summer, it is recommended the request for school attendance verification be made before the end of the school year. The same rule will apply in verifying Reading Proficiency.

DRUGS AND ALCOHOL

It is the policy of the Guthrie Public Schools that no student shall possess, use, transmit, share, provide, sell, conspire to sell or possess, be in the chain of sale or distribution or be under the influence of any prohibited or controlled substance including a/an narcotic drug, illicit drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substances, alcoholic beverage or non-intoxicating beverage (defined by law, i.e. 3.2 beer). Counterfeit drugs (turkey drugs), drug paraphernalia and chemicals which provide a mood-altering effect are included as controlled substances. Illicit drugs include steroids, and prescription and over-the-counter medications being used for an abusive purpose. This prohibition applies to competitions, on school transportation, on school premises, at school functions, school-sponsored activities, performances, contests, athletics competitions, during lunch, or while under the supervision of school personnel. This policy is adopted in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

It is the responsibility of all school personnel to report suspected violations of this policy to an administrator. The administrator will notify the parents, impose appropriate consequences according to the discipline policy, and report the incident to the local authorities. School discipline will be imposed independent of any court action. A confidential drug/alcohol report, completed by the administrator, will be sent to the Superintendent or his/her designee and to the Drug Free Schools office.

Any student violating this policy and his/her parents will be provided a list of resources and encouraged to obtain drug/alcohol education, counseling, and/or chemical dependence treatment as appropriate and at the parent's expense.

Copies of this Policy shall be provided to all students and their parents at the beginning of each school year.

CONSEQUENCES FOR STUDENT VIOLATION OF DRUG/ALCOHOL POLICY

- A. Conspiracy/Chain/Sale/Distribution/Delivery of Drugs or Alcohol (for personal gain, monetary privilege or gain): Student will be suspended out of school for the remainder of the current semester and all of the succeeding semester.
- B. Possession/Use/Sharing/Being Under the Influence of Drugs or Alcohol:
Students suspected of being under the influence may be subject to a field sobriety test conducted by a member of law enforcement. Failure to comply will result in first offense disciplinary action.
 - 1. **First Offense:** Ninety (90) day out-of-school suspension (1 semester equivalency)
 - A. A thirty (30)-day suspension may be granted if the student and the parents/guardians agree to the following:
 - (1) to meet with the District Counseling Service representative;
 - (2) to obtain, from a licensed practitioner, an alcohol/drug use assessment which may recommend counseling, education, treatment, and/or drug testing. The cost of any assessment or recommended counseling, education, treatment, etc. will be the sole responsibility of the student's parent or guardian.
 - 1. **Second Offense:** Suspension out-of-school for the remainder of the current semester and all of the succeeding semester.

Nothing in this policy is intended to limit or restrict the ability of the School District to take other disciplinary action against a student in a particular case in accordance with other policies governing student discipline. A school principal or the principal's designees may devise an appropriate disciplinary plan for an individual student relating to the substance abuse in question and may submit that plan to the Superintendent, Superintendent's designee, or principal for approval. If such disciplinary plan is approved by the Superintendent, Superintendent's designee, or Principal it may be implemented for the student in question.

NOTE: Procedural Due Process Rights: For ALL out-of-school suspensions, the due process steps outlined in the GPS Policy Manual and this handbook will govern administrative procedures to be followed in the enforcement of this policy.

REPORTING STUDENT SUBSTANCE ABUSE

- A. The Board recognizes the complexity of problems which may be associated with student substance abuse. The concern is for the well-being and best interests of students at all times. Therefore, the following procedure will be utilized by teachers and administrators in reporting students who appear to be under the influence, as defined by law, of: low-point beer, alcoholic beverages, or controlled dangerous substances. This policy is adopted in compliance with Oklahoma Statue tit. 70§24-138.

- B. When it appears to a teacher or administrator that a student may be under the influence of low-point beer, alcoholic beverages, or controlled substances (drugs), the teacher or administrator will report the matter in writing to the school principal or his/her designee. Whenever possible, the teacher or administrator should attempt to obtain a corroborative observation from another teacher or administrator.
- C. The report of the teacher or administrator will state the date, time, and place of the incident. It will also describe the actions of the student or other circumstances from which the teacher or administrator concluded that the student appeared to be under the influence of low-point beer, alcoholic beverages, or controlled substances.

DUE PROCESS

A. SUSPENSION OF TEN DAYS OR LESS

1. An appeal to the building level Appeals Committee can be requested, by letter, to the school principal within five (5) calendar days after the principal's out-of-school suspension decision is received by the student and/or his or her parent. The out-of-school decision becomes final and non-appealable if a request for appeal is not received within the time frame described above.
2. Upon receipt of the appeal request, the principal shall confirm that the student's out-of-school suspension falls within the category out-of-school suspensions for which an appeal to the Appeals Committee is authorized to hear. If for any reason the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to the long-term out-of-school suspension must be followed.
3. The Appeals Committee will conduct an investigation, in an informal manner, and make a decision (by majority vote) as to the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. **The Appeals Committee reserves the right to amend, rescind, or alter the length of suspension based on its findings.**
4. The decision of the Appeals Committee shall be final and non-appealable.

B. SUSPENSION IN EXCESS OF TEN DAYS:

1. A parent or student may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools.
2. An appeal must be submitted to the Superintendent of Schools, or designee, at 802 East Vilas, Guthrie, OK.
3. If no appeal is received within five (5) calendar days from the parent or student, the principal's decision will be final.
4. The Superintendent reserves the right to amend, rescind, or alter the length of suspension based on the findings of the investigation.

EARLY GRADUATION

Guthrie High School affords an early graduation opportunity to highly motivated and high achieving students. To apply for early graduation, a student must have:

- Completed a credit check with the Senior Counselor.
- Completed a meeting with the student, the parent/guardian, and the principal.
- Maintained a current grade point average of 3.5 (non-weighted.)
- Achieved an ACT score of 25 or above.
- Obtained a written recommendation from a previous instructor.
- Placed an application on file with the building principal before October 1 of the student's senior year, with documentation of all the above criteria.

Applicants will be notified in writing when a decision is made.

ELECTIONS

There will be a number of elections at Guthrie High School. Before an election is held, sponsors must submit qualifications, rules, and dates to the principal for approval. A copy of the written rules shall be posted on the student or class bulletin board for at least one week before students file for office or before they are nominated.

Written ballots must be prepared for all elections, and all ballots for any elections will be counted in the office of the Principal/Activities Coordinator where they will be tabulated and results will be determined. The sponsor and representatives of the organizations are responsible for this tabulation. No student can be elected president of two school organizations during the same year. Candidates for any office (including queens or attendants) must meet the following qualifications:

- Meet the eligibility requirements of the OSSAA.
- Be in regular attendance.
- Be free of recent disciplinary reports of a serious or chronic nature.
- Not be president of any other organization or activity.
- Not be president and queen of the same organization.

ELIGIBILITY POLICY MOVED TO POLICIES.
ENROLLMENT REGS MOVED TO POLICIES.
FERPA MOVED TO POLICIES.

FIELD TRIPS

It is a privilege and honor for Guthrie Public School students to attend and represent our school at various activities through the course of the year. Students must be academically eligible to participate in any school activity. School dress code standards apply to all field trip activities. Inappropriate behavior on these trips may warrant severe disciplinary action. Students must ride the school bus to and from the activity. During any trip, major inappropriate behavior (such as curfew being broken) may result in the student:

- Being sent home at his/her own expense.
- Suspension from school for an appropriate amount of time.
- Loss of the privilege to go on any future school trips.

FIGHTING / ASSAULT

Fighting will not be tolerated at Guthrie Public Schools due to a chance of injury and/or property damage. Fighting is defined as any situation in which there is participation in an incident involving physical violence. Assault is defined as a physical act and/or an act, criminal or tortuous, that threatens physical harm to a person, whether or not actual harm is done. Disciplinary action will be taken by the administrator if either persons involved fit the above definition. Parents of a student that has been suspended out of school must attend a conference with the principal before the student is allowed to return to his/her regular classes. If a student participates in a fight, the following may apply, and Administration reserves the right to modify any discipline consequences.

Disciplinary Action

FIGHTING:

- 1st Offense: suspension from school for five (5) consecutive days. (See Suspension Policy.)
- 2nd Offense: suspension from school for ten (10) consecutive days. (See Suspension Policy.)
- 3rd Offense: suspension from school for the remainder of the semester.

ASSAULT

- 1st Offense: suspension from school for fifteen (15) days. (See Suspension Policy.)
- 2nd Offense: suspension from school for forty-five (45) days. (See Suspension Policy.)
- 3rd Offense: suspension from school for the remainder of the year. (See Suspension Policy.)

Students who film a fight at school and promote the video online may be disciplined under both policies as the administrator deems appropriate.

Any student who engages in a fight may be subject to review and/or fine by the District Attorney's Office.

FINANCIAL OBLIGATION

It is the policy of the Guthrie Public Schools to not charge fees for classes. However, students may be expected to pay for special projects, materials, and activities (i.e., art, science **lab fees**, ~~AP-art~~, elective classes, etc.)

FIRE, TORNADO & EMERGENCY DRILLS MOVED TO POLICIES.

FIREWORKS

Fireworks are not permitted while students are attending school, on school premises, or at school-sponsored activities. Any student in violation of said policy will face immediate disciplinary actions.

FOOD AND DRINK

No glass bottles are allowed in the building at any time. Only water bottles are allowed in the library and library lab/annex. No food or drink is allowed at or near any computer station.

GAMBLING

No gambling in any form will be allowed at Guthrie High School at any time.

GANG CODE / NON-SCHOOL SANCTIONED ORGANIZATIONS

The following are prohibited at Guthrie High School during the school day and at all school events (home and away):

- Possession, wearing, use, distribution or displaying of any sign, symbol, badge, color, or other item that is evidence of affiliation with, or membership in, an organization that is a gang or an organization that is not sanctioned (approved of) by the school administration.
- Students will not be permitted to wear pants below the waistline (sagging and bagging.)
- The wearing of headgear that would associate a student with an organization that is not sanctioned by the school. This includes caps, bandanas, handkerchiefs, shoestrings, or any other item associated with gang-related behavior.
- Participation in any act, either verbal or non-verbal, to include gestures, expressions, handshakes, signs, etc., that may indicate an affiliation with, or membership in, an unsponsored, unacknowledged organization.

- Participation in any act that may further the interest of such an organization, including but not limited to, membership, writing or inscribing graffiti, messages, symbols or signs on school property.

Violation of this policy will result in disciplinary actions up to and including the suspension for the current semester and the following semester and filing of criminal charges, depending on the severity of the infraction.

GRADE CLASSIFICATION

Students who are enrolled as regular high school students are classified as follows:

Freshmen: have completed less than 4 units/credits

Sophomores: must have successfully completed four (4) units/credits

Juniors: must have successfully completed eleven (11) units

Seniors: must have successfully completed seventeen (17) units **and have attended high school for six semesters.**

Classification requirements must be met by the first day of classes for the fall semester. Students not meeting the required number of credits will be reclassified to the lower grade level at the beginning of the school year and may remain at that level for the entire year.

GRADING SYSTEM

~~Report cards will be given to the students the week following each nine-week grading period.~~ **Progress reports will be given to students periodically throughout the school year. Parents and students are also encouraged to monitor grades through the District's online gradebook system.** Final report cards may be picked up at the high school beginning the first week of June. The report cards contain an academic grade and an attendance summary. Please check each area carefully to determine progress.

A: 90-100

B: 80-89

C: 70-79

D: 60-69

F: 59 or Below

NC – No Credit (attendance non-compliance)

Pre AP, AP, and College Concurrent courses will be weighted on a 5.0 scale.

Mid-term and semester finals will not count for more than 20% of a student's grade.

GRADUATION POLICY MOVED TO POLICIES.

GUIDANCE SERVICES

Guidance services will be available for all students. The principals, counselors, and teachers are ready to provide personal, educational, and vocational counseling and guidance whenever it is needed. The counselors are available to help with problems. Students are assigned to the following counselors:

Mrs. Annie Chadd: Senior Class and Sophomores A-L

Ms. Maggie Wade – Junior Class and Sophomores M-Z

Mrs. Kristi Blakemore – Freshman Class

While every effort will be made to keep parents and students informed of progress, programs, scholarships, units of credit, or records of attendance and academics, it is the responsibility of the student to acquire this information.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have hall pass from an authorized staff member. The pass must contain the student's name, the date, destination, time, and staff member's signature.

HEALTH & MEDICATION

If a student is injured or becomes ill at school, he/she should report to the North Office and a parent/guardian will be notified.

It is the policy of the Guthrie Public Schools that NO drugs or medication of any kind (including aspirin and similar products) except those prescribed by a physician, will be given to a student by school employees.

ILLNESS AND MEDICATION

We request you adjust your student's schedule to eliminate the need to take medication during the school day. In the event it is necessary for a student to use medication during the school day, the following procedure will be followed:

- All medication, appropriately labeled by the pharmacy or physician as to the name of the medication, dosage instructions, doctor's name, and prescription date, is to be brought to the Main Office secretary upon arrival at school.

- A Medication Authorization form dated and signed by the parent/guardian, must accompany the medication giving the student's name, dosage amounts, specific dosage times, and other instructions if necessary. This form is available on the district's website in the Parent Backpack or at the school's office.
- Confirmed asthmatic patients with a notes from the physician may keep their inhalers with them.
- If you do not wish to send a large bottle of medication to school, we suggest you ask your pharmacist to label an additional, smaller container for use at school.
- A log of the student's medication will be kept at the school office.

NON-PRESCRIPTION MEDICATION is NOT allowed at school. If a student needs to take a non-prescription medication, a parent/guardian must come to the Main Office to administer the medication.

HOMEBOUND POLICY

Teachers are responsible for assigning adequate homework for their respective subjects. It is the student's responsibility to acquire the assignment and make up any work that is missed. Work being sent will be contingent upon work being returned weekly.

HONOR ROLLS – VALEDICTORIAN SECTION MOVED TO V's.

Each semester those students making a 4.0 (+) will be placed on the Superintendent's Honor Roll. Those students having no grade(s) below a "C" and with a 3.5 – 3.99 *average* or better will be placed on the Principal's Honor Roll. Students must receive credit in all classes enrolled in to be eligible for an Honor Roll.

IMMUNIZATIONS MOVED TO POLICIES.

IN-SCHOOL SUPERVISION (ISS)

In-School Supervision (ISS), if offered, will not apply to the following offenses:

- Fighting
- Crimes under Oklahoma Statutes
- Drug Offenses
- Weapon Violations
- Theft
- Sexual Harassment

If a student is placed in ISS and breaks the rules, he/she will be suspended pending review of the offense. When the suspended student returns, he/she will complete the original ISS placement. Students assigned to ISS will participate in mandatory community service at the high school. Students will not be able to participate in, or attend, any school activities while they are assigned to ISS.

All ISS assignments must be completed in a satisfactory manner and cleared by the ISS instructor before the student will be allowed to return to the regular classroom.

INSURANCE MOVED TO POLICIES.

INTERSCHOLASTIC SPORTS

Guthrie High School participates in a wide variety of varsity sports for both men and women as a Class 5A school. Students who wish to participate on a varsity team must make the squad and comply with the requirements set by the Oklahoma Secondary School Activities Association. Varsity sports include baseball, basketball, cheerleading, cross country, golf, football, soccer, softball, tennis, track, and wrestling. Physicals and insurance or insurance waivers are required.

INTIMIDATION / HARASSMENT (No-Bully Law)

Intimidation, threats, or harassment directed toward other students will not be tolerated. All students are expected to treat others with respect at school, at school activities, and at other extracurricular activities.

Bullying will not be tolerated.

Please refer to the GPS Policy Manual Section F-31: Policy Prohibiting Harassment, Intimidation and Bullying Procedures for Combating These Behaviors.

Disciplinary Action:

- 1st Offense: parent conference/phone contact and suspension from school for three (3) consecutive days. (See Suspension Policy.)
- 2nd Offense: parent conference/phone contact and suspension from school for five (5) consecutive days. (See Suspension Policy.)
- 3rd Offense: Suspension for the remainder of the semester and the following semester. (See Suspension Policy.)

LEWD AND/OR IMMORAL BEHAVIOR

Immoral and/or lewd behavior will not be tolerated. Infractions will result in administrative disciplinary action.

Examples of inappropriate behavior are, but are not limited to:

- Writings
- Drawings
- Pictures
- Magazines
- Internet / Computer / System Peripherals

LOCKERS

Lockers will be assigned upon student request. **STUDENTS, DO NOT GIVE YOUR LOCKER COMBINATION TO ANOTHER STUDENT.** Each student is responsible for keeping his/her locker clean and neat. Any vandalism, including stickers or writing on lockers, is prohibited. Violations will result in paying replacement costs and administrative disciplinary action.

Pursuant to Title 70 O.S. 1987 §24-102, students have no reasonable expectation for privacy rights from school officials in regard to school lockers, desks, or other school property.

LUNCH

We operate a CLOSED CAMPUS. Students must stay in a supervised location from the time they arrive until dismissed. The cafeteria offers many choices. Milk may be purchased in the cafeteria. Snacks (i.e. chips and drinks) are available at the vending machines.

Food deliveries will be allowed on campus only if delivered by a parent or guardian through the Main Office. All persons delivering food must check in at the Main Office. In addition, a parent may pre-coordinate with the administration for a special occasion arrangement. The Main Office will call the student to the office to pick up his/her lunch during the student's lunch period.

Leaving campus without permission during lunch will result in disciplinary action from the Attendance Office. A student cannot check out during the lunch period unless:

- A parent/guardian comes to the North Office and checks the student out.
or
- The student is leaving for the remainder of the day.

LUNCHROOM OFFENSES: -- moved to cafeteria section

MAKE UP WORK

Students, upon returning from an absence, will have the total number of days missed plus one additional day to make up work. Major assignments that were assigned earlier in the semester will be due on the designated day whether the student is in attendance or not. **IT IS THE RESPONSIBILITY OF EACH STUDENT TO MAKE ARRANGEMENTS FOR MAKE UP WORK.**

MEDIA CENTER

The school has a well-equipped media center with a full-time librarian. Instruction in media usage is given to all students. Students are encouraged to use the media center regularly. The media center will be open for students thirty (30) minutes before and after school. Teachers may issue hall passes for students to visit the media center during class. *Prior authorization from the librarian is required before students are allowed to work in the library computer lab.*

MERIDIAN TECHNOLOGY CENTER

Juniors and seniors (and sophomores for qualifying programs) may enroll at Meridian Technology Center. Students enrolled at Meridian Tech will receive a maximum of four (4) units of credit through Guthrie High School for that work. Four (4) hour blocks accomplish this in the a.m. and p.m. classes. Students who drop classes at Meridian Tech will lose those credits ~~and will not be able to pick up classes for credit at Guthrie High School until the beginning of the next semester.~~

High School students attending Meridian Technology Center are provided transportation. Students will not be allowed to drive private vehicles to and from Meridian Technology Center.

NATIONAL HONOR SOCIETY

To be a member of the National Honor Society, a student's grade point average must be 3.5 or higher on a 4.0, **unweighted**, scale. For the high school NHS, averages are based on all grades received, including those during the freshman year. High school eligibility begins the second semester of the sophomore year (as per National Honor Society guidelines) and with a teacher recommendation required for prospective members. All students are expected to meet other criteria, including leadership, service, and character.

OFF LIMITS AREAS

The following areas are off limits during the school day, including before school, during the lunch hour, and during passing periods.

- Crooks Drive (south of the building) ~~except to unload when coming to school~~
- The tennis courts and greenhouse area.
- The parking lot except to load and unload before and after school. NO LOITERING IN CARS.
- The area east of the annex (outback) buildings.
- **The area west of the vocal room including pond and outdoor classroom, unless under teacher supervision.**

Infractions will be dealt with in the Attendance Office.

OKLAHOMA STATUTES

Action(s) defined as crimes under OKLAHOMA STATUTES ~~will~~ **may** result in suspension if the student commits the acts while in attendance at school, en route to / from school, on school premises, or at school-sponsored activities. Students may also be suspended with said suspension for the remainder of the semester and for the following semester on the first offense for the following:

1. Assault and battery of a school official.
2. Possession of a dangerous weapon or facsimile (with or without intent to do bodily harm.)
For example:
 - a. Knives
 - b. Firearms and/or facsimiles (including cap guns)
 - c. Explosives
 - d. Metal objects (chains, brass knuckles, etc.)
 - e. Clubs
 - f. Sharp or pointed instruments
3. Participation in an illegal demonstration on school property.

Students will be suspended for three (3) to five (5) days for the first offense and may be suspended from school for the remainder of the semester and for the following semester on the second offense for the following:

- Verbal assault directed toward a school official.
- Defying, or failure to comply with, a school official.
- Inciting a fight.
- Failure to identify oneself.

ORGANIZATIONS

The following organizations are sponsored by Guthrie High School: Academic Team, Art Club, BPA, Cheerleading, Drama Club, **English Club**, FCCLA, FFA, Foreign Language Club, Heritage Club, Humanities, Key Club, LINK Crew, Mu Alpha Theta, National Honor Society, JROTC Teams, Science/Environmental Club, Student Council, Vocal, Yearbook, and Youth in Government.

Sponsors must approve all club and class meetings. The president should contact the sponsor to obtain permission for a meeting. The sponsor is responsible for obtaining final approval from the Principal/Activities Coordinator for a calendar date, etc., and to place the activity on the official school calendar. Sponsors must attend all functions of their group.

No students will be allowed to drive themselves to any school-sponsored activity held out of town.

PARENT CONFERENCES WITH TEACHERS

~~Parent conferences with teachers are arranged through a counselor's office.~~ Parent-Teacher Conferences are arranged through a teacher, counselor or administrator. Parents should phone or email to avoid conflicting appointments. ~~Parents should phone in advance to avoid conflicting appointments. To schedule a conference, please contact your student's counselor or individual teacher.~~

PLEDGE OF ALLEGIANCE / NATIONAL ANTHEM

The Pledge of Allegiance and the National Anthem of the United States of America will be given at various times during the school year. It is the student's right not to participate, but the student **MUST** remain quiet, attentive, and respectful to the rights of others during the ceremony.

PROFANITY

Profanity and/or obscene gestures will not be tolerated while attending school, on school premises, or at school-sponsored activities.

Disciplinary Action:

- 1st Offense: One (1) Saturday School
- 2nd & Subsequent Offenses: Two (2) days ISS

Profanity used while in conversation with a staff member will result in two days of ISS.

However, if the profanity is directed toward a staff member, it will be as a verbal assault. (See Oklahoma Statutes in Policy Section.)

PROFICIENCY-BASED PROMOTION

All K-12 students are eligible to advance one or more levels in designated curriculum areas if they perform at 90% or higher on assessments designated by the Guthrie Public School District. This type of curriculum advancement is proficiency-based promotion.

Upon request of a student, parent, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum as identified in Title 70 O.S. §11-103.6

Core areas are as follows:

Social Studies, Language Arts, Mathematics, Science, Languages, and the Arts.

Proficiency will be demonstrated by testing with the Oklahoma Proficiency Tests by Riverside, Edgenuity online final exams, or with district approved, teacher-created criterion referenced tests. In addition, a performance demonstration will be required in language arts, foreign language, and the arts. Lab sciences at the high school will require performance of relevant laboratory techniques.

More details can be obtained from the district policy on Proficiency-Based Promotion E-22A found on the district's website or from the site principal.

PROGRESS REPORTS

Progress reports are sent home at various times throughout the year. ~~with each student twice each semester. Parents are encouraged to arrange parent teacher conferences and phone calls through the counselor's office at any time during the semester and regularly monitor student progress via the online grading portal. Progress reports will be hand carried home by the student or mailed upon parent request.~~
Parents are encouraged to regularly monitor student progress via the online grading portal.

PUBLIC / PERSONAL DISPLAY OF AFFECTION

Personal Displays of Affection will not be tolerated. Infractions will result in disciplinary action and counseling.

RACIAL SLURS

It makes no difference if the racial slurs are in jest or in earnest. "Flag words" are also considered racial slurs.

Disciplinary Action:

- 1st Offense: Three (3) consecutive days suspension. (See Suspension Section.)
- 2nd Offense: Five (5) consecutive days suspension. (See Suspension Section.)
- 3rd Offense: Five (5) consecutive days to one (1) year suspension. (See Suspension Section.)

SATURDAY SCHOOL

Saturday School will be held from 8:00 to 11:30 a.m. A Saturday School placement will take precedence over any other extracurricular activity.

Failure to arrive by 8 a.m. will result in the student not being admitted to Saturday School. Students should bring enough classroom assignments or reading materials to fill the entire time frame. No electronic devices are allowed. No food or drinks are allowed, though a 10-minute break for the vending machines is given.

Failure to attend Saturday School will result in the following disciplinary action:

- 1st Offense: Two (2) days ISS
- 2nd and Subsequent Offenses: One (1) day suspension

SCHEDULE CHANGES

Students are expected to honor their enrollment schedule.

Class changes or any type of schedule change will be made by the counselor only after thorough counseling, a very good reason established, and parent notification.

All AP schedule changes must have principal approval.

Schedule changes may only be made for the following reasons:

- The course has been completed in summer school.
- The course was completed during a prior school year.
- The course level is incorrect or an enrollment error is evident.
- The subject is repeated on the schedule.
- The student wishes to attempt, under a different teacher, a course previously failed.

- A particular course is required to graduate.

Any other changes must be with administrative approval based upon sound educational evaluation and in compliance with the 90% attendance policy. Students will not be allowed to make schedule changes to change instructors. ALL STUDENT CLASS CHANGES MUST BE WITHIN THE FIRST FIVE DAYS OF EACH SEMESTER TO RECEIVE CREDIT.

SCHOOL ACTIVITIES

Students who misbehave (i.e., run, roam, harass, fail to cooperate with school officials) at school activities will be dismissed from the activity without a refund and can face additional administrative action.

SECURITY

While every attempt will be made to protect property, all cars should be locked and valuables left at home.

SEMESTER TEST EXEMPTIONS

Students may be exempt from semester exams if they have at least a "C" in the course at the time of the test, have no more than three absences, and no tardies. School-related absences do not count against the three absence total.

SEXUAL HARASSMENT

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

SIGNS

All signs posted in Guthrie High School must be approved by the Administration. Any signs posted improperly will be removed.

SOLICITING

No soliciting or selling may be done in the school without approval of the building principal. Only fundraising activities approved by the Board of Education are allowed.

STUDENT ID BADGES

Student ID badges will be issued upon request. If a student loses his/her badge, a replacement cost of \$5 will be incurred, and the student will be responsible for making arrangements through the Main Office to have a replacement badge made.

STUDENT SEARCH

School personnel have the authority to detain and search, or authorize the search of, any student upon suspicion the student is in violation of District policy.

STUDENT WELFARE / CHILD ABUSE

Employees of the Guthrie Public Schools are required by law to report suspected child abuse victims to the Department of Human Services. In suspected cases of physical and sexual abuse, local authorities may question the victim at the school site without the principal obtaining permission from the victim's parent/guardian.

SUBSTITUTE TEACHER POLICY

Failure to comply with school rules while under the direct supervision of a substitute will result in immediate administrative disciplinary action.

SUSPENSIONS

It is the philosophy of the Guthrie Public Schools that no student be permanently suspended from school unless every means has been exhausted in trying to teach the student respect for policies and guidelines of the school.

However, when it is evident a student has no interest in an education, is a behavior problem, or is a chronic truant, the Administration must take action suspending said student in the best interest of the school as a whole.

Out-of-school suspensions shall be served on consecutive school days until completed.

A student will not be allowed to participate in any school activity during the time of the suspension and until the day following the last day of the suspension.

Any student who has accumulated in excess of three (3) suspensions for attendance or disciplinary action may be suspended for the remainder of the semester, for the following semester, or longer if allowed by law in extreme cases.

While serving a suspension, a student will not be allowed on campus or allowed to attend or participate in any school-sponsored activity. If this policy is violated, a suspension of three (3) days, the remainder of the current semester, and/or the following semester will be added to the current suspension.

While suspended or in "In-School Supervision" (ISS) a student may not take part in any school activity including extracurricular practices.

TARDIES

Criteria for tardies:

- A tardy is defined as not being in the classroom when the tardy bell rings.
- The counting of tardies for attendance purposes will be by individual class period.

Disciplinary Action:

- 12 tardies in a class: One Saturday School
- 18 tardies in a class: Two days ISS
- 24 tardies in a class: Three days ISS

TELEPHONE USAGE

Classroom phones are not to be used by students. Messages will be delivered to students as necessary.

TESTING FOR INITIAL PLACEMENT OF HOME SCHOOLED / NON-STATE ACCREDITED SCHOOL STUDENTS

When a student transfers in from home or non-state accredited schools, they will be placed at the last level reached in an accredited high school. If proof is presented that home or non-state accredited private courses have been taken, testing will be given to that level.

The following rules apply:

- Testing is by appointment only.
- Passing scores on the test(s) will be 90%. If the test(s) is (are) passed by at least that score, credit will be given on the high school transcript.
- If the test(s) is (are) not passed, the student will be placed at the level last attained in a state accredited school.
- Placement testing is given only once per subject.
- If no testing is requested, the student will be placed at the ninth grade entry level or at the level indicated by their last state accredited school transcript.
- Testing will be scheduled through a guidance counselor.

TESTING OUT OF CLASSES

Upon the request of the student, parent, guardian, or educator, a student will be given opportunity to demonstrate proficiency in one or more areas of the core curriculum.

1. Tests will be by appointment only. The contact point for testing will be in the Guidance Counselor's Office.
2. Qualifying students are those who are legally enrolled in Guthrie High School.
3. The passing scores will be 90% with no retest during the same testing period.
4. Tests will cover:
 - a. the entire course content.
 - b. Oklahoma Academic Standards
 - c. the subject matter taught at Guthrie High School.
5. No one will be allowed to test out of any class for which they have already taken a more advanced class in the same subject area.
6. A passing grade will result in the course being put on the transcript for credit but with no letter grade. Credit for graduation will be given as a class passed.
7. Failure to demonstrate proficiency will not be noted on the transcript.

TEXTBOOKS

Textbooks will be issued through the teacher in your classes. Textbooks are provided to the school through state funding, which means books must be utilized by the school for multiple years. Therefore, it is your responsibility to treat books with care. Once you have been given books to use, you will be responsible for the books assigned specifically to you until you complete the school term or until you withdraw from school. A textbook which is lost or damaged will be your responsibility. You must take care of replacement or damage costs before you receive your final grades. The school may hold grades and records if fines or replacement costs are not resolved.

THEFT

Theft will not be tolerated.

- 1st Offense: Parent conference, suspension from school for three (3) days, and replacement / reimbursement by student / parent, or charges may be filed.
- 2nd Offense: Parent conference, suspension from school for five (5) days, and replacement / reimbursement by student / parent, or charges may be filed.

- 3rd Offense: Suspension for the remainder of the semester and for the following semester, and replacement / reimbursement by student / parent, or charges may be filed.

THROWING OBJECTS

Due to obvious danger, throwing of any objects (including snowballs and ice balls) will not be tolerated. If an item is thrown that could cause damage or injury, the penalty will be the same as fighting; the exception is if a serious injury is caused then the student may be suspended for the remainder of the semester and/or for the following semester.

TITLE IX MOVED TO POLICIES.

TOBACCO

In compliance with State Laws of Oklahoma, it shall be the policy of the Guthrie Board of Education that the use of, or possession of, tobacco products (including smokeless tobacco), including paraphernalia, synthetic cigarettes (Vapes, electronic) in any form, by students while attending school, in/on school premises, and at school-sponsored activities is prohibited.

Any student in violation of said policy will face immediate disciplinary action and a possible citation from the Oklahoma ABLE Commission.

- 1st Offense: Parent conference / phone contact and suspension from school for five (5) consecutive days. (See Suspension Policy.)
- 2nd Offense: Parent conference / phone contact and suspension from school for ten (10) consecutive days. (See Suspension Policy.)
- 3rd Offense: Suspension for the remainder of the semester, or suspension for the remainder of the school year. (See Suspension Policy.)

TRANSCRIPTS

Transcripts will be provided free of charge to transferring students and yearly graduates. Please allow twenty-four (24) hours working time to process. Transcripts will reflect all classes attempted. If a class is repeated, both grades will be represented on the transcript. Final transcripts will not be available until approximately two weeks after the close of the school year.

TRANSPORTATION

All bus-riding students must complete a Bus Rider Registration form and adhere to the Bus Rider Guidelines as set forth by the Guthrie Public Schools Transportation Department. Since the bus driver is fully responsible for matters of safety, he/she is given full authority over all students on his/her bus. Students are to ride only the bus assigned to them. The Transportation Department must approve any changes. Misbehavior endangers the safety of the riders and the driver.

Since school transportation is a PRIVILEGE, a student may be required to walk or provide their own transportation.

~~High School students attending Meridian Technology Center are provided transportation. Students will not be allowed to drive private vehicles to and from Meridian Technology Center.~~

TRUANCY

After the 10th consecutive day of unauthorized absence, students are truant and dropped from attendance rolls.

TRUANCY LAW

Parents can be fined if they allow students to remain absent from school. Under the State Truancy Law, the district must report truancy to the District Attorney. Penalties may be assessed by the Logan County District Court.

UNAUTHORIZED ABSENCE

A student who fails to check out when leaving school anytime during the school day, leaves class without permission, or does not report to a specific location is subject to disciplinary action.

Disciplinary action will include, but not be limited to:

- 1st Offense: one (1) Saturday School
- 2nd Offense: two (2) days ISS
- 3rd Offense: three (3) days ISS
- 4th Offense: three (3) day suspension
- 5th Offense: five (5) day suspension

Any further offenses may result in suspension for the remainder of the semester and possibly the following semester.

UNWANTED TOUCHING

Any situation in which one student makes aggressive contact in any manner on another student.

- 1st Offense: three (3) day suspension
- 2nd Offense: five (5) day suspension
- 3rd Offense: ten (10) day suspension

Also see Sexual Harassment Section.

UNWRITTEN REGULATIONS

Each year, there are a few things including some “fads” that appear on our campus. We are not listing these, nor are we making a regulation to cover all of the problems that may arise. When a fad begins on the campus and a “nuisance” develops, we shall immediately eliminate the nuisance.

VALEDICTORIAN AND RANK IN CLASS

A valedictorian is defined as a student who has achieved the highest degree of academic excellence in school. To be considered for valedictorian status, students must be enrolled at Guthrie High School at the beginning of their senior year.

Candidates for Valedictorian must be students of good character. Therefore, they must not have had any disciplinary record of suspension and must not have earned any NC’s (No Credit) on their transcript.

In order to be considered for Valedictorian, students must have taken at least one AP or college concurrent enrollment course, or the highest level core class for which they are eligible, from each of the four core subject areas (English, Math, Science, and Social Studies.)

Coursework to be considered must be transcribed before second semester of a student’s senior year, unless exception has been granted in advance by the high school principal.

PreAP, AP, and approved college concurrent enrollment courses will be scored on a 5.0 grading scale. Students maintaining a 4.0 GPA will be recognized as a valedictorian for scholarship purposes. The students with the highest and second highest GPAs in the graduating class will speak at commencement exercises.

If any of the aforementioned regulations are compromised between May 1st and the date of graduation, the Valedictorian candidate may forfeit his/her recognition of said academic distinction.

VANDALISM AND OTHER OFFENSES

Any student committing an act of vandalism, theft, gambling, or forgery is subject to suspension. Damaged or stolen school property must be paid for or replaced by the offending student. The use or possession of stink bombs and/or any other object that would be detrimental to the educational process or that might disrupt any event, class, etc., will also be considered vandalism. Offenses listed above may result in more severe penalties of suspension. Suspensions may range from ten (10) days to the remainder of the semester and the following semester, and/or appropriate civil action.

VEHICLES

CAMPUS SPEED LIMIT IS 15 M.P.H.

Every vehicle must be parked inside the designated area and not be moved or used from arrival until departure at the end of the school day. The school will accept no responsibility for theft or vandalism of vehicles; all cars should be locked and valuables removed upon arrival at school. All student drivers must have a valid driver’s license. No one is to be parked in any fire lane.

The first row (both sides) of the parking lot nearest the school is reserved for the staff or for other vehicles as marked. The parking places next to the building are reserved for adult visitors and handicapped individuals. ~~Students must purchase a parking permit in order to park in the school parking lot.~~ Parking will be on a first come, first serve basis, and students must park in the lot west of the main building. Failure to comply may result in disciplinary action.

Students should not block traffic by double parking on the end of the rows; these are emergency exits for fire and police vehicles. Vehicles may be towed if drivers do not abide by the parking regulations, and/or loss of parking/driving privileges may result.

Students leaving their cars in the parking lot when going on a field trip, school-sponsored event, or overnight will follow parking regulations. However, the school will not assume or accept any responsibility for the vehicle.

If a student drives on a dirt/grassed area, parks somewhere other than the student area in the front parking lot, parks in a fire lane (marked by a red line), or parks in an area that is not marked as a parking spot, he/she may be subject to the following discipline:

- 1st Offense: Saturday School
- 2nd Offense: Two (2) days ISS
- 3rd Offense: Three (3) days ISS

Students are not allowed in the parking lot or in parked cars during the school day.

Each vehicle is to be registered with the Main Office by the student and obtain a parking permit at enrollment. Parking permits may be purchased for \$20. Students who do not get their license until second semester may purchase a permit for \$15 if purchased within 30 days of the issue date of their license. Failure to acquire a decal, improper parking, or any driving infraction may result in your vehicle being towed at the owner's expense.

Any towing fee will be at the car owner's expense.

VENDING MACHINES

Vending machines are provided for your convenience. They are to be used only at the appropriate times and not during class time. All vending machines are "use at your own risk."

VISITORS

All visitors must report to the Main Office or North Office, sign in, and wear a visitor badge in the building. We cannot accommodate student visitors during the school day. Parents, if you need to talk with your student, report to the Main Office for assistance. Visitors with infants must remain in the Main Office.

WEAPONS

Students should not bring any type of instrument to school that can be used as a weapon or tool which could be used to deface or vandalize school property.

The following instruments may be considered weapons:

- Knives
- Firearms and/or facsimiles including cap guns, etc.
- Explosives and/or facsimiles
- Metal Objects (chains, brass knuckles, etc.)
- Clubs
- Sharp or pointed instruments
- Stun guns
- Chemical sprays

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

WEATHER

In the event school is closed or starting late due to inclement weather, parents are asked to listen to local radio and television stations. When possible, the District's website will also be updated to include the newest information.

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

WITHDRAWAL FROM SCHOOL

When a student must withdraw from Guthrie Public Schools during the term, he/she must report to the registrar on the morning of the day he/she leaves to begin formal withdrawal from school. There will be a 24-hour turnaround time to receive grades and clearance from teachers. Students will not be cleared for withdrawal until a parent or guardian has made contact with the registrar and all textbooks and school property have been returned. Once records have been received with grades and clearance from each teacher, the library, and the cafeteria the student will be cleared for withdrawal. A transcript of the student's work will be forwarded, upon request, to the new school.

DISTRICT, STATE, & FEDERAL POLICIES

AIDS PREVENTION EDUCATION

- A. Acquired Immune Deficiency Syndrome (AIDS) prevention education shall be taught in the public schools of this state. AIDS prevention education shall be limited to the discussion of the disease AIDS and its spread and prevention. Students shall receive such education at the option of the local school district:
1. a minimum of once during the period from grade five through grade six;
 2. a minimum of once during the period from grade seven through grade nine; and
 3. a minimum of once during the period from grade ten through grade twelve.
- B. The State Department of Education shall develop curriculum and materials for AIDS prevention education in conjunction with the State Department of Health. A school district may also develop its own AIDS prevention education curriculum and materials. Any curriculum and materials developed for use in the public schools shall be approved for medical accuracy by the State Department of Health. A school district may use any curriculum and material which have been developed and approved pursuant to this subsection.
- C. School districts shall make the curriculum and materials that will be used to teach AIDS prevention available for inspection by the parents and guardians of the students that will be involved with the curriculum and materials. Furthermore, the curriculum must be limited in time frame to deal only with the factual medical information for AIDS prevention. The school districts, at least one (1) month prior to teaching AIDS prevention education in any classroom, shall conduct for the parents and guardians of the students involved during weekend and evening hours at least one presentation concerning the curriculum and materials that will be used for such education. No student shall be required to participate in AIDS prevention education if a parent or guardian of the student objects in writing to such participation.
- D. AIDS prevention education shall specifically teach students that:
1. engaging in homosexual activity, promiscuous sexual activity, intravenous drug use, or contact with contaminated blood products is now known to be primarily responsible for contact with the AIDS virus;
 2. avoiding the activities specified in paragraph 1 of this subsection is the only method of preventing the spread of the virus;
 3. sexual intercourse, with or without condoms, with any person testing positive for human immunodeficiency virus (HIV) antibodies, or any other person infected with HIV, places that individual in a high risk category for developing AIDS.
- E. The program of AIDS prevention education shall teach that abstinence from sexual activity is the only certain means for the prevention of the spread or contraction of the AIDS virus through sexual contact. It shall also teach that artificial means of birth control are not a certain means of preventing the spread of the AIDS virus and reliance on such methods puts a person at risk for exposure to the disease.
- F. The State Department of Health and the State Department of Education shall update AIDS education curriculum material as newly discovered medical facts make it necessary.

ASBESTOS MANAGEMENT PLAN

In accordance with federal law, Guthrie Public Schools has been inspected and approved for asbestos management. Asbestos plans are available for viewing during regular school hours, Monday through Friday, by contacting the Director of Operations at the Maintenance Department, located at 200 Crooks Drive, Bldg #4, Guthrie, OK.

CELEBRATE FREEDOM WEEK

Act 682 of 2003 created "Celebrate Freedom week" in public schools the week in which November 11 falls. This law was created to educate students about the sacrifices made for freedom in the founding of this country and the values on which this country was founded. During "Celebrate Freedom Week" all social studies classes shall include instruction to help students focus on the freedoms offered in the United States of America. Suggested topics of study are included in the text of Act 682 of 2003, but the instruction is left up to the individual school district. In an effort to assist educators and curriculum coordinators with program and lesson plans for Celebrate Freedom Week, ADE has compiled the following ideas. These are only suggestions, and school are encouraged to select their own creative ideas for "Celebrate Freedom Week." To view the wording of the law, please refer teachers in your district to: <http://arkedu.state.ar.us/commemos/customer.cig>.

CIVIL RIGHTS COMPLIANCE AND ASSURANCES NOTICE OF NON-DISCRIMINATION

Guthrie Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or disability in its program and activities and provides equal access to the Boy Scouts and other designated youth groups. The Guthrie Public School System also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.
Procedural Requirements
Title VI, Title IX, Section 504, ADA July 2000.

AVISO DE DECLARACION NO-DESCRIMINATORIA

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

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

Nombre / Titulo: Superintendente de las Escuelas
Publicas de Guthrie
Direccion de Oficina: 802 E. Vilas, Guthrie, OK 73044
Numero Telefono (correo de voz / TDD) (405) 282-8900
M-F 8:00 – 12:00 & 1:00 – 4:30

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

COMPUTER AND INTERNET ACCEPTABLE USE POLICY

1. Internet-related systems (including but not limited to: computer equipment, software, operating systems, network accounts providing electronic mail, World Wide Web browsing software, File Transfer Protocol, network and intranet systems, etc.) are the property of Guthrie Public Schools. They are to be used for educational purposes, which service the interests of the school district, our students, and patrons during the course of normal operations.
2. Communications on these systems are not private. While the school administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the District system remains the property of the District. Despite security precautions, there is no absolutely fail-safe way to prevent an unauthorized user from accessing stored files.
3. Monitoring: the district reserves the right to monitor all employee and student use to ensure proper working order, appropriate use by students and employees, the security of school data, and the retrieval of the contents of any user communications on these systems. Management may access user files, including archived material of present and former users, without the user's consent, for any purpose related to maintaining the integrity of the network, or the rights of the District or other users, or for any other reasonable purpose.
4. Personal use: personal use of the systems is authorized within reasonable limits as long as it does not interfere with or conflict with educational purposes. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. School equipment may not be used for commercial purposes.
5. E-mail is the property of the school district. There should be no expectations of privacy where e-mail is concerned. E-mail is subject to disclosure under the Open Records Act, subpoena, or court order.
6. Users are responsible for backing up data on a daily basis. This is an important function designed to maintain records of communications and activity which replaced (or supplements) maintaining files containing memoranda, correspondence, etc.
7. Any attempt to violate the guidelines, terms and conditions for use of technology, the network, or the internet may result in revocation of user privileges, other disciplinary actions consistent with Board of Education Policy and existing practice regarding inappropriate language or behavior including suspension, expulsion, dismissal, or appropriate legal action.
8. No student or employee of the district may maintain a web presence on behalf of the school or related to the school other than that authorized by the school district. Any employee who wishes to publish a web page on behalf of the school or a school organization must attend the web page training provided by the district.
9. School equipment may not be used to access or post to any material that is illegal, offensive, abusive, or slanderous, either in text or graphic format.
10. All software installed on school equipment must be properly licensed to the school district. Software that is not properly licensed may not be installed on district-owned equipment.
11. District software may not be copied for personal use except where explicitly provided for by the manufacturer's license agreements.
12. Users may not access or tamper with another users account.
13. The network may not be used for political activities.
14. The use of chain letters, "spam" or "letter bombs" is prohibited.
15. All copyright laws must be observed at all times.

16. Every user of the network must have a signed Acceptable Use Policy document on file in the principal's office of their respective school.
17. The District makes no warranties of any kind, neither expressed nor implied, for the internet access it is providing. The District will not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service, for the accuracy, nature or quality of information stored on District diskettes, hard drives or servers, nor for the accuracy, nature or quality of information gathered through district-provided internet access.
18. The District will not be responsible for unauthorized financial obligations resulting from district provided access to the internet.
19. Access is a privilege, not a right. All users of the district's network and other technological resources are responsible for respecting and adhering to local, state, federal and international laws and guidelines governing use of information and the available technologies.
20. Personal computers are the responsibility of the owner.
21. Any item being purchased with District funds must be approved by the Director of Technology. This includes hardware, software, and Professional Development training.

DIABETES MANAGEMENT

Guthrie Public Schools provides nursing services that promote a student's ability to learn. Our goals are to:

- assist students in learning how to take care of their health.
- ensure a safe school environment.
- promote good control of a student's health condition so they are ready to learn.

Diabetes can affect a student's ability to learn if it is not under good control. To help us meet these goals, Guthrie Public Schools has a nurse who is a certified diabetes educator. She works with school, personnel, individual students with diabetes and their families, and the student's health care provider.

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

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

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

- snacks or glucose tablets to treat low blood sugar
- medications
- blood glucose meter, strips, and supplies
- ketone testing strips and equipment
- Glucagon

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

ELIGIBILITY

When co-curricular and/or interscholastic programs are scheduled during the school day, a student must be eligible according to the following guidelines of the Oklahoma Secondary Schools Activities Association:

A. ATTENDANCE REGULATIONS

1. School Activity: These are extracurricular activities, whether sponsored by the school or outside agency, which remove the student from class for more than half a class period.
2. The total number of student activity absences allowed for one class period per student shall be ten (10).
3. Once a student has had ten student activity absences (per school year) from any one class period, the student must be reported to the principal's office for consideration for further absences for student activities.
4. A student is expected to attend classes 90% of the time in order to participate in school-sponsored activities.

B. SCHOLASTIC ELIGIBILITY

(Information taken from OSSAA RULES AND REGULATIONS)

Section 1: Semester Grades

- a) A student must have received a passing grade in all subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. If a student does not meet minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next semester he/she attends.
- b) A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
- c) Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

Section 2: Student Eligibility during a Semester

- a) Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
- b) A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of his/her probationary one-week period, he/she will be ineligible to participate during the next one-week period. The eligibility periods will begin Monday and end on Sunday.
- c) A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).
- d) "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

Section 3. Special Provisions

- a) An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three (3) weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three (3) week period.
- b) Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision Rule 3, Section 3-c, if the incomplete grade was caused by an unavoidable hardship. (Example of such hardships would be illness, injury, death in family, and natural disaster.) (Board policy allows a maximum of two (2) weeks to apply this exception.)
- c) Schools may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

Section 4. Special Education Students

- a) Students who are enrolled in special education class, have an Individual Educational Plan, and have been certified by the principal as doing a quality of work which may, with the approval of the Board of Directors, be accepted as eligible under this rule.

ENROLLMENT REGULATIONS

All students must be enrolled in seven hours per day. The only exception to this rule is a student on an IEP or those enrolled through the counselors' office in concurrent enrollment.

All students **MUST PROVIDE** two Proofs of Residence. These can be in the form of a copy of a current utility bill, renter's agreement, or real estate contract.

A **new resident student** is one that has established a legal residence within the school district and is living with custodial parent or court-appointed guardian. New resident students **MUST PROVIDE**:

1. Two Proofs of Residence
 - a) A copy of a current utility bill, renter's agreement, real estate contract, etc.
 - b) An Enrollment Declaration form certified by the Guthrie Public Schools' Transportation Department.
2. Immunizations Records
3. Copy of Birth Certificate
4. The name, address, phone and fax number of the previous school attended
5. CDIB (Certified Degree of Indian Blood), if applicable
6. Official withdrawal form from previous school if enrolling after the start of school
7. Transcripts from previous school attended (high school students only)
8. Social Security Number, if available
9. Special Education Records or Gifted/Talented Records, if applicable, are helpful in ensuring the proper placement of student.

Other information that may be required:

Proof of custody / guardianship – court appointed papers (signed by a judge) denoting custody for students not living with both parents listed on the birth certificate.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents of eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education record that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, D.C. 20202-4605

FIRE, TORNADO, AND EMERGENCY SITUATIONS

All emergency drills will be performed in accordance with the State Department of Education accreditation regulations.

FIRE --- The alert for fire will be the fire alarm.

TORNADO--The alert for a tornado will be a continuous long ringing of the bells.

EARTHQUAKE – The alert for earthquake will be an announcement via intercom.

INTRUDER LOCK IN-- The alert for **intruder Lock In** will be a series of long, short, long, short ringing of the bells.

SHELTER IN PLACE LOCK OUT– The alert for **Shelter In Place Lock Out** will be an announcement via the intercom.

TRAIN DERAILMENT – The alert for **Train Derailment** will be an announcement via the intercom.

Periodic drills will be held to familiarize the students with emergency procedures. All students are to remain with their teacher for roll to be taken once safely away from, or in secure area of, the building.

GRADUATION POLICY

Guthrie High School recognizes that graduation ceremonies are important events for our students, parents, guests, and the community.

Note: Twenty-four units (credits) are required to participate in graduation exercises.

To insure that graduation exercises are enjoyable and dignified for all participants and spectators, the Board of Education has approved the following requirements:

1. A student shall be a graduate of Guthrie High School and entitled to a high school diploma whenever that student has:
 - a. Successfully completed the minimum number of credits established by the District for graduation;
and
 - b. if the student elects to participate in graduation ceremonies, completes such exercises in accordance with this policy.
2. Any student who elects to participate in graduation exercises will still be considered a student of this District until such ceremonies have been completed. The graduation process is "completed" after the graduation program and the last student has exited the premises.
3. Any student who elects to participate in graduation and other related senior activities will be required to be in good disciplinary standing with Guthrie Public Schools, Meridian Technology Center, and any other concurrent enrollment institution.
4. All students participating in graduation ceremonies will be required to abide by school relations as outlined in the Student-Parent Handbook.

In addition, students shall not engage in the following conduct during graduation exercises:

- a. throwing objects into the air;
 - b. engaging in any disruptive activity which substantially interferes with the graduation process or the rights of other individuals;
 - c. **using or possessing air horns and similar items;**
 - d. **wearing decorated mortar boards or clothing outside of academic recognition.**
Please refer to the Graduation Compliance Letter issued in May for graduation dress code specifics.
5. The administration shall have the power to impose discipline on any student who commits any act referred to above. It is recommended the administration take necessary steps to impose discipline as soon as it is convenient after completion of graduation exercises.
 6. Students who are found, after an informal hearing process conducted by the administration, to have committed any of the acts described above shall be subject to discipline. Such discipline may include, but is not limited to, suspension from school for the remainder of the semester if the graduation ceremony is held prior to the end of school.

GRADUATION: STATE, LOCAL, and NCAA REQUIREMENTS

This section is for general information only. Each individual is responsible for working with his/her counselor in progressing towards meeting the requirements set forth by the State Board of Education and Guthrie Public Schools.

NCAA requirements change yearly, and students should meet with the athletic director's office or senior counselor to receive information concerning athletic eligibility through the NCAA Clearinghouse. This should begin during the student's freshman year and should be checked yearly for changes.

To receive senior status, a student must have successfully completed seventeen (17) units/credits and have a reasonable expectation of completing the twenty-five (25) units/credits required for graduation by the end of the summer term immediately following the current school year.

The Guthrie Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is policy of the Board of Education that a minimum of twenty-five (25) units of credit be earned in the subject areas listed below to be eligible for graduation. Twenty-one (21) of the twenty-five (25) credits must be earned in the 10th, 11th, and 12th grades.

- Seniors are required to be enrolled in a full schedule, although this may include a combination of college and local hours if local requirements are met.
- A student may not be enrolled in more than two English classes in a semester.
- At least three of the last five units completed must be in attendance at Guthrie High School.
- Correspondence courses may be applied toward graduation in compliance with Oklahoma State Law and must be completed by April 15 to be eligible for graduation exercises.
- Students who need more than one credit unit for graduation SHALL NOT be permitted to participate in graduation exercises as per Oklahoma State Law.
- Concurrent college enrollment will be available for Guthrie High School students as per state regulations.
- Students may not enroll in more than two like electives in any one semester without permission of all teachers involved and the principal's approval. (Example: two art classes, two drama classes, two ag classes, etc.)

See College / Work Ready & Core Curriculum Requirements on next page.

BEGINNING WITH THE CLASS OF 2019

Beginning with the Class of 2019
Oklahoma College Prep/ Work Ready
<i>See the Course Selection Handbook for complete information.</i>
CLASS
English (4 credits required)
English 1 (required)
English 2 (required)
English 3 (required)
English 4 (required)
Math (3 credits in HS)
Algebra 1 (required)
Geometry (required)
Science (3 credits)
*see domains listed in Course Selection Handbook
Biology 1 (required)
Social Studies (3 credits)
OK History .5 cr (required)
Government .5 cr (required)
World History (required)
US History (required)
Foreign Language - 2 years of <i>same</i> FL Or 2 years of Computer Technologies (KB does not qualify.)
Additional 1 Credit from Above Categories
Personal Financial Literacy .5 credit required
Fine Arts (1 credit required-can be mixed)
Electives (3 credits)
25 credits required for graduation, with the above areas satisfied.

Beginning with the Class of 2019
Core Curriculum
*Requires Parent Approval *NOT Accepted for OK Promise or NCAA
<i>See the Course Selection Handbook for complete information.</i>
CLASS
English (4 credits required)
English 1 (required)
English 2 (required)
English 3 (required)
English 4 (required)
Math (3 credits in HS)
Algebra 1 (required)
Geometry (required)
Science (3 credits)
*see domains listed in Course Selection Handbook
Biology 1 (required)
Social Studies (3 credits)
OK History .5 cr (required)
Government .5 cr (required)
World History (required)
US History (required)
Fine Arts (1 credit required)
Computer Technologies (1 credit required)
Personal Financial Literacy .5 credit required
Electives (10 credits)
25 credits required for graduation, with the above areas satisfied.

IMMUNIZATION

Oklahoma State Health Department requires all students to be immunized. Guthrie Public Schools, in accordance with these laws, requires every student enrolling to have proof of immunization. Students will not be allowed to enroll without necessary immunizations. Parents or students may check the school website for immunization guidelines.

Free Clinics

Many insurance companies will pay for the required immunizations. If not covered by your insurance, there are free clinics available.

Site
Logan County Health Dept.
215 Fairgrounds Road

Hours
Daily Monday thru Friday
8:00 a.m. – 11:00 a.m. &

INSURANCE

Insurance is required for all students participating in extracurricular activities before they take part in any practice, scheduled contest, or class. Students already covered by a family insurance policy may have a parent sign a waiver to this requirement. **THE SCHOOL ASSUMES NO RESPONSIBILITY FOR THE SETTLEMENT OF CLAIMS.** *The school must have proof of insurance by the start of the eighth day of class or the student will be dropped from that class and assigned another class/subject. NO EXCEPTIONS!*

TITLE IX

The Guthrie Public School system hereby agrees that it will comply with Title IX of the Educational Amendments of 1972 which states that no person in the United States shall, on the basis of sex, be excluded from participation in, denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. The School District is an equal opportunity employer.

It is, therefore, the policy of the Guthrie Independent School District No. I-1, Logan County, to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to the Title IX Coordinator, Guthrie Public Schools Administration Building, 802 East Vilas, Guthrie, OK, 73044; telephone (405) 282-8900.

DISCLAIMER

The preceding discipline steps are meant as a guide only. In severe or unusual cases, the judgment of the Administrator will take precedence. The Guthrie Public School Policy Manual will also be used in regard to school-student relationships. A copy of this policy can be viewed at ~~Guthrie High School, Guthrie Junior High, Guthrie Public Schools Administration Building, and~~ on the Guthrie Public Schools website at www.guthriepls.net.

GUTHRIE HIGH SCHOOL

COURSE CATALOG

2018 - 2019



200 Crooks Drive

405-282-5906 Main Office

405-282-5908 North / Counseling Office

www.guthrieps.net

GUTHRIE PUBLIC SCHOOL DISTRICT MISSION STATEMENT

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

OUR BELIEFS

The Guthrie Public School District believes in the worth and dignity of each individual, because people are our greatest resource and children are our future. The following beliefs are based on this premise:

Learning:

*All people can learn, given appropriate opportunity and support.
Prevention is preferable to remediation.*

Teaching:

*High expectations produce high achievers.
The teaching-learning process is the primary function of this district.*

Learning Environment:

*Everyone is entitled to a safe, caring educational environment.
Education is a partnership with student, home, school, and community.
Mutual trust will exist within the school environment.*

EXIT OUTCOMES

Our Vision of a Well-Educated Student

Have positive self-esteem.	Be effective communicators.
Have a strong knowledge base.	Be creative and complex thinkers.
Show concern for the welfare of others.	Be problem solvers.
Be self-directed, lifelong learners.	Be cooperative learners and workers.
Be productive members of society.	

LEGAL NOTICE

The Guthrie School District hereby agrees that it will comply with Title IX of the Education Amendments of 1972, which states that no person in the United States shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. The school district is an equal opportunity employer. It is, therefore, the policy of the Guthrie Independent School District No. I-1 to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to Title IX Coordinator, Guthrie Public Schools, 802 East Vilas, Guthrie, Oklahoma 73044; Telephone 405-282-8900.

INTRODUCTION

The purpose of this booklet is to help GHS students in planning their high school schedule. This booklet contains information on state and local graduation requirements, course offerings, course descriptions, and

aptitude tests. Counselors will be available for curriculum planning assistance. Students and parents are expected to review this information and carefully make their course selections.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

- A. A parent or eligible student of the Guthrie Public School System has a right to:
 - inspect and review the student's educational records.
 - request the amendment to any student's educational records to insure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
 - consent to disclosure of personally identifiable information contained in the student's records, except to the extent that the Act and the regulations in this part authorize disclosure without consent.
 - file with the U.S. Department of Education a complaint under 99.64 concerning alleged failures by the agency or institution to comply with the requirements of the Act and this part: and,
 - Obtain a copy of the policy adopted under 99.64.
- B. Copies of the policy adopted under 99.64 are located at the Administration Building, 802 East Vilas.
- C. Guthrie Public District will send this notice home with each student to inform the parents and eligible students of their rights.
- D. Guthrie Public School District shall provide an interpreter to effectively notify parents of students who have a primary or home language other than English.

REGISTRATION

The Oklahoma State Health Department requires all students to be immunized. The Guthrie Public Schools, in accordance with these laws, requires that every student enrolling have proof of immunization. Immunization requirements can be found on the Guthrie Public Schools website or at the local health department.

Students are required to be legal residents of Guthrie School District I-1 or have on file in the Superintendent's office the necessary transfer forms from districts outside of Guthrie Public Schools District I-01. Any student, who has a legal residence in another district, will not be allowed to enroll without a transfer from the district in which the student resides. A transfer can be canceled at any time. Students enrolling in Guthrie Public Schools from a school or situation not accredited by the State Department of Education (i.e., private school, home school) will be required to test in each subject for which they wish to obtain credit. Credit is issued for classes that are passed with a score of 90 or higher. Testing is arranged by making an appointment in the Counselor's Office with the grade level counselor.

GUIDANCE

Students are encouraged to see a counselor to discuss schedule changes, the number of units accumulated, course selections, career choices, and college planning. Students should see their designated counselor for these services.

Mrs. Annie Chadd

annie.chadd@guthrieeps.net

Sophomores A-L & All Seniors

Ms. Maggie Wade

maggie.wade@guthrieeps.net

Sophomores M-Z & All Juniors

Mrs. Kristi Blakemore

kristi.blakemore@guthrieeps.net

Freshmen & JH At-Risk

SCHEDULE CHANGES

Changes in class schedules will be made only with administrative approval and only for sound educational reasons. Anyone wishing to have a schedule change must initiate the process with the appropriate counselor. The change will require teacher and administrative input. Students will not be allowed to make schedule changes for teacher preference. *All changes must be made within the first five days of the semester to meet the attendance policy for full credit.*

STATE AND LOCAL REQUIREMENTS FOR GRADUATION

In order to earn a diploma, all freshmen entering Guthrie High School, must fulfill all the requirements below:

~~A minimum of 25 units must be earned, 21 of which must be earned in the 10th, 11th, and 12th grades. All students must meet the following requirements:~~

Should the State Department of Education raise the graduation requirements, our standards will be changed to come into compliance. All students will be informed of any such changes as soon as possible.

1. All students must be enrolled in no less than the number of hours offered per day. Concurrent enrollment students *must* meet this same requirement.
2. Students eligible for honors courses must have met the criteria set forth in the Guthrie Public School District Gifted and Talented Policy. AP enrollment will be open.
3. At least three units of the last five units completed must be in attendance in Guthrie High School.
4. ~~Correspondence courses may be applied toward graduation in compliance with Oklahoma state law and must be completed by April 15 to be eligible for graduation exercises.~~
5. Request for **early graduation** will be directed to the building principal. Applications can be picked up in the Main Office. Application deadline is October 1. All criteria must be met to be considered.
6. Students who need more than one unit (**credit**) for graduation WILL NOT be permitted to participate in graduation exercises as per Oklahoma State Law.
7. ~~Only correspondence work pre-approved by the administration will be accepted for credit. A limit of three units by correspondence may be applied toward the 25 units required for graduation.~~
8. A student's transcript will reflect the actual grade of all classes taken during the student's ninth through twelfth grades. Courses taken in Junior High for High School credit will also be listed and factored in to final GPA calculations.
9. Concurrent enrollment will be available for Guthrie High School students as per state regulations.
10. Students may not enroll in more than 2 like electives in any one semester without permission of all teachers involved and the principal's approval. (Ex: two art classes, two drama classes, two agricultural classes, etc.).

GRADE CLASSIFICATION

<i>Sophomores:</i>	<i>Juniors:</i>	<i>Seniors:</i>
must have successfully completed four (4) units	must have successfully completed eleven (11) units	must have successfully completed seventeen (17) units and have attended high school for six semesters

Classification requirements must be met by the first day of classes for the fall semester. Students not meeting the required number of credits will be reclassified to the lower grade level at the beginning of the school year and may remain at that level for the entire year.

GRADES

A= 90-100

B= 80-89

C= 70-79

D= 60-69

F= 59 and below

I= Incomplete (turns to an F in two weeks)

NC= No Credit

All Pre-AP, AP, and **approved college concurrent enrollment courses** will be scored on a 5.0 scale.

~~BEGINNING WITH THE CLASS OF 2017 — HONOR ROLLS~~

~~Each semester those students making a 4.0 (+) will be placed on the Superintendent's Honor Roll. Those students having no grade(s) below a "C" and with a 3.5 average or better will be placed on the Principal's Honor Roll. Students must receive credit in all classes enrolled in to be eligible for an Honor Roll. A valedictorian is defined as a student who has achieved the highest degree of academic excellence in school. To be considered for valedictorian, students must be enrolled at Guthrie High School at the beginning of their senior year.~~

~~***If any of the aforementioned regulations are compromised between May 1st and the date of graduation, the Valedictorian candidate may forfeit his or her recognition of said academic distinction.***~~

AMERICAN COLLEGE TESTING PROGRAM (ACT)

The ACT is a college entrance examination that is given nationally five times a year. All students are eligible to take the test. Registration forms are available online at www.act.org. The test will be given six times a year (i.e., October, December, February, April, June, and July) at Guthrie High School. Sophomores and juniors are strongly advised to take the April or June exam. Students who are eligible for Free and Reduced meals may qualify for a discounted fee.

NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST (PSAT/NMSQT)

This is a test given annually ~~on a Tuesday~~ in October to juniors wishing to participate in the National Merit Scholarship Program and some other scholarship programs. Other students are also encouraged to take the PSAT for test-taking experience.

Moved to another section and updated. OKLAHOMA'S PROMISE - OHLAP

CAREER EXPLORATION TESTING

Sophomores will participate yearly in the ASPIRE test. ASPIRE includes academic tests, an assessment of study skills knowledge, and an interest inventory. Students who participate in ASPIRE receive information that will help them plan for their remaining years in high school and consider career and educational goals for their life after high school.

OKLAHOMA SCHOOL TESTING PROGRAM

Guthrie High School will fully participate in the Oklahoma School Testing program implemented in 2000 by the state legislature. The purpose of these tests is to measure the state-mandated curriculum. These tests will be administered according to state-mandated schedules in the spring of each school year.

Testing Requirements

In order to comply with state law, all students will be required to take a state assessment in English/Language Arts, Mathematics, Science and U.S. History prior to graduating from high school.

PRE-ACT

As a precursor to the ACT that will be taken their junior year, students will be given the Pre-ACT the fall of their sophomore year. This will enable students to experience a college entrance exam and assess their level of readiness for the actual ACT.

COLLEGE ENTRANCE REQUIREMENTS

College entrance requirements exceed the minimum high school graduation requirements.

COLLEGE BOUND STUDENTS NEED TO PLAN ACCORDINGLY.

Students who plan on attending Vo-Tech during their 11th and/or 12th grades must see a counselor to pre-enroll for 9th grade and establish a four-year plan of study.

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION PERFORMANCE STANDARDS FOR COLLEGE BOUND STUDENTS

These are the current standards that the State Board of Regents requires for any student that is planning to attend college in the State of Oklahoma. **If these change, students will be notified in writing at the earliest possible time.**

ACT/SAT scores and high school grade point averages are required for admission to Oklahoma Public Colleges and Universities:

Tier	Option 1			Option 2			Option 3
	ACT*	New SAT**		GPA	Class Rank		Core Class GPA
OU / OSU	24 or	1090		3.0 and	Top 30%		3.0
Comprehensive	22 or	1020		3.0 and	Top 33%		3.0
Regional	20 or	940		2.7 and	Top 50%		2.7
Two-year	No minimum required						

All students should fill out this plan with the courses they have taken since 9th grade plus the courses they are planning to take. Comparing your plan with “suggested schedules” listed on page 9 in this booklet will help you determine the courses you should be taking in the future. Please refer to page 7 for college entrance requirements.

Although students will change their minds several times as they progress, it is always wise to have a planned program. Long range planning cannot be over emphasized as a way to avoid needless errors and omissions.

Grade 9	Grade 10
1. English 1	1. English 2
2. Mathematics	2. Mathematics
3. Science	3. Science
4. OK History	4. World History
5. Computer Apps I	5. Elective or Foreign Language
6. Elective or Foreign Language	6. Elective
7. Elective	7. Elective

Grade 11	Grade 11
1. English 3	1. English 4
2. US History	2. Government/Personal Financial Literacy
3. Upper Level Science	3. Elective
4. Mathematics	4. Elective
5. Elective	5. Elective
6. Elective	6. Elective
7. Elective	7. Elective

Core Curriculum

(For those opting out of the College Preparatory/Work Ready Curriculum their Junior Year)

FOUR-YEAR PLAN OF STUDY

OKLAHOMA COLLEGE PREPARATORY / WORK READY REQUIREMENTS

Subject Area	Description
English 4 credits	English I English II English III English IV
Math 3 credits in HS	Algebra I Geometry One additional mathematics class, unless Algebra I is taken in JH. Then two additional mathematics classes are required.
Science	Biology I

3 credits	Two additional science classes per the OK SDE Science Domain Requirements listed below.
Social Studies 3 credits	OK History (.5 cr) World History US History Government (.5 cr)
Foreign Language or Computer Technologies 2 credits	Two years of same Foreign Language or two years of Computer Technologies, not including Keyboarding. However, it is recommended students complete both categories; two years in both subject areas will often remove college requirements in these areas.
"Other" category 1 credit	One credit from any of the above subject categories. Can also include Economics, Geography, non-Western culture, & Sociology.
Personal Financial Literacy .5 credit	Personal Financial Literacy
Fine Arts 1 credit, can be mixed	Choose from Ag Communications, Art classes, Bible in History & Lit, Choir classes, Creative Writing, Drama classes, Film as Lit, Humanities, Instrumental Music classes, Journalism courses, Mythology, Newspaper, Reading for Pleasure, Speech, Student Leaders, and additional courses as approved.
Electives	Enough electives to total 25 credits (units).

OKLAHOMA CORE CURRICULUM REQUIREMENTS
(Effective with the Class of 2019)

Parents must sign an “Opt-Out Form” with the school counselor
in order for their student to “Opt Out” of the College / Work Ready curriculum.

Subject Area	Description
English 4 credits	English I English II English III English IV
Math 3 credits in HS	Algebra I Geometry One additional mathematics class, unless Algebra I is taken in JH. Then two additional mathematics classes are required. Math of Finance is an option.
Science 3 credits	Biology I Two additional science classes per the OK SDE Science Domain Requirements listed after this section.
Social Studies 3 credits	OK History (.5 cr) World History US History Government (.5 cr)
Computer Technologies or World Language 1 credit	Computer Applications I or similar course or World Language / non-English Language (Keyboarding does not satisfy this requirement.)
Personal Financial Literacy .5 cr	Personal Financial Literacy
Fine Arts 1 credit, can be mixed	Choose from Ag Communications, Art classes, Bible in History & Lit, Choir classes, Creative Writing, Drama classes, Film as Lit, Humanities, Instrumental Music classes, Journalism courses, Mythology, Newspaper, Reading for Pleasure, Speech, Student Leaders, and additional courses as approved.
Electives	Enough electives to total 25 credits (units).

OKLAHOMA'S PROMISE CORE CURRICULUM

www.okhighered.org/okpromise/

Units	Courses
4	English (grammar, composition, literature; courses should include an integrated writing component)
3	Mathematics (Algebra I, Algebra II, geometry, trigonometry, math analysis, pre-calculus statistics and probability [must have completed geometry and Algebra II], calculus, AP statistics)
3	Lab science (biology, chemistry, physics or any lab science certified by the school district; general science with or without a lab may not be used to meet this requirement)
3	History and citizenship skills (including one unit of American history and two additional units from the subjects of history, economics, geography, government, non-Western culture)
2	Foreign or non-English language (two years of same language) or Computer technology (two units in programming, hardware and business computer applications such as word processing, databases, spreadsheets and graphics, will qualify; keyboarding or typing classes do not qualify) 1 foreign language and 1 computer course will not meet this requirement.
1	Additional unit of subjects listed above
1	Fine arts OR Speech or a combination
17	Total Units (Credits)

This scholarship program helps pay for a large portion of college education for students planning ahead.

Oklahoma Promise Program Requirements

- Students must apply for Oklahoma Promise during 8th, 9th, or 10th grade.
- Go to www.okpromise.org to apply.
- Students' parents' federal adjusted gross income must not exceed \$55K per year at the time of application. Prior to receiving any program benefit in college, the parents' AGI may not exceed \$100K.
- Students must strictly follow the courses listed in the College Prep Curriculum table.
- Students must have at least a 2.5 cumulative GPA for **all** course work attempted in grades 9 through 12.
- Students must also complete the above 17-unit core curriculum and achieve at least a 2.5 cumulative GPA for the 17-unit core curriculum.
- Students must meet conduct requirements in high school.

For more information call the Oklahoma State Regents for Higher Education's student information hotline at 800-858-1840 (225-9152 in the Metro area), e-mail okpromise@osrhe.edu, or write Oklahoma's Promise, Oklahoma State Regents for Higher Education, PO Box 108850, Oklahoma City, OK 73101-8850. www.okhighered.org/okpromise .

**GUTHRIE HIGH SCHOOL
SUGGESTED SCHEDULES**

These are samples only. Each student's plan may vary according to personal interests. Please refer to the Graduation Requirement Listings and the Science Course Requirements/Domains on the next two pages for further information

(Note to BOE: instead of strikeout and red font, the suggested schedules have been entirely revamped.)

CORE CURRICULUM / CAREER TECH	COLLEGE PREP / WORK READY
Grade 9	
English I (required)	English I (required)
Algebra I (required)	Algebra I or Geometry (both required)
Physical Science	Biology I (required) or Physical Science
OK History (1 semester course)	OK History (1 semester course)
Computer Applications I	Computer Applications I or Foreign Language I (required)
Elective	Elective**
Elective	Elective**
Grade 10	
English II (required)	English II (required)
Geometry (required)	Geometry or Algebra II (both required)
Biology I (required)	Biology I (required) or Chemistry I
World History (required)	World History (required)
Elective	Computer Applications II or Foreign Language II (required)
Elective	Elective**
Elective	Elective**
Grade 11	
English III (required)	English III (required)
US History (required)	US History (required); or AP US History
Algebra II or Math of Finance (3 rd math required)	Mathematics course above Algebra II
Vo-Tech	Science: Earth & Space Science (see domains)
Vo-Tech	Elective**
Vo-Tech	Elective**
Vo-Tech	Elective**
Grade 12	
English IV (required)	English IV (required)
Science: Earth & Space Science (see domains) or qualifying course from vo-tech	Additional Mathematics or Science course suggested**
Government (1 semester required)	Government (1 semester required)
Personal Financial Literacy (1 semester required)	Personal Financial Literacy (1 semester required)
Vo-Tech	Computer Applications II or Foreign Language II suggested
Vo-Tech	Elective**

Vo-Tech	Elective**
Vo-Tech	Elective**

Electives Suggestions for Success: Colleges and universities also recommend, but do not require, that you take an additional unit in math, an additional unit in lab science, as well as any other college bound electives such as economics, geography, psychology, sociology. **Additional units in Foreign Languages and Computer Technologies is highly recommended. Concurrent College Enrollment is also recommended during a student's junior and senior years.

College bound students may also attend Career Tech. However, they should see their counselor early to make a plan of study that meets the requirements for each program.

Science Course Requirements / Domains beginning with the Class of 2019

Of the three units or sets of competence of laboratory science required for the College Preparatory/Work ready curriculum:

- ONE must be a **life science** meeting the standards for Biology I,
- ONE must be a **physical science** meeting the standards for Physical Science, and
- ONE must be from the **domains** of physical science, life science, or earth and space science with content and rigor above Biology I.

Physical Science	Life Science	Earth & Space Science
Aeronautics	Biology I A (.5 cr)	Astronomy
Chemistry I	Biology I B (.5 cr)	Earth Science
Chemistry II	Biology I	Geology
AP Chemistry	Biology II	Meteorology
Physical Science	AP Biology	
Physics I	Biotechnology	
Physics II	Botany	
AP Physics I – Alg Based	Life Science	
AP Physics II – Alg Based	Environmental Science	
AP Physics B	AP Environmental Science	
AP Physics C – Mechanics	Physiology	
AP Physics C – Elec & Mag.	Zoology	
	IB Science	
	Anatomy	
	Forensic Science	
	Microbiology	
	Ecology	

A full year of computers is an EXIT requirement for all Oklahoma colleges, including junior colleges. A student must demonstrate computer proficiency when LEAVING college. The computer requirement may be met by taking a full year (2 semesters) of computers in high school. Keyboarding is not counted as a semester of computers.

ADVANCED PLACEMENT (AP) COURSE OFFERINGS

Advanced Placement courses are designed to allow students to receive both high school and college credit simultaneously. AP courses are intended to replace those normally taken during the freshman, sophomore, or junior years at the college level. Students who successfully pass a national examination during the spring semester can receive college credit. AP courses challenge the academically capable students while helping them gain analytical and study skills required to succeed in college courses. AP coursework motivates students to undertake more challenging work in both high school and college and provides direction in selecting college majors.

Students take AP courses and exams for a variety of reasons: the challenge, the sense of accomplishment, the strengthening of their college applications, and the time and money saved. Even if students decide not to take the AP examinations, they should be more than prepared to pass a CLEP exam that covers similar material at their chosen college.

If taken, AP examinations vary in price. Please see your instructor for details.

CONCURRENT CREDIT OFFERINGS

According to the Oklahoma State Department of Education, a high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. A student may enroll in a maximum of nine semester-credit-hours during a summer session or term at a college or university of the State System without the necessity of being concurrently enrolled in high school classes during the summer term. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester-credit-hours of college work. Students wishing to exceed these limits may petition the selected higher education institution. The appropriate institutional officials will evaluate the student's academic performance and potential for success in determining the student's load, which may not exceed the number of semester-credit-hours 50 percent greater than the number of weeks in the applicable semester/term. The college should provide appropriate academic advising prior to and continuing throughout the student's enrollment.

Guthrie High School is pleased to work with Rose State College, Langston University, and other state universities in providing concurrent enrollment for juniors and seniors through the Interactive Video classroom. **Refer to pages XXXX & XXXX of this handbook for College Concurrent enrollment information, requirements, class substitutions, and grading weights.**

Students may also participate in on-campus offerings from local universities such as the University of Central Oklahoma.

COURSE DESCRIPTIONS

Course Name	Page
Language Arts	
Science	
Foreign Languages	
Mathematics	
Social Studies	
Technologies, Careers & PFL	
Music	

Art
Physical Education
U.S. Army JROTC
Special Education
Leadership
Agriculture Education
Family and Consumer Sciences
Concurrent College Enrollment
Meridian Technology Center

LANGUAGE ARTS

ENGLISH I

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 9

Synopsis: Objectives and activities are based on the Oklahoma Standards. The focus and skills will emphasize library use, research, vocabulary, and study skills, as well as exposure to all literary genres. Composition and grammar proficiency will be stressed.

Requirements: All students may be required to read an additional two or three novels, plays, do book reports, and complete a minimum of four major writing assignments appropriate to this level.

Pre-AP ENGLISH I

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 9

Prerequisite: Open enrollment

Book/Novel Fee: \$20 (may be applied)

Synopsis: This course prepares the student for the AP English curriculum through an analytical study of multiple literary genre in world literature, as well as an intensive study of grammar, research, and composition. Entrance to this class is gained through "open enrollment," and any student wanting a challenge is encouraged to sign up for the course. A novel and an assignment will be given the first day of class. Any student not completing it within the allotted time will be switched to an on-level English I class. Conversely, students may be encouraged to transfer from an on-level class to the more difficult Pre-AP course. Because Pre-AP coursework is more challenging, this class will be weighted on a 5.0 GPA scale. Note: Students may be asked to complete a summer assignment before classes begin in August.

ENGLISH II

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 10

Prerequisite: None

Synopsis: Objectives and instruction are based on the Oklahoma Standards. The focus and skills are based upon reading multicultural literature for the elements of literature and writing to develop analytical skills in composition. Basic literacy skills, vocabulary development, research skills, and reference material usage are also taught.

Requirements: All students may be required to read a minimum of two additional novels, plays, do book reports, and complete a minimum of four major writing assignments appropriate to this level

Pre-AP ENGLISH II

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 10

Prerequisite: Open enrollment

Book/Novel Fee: \$20 (may be applied)

Synopsis: This course continues to prepare students for the AP English curriculum with a humanities approach to the study of multicultural literary genre as well as grammar review as it pertains to intensive composition and research. Entrance to this class is gained through "open enrollment," and any student wanting a challenge is encouraged to sign up for the course. A novel and assignment may be given the first day of class. Any student not completing it within the allotted time will be switched to an on-level English II class. Conversely, students may be encouraged to transfer from an on-level class to the more difficult Pre-AP course. Because Pre-AP coursework is more challenging, this class will be weighted on a 5.0 GPA scale.

Note: Students may be asked to complete a summer assignment before classes begin in August.

Requirements: All students will be required to read numerous texts outside of class time, work in groups, complete projects, do book reports, and write in a variety of modalities throughout the year.

ENGLISH III

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 11

Synopsis: Objectives and activities are based on the Oklahoma Standards. The focus and skills are based upon reading and writing to improve analytical skills. Library skills and vocabulary development are also taught. The student will develop the abstract analytical skills necessary for further literary study of American literature and how it reflects the ideals and moods of an ever-changing and growing nation.

Requirements: All students may be required to read an additional two or three novels, do book reports, and complete a minimum of four major writing assignments appropriate to this level. A minimum of one research paper is also required.

AP ENGLISH III - LANGUAGE AND COMPOSITION

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 11

Prerequisite: Open enrollment

Students qualifying for the district's Gifted and Talented Program will be automatically enrolled.

Book/Novel Fee: \$20 (may be applied)

Synopsis: This junior course in AP Language and Composition will enhance the students' abilities to analyze the style of prose passages and will ask students to demonstrate their skills in composing by writing essays in various rhetorical modes. Although entrance to this class is gained through "open enrollment," students must complete a meeting with the course instructor, counselor, and parent BEFORE withdrawal from the course will be allowed. Students may be removed from the class at semester after attaining a failing grade. The only exception will be if a parent/teacher/student conference is held, and the teacher feels that it is appropriate for the student to remain in the class. Students may also be encouraged to transfer from an on-level class to the more difficult AP Language class. Because AP coursework is more challenging, this class will be weighted on a 5.0 GPA scale.

Note: Students may be asked to complete a summer assignment before classes begin in August.

Requirements: All students may be required to read numerous texts outside of class time, do book reports, and write in a variety of modalities throughout the year. Summer enrichment reading will be completed prior to the beginning of the fall semester and will be used as a foundation for discussion when the school year begins. Students taking AP Language are strongly encouraged to take the national test in May to earn possible college credit for the course.

ENGLISH IV

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 12

Synopsis: Objectives and activities are based on the Oklahoma Standards. This class serves as a bridge connecting the academic requirements of high school learning with college classes. The focus and skills will be on refining and honing skills that students have already learned but may not yet have mastered. Requirements: All students may be required to read an additional three novels, plays, do book reports, and complete a minimum of four major writing assignments appropriate to this level. A minimum of one research paper is also required.

AP ENGLISH IV – AP LITERATURE AND COMPOSITION

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 12

Prerequisite: Open enrollment

Students qualifying for the district's Gifted and Talented Program will be automatically enrolled.

Book/Novel Fee: \$20 (may be applied)

Synopsis: This senior course in AP Literature and Composition will enhance students' abilities to read selected poems and prose passages analytically and require them to write critical or analytical essays based on poems, prose passages, novels, and plays. Although entrance to this class is gained through "open enrollment," students must complete a meeting with the course instructor, counselor, and parent BEFORE withdrawal from the course will be allowed. Students may be removed from the class at semester after attaining a failing grade. The only exception will be if a parent/teacher/student conference is held, and the teacher feels that it is appropriate for the student to remain in the class. Students may also be encouraged to transfer from an on-level class to the more difficult AP Literature course. Because AP coursework is more challenging, this class will be weighted on a 5.0 GPA scale.

Note: Students may be asked to complete a summer assignment before class begins in August.

Requirements: All students may be required to read numerous texts outside of class time, keep dialectical journals, do book reports, and write in a variety of modalities throughout the year. Summer enrichment reading will be completed prior to the beginning of the fall semester and will be used as a foundation for discussion when the school year begins. Students will produce a lengthy, multi-faceted research project in the spring semester. Students taking AP Literature are strongly encouraged to take the national test in May to earn possible college credit for the course.

ACE READING

Program Eligibility: None

Synopsis: This class is designed to help students become active readers. Strategies are taught to aid students while reading texts. For example, students will learn to preview the text, use context clues to find the meaning of unknown words, and question while reading. Students are also taught strategies to help their test-taking abilities.

ACT PREP

Program Eligibility: None

(One semester course)

Grade Level: 10, 11, 12

Synopsis: This course will prepare students for the ACT test. Students will learn test taking strategies, reasoning, organizational skills and memory techniques. Students will practice taking tests, as well as, research colleges, careers, and scholarships.

CREATIVE WRITING

Program Eligibility: NCAA

(One semester course) (Fine Arts course)

Grade Level: 10, 11, 12

Synopsis: Students will learn descriptive writing, the art of dialogue, and the proper use of detail and imagery. Various forms and styles of poetry, prose, and mystery writing. Students will be expected to enter various contests throughout the year.

CREATIVE WRITING II

Program Eligibility: NCAA

(One semester course) (Fine Arts course)

Grade Level: 11, 12

Prerequisite: Creative Writing I with a "B" average or better

Synopsis: Students will write more extensively in poetry and prose styles, which include short stories, articles, essays, plays, and/or preliminary novel construction. Independent work is expected; a portfolio of written work for contest and anthology will be produced.

DRAMA / ACTING I, II, III, IV

Program Eligibility: Oklahoma's Promise

(One semester course) (Fine Arts course)

Grade Level: 9, 10, 11, 12

Companion Course: Drama/Improvisation

Synopsis: Students will demonstrate correct acting techniques and styles through a variety of assignments. They will write and perform skits and pantomimes. Students will learn about debate, commercials, storytelling and puppetry.

DRAMA / IMPROVISATION I, II, III, IV

Program Eligibility: Oklahoma's Promise

(One semester course) (Fine Arts course)

Grade Level: 9, 10, 11, 12

Companion Course: Drama/Acting

Synopsis: Students will demonstrate correct acting techniques through a variety of assignments. They will learn to perform in various acting styles. Acting creativity, problem solving, and performance skills will be demonstrated through a series of exercises and assignments.

DRAMA PERFORMANCE I, II, III, IV

Program Eligibility: Oklahoma's Promise

(One semester course) (Fine Arts course)

Grade Level: 9, 10, 11, 12

Synopsis: Students will use performance skills while competing and performing at many events. These courses require a commitment to outside of school rehearsals, as well as possible travel on weekends to compete. Students must submit an application and possibly audition for these courses. Fees may be required for costuming, scripts, and competitions.

All drama classes are one-semester courses. Please note the companion courses listed if you wish to remain in drama for the entire school year. You will need to enroll in both classes to earn a full year of credit. Enrollment in more than one drama class per semester is discouraged and requires permission of the instructor.

FILM AS LITERATURE

Program Eligibility: Oklahoma's Promise

(One semester course) (Fine Arts course)

Grade Level: 10, 11, 12

Synopsis: This course is an introduction to film analysis. Filmmakers tell their stories using visual clues—composition, different shots, camera angle and movement, color, lighting, music, production design, and various editing techniques—and students become familiar with these clues. We also study how a movie is

made from the ground up. In addition to learning technical film terms, each student writes three film reviews, and a five-page screenplay. The class produces two movies from the best of these screenplays.

INTRODUCTION TO JOURNALISM

Program Eligibility: Oklahoma's Promise, NCAA

(One semester course) (Fine Arts course)

Grade Level: 9, 10, 11, 12

Prerequisite: Keyboarding skills strongly suggested

Synopsis: This course is created around the goal of media literacy, which is the ability to interpret and understand the media's messages. Students learn to read news articles to find information, conduct a successful interview, write news articles, take quality photos, and create effective publication layouts. Students will be introduced to Adobe® Photoshop® and InDesign® software. This course also covers legal and ethical issues in journalism. Students interested in joining the yearbook or newspaper staff should take this course.

INTRODUCTION TO JOURNALISM II

Program Eligibility: Oklahoma's Promise

(One semester course) (Fine Arts course)

Grade Level: 9, 10, 11, 12

Prerequisite: Introduction to Journalism/Instructor permission

Synopsis: Advanced journalism skills are taught in this course, including the roles of public relations and advertising in the media. Students will learn advanced photography techniques and basic to intermediate Photoshop® skills. Students in the class may have opportunities to create work for student publications.

INTRODUCTION TO MYTHOLOGY

Program Eligibility: Oklahoma's Promise, NCAA

(One semester course) (Fine Arts course)

Grade Level: 11, 12

Synopsis: This class is an introductory course on the many different myths in a variety of cultures. We will look at the different theories of myth origin using texts from Edith Hamilton, Cary Jung and Joseph Campbell. We will begin by defining what a hero is and the hero's journey. This will lead us into the characteristics of the heroine. After the basics are established, we will study Greek, Egyptian, Japanese, European, Native American, Mayan, African, and Norse mythology ending with Modern Mythology in which we will examine the role of the "superhero" in today's culture.

MYTHOLOGY II: FAIRYTALES, FOLKTALES, AND FABLES

Program Eligibility: Oklahoma's Promise, NCAA

(One semester course) (Fine Arts course)

Grade Level: 11, 12

Synopsis: This class is the study of Fairytales, Folktales, and Fables from around the world. Students will be examining stories told by the Grimm Brothers, Hans Christian Andersen, Aesop and many others and making comparisons to the fairytales they were told as children by Disney. We will also be examining folktales and fables that have been told and retold for hundreds of years and students will decipher the morals and meanings. Each student will be expected to write compare and contrast essays that examine in detail the way different cultures use these stories as warnings and life lessons.

NEWSPAPER I, II, III

Program Eligibility: Oklahoma's Promise

(Fine Arts course)

Grade Level: 10, 11, 12

Prerequisite: Keyboarding, Introduction to Journalism, Instructor Permission

Synopsis: Students use Adobe® InDesign® to create the BlueLine, Guthrie High School's student newspaper. Students are responsible for writing and editing stories, taking photos for stories, preparing page layouts, selling advertising, and distributing the final product. This course also covers advertising, photojournalism, and writing reviews, columns and editorials. Strong writing skills, dependability, and a good work ethic are crucial. After-school work is required

SHAKESPEARE AND HIS PLAYS

Program Eligibility: Oklahoma's Promise, NCAA

(One semester course) (Fine Arts course)

Grade Level: 10, 11, 12

Synopsis: This class will be a study of William Shakespeare, his times, the Globe Theatre, and his plays. Works studied during this semester will include histories, tragedies, and comedies with an emphasis on the comedies as well as sonnets. Some performance work will be done in class. Students will also be expected to write analytical essays on the material, engage in outside reading, and complete a research project. This class is a preparatory class for college-bound students and supports work done in the AP classes.

SPEECH I

Program Eligibility: Oklahoma's Promise, NCAA

(One semester course) (Fine Arts course)

Grade Level: 9, 10, 11, 12

Prerequisite: None

Synopsis: The student will learn to communicate with ease and self-confident whether addressing a small or large group. Speech will provide students the skills needed for communicating in real life situations, strategies used for public speaking and individual/group discussion; formal vs. informal speaking, leadership skills, oral presentations, and projects.

YEARBOOK I, II, III

Program Eligibility: Oklahoma's Promise

(Fine Arts course)

Grade Level: 10, 11, 12

Prerequisite: Instructor Permission

Synopsis: Students in this course produce Guthrie High School's student yearbook, the Kynewisbok. Students practice advanced photography, design, editing, and writing techniques. Josten's YearTech® Online program is used to create the yearbook. A strong work ethic, flexibility, dependability, and the ability to meet deadlines are crucial to this course. After-school work is required.

SCIENCE

BIOLOGY I

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 9, 10

Synopsis: Biology is the study of life. All living things, both animal and plant, are considered. The course is planned to develop appreciation and concepts of scientific procedure as applied to the biological structure and function of animals and plants. Emphasis is placed on the methodology in problem solving, through laboratory work, as the important factor that leads to understanding.

PRE-AP BIOLOGY I

Program Eligibility: Oklahoma's Promise

Grade Level: 9,10

Prerequisite: 9th Gr. Algebra I and/or 10th Gr. Pre-AP Science

Lab Fee: \$20

Teacher recommendation accompanied by signature of the science teacher.

Synopsis: This course is recommended for those students who express a special interest in life science.

Topics include biochemistry, cell structure and reproduction, genetics, animal behavior, and ecology.

Emphasis is on use of the scientific method, problem solving, investigation, inquiry and group discussions.

An interest in an intellectually challenging atmosphere is a necessary qualification for this course. Because Pre-AP coursework is more challenging, this class will be weighted on a 5.0 GPA scale.

AP BIOLOGY

Program Eligibility: Oklahoma's Promise, NCAA

(This class requires two class periods)

Grade Level: 11, 12

Prerequisite: Biology I and Chemistry I

Lab Fee: \$20-\$40

Synopsis: AP Biology is a course designed to be equivalent to

at least a college introductory biology course taken by biology or pre-med majors their first year. At the completion of the course, the student will be given the opportunity to take the advanced placement exam for college credit. Because AP coursework is more challenging, this class will be weighted on a 5.0 GPA scale.

BIOLOGY II

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 10, 11, 12

Prerequisite: Biology

Lab Fee: \$20

Synopsis: This course is designed to extend and complement the Biology I course. Subjects covered will be research techniques including the identification of quantitative and qualitative observations, formulation of hypothesis, designing of experiments, the organization of data in publications in the form of graphs and tables, and the application of statistics in the analysis of data. Also included will be studies in genetics, microbiology, botany, comparative anatomy and ecology.

BIOTECHNOLOGY

Program Eligibility: NCAA

(One Semester)

Grade Level: 11, 12

Prerequisite: Grade of "C" or better in Biology I, "C" or better in Chemistry, and a "C" or better in Algebra II

Lab Fee: \$20

Synopsis: This is a semester class. It is geared to upper level students with a deep interest in science.

Topics include Biotechnology foundations, Bioinformatics, DNA, Genetics, Gel electrophoresis, and human chemistry.

CHEMISTRY I (Physical)

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 10, 11, 12

Prerequisite: Grade of "C" or better in Algebra I, Geometry and Biology I (not concurrent)

Lab Fee: \$20

Synopsis: Chemistry is the study of the interactions and properties of elements, compounds, and mixtures.

Topics covered are atomic theory, naming systems, chemical

reactions, solutions, states of matter, gas laws, and molecular structure. Laboratory experimentation and problem solving are employed as methods of instruction. (Meets the lab science requirement for college entrance.)

CHEMISTRY II (Physical)

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 11,12

Prerequisite: Chemistry I and Algebra II with a grade of "C" or better both semesters.

Lab Fee: \$20

Synopsis: The Chemistry II course is designed to continue with more advanced topics in basic chemistry such as Organic and Inorganic Chemistry, Acids and Bases, and Nuclear Chemistry along with studying the topics of Chemistry I in more depth. The laboratory work will be more detailed. Students will be required to construct their own laboratory.

EARTH SCIENCE

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 11, 12

Lab Fee: \$20

Synopsis: This is a year-long physical science course about the planet Earth and the Universe. Topics will include, but limited to, Rocks & Minerals, Earthquakes & Volcanoes, Earth History, Weather & Climate, our Solar System, and the Universe.

~~*(There will be a \$20 lab fee for this class.)*~~

ENVIRONMENTAL SCIENCE

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 9, 10, 11, 12

Synopsis: This course is designed for students who are seeking to develop a foundation of knowledge about the scientific process by examining current environmental concerns as well as possible human impact. This course is also designed to deepen students' understanding of biological concepts to prepare for biology. The course will include research and study of topics such as global warming, land use, pollution, energy resources, and environmental policies in addition to general ecology.

AP ENVIRONMENTAL SCIENCE

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 11, 12

Lab Fee: \$20

*Synopsis: This course provides students with the scientific principles, concepts, and methodologies required to understand the interrelationships of the natural world, to identify and analyze environmental problems both natural and human-made, to evaluate the relative risks associated with these problems, and to examine alternative solutions for resolving or preventing them. At the completion of the course, the student will be given the opportunity to take the advanced placement exam for college credit. *Approximate cost of the exam is \$95.00. Because AP coursework is more challenging, this class will be weighted on a 5.0 GPA scale.*

FORENSIC SCIENCE

Program Eligibility: Oklahoma's Promise, NCAA

(One Semester)

Grade Level: 11, 12

Prerequisite: Biology I

Lab Fee: \$20

Synopsis: In lab exercises students draw upon previous scientific knowledge and forensic techniques employed by scientists such as fingerprinting, criminal profiling, and hair, fiber and handwriting analyses. Students also explore the practices of blood typing, DNA analysis, and toxicology. Through the study of notorious criminal cases, students become familiar with the development of criminal investigations and forensic science.

HUMAN ANATOMY/PHYSIOLOGY

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 11, 12

Prerequisite: Grade of "C" or better in Biology I

Lab Fee: \$20

Synopsis: This is a year-long course and is designed for those interested in science-related fields. Anatomy & physiology is a discussion and laboratory based study of the human body. The study will range from molecules, cells, body systems, and processes. Dissection of a fetal pig and other appropriate organs will complement course work. This course is designed for college preparation, especially for biology and health career majors.

PHYSICAL SCIENCE

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 9, 10, 11, 12

Lab Fee: \$20

Synopsis: Students investigate physical science concepts through an inquiry-based approach. Students will apply what they learn to everyday situations. Embedded standards for Inquiry, Technology, and Mathematics are taught in the context of the content standards for Motion, Energy, Forces, Matter and Interactions of Matter.

PHYSICS

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 11, 12

Prerequisite: Algebra I and Chemistry I with a grade of "B" or better, both semesters, plus passing grade or concurrently enrollment in Pre-Calculus.

Math teacher signature required for student enrollment.

Lab Fee: \$20

Synopsis: Physics is the most fundamental science. It describes, often at the mathematical level, the behavior of the physical world. This course covers Newtonian physics through the modern view of light, nuclear physics, and quantum mechanics. Problem solving, laboratory discovery, and an enrichment project are employed as methods of instructions.

PRE-ENGINEERING AND ROBOTICS (A STEM Education Class)

Program Eligibility: None

Grade Level: 10, 11, 12

Prerequisite: Algebra II "B" or better, signature for teacher approval.

Synopsis: STEM is an acronym for Science, Technology, Engineering and Mathematics. There are a tremendous number of subjects that fall into those terms, but we will specifically look at Computer Science, Mechanical Design, and Robotics and how they are applied in the various fields available for careers. We will address questions involved in these disciplines including blueprint design and reading, drafting, and the building of robots as well as a chosen mechanical apparatus that we use on a daily basis. (Bridges, buildings, cars, etc). We will also look into the world of computers and how they not only drive our current industries and play a very large role in many, if not all, fields of employment. This course will bring together the four major parts of study we will read about, write about and build these chosen items and also employ the math and science involved in developing working models.

ZOOLOGY

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 11, 12

Prerequisite: Grade of "C" or higher in Biology I, "C" or higher in Algebra I.

Lab Fee: \$20

Synopsis: This is a year-long, advanced science class. It is geared toward students with a deep interest in animals and diversity of life. Topics will include classification of species, adaptations and the members of the animal kingdom. First semester will include Biology/Zoology foundation with lab building exercises. Second semester will include dissections with live and preserved species.

FOREIGN LANGUAGES

Foreign language may be a requirement at certain comprehensive universities. Please check with your counselor if you have any questions.

GERMAN I

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 9, 10, 11, 12

Synopsis: The goal of this course is to develop basic abilities in interpersonal, interpretive and presentational communication in German using the four skill areas of listening, speaking, reading and writing focusing on daily life and interests, and provide experience and information leading to a basic understanding of the culture. Students will participate in German-speaking communities at home and around the world.

GERMAN II

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 10, 11, 12

Prerequisite: German I

Synopsis: The goal of this course is to continue the development of interpersonal, interpretive and presentational communication in German using the four skill areas of listening, speaking, reading and writing initiated in German I focusing on daily life and interests, and further learners' understanding and appreciation of the culture. Students will participate in German-speaking communities at home and around the world.

SPANISH I

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 9, 10, 11, 12

Prerequisite: Grade of "C" or better in English

Synopsis: The goals of Spanish I are to present the following: a language in an interesting and stimulating context, a realistic view of all aspects of Hispanic cultures, varied exercises to provide personalized manipulation of the language, and a progression from spoken to written language.

SPANISH II

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 10, 11, 12

Prerequisite: Grade of "C" or better in both semesters of Spanish I

Synopsis: A continuation of Spanish I with added emphasis on speaking, reading comprehension, and composition.

Pre-AP SPANISH (Level III)

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 11, 12

Prerequisite: Spanish I & Spanish II with a "B" or better both semesters in both courses. Teacher recommendation required.

Synopsis: Spanish III provides a wide variety of topics and exercises to present all aspects of language learning including vocabulary development, reading comprehension, literature, civilization and culture, grammar review and enrichment, discussion and composition, and everyday conversational skills.

MATHEMATICS

ALGEBRA I

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 9, 10, 11, 12

Prerequisite: Pass 8th grade math with a "C" average or better

Synopsis: This course will cover the Oklahoma Algebra I content standards, which include the following: Relationships between quantities, reasoning with equations, linear & exponential relationships, descriptive statistics, expressions & equations, and quadratic functions & modeling.

ALGEBRA I SUPPORT

Program Eligibility: None

Grade Level: 9

Synopsis: Students who fail to obtain a satisfactory score on the 9th grade Curriculum Reference Test (CRT) will be enrolled in Algebra I Support in conjunction with Algebra I. Algebra I Support reinforces Pre-Algebra skills and provides small group/individualized instruction with Algebra I concepts.

INTERMEDIATE ALGEBRA

Program Eligibility: None

Grade Level: 10, 11, 12

Prerequisite: Algebra I (Instructor Approval)

Synopsis: Extends Algebra I with an emphasis on a review of the fundamental concepts covered in Algebra I: properties of numbers, linear equations and inequalities, systems of equations, factoring, exponents, radicals, graphing, matrices and rational expressions.

ALGEBRA II

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 10, 11, 12

Prerequisite: Algebra I

*Synopsis: This course will cover the Oklahoma Algebra II content standards, which include the following: Number Sense and Algebraic Operations, Relations and Functions, Data Analysis, Probability, and Statistics. **A graphing calculator is essential. See instructor before purchasing one.***

ALGEBRA III

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 11, 12

Prerequisite: Algebra II with a "C" average or better; **Instructor/Administrator Approval**

Synopsis: This course will cover the content standards aligned with College Algebra. This is not an AP course, but will act as a college preparatory course for any college bound student. The content covered in this course includes the following: Real & imaginary numbers, quadratic functions, polynomials, systems of linear equations, parabolas, ellipses, hyperbolas, fundamental theorems of algebra, and graphing on a Cartesian plane.

MATH OF FINANCE

Program Eligibility: None

Grade Level: 9, 10, 11, 12

Synopsis: Students will use the basic concepts of arithmetic, algebra, and geometry as they apply to a broad spectrum of real-life problem situations. Students will obtain knowledge in personal banking,

investments, credit, taxes, purchases, and vacation planning. Students will also receive information on how math is used in a variety of occupations.

PLANE GEOMETRY

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 9, 10, 11, 12

Prerequisite: Algebra I

Synopsis: This course will cover the Oklahoma Geometry content standards, which include the following: Logical Reasoning, Properties of 2-Dimensional Figures, similar & congruent figures, Trigonometric Ratios, Properties of 3-Dimensional Figures, and Coordinate Geometry.

PRE-AP CALCULUS

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 11, 12

Prerequisite: Algebra II with a "C" average or better; **Instructor/Administrator approval**

*Synopsis: Pre-calculus is for above average students who would like a solid preparation for college mathematics, a review for College Board examinations, or simply further enrichment of their mathematical backgrounds. Throughout the course, applications of mathematics to various fields are stressed in both the text and the exercises. Throughout the course, written exercises stress graphic applications because of their importance and relevance in preparing students for Calculus. A scientific calculator is **required** for this class; see instructor before purchasing. Because Pre-AP coursework is more challenging, this class will be weighted on a 5.0 GPA scale.*

SOCIAL STUDIES

ECONOMICS

Program Eligibility: Oklahoma's Promise, NCAA

(One semester course)

Grade Level: 11, 12

Synopsis: In Economics, students will learn how economics affects their everyday life. Students will develop an understanding of their current and future roles as consumers and producers of goods and services. Students will examine such concepts as macroeconomics, microeconomics, capitalism, socialism, communism, laissez faire, and monopoly. Students will be exposed to influences on the economy such as the GNP, government, credit, and international trade. They will also study such economic factors as scarcity, supply and demand, and various economic markets and models. All state-mandated Oklahoma Standards will be covered in this course of study.

GEOGRAPHY

Program Eligibility: Oklahoma's Promise, NCAA

(One semester course)

Grade Level: 10, 11, 12

Synopsis: This elective course in physical and human geography will involve students in understanding the interrelationships of man and his environment. The course will identify the major world regions, nations and metropolitan areas, significant cultural groups, and analyze contemporary global issues.

AP GOVERNMENT

Program Eligibility: Oklahoma's Promise, NCAA

(Full year course)

Grade Level: 12

Synopsis: United States Government and Politics will give students an analytical perspective on government and politics in the United States. This course includes both the study of general concepts used to interpret U.S. government and politics and the analysis of specific examples. It requires familiarity with the various institutions, groups, beliefs, and ideas that constitute U.S. government and politics. Successful completion of the AP exam is equivalent to a one-semester college introductory course in United States government and politics. Because AP coursework is more challenging, this class will be weighted on a 5.0 GPA scale.

GOVERNMENT

Program Eligibility: Oklahoma's Promise, NCAA

(One semester course)

Grade Level: 12

Synopsis: A one-semester course designed to investigate the origins and workings of America's unique system of government. Emphasis will be placed on, but not limited to, the reasons for writing the United States Constitution and the individual rights therein, the development of state and local governments, a comparison of our system of government and economy to other countries, an overview of our legal economy to other countries, and an overview of our legal system. All state-mandated Oklahoma Standards will be covered in this course of study.

THE HISTORICAL SIGNIFICANCE OF THE BIBLE

Program Eligibility: Oklahoma's Promise

(One semester course) (Fine Arts course)

Grade Level: 11, 12

Synopsis: The Bible has been the most influential book in the West. It has inspired writers, lawmakers, artists, musicians, and filmmakers. In this course, students will learn not only what each book of the Bible contains but also the literature, law, art, music, and film it has inspired. This is a non-sectarian course. Jewish, Roman Catholic, and Protestant views will be respected and taught.

OKLAHOMA HISTORY

Program Eligibility: Oklahoma's Promise, NCAA

(One semester course)

Grade Level: 9, 10, 11, 12 (recommended for freshman year)

Synopsis: In Oklahoma History, the student will examine the people and events that have formed and transformed the landscape and cultures of the place and peoples that have become Oklahoma. The student will examine important political and ideological movements, as well as economic, cultural, and political accomplishments of state, national, and world significance. The learning of Oklahoma History should lead to students to link Oklahoma's history to local, national, and global contexts. Oklahoma History is a survey of Oklahoma's past from prehistory to present. It includes in anthropology, archaeology, geography of the state, and the traditional political history.

PROBLEMS OF DEMOCRACY

Program Eligibility: NCAA

(One semester course)

Grade Level: 11, 12

Synopsis: Problems of Democracy deals with contemporary issues in American society. The emphasis will be on issues that affect and influence student lives. Since many of these issues are controversial in nature, students will address these issues in an open classroom forum that stresses realistic concepts will be employed to explain the background of current situations. Students will be involved in the selection and analysis of information and the evaluation of possible solutions to the problems. Discussion and inquiry

PSYCHOLOGY

Program Eligibility: NCAA

(One semester course)

Grade Level: 11, 12

Synopsis: This is a one-semester survey course class which introduces the student to an overview of the discipline of psychology. This survey class addresses such issues as the various schools of psychology, behavioral psychology, evolutionary psychology, and psychology of personal adjustment.

SOCIOLOGY

Program Eligibility: Oklahoma's Promise, NCAA

(One semester course)

Grade Level: 11, 12

Synopsis: This class introduces the students to the field of sociology. The survey course addresses such themes as group behavior, family, criminology, sociological methods, religion, culture, deviance, welfare, and other sociological institutions.

UNITED STATES HISTORY

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 11, 12 (recommended junior year)

Synopsis: The course offers a study of U.S. History from ~~post-reconstruction~~ reconstruction to the present. The course emphasizes the political, economic and cultural contributions of significant Americans, as well as the lasting impact of events on contemporary conditions of the nation. Upon completion of this course, the student is required to take a state-mandated exam.

AP UNITED STATES HISTORY

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 11, 12 (recommended junior year)

Synopsis: This course is designed to provide students with the analytical skills and knowledge necessary to deal critically with issues in American history. The program prepares students for college courses by assessing historical materials and weighing the evidence or interpretations presented in historical scholarship. The course will develop the skills necessary to arrive at conclusions on the basis of an informed judgment, by presenting reasons and evidence clearly and persuasively in essay format. At the end of the course, the student will be given the opportunity to take the advanced placement exam for college credit. Because AP coursework is more challenging, this class will be weighted on a 5.0 GPA scale.

WORLD HISTORY

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 10, 11, 12 (recommended sophomore year)

Synopsis: The student will examine the enduring philosophical and religious contributions from the ancient and classical eras to the modern world. The student will examine the impact of the European Renaissance and Reformation, various revolutionary movements, the Industrial Revolution, and the world that the World Wars helped create, the transformation of societies in the Post-World War II Era, and recent contemporary events and issues.

TECHNOLOGIES, CAREERS & PFL

ACCOUNTING I

Program Eligibility: None

Grade level: 11, 12

Synopsis: Accounting I is designed to prepare good business habits by teaching students the techniques that will enable them to keep business records as well as their own personal records. Also, knowledge of accounting is important for those seeking careers in computer-related jobs or various other business

positions. Students will complete accounting cycles for service and merchandising businesses organized as sole proprietorships and corporations.

CAREER CHOICES

Program Eligibility: None

(One semester course)

Grade level: 9

Synopsis: A freshman orientation class that focuses on planning for their future in academics and careers. During the semester, the course creates a ten year plan that looks at high school academics, college/training, and the beginning of a *specific career field*. Students will fill out an online and physical workbook that they will be able to reference and amend throughout their education in order to meet their specific goal. The online form will be available to their future teachers as a point of reference to make their specific subject relevant to the student. This course covers career goals, cost of living financials, available education opportunities and common problems on the road to success.

COMPUTER APPLICATIONS I

Program Eligibility: Oklahoma's Promise

(Full year course)

Grade Level: 9, 10, 11, 12

Prerequisite: Keyboarding

Synopsis: This course will be the first in a series to introduce students to Windows, MS Office & Google applications.

COMPUTER APPLICATIONS II

Program Eligibility: Oklahoma's Promise

(Full year course)

Grade Level: 9, 10, 11, 12

Prerequisite: Computer Applications I

Synopsis: This course will provide students with advanced skills in MS Office, Google Apps for Education, and Desktop Publishing.

KEYBOARDING

Program Eligibility: None

(One semester course)

Grade Level: 9, 10, 11, 12

Synopsis: This course develops touch operation of keyboard characters through skill building for techniques, speed and accuracy. Students will produce documents for personal, business and academic activities. This course, or a prior equivalency, is required for admission to computer applications classes.

PERSONAL FINANCIAL LITERACY

Program Eligibility: None

(One semester course)

Grade Level: 12

Synopsis: The intent of personal financial literacy education is to inform students how individual choices directly influence when learned earlier in life. The fourteen areas of instruction designated in the Passport to Financial Literacy Act of 2007 (70 O.S. § 11-103.6h) are designed to provide students with the basic skills and knowledge needed to effectively manage their personal finances. Passage of all 14 module exams required of all graduates. ~~beginning with the Class of 2014.~~

WEB PAGE DESIGN

Program Eligibility: Oklahoma's Promise

(Full year course)

Grade Level: 10, 11, 12

Prerequisite: Computer Applications I

Synopsis: The purpose of this course is to learn how to design, create, edit, manage and maintain web sites.

MUSIC

All courses in this section are classified as Fine Art credits.

APPLIED MUSIC I, II, III, IV

(One semester course)

Grade Level: 9, 10, 11, 12

Synopsis: This is a music performance enhancement course. It is open to any student enrolled in band or choir. Non-band and non-choir students may audition for enrollment at the discretion of the instructor. The focus of the class is on the development of musical technique and effective performance through daily individual practice. Students are required to follow a practice regimen tailored to their individual talent and skill levels. Students are required to participate in various solo and ensemble contests throughout the year. Students are also required to try out for appropriate honor groups such as All-State Choir or Band designated by the music staff. Each student in the class will have biweekly private evaluations with appropriate music staff members. Students will also be expected to mentor younger students at the beginning and intermediate levels of the music program. Evaluation will consist of a series of performance examinations and the fulfillment of the mentoring and tryout requirements.

Program Eligibility: Oklahoma's Promise

CHORALE

Grade Level: 9, 10, 11, 12

Prerequisite: Approval of Director

Lab Fee: \$50

*Synopsis: ~~This choir replaces Kantorei and the Do You Like to Sing Choir.~~ Beginning level choir for all HS students, focusing on incoming students and those who like to sing but need work to advance to Concert Choir. Attendance at concerts will be required as set forth in the Choral Handbook. Director approval required. **This course is by audition only in the spring. Lab fee required.***

Program Eligibility: Oklahoma's Promise

CONCERT CHOIR

Grade Level: 9, 10, 11, 12

Prerequisite: Audition and Approval of Director

Lab Fee: \$50

Synopsis: Advanced mixed choir by audition only. Members will perform advanced choral literature and learn advanced sight-reading and musical skills. Attendance at contests and concerts will be required as set forth in the Choral Handbook. ~~Lab fee required.~~

Program Eligibility: Oklahoma's Promise

INSTRUMENTAL MUSIC I, II, III, IV

Grade Level: 9, 10, 11, 12

Prerequisite: Successful completion of a performing class

Synopsis: High School band is a performance-oriented, highly disciplined organization. Members are expected to attend all performances, which include but may not be limited to, football games, pep rallies, parades, concerts, and contests. Attendance of rehearsals outside the school day will also be required. Individual members will have the opportunity to audition and participate in honor groups and solo/ensemble competitions.

Program Eligibility: Oklahoma's Promise

INSTRUMENTAL MUSIC THEORY

Program Eligibility: Oklahoma's Promise

Grade Level: 10, 11, 12

Prerequisite: Membership in the High School band, previous membership in either All-Region or All-State Band, and written permission of the band director.

Synopsis: This class is intended for the most serious instrumental musician. All State/All-Region auditions and solo-ensemble participation are required. In addition, students will be expected to pass playing, written, and aural proficiencies each nine weeks. Students will need to own a tape recorder in order to prepare homework assignments. Fundamentals of music theory and history will be covered.

JAZZ CHOIR / VOICE CLASS (Rhythm & Blues)

Program Eligibility: Oklahoma's Promise

Grade Level: 10, 11, 12

Synopsis: Focuses on voice development and All-State music and show music with the intent of performing multiple concerts.

MUSICAL PRODUCTIONS

Program Eligibility: Oklahoma's Promise

Grade Level: 9, 10, 11, 12

Synopsis: This class returns to teach the technical side of theatre including sound, lights, costume props, set building and other production necessities. Requirement will include working backstage at the JH and HS musicals and cabarets.

MUSIC THEORY (Vocal)

Program Eligibility: Oklahoma's Promise

Grade Level: 10, 11, 12

Prerequisite: Approval of Director

Synopsis: This course is designed to prepare the student for college theory through music analysis and the teaching of the rudiments of song and part writing.

PIED PIPERS

Program Eligibility: Oklahoma's Promise

Grade Level: 9, 10, 11, 12

Prerequisite: Audition and Approval of Director

Lab Fee: \$75

*Synopsis: A Children's Improvisational Musical Drama troupe. The Pipers will be improvisational, with every performance being a different and delightful blend of familiar fairy and folk tales, nursery rhymes, poems, games and songs. Every performance is designed for the age and number of children. The exposure to the world of children's literature ranges from Mother Goose to Shel Silverstein, Aesop to Sendak. Emphasis will be placed on performance and memorization and the ability to interact with kids and each other in a positive atmosphere. **This course is by audition only in the spring.***

GHS SHOW CHOIR (To Be Named)

Program Eligibility: Oklahoma's Promise

Grade Level: 10, 11, 12

Prerequisite: Approval of Director

Synopsis: A musical ensemble incorporating singing and dancing with entertaining music. Students should be able to move rhythmically while maintaining a part in a choral song. Designed primarily for grades 10-12. There will be a cost for costumes.

ART

All courses in this section are classified as Fine Art credits.

3D ART SCULPTURE

(Full year course)

Grade Level: 10, 11, 12

Lab Fee: \$25

Pre requisite: Must have Art 1 or Intro to Art

Synopsis: This class will be focused on 3D Art. We will do projects with clay, wire, plaster, paper mache, assemblage, etc. There will be group projects, as well as individual projects

Program Eligibility: Oklahoma's Promise

ADVANCED DRAWING/PAINTING

(Full year course)

Grade Level: 10, 11, 12

Lab Fee: \$25

Pre-requisite: Must have had Art 1 or Intro to Art

Synopsis: This is an advanced class with emphasis on 2D art. We will have units of study on watercolor and acrylic painting, as well as drawing techniques with colored pencils, graphite, ink, and chalk. We will touch on art history with studies of famous artists. This class will also compete in several art contests including but not limited to, The Oklahoma Keep our Land Grand Trash Poster contest, Vans Shoe contest, Dr. Pepper Zoo contest, and the Oklahoma Conservation Poster contest

Program Eligibility: Oklahoma's Promise

AP ADVANCED ART/DRAWING

(Full year course)

Grade Level: 11, 12

Lab Fee: \$25

Pre-requisite: Must have Intro to Art and Advanced Drawing plus teacher approval.

Synopsis: This class will be taught according to the AP studio art guidelines, which states that they will complete 24 art pieces throughout the year. This is a Studio class and the students must be self-motivated and enjoy art. This class will also compete in several art contests including but not limited to: The Oklahoma Keep our Land Grand Trash Poster contest, Vans Shoe contest, Dr. Pepper Zoo contest, and the Oklahoma Conservation Poster contest

Program Eligibility: Oklahoma's Promise

INTRO TO ART

Full Year

Grade Level: 9, 10, 11, 12

Lab Fee: \$25

Synopsis: First semester will cover the elements of art, LINE, SHAPE, COLOR, TEXTURE, FORM, and VALUE. We will have a project based on each of these elements. Second semester will be advanced studies, with an emphasis on medias; we will cover watercolor, colored pencils, oil pastels, and graphite, as well as touch on art history with studies on famous artists. This class will also compete in several art contests including but not limited to, The Oklahoma Keep our Land Grand Trash Poster contest, Vans Shoe contest, Dr. Pepper Zoo contest and the Oklahoma Conservation Poster contest.

Program Eligibility: Oklahoma's Promise

PHYSICAL EDUCATION

ADVENTURE SPORTS

Program Eligibility: None

Grade: 11 and 12

Synopsis: Adventure Sports is a class designed to expose students to a variety of outdoor activities that help promote a healthy lifestyle and respect for the outdoors. Portions of this class may require students to be physically active and participate in fitness-related assessments. An introduction to a variety of state and nationally recognized programs will be utilized, including but not limited to: explore bow-hunting, explore bow-fishing, Oklahoma Fishing in the Schools Program, Oklahoma Hunter Education, Oklahoma National Archery in the Schools Program.

CARE AND PREVENTION OF ATHLETIC INJURIES FOR HS TRAINERS

Program Eligibility: None

Grade Level: 9, 10, 11, 12

Prerequisite: Instructor Permission – designed for athletic trainers

Synopsis: The class of Care and Prevention will develop a scientific background in introductory sections of anatomy, physiology, and kinesiology appropriately developed to provide students with a common background for understanding the various relationships of structure to function. Care and Prevention coursework will assist the athletic trainer in developing an integrated approach in terms of prevention, evaluation, and treatment of athletic injuries.

COMPETITIVE ATHLETICS

Program Eligibility: None

Grade Level: 9, 10, 11, 12

Prerequisite: Coaches' recommendation

Synopsis: Students will participate in competitive interscholastic athletics. Participation is relative to OSSAA and local school board policies concerning eligibility and residency requirements. Continued participation in competitive athletics is contingent on acceptable levels of competition as evaluated by the coaching staff.

SPORT	GRADE LEVEL	SESSION
Boys' Athletics	9-12	2 semesters
Baseball	9-12	Spring
Baseball	9	Spring
Basketball-Boys	9-12	2 semesters
Cross Country-Boys	9-12	Fall
Football	10-12	Fall
Football	9	Fall
Golf-Boys	9-12	Spring
Tennis-Boys	9-12	Spring
Track-Boys	9-12	Spring
Wrestling	9-12	2 semesters
Off-season weights	9-12	Spring
Girls' Athletics	9-12	2 semesters
Basketball-Girls	9-12	2 semesters
Cross Country-Girls	9-12	Fall
Softball	9-12	Fall
Golf-Girls	9-12	Spring

Tennis-Girls
Track-Girls

9-12
9-12

Spring
Spring

DRIVER'S EDUCATION

(Summer semester only)

Grade Level: 9, 10, 11, 12

Prerequisite: Students who enroll in Driver's Education must be 15 years old by the first day of class. Placement is determined by descending chronological age with an application deadline during pre-enrollment.

Synopsis: Driver's education instructs the student regarding correct perception and decision-making techniques required for accident-free driving, plus attitudes essential for good citizenship on streets and highways. (A fee for summer school driver education will be assessed.)

HEALTH & WELLNESS

Program Eligibility: None

(One semester course)

Grade Level: 9, 10, 11, 12

Synopsis: A healthy life is where the components of health – physical, emotional, social, mental, spiritual, and environmental – are in balance. The Health curriculum will focus on the life skills necessary for a healthy life, and students will obtain tools for building a healthy life. Those tools include health assessments, effective communication practices, goal setting exercises, utilization of community resources, and practicing wellness.

INDIVIDUAL FITNESS AND INDIVIDUAL TEAM SPORTS (GIRLS)

Program Eligibility: None

Grade Level: 9, 10, 11, 12

Prerequisite: Students who are not involved in any seventh hour varsity sport unless they are a senior. Students are required to dress out if needed for the activity, participate each day, and furnish their own rubber-soled shoes (no black soles).

Synopsis: A physical education class that develops and maintains strength, endurance, coordination, and efficiency in all body systems. Our goal is to develop the desire and knowledge to maintain physical fitness throughout life. Students will also gain an appreciation for lifetime recreational activities (bowling, tennis, walking program, etc.). Students will also learn how to weight train on certain days of the week along with gaining sports knowledge, nutrition and health on the other days of the week.

PE / WEIGHT TRAINING (BOYS)

Program Eligibility: None

Grade Level: 9, 10, 11, 12

Prerequisite: Cannot be enrolled in any varsity sports

Synopsis: Physical training will be emphasized during the first quarter with three days per week devoted to physical development. Two days a week will be devoted to understanding the concepts for the training schedule. Recreational activities will be added as the school term progresses. The student will gain an awareness of his physical needs, learn the value of physical conditioning, see the relationship that exists between health and physique, be able to work in groups toward a common goal, gain an appreciation for lifetime recreational activities, and learn the value of safety during physical activity. The class will be graded on participation and the amount of improvement as each student progresses. Participation on a daily basis is required.

PHYSICAL EDUCATION

Program Eligibility: None

Grade Level: 9, 10, 11, 12

Synopsis: Physical training will be emphasized three days of the week. Skill games will be played two days a week. Recreation activities will be added during the year. The students must participate in the physical activities to receive a grade. This class will be graded on participation. The student will also take a definition test at the end of every week to show understanding of the activities for the week. The student will gain in awareness of his physical needs; learn the value of an active lifestyle, and a healthy lifestyle. They will also gain knowledge of a variety of physical activities.

SPORTS OFFICIATING

Program Eligibility: None

(One semester course)

Grade Level: 11, 12

Prerequisite: Instructor Permission

Synopsis: This course is designed to introduce young people to sports officiating. There is a constant need for new officials in all sports at all levels. This course will educate young people on the many benefits of sports officiating, including but not limited to lifetime health and wellness, financial gain, self-esteem and a feeling of accomplishment. This course will also enable students to develop long-term relationships in this area.

U.S. ARMY JROTC

The objectives of JROTC are to prepare high school students for responsible leadership roles while making them aware of their rights, responsibilities, and privileges as American citizens. The program is a stimulus for promoting graduation from high school, and it provides instruction and rewarding opportunities which will benefit the student, the community, and the nation.

The four-year JROTC program is divided into various sub-courses designed to prepare the cadet for the following year. Sub-courses included in the program include introduction to ROTC and the Army; service/ROTC opportunities; leadership, drill and ceremonies; hygiene and first aid; military map reading; marksmanship and weapons safety; oral communications; and military history.

Third or fourth year cadets are officers and non-commissioned officers of the Cadet Corps.

JROTC DRILL/COLOR GUARD COMPETITION TEAM

Program Eligibility: None

Grade Level: 9, 10, 11, 12

Prerequisite: Currently enrolled in JROTC and receive instructor approval

Synopsis: This course prepares JROTC cadets for future competitions within the realm of JROTC. Students learn and practice methods of instruction for both drill and color guard teams, preparing these teams based upon a specific sequence for a minimum of four competitions per year; knowing and understanding the manual of arms using the M1903 facsimile rifle; as well as knowing the manual of arms for Gideon. Class size is limited to 30 cadets and all cadets must receive instructor approval to enroll in this class. Students are required to maintain academic eligibility in order to compete. This class is two semesters and cadets receive .5 credits per semester as an elective.

JROTC MARKSMANSHIP COMPETITION TEAM

Program Eligibility: None

Grade Level: 9, 10, 11, 12

Prerequisite: Currently enrolled in JROTC and receive instructor approval

*Synopsis: Cadets must be selected to the pellet rifle marksmanship team. These Cadets learn and practice proper shooting techniques, practice safety procedures to prepare for future competitions and conduct maintenance on equipment and shooting range as required. Cadets fire the Daisy pellet rifle during this class. Class size is limited to 15 and all **cadets must receive instructor approval to enroll** in this class. Students are required to maintain academic eligibility in order to compete. This class is two semesters and cadets receive .5 credits per semester as an elective.*

JROTC I

Program Eligibility: None

Grade Level: 9, 10, 11, 12

JROTC I is an introductory course that encourages initiative and self-confidence. Students in JROTC gain knowledge and develop skills in oral and written communication techniques, reading comprehension, leadership, physical fitness, first aid and health, map reading, citizenship, history, and math skills. This course develops attitudes of understanding and tolerance with a strong emphasis on developing personal responsibility and a strong sense of teamwork. Students participate in precision drill, color guards and other co-curricular activities. Students are required to wear the JROTC uniform once a week or when designated by the Senior Army Instructor. Students will purchase a JROTC T-Shirt for PT and other activities. Students who successfully complete this course may be eligible to participate in a summer leadership camp. This course is two semesters, one credit.

Synopsis: Introduction to Leadership Education and Training (LET 1 first-year cadets)

JROTC II

Program Eligibility: None

Grade Level: 10, 11, 12

Prerequisite: JROTC I

Students will gain an understanding of the importance for career planning, goal setting, and time management. Students practice leadership and the ability to live and work cooperatively with others through the effective understanding and application of leadership traits, principles, styles and values. Students demonstrate the effective understanding and application of leadership techniques, the planning process, and the decision-making/problem solving process. Students assist instructors in teaching precision drill and other various classes to first year cadets. Students will demonstrate ethical values and good citizenship. Students are required to wear the JROTC uniform once a week or when designated by the Senior Army Instructor. Students will purchase a JROTC T-Shirt for PT and other activities. Students who successfully complete this course may be eligible to participate in a summer leadership camp. This course is two semesters, one credit.

Synopsis: Intermediate Leadership Education and Training (LET 2 second-year cadets)

JROTC III

Program Eligibility: None

Grade Level: 11, 12

Prerequisite: JROTC I, II

This course exposes students to applied leadership and focuses on the effective leader. It provides an examination of the basic theories of leadership and leader behavior. It develops the student's abilities to analyze, evaluate and solve leadership problems through real world, practical exercises. Emphasis is placed on developing personal accountability and a strong sense of teamwork. Students are required to wear the JROTC uniform once a week or when designated by the Senior Army Instructor. Students will purchase a JROTC T-Shirt for PT and other activities. Students who successfully complete this course may be eligible to participate in a summer leadership camp. This course is two semesters, one credit.

Synopsis: Applied Leadership Education and Training (LET 3 third-year cadets)

JROTC IV

Program Eligibility: None

Grade Level: 12

Prerequisite: JROTC I, II, III

In this capstone course, students practice the principals, objectives, and techniques of leadership/management. Emphasis is on problem analysis and decision-making, delegation and control, planning and organizing, and interpersonal skills required for effective management. Students experience the functions of leadership and the special problems associated with it. This course prepares students for responsible leadership roles while making them aware of their rights, responsibilities and privileges as American citizens. Students are required to wear the JROTC uniform once a week or when designated by the Senior Army Instructor. Students will purchase a JROTC T-Shirt for PT and other activities. This course is two semesters, one credit.

Synopsis: Advanced Leadership Education and Training (LET 4 fourth-year cadets)

SPECIAL EDUCATION

Guthrie High School offers special education programs to ensure that all children with disabilities have access to a free and appropriate education. This includes special education and related services to meet their unique needs as required by the Oklahoma State Plan for Special Education and the Individuals with Disabilities Act. All programs require referral, testing, placement, an Individualized Education Program in the least restrictive environment, and transitional services. For further information consult the appropriate high school counselor or the Special Education Director at the Guthrie Public School Administration Building at 802 East Vilas.

LEADERSHIP

STUDENT LEADERS - STUCO

Program Eligibility: None

(Fine Arts course)

Grade Level: 10, 11, 12

Prerequisite: Instructor Permission

Synopsis: The purpose of the leadership class is to develop good citizenship through experience in government and leadership and to promote and encourage activities for the best interest of the school, to create a spirit of cooperation between students and the faculty, and to coordinate and regulate student activities, and to promote excellence for the school by upholding high standards of personal conduct.

AGRICULTURE EDUCATION

The Guthrie AgEd program consists of three elements:

- 1. Organized instruction carried out in the shop, greenhouse, school farm, extended classroom, or on field trips.*
- 2. Supervised agricultural experience is individual student application of knowledge and skills acquired through the classroom instruction and put to practical use outside the classroom and under the supervision of the agricultural education teacher.*
- 3. FFA activities require a combination of classroom instruction, laboratory activities, and supervised agricultural experience.*

Agriculture Education courses do not count as a science credit.

AGRISCIENCE II

Program Eligibility: None

Grade Level: 10, 11, 12

Synopsis: Students will receive instruction in leadership abilities, financial competency, plant and soil science, animal science, and agricultural mechanics. AgriScience II will continue the foundation of knowledge and skills begun in AgriScience I, a foundation students will need for assuming roles of leadership.

ANIMAL SCIENCE I

Program Eligibility: None

Grade Level: 10, 11, 12

Synopsis: The student will be involved in the areas of production agriculture. Topics covered are animal care and management, artificial insemination and embryo transfer, feeds and feeding, marketing, and basic skills related to animal production.

ANIMAL SCIENCE II

Program Eligibility: None

Grade Level: 11, 12

Synopsis: This course will focus on the agribusiness aspect of the AgEd program. Students will receive instruction in job responsibilities, human relationships, personal development, leadership, and parliamentary procedure. Students wishing to participate in public speaking and parliamentary procedure are encouraged to take this class.

ENVIRONMENTAL SCIENCE AND NATURAL RESOURCES

Program Eligibility: None

Grade Level: 10, 11, 12

Prerequisite: Ag I

Synopsis: Curriculum emphasizes the principles and processes in conserving and/or improving natural resources such as air, water, land, wildlife, habitat, forestry, and energy for economic and recreational purposes.

HORTICULTURE I

Program Eligibility: None

Grade Level: 10, 11, 12

Prerequisite: Ag I - due to the equipment used in this class, instructor approval is required.

Synopsis: Students are introduced to the broad field of horticulture. Areas to be covered include beginning a career in horticulture, introduction to safety, growing facilities, greenhouse watering, floral design, deciduous plants, plant growth media, fertilizers, plant propagation, transplanting, and fruits and vegetables. Basic knowledge and skills will be presented in the classroom and practical knowledge will be put to use in the greenhouses. FFA and supervised agricultural experience activities are an integral part of the course.

HORTICULTURE II

Program Eligibility: None

Grade Level: 11, 12

Prerequisite: Ag 1 & Horticulture I

Synopsis: Instruction focuses on ornamental horticulture, landscape design, interior plantscapes, greenhouse management, floral design, and chemical safety. Other areas to be covered include evergreens, pruning, fertilizers, garden and plant judging will be studied with the aid of the greenhouses. Individual projects will be carried out in the greenhouses. FFA activities are an integral part of this course.

HORTICULTURE III

Program Eligibility: None

Grade Level: 11, 12

Prerequisite: Ag 1, Horticulture I & II

Synopsis: This class will provide students with practical knowledge about greenhouses that will make them better equipped to be successful in the work place. It is designed for the more serious horticulture student.

SOIL, PLANT AND CROP SCIENCE

Program Eligibility: None

Grade Level: 10, 11, 12

Synopsis: This course will cover areas such as soils, fertilizers, soil conservation practices, land uses, legal descriptions, seed growth and reproduction, pest control, native and tame pastures, and price trends.

FAMILY AND CONSUMER SCIENCES

CHEMISTRY OF FOOD

Program Eligibility: None

Grade Level: 10, 11, 12

Synopsis: The focus of the course is chemistry as it relates to foods. Emphasis is on lab activities that focus on chemistry principles and scientific method. Topics include safety in the lab, basic principles of chemistry, properties of water, acids and bases, enzymes and food preparations, additives and preservation, nutrition and the body, healthy food choices, handling and storing food, baking principles, using recipes, proteins, milk and dairy products, fruits and vegetables, grains and legumes, lipids, public health issues including bio-terrorism and exploration of food science careers.

FAMILY AND CONSUMER SCIENCE I

Program Eligibility: None

Grade Level: 9

Synopsis: This course is designed to provide students with basic information and skills needed to function effectively within the family and within a changing, complex society. Emphasis is given to the development of competencies related to: health and safety procedures related to child care; family and individual health; nutrition and food selection; meal planning, preparation, and service; and career skills. Upon completion of this course, the student should have developed basic life skills that promote a positive influence on the quality of life. Student leadership through Family, Career and Community Leaders of America (FCCLA), is an integral part of this course.

FOOD PREPARATION AND NUTRITION

Program Eligibility: None

(One semester course)

Grade Level: 10, 11, 12

Prerequisite: FACS I

Synopsis: Topics will include more complex concepts in foods and nutrition including a study of international and cultural foods; meal planning and preparation for specific economic, psychological and nutritional needs; advanced impacts of science and technology on food; specific food preparations including baking; and exploring food concerns as well as the "green" impact of the food industry. Laboratory experiences will be a major component of the course.

HOUSING AND HOME FURNISHINGS

Program Eligibility: None

(One semester course)

Grade Level: 10, 11, 12

Prerequisite: FACS I

Synopsis: The focus of the Housing and Home Furnishings class is to increase knowledge and develop skills in living space and its design, home selection and home finance, housing exteriors and interiors, selection and purchase of furnishings, and employment opportunities in the area of housing and home furnishings.

MARRIAGE AND FAMILY LIFE

Program Eligibility: None

(One semester course)

Grade Level: 10, 11, 12

Prerequisite: FACS I

Synopsis: This course is designed to provide knowledge of family life and factors that influence lifestyles and decisions. Attention is focused on marriage and family skills, life choices, and parenthood and family changes. Marriage and Family Life is intended as the basic course from which students gain the knowledge to develop relationships effectively and deal with the many relationships that are a part of everyday life.

NUTRITION, FOOD AND WELLNESS

Program Eligibility: None

Grade Level: 10, 11, 12

Synopsis:—Topics will include more complex concepts in foods including the impact of daily nutrition choices on long-term health and wellness; the physical, social and physiological aspects of a healthy diet; the science behind the roles of carbohydrates, protein, and fat; the diversity of foods around the world; the importance of vitamins and minerals; and career exploration in the food industries. Laboratory experiences will be a major component of the course.

If a student were to take both Food Preparation and Nutrition as well as Nutrition, Food and Wellness they will cover the entire textbook and be more prepared for careers in the food industry, Meridian Tech’s Culinary Arts program, and the food related issues related in everyday adult living.

PARENTING AND CHILD DEVELOPMENT

Program Eligibility: None

(One semester course)

Grade Level: 10, 11, 12

Prerequisite: FACS I

Synopsis: This course is designed to provide basic knowledge of child development and to develop skills necessary to care for children and promote children's development. Students also examine theorists, child health, first aid and nutrition. Students should have opportunities to guide children's behavior and meet the needs of special age groups. Careers in early childhood care and education are explored.

OVERVIEW OF THE FASHION INDUSTRY

Program Eligibility: None

(One semester course)

Grade Level: 10, 11, 12

Prerequisite: FACS I

Synopsis: This is a total clothing management course that develops planning, buying, and practical construction skills. Attention is focused on wardrobe planning, time- and money-saving techniques to stretch the clothing dollar, and clothing care and maintenance. This course is designed to encourage student creativity and develop practical skills through project construction.

SUCCESSFUL ADULTHOOD: SURVIVING AND THRIVING

Program Eligibility: None

(One semester course)

Grade Level: 10, 11, 12

Synopsis: Surviving and Thriving is a one-semester course designed to provide students with information and skills in making decisions as they transition from high school to college, job, and or career. Emphasis is on communication skills, understanding self, leisure activities, etiquette, personal safety, understanding grief and loss, making healthy food choices, and food preparation. Student leadership through Family, Career and Community Leaders of America (FCCLA), is an integral part of this course.

STUDENT ASSISTANT COURSES

OFFICE PROCEDURES

Program Eligibility: None

(One or two semester course)

Grade Level: 12

Synopsis: this course helps students understand the role of the modern office in today's business world. Students learn school-to-work transition on how to communicate and interact effectively with co-workers, employers, and the public. Class is pass/fail.

LIBRARY SCIENCE

Program Eligibility: None

(One or two semester course)

Grade Level: 12

Synopsis: the purpose of this course is to teach students the basic skills adaptable to all types of libraries and to encourage students to use libraries for continuing self-education. Students circulate, shelve, maintain, and process the book collection. They may operate and process audio-visual and computer equipment. Class if pass/fail.

LAB / CLASS ASSISTANT

Program Eligibility: None

(One or two semester course)

Grade Level: 12

Synopsis: students are expected to work in cooperation with all teachers in the area. Duties include lab preparation, post lab cleanup, equipment checkout and maintenance, and other duties as directed. Class is pass/fail.

ADAPTIVE SKILLS ASSISTANT

Program Eligibility: None

(One or two semester course)

Grade Level: 12

Synopsis: this course is for students interested in working with students with disabilities. Students work directly with a special education teacher. Class is pass/fail.

COLLEGE CONCURRENT ENROLLMENT

Concurrent Enrollment permits qualified juniors and seniors to take, at the college level, courses which may be applied to a college-degree program.

Establishing Concurrent Enrollment

1. Take the ACT examination prior to concurrent enrollment.
2. For community colleges such as Rose State College, Juniors and Seniors must score a minimum composite of 19 on the ACT, or have an unweighted GPA of 3.0. Students must also have an ACT subscore of at least 19 in the specific subject area. A Pre-ACT subscore of 19 also qualifies. For regional universities such as UCO and Langston, Juniors and Seniors must score a minimum composite of 20 on the ACT, or have an unweighted GPA of 3.0 and rank in the top 50 percent of the class. Students must also have an ACT subscore of at least 20 in the specific subject area.
3. Complete the college enrollment packet fully in a timely manner.

Students are responsible for payment of all fees, books, and/or tuition. Students are also responsible for providing Guthrie High School with documentation of such enrollment and a transcript upon completion. Concurrent enrollment will be transcribed for credit for core classes and elective classes.

If a student intends to take advantage of concurrent enrollment for dual credit, but fails to complete the class or fails to take care of necessary expenses with the college, a student will receive an "NC" on their transcript and will need to take a credit recovery course at GHS to obtain credit for graduation.

If a student intends to take advantage of concurrent enrollment for dual credit, but fails the class, the student will receive an "F" on their transcript and will need to take a credit recovery course at GHS to obtain credit for graduation.

If a student withdraws from a college course by the "Withdraw Without Grade" (or equivalent) deadline, or does not attend the course, the student will receive an NC on their transcript and will be enrolled immediately in a class at GHS.

According to the Oklahoma State Department of Education regulations, a high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. A student may enroll in a maximum of nine semester-credit-hours during a summer session or term at a college or university of the state system without the necessity of being concurrently enrolled in high school classes during summer term. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester-credit-hours of college work.

Students wishing to exceed these limits may petition the selected higher education institution. The appropriate institutional officials will evaluate the student's academic performance and potential for success in determining the student's load, which may not exceed the number of semester-credit-hours 50 percent greater than the number of weeks in the applicable semester/term. The college should provide appropriate academic advising prior to and continuing throughout the student's enrollment.

Credit Weights for Transcription of Concurrent Credit at Guthrie High School

College Course	High School Credit	Dual Credit Options
English Comp 1/ Eng 1113	.5 cr Weighted .5 cr Non-Weighted	Replaces AP Eng 4 Sem 1
English Comp 2/Eng 1213	.5 cr Weighted .5 cr Non-Weighted	Replaces AP Eng 4 Sem 1
College Algebra/Math 1513	1 cr Weighted	Replaces Algebra III / Highest Math
Intro to Psychology/Psych 1113	1 cr Weighted	Substitutes for AP Psych
Am. Fed. Government/ POLS 1113	1 cr Weighted	Replaces AP Government.
History / HIST 1493 – US History Since 1877	1 cr Weighted	Replaces AP History
History /HIST 1483 – US History to 1877	.5 Weighted .5 Non-Weighted	Does not replace HS history due to the time frame covered. <i>Students are encouraged to take 1493.</i> Can be used as an elective credit.
Biology w Lab – BIOL 1114/1124 / NB 1114	2 cr Weighted	Replaces AP BIOL
Personal Finance / ECON 2013	.5 Weighted .5 Non-Weighted	Replaces HS PFL
Speech / Speech 1113	.5 Weighted .5 Non-Weighted	Replaces HS Speech
Humanities	.5 cr Weighted .5 cr Non-Weighted	Recorded as a Fine Art credit.
Any additional courses will be reviewed by the Administrative-Faculty committee, and credit will be determined accordingly. If in question, seek clarification in advance of obtaining coursework for dual or concurrent credit.		

MERIDIAN TECHNOLOGY CENTER

Sophomores, juniors, and seniors may enroll in Meridian Technology Center (MTC) courses. Students enrolled in the Technology Center will receive 4 units of credit (maximum) through Guthrie High School for each am/pm block. Students who drop MTC after the second week of school will lose those credits and will not be able to enroll in classes at Guthrie High School for credit until the beginning of the next semester.

Through cooperative alliance agreements, Meridian Technology Center students are eligible to earn college credit by successfully completing certain coursework within selected training programs.

Meridian Technology Career Tech Center Course Offerings

Advanced Pharmacy Technology
Air Conditioning and Refrigeration
Automotive Technology
Biomedical-STEM
Business Technology
Collision Repair Technology
Computed Aided Drafting
Cosmetology
Culinary Arts
Digital Media
Facilities Maintenance
Health Careers
Information Technology
Masonry
Precision Metal Fabrication
Pre-Engineering Academy STEM
Product Development and Machining
Residential & Commercial Construction
Welding Technology

Waiting on updated info, but as of 2017-2018 Meridian Technology Center transcription options included the following:

Pre-AP and AP courses are available in Biomedical Sciences and Pre-Engineering programs at Career Tech.

- Health Careers first-year students will receive one Anatomy credit.
- Biomedical students will receive one science credit and one math credit each year.
- Pre-Engineering students will receive one math credit and one science credit each year.
- 3D Animator, 3D Animation, Digital Movie Production, Digital Video Product, Graphic Design Specialist, Web Designer students will receive Computer Science credit.
- Cyber Security Professional, Network PC Support Specialist, Network Systems Engineer, PC Support Technician, Cyber Crime Specialist, students will receive Computer Science credit.
- Accounts Payable/Receivable Clerk, Administrative Assistant, Entrepreneur, Financial Customer Service, CAD Design Architectural Specialist, CAD Design Mechanical Specialist, CAD Technical Architectural, CAD Technician Mechanical students will receive Computer Science credit.

Sample Graduation Check Worksheets

Beginning with the Class of 2019

Oklahoma College Prep/ Work Ready		
1 semester = .5 credit (unit)		
CLASS	S1	S2
English (4 credits required)		
English 1 (required)		
English 2 (required)		
English 3 (required)		
English 4 (required)		
Other		
Math (3 credits in HS)		
Algebra 1 (required)		
Geometry (required)		
Algebra 2		
Pre-Calculus		
Calculus		
Other		
Science (3 credits)* see domains		
Biology 1 (required)		
Biology 2		
Chemistry		
Earth Science		
Environmental Science		
Human Physiology		
Physical Science		
Other		
Other		
Social Studies (3 credits)		
OK History .5 cr (required)		
World History (required)		
US History (required)		
Government .5 cr (required)		
Economics		
Other		
Foreign Language - 2 years of same FL OR 2 years of Computer Technologies See Note to right. (KB does not qualify.)		
Additional 1 Credit from Above Options		
Personal Financial Literacy		
PFL .5 cr (required)		
Fine Arts (1 credit required-can be mixed)		
Electives (8 credits)		

25 credits required for graduation, with the above areas satisfied.

Science Domains

One Credit must be Life Science (Biology);

One Credit must be Physical Science/Chemistry or Physics;

One Credit must be from the three domains with content and rigor above Bio 1 or Physical Science

Physical Sciences	Life Sciences	Earth/Space Sciences
5010 Aeronautics	5021 Biology 1A	5020 Astronomy
5051 Chem 1	5022 Biology 1B	5061 Earth Sd
5052 Chem 2	5031 Biology 1	5140 Geology
5055 AP Chem	5032 Biology 2	5335 Meteorology
5160 Phys Sci	5035 AP Bio	
5211 Physics 1	5040 Botany	
5212 Physics 2	5115 Life Science	
5213 AP Physics1	5120 Enviro	
5214 AP Physics2	5121 AP Enviro	
5215 AP PhysicsB	5220 Physiology	
5216 AP PhysicsC	5240 Zoology	
5217 AP PhysicsC	5305 IB Science	
	5333 Anatomy	
	5334 Forensic Sd	
	5336 Microbiology	
	5350 Ecology	

Fine Arts Options:

(& add'l courses as approved)

Ag Communications	Creative Writing	Mythology
Art	Drama	Newspaper
Band	Film as Lit	Reading for Pleasure
Bible in Hist. & Lit.	Humanities	Speech
Choir	Journalism	Student Leaders

Fine Arts can be mixed to make the total credits required.
 Fine Arts: Some of these options are not accepted for NCAA Requirements.

It is strongly recommended that students take two years of Computer Technology AND two years of Foreign Language. Two years in both subject areas will often remove college requirements in each area.

Certain classes in Computers & Health Sciences from vo-tech will provide subject matter (Science or Math or Computer Technologies) credit for GHS.

See information on Concurrent College course substitution options on page XXX of the Handbook.

MEMORANDUM OF UNDERSTANDING

BETWEEN

Meridian Technology Center

and

Guthrie Public Schools

- Purpose:** The purpose of this Memorandum of Understanding is to outline an agreement in which **Meridian Technology Center** has agreed to provide **Guthrie Public Schools** the sum of \$50,000.00 to supplement funding for two Guthrie Middle School Gateway To Technology Programs (\$25,000.00 each). The funding award is for classroom and/or lab costs of the program listed above and may not be expended for any other purpose.
- Agreement Period:** The term of this Agreement is from July 1, 2018 through June 30, 2019.
- Payment Terms:** **Meridian Technology Center** will disburse funds in two increments: the first installment to be paid on or before October 1, 2018 and the second installment paid on or before February 1, 2019.
- Facilities:** Classes will be conducted in facilities provided by **Guthrie Public Schools** and located at Guthrie Middle School.
- Program Materials And Equipment:** Program instructional materials and supplies for the classes identified will be provided by **Guthrie Public Schools**. **Meridian Technology Center** agrees to provide additional resources in the form of materials, instructional support, technology and equipment.
- Project Description:** **Guthrie Middle School will provide the following program for the 2018-2019 School Year:**
- The GMS Gateway To Technology program for 8th grade students is designed to actively engage learners in hands-on projects and career exploration/preparation in an effort to increase student interest in viable careers and continued education and training to support their career goals.**

Meridian Technology Center will be responsible for the following:

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

Guthrie Public Schools will be responsible for the following:

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

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

Signatures:

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



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

Date

6-15-18

Date

LOAN AGREEMENT FOR CHILD NUTRITION FUND DEFICITS

This contract and agreement, made and entered into the 9th day of July, 2018 by and between the General Fund, hereinafter referred to as First Party, and the Child Nutrition account, hereinafter referred to as Second Party, of Guthrie School District, witness:

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

The Second Party agrees to the loan and to pay as specified the costs of the same shown on the agreement on or before June 30, 2019.

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

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

Witness our hands the day and year first above written.

President/Board of Education

Child Nutrition Program Director

Clerk/Board of Education

Subscribed and
Sworn to before me _____

My commission expires _____

Notary Public

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



IMPERIAL
VENDING ★ FOODSERVICE ★ COFFEE

Vending Service Agreement

This Agreement is made this 1st day of July, 2018 by and between Guthrie Public School district and Imperial, LLC.

1. The Client agrees to allow Imperial to provide vending machines upon Client's business premises subject to the terms and conditions of this agreement.
2. Imperial shall be responsible for installing and maintaining vending and coffee equipment which reasonably meets the location's needs.
3. Client grants Imperial the exclusive rights to provide snack products as limited to vending services. Imperial will provide merchandise through its vending machines that is reasonably priced and offered in reasonably sized portions. Any change in the wholesale price may result in a change in the selling price. Vending Prices and Products will be determined by Imperial as agreed upon by Client.
4. Imperial will maintain workers compensation insurance, general liability insurance and vehicle insurance at all times. Certificates available on request.
5. Imperial agrees to obtain and display all applicable Federal, State and local licenses.
6. Imperial's personnel will at all times be dressed in clean, neat uniforms and will observe all regulations in effect of premises.
7. Either party may terminate this agreement with cause upon (60) days written notice to the other party.
8. This (5) Year Agreement will become effective July 1, 2018. Unless canceled by written notice at least 60 days prior to termination date, this agreement is deemed to be automatically renewed for additional periods of one year thereafter upon the same terms as set out herein.
9. Client agrees to notify Imperial of any alteration that will affect any of the areas where services are performed. Alterations may include increased workflow, labor hours, holiday employment or special functions.
10. Should the Client feel that Imperial failed to provide proposed service levels, Client will notify Imperial in writing of failure to supply service. Service failures will be limited to equipment or service levels. If within thirty (30) days of the notice of service failure the problem has not been corrected, the Client may cancel the agreement.
11. Imperial will operate and maintain all vending machines and other equipment in a clean, sanitary condition in accordance with recognized standards for such machines and in accordance with all applicable laws and regulations.

- 12. This agreement will be made and construed in accordance with the Laws of the State of Oklahoma.
- 13. The Parties agree to negotiate the removal or relocation of *underperforming machine(s)*. For the purpose of this Agreement, an *underperforming machine* shall be defined as a machine which has gross sales of less than \$250.00 per month.
- 14. The Parties agree to add additional vending machines without requiring an amendment to the Agreement.
- 15. Pricing and support funding:

Healthy Set – Student Access:

Chips	\$1.00
Large Snacks	\$1.25
Cereal Bars	\$1.25
Pastry - mandated product	\$1.25
Beef Jerky	\$2.25

Standard Set – Teacher Lounge:

Chips	\$1.00
Large Snacks	\$1.25
Candy	\$1.35
Large Candy	\$1.60
Pastry - non-mandated	\$1.50
Beef Jerky	\$2.25

ALL PRICING ABOVE IS GUARANTEED UNTIL JULY 2019

- 16. Commission and support funding:
 Student access snack machines 10%
 Teacher Lounge snack machines 0%

Annual support funding \$1,500 paid in July of each year if sales reach \$20,000 or more.

Imperial, LLC.

Guthrie Public School District

Signature

Signature

Date

Date

TOBACCO USE ON SCHOOL PROPERTY

Smoking and Background

Smoking has been identified as a significant health problem in the United States. It is a leading cause of premature death, disease, and chronic disability in our country.

Smoking can be hazardous to health for both smokers and non-smokers. For smokers, it can contribute to heart attack, stroke, high blood pressure, emphysema, and several forms of cancer. Non-smokers can be affected by breathing the toxic products that tobacco smoke adds to the air. The use of snuff and chewing tobacco can cause gum disease and oral cancer.

Thousands of Oklahoma adolescents begin smoking each year. The majority go on to become regular, adult smokers.

Purpose

The board is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The board believes that education has a central role in establishing patterns of behavior related to good health and that measures are necessary to help its students to resist tobacco use. The board is concerned about the health of its employees and also recognizes the importance of adult role-modeling for students during formative years. Therefore, the board shall discourage the use of tobacco products by its staff and students.

Policy

It is the intent of this policy to prohibit tobacco use of any kind by anyone on school property 24 hours per day, seven days per week, 365 days per year. This prohibition includes school buildings, grounds, and school-owned vehicles **as well as all personal vehicles while on school property**. Possession of tobacco products by students on school property is prohibited. **This tobacco-free policy applies to all off-campus school sponsored or school-sanctioned functions. The District will not participate in any type of services, events or programs that are funded by the tobacco industry.**

“Tobacco products” includes, but is not limited to: cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, digital/personal vaporizers, and electronic nicotine delivery systems and cartridges and products designed for use with electronic nicotine delivery systems, regardless of the nicotine content of the product.

At or near each entrance of every district building the following sign shall be conspicuously posted: Smoking in this building is prohibited. **The district prohibits the advertising/marketing of tobacco products (including electronic smoking devices) on school grounds and refuses any tobacco funding (including from electronic smoking device companies).**

“Smoking” means the carrying by a person or having access to a lighted cigar, cigarette, pipe or other lighted smoking article. Smoking also includes using products which mimic or simulate smoking behavior, regardless of whether such products actually contain tobacco. This prohibition includes but is not limited to e-cigarettes, digital/personal vaporizers, and electronic nicotine delivery systems.

The District will promote the Oklahoma Tobacco Helpline 1 800 Quit-Now to provide tobacco cessation information, resources to employees.

The District will communicate and promote the available tobacco cessation benefits and insurance coverage for employees to all prospective employees, new employees at the time of hire, and all existing employees on an annual basis.

Enforcement

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation on school property may report it in accordance with the procedures listed below.

Students

Any student using, possessing or distributing tobacco products in violation of this policy will be subject to appropriate disciplinary measures, including out-of-school suspension, pursuant to the board's policies regarding student discipline.

Staff

Any violation of this policy by staff will be referred to the appropriate supervisor. One written warning will be issued to the staff member with a copy placed in his or her district personnel file. Further violations will be considered willful neglect of duty and will be dealt with accordingly based on established policies and procedures for suspension, demotion, dismissal and non-renewal of staff.

Citizens

Citizens who are observed smoking or using tobacco products on district property in violation of this policy will be asked to refrain from smoking on school property. If the individual fails to comply with the request, his or her violation of policy may be referred to the building principal or other district supervisory personnel responsible for the area or program during which the violation occurred. The supervisor shall make a decision on further action which may include a directive to leave school property. Repeated violations may result in a recommendation to the superintendent or board of education to prohibit the individual from entering district property for a specified period of time. If deemed necessary by the school administration or the board of education, local law enforcement officials may be called upon to assist with enforcement of this policy.



Board of Education Personnel Reports

Employment Request

Classification						
Certified						
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Benton, Amy	Charter Oak	4th Grade	08/28/18		6	Bethany Frayser
Blakley, Booker	High School	HS Geometry	08/14/18		6	Kim Carnes
Burris, Yulanda	High School	HS Computer Apps	08/28/18		6	Justin Stevens
Coe, Trent	Junior High	Jr.High STEM	08/28/18		6	Fifi Canning
Herron, Hunter	Junior High	Jr. High Geography	08/28/18		6	Lauren Barton
Horn, Christy	Charter Oak	3rd Grade	08/28/18		6	Tashina Morgan
Molder, Andrea	GUES	6th Grade Math	08/28/18		6	Adam Dement
Snell, Parker	Junior High	Asst. Band Director	08/28/18		6	Taylor Steier

Classification						
Support						
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Barron, Susan	High School	Registrar	07/09/18	7	7.5	Tori Trice
Campbell, Michayla	Cotteral	Speech Path. Asst.	08/22/18		7.5	Caroline Bell
Canales, Salvador	Child Nutrition	Warehouse Manager	08/20/18	6	7	Michael Kinney
Carrera, Francisco	High School	Custodian	07/02/18	3	8	Gilbert Foster
Fox, Sandra	Fogarty	Custodian	07/09/18	3	8	Donna Thornton
Jennings, Dave	Cotteral	Custodian	07/01/18	3	8	Maggie Stanford
Jones, Rebecca	GUES	Site Secretary	06/08/18	4	7.5	Lanetta Rowley
Tanabe, Alexandria	Charter Oak	Custodian	07/01/18	3	8	New Position

Transfer of Position Report

Classification					
Certified					
Name	Transferred From	Transferred To	Replacing	Transfer Date	
Maker, Jessica	Jr. High FACS	High School FACS	Amanda Moore	8/28/2018	
Moore, Amanda	HS FACS	Jr. High Geography	Mike Lowe	8/28/2018	
Roberts, Malcolm	HS Comp. Apps	HS US Hist.	Kim Barrett	8/28/2018	
Workman, Catherine	Jr. High ELA	HS English	Kenda Hixson	8/28/2018	

Classification					
Support					
Name	Transferred From	Transferred To	Replacing	Transfer Date	
McBride, Michele	Junior High Caf. Mgr.	Charter Oak Café. 8 hrs.	Brenna Paxton	8/23/2018	
Stanford, Maggie	Cotteral Custodian	GHS Custodian	Andy Gonzalez	7/1/2018	
Whitaker, Teara	HS Caf. Worker	HS Caf. Manager	Susan Dobson	8/23/2018	

Separation of Employment

Classification				
Certified				
Name	Site	Teaching Assignment	Reason for Separation	Effective Date
Frayser, Bethany	Charter Oak	4th Grade	Resigning	6/19/2018
Henry, Nicha	Junior High	Library Media Specialist	Resigning	6/14/2018



Board of Education Personnel Reports

Higgins, Katie	GUES	Sp Ed Mild/Mod LD 5th Gr	Resigning	7/1/2018
Morgan, Tashina	Fogarty	3rd Grade	Resigning	6/13/2018

Classification				
Support				
Name	Site	Teaching Assignment	Reason for Separation	Effective Date
Edge, Jessica	Central	Pre-K para	Resigning	6/25/2018
Foster, Gilbert	High School	Custodian	Terminated	6/15/2018
Thornton, Donna	Fogarty	Custodian	Resigning	6/25/2018
Trice, Tori	High School	Registrar	Resigning	6/25/2018

2018-2019 Administrative Extra Duty Assignments

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>ADMIN</i>			
	Additional Days (20)	\$5,318.80	Benson, Juana
	Alternative Education Director - Faver	\$5,000.00	Benson, Juana
	Athletic Director Coordinator - JH	\$5,000.00	Young, Allison
	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	Jarred, Kary
	Fixed Assets	\$3,000.00	Hamby, Michele
	Intern Assistant Principal	\$5,000.00	Unfilled.
	Webmaster - District	\$2,000.00	Savory, Sandra

2018-2019 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	Friese, Gregory
	Bus Loading Supervision - Central (1st Semester)	\$500.00	Christianson, Barbara
	Bus Loading Supervision - Central (2nd Semester)	\$500.00	Friese, Gregory
	Bus Loading Supervision - Central (2nd Semester)	\$500.00	Christianson, Barbara
	Counselor	\$600.00	Campbell, Megan
	Web Page Coordinator - Central	\$300.00	Cotton, Lesley

2018-2019 Charter Oak Academic Extra Duty Assignments

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>CHART</i>			
	Bus Loading Supervision -Charter Oak 1st Semester	\$500.00	UNASSIGNED, CHARTER OAK,
	Bus Loading Supervision -Charter Oak 1st Semester	\$500.00	UNASSIGNED, CHARTER OAK,
	Bus Loading Supervision -Charter Oak 1st Semester	\$500.00	Good, Lisa
	Bus Loading Supervision -Charter Oak 2nd Semester	\$500.00	UNASSIGNED, CHARTER OAK,
	Bus Loading Supervision -Charter Oak 2nd Semester	\$500.00	UNASSIGNED, CHARTER OAK,
	Bus Loading Supervision -Charter Oak 2nd Semester	\$500.00	Good, Lisa
	Web Page Coordinator-Charter Oak	\$300.00	Lausen, Sarah

2018-2019 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	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 (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
	Bus Loading Supervision - Cotteral (2nd Semester)	\$500.00	UNASSIGNED, COTT
	Web Page Coordinator - Cotteral	\$300.00	Jensen, Kathleen

2018-2019 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	Wright, Rogina
	Bus Loading Supervision - Fogarty (1st Semester)	\$500.00	Wright, Rogina
	Bus Loading Supervision - Fogarty (1st Semester)	\$500.00	Mann, Elizabeth
	Bus Loading Supervision - Fogarty (2nd Semester)	\$500.00	Wright, Rogina
	Bus Loading Supervision - Fogarty (2nd Semester)	\$500.00	Wright, Rogina
	Bus Loading Supervision - Fogarty (2nd Semester)	\$500.00	Mann, Elizabeth
	Honor Choir - FOG	\$300.00	UNASSIGNED, FOG
	Web Page Coordinator - Fogarty	\$300.00	Perring, Amanda

2018-2019 GUES Academic Extra Duty Assignments

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>GUES</i>			
	Academic Team Coach - GUES	\$300.00	Pratt, Cheryl
	Academic Team Coach - GUES	\$300.00	UNASSIGNED, GUES
	Bus Loading Supervision - GUES (1st Semester)	\$500.00	UNASSIGNED, GUES
	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	UNASSIGNED, GUES
	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

2018-2019 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)	\$4,760.20	Knight, Bethany
	Art Stars - JH	\$300.00	Howard, Patrick
	Band (8th Gr) & HS Asst.	\$4,500.00	Snell, Parker
	Band Music Assistant	\$4,500.00	Way, Michael
	Builders Club	\$150.00	Blakemore, Kristi
	Builders Club	\$150.00	UNASSIGNED, JH
	Bus Loading Supervision - JH (1st Semester)	\$500.00	UNASSIGNED, JH
	Bus Loading Supervision - JH (1st Semester)	\$500.00	UNASSIGNED, JH
	Bus Loading Supervision - JH (2nd Semester)	\$500.00	UNASSIGNED, JH
	Bus Loading Supervision - JH (2nd Semester)	\$500.00	UNASSIGNED, JH
	Counselor	\$600.00	Knight, Bethany
	Detention (PM)	\$450.00	Gillett, Ronald
	Detention Duty (Lunch) - JH	\$450.00	Anderson, Lynette
	Detention Duty (Lunch) - JH	\$450.00	Anderson, Lynette
	Drama - JH	\$600.00	Ross, Aubrey
	Honor Society - JH	\$300.00	LeGrande, Sharolyn
	Honor Society - JH	\$300.00	Gillett, Ronald
	Journalism - JH	\$1,000.00	LeGrande, Sharolyn
	Math Counts - JH	\$300.00	Maltz, Shurlyn
	Math Counts - JH	\$300.00	Dablemont, Alexandre
	Newspaper - JH	\$300.00	Barmann, Kelsey
	Newspaper - JH	\$300.00	Wood, Samantha
	Student Council - JH	\$650.00	UNASSIGNED, JH
	Student Council - JH	\$650.00	UNASSIGNED, JH
	Student Council - JH	\$650.00	UNASSIGNED, JH
	Summer Band Pride	\$1,500.00	UNASSIGNED, JH
	Summer Band Pride	\$1,500.00	Snell, Parker
	Summer Band Pride	\$1,500.00	Way, Michael
	Team Leader 7th	\$500.00	Ogle, Tina
	Team Leader 7th	\$500.00	Hooper, Kristen
	Team Leader 8th	\$500.00	Dearing, Bryan
	Team Leader 8th	\$500.00	Maltz, Shurlyn
	Team Leader Elective	\$500.00	Darcy, Terrance

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
	Vocal Music - JH	\$1,750.00	Ross, Aubrey
	Vocational	\$2,000.00	Darcy, Terrance
	Vocational	\$2,000.00	UNASSIGNED, JH
	Vocational	\$2,000.00	Peterman, Scott
	Web Page Coordinator - JH	\$500.00	LeGrande, Sharolyn
	Yearbook Photographer - JH	\$200.00	LeGrande, Sharolyn

2018-2019 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	Seifert, Hayden
	Baseball Head Coach - 7th Gr	\$1,600.00	UNASSIGNED, JH
	Baseball Head Coach - 8th Gr	\$1,600.00	Crockett, Corbin
	Basketball Head Coach - 7th Gr (Boys)	\$1,700.00	Dablemont, Alexandre
	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	Wade, Garalee
	Cross Country Head Coach - 7,8,9 (Boys)	\$1,100.00	Dearing, Bryan
	Cross Country Head Coach - 7,8,9 (Girls)	\$1,100.00	Reece, Lisa
	Football Asst. Coach - 7th Gr	\$1,600.00	Seifert, Hayden
	Football Asst. Coach - 7th Gr	\$1,600.00	Bennett, Terry
	Football Asst. Coach - 8th Gr	\$1,600.00	Perring, Matthew
	Football Asst. Coach - 8th Gr	\$1,600.00	Stevens, Justin
	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	Johnson-Fields, Pamela
	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	Wilson, Phyllis
	Tennis Head Coach - 7th & 8th (Girls)	\$1,200.00	Berryman, Shelley
	Track Head Coach - 7th & 8th (Boys)	\$1,600.00	Jensen, Jacob
	Track Head Coach - 7th & 8th (Girls)	\$1,600.00	Harmon, Michael
	Wrestling Asst. Coach - 7th-8th-9th	\$1,400.00	Crockett, Corbin
	Wrestling Head Coach - 7th-8th-9th	\$1,700.00	Howard, Patrick

2018-2019 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)	\$5,426.60	Wade, Margaret
	Additional Days (20)	\$5,480.60	Chadd, Joyce
	Additional Days (20)	\$4,497.00	Blakemore, Kristi
	Additional Days (20)	\$4,200.00	UNASSIGNED, HS
	Additional Days VoAg	\$8,399.06	Drake, Clay
	Additional Days VoAg	\$6,980.70	Rennick, Savahanna
	Additional Days VoAg	\$7,143.80	Williams, Kaitlyn
	AP Coordinator - HS	\$500.00	Wade, Margaret
	AP Coordinator - HS	\$500.00	Chadd, Joyce
	Art - HS	\$2,000.00	Baker, Lindsey
	Band Director	\$7,000.00	Blackburn, Robert
	Band Marching Assistant	\$2,300.00	Perring, Billy
	BPA - HS	\$1,200.00	UNASSIGNED, HS
	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	UNASSIGNED, HS
	Counselor	\$600.00	Wade, Margaret
	Counselor	\$600.00	Chadd, Joyce
	Counselor	\$600.00	Blakemore, Kristi
	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	Porter, Casey
	Dept Chair - Special Ed - HS	\$700.00	Kinzie, Patsy
	Detention (AM)	\$450.00	Mick, Scott
	Detention (PM)	\$450.00	Bertels, Emily
	Drama - HS	\$500.00	Berryman, Shelley
	English Club HS	\$500.00	Moffitt, Angela
	Foreign Lang. Club - HS	\$300.00	Bertels, Emily
	Foreign Lang. Club - HS	\$300.00	Salas, Gloria
	Freshman Class Sponsor	\$200.00	Edwards, Daylon

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
	Heritage Club - HS	\$300.00	Allen, Joyce
	Heritage Club - HS	\$300.00	UNASSIGNED, HS
	Honor Society - HS	\$725.00	Lee, Allison
	Journalism - HS	\$2,500.00	Simonton, Angela
	Junior Class Sponsor - HS	\$750.00	Baker, Lindsey
	Junior Class Sponsor - HS	\$750.00	Redus, Michelle
	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	Stevens, Justin
	Science Club	\$500.00	Redus, Michelle
	Science Club	\$500.00	Oneill, Jennifer
	Senior Class Sponsor	\$750.00	Perring, Billy
	Senior Class Sponsor	\$750.00	Perring, Matthew
	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	Bertels, Emily
	Summer Band Pride	\$2,000.00	Blackburn, Robert
	Vocal Music - HS	\$5,000.00	Perring, Billy
	Vocational	\$2,000.00	UNASSIGNED, HS
	Vocational	\$2,400.00	Rennick, Savahanna
	Vocational	\$2,400.00	Williams, Kaitlyn
	Vocational	\$2,400.00	Drake, Clay
	Vocational	\$2,000.00	Maker, Jessica
	Web Master - HS	\$1,500.00	Stevens, Justin
	Youth in Government - HS	\$300.00	UNASSIGNED, HS

2018-2019 HS Athletic Extra Duty Assignments

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>HS</i>			
	Baseball Asst. Coach - HS	\$2,000.00	Bennett, Terry
	Baseball Asst. Coach - HS	\$2,000.00	UNASSIGNED, HS
	Baseball Head Coach - 9th Gr	\$2,000.00	Morgan, Seth
	Baseball Head Coach - HS	\$5,100.00	Porter, Casey
	Basketball Asst. Coach (Boys) - HS	\$2,700.00	UNASSIGNED, HS
	Basketball Asst. Coach (Boys) - HS	\$2,700.00	Morgan, Seth
	Basketball Asst. Coach (Girls) - HS	\$2,700.00	Burris, Yolanda
	Basketball Asst. Coach (Girls) - HS	\$2,700.00	Reece, Lisa
	Basketball Head Coach - 9th Gr (Boys)	\$1,700.00	UNASSIGNED, HS
	Basketball Head Coach - 9th Gr (Girls)	\$1,700.00	Burris, Yolanda
	Basketball Head Coach (Boys) - HS	\$6,000.00	Morgan, Sean
	Basketball Head Coach (Girls) - HS	\$6,000.00	Roberts, Malcolm
	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	Tarter, Clay
	Cross Country Head Coach (Boys) - HS	\$2,500.00	Strahorn, James
	Cross Country Head Coach (Girls) - HS	\$2,500.00	Strahorn, James
	Football Asst. Coach - Grades 9-12	\$3,600.00	Mick, Scott
	Football Asst. Coach - Grades 9-12	\$3,600.00	Meshew, Ricky
	Football Asst. Coach - Grades 9-12	\$3,600.00	Sanders, Thomas
	Football Asst. Coach - Grades 9-12	\$3,600.00	Woodard, Eric
	Football Asst. Coach - Grades 9-12	\$3,600.00	Rice, Jason
	Football Asst. Coach - Grades 9-12	\$3,600.00	Young, Tyler
	Football Asst. Coach - Grades 9-12	\$3,600.00	Harmon, Michael
	Football Defensive Coordinator - HS	\$750.00	Mick, Scott
	Football Defensive Coordinator - HS	\$750.00	Woodard, Eric
	Football Head Coach - Grades 9-12	\$9,400.00	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	Morgan, Sean
	Golf Asst.Coach HS Boys	\$550.00	Morgan, Sean
	Golf Head Coach (Boys) - HS	\$2,700.00	Meshew, Ricky
	Golf Head Coach (Girls) - HS	\$2,700.00	Rice, Jason

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
	Soccer Asst. Coach (Boys) - HS	\$1,500.00	Dement, Adam
	Soccer Asst. Coach (Girls) - HS	\$1,500.00	UNASSIGNED, HS
	Soccer Asst. Coach (Girls) - HS	\$1,500.00	Bertels, Emily
	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	Tarrant, Kara
	Softball Head Coach - HS	\$5,100.00	Blakley, Booker
	Summer Athletic Pride - HS	\$2,000.00	Roberts, Malcolm
	Summer Athletic Pride - HS	\$1,000.00	Rice, Jason
	Summer Athletic Pride - HS	\$2,000.00	Mick, Scott
	Summer Athletic Pride - HS	\$2,000.00	Beeby, Kelly
	Summer Athletic Pride - HS	\$2,000.00	Morgan, Sean
	Summer Athletic Pride - HS	\$1,000.00	Young, Tyler
	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	Sanders, Thomas
	Track Asst. Coach (Boys) - HS	\$1,600.00	Beeby, Kelly
	Track Asst. Coach (Girls) - HS	\$1,600.00	Tarter, Clay
	Track Asst. Coach (Girls) - HS	\$1,600.00	Jensen, Jacob
	Track Head Coach - 9th Gr (Boys)	\$1,000.00	Harmon, Michael
	Track Head Coach - 9th Gr (Girls)	\$1,000.00	Reece, Lisa
	Track Head Coach (Boys) - HS	\$3,300.00	Perring, Matthew
	Track Head Coach (Girls) - HS	\$3,300.00	Strahorn, James
	Weightlifting Coach HS	\$1,000.00	Sanders, Thomas
	Weightlifting Head Coach - HS	\$1,000.00	Beeby, Kelly
	Wrestling Asst. Coach - HS	\$2,300.00	UNASSIGNED, HS
	Wrestling Head Coach - HS	\$6,000.00	Stevens, Justin

2018-2019 Faver Academic Extra Duty Assignments

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>FAVER</i>			
	Bus Loading Supervision - Faver (1st Semester)	\$500.00	UNASSIGNED, FAVER,
	Bus Loading Supervision - Faver (2nd Semester)	\$500.00	UNASSIGNED, FAVER,
	Noon Duty (1st Semester)	\$450.00	Woodard, Eric
	Noon Duty (2nd Semester)	\$450.00	Barrett, Kimberly



GUTHRIE PUBLIC SCHOOLS

ADMINISTRATOR'S HANDBOOK
TERMS AND CONDITIONS OF EMPLOYMENT

PUBLISHED 07/10/2017⁸

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GUTHRIE PUBLIC SCHOOLS
Administrator Handbook
Terms and Conditions of Employment

PURPOSE

The Guthrie School District Administrator Handbook is furnished to each Administrator for the purpose of informing him/her of the basic terms and conditions of employment with respect to an administrative position.

The Handbook addresses and explains many practices administered by the School District that will assist the administrator in better understanding basic employment matters such as workdays, leave (including sick and vacation) as well as other benefits. You will, undoubtedly, have questions that either need additional interpretation or are not addressed. In these situations, we encourage you to immediately discuss them with your supervisor to insure a clear understanding and resolution of your issue.

The Superintendent and Board of Education continually review Board policies. As a result of this review process, the Handbook's contents and its interpretation can and will be modified when such modification is deemed necessary.

The Handbook is for information purposes only. Neither it nor any other communication may displace applicable law, Board policy or the terms of the **Administrator's contract** with Guthrie Public Schools.

I. Definition

For purposes of these policies and terms of employment, the term administrator shall mean all personnel in the District who are employed on an administrative contract with the Guthrie Public School District. All policies and procedures herein apply to the Superintendent, Assistant Superintendents, Principals, Assistant Principals and Directors unless an item is limited to a specific employee **position or items are specifically modified in an administrator's contract between** the employee and the Board of Education.

II. Salary Schedule

The Salary Schedule for all administrators will be approved by the Board of Education, upon recommendation of the Superintendent.

Administrative Stipend Scale 2017~~8~~-2018~~9~~

(Base Salary = Years of Service on Teacher Salary Scale)

Position	Administrative Incentive Above Teacher Salary Scale	Longevity Incentive
<i>BUILDING LEVEL</i>		
<i>ADMINISTRATIVE SCALE</i>		
Ass't Elementary Principal	\$11,500.00	+ \$150 per year for each year of "building" level administrative experience (maximum of 29 years)**
Elementary Principal	\$18,000.00	
Ass't JH Principal	\$13,000.00	
JH Principal	\$23,000.00	
Ass't HS Principal	\$20,000.00	
HS Principal	\$30,000.00	
 <i>DISTRICT LEVEL</i>		
<i>ADMINISTRATIVE SCALE</i>		
Assistant Superintendent	\$37,000.00	+ \$250 per year for each year of "district" level administrative experience (maximum of 29 years)**
Athletic Director	\$20,000.00	
Director of Operations *	\$17,750.00	
Director of Special Education	\$15,250.00	
Director of Technology	\$17,750.00	
Executive Director/Chief Financial Officer**	\$34,500.00	
Director of Alternative Education	\$5,000.00	

Base salary will be the years of service on the **Bachelor's Salary Scale*

**** Base salary will be the years of service on the Master's Salary Scale**

III. Annual Reemployment

The Board of Education will approve all administrators for a one year contract, with the exception of the Superintendent. By law, a Board may enter into a contract with the Superintendent not to exceed three years. All other administrators will be considered for reemployment by the Board of Education in February of each year. The Board, at its discretion, may alter the date for **consideration of an administrator's contract as long as consideration of the contract occurs before the first Monday in June of each school year.**

IV. Dismissal or Non-reemployment of an Administrator

Whenever the Board of Education or the Administrator of a school District shall determine that the dismissal or nonreemployment of a full-time certified administrator from his/her administrative position with the school district should be effected, the administrator shall be entitled to due process pursuant to Okla. Stat. Tit. 70 6-101- the law applicable to termination of employment of certified administrators.

The procedures and grounds for dismissal or non-reemployment of a non-certified administrator will be the same as for all non-certified employees.

V. VACATION

All personnel assigned to twelve-month positions will accrue vacation time and be entitled to take vacation leave when approved by their immediate supervisor.

A. Rate of Accrual

Twelve-month personnel shall accrue a maximum of 12 days of vacation per fiscal year or 1 day per month.

B. Special Accrual

Current employees, who have previously worked less than 12-month contracts and are changed to 12-month positions, will accrue, one vacation day on the last day of each month remaining in the fiscal year.

When a 12-month employee transfers to a less-than 12-month position, the employee will be paid for all unused vacation days.

C. New Employees

Personnel who are employed later than the first month of the fiscal year will accrue, one vacation day on the last day of each month remaining in the fiscal year.

D. Month of Accrual

Personnel must have reported to work prior to the tenth (10th) of the month or have worked through the tenth (10th) of the month to receive credit toward vacation for that month.

With regard to computation of earned vacation time, absences of an employee on sick leave or vacation are considered as time served.

Vacation days will not be accrued after the expiration of sick leave or for absences not covered by sick leave or vacation time.

E. Accumulation

Twelve month employees, who accumulate vacation days as a part of their employment contract, may accumulate up to a maximum of thirty-five (35) vacation days. An administrator that has in excess of thirty-five (35) vacation days at the end of any month will lose the accrual for that month with no compensation for the day lost.

F. Payment of Unused Vacation Upon Termination of Employment

Upon retirement or termination of employment, personnel having unused vacation leave will be reimbursed at a daily rate equal to a regular day of pay.

VI. Life Insurance

Certified and Non-Certified Administrators will receive the same life insurance benefits as all other full-time employees.

VII. Health & Dental Insurance

Certified Administrators will receive the same health and dental benefits as all other full-time certified employees.

Non-Certified Administrators will receive the same health and dental benefits as all other full-time support employees.

VIII. Workers Compensation Insurance

Administrators who are injured by accident arising out of and in the course of his/her employment, regardless of where such injury occurred, shall be entitled to apply for benefits through workers compensation insurance as provided by the Board of Education.

IX. Sick Leave

- A. Administrators shall be vested one day of sick leave for each month of contract. Days vested for administrators will be by length of contract:

Twelve (12) month administrators = Twelve (12) days
Eleven (11) month administrators = Eleven (11) days
Ten (10) month administrators = Ten (10) days

Should an administrator have to be absent from work due to sick leave, he/she must notify their immediate supervisor as soon as possible prior to being absent. Sick leave shall be accumulative to a maximum of one hundred twenty (120) days.

- B. If, after exhausting all sick leave, additional days are required, the administrator shall receive full contract salary less the amount normally paid a certified substitute for an additional period of twenty (20) days. The salary deduction is made regardless of whether the District retains a substitute for the position. In order to receive the additional twenty (20) days, the administrator must present **a doctor's statement to the effect that he/she is medically unable to return to work.** If additional days are needed following the twenty (20) days, the administrator may apply to the appropriate sick leave bank, assuming the administrator is a contributing member.
- C. Upon termination of employment, administrators may choose to transfer the accumulated sick leave between school Districts. The administrator is responsible for obtaining documentation of sick leave to be transferred to the next school District.
- D. Upon retirement through Oklahoma Teacher Retirement System, or resignation after ten years of service to Guthrie Public Schools, administrators shall be paid for all unused sick leave days earned while employed with the district, up to a maximum of one hundred twenty (120) days at the rate of \$50 per day. Sick leave days purchased may, also, be used towards additional experience with the Oklahoma Teachers Retirement System. Those days purchased by Guthrie Public Schools may not be transferred to another school district.

X. Sick Leave Bank

Administrators may participate in the certified or support employee's sick leave bank as applicable. Policies and provisions of use of the sick leave banks can be found in the Policies and Procedures Manual for Guthrie Public Schools.

XI. Personal Leave

A. Administrators shall be granted three (3) days of personal leave with pay each year to conduct personal business that must be conducted during a day under which the administrator is obligated by contract to be at work.

1. Except in emergency situations, administrators who must be absent for reasons of personal leave shall provide the Superintendent with at least forty-eight (48) hours advance notice. In emergencies, the administrator will notify the Superintendent prior to the beginning of the school day and on return to work will complete the necessary documentation.
2. Unused personal leave days shall accumulate as sick leave for the following year. However, administrators who have one hundred ten (110) unused sick leave days accumulated at the close of the school year, may make a written request to receive \$50.00 per day for each unused personal leave day, maximum of three (3) days. Eligible administrators must request payment in writing to the payroll office by June 1 each year to receive reimbursement.

XII. Family and Medical Leave

Family and medical leave shall be available to the administrator in accordance with the District's policy governing family and medical leave.

XIII. Bereavement Leave

A. Non-cumulative bereavement leave of up to five (5) days per occurrence shall be granted to an Administrator in the event of a death in the immediate family. Immediate family shall include the following:

Spouse, parents, step-parent, child, step-child, foster child, brother-in-law, sister-in-law, son-in-law, daughter-in-law, siblings, mother-in-law, father-in-law, grandparents, grandchildren, aunt or uncle, and aunt or uncle-in-law.

- B. For deaths outside of the immediate family, administrators may apply to the Superintendent who is authorized to grant leave chargeable to sick leave, bereavement leave or personal leave by paying the cost of a certified substitute whether or not one is hired.

XIV. Jury Duty or Subpoena Leave

Administrators who are required to serve on jury duty or to appear in court in response to an official subpoena will receive full salary during the period of service. Administrators who must serve in this capacity shall pay over to the District any compensation received for said services.

XV. Leave-of-Absence Without Pay

- A. Administrators may request extended leave-of-absence for not more than one (1) year without pay under any of the circumstances in this section. All requests for such extended leave-of-absence without pay shall be made in writing. All responses to the request shall be in writing. Such application shall be reviewed by the Superintendent before recommending action by the Board of Education. Whether, and under what circumstances, to grant a leave without pay is reserved entirely to the discretion of the Board of Education.
- B. Administrators will be eligible to request a leave-of-absence after two (2) years of continuous administrative service to the District.
- C. Replacement for an administrator granted a leave-of-absence will be on an interim, temporary employment contract. During such interim employment, the administrator employed may apply for positional openings within the District.
- D. Leave-of-absence without pay may be requested for the following reasons:
 - 1. If an administrator is unable to work due to personal illness or disability and has exhausted all sick leave available, a medical leave request must be accompanied by a doctor's certificate stating the administrator cannot perform his/her duties.

The administrator may return to duty only upon presentation of appropriate medical evidence stating he/she is able to resume regular work and upon the recommendation of the Superintendent.

- 2. To care for a sick member of the administrator's immediate family.

3. To adopt a child. An administrator adopting a child shall be entitled to, upon request, a leave to commence at any time during the first year continuous with adoption after receiving de facto custody of the child, or prior to receiving custody, if necessary to fulfill the requirements for adoption.
4. Military leave-of-absence may be granted by the Board of Education to an administrator in accordance with existing state and federal statutes.
5. Pursuit of advanced degree. An administrator may be granted a leave-of-absence to pursue an advanced degree. An administrator must be able to prove to the Board of Education the advanced degree will benefit the school District. Upon application, the administrator must be no further than one year away from completion of the advanced degree.
6. The administrator's use of a leave-of-absence, or any part of it, for a purpose, which qualifies for family and medical leave under the Family and Medical Leave Act, shall fulfill the District's obligations under the Act.

An administrator on leave-of-absence shall be responsible for health and other insurance premiums, if any, except for that part of the leave which qualifies as family and medical leave.

XVI. Promotion and Transfer

- A. All vacant administrative positions shall be posted for a minimum of three (3) days. A letter of application will be required to demonstrate an interest in the vacancy.
- B. Administrators may request a transfer within the District by filing a letter of intent with the Superintendent.
- C. The Superintendent may involuntarily transfer administrative staff within the District as he/she deems in the best interest of the school district.

XVII. Professional Growth

- A. Professional growth is encouraged for all administrators. Requests to attend conferences and/or seminars, in state, must be submitted in writing to the Superintendent at least two (2) weeks prior to attendance. Any trips outside the state must be approved by the Board of Education. All requests for attendance out of state must be submitted to the Superintendent one week prior to the posting of the Board agenda.

- B. All reimbursements for expenses to attend conferences and/or seminars will be approved by the Board at the next regularly scheduled meeting following submitting actual documentation of expenses.

XVIII. Evaluation

Each administrator will receive a formal evaluation conference with the **Superintendent or the Superintendent's designee prior to a recommendation for** renewal or non-renewal of contract for the next school year. The evaluation will be on a Board approved evaluation instrument and will become a part of the administrator's personnel file. Following the evaluation by the Superintendent, the administrator will have ten (10) days to write a response which will be attached and made a part of the evaluation. Administrator evaluations will be viewed by the Board of Education in consideration of any recommendations by the Superintendent pursuant to renewal or non-**renewal of administrator' s** contract for the next school year.

Guthrie Public Schools
Property Committee Meeting
July 2, 2018 5:00 p.m.

Members present: Dr. Mike Simpson, Doug Ogle, Michelle Chapple, Cody Thompson, Terry Pennington, Janna Pierson, Tina Smedley, and Linda Skinner.

Mr. Thompson spoke on the following items:

Expenditure Reports:

- Summarized the expenses for June
- 6 new Purchase Orders for June

Completed Projects:

- 182 Work-Orders completed at Maintenance
- 11 Work-Orders completed at Transportation
- HVAC repairs/upgrades throughout the District
- Plumbing repairs/upgrades throughout the District
- Repaired/replaced doors/keys/locks throughout the district
- Completed 29 elementary teacher classroom moves at Central, Cotteral, Fogarty and GUES
- Completed major HVAC repairs at GUES main office and Library and HS classrooms
- Cleaning a/c coils, condensate lines, strainers, and fan motors to classroom units at the JH. Each unit takes ½ to full day to clean
- Safe Routes To School sidewalk project for GUES completed
- All buses cleaned inside and out during 10 day make-up period by bus drivers. They also helped teachers pack and cleaned furniture
- North Church Youth Group sponsored 2 days of cleaning at GUES and the HS

Projects in Progress:

- Currently have 125 Maintenance Work-Orders in progress
- Currently have 67 Transportation Work-Orders in progress
- District HVAC, Electrical and Plumbing repairs
- Replacing air filters at all sites and cleaning coils
- Buses 3, 5, 23, and 53 need repairs
- Continuing roof repairs where needed at all sites:
 - a. Fogarty Quad bldg. and coping stone on main roof
 - b. Central – Kitchen roof and east hallway sections
 - c. Jr. High – Gym & part of the lower main roof
 - d. Administration – Board room and Spec Needs area
- Move teachers relocating to Charter Oak in August
- Relocate Smart Boards at all elementary schools
- Continue to repair/upgrade guttering at Fogarty
- Move and install Smart Boards at GUES
- The HVAC Tune Up Program with Clearusults/OG&E continues
- Custodial summer cleaning continues and is on schedule
- Transportation's annual state safety bus inspections are underway

Summer Projects:

- Restroom transitions to Pre-K – 4th grade at Central, Cott, and Fogarty
- Replacing partitions in boys restroom downstairs at Fogarty
- Replacing kitchen hood suppression system at Cotteral
- Replacing buckled sections of Fogarty gym floor
- 3 Year AHERA Inspection
- Replacing doors at Cotteral café and HS Color Guard room
- Gravel for parking lots
- Parking lot patch work repairs to first two rows at the HS
- Phase II of Charter Oak wood fencing
- Faver Annex siding repairs
- Paint hall floors at Central and Fogarty
- Filling in parking lot cracks at GUES west lot
- Replace tile floor in Driver's Room and carpet in JH principal's office
- Serving line additions at Cotteral kitchen
- Replace and install sidewalk and drain system around the north portable at Fogarty

Bond Projects Discussion:

Charter Oak ES –

A. Gym

1. Concrete base floor - completed
2. Electrical, mechanical, and plumbing rough-ins in progress

B. Main building – Classroom section

1. Exterior brick walls and EFIS are completed
2. Classrooms and hallways are being painted
3. Electrical, Mechanical, & plumbing rough-in are in Progress. HVAC units have been installed
4. Ceiling grid installation in classrooms - completed
5. Fire line loop piping and fire sprinkler rough-in – completed
6. Hall and restroom wall tile is being installed
7. Windows have been installed

C. Retaining wall for north parking lot - completed

D. Pad for water tower - completed

E. Center Section

1. Block, brick and EFIS walls project in progress
2. Roof is all dried in
3. Walls are being painted
4. Windows are being installed
5. Electrical, mechanical, and plumbing rough-in are in progress
6. Fire line loop piping and fire sprinkler rough-in in progress

F. Lagoon

High School Chiller

- A. Pre-installation electrical work - completed
- B. Additional concrete pad - completed
- C. Removal of the heat exchanger and new piping - completed
- D. Scope and specs for HVAC Phase II is underway

Jr. High Project

A. Water proofing for basement section is underway

Dr. Simpson discussed the change orders for the JH sidewalk and Charter Oak lagoon

Mr. Ogle discussed the changes to the 2018-2019 School Year handbooks for HS Course Selection, HS Parent/Student, Jr. High, Administration, Bus Rider, and Bus Driver/Monitor. He also discussed the changes to the Extra Duty Assignment list

Guthrie Public Schools
Finance Committee Meeting

July 3, 2018

4:00 P.M.

In Attendance: Dr. Mike Simpson, Doug Ogle, Michelle Chapple, Angie Smedley, Gina Davis, Travis Sallee, Tina Smedley (attending in the absence of Sharon Watts), and Michele Hamby

Ms. Chapple opened the meeting informing the committee the first items were routine financial reports, speaking briefly on the Comparative Financial Report and Fund Balance Projection.

Ms. Chapple spoke on the following:

Investments Update

We currently have 4 CD's invested at Farmers & Merchant's Bank and one additional CD at Interbank. Total current amount of \$6,000,000.00 invested.

Approval of Loan Agreement – Child Nutrition Fund

This is an agreement for 2018-19 to allow Child Nutrition to use General Fund monies if necessary. This must be paid back by June 30, 2019.

Approval of Activity Fund Handbook

Minor changes (marked in red) to the current handbook.

Approval of \$.10 increase for paid breakfast/lunch meals

\$.10 increase needed for student and staff paid meals

Approval of Agreement with Imperial Vending 2018-19

This is a renewal of our contract for food vending machines, with no change to guarantees.

Approval of Tobacco Policy additions

Additions to current policy for the purpose of eligibility on TSET grant application.

Mr. Ogle spoke on the following:

Approval of Meridian Tech MOU for JH Gateway Program

This is a renewal agreement that provides funding for the STEM program at the Junior High.

Approval of 2018-2019 GPS HS Parent Student Handbook

Approval of 2018-2019 GPS Administration Handbook

Approval of 2018-2019 GPS School Bus Rider's Handbook

Approval of 2018-2019 GPS JHS School Student Handbook

Approval of 2018-2019 GPS HS Course Description Handbook

Approval of 2018-2019 GPS Driver Monitor Handbook

Changes to current handbooks marked in red.

Approval of 2018-2019 GPS Extra Duty Assignments

Extra duty assignments, by site, for 2018-19.

Dr. Simpson spoke on the following:

Approve Stacy Group Change order #2 – Charter Oak Lagoon

Change order in the amount of \$19,781.00 to satisfy DEQ requirement for lagoon modifications.

Curriculum Committee Meeting

Guthrie Public School Administration Building

July 3, 2018 5:00 PM

In Attendance:

Dr. Mike Simpson, Doug Ogle, Carmen Walters, Angie Smedley, Gina Davis, Travis Sallee, and Jennifer Bennett-Johnson

Meeting Opening and Introductions:

Ms. Walters opened meeting and made introductions.

Agenda Items Discussed:

Ms. Walters:

2018-2019 Approval of Authorized Official to sign Federal Claims

- Brief explanation of why Ms. Walters needs authorization.
- Discussion regarding contingent signee in the event of Ms. Walters' absence determined that Dr. Simpson could sign and that documents needing signatures was electronic.

Ms. Smedley:

Special Services Agreement with United Community Action Head Start

- Discussion that program would be moved to two rooms at GUES to include an adaptive play room. Dr. Simpson mentioned that the move would benefit Special Education students and older GUES students with possibility of pairing students.

Approval of Authorization of Federal flow through Claims

- Brief explanation of why Ms. Smedley requires authorization.

Mr. Ogle

2018-2019 High School Course Selection

- Brief discussion by Mr. Ogle about updates and changes. Improvements were made on section describing course tracks to include NCAA, Work Ready, etc.

2018-2019 High School Parent/Student Handbook

- Discussion of change in start and end times of the instructional day due to having fewer class days in 2018-2019.

2018-2019 Junior High Handbook

2018-2019 Administrative Handbook

2018-2019 Bus Rider Handbook

- Discussion about Easy Routing. Dr. Simpson discussed giving the Transportation this year to tweak our current busing schedule and would revisit needed changes for following year to accommodate Charter Oak Elementary and new neighborhood school situation.

2018-2019 Bus Driver/Monitor Handbook

Meridian Gateway Program MOU

- Brief discussion by Mr. Ogle regarding funding of program by Meridian Tech Center

Extra Duty Assignments

St. Mary's Co-op

- Mr. Ogle explained that Athletic Director, Jon Chappell will be working with St. Mary's again this year in several sports.